Starbucks Coffee Company

Cocoa Practices

Scorecard

April 2010

Version 1.3

2.0 ECONOMIC ACCOUNTABILITY			
Criteria	**Indicators**		**C/NC/NA**
EA-IS1: Demonstration of Financial Transparency	EA-IS1.1	Supplier has documents clearly specifying all payments among all entities represented in the supply network.	
	EA-IS1.2	Documents observed clearly indicate dates, names of entities buying and selling, type of cocoa (e.g. wet or dry), units of measure and quantity.	
	EA-IS1.3	Entity verified maintains receipts or invoices for the cocoa it purchases.	
	EA-IS1.4	Documents observed clearly indicate dates, names of entities buying and selling, type of cocoa (e.g. wet or dry), units of measure and quantity.	
	EA-IS1.5	Entity verified maintains receipts or invoices for the cocoa it sells.	

Criteria	**Indicators**		**C/NC/NA**
EA-IS2: Equity of Financial Transactions	EA-IS2.1	Supplier can detail cost of operations through 3rd party financial audit or other dependable documentation.	
	EA-IS2.2	Supplier evaluates and documents on an annual basis that payments made by producer organizations to male and female producers are equitable.	
	EA-IS2.3	Supplier and producer organization have price setting documentation and this is made available to producers.	
	EA-IS2.4	Receipts for Cocoa Practices Sustainability Premium payments (if awarded) are maintained by supplier and producer organization and these receipts are provided to producers.	

Criteria	**Indicators**		**C/NC/NA**
EA-FV1: Financial Viability	EA-FV1.1	The supplier/producer organization must show financial statements or credit references for the prior two years.	
	EA-FV1.2	The supplier/producer organization maintains **audited** financial statements. (optional)	
	EA-FV1.3	The supplier/producer organization has a mechanism for pre-harvest credit to producers. (optional)	
	EA-FV1.4	The supplier/producer organization has a mechanism to distribute credit to both female and male producers. (optional)	

3.0 INTERNAL CONTROL SYSTEMS			
Criteria	**Indicators**		**C/NC/NA**
ICS-IP1: Product Tracking System	ICS-IP1.1	CRITERIA REQUIREMENT: Producer organization/supplier has a system for tracking Cocoa Practices cocoa to ensure traceability.	
	ICS-IP1.2	Producer organization/supplier can produce documents for verifiers to track randomly selected lots of Cocoa Practices cocoa.	

Criteria	Indicators		C/NC/NA
ICS-MM1: Management and Monitoring System	ICS-MM1.1	CRITERIA REQUIREMENT: Producer organization has an annually updated list of producers participating in the Cocoa Practices program.	
	ICS-MM1.2	Producer organization has a written description of the Internal Control System that identifies persons responsible for each part of the system and protocols for periodic internal inspections and incidences of non-compliance.	
	ICS-MM1.3	Producer organization holds annual planning meeting(s) to develop a written annual work plan. Annual planning meetings must assess farms' progress with the Cocoa Practices Guidelines and detail Cocoa Practices related actions to be taken in the coming year.	
	ICS-MM1.4	Producer organization has identified and trained internal inspectors.	
	ICS-MM1.5	Participating producers are given a written agreement or identification card upon their commitment to comply with the Cocoa Practices requirements.	
	ICS-MM1.6	Producer organization maintains farm inspection reports **from previous verifications** documenting status of compliance of each farm accompanied by a farm map and description (map can be hand-drawn diagram of farm parcels).	

4.0 ORGANIZATIONAL STABILITY			
Criteria	**Indicators**		**C/NC/NA**
OS-MS1: Organizational Systems, Management and Planning	OS-MS1.1	Annual General Meeting is held in which the annual report, financial statements, strategic plan and projected budgets are presented.	
	OS-MS1.2	In cases where Cocoa Practices Sustainability Premium is awarded, producer organization demonstrates that premium payments are used to support ongoing organizational strength and sustainability projects (e.g. infrastructure improvement, quality labs, producer training, shade tree nurseries, etc.).	
	OS-MS1.3	During Annual General Meeting, producer input on organizational management, revenue distribution and other important topics is actively solicited.	
	OS-MS1.4	There is a publically available policy detailing producers rights in the producer organization, including an official grievance policy.	
	OS-MS1.5	Producer organization has a training program to increase the administrative capacity of local producer management (district, subdistrict, or community level).	
	OS-MS1.6	Producer organization shows annual progress on the inclusion of women members in organizational activities such as training programs.	
	OS-MS1.7	Producer organization shows annual progress on the inclusion of women in management positions.	
	OS-MS1.8	Producer organization provides producers with the option for long-term contracts.	

