

## ANNEX 3: CRITERIA DOCUMENT – DRAFT 3

### 1 CRITERIA FOR THE APPLYING COMPANY

#### 1.1 'INTEGRATED' ASPECTS: SUSTAINABLE PRACTICE

THEMES	CRITERIA	INDICATORS	MEASURING METHODS
<b>Compliance with legislation</b>			
	<i>The company complies with national and regional legislation on all aspects related to the label criteria.</i>	<i>Convictions of infringements on the prevailing national or regional legislation on aspects related to the label criteria, during the past three years.</i>	Internet search; Consultation of legal database; Information NGO's.
		<i>Confirmed charges of infringements on the prevailing national or regional legislation on aspects related to the label criteria, during the past three years.</i>	Internet search; Consultation of legal database; Information NGO's.
<b>MANAGEMENT STRATEGIES AND POLICIES</b>			
<b>Policy</b>	<i>A social policy is present and publicly available.</i>	<i>Presence of a written document on the social policy of the company, approved by the board of directors.</i>	Documents provided by the company

<b>THEMES</b>	<b>CRITERIA</b>	<b>INDICATORS</b>	<b>MEASURING METHODS</b>
	<i>An environmental policy is present and publicly available.</i>	<i>Presence of a written document on the environmental policy of the company, approved by the board of directors.</i>	Documents provided by the company
<b>Management system</b>	<i>The company has a social management system including quantifiable objectives and concrete measures</i>	<i>Presence of a social management system</i>	Information company
	<i>The company has an environmental management system including quantifiable objectives and concrete measures</i>	<i>Presence of an environmental management system</i>	Information company
	<i>The company has an economic risk management system including quantifiable objectives and concrete measures</i>	<i>Presence of an economic risk management system</i>	Information company
<b>Implementation of management policy</b>	<i>The social management system is implemented within the company.</i>	<i>Extent to which the social management system is implemented into all levels of business practices and extent to which the results are measured, tracked, and reported.</i>	Information company; Information trade unions or workers representatives; Information NGO's.
		<i>Extent to which the different social principles of the label are implemented within the company's practices.</i>	Information company; Information trade unions or workers representatives; Information NGO's.
	<i>The environmental management system is implemented within the company.</i>	<i>Extent to which the environmental management system is implemented into all levels of business practices and extent to which the results are measured, tracked, and reported.</i>	Information company; Information trade unions or workers representatives; Information NGO's.

THEMES	CRITERIA	INDICATORS	MEASURING METHODS
		<i>Extent to which the different environmental principles of the label are implemented within the company's practices.</i>	Information company; Information trade unions or workers representatives; Information NGO's.
	<i>The economic management system is implemented within the company.</i>	<i>Extent to which the economic management system is implemented into all levels of business practices and extent to which the results are measured, tracked, and reported.</i>	Information company; Information trade unions or workers representatives; Information NGO's.
		<i>Extent to which the different economic principles of the label are implemented within the company's practices.</i>	Information company; Information trade unions or workers representatives; Information NGO's.
<b>STAKEHOLDER MANAGEMENT</b>			
<b>Consumers</b>	<i>The presence of a communication to consumers about the social and environmental aspects of the product, if relevant</i>	Availability of information on the social, economic and environmental policy and impact of the company (eg. publications/website)	Information consumer organisations; Publications/website; Information company.
		<i>Absence of affirmed charges of misleading consumer information</i>	Information consumer organisations; Publications/website;
	<b>The presence of a complaint handling system</b>	<b>Presence and quality of complaint handling system</b>	Information from consumer organisations; Information company.

THEMES	CRITERIA	INDICATORS	MEASURING METHODS
Quality and durability	<i>The product should be of good quality comparable to non-labelled goods. Compliance with the sustainability criteria should not have repercussions on product quality aor consumer comfort.</i>	<i>Good quality proven by product specific quality test</i>  <i>Coffee: good quality according to coffee quality standards</i>	Product specific quality test; Documents proving compliance provided by the company.
Local community	The presence of a communication system handling all communication with the local community, including a feedback system.	Presence of initiatives and dialogue to inform the local community.	Company information
		Absence of controversies with the local community Presence of initiatives and dialogue to inform the local community.	Legal database; Internet search Company information

THEMES	CRITERIA	INDICATORS	MEASURING METHODS
	<b>Efforts made by the company to protect the environment and the residential areas inside and surrounding the plant, and their inhabitants, from harmful effects and nuisance (noise, smells, air pollution, water and soil contamination)</b>	<b>Absence of complaints on nuisance and harmful effects to the natural and social environment inside and surrounding the plant</b>	Information from the company; Information NGO's; Internet search.
		Positive actions on the natural and social environment surrounding the company.	Documents provided by the company; Information local community;
	The suitability of the company grounds for the proposed activities.	Production units are not located where they can generate negative effects on the natural or social environment.	Documents on town and country planning; Construction licence Information NGO's
	Large producers should help protect community watersheds and forests, contribute to the local economy and accept a share of the costs of community infrastructure (schools, roads, water supplies, etc.). Farm managers, employees, and their families should have access to educational programmes	Support to environmental and infrastructural projects of the local and regional authorities.	Documents Information management Information NGO's
		Organisation of educational programmes on environmental protection, sanitation, health, hygiene, gender issues, sustainable management and so on.	Documents Information management Information local community
		Measures taken to compensate for negative effects of the delocalisation.	Information local NGO's. Information local community.

THEMES	CRITERIA	INDICATORS	MEASURING METHODS
	on environmental protection, sanitation, health, hygiene, gender issues, sustainable management of the project and so on. These programs must be designed to accommodate the culture, language and literacy level on the farm. The danger of over dependency of the local community should be taken into account.	Degree to which displaced people agree with and have an influence on the decisions made concerning land ownership.	Information from company ; Information local NGO's; Information local community.
<b>Employees</b>	Impact of the employees on the conception and the realisation of the environmental and social policy.	Presence of initiatives and dialogue to inform the employees of the management policies.	Information workers representatives or trade unions
		Degree to which the employees have an input in the environmental and social policy, and are motivated to assist in the implementation of the proposed policy.	Information workers representatives or trade unions Information from the company.
<b>Suppliers and subcontractors</b>	<b><i>The company ensures supply-chain management related to the product and tries to locate all steps of the production process.</i></b>	<b><i>Presence of a formal policy concerning sustainable relations with suppliers.</i></b>	Company provides overview of the supply chain; Information suppliers and subcontractors
<b>Relations Suppliers and subcontractors</b>	<b>The company provides long-term and economically sustainable relationships with suppliers when possible</b>	<b>Contracts with suppliers and subcontractors allow long-term production planning, without making them dependent.</b>	Documents provided by the company; Information from company; Information suppliers and subcontractors
		<b>Correct payment.</b>	Information suppliers and subcontractors

