

# HACOFCO Sustainability Guide

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# INTRODUCTION



Hamburg Coffee Company (HACOFCO) imports green coffee from all over the world, with a focus on establishing direct and long-term relationships with producers and roasters. Located in the Hafencity district of Hamburg, Germany, HACOFCO has successfully bought and sold high-quality Arabica and Robusta coffee for over 30 years. HACOFCO has prepared this document as its own in-house sustainability guide to provide its final customers with a process that, through an internal management system, allows verification of the most important relevant aspects of its coffee suppliers in economic, social, agronomic, and environmental pillars for the entire company's supply chain.

The HACOFCO sustainability guide is a management tool that allows verifying the sustainability of the supply chain in a comprehensive manner from the farm level until the coffee is received by the importer, it does not apply to the customers to whom HACOFCO ultimately sells the coffee (for example roasters). The objective of this guide is to make coffee production more profitable through increased productivity (GAP) at the lowest possible cost and with a strong social and environmental conviction.

## **The main features of the HACOFCO sustainability guide are as follows:**

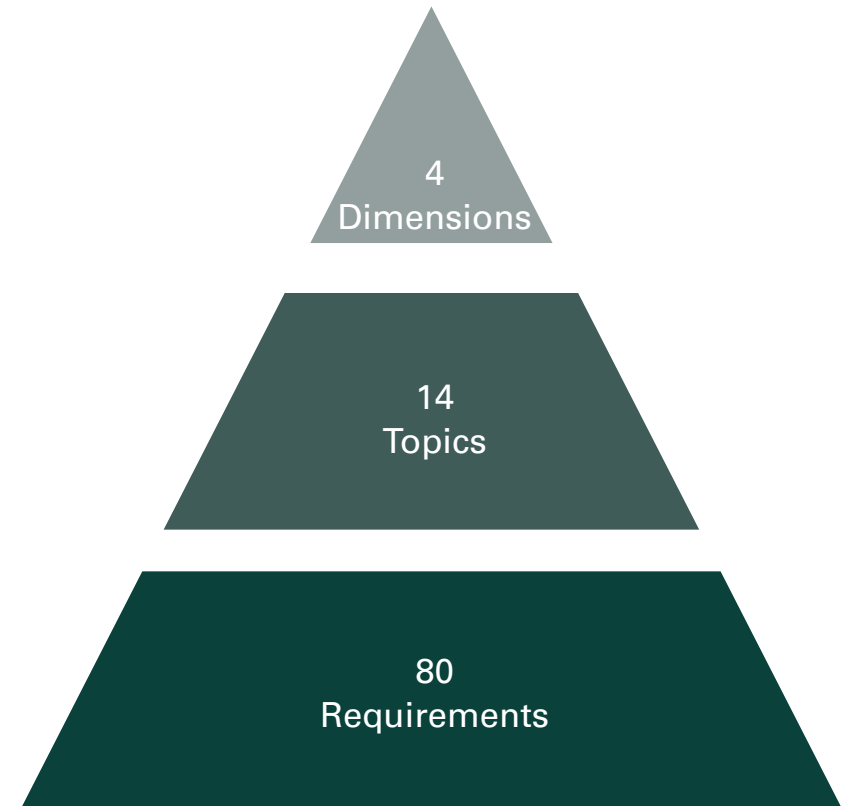
- Flexible tool that adapts to the conditions and possibilities of each country and of HACOFCO's coffee suppliers at origin.
- It covers the entire supply chain, guaranteeing traceability for compliance with the requirements requested by the guide.
- Focused on continuous improvement.
- Verified and monitored through a second or third party.
- It is aligned with the main sustainability programs that exist for coffee as well as the main requirements and/or legislation of the international markets.

# HACOFCO Sustainability Guide Structure

HACOFCO's sustainability guide is divided into four dimensions:



Each dimension has **14 relevant topics** from which **80 requirements are derived**, identified with their respective unique code.



The scope of the sustainability guide includes farms and all the aspects that comprise them, such as infrastructure, natural ecosystems, housing, processing areas, as well as workers and inhabitants who are related to coffee production, as well as all processing units (wet and dry mills) in which the coffee sold to HACOFCO has contact.

The applicability of the guide's requirements depends on the size of the farm, which is defined based on the area planted with coffee and the commercial relationship with HACOFECO. **For this, three categories of farms have been defined: small, large and individual.**

## Small Farms

Farms with 12 or less hectares with coffee. Except for Brazil where the total of hectares with coffee is 50 hectares or less.