Criteria	**Indicators**		**C/NC/NA**
OS-PT1: Farm Management Training	OS-PT1.1	Producer organization has a documented plan and timetable for training its members on responsible farm management.	
	OS-PT1.2	The training program includes shade management, integrated pest control and disease management, organic fertilization, pruning, farm rehabilitation, weeding, fermenting, and drying.	
	OS-PT1.3	Producer organization monitors productivity (via cocoa yields per hectare or trees) of members and annual percentage change resulting from the training program.	
	OS-PT1.4	The training program incorporates different producers to achieve full coverage over a time period specified in strategic plan.	
	OS-PT1.5	The training program has special provisions for the inclusion of women producers.	
	OS-PT1.6	Producer organization increases the number of producers trained **by 5%** annually.	
	OS-PT1.7	Producer organization seeks long-term sources of funding for the training program.	
	OS-PT1.8	Producer organization includes training on farm and income diversification.	

Criteria	Indicators		C/NC/NA
OS-PT2: Training on Rights of Children, Women, and Workers	OS-PT2.1	Producer organization has training materials focusing on the rights of children, women and workers.	
	OS-PT2.2	Producer organization has a documented plan and timetable for training its members on the topics mentioned above.	
	OS-PT2.3	The training program is designed to incorporate all producers over a time period specified in documented plan.	
	OS-PT2.4	The training program includes women producers.	
	OS-PT2.5	The training program includes producers' extended family where possible.	
	OS-PT2.6	Producer organization is involved with national, regional or local initiatives to address abusive child labor and increase educational infrastructure in the area of their membership.	
	OS-PT2.7	The training program includes a component on forced or bonded labor and child labor.	
	OS-PT2.8	Information is provided through trainings on critical health and safety issues relevant to the local context (such as HIV/AIDS prevention, etc).	

5.0 SOCIAL RESPONSIBILITY - PRODUCER ORGANIZATION/SUPPLIER			
Criteria	**Indicators**		**C/NC/NA**
SR-HP1: Wages / Benefits and Working Hours	PO SR-HP1.1	ZERO TOLERANCE: **All permanent/ full-time workers** are paid the nationally or regionally established minimum wage. In regions where such minimum wages for permanent/full-time workers have not been set, all permanent/ full-time workers are paid the local industry average. If workers are paid by production, wages meet the above requirements.	
	PO SR-HP1.2	ZERO TOLERANCE: **All part-time workers** are paid the nationally or regionally established minimum wage. In regions where such minimum wages for part-time workers have not been set, all part-time workers are paid the local industry average. If workers are paid by production, wages meet the above requirements.	
	PO SR-HP1.3	ZERO TOLERANCE: **All temporary/ seasonal workers** are paid the nationally or regionally established minimum wage. In regions where such minimum wages for temporary/ seasonal workers have not been set, all temporary/ seasonal workers are paid the local industry average. If workers are paid by production, wages meet the above requirements.	
	PO SR-HP1.4	**All permanent/ full-time workers** are paid more than the nationally or regionally established minimum wage. In regions where such minimum wages have not been set, all permanent/full-time workers are paid more than the local industry average. If workers are paid by production, wages meet the above requirements.	
	PO SR-HP1.5	**All part-time workers** are paid more than the nationally or regionally established minimum wage. In regions where such minimum wages have not been set, all part-time workers are paid more than the local industry average. If workers are paid by production, wages meet the above requirements.	
	PO SR-HP1.6	**All temporary/ seasonal workers** are paid more than the nationally or regionally established minimum wage. In regions where minimum wages for temporary/ seasonal workers have not been set, all temporary/ seasonal workers are paid more than the local industry average. If workers are paid by production, payments exceed the local industry average.	
	PO SR-HP1.7	Workers are paid regularly (daily, weekly, bi-weekly or monthly) in cash or cash equivalent (check, direct deposit).	
	PO SR-HP1.8	CRITERIA REQUIREMENT: If national legally mandated benefits (social security, vacation, disability) are required for **permanent/ full-time** workers, then these are paid by employer.	
	PO SR-HP1.9	CRITERIA REQUIREMENT: If national legally mandated benefits (social security, vacation, disability) are required for **part-time** workers, then these are paid by employer.	
	PO SR-HP1.10	CRITERIA REQUIREMENT: If national legally mandated benefits (social security, vacation, disability) are required for **temporary/ seasonal** workers, then these are paid by employer.	
	PO SR-HP1.11	CRITERIA REQUIREMENT: Overtime pay meets national requirements. If workers are paid by production, overtime wages meet the local/regional/national requirements. Where overtime is not specified by law, overtime is calculated at 50% above regular pay.	
	PO SR-HP1.12	CRITERIA REQUIREMENT: Permanent/ full-time workers have access to personal earnings records that are clear, transparent and complete and, at a minimum, itemize all wages and deductions.	