THEMES	CRITERIA	INDICATORS	MEASURING METHODS
		Partial payment in advance to avoid small producer organizations falling into debt.	Information suppliers and subcontractors
	<i>All chain actors are to be motivated to implement and monitor sustainability objectives.</i>	<i>Conditions and sanctions imposed on suppliers and subcontractors.</i>	Information from company
	<i>Monitoring and verification systems for social aspects within supply chain.</i>	<i>Presence of efficient and trustworthy monitoring and verification systems for social aspects</i>	Documents company Information workers representatives and NGO's
	<i>Monitoring and verification systems for environmental aspects within the supply chain.</i>	<i>Presence of efficient and trustworthy monitoring and verification systems for environmental aspects</i>	Documents company Information workers representatives and NGO's
		Availability to suppliers of information on performances of environmentally sound technologies, the associated costs and benefits.	
<b>Technology transfer</b>	The company facilitates technology transfer.	Availability to suppliers of information on performances of environmentally sound technologies, the associated costs and benefits.	Documents available to suppliers concerning technologies

## 1.2 SOCIAL ASPECTS

THEMES	CRITERIA	INDICATORS	MEASURING METHODS
<b>PRODUCT DESIGN</b>			
	<i>The product is not conceived for purposes that violate human rights</i>	<i>The application of the product leads to violations of the human rights.</i>	Information company
<b>FUNDAMENTAL ILO CONVENTIONS</b>			
<b>Freedom of association and Collective bargaining (C87, C98, C135)</b>	<i>The right of all employees to form and join trade unions and to bargain collectively is recognised. Employees' representatives are not the subject of discrimination and have access to all workplaces necessary to enable them to carry out their representation functions. Employers adopt a positive approach towards the activities of trade unions and an open attitude towards their organisational activities.</i>	<i>Respect of the rights of union representatives.</i>	Internet research; Information trade unions or workers representatives
		<i>Presence of unions and formal consultation bodies.</i>	Documents; Information trade unions or workers representatives
		<i>Presence of collective agreements and respect of the social dialogue.</i>	Documents; Information trade unions or workers representatives
		<i>Number, content and nature of conflicts between the company and the employees representatives</i>	Internet research; Information trade unions or workers representatives.
<b>Forced and compulsory labour (C29, C105)</b>	<i>There is no use of forced, including bonded or prison, labour.</i>	<b>Employees are required to lodge "deposits" or their identity papers with their employer.</b>	Information trade unions or workers representatives.
		<b>Employees are bonded by debts exceeding legal limits to the employer.</b>	Information trade unions or workers representatives.



THEMES	CRITERIA	INDICATORS	MEASURING METHODS
		<i>Employees voluntarily agree upon employment terms and are free to terminate their employment.</i>	Information trade unions or workers representatives.
<b>No discrimination (C100, C111)</b>	<i>No person is subject to any discrimination in employment, including hiring, salary, benefits, advancement, discipline, termination or retirement, on the basis of gender, race, religion, age, disability, sexual orientation, nationality, political opinion, or social or ethnic origin.</i>	<i>Presence of formal policies on equal opportunities.</i>	Documents with formal policies on equal opportunities. Publications/website company
		Presence of minority groups in executive positions.	Information trade unions or workers representatives. Document on the composition of the executive positions and the boards
		<i>Use of discriminatory criteria when engaging employees.</i>	Information trade unions or workers representatives.
<b>No child labour (C138, C182)</b>	<i>The company does not use child labour. Only employees above the age of 15 years or above the compulsory school- age shall be engaged. Adequate transitional economic assistance and appropriate educational opportunities are provided to any replaced child employees.</i>	<i>Employers keep proof of age documentation for all employees, such as a birth certificate, which verifies date of birth.</i>	Comparison of names and ages of employees and employee list Visits of the location
		<i>Presence of children on the work floor.</i>	Information employees and employees representatives

THEMES	CRITERIA	INDICATORS	MEASURING METHODS
<b>OTHER ILO CONVENTIONS</b>			
<b>Wages (C26, C131)</b>	<i>Employees receive at least living wages. Wages and benefits paid for a standard working week meet at least legal or industry minimum standards and are sufficient to meet basic needs of employees and their families and provide some discretionary income. There are no deductions from wages for disciplinary measures that are not provided for by national law without the expressed permission of the employee concerned. All employees are provided with written and understandable information about the conditions in respect of wages before they enter employment and of the particulars of their wages for the pay period concerned each time that they are paid.</i>	<b>The average labour costs, evolution and % of variable remuneration.</b>	Annual report
		<b>Living wages are paid</b>	Information trade unions or workers representatives. Internet search.
		<b>Presence of suspicious deductions on wages.</b>	Information trade unions or workers representatives.
		<b><i>Presence of regular payroll records, payslip, or other evidence of regular payment.</i></b>	Information trade unions or workers representatives.
	<b><i>Compliance of the hours of work</i></b>	<b><i>Contractual agreements concerning overtime are respected</i></b>	Information trade unions or workers representatives.

THEMES	CRITERIA	INDICATORS	MEASURING METHODS
<b>Working hours (C130)</b>	<i>with applicable laws and industry standards. Employees are not on a regular basis required to work in excess of 48 hours per week and have at least one day off for every 7-day period. Overtime is voluntary, does not exceed 12 hours per week, is not demanded on a regular basis and is compensated at a premium rate.</i>	<b>Contractual agreements concerning overtime are respected</b>	Information trade unions or workers representatives.
		Clear public announcement of working hours.	Information trade unions or workers representatives. Visit on location
	<b>The needs and expectations of the employees are taken into account in the organisation of the flexibility.</b>	<b>Employees agree with the flexibility within the organisation</b>	Information trade unions or workers representatives. Information management
<b>Good working conditions</b>	Harsh or inhumane treatment, physical abuse, threats of physical abuse, unusual punishments or discipline, sexual and other harassment, and intimidation by the employer are strictly prohibited.	Presence of harsh or inhumane treatment, harassment or intimidation by the employer.	Information trade unions or workers representatives. Visit on location
	<b>The company provides training and education and the possibility of job enrichment and career development. An open communication on the work floor is present.</b>	The degree to which the company provides training and education and the possibility of job enrichment and career development.	Presence of written training programs Information trade unions or workers representatives.
		The presence of an open communication on the work floor.	Information trade unions or workers representatives. Information management

THEMES	CRITERIA	INDICATORS	MEASURING METHODS
Occupational health and safety (C155)	<i>A safe and hygienic working environment shall be provided, and best occupational health and safety practice shall be promoted, bearing in mind the prevailing knowledge of the industry and of any specific hazards.</i>	<i>Presence of a formal policy concerning health and safety and health and safety reports.</i>	Documents with a formal policy concerning health and safety and health and safety reports
		<i>Presence of a health and safety committee, safety measures, training of employees.</i>	Information trade unions or workers representatives.
		<i>Frequency and evolution of labour accidents.</i>	Information trade unions or workers representatives. Health and safety reports
		<i>All safety and medical equipment is in place, maintained and accessible to the employees.</i>	Information trade unions or workers representatives. Visits on location
		<i>The factory stores hazardous and combustible materials in secure and ventilated areas and disposes of them in a safe and legal manner.</i>	Information trade unions or workers representatives. Visits on location Information management
		<i>The noise level is not harmful for the employees.</i>	Information trade unions or workers representatives. Visits on location
		<i>Employees wear appropriate protective equipment to prevent unsafe exposure to hazardous elements including medical waste.</i>	Information trade unions or workers representatives. Visits on location
		<i>All facilities including factory buildings, toilets, canteens, kitchens, and clinics, are kept clean and safe.</i>	Visits on location Information trade unions or workers representatives.