## Large Farms

Farms with more than 12 hectares with coffee. Except for Brazil where the total of hectares with coffee is more than 50 hectares.

## Individual Farms

A farm that is a direct provider to HACOFECO, regardless of the area planted with coffee. It can also be formed by several farms from the same owner, these are considered a single production unit where each separate farm would be considered plots.

Likewise, the guide establishes the need for an Internal Management System (IMS), which is responsible for the results of the verification. The IMS manages and implements the sustainability guide mainly to support and monitor small and/or large farms with the implementation of the applicable requirements. The IMS is the department or person(s) responsible for sustainability in organizations such as exporters, cooperatives, associations or collection

companies (intermediaries) which maintain a face-to-face relationship with farmers through technical assistance and training, control the traceability, and monitor sustainability topics over time. The IMS is responsible for preparing the documents to record activities, carry out internal inspections and train farmers on social, environmental and agronomic issues requested by the guide.

For the HACOFECO sustainability guide there are two types of IMS:

## **IMS Provider:**

It's the direct customer of HACOFECO in origin and solely responsible for the results obtained during the verification of the sustainability guide in its supply chain. This IMS Provider maintains direct communication with the Commercial and Sustainability Department of HACOFECO. The IMS Provider can be an exporter, cooperative, association, or a natural person.

This IMS Provider can be made up of small and/or large farms. Likewise, an individual farm (example fazendas in Brazil) that sells coffee directly to HACOFECO can have its IMS even though the guide establishes the scope of the requirements as an "Individual Farm".

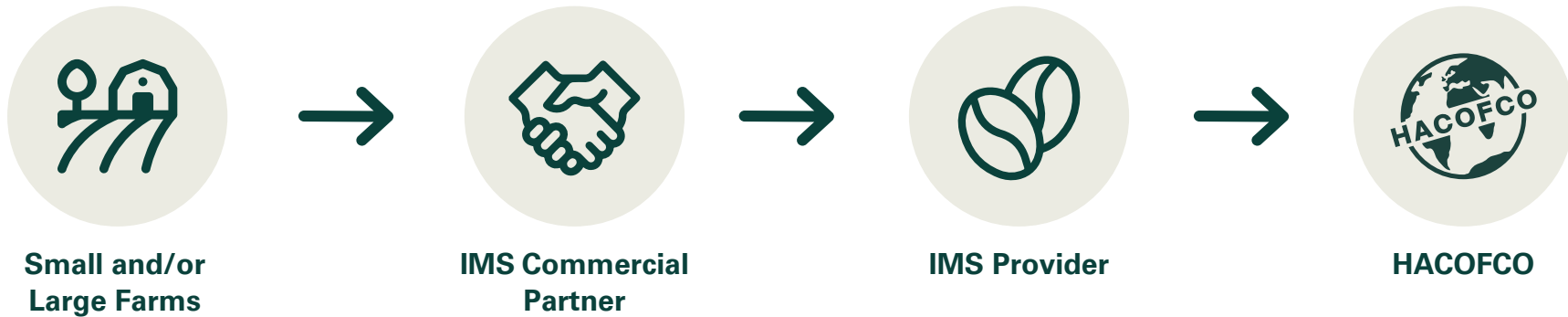
## **IMS Commercial Partner:**

It is an exporter, cooperative, association, individual farm or individual that supplies coffee to the IMS provider but that does not maintain direct commercial relations or communication with HACOFECO (example intermediaries in Honduras). It is established within the guide because it is a fundamental part in some countries to internally supply coffee that is then sold to HACOFECO through the IMS Provider.

The responsible for ensuring that the IMS Commercial Partner satisfactorily complies with the HACOFECO sustainability guideline is the IMS Provider. This IMS Commercial Partner can be made up of small and/or large farms.

Therefore, the implementation of the guide could result in three supply chain schemes depending on the business models that HACOFECO has with each supplier in the different countries where it buys coffee.

### Supply Scheme 1:



This is the longest and most complex supply chain within the HACOFCCO sustainability guide, the IMS Provider must work hand in hand with the IMS Commercial customer, since it is the one that maintains relations with the farms (small and/or large). The responsible for the verification results for the entire supply chain is the IMS Provider.

### Supply Scheme 2:



This chain applies when the coffee supplier to HACOFCCO directly maintains technical assistance and relationships with the farms (small and/or large) for the implementation of the guide. The responsible for the verification results for the entire supply chain is the IMS Provider.