SR-HP1: Wages / Benefits and Working Hours	PO SR-HP1.13	**Permanent/ full-time** workers are paid wages that are equal to a living wage as defined by a governmental or non-governmental labor/social rights organization.	
	PO SR-HP1.14	Time spent by workers in any required trainings and meetings is considered working time and workers are compensated at their normal rate.	
	PO SR-HP1.15	Wages are paid directly to all workers (cash, check, direct deposit), not through labor intermediaries.	
	PO SR-HP1.16	CRITERIA REQUIREMENT: All workers do not work **more regular (i.e. regular hours not including overtime) hours** per day or week than allowable under local laws. In regions where regular hours are not defined regular hours are defined as 8 hours per day, 48 hours per week (reasonable exceptions made for harvest seasons).	
	PO SR-HP1.17	Hours worked on potentially hazardous activities (e.g. pesticide application, very heavy labor) are restricted in accordance with the law. In regions where such laws are not established such activities are limited to six hours per day.	

Criteria	Indicators		C/NC/NA
SR-HP2: Freedom of Association / Collective Bargaining	PO SR-HP2.1	CRITERIA REQUIREMENT: Workers have either direct communication or a designated representative to communicate with management or employer.	
	PO SR-HP2.2	CRITERIA REQUIREMENT: A complaint mechanism exists for workers to report workplace grievances to management or employer with no fear of reprisal.	
	PO SR-HP2.3	Workers' right to organize and/or collectively bargain in accordance with national laws and international obligations is acknowledged by management.	
	PO SR-HP2.4	There is a workers' association formed and governed by the employees independent of management influence.	
	PO SR-HP2.5	The workers' association is governed by the workers through a democratic process.	
	PO SR-HP2.6	There are regular meetings between management and employees or employees association with the objective to continually improve working conditions.	
	PO SR-HP2.7	A collective bargaining agreement exists between employees and employer in regions or countries where agricultural workers' organizations are established in the cocoa sector and the law permits such agreements.	

Criteria	Indicators		C/NC/NA
SR-HP3: Vacation/Sick Leave Regulation	PO SR-HP3.1	CRITERIA REQUIREMENT: **Permanent/ full-time** workers must have the equivalent of one continuous 24 hour period off in each 7 day period or whatever is required by law, whichever is greater.	
	PO SR-HP3.2	Producer organization/supplier has a paid sick leave program for **all permanent/ full-time workers.**	
	PO SR-HP3.3	Producer organization/supplier has an annual leave (vacation) program that meets applicable laws. In regions where such laws are not established, annual leave is a minimum of ten working days per year.	
	PO SR-HP3.4	Producer organization/supplier provides workers with information on options for medical insurance and social security programs.	

Criteria	Indicators		C/NC/NA
SR-HP4: Non-Discrimination and Gender Equity	PO SR-HP4.1	CRITERIA REQUIREMENT: All workers (men and women) receive equal pay for equal work, except in the case of recognizing seniority of service through higher pay per ILO Convention 100.	
	PO SR-HP4.2	ZERO TOLERANCE: Producer organization/supplier has an enforced hiring and employment policy prohibiting discrimination on the basis of gender, race, ethnicity, age, or religion per ILO Convention 111.	
	PO SR-HP4.3	Workers have a safe and confidential complaint way to report incidences of abuse or harassment to management.	

Criteria	Indicators		C/NC/NA
SR-HP5: Child Labor/Forced Labor	PO SR-HP5.1	ZERO TOLERANCE: Producer organization/supplier does not directly contract any persons **under the age of 14**. (We prefer that our suppliers hire no one under the age of 15.)	
	PO SR-HP5.2	ZERO TOLERANCE: Producer organization/supplier prohibits the use of involuntary, bonded, indentured, forced, or trafficked labor and there is no evidence of such use.	
	PO SR-HP5.3	CRITERIA REQUIREMENT: Workers are not required to surrender identity papers or deposit as a condition of employment.	
	PO SR-HP5.4	Producer organization performs spot checks of members' farms to monitor for 'non-family' children working on the farm, conditions for casual laborers and family members.	
	PO SR-HP5.5	Producer organization has a system in place to address incidences of forced, involuntary or trafficked labor found in any facility or farm participating in the Cocoa Practices Program.	

Criteria	Indicators		C/NC/NA
SR-WC1: Access to Education	PO SR-WC1.1	CRITERIA REQUIREMENT: If minors over the age of 14 are employed, they attend school where available and do not work during school hours.	
	PO SR-WC1.2	ZERO TOLERANCE: Employment of authorized minors older than 14 does not conflict with their access to education if required by law.	
	PO SR-WC1.3	Producer organization/supplier has evidence of ongoing support of education of workers' children through direct incentives, transportation, purchase of school materials and the like.	
	PO SR-WC1.4	Producer organization/supplier has evidence of measures being taken to ensure equitable educational opportunities for boy and girl children.	
	PO SR-WC1.5	Producer organization/supplier provides access to literacy education for workers desiring this service.	