THEMES	CRITERIA	INDICATORS	MEASURING METHODS
		<i>A fire-prevention plan and, where appropriate, fire-suppression equipment are present. In fire hazard areas, employees should be trained in fire prevention and control.</i>	Information trade unions or workers representatives. Visits on location
Recognised employment relationships and social security	Obligations to employees under labour or social security laws and regulations arising from the regular employment relationship shall not be avoided through the use of labour-only contracting arrangements, or through apprenticeship schemes where there is no real intent to impart skills or provide regular employment. Younger employees shall be given the opportunity to participate in education and training programmes.	<b>Number of short-term contracts.</b>	Verification of written contracts
		Contracts are registered in such a way that they become binding under national law, either through a written contract, or a formal list of employees, etc....	Verification of written contracts
		Obligations to employees under labour or social security laws and employment regulations must be respected.	Information trade unions or workers representatives. Internet research

### 1.3 ECONOMIC ASPECTS

THEMES	CRITERIA	INDICATORS	MEASURING METHODS
<b>PROFITS</b>			
	<i>The company guarantees it's growth and existence by creating value. Dividends are less than retained profits and stable.</i>	<i>Earnings before interest and tax (EBIT).</i>	Annual report
		<i>Dividends are less than retained profits and stable.</i>	Annual report Information company
<b>INTERNAL CONTROL PROCEDURES</b>			
	<i>The company has a correct management of profits. It has a management plan with a cost-efficiency analysis, a sensitivity analysis, the management of benefices and losses and the amortization policy. This management takes into account environmental and social aspects.</i>	<i>Presence of a financial management plan with cost-efficiency analysis, sensitivity analysis, management of benefices and losses and the amortization policy.</i>	Annual report Information company Publications/website company
		<b>Presence of an internal audit team</b>	Annual report Information company Publications/website company
		<b>Presence of an audit committee within the board of directors.</b>	Annual report Information company Publications/website company
		<b>Transparency of the data.</b>	Annual report Publications/website company
<b>INVESTMENTS IN HUMAN CAPITAL, RESEARCH AND DEVELOPMENT, OTHERS...</b>			
	<b>The company invests in human capacity building and in research and development.</b>	<b>Investments in research and development as% of revenues.</b>	Annual report Information company
		<b>Percentage of employees taking part in training.</b>	Annual report Information company

THEMES	CRITERIA	INDICATORS	MEASURING METHODS
		Other capital investments as % of revenues.	Annual report Information company Publications/website company
		Access to liquidity/capital.	Information company
<b>CORRECT PAYMENT OF TAXES</b>			
	<i>The company contributes to society through paying taxes and complying with tax legislation.</i>	<i>Convictions or charges during the last three years.</i>	Internet search Information NGO's
		<i>Seriousness/absence of infringements</i>	Internet search
		<i>Taxes paid to all taxing authorities (%).</i>	Information management Internet search
		<i>Presence in tax heavens.</i>	Annual report Internet search

## 1.4 ECOLOGICAL ASPECTS

To be considered at organisational level

THEMES	CRITERIA	INDICATORS	MEASURING METHODS
<b>RESPONSIBLE</b>			
Person responsible for environmental issues	A responsible for environmental issues, at senior management level, should keep check on compliance with the regulations and evaluate suggestions for improvements.	Presence of a responsible <sup>1</sup> at senior management level for the environmental protection	Company information
<b>PRODUCT DESIGN</b>			
	Products should be designed in function of the potential environmental impacts of all production processes, the using of the product and the waste stage. The use of more sustainable alternatives has been taken into account.	Potential environmental impacts of production processes and end products are taken into account at the stage of the product design and regularly during processing.	Documents provided by the company; Information NGO's.

<sup>1</sup> For large companies this will be an accounted environmental protection officer, in small companies this will be part of the job responsibilities of someone at senior management level



THEMES	CRITERIA	INDICATORS	MEASURING METHODS
<b>GENERAL PRODUCTION ACTIVITIES</b>			
<b>Serious environmental risks</b>	<i>The production activities of the company should not imply serious environmental risks. Emissions into air, water and soil, unpleasant smells and noise nuisance are to be strictly avoided. Material use, waste production and transport should be kept to a minimum.</i>	<i>Convictions or charges of serious environmental problems during the last three years.</i>	Internet search; Information NGO's.
		<i>Degree to which the production activities are subject to a public controversy.</i>	Internet search; Information NGO's.
		<i>Measures taken to avoid emissions into air, water and soil, noise and unpleasant smells.</i>	Publications/website; Information management and environmental protection officer
		<i>Number and nature of emissions, contamination, noise and unpleasant smells.</i>	Publications/website of company Information management and environmental protection officer; Internet search; Information NGO's.

**To be considered sector-specific**

The following ecological aspects are a list of possible environmental criteria and indicators. As explained in the introduction, an LCA is required to evaluate their relevance and to specify the general environmental criteria into product specific environmental criteria.

An LCA for coffee pointed out that the following life cycle stages as having important environmental impacts:

- coffee cultivation;
- raw coffee preparation and drying;
- coffee roasting;
- coffee preparation;
- disposal of coffee grounds.

In this case, the coffee roasting or selling company is supposed to be the applying company. The criteria specific for coffee cultivation, raw coffee preparation and drying are specified in the '*criteria for suppliers*' document'. There are no specific criteria for coffee roasting or coffee selling.

Criteria applicable to coffee are marked in red.