### Supply Scheme 3:



**Individual Farm**



**HACOFECO**

This is the shortest and simplest supply chain within the HACOFECO sustainability guide, since the individual farm is directly responsible for the implementation of the guide by having commercial relationships with HACOFECO.

An example of how its user guide is displayed is indicated below.

Dimension 1. Management & Traceability (MT)									
Code	Requirement	Requirement Type			Scope				
		Basic	Intermediate	Advanced	Small Farms	Large Farms	IMS Commercial Partner	IMS Provider	Individual Farms
Code	MT-1 Continuous Improvement								
MT- 1.2.1	There is a signed commitment and agreement with the farmers outlining the requirements for following this guidance, allowing for internal and external verifications, hosting visits from interested parties, and publishing findings.	✓			•	•	•	•	

Unique code that identifies the requirement. The letters correspond to the initial of the dimension and the numbers correspond to the consecutive ones according to the topics.

Description of the requirement

The check establishes the type of requirement. For this case the MT- 1.2.1 is basic.

The point establishes the scope of applicability of the requirement. In this case, MT-1.21 would apply to the entire chain except individual farms.

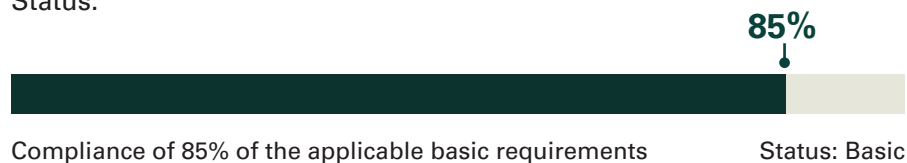


# HACOFCO Sustainability Guide Evaluation

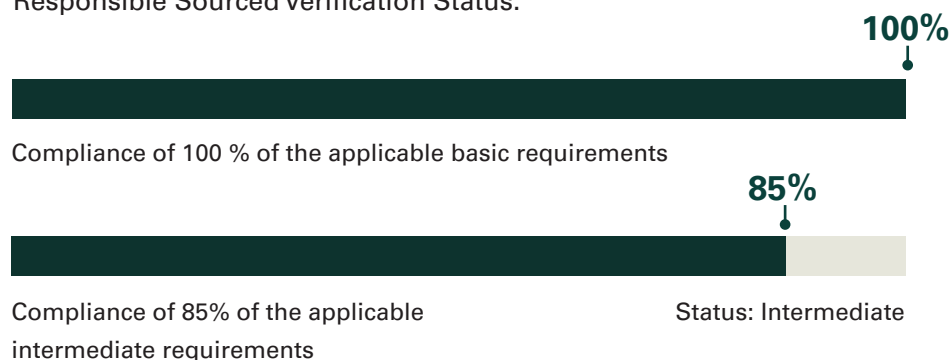
The implementation cycle of the HACOFCO sustainability guide for compliance with 100% of the requirements, that make up the topics of the four dimensions, is to be completed in a minimum of three years. The requirements are divided into three levels: basic, intermediate and advanced, which is a way to establish continuous improvement and enhance the human and economic resources of HACOFCO suppliers.

The description of the requirements levels is indicated below:

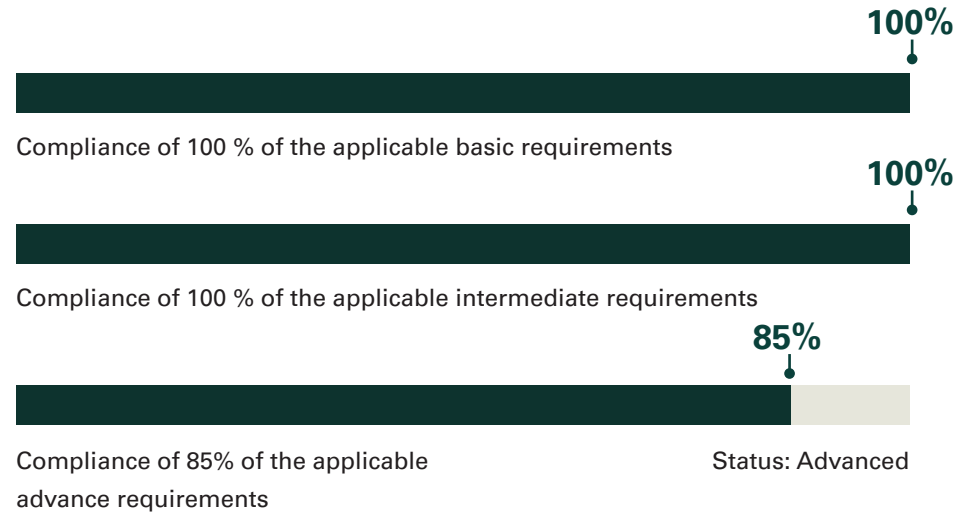
**Basic level requirements:** They must be met during the first year of implementation. Some of the basic requirements are also **categorized as critical requirements**, the compliance of the critical requirements is mandatory since the first year and throughout the program cycle. To consider that the HACOFCO supplier at origin is at the basic level, it must ensure that its supply chain meets 85% of the applicable basic requirements and 100% of the applicable critical requirements during verification. A failure to meet any critical requirement does not allow the farm or any facility to achieve the Responsible Sourced Verification Status.