Criteria	Indicators		C/NC/NA
SR-WC2: Access to Training, Health & Safety	PO SR-WC2.1	If **agrochemicals** are used on site, producer organization/supplier distributes agrochemicals, and/or producer organization/supplier applies agrochemicals, the producer organization/supplier provides applicable workers health and safety training that covers at a minimum: use of protective equipment, safe handling of agrochemicals and other hazardous materials, operation of equipment and personal safety/hygiene.	
	PO SR-WC2.2	There is a written record documenting instructors, materials and attendance for all health and safety training provided to workers.	

SR-WC2: Access to Training, Health & Safety	PO SR-WC2.3	Health and safety training occurs at regular intervals, at a minimum yearly, free of charge, and during regular working hours.	
	PO SR-WC2.4	CRITERIA REQUIREMENT: Employer provides personal protective equipment to all applicable workers at no cost. PPE for farms includes: respirators, goggles, rubber boots, water-proof gloves, impermeable clothing.	
	PO SR-WC2.5	Relevant workers utilize appropriate protective equipment when applying **agrochemicals** and operating machinery and the equipment is available at all times.	
	PO SR-WC2.6	Producer organization/supplier has detailed protocols prohibiting pregnant women and youth from handling or applying **agrochemicals,** operating heavy machinery or heavy lifting.	
	PO SR-WC2.7	Workers do not work in areas where **pesticides** are being applied or have been applied in the last 48 hours without appropriate protective gear. In cases where the chemical used is considered toxic or very toxic, the re-entry period should be 72 hours.	
	PO SR-WC2.8	Equipment and containers used for application of **agrochemicals** are properly cleaned and used containers are properly punctured and disposed or recycled.	

Criteria	Indicators		C/NC/NA
SR-WC3: Access to Medical Care	PO SR-WC3.1	CRITERIA REQUIREMENT: Producer organization has sufficient and well equipped onsite first aid kits.	
	PO SR-WC3.2	CRITERIA REQUIREMENT: Producer organization/supplier has transportation/care plan in place in case of medical emergency.	
	PO SR-WC3.3	Producer organization/supplier offsets the cost of health services for **permanent/ full-time** workers.	
	PO SR-WC3.4	Producer organization/supplier offsets the cost of health services for **all** workers.	
	PO SR-WC3.5	Producer organization/supplier maintains communication with workers in case of hospitalization or incapacity caused by medical emergencies.	

6.0 SOCIAL RESPONSIBILITY - PRODUCER			
Criteria	**Indicators**		**C/NC/NA**
SR-HP1: Wages/ Benefits and Working Hours	P SR-HP1.1	ZERO TOLERANCE: **All permanent/ full-time workers** are paid the nationally or regionally established minimum wage. In regions where such minimum wages for permanent/ full-time workers have not been set, all permanent/ full-time workers are paid the local industry average. If workers are paid by production, wages meet the above requirements.	
	P SR-HP1.2	ZERO TOLERANCE: **All part-time workers** are paid the nationally or regionally established minimum wage. In regions where such minimum wages for part-time workers have not been set, all part-time workers are paid the local industry average. If workers are paid by production, wages meet the above requirements.	
	P SR-HP1.3	ZERO TOLERANCE: **All temporary/ seasonal workers** are paid the nationally or regionally established minimum wage. In regions where such minimum wages for temporary/ seasonal workers have not been set, all temporary/ seasonal workers are paid the local industry average. If workers are paid by production, wages meet the above requirements.	
	P SR-HP1.4	CRITERIA REQUIREMENT: All workers do not work **more regular (i.e. regular hours not including overtime) hours** per day or week than allowable under local laws. In regions where regular hours are not defined regular hours are defined as 8 hours per day, 48 hours per week (reasonable exceptions made for harvest seasons).	
	P SR-HP1.5	CRITERIA REQUIREMENT: Workers are properly compensated for overtime work consistent with local labor laws or agricultural sector standards.	
	P SR-HP1.6	Permanent/ full time workers have access to personal earnings records that are clear, transparent and complete and, at a minimum, itemize all wages and deductions.	
	P SR-HP1.7	Permanent/ full time workers are paid at least a living wage as defined by a governmental or non-governmental labor/social rights organization.	
	P SR-HP1.8	Permanent/ full time worker wages are not docked for time spent in any required trainings and meetings.	

Criteria	**Indicators**		**C/NC/NA**
SR-HP2: Freedom of Association / Collective Bargaining	P SR-HP2.1	CRITERIA REQUIREMENT: Workers have either direct communication or a designated representative to communicate with management or employer.	
	P SR-HP2.2	CRITERIA REQUIREMENT: Workers can air workplace grievances to management or employer with no fear of reprisal.	
	P SR-HP2.3	Workers' right to organize and/or collectively bargain in accordance with national laws and international obligations is acknowledged by management.	
	P SR-HP2.4	There is a workers' association formed and governed by the employees independent of management influence.	
	P SR-HP2.5	The workers' association is governed by the workers through a democratic process.	
	P SR-HP2.6	There are regular meetings between management and employees or employees' association.	