**A) PRODUCTION PHASE**

THEMES	CRITERIA	INDICATORS	MEASURING METHODS
<b>ENERGY</b>			
<b>Energy use minimisation</b>	<i>The consumption of energy must be kept at a minimum.</i> <i>Applicable to coffee roasting</i>	<i>Measures to reduce the use of energy.</i>	Information company
	<b>Wherever possible renewable energy should be used.</b> <i>Applicable to coffee roasting</i>	<b>Use of renewable energy sources per product unit compared to the average in the sector.</b>	Information company

THEMES	CRITERIA	INDICATORS	MEASURING METHODS
<b>MATERIAL USE</b>			
<b>Materials use reduction</b>	<b>Objectives and targets should be set for reduction of raw materials use, use of recycled and recyclable material and for materials replacement.</b>	<b>Measures to reduce material use</b>	Information company
		Minimisation of packaging materials compared to the average in the sector.	Information company
<b>Hazardous materials</b>	<i>Hazardous materials should be substituted with less hazardous alternatives wherever possible, taking into account environmental and health related issues.</i>	<i>Documentation of materials used</i>	Information company

THEMES	CRITERIA	INDICATORS	MEASURING METHODS
	<p><i>Any chemical products banned or not registered in the country or prohibited by national or international agreements may not be used. This includes pesticides in WHO class 1 a+b, pesticides in the Pesticide Action Network's "dirty dozen" list and pesticides in FAO/UNEP's Prior Informed Consent. Also persistent chemicals used in vegetal and animal production must be strictly avoided. Agrochemicals that are toxic or whose derivatives remain biologically active and accumulate in the food chain beyond their intended use are prohibited as well.</i></p>	<p><i>Recording and documentation of all chemical application (date, time, crop, quantity, dosage rate).</i></p>	<p>Information company</p>
	<p><i>The use of chemicals for weed control or as fertiliser should be thoroughly prepared and planned and reduced wherever possible. Preventive use of chemicals can cause overuse. Curative action is preferred.</i></p>	<p><i>Use of curative instead of preventive actions</i></p> <p><i>Use of early warning systems and threshold values</i></p>	<p>Visits on location; Information company.</p> <p>Documents; Visits on location; Information company.</p>
	<p>If dangerous substances are used, proper equipment and training shall</p>	<p>Proper training and equipment to minimise the risk of accidents.</p>	<p>Information company; Information trade unions and workers representatives.</p>

THEMES	CRITERIA	INDICATORS	MEASURING METHODS
	be provided to minimise health and environmental risks.	Existence of an emergency plan to deal with spills or contamination.	Information company
		Absence of casualties.	Information company; Information trade unions and workers representatives.
Pest management	<b><i>Integrated Pest Management (IPM) is favoured, emphasising physical, cultural, mechanical, and biological practices to control pests. The most appropriate combination of organic, cultural, mechanical and chemical methods is used. Organic methods should replace agrochemical treatment wherever possible. Choosing the appropriate product is extremely important and synthetic products should be used strictly to the manufacturer's instructions.</i></b>	<b>Use of agrochemicals.</b>	Visits on location Information company
		<b>Monitoring and evaluation of pest / disease levels.</b>	Visits on location Information company
		<b>Post harvest management, including the monitoring of crop in function of treats to human health.</b>	Visits on location Information company
Weed control	<b><i>Integrated Weed Management (IPM) must be employed. In order to control weeds cultural practices instead of chemicals should be used as much as possible.</i></b>	<b>Weed control practices.</b>	Visits on location; Information company.
<b>WATER</b>			
		<b>Measures to reduce the use of water.</b>	Company information

THEMES	CRITERIA	INDICATORS	MEASURING METHODS
Water use minimisation	<p>The company must implement a water management system, which minimizes water consumption and conserves ground and surface water.</p> <p>Applicable to coffee roasting</p>	<b>Measures to reduce the use of water.</b>	Company information
		<b>Impact (quantitatively and qualitatively) on water sources by the organisation's use of water compared to the average in the sector.</b>	Internet search Company information Information NGO's
		<b>Incidences of over extraction or contamination.</b>	Research on internet Information NGO's
		Water recycling or reuse, utilising environmentally friendly methods.	Company information
		Collection and use of rainwater.	Company information
		<b>Treatment and disposal of wastewaters.</b>	Company information

THEMES	CRITERIA	INDICATORS	MEASURING METHODS
	Water irrigation must be done with methods and systems minimizing water consumption as far as possible and adapted to the needs of the local situation (e.g. drip irrigation, water application direct to the root zone etc.).	Irrigation is demand driven, adapted to the local needs or situation, based on experimental data, in which the major factors are the nature of the soil (retention capacity etc) and evapotranspiration.	Visits on location Information company
Contamination and treatment	All waters used in mills, washing facilities or housing are appropriately filtered or treated before returning them to nature.	Presence of appropriated methods for filtering or treating waters used in mills, washing facilities or housing.	Visits on location Information company
	Losses and drainage of the fertilizers and pesticides through leaching into the soil should be kept at a minimum.	Use of fertilisers and pesticides should be adapted to the type of soil.	Company information
	Where possible, buffer zones are established along rivers, lakes, and ravines and around springs, wells, boreholes to control sedimentation and contamination.	Presence of buffer zones along rivers, lakes, and ravines and around springs, wells, boreholes.	Visits on location Company information
<b>SOIL</b>			
Soil contamination	The company should take measures to prevent and remediate soil contamination.	Measures taken to prevent soil contamination.	Company information
		Remediation of soil contamination.	Company information

<b>THEMES</b>	<b>CRITERIA</b>	<b>INDICATORS</b>	<b>MEASURING METHODS</b>
<b>Soil structure and erosion</b>	A soil conservation plan to minimise erosion must be defined and implemented. The plan has to take into account local needs and constraints.	Presence of for example windbreaks, vegetative barriers, cover crops or contour and terrace planting to prevent soil erosion.	Visits on location; Information management
		Conservation methods adapted to local needs and constraints.	Visits on location; Information management
<b>Soil fertility</b>	Farm management practices must promote the conservation and recuperation of the soil's fertility, quantity and quality of organic material, biological activity, and structure. The use of organic fertilizer and composted organic waste is preferred to chemical fertilizer for the improvement of the soil's structure.	Presence of a fertilisation programme.	Documents Information management
		Use of organic fertilizer and composted organic waste, as much as possible, in order to reduce chemical fertilizer input.	Visits on location Information management
<b>Land clearing</b>	The use of fire to clear land or control unwanted vegetation is carefully monitored and prohibited if hazardous.	Use of fire	Information company Information NGO's
<b>EMISSIONS</b>			
Air	The company should take measures to minimise air contamination and unpleasant smells.	Measures taken to prevent air contamination.	Information company

Applicable to coffee roasting



THEMES	CRITERIA	INDICATORS	MEASURING METHODS
		Quantity and nature of emissions into air compared to the average in the sector.	Information company
<b>WASTE REDUCTION</b>			
	<p><b>A proper waste management system for the separation and disposal must be established.</b> Residuals and wastes must be managed in ways that minimise risks to human health and the environment. Non-biodegradable wastes (i.e. paper, plastic, metal, wood, glass, ...) are to be separated and recycled or reused wherever possible.</p> <p>Applicable to coffee roasting</p>	<p><b>Presence of a waste management system for separation and disposal of waste.</b></p>	Information company
		Quantity of waste returned to process or market (e.g., through recycling, reuse, or remanufacture) by type as defined by applicable national, sub-national, or local laws or regulations compared to the average in the sector.	Information company
<b>TRANSPORT</b>			
	<p><b>Objectives and targets should be set for organisation-related transport. Transport should be minimized and set out as environmentally friendly as possible.</b></p>	Presence of a transport management system that reduces environmental impact.	Information company
		Environmental impact of the means of transport used by the company e.g. for business travel, staffs commutes, product distribution, fleet operation.	Information company
		<b>Efforts to reduce transport, or to minimize the environmental impact of it.</b>	Information company