**Intermediate level requirements:** These are expected to be met during the second year of implementation. To consider that the HACOFCO supplier at origin is at the intermediate level, it must ensure that its supply chain meets 100% of the applicable basic requirements and 85% of the intermediate requirements. A failure to meet any critical requirement does not allow the farm or any facility to achieve the Responsible Sourced Verification Status.



**Advanced level requirements:** These are expected to be met during the third year of implementation. To consider that the HACOFSCO supplier at origin is at the advanced level, it must ensure that its supply chain meets 100% of the applicable basic requirements, 100% of the applicable intermediate requirements and 85% of the advanced requirements. A failure to meet any critical requirement does not allow the farm or any facility to achieve the Responsible Sourced Verification Status. The description of the requirements levels is indicated below:



## Summary of the requirements in the HACOFSCO sustainability guide

Below is a list that summarizes the requirements of the HACOFSCO sustainability guide.

Summary of Requirements	Total
Basic <b>(includes 10 criticals)</b>	<b>50</b>
Intermediate	<b>15</b>
Advanced	<b>15</b>

Dimensions	Topic	Code	Requirement Type		
			Basic	Intermediate	Advanced
Management & Traceability (MT)	MT-1 Continuous Improvement	MT-1.1.1	✓		
		MT-1.2.1	✓		
		MT-1.3.1	✓		
		MT-1.2.3	✓		
		MT-1.3.3		✓	
	MT-2 Legal Compliance	MT-2.1.1	✓		
	MT-3 Documentary Control	MT-3.1.1	✓		
		MT-3.1.2	✓		
	MT-4 Trainings	MT-4.1.1	✓		
		MT-4.1.2		✓	
		MT-4.1.3			✓
	MT-5 Traceability	MT-5.1.1	✓		
	MT-6 Geographic Location	MT-6.1.1	✓		
		MT-6.2.1	✓		
		MT-6.2.2		✓	
Social (S)	S-1 Human Rights	S-1.1.1	✓		
		S-1.2.1	✓		
		S-1.3.1	✓		
		S-1.4.1	✓		
		S-1.4.2	✓		

Social (S)	S-2 Grievance Mechanism	S-2.1.1	✓				
		S-2.1.2	✓				
	S-3 Working Conditions	S-3.1.1	✓				
		S-3.1.2			✓		
		S-3.1.3	✓				
		S-3.2.1	✓				
		S-3.3.1	✓				
		S-3.3.2	✓				
		S-3.3.3			✓		
		S-3.3.4			✓		
		S-3.4.1	✓				
		S-3.4.2	✓				
		S-3.4.3			✓		
		S-3.4.4		✓			
		S-3.4.5	✓				
		S-3.4.6		✓			
		Agronomic (A)	A-1 Crop Management	A-1.1.1	✓		
				A-1.2.1	✓		
A-1.2.2				✓			
A-1.2.3					✓		
A-1.2.4	✓						
A-1.3.1	✓						
A-1.4.1	✓						
A-1.4.2	✓						
A-1.4.3	✓						

Agronomic (A)	A-1 Crop Management	A-1.5.1	✓		
		A-1.5.2		✓	
		A-1.5.3	✓		
		A-1.6.1	✓		
	A-2 Regenerative Agriculture	A-2.1.1	✓		
		A-2.2.1	✓		
		A-2.2.2		✓	
		A-2.2.3			✓
		A-2.2.4			✓
		A-2.3.1	✓		
		A-2.3.2		✓	
		A-2.3.3	✓		
		A-2.3.4		✓	
		A-2.3.5			✓
		A-2.4.1	✓		
		A-2.4.2		✓	
		A-2.4.3			✓
Environmental (E)	E-1 Natural Ecosystems & Biodiversity	E-1.1.1	✓		
		E-1.2.1	✓		
		E-1.3.1	✓		
		E-1.3.2	✓		
		E-1.3.3	✓		
		E-1.3.4		✓	
		E-1.3.5			✓