SR-HP2: Freedom of Association / Collective Bargaining	P SR-HP2.7	Regular meetings between management and employees (or employees' association) continually improves working conditions.	
	P SR-HP2.8	A collective bargaining agreement exists between employers and employer in regions or countries where agricultural workers' organizations are established in the cocoa sector.	

Criteria	Indicators		C/NC/NA
SR-HP3: Vacation / Sick Leave Regulation	P SR-HP3.1	CRITERIA REQUIREMENT: **Permanent/ full-time** workers must have the equivalent of one continuous 24 hour period off in each 7 day period or whatever is required by law, whichever is greater.	
	P SR-HP3.2	Workers are not made to work when sick. In cases of large farms, employer has a sick leave program for full-time employees.	

Criteria	Indicators		C/NC/NA
SR-HP4: Non-Discrimination and Gender Equity	P SR-HP4.1	CRITERIA REQUIREMENT: All workers (men and women) receive equal pay for equal work, except in the case of recognizing seniority of service through higher pay per ILO Convention 100.	
	P SR-HP4.2	Workers have a safe and confidential complaint way to report incidences of abuse or harassment to management.	

Criteria	Indicators		C/NC/NA
SR-HP5: Child Labor/Forced Labor – Non-family Hired Labor	P SR-HP5.1	ZERO TOLERANCE: Employer does not directly contract any persons **under the age of 14**. (We prefer that our suppliers hire no one under the age of 15.)	
	P SR-HP5.2	ZERO TOLERANCE: There is no evidence of involuntary, forced or trafficked labor.	
	P SR-HP5.3	CRITERIA REQUIREMENT: Workers are not required to surrender identity papers or deposit as a condition of employment.	
	P SR-HP5.4	Farm owner/manager has evidence of increased time spent in school or in educational activities of farm workers' children since inception of Cocoa Practices program.	

Criteria	Indicators		C/NC/NA
SR-HP6: Child Labor/Forced Labor – Family Farm Labor*	P SR-HP6.1	ZERO TOLERANCE: There is no evidence of involuntary, forced or trafficked labor.	
	P SR-HP6.2	ZERO TOLERANCE: Children do not perform tasks defined as hazardous in ILO Convention 182, Article 3.	
	P SR-HP6.3	Producer produces evidence of increased time spent in school or in educational activities by his/her children since inception of Cocoa Practices program.	
	P SR-HP6.4	Working hours do not conflict with access to education.	

**farms dependent on family labor*

Criteria	Indicators		C/NC/NA
SR-WC1: Access to Education	P SR-WC1.1	CRITERIA REQUIREMENT: Children of legal school age attend school where available and do not work during school hours.	
	P SR-WC1.2	ZERO TOLERANCE: Employment of authorized minors older than 14 does not conflict with their access to education (if required by law).	
	P SR-WC1.3	Employer has evidence of annual support of education of workers' children through direct incentives, transportation, purchase of school materials and the like.	

Criteria	Indicators		C/NC/NA
SR-WC2: Access to Training, Health & Safety	P SR-WC2.1	Relevant workers and the producer receive training on the safe application of agrochemicals and operation of machinery.	
	P SR-WC2.2	Training occurs at regular intervals, at a minimum yearly, free of charge, and during regular working hours.	
	P SR-WC2.3	Relevant workers and the producer utilize appropriate protective equipment when applying **agrochemicals** and operating machinery and the equipment is available at all times.	
	P SR-WC2.4	CRITERIA REQUIREMENT: Employer provides personal protective equipment (PPE) to all applicable workers at no cost. PPE for farms includes: respirators, goggles, rubber boots, water-proof gloves, impermeable clothing.	
	P SR-WC2.5	Pregnant women and youth do not handle or apply **agrochemicals,** operate heavy machinery or do heavy lifting.	
	P SR-WC2.6	Workers and the producer do not work in areas where **pesticides** are being applied or have been applied in the last 48 hours without appropriate protective gear. In cases where the chemical used is considered toxic or very toxic, the re-entry period should be 72 hours.	
	P SR-WC2.7	Equipment and containers used for application of **agrochemicals** are properly cleaned and used containers are properly punctured and disposed or recycled.	