THEMES	CRITERIA	INDICATORS	MEASURING METHODS
<b>ECOSYSTEMS</b>			
GMO's	<b>The use of genetically modified organisms or products thereof is prohibited.</b>	<b>Use of GMO's or products thereof.</b>	Information company Information NGO's
Wildlife conservation	Maintenance of ecological functions and values. Attention should be given to the protection of the fauna and flora inside and surrounding the company.	Design and layout of company promote protection, restoration and conservation of nature (e.g. natural forests), and do not increase pressures on ecosystems.	Information company Information NGO's Internet research
		Wildlife corridors, streamside zones and a mosaic of stands of different ages and rotation periods, are used in the layout of plantations, consistent with the scale of the operation.	Information company Information NGO's
		The company is not implicated in hunting or in commercial collection of flora and fauna of threatened or endangered species (UICN 2000) or of species included in the Convention on International Trade in Endangered Species of Wild Fauna and Flora (CITES).	Information company Information NGO's Internet research

THEMES	CRITERIA	INDICATORS	MEASURING METHODS
<b>LIVESTOCK PRODUCTION</b>			
<b>manure</b>	Stock-farming should be land-related as much as possible. The number of livestock must be closely related to the area available to allow for the spreading of livestock manure. When the producer owns more animals, arrangements can be made with other producers for the spreading of livestock manure.	Number of animals relative to area available for spreading of manure;	On site visit; Information company.
		Presence of arrangements with other producers.	On site visit; Information company.
<b>Animal health</b>	All animals must have access to sufficient free-range or grazing area and sufficient indoors housing area.	Number of animals relative to available outdoors and indoors area	On site visit; Documents provided by company; Information management
	Animal health problems should be limited and controlled mainly by prevention. If despite all preventive measures, an animal becomes sick or injured, it must be treated immediately.	Incidences of animal health problems and treatment	Information management; Information local veterinarians
	Operations such as tail-docking, cutting of teeth, trimming of beaks, dehorning or castration are subject to stringent conditions.	Incidences of tail-docking, cutting of teeth, trimming of beaks, dehorning or castration	Information management; On site visit.

## B) USE STAGE

THEMES	CRITERIA	INDICATORS	MEASURING METHODS
<b>PRODUCT STEWARDSHIP</b>			
	<i>The presence of comprehensive consumer information on the product package. <b>Applicable to coffee.</b></i>	<i>The presence of instructions for use on the product package</i>	Package of the product
	<i>The company should make an effort to reduce the adverse environmental impact of the use of the products.</i>	<i>Programmes or procedures to prevent or minimise the potentially adverse impacts of products and services (product stewardship, take back, life-cycle management).</i>	Information company
	<i>The company should make an effort to reduce the adverse environmental impact of the preparing of the coffee through cooperation with coffee maker producers .</i>		
	The concept of the product takes into account all possible environmental impacts of the use of the product, and tries to minimise them.	Research programme of the environmentally friendly development of the product and/or environmentally inspired adaptation of the design of the product (eco-design).	Information company

<b>ENVIRONMENTAL IMPACT</b>			
<b>Energy use</b>	<i>The product's energy use should be less than average in the product group, if applicable.</i>	<b>Energy consumption of the product</b>	Documents on energy consumption according to specified tests, provided by the company
<b>Resource consumption</b>	<i>The product's resource consumption (e.g. water) should be less than average in the product group, if applicable.</i>	<b>Natural resource consumption of the product</b>	Documents on resource consumption according to specified tests, provided by the company
<b>Pollution</b>	<i>The use of the product should cause less pollution of air, water, soil than average in the product group.</i>	<b>Emissions of the product</b>	Documents on emissions according to specified tests, provided by the company

B) WASTE STAGE

THEMES	CRITERIA	INDICATORS	MEASURING METHODS
<b>PRODUCT DESIGN</b>			
	<i>The product is designed taking into account the possible environmental impacts of the waste stage and trying to prevent / minimise them.</i>	<i>Research programme of the environmentally friendly development of the product and/or environmentally inspired adaptation of the design of the product (eco-design).</i>	Information company
<b>PRODUCT STEWARDSHIP</b>			
	<i>The presence of comprehensive consumer information on the product package. <b>Applicable to coffee.</b></i>	<i>The presence of instructions for disposal on the product package</i>	Package of the product
	The company should make an effort to reduce the adverse environmental impact of the product at the waste stage.	Programmes or procedures to prevent or minimise the potentially adverse impacts of products and services (product stewardship, take back, life-cycle management).	Information company

## 2 CRITERIA FOR SUPPLIERS AND SUBCONTRACTORS

### 2.1 'INTEGRATED' ASPECTS: SUSTAINABLE PRACTICE

THEMES	CRITERIA	INDICATORS	MEASURING METHODS
<b>COMPLIANCE WITH LEGISLATION</b>			
	<i>The company complies with national and regional legislation for all criteria related to the label.</i>	<i>Convictions or charges for infringements of the prevailing national and regional legislation on the criteria regarding the label the last three years.</i>	Research on internet for incidences Consultation of legal database Information NGO's
<b>MANAGEMENT STRATEGIES AND POLICIES</b>			
Policy	<i>A social policy is present.</i>	<i>Presence of a written document on the social policy of the company approved by the board of directors.</i>	Documents provided by the company
	<i>An environmental policy is present.</i>	<i>Presence of a written document on the environmental policy of the company.</i>	Documents provided by the company

THEMES	CRITERIA	INDICATORS	MEASURING METHODS
<b>STAKEHOLDER MANAGEMENT</b>			
<b>Local community</b>	<b>The efforts made by the company to protect the environment and the residential areas inside and surrounding the plant, and their inhabitants, from harmful effects and nuisance (noise, smells, air pollution, water and soil contamination)</b>	<b>Efforts made to prevent nuisance and harmful effects to the natural and social environment surrounding the plant, compared with the sector.</b>	Documents provided by the company Information management
<b>SUPPLIERS AND SUB-CONTRACTORS</b>			
<b>Relations with suppliers and subcontractors</b>	<b>The company provides long-term and economically sustainable relationships with suppliers when possible</b>	<b>Contracts with suppliers and subcontractors allow long-term production planning, without making them dependent.</b>	Documents provided by the company Information management Information suppliers and subcontractors
		Correct payment.	Information suppliers and subcontractors
		Partial payment in advance to avoid small producer organizations falling into debt.	Information suppliers and subcontractors