Environmental (E)	E-2 Wastewater & Solid Waste Management	E-2.1.1	✓		
		E-2.1.2		✓	
		E-2.1.3			✓
		E-2.1.4	✓		
		E-2.2.1	✓		
		E-2.2.2		✓	
		E-2.2.3	✓		
	E-3 Energy, Emissions & Climate Change	E-3.1.1		✓	
		E-3.1.2			✓
		E-3.1.3			✓
		E-3.1.4			✓

## Dimension 1. Management & Traceability (MT)

Code	Requirement	Requirement Type			Scope				
		Basic	Intermediate	Advanced	Small Farms	Large Farms	IMS Commercial Partner	IMS Provider	Individual Farms
Code	MT-1 Continuous Improvement								
MT- 1.2.1	<p>A Sustainability Policy is developed and communicated, including the following social and environmental considerations:</p> <ul style="list-style-type: none"> <li>• Human rights</li> <li>• Labor rights</li> <li>• Child labor</li> <li>• Forced labor</li> <li>• Gender Equality</li> <li>• Communities</li> <li>• Deforestation</li> <li>• Environmental protection</li> </ul> <p>There must be evidence that farmers are aware of this Policy.</p>	✓			•	•	•	•	•
MT-1.2.1	<p>There is a signed commitment and agreement with the farmers outlining the requirements for following this guidance, allowing for internal and external verifications, hosting visits from interested parties, and publishing findings.</p>	✓			•	•	•	•	
MT-1.3.1	<p>Farms have access to agronomical extension services, inputs, and finance. At least one annual control and monitoring visit to all farms and sites in the supply chain that provide coffee to HACOFCO is conducted, to perform a risk assessment and ensure compliance with the requirements requested in this Sustainability Guide.</p> <p>For small farms the IMS must determine the number of visits required, based on the identified risks.</p> <p>See Annex MT-1.3.1 for an example of an internal inspection format.</p>	✓			•	•	•	•	•

MT-1.3.2	<p>An Action Plan tailored to local conditions is designed, implemented, and frequently updated with defined targets and goals for the whole supply chain. The Action Plan is revised at least once a year to monitor and measure progress towards continuous improvement. The Plan must be completed in accordance with a social and environmental risk assessment, the internal inspections, second or third-party verifications, or any other opportunities for improvement.</p> <p>The Plan must at the very least include the activity's description, start, and end dates, as well as the person in charge of carrying it out.</p> <p>See Annex MT-1.3.2 for an example of an action plan.</p>	<p>✓ Critical</p>					•	•	•
MT-1.3.3	<p>Producers receive information from independent sources that is tailored to their specific needs. Markets, new technology, technical help services, and climate risk are among the factors considered.</p>	<p>✓</p>					•	•	
Code	MT-2 Legal Compliance	<b>Requirement Type</b>			<b>Scope</b>				
		<b>Basic</b>	<b>Intermediate</b>	<b>Advanced</b>	<b>Small Farms</b>	<b>Large Farms</b>	<b>IMS Commercial Partner</b>	<b>IMS Provider</b>	<b>Individual Farms</b>
MT-2.1.1	<p>The main national laws and international agreements that regulate coffee production activities are recognized and documented. Including at least the following social and environmental aspects:</p> <ul style="list-style-type: none"> <li>• Human rights</li> <li>• Labor rights</li> <li>• Land Use rights</li> <li>• Tax, trade, and customs regulations</li> <li>• Anti-corruption, fraud, bribery and/or extortion (Policy)</li> <li>• Indigenous peoples and local communities</li> <li>• Deforestation</li> <li>• Environmental protection</li> <li>• ILO Conventions and Recommendations</li> </ul>	<p>✓ Critical</p>			•	•	•	•	•