7.0 Environmental Stewardship - Producer Organization - Cocoa Growing			
Criteria	**Indicators**		**C/NC/NA**
CG-EM1: Pest and Disease Management	PO CG-EM1.1	CRITERIA REQUIREMENT: Producer organization does not use **pesticides** that are listed by the World Health Organization as Type 1A or 1B.	
	PO CG-EM1.2	CRITERIA REQUIREMENT: Producer organization maintains a register specifying the date, quantity, and type (I.e. commercial name) of each **agrochemical** and soil amendment purchased or given for use by the organization's members.	
	PO CG-EM1.3	CRITERIA REQUIREMENT: **Agrochemicals** are stored in a secure place with adequate ventilation, safeguards to prevent spills and separated from any food products.	
	PO CG-EM1.4	Producer organization provides training on safe **agrochemical** use to its employees and members (e.g. use of protective gear and application techniques).	
	PO CG-EM1.5	Producer organization distributes disease resistant (and high yielding if appropriate) cocoa germplasm to members and/or includes a program to identify/ replicate resistant trees on members' farms keeping in mind the need to maintain genetic diversity.	

Criteria	**Indicators**		**C/NC/NA**
CG-EM2: Cocoa Practices Environmental Management Plan	PO CG-EM2.1	Producer organization develops a written annual work plan to implement the Cocoa Practices environmental criteria.	
	PO CG-EM2.2	Producer organization holds annual meetings to assess member farms' progress with the guidelines and detail Cocoa Practices related actions to be taken in the coming year.	
	PO CG-EM2.3	Producer organization implements a monitoring program to track farm activities and improvements in Cocoa Practices for **more than 5%** of the producers in its network.	
	PO CG-EM2.4	Producer organization implements a monitoring program to track farm activities and improvements in Cocoa Practices for **more than 10%** of the producers in its network.	
	PO CG-EM2.5	Producer organization implements a monitoring program to track farm activities and improvements in Cocoa Practices for **more than 15%** of the producers in its network.	
	PO CG-EM2.6	Producer organization monitors environmental management activities for negative impacts on women and girl children.	

CG-EM2: Cocoa Practices Environmental Management Plan	PO CG-EM2.7	Producer organization has a written environmental management plan and supporting documents, including but not limited to: • a description of the farm production systems and cocoa productivity (eg. cocoa production per hectare, total annual cocoa production) for members • Soil quality improvement • Conservation of areas of high ecological value (i.e. areas with significant intact forest, primary forest canopy cover, rare flora and fauna communities, important habitat elements, critical watershed values, importance to local communities' traditional cultural identity) and water resources • A participatory water quality indicator and biomonitoring system for area water bodies • Management of farms in ecologically sensitive areas (i.e. farms bordering protected areas, contributing to biological corridors, etc) • Ecological pest and disease management measures (i.e. Integrated Pest Management, organic, cultural and physical controls with agrochemicals used as last resort)	
	PO CG-EM2.8	Producer organization has a shade management plan which includes a list of desirable native shade trees (that do not compete with cocoa and may offer economic as well as shade value), identifying areas with gaps in shade and plans for replacing invasive, non-native trees with native species.	
	PO CG-EM2.9	Producer organization implements the environmental and shade management plans with **more than 5%** of the producers in its network.	
	PO CG-EM2.10	Producer organization implements the environmental and shade management plans with **more than 15%** of the producers in its network.	
	PO CG-EM2.11	Producer organization implements the environmental and shade management plans with **more than 25%** of the producers in its network.	
	PO CG-EM2.12	The environmental and shade management plans are updated on an annual basis.	
	PO CG-EM2.13	Producer organization maintains a list of native wildlife species in the particular region that are classified as vulnerable, endangered or critically endangered according to the IUCN red list and/or local official lists of endangered wildlife.	
	PO CG-EM2.14	Producer organization distributes the endangered wildlife list and information on their habitat requirements in producer training program along with strategies to control illegal hunting.	
	PO CG-EM2.15	Producer organization has a program to distribute shade tree seeds or seedlings.	
	PO CG-EM2.16	Producer organization monitors change on a landscape level among Cocoa Practices producers of forest cover loss, hunting and threats to watersheds.	

8.0 Environmental Stewardship - Producers - Cocoa Growing			
Criteria	**Indicators**		**C/NC/NA**
CG-WR1: Water Body Protection	P CG-WR1.1	Buffer zones are maintained adjacent to **at least 50% of permanent water bodies** (e.g. perennial streams, springs, lakes, wetlands); buffers are **at least 2 meters in width** (measured horizontally from the high water mark to the base of any cocoa tree), exclude all cultivation and are composed of vegetation.	
	P CG-WR1.2	Buffer zones are maintained adjacent to **all permanent water bodies** (e.g. perennial streams, springs, lakes, wetlands); buffers are **at least 2 meters in width** (measured horizontally from the high water mark to the base of any cocoa tree), exclude all cultivation and are composed of vegetation.	
	P CG-WR1.3	**At least 50% of permanent water body buffer zones** are composed of native woody vegetation.	
	PCG-WR1.4	**All permanent water body buffer zones** are composed of native woody vegetation.	
	P CG-WR1.5	Producers are involved in a participatory water quality indicator and biomonitoring system of area waterways.	