## 2.2 SOCIAL ASPECTS

THEMES	CRITERIA	INDICATORS	MEASURING METHODS
<b>FUNDAMENTAL ILO CONVENTIONS</b>			
<b>Freedom of association and Collective bargaining (C87, C98, C135)</b>	<i>The right of all employees to form and join trade unions and to bargain collectively is recognised. Employees' representatives are not the subject of discrimination and have access to all workplaces necessary to enable them to carry out their representation functions. Employers adopt a positive approach towards the activities of trade unions and an open attitude towards their organisational activities.</i>	<i>Respect of the rights of union representatives.</i>	Internet research Information employees and employees representatives
		<i>Presence of unions and formal consultation bodies.</i>	Written documents Information management Information employees and employees representatives
		<i>Presence of collective agreements and respect of the social dialogue.</i>	Written documents on collective agreements Information employees and employees representatives
		<i>Number, content and nature of conflicts between the company and the employees representatives</i>	Internet research Information trade unions and workers representatives
<b>Forced and compulsory labour (C29, C105)</b>	<i>There is no use of forced labour, including bonded or prison labour.</i>	<i>Employees voluntarily agree upon employment terms and are free to terminate their employment.</i>	Information trade unions and workers representatives
<b>No discrimination (C100, C111)</b>	<i>No person is subject to any discrimination in employment, including hiring, salary, benefits, advancement, discipline, termination or retirement, on the basis of gender, race, religion, age, disability, sexual orientation, nationality, political opinion, or social or ethnic origin.</i>	<i>Presence of formal policies on equal opportunities.</i>	Documents with formal policies on equal opportunities. Website company
		<i>Use of discriminatory criteria when engaging employees.</i>	Information trade unions and workers representatives

THEMES	CRITERIA	INDICATORS	MEASURING METHODS
No child labour (C138, C182)	<p><i>The company does not use of child labour. Only employees above the age of 15 years or above the compulsory school-leaving age shall be engaged. Adequate transitional economic assistance and appropriate educational opportunities are provided to any replaced child employees.</i></p>	<p><i>Employers keep proof of age documentation for all employees, such as a birth certificate, which verifies date of birth.</i></p>	<p>Visits of the location</p>
		<p><i>Presence of children on the work floor.</i></p>	<p>Information trade unions and workers representatives</p>
<b>WAGES (C26, C131)</b>			
Living wage	<p><i>Employees receive at least living wages. Wages and benefits paid for a standard working week meet at least legal or industry minimum standards and are sufficient to meet basic needs of employees and their families and provide some discretionary income. There are no deductions from wages for disciplinary measures that are not provided for by national law without the expressed permission of the employee concerned. All employees are provided with written and understandable information about the conditions in respect of wages before they enter employment and of the particulars of their wages for the pay period concerned each time that they are paid.</i></p>	<p>The average labour costs, evolution and % of variable remuneration.</p>	<p>Annual report</p>
		<p><i>Living wages are paid</i></p>	<p>Information trade unions and workers representatives; Internet search.</p>
		<p><i>Presence of suspicious deductions on wages.</i></p>	<p>Information trade unions and workers representatives</p>
		<p><i>Presence of regular payroll records, payslip, or other evidence of regular payment.</i></p>	<p>Information trade unions and workers representatives</p>
<b>WORKING HOURS (C 130)</b>			

	<i>Compliance of the hours of work with applicable laws and industry standards. Employees are not on a regular basis required to work in excess of 48 hours per week and have at least one day off for every 7-day period. Overtime is voluntary, does not exceed 12 hours per week, is not demanded on a regular basis and is compensated at a premium rate.</i>	<b>Contractual agreements concerning overtime are respected</b>	Information trade unions and workers representatives
<b>Good working conditions</b>	<b>Harsh or inhumane treatment, physical abuse, threats of physical abuse, unusual punishments or discipline, sexual and other harassment, and intimidation by the employer are strictly prohibited.</b>	<b>Presence of harsh or inhumane treatment, harassment or intimidation by the employer.</b>	Information trade unions or workers representatives Visit on location
	<b>The company provides training and education and the possibility of job enrichment and career development. An open communication on the work floor is present.</b>	<b>The degree to which the company provides training and education and the possibility of job enrichment and career development.</b>	Presence of written training programs Information trade unions or workers representatives
		The presence of an open communication on the work floor.	Information trade unions or workers representatives Information management
<b>OCCUPATIONAL HEALTH AND SAFETY (C155)</b>			
	<i>A safe and hygienic working environment shall be provided, and best occupational health and safety practice shall be promoted, bearing in mind the prevailing knowledge of the industry and of any specific hazards.</i>	<b>Presence of a formal policy concerning health and safety and health and safety reports.</b>	Documents with a formal policy concerning health and safety and health and safety reports
		<b>Presence of a health and safety committee, safety measures, training of employees.</b>	Information trade unions and workers representatives

		<b><i>Frequency and evolution of labour accidents.</i></b>	Information trade unions and workers representatives Health and safety reports
		<b><i>All safety and medical equipment is in place, maintained and accessible to the employees.</i></b>	Information trade unions and workers representatives Visits on location
		<b><i>The factory stores hazardous and combustible materials in secure and ventilated areas and disposes of them in a safe and legal manner.</i></b>	Information trade unions and workers representatives Visits on location Information management
		<b><i>The noise level is not harmful for the employees.</i></b>	Information trade unions and workers representatives Visits on location
		<b><i>Employees wear appropriate protective equipment to prevent unsafe exposure to hazardous elements including medical waste.</i></b>	Information trade unions and workers representatives Visits on location
		<b><i>All facilities including factory buildings, toilets, canteens, kitchens, and clinics, are kept clean and safe.</i></b>	Visits on location
		<b><i>A fire-prevention plan and, where appropriate, fire-suppression equipment are present. In fire hazard areas, employees should be trained in fire prevention and control.</i></b>	Information trade unions and workers representatives Visits on location

Recognised employment relationships and social security	Obligations to employees under labour or social security laws and regulations arising from the regular employment relationship shall not be avoided through the use of labour-only contracting arrangements, or through apprenticeship schemes where there is no real intent to impart skills or provide regular employment. Younger employees shall be given the opportunity to participate in education and training programmes.	Number of short-term contracts.	Verification of written contracts
		Contracts are registered in such a way that they become binding under national law, either through a written contract, or a formal list of employees, etc....	Verification of written contracts.
		Obligations to employees under labour or social security laws and employment regulations must be respected.	Information trade unions or workers representatives Internet research

### 2.3 ECONOMIC ASPECTS

THEMES	CRITERIA	INDICATORS	MEASURING METHODS
<b>INTERNAL CONTROL PROCEDURES</b>			
	<i>The company has a correct management of profits. It has a management plan with a cost-efficiency analysis, a sensitivity analysis, the management of benefices and losses and the amortization policy. This management takes into account environmental and social aspects.</i>	<i>Presence of a financial management plan with cost-efficiency analysis, sensitivity analysis, management of benefices and losses and the amortization policy.</i>	Annual report; Information management Website company
		<i>The management plan takes into account social and environmental aspects.</i>	Annual report Information management Website company