Code	MT-3 Documentary Control								
MT-3.1.1	<p>An updated list is maintained for all farms (small and large) and processing units (mills, collecting centers, etc.) from which HACOFCO coffee volume was sourced during the most recent harvest.</p> <p>The list must include when applicable at least the following:</p> <ul style="list-style-type: none"> <li>• Name of farm or processing units</li> <li>• Owner's name and gender</li> <li>• GPS coordinates with six decimals</li> <li>• Presence of a digital polygon</li> <li>• Unique internal ID code</li> <li>• Total area (ha)</li> <li>• Area planted with coffee (productive and under renovation)</li> <li>• Conservation area (ha)</li> <li>• Volume produced during the last harvest.</li> </ul>	✓					•	•	•
MT-3.1.2	<p>Farmers keep and complete records for planning and decision-making on at least the following topics:</p> <ul style="list-style-type: none"> <li>• Worksheets for temporally and permanent workers with details on name of worker, year of birth, hour/week/month salary</li> <li>• Agrochemical applications (date, commercial name of product, active ingredients, type of pest/disease, total area applied, doses, re-entry time, personal protective equipment, and name of workers who applied the product).</li> <li>• Fertilizer (organic and/or inorganic) applications (name of product, formula applied, doses, total quantity applied, total applied area).</li> <li>• Water consumption records from the wet mill, if applicable</li> <li>• Agronomic activities on the farm (pruning, shade, soil conservation, IPM)</li> <li>• Productivity and production costs</li> <li>• IMS must provide and explain records to small farms, ensuring that the farmer completes them.</li> </ul> <p>See Annex MT-3.1.2 for examples of record forms.</p>	✓			•	•	•	•	•

Code	MT-4 Trainings	Requirement Type			Scope				
		Basic	Intermediate	Advanced	Small Farms	Large Farms	IMS Commercial Partner	IMS Provider	Individual Farms
MT-4.1.1	<p>An annual training and education program for farmers and workers is designed and executed based on needs identified in the monitoring of the Action Plan (MT-1.3.2).</p> <p>The program must include execution times, designated trainers, and at least management, labor, health, agronomic, and environmental topics:</p> <ul style="list-style-type: none"> <li>• Minimum salaries</li> <li>• Child labor</li> <li>• Gender</li> <li>• Handling and use of agrochemicals</li> <li>• Personal protective equipment</li> <li>• Waste disposal</li> <li>• Regenerative Agriculture</li> <li>• GAP</li> <li>• Post-harvest and quality</li> <li>• Deforestation</li> <li>• Protection of natural resources</li> </ul>	✓				•	•	•	•
MT-4.1.2	<p>The annual training and education program for farmers and workers (MT-4.1.1) includes the following topics:</p> <ul style="list-style-type: none"> <li>• Record keeping</li> <li>• Finance, business management</li> <li>• Productions costs and net income</li> <li>• Market access and coffee prices</li> </ul>		✓			•	•	•	•
MT-4.1.3	<p>The annual training and education program for farmers and workers (MT-4.1.1) includes the following topics:</p> <ul style="list-style-type: none"> <li>• Climate change &amp; Greenhouse gas emissions</li> <li>• Wastewater treatment designs</li> <li>• Others identified in the Action Plan (MT-1.3.2)</li> </ul>			✓		•	•	•	•

Code	MT-5 Traceability	Requirement Type			Scope				
		Basic	Intermediate	Advanced	Small Farms	Large Farms	IMS Commercial Partner	IMS Provider	Individual Farms
MT-5.1.1	<p>There is a documented and applied traceability system to avoid mixing HACOFKO coffee with conventional coffee. It includes controls that demonstrate the physical and documentary segregation of the coffee in all stages of the supply chain (harvesting, receipt, processing, packaging, storage, and transportation stages).</p> <p>The document describes step by step how HACOFKO coffee moves from the farm until it is ready for export. There is also internal documentation and a flowchart that demonstrates how each coffee batch is provided continuity throughout the entire supply chain. The document identifies the critical control points that must be monitored to avoid mixing the coffee.</p> <p>The coffee traceability system includes records with the following information:</p> <ul style="list-style-type: none"> <li>• Date</li> <li>• Names of buyers and sellers</li> <li>• Units of measurement (volume or weight)</li> <li>• Price per unit</li> <li>• Quantities</li> <li>• Coffee beans: Cherry, Parchment, or Green</li> <li>• Methods for calculating product sales to ensure they do not exceed farm harvest quantities</li> </ul>	✓			•	•	•	•	•