Criteria	Indicators		C/NC/NA
CG-WR2: Water Quality Protection	P CG-WR2.1	CRITERIA REQUIREMENT: There is no application of **agrochemicals** within 10 meters of any permanent water body.	
	P CG-WR2.2	Synthetic fertilizers are not used or the farm is certified organic.	
	P CG-WR2.3	If used agrochemical containers are rinsed prior to disposal, rinsing should occur away from any waterbody or watercourse.	
	P CG-WR2.4	Farm has a designated waste dump located at least 100 meters from water bodies, housing and food storage areas.	

Criteria	Indicators		C/NC/NA
CG-SR1: Controlling Surface Erosion	P CG-SR1.1	Producers (or farm managers) demonstrate knowledge of farm areas at risk to erosion.	
	P CG-SR1.2	Producers undertake soil conservation practices in these areas such as establishing barriers as erosion control.	
	P CG-SR1.3	Steep slopes (i.e. over 40 degrees) are set aside for conservation.	
	P CG-SR1.4	**At least 25%** of productive area with slopes **over 10%** are covered by shade trees **and/or** cover crops/vegetation.	
	P CG-SR1.5	**At least 50%** of productive area with slopes **over 10%** are covered by shade trees **and/or** cover crops/vegetation.	
	P CG-SR1.6	**All** productive area with slopes **over 10%** are covered by shade trees **and/or** cover crops/vegetation.	
	P CG-SR1.7	**In addition** to having shade trees **and/or** cover crops/vegetation, **at least 25%** of productive area with slopes **over 20%** are established along contour lines and bench terraces at intervals appropriate for the site conditions.	
	P CG-SR1.8	**In addition** to having shade trees **and/or** cover crops/vegetation, **at least 50%** of productive area with slopes **over 20%** are established along contour lines and bench terraces at intervals appropriate for the site conditions.	
	P CG-SR1.9	**In addition** to having shade trees **and/or** cover crops/vegetation, **all** productive area with slopes **over 20%** are established along contour lines and bench terraces at intervals appropriate for the site conditions.	

CG-SR1: Controlling Surface Erosion	P CG-SR1.10	**Herbicides** are not used to control ground vegetation/cover crops and are only used in spot applications for aggressive weeds.	
	P CG-SR1.11	All roads or heavily-used trails are protected from erosion through proper drainage ditches and/or other control activities (including vegetation, etc.).	

Criteria	Indicators		C/NC/NA
CG-SR2: Maintaining Soil Productivity (Nutrient Management)	P CG-SR2.1	Producer has received information on shade tree species and optimal planting density for maintaining soil nutrients.	
	P CG-SR2.2	Shade trees are planted or maintained throughout cocoa farm at levels that significantly contribute to soil fertility, erosion protection or other such functions.	
	P CG-SR2.3	**At least 25%** of the productive area is covered by an organic matter layer, composed of dead and decaying biomass.	
	P CG-SR2.4	**At least 50%** of the productive area is covered by an organic matter layer, composed of dead and decaying biomass.	
	P CG-SR2.5	**All** of the productive area is covered by an organic matter layer, composed of dead and decaying biomass.	
	P CG-SR2.6	Harvest residues (i.e. cocoa husks, pruned branches) are mulched and/or left as a soil amendment.	
	P CG-SR2.7	Where available, organic soil amendments, such as vegetative mulch, compost or manure are used.	
	P CG-SR2.8	**At least 25%** of the productive area is planted with nitrogen-fixing, leguminous trees.	
	P CG-SR2.9	**At least 50%** of the productive area is planted with nitrogen-fixing, leguminous trees.	
	P CG-SR2.10	**All** of the productive area is planted with nitrogen-fixing, leguminous trees.	

Criteria	Indicators		C/NC/NA
CG-CB1: Maintaining a Shade Canopy Cover and Natural Vegetation	P CG-CB1.1	CRITERIA REQUIREMENT: Native trees are removed only when they constitute a human hazard or when they significantly compete with cocoa seedlings or trees.	
	P CG-CB1.2	**On average, at least 10%** of the farm (including productive and non-productive area) has canopy cover.	
	P CG-CB1.3	**On average, at least 40%** of the productive area of the farm has canopy cover.	
	P CG-CB1.4	Canopy cover is retained at biologically significant levels (i.e., the level of canopy cover alters farm micro-climate, produces a noticeable leaf litter layer, provides demonstrated habitat for a range of species, etc.).	
	P CG-CB1.5	Where canopy cover does not exist at biologically significant levels, a plan exists to replant and rehabilitate the canopy over a subsequent 5 year period. Annual inspections can measure replanting progress.	
	P CG-CB1.6	Canopy cover is comprised of a diversity of tree species.	
	P CG-CB1.7	**At least 75%** of the canopy cover is comprised of locally native species **and/or** the canopy consists of at least 10 species that are locally native or can be shown to contribute to the conservation of native biodiversity.	
	P CG-CB1.8	Where local ecological conditions allow, shade canopy is comprised of **at least 2** distinguishable canopy layers.	
	P CG-CB1.9	Invasive exotic species are not used for canopy cover.	