THEMES	CRITERIA	INDICATORS	MEASURING METHODS
		<i>Transparency of the data.</i>	Annual report Website company
<b>INVESTMENTS IN HUMAN CAPITAL, RESEARCH AND DEVELOPMENT, OTHERS...</b>			
	The company invests in human capacity building and in research and development.	Percentage of employees taking part in training.	Annual report Information management Website company
		Other capital investments as % of revenues.	Annual report Information management Website company
<b>CORRECT PAYMENT OF TAXES</b>			
	<i>The company contributes to society through paying taxes and complying with tax legislation.</i>	<i>Taxes paid to all taxing authorities (%).</i>	Information management Internet research
		<i>Seriousness/absence of infringements.</i>	Internet research

## 2.4 ECOLOGICAL ASPECTS

### To be considered at organisational level

THEMES	CRITERIA	INDICATORS	MEASURING METHODS
<b>GENERAL PRODUCTION ACTIVITIES</b>			
<b>Environmental risks</b>	The production activities of the company should not imply serious environmental risks. Emissions into air, water and soil, unpleasant smells and noise nuisance are to be strictly avoided. Material use, waste production and transport should be kept to a minimum.	Degree to which the production activities are subject to a public controversy.	Internet research Interview NGO's
		Measures taken to avoid emissions into air, water and soil, noise and unpleasant smells.	Website of company Documents Information management and environmental protection officer
		Number and nature of emissions, contamination, noise and unpleasant smells.	Website of company Information management and environmental protection officer Internet research Information NGO's

### To be considered sector-specific

Through an LCA of coffee the relevance of the environmental aspects (also listed in the 'criteria for applying companies') are assessed and specific criteria for coffee are developed. The supplier - life cycle stages that are important from an environmental viewpoint, in the case of coffee, are:

- coffee cultivation;
- raw coffee preparation and drying.

Criteria not applicable in the case of coffee are omitted here!

A) PRODUCTION PHASE

THEMES	CRITERIA	INDICATORS	MEASURING METHODS
<b>ENERGY</b>			
<b>Energy use minimisation</b>	For processing, storage and transport, irradiation, fumigation or microwave treatment should not be used.	Use of irradiation, fumigation or microwave treatment.	Visits on location Information company
	<b><i>The coffee must be dried by solar means including patio and solar drying. Burners may only be used at night, early morning or when the sun's energy is unavailable due to cloud cover such as rainy periods. Biomass burners are preferred.</i></b>	<b><i>If possible, the product is dried by solar means.</i></b>	Visits on location Information company
		Presence of biomass burners.	Visits on location Information from company
	<b><i>To ensure that the coffee plant has optimal shading, adapted to local varieties and conditions, the crop is grown under shade trees. No use of plastics to provide shade.</i></b>	<b><i>Presence of shade trees.</i></b>	Visits on location Information farmers



THEMES	CRITERIA	INDICATORS	MEASURING METHODS
<b>MATERIAL USE</b>			
<b>Hazardous materials</b>	<p><i>Any chemical products banned or not registered in the country or prohibited by national or international agreements may not be used. This includes pesticides in WHO class 1 a+b, pesticides in the Pesticide Action Network's "dirty dozen" list and pesticides in FAO/UNEP's Prior Informed Consent. Also persistent chemicals used in vegetal and animal production must be strictly avoided. Agrochemicals that are toxic or whose derivatives remain biologically active and accumulate in the food chain beyond their intended use are prohibited as well.</i></p>	<p><i>Recording and documentation of all chemical application (date, time, crop, quantity, dosage rate).</i></p>	<p>Information company</p>
	<p><i>The use of chemicals for weed control or as fertiliser should be thoroughly prepared and planned and reduced wherever possible. Preventive use of chemicals can cause overuse. Curative action is preferred.</i></p>	<p><i>Use of curative instead of preventive actions</i></p>	<p>Visits on location; Information company.</p>
		<p><i>Use of early warning systems and threshold values</i></p>	<p>Documents; Visits on location; Information company.</p>

THEMES	CRITERIA	INDICATORS	MEASURING METHODS
	If dangerous substances are used, proper equipment and training shall be provided to minimise health and environmental risks.	Proper training and equipment to minimise the risk of accidents.	Information company; Information trade unions and workers representatives.
		Existence of an emergency plan to deal with spills or contamination.	Information company
		Absence of casualties.	Information company; Information trade unions and workers representatives.
<b>Pest management</b>	<b><i>Integrated Pest Management (IPM) is favoured, emphasising physical, cultural, mechanical, and biological practices to control pests. The most appropriate combination of organic, cultural, mechanical and chemical methods is used. Organic methods should replace agrochemical treatment wherever possible. Choosing the appropriate product is extremely important and synthetic products should be used strictly to the manufacturer's instructions.</i></b>	<b>Use of agrochemicals.</b>	Visits on location Information company
		<b>Monitoring and evaluation of pest / disease levels.</b>	Visits on location Information company
		<b>Post harvest management, including the monitoring of crop in function of treats to human health.</b>	Visits on location Information company
	Pruning of the canopy cover to increase ventilation and illumination can control some pests/diseases and increase others. Pruning for crop protection must be based on monitoring principles of pest/disease levels.	Pruning timing and processes	Visits on location; Information company.

THEMES	CRITERIA	INDICATORS	MEASURING METHODS
Weed control	<i>Integrated Weed Management (IPM) must be employed. In order to control weeds cultural practices instead of chemicals should be used as much as possible.</i>	Weed control practices.	Visits on location; Information company.
<b>WATER</b>			
Water use minimisation	The company must implement a water management system, which minimizes water consumption and conserves ground and surface water.	<b>Measures to reduce the use of water.</b>	Company information
		<b>Impact (quantitatively and qualitatively) on water sources by the organisation's use of water compared to the average in the sector.</b>	Internet search Company information Information NGO's
		<b>Incidences of over extraction or contamination.</b>	Research on internet Information NGO's
		Water recycling or reuse, utilising environmentally friendly methods.	Company information
		Collection and use of rainwater.	Company information
		<b>Treatment and disposal of wastewaters.</b>	Company information

THEMES	CRITERIA	INDICATORS	MEASURING METHODS
	<p><b>Water irrigation must be done with methods and systems minimizing water consumption as far as possible and adapted to the needs of the local situation (e.g. drip irrigation, water application direct to the root zone etc.).</b></p>	<p><b>Irrigation is demand driven, adapted to the local needs or situation,</b> based on experimental data, in which the major factors are the nature of the soil (retention capacity etc) and evapotranspiration.</p>	<p>Visits on location Information company</p>
<p><b>Contamination and treatment</b></p>	<p>Contaminated de-pulping wash waters are recycled or cleaned through processes that remove contaminants and restore normal oxygen levels in the waters. This includes inter alias sedimentary ponds to filter wastewater and bio-absorption mechanisms use.</p>	<p>Presence of appropriated methods for filtering or treating waters used in mills, washing facilities or housing.</p>	<p>Visits on location Information company</p>
	<p><b>Losses and drainage of the fertilizers and pesticides through leaching into the soil should be kept at a minimum.</b></p>	<p><b>Use of fertilisers and pesticides should be adapted to the type of soil.</b></p>	<p>Company information</p>
	<p><b>Where possible, buffer zones are established along rivers, lakes, and ravines and around springs, wells, boreholes to control sedimentation and contamination.</b></p>	<p><b>Presence of buffer zones along rivers, lakes, and ravines and around springs, wells, boreholes.</b></p>	<p>Visits on location Company information</p>
<p><b>SOIL</b></p>			