Code	MT-6 Geographic Location	Requirement Type			Scope				
		Basic	Intermediate	Advanced	Small Farms	Large Farms	IMS Commercial Partner	IMS Provider	Individual Farms
MT-6.1.1	<p>An up-to-date map of the farm or farm area is available, that includes at least the following:</p> <ul style="list-style-type: none"> <li>Coffee production areas</li> <li>Protected areas</li> <li>Forests and other natural ecosystems</li> <li>Water bodies and riparian buffer zones</li> <li>Infrastructure (human habitation areas, processing facilities, etc.)</li> <li>Other crops, if applicable</li> </ul> <p>For small farms, a sketch of the farm is available, that includes at least the following:</p> <ul style="list-style-type: none"> <li>Coffee production areas</li> <li>Forests and other natural ecosystems</li> <li>Water bodies and riparian buffer zones</li> <li>Infrastructure (human habitation areas, processing facilities, etc.)</li> </ul>	✓			•	•	•		•
MT-6.2.1	<p>Polygons in KML format are available for all farms of 4 ha or more.</p> <p>Geolocation points are available for all other farms.</p> <p>Geolocation data for both points and polygons must have 6 decimals.</p>	✓ Critical				•	•	•	•
MT-6.2.2	<p>Polygons are available for all farms of less than 4 ha.</p> <p>Geolocation data for polygons must have 6 decimals.</p>		✓		•	•	•	•	•

## Dimension 2. Social (S)

Code	Requirement	Requirement Type			Scope					
		Basic	Intermediate	Advanced	Small Farms	Large Farms	IMS Commercial Partner	IMS Provider	Individual Farms	
S-1.1.1	<p>S-1 Human Rights</p> <p>All the worst forms of child labor are prohibited in all farms and sites in the supply chain that provide coffee to HACOFKO throughout the year, including:</p> <ul style="list-style-type: none"> <li>• Work harmful to children</li> <li>• Any type of paid or unpaid work by a child under the age of 15 years old or the minimum age established in the national law (strictest applies), except tasks that are traditional for children in the location and are undertaken for the purpose of encouraging the family's or local culture.</li> <li>• Young workers' (15-17 years) work during legally compulsory school hours</li> <li>• Young workers' (15-17 years) work of more than eight hours per day and more than 48 hours per week</li> <li>• Young workers' work (15-17 years) schedule not permitting minimum consecutive period of 12 hours' overnight rest, and at least one full day of rest for every six consecutive days worked</li> <li>• Sale and trafficking of children</li> <li>• Use, procuring or offering of a child for prostitution, or pornography</li> <li>• Use, procuring or offering of a child for other illicit activities</li> </ul> <p>If the country's legislation allows it, and young workers (15-17 years) are engaged on the farm, a record is made that includes the following:</p> <ul style="list-style-type: none"> <li>• Name</li> <li>• Date of birth</li> <li>• Name and authorization of parents or guardians</li> <li>• Work performed.</li> <li>• Number of hours worked</li> <li>• Work schedule</li> <li>• Remuneration and proof of payment.</li> <li>• Proof of education</li> <li>• Occupational risk policy</li> <li>• Social security number or identification.</li> <li>• There is no evidence of the worst forms of child labor.</li> </ul> <p>Source: ILO Conventions 138 and 182.</p>	<p>✓</p> <p>Critical</p>				•	•	•	•	•

S-1.2.1	<p>All the worst forms of forced, compulsory, or slave labor are prohibited in all farms and sites in the supply chain that provide coffee to HACOFECO throughout the year, including:</p> <ul style="list-style-type: none"> <li>Workers are free to leave the employer after reasonable notice.</li> <li>Workers are not subject to debt bondage.</li> <li>Employee identification or travel documents, salary or other assets are not kept by the employer.</li> <li>There is no evidence of forced, compulsory, or slave labor.</li> </ul> <p>Source: ILO Conventions 29 and 105.</p>	<p>✓ Critical</p>			•	•	•	•	•
S-1.3.1	<p>There is no evidence of discrimination in labor, hiring, training, task assignment, labor benefits, promotion policies and procedures, and other opportunities for better conditions, pay, or advancement based on gender, race, ethnicity, color, age, nationality, social origin, medical condition, marital status, religion, political opinion or affiliation with unions or other legal groups in all farms and sites in the supply chain that provide coffee to HACOFECO. A gender equity and social inclusion (GESI) analysis is conducted. Workers in all farms and sites in the supply chain that provide coffee to HACOFECO are treated respectfully and there is no evidence of threats, intimidation, sexual abuse or harassment, or verbal, physical or psychological mistreatment.</p> <p>Source: ILO Conventions 100, 111 and 190</p>	<p>✓ Critical</p>			•	•	•	•	•
S-1.4.1	<p>Farmers demonstrate the legal right to use the land in all farms and sites in the supply chain that provide coffee to HACOFECO. Either by property deeds, leases, or other official documents, or by documenting traditional or community usage rights.</p>	<p>✓</p>				•	•	•	•
S-1.4.2	<p>Legal and customary rights of indigenous peoples and local communities are respected, when applicable.</p> <p>Acquiring land and water rights requires the free, prior, and informed agreement (FPIC) of affected people with legal land use rights, including those claiming traditional land use rights, particularly indigenous people.</p> <p>Source: ILO Convention 169.</p>	<p>✓</p>				•	•	•	•