CG-CB1: Maintaining a Shade Canopy Cover and Natural Vegetation	P CG-CB1.10	Where conditions permit, locally native epiphytes, lianas and woody vines are retained in the canopy cover.	
	P CG-CB1.11	Biological legacies, such as cavity trees and standing **and/or** fallen dead trees are retained.	

Criteria	Indicators		C/NC/NA
CG-CB2: Protecting Wildlife	P CG-CB2.1	There are specific implemented measures (e.g., 'no hunting' signs, gates, fences or guards, etc.) to restrict unauthorized hunting and commercial collection of flora and fauna.	
	P CG-CB2.2	Hunting legally protected (i.e. those species classified as vulnerable, endangered or critically endangered according to the IUCN red list www.redlist.org) wildlife species is not allowed on producers' property.	
	P CG-CB2.3	There is no evidence of illegal hunting on the property.	
	P CG-CB2.4	Producer has received a list of native endangered species and their habitat requirements, and/or has received training on this subject.	

Criteria	Indicators		C/NC/NA
CG-CB3: Management and Establishment of On-Farm Conservation Areas	P CG-CB3.1	Producer is aware of areas of high ecological value on farm (e.g., areas with significant intact forest, primary forest canopy cover, rare flora and fauna communities, important habitat elements, critical watershed values, importance to local communities' traditional cultural identity).	
	P CG-CB3.2	If farm contains these areas, the producer has received training on management of these areas with a conservation emphasis to maintain the high ecological value.	
	P CG-CB3.3	If farm contains these areas, areas of identified high ecological value are clearly defined, protected and managed with a conservation emphasis that maintains the high ecological values.	
	P CG-CB3.4	In ecologically degraded areas or areas of low or no ecological value, producer undertakes efforts to restore natural habitat or conditions on a portion of the farm.	

Criteria	Indicators		C/NC/NA
CG-CB4: Conservation of Native Forest and Protected Areas	P CG-CB4.1	CRITERIA REQUIREMENT: After June 1, 2007, producer has not cleared areas of native, primary forest or legally protected natural areas for any type of agricultural production.	

Criteria	Indicators		C/NC/NA
CG-EM1: Ecological Pest and Disease Management and Reducing Agrochemical Use	P CG-EM1.1	CRITERIA REQUIREMENT: Producers do not use **pesticides** that are listed by the World Health Organization as Type 1A or 1B.	
	P CG-EM1.2	Producer demonstrates careful management of cocoa parcels to reduce pest and disease incidence.	
	P CG-EM1.3	Producer takes action to control sources of infestation (i.e. removing diseased pods or chupons regularly).	
	P CG-EM1.4	Producer (or producer organization staff) regularly monitors and documents insect and disease problems.	

CG-EM1: Ecological Pest and Disease Management and Reducing Agrochemical Use	P CG-EM1.5	**Pesticides** are only applied as a last resort, based on regular monitoring for pests and diseases.	
	P CG-EM1.6	Strategies are developed to reduce dependence on external **agrochemical** inputs over time.	
	P CG-EM1.7	**Pesticides** are applied using a spot spraying method targeted at controlling areas detected to have significant pest or disease problems based on regular monitoring rather than regularly programmed prophylactic applications.	

9.0 Environmental Leadership - Cocoa Processing			
Criteria	**Indicators**		**C/NC/NA**
CP-EC1: Energy Conservation & Environmental Impacts	CP-EC1.1	CRITERIA REQUIREMENT: There is no clearing of primary forests for wood fuel for use in the drying and processing of cocoa beans.	
	CP-EC1.2	The quantity of energy used for cacao processing is reported, documenting the annual total on per pound basis.	
	CP-EC1.3	A description of on-site energy generation operations shall be provided, including a discussion of fuel type and technology.	
	CP-EC1.4	Cocoa beans are sun dried to the extent possible given regional climatic conditions.	
	CP-EC1.5	Measures are taken to optimize efficient use of mechanical cocoa dryers to minimize use of wood.	
	CP-EC1.6	Operation shows commitment to the production of renewable energy (e.g., solar, wind, water, geothermal, biomass) through the production or purchase of energy produced using renewable and high-efficiency (cogeneration) technologies.	
	CP-EC1.7	Wood used for drying cocoa comes from shade tree prunings or other renewable wood sources.	
	CP-EC1.8	The amount of energy used per ton of cocoa processed shows a decrease over time.	