THEMES	CRITERIA	INDICATORS	MEASURING METHODS
Soil structure and erosion	<b>Mechanised cropping methods (e.g. use of a tractor), should not be used too frequently to avoid excessive root damage, alteration of the soil structure and erosion.</b>	<b>Use of mechanised cropping methods</b>	Visits on location; Information company.
	Working on land during the rainy season even with light hosing should be avoided.	Periods when land is cultivated	Visits on location; Information company.
	<b>No clean weeding; instead: establish a cover crop or mulch or adopt selective weeding.</b>	<b>Weeding practices</b>	Information farmers; Information NGO's.
Mulching	Mulching (covering the soil with a thick layer of straw, grass, dead weeds or compost) is applied except in regions sensitive to frost (expensive).	Use of mulching.	Visits on location; Information company; Information NGO's.
Contour planting	When the slope of the land exceeds three to five percent it is advisable to survey and plant along the contour, alternating the position of the shrubs from one row to the next.	Planting design	Visits on location; Information company; Information NGO's.

THEMES	CRITERIA	INDICATORS	MEASURING METHODS
Drainage ditches, protective banks and live hedges	<p>On sloping land, blind ditches (oblong closed pits) may be dug. In hilly regions where the frequency and severity of the rains are not a serious threat, mounds of earth or banks are constructed around each coffee tree as a conservation measure.</p> <p>Hedges must be established on land with a steep gradient, arranged along the contours at varying distances from each other depending on the slope of the land.</p>	Presence of drainage ditches, protective banks and live hedges	Visits on location; Information company; Information NGO's.
Strip cropping	Strip cropping should be applied on parts most liable to erosion: contour planting strips of land with coffee and cultivating the land in between these sets of rows with cover crops or mulch. They may also be occupied by spontaneous grasses.	Planting design	Visits on location Information company Information NGO's
Catch crops	The inner-rows of coffee should not be filled with uncomplimentary food crops when the trees are young to avoid soil exhaustion and water competition. Many of the inter-crops do not cover the ground adequately for the control of erosion.	Presence of uncomplimentary food crops	Visits on location Information company Information NGO's

<b>THEMES</b>	<b>CRITERIA</b>	<b>INDICATORS</b>	<b>MEASURING METHODS</b>
<b>Soil fertility</b>	Farm management practices must promote the conservation and recuperation of the soil's fertility, quantity and quality of organic material, biological activity, and structure. The use of organic fertilizer and composted organic waste is preferred to chemical fertilizer for the improvement of the soil's structure.	Presence of a fertilisation programme.	Documents Information management
		Use of mulching (expensive), green manures, farmyard manure, processed coffee in the form of compost.	Visits on location Information management
<b>Land clearing</b>	The use of fire to clear land or control unwanted vegetation is prohibited.	Use of fire	Information company Information NGO's
<b>WASTE REDUCTION</b>			
	Coffee pulp is used (composted, used in animal food) as opposed to dumping or land filling.	Use of coffee pulp as compost or animal food.	Visits on location Information farmers
<b>ECOSYSTEMS</b>			
GMO's	The use of genetically modified organisms or products thereof is prohibited.	Use of GMO's or products thereof.	Information company Information NGO's
Wildlife conservation	Maintenance of ecological functions and values. Attention should be given to the protection of the fauna	Design and layout of company promote protection, restoration and conservation of nature (e.g. natural forests), and do not increase pressures on ecosystems.	Information company Information NGO's Internet research

THEMES	CRITERIA	INDICATORS	MEASURING METHODS
	and flora inside and surrounding the company.	Wildlife corridors, streamside zones and a mosaic of stands of different ages and rotation periods, are used in the layout of plantations, consistent with the scale of the operation.	Information company Information NGO's
		The company is not implicated in hunting or in commercial collection of flora and fauna of threatened or endangered species (UICN 2000) or of species included in the Convention on International Trade in Endangered Species of Wild Fauna and Flora (CITES).	Information company Information NGO's Internet research
	Pruning of shade trees must be planned and managed to maintain biodiversity and wildlife habitat. After pruning, enough foliage must remain to meet the needs of interesting organisms (e.g. nesting of useful birds). Pruning should be timed to meet the needs of resident and migratory wildlife.	Pruning timing and processes	Visits on location Information farmers



**B) USE STAGE**

THEMES	CRITERIA	INDICATORS	MEASURING METHODS
<b>PRODUCT STEWARDSHIP</b>			
	<i>The company should make an effort to reduce the adverse environmental impact of the use of the products.</i>	<i>Programmes or procedures to prevent or minimise the potentially adverse impacts of products and services (product stewardship, take back, life-cycle management).</i>	Information company
	The concept of the product takes into account all possible environmental impacts of the use of the product, and tries to minimise them.	Research programme of the environmentally friendly development of the product and/or environmentally inspired adaptation of the design of the product (eco-design).	Information company

THEMES	CRITERIA	INDICATORS	MEASURING METHODS
<b>ENVIRONMENTAL IMPACT</b>			
Energy use	<i>The product's energy use should be less than average in the product group, if applicable.</i>	<i>Energy consumption of the product.</i>	Documents on energy consumption according to specified tests, provided by the company
Resource consumption	<i>The product's resource consumption (e.g. water) should be less than average in the product group, if applicable.</i>	<i>Natural resource consumption of the product.</i>	Documents on resource consumption according to specified tests, provided by the company
Pollution	<i>The use of the product should cause less pollution of air, water, soil than average in the product group.</i>	<i>Emissions of the product.</i>	Documents on emissions according to specified tests, provided by the company

**C) WASTE STAGE**

THEMES	CRITERIA	INDICATORS	MEASURING METHODS
<b>PRODUCT DESIGN</b>			
	<i>The product is designed taking into account the possible environmental impacts of the waste stage and trying to prevent / minimise them.</i>	<i>Research programme of the environmentally friendly development of the product and/or environmentally inspired adaptation of the design of the product (eco-design).</i>	Information company
<b>PRODUCT STEWARDSHIP</b>			
	<b>The company should make an effort to reduce the adverse environmental impact of the product at the waste stage.</b>	<b>Programmes or procedures to prevent or minimise the potentially adverse impacts of products and services (product stewardship, take back, life-cycle management).</b>	Information company