Code	S-2 Grievance Mechanism	Requirement Type			Scope				
		Basic	Intermediate	Advanced	Small Farms	Large Farms	IMS Commercial Partner	IMS Provider	Individual Farms
S-2.1.1	<p>A grievance mechanism is formed to enable individuals, workers, communities, and social society to raise complaints, suggestions, or observations.</p> <p>This grievance mechanism includes responsible persons freely elected by the workers, representing the IMS and supply chain operations, group members for small farms and workers on large farms, if applicable.</p> <p>The grievance mechanism includes the following issues:</p> <ul style="list-style-type: none"> <li>• Human rights</li> <li>• Labor rights</li> <li>• Child labor</li> <li>• Forced labor</li> <li>• Gender Equality</li> <li>• Communities</li> </ul> <p>Interested parties (farmers and workers) are informed about the existence of the grievance mechanism.</p>	✓			•	•	•		•
S-2.1.2	There is documented evidence that the grievance mechanism follows-up on the corrective measures taken in response to the complaints, suggestions or observations received.	✓				•	•	•	•
<b>Code</b>	<b>S-3 Working Conditions</b>								
S-3.1.1	Permanent workers have formal contractual agreements and are aware of their rights and employment conditions (schedules, working hours, benefits). Verbal agreements are acceptable if permitted by national law.	✓				•	•	•	•
S-3.1.2	Temporal workers have formal contractual agreements and are aware of their rights and employment conditions (schedules, working hours, benefits). Verbal agreements are acceptable if permitted by national law.			✓		•	•	•	•

Code	S-3 Working Conditions	Requirement Type			Scope					
		Basic	Intermediate	Advanced	Small Farms	Large Farms	IMS Commercial Partner	IMS Provider	Individual Farms	
S-3.1.3	<p>There is awareness and compliance with the current minimum wage and working hours legislations for temporary and permanent workers, including seasonal and piece rate workers.</p> <p>There is documented evidence (records and payment receipts) indicating the working hours per worker, and the salary payments, including overtime and deductions. Overtime work is voluntary and must be paid according to legal or sector parameters.</p> <p>Source: ILO Conventions 1, 100</p>	<p>✓ Critical</p>				•	•	•	•	•
S-3.2.1	<p>Workers are informed about their rights to have collective bargaining and to freely join different existing labor organization options. For instance, labor unions, federations, associations, farmer groups, and other worker labor organizations.</p> <p>Worker(s) representative (s) are elected democratically by workers in regular, free elections.</p> <p>Representatives of farmers or workers have access to the information and resources necessary to carry out their functions and are not discriminated nor adverse actions taken against them.</p> <p>There is an established mechanism and communication channel between management and workers and or their representatives through direct dialogue, consultations or interviews, regular meetings regarding working conditions, resources, and available services.</p> <p>Source: ILO Conventions 87, 98 and 135</p>	<p>✓</p>					•	•	•	•



S-3.3.1	<p>Workers and their families who are housed or lodged on-site have safe living spaces given the local conditions and possibilities of each farmer, including the following conditions:</p> <ul style="list-style-type: none"> <li>• The house is used only to house staff and their families</li> <li>• The size is adjusted to the number of people who live there</li> <li>• Adequate sanitary and washing facilities</li> <li>• Access to drinking water for human consumption.</li> <li>• Infrastructure in good condition. Protection against rain, winds, and other weather conditions.</li> <li>• Dry floors and permanent walls.</li> <li>• Natural ventilation ensures air movement.</li> <li>• Adequate natural and artificial lighting.</li> <li>• Absence of conditions that could affect the health or safety of the occupants.</li> </ul> <p>Source: ILO Recommendation 115</p>	✓			•		•	•	
S-3.3.2	<p>Workers and their families who are housed or lodged on-site have safe living spaces given the local conditions, including the following conditions:</p> <ul style="list-style-type: none"> <li>• The house is used only to house staff and their families</li> <li>• The size is adjusted to the number of people who live there</li> <li>• Adequate sanitary and washing facilities</li> <li>• Access to drinking water for human consumption.</li> <li>• Infrastructure in good condition. Protection against rain, winds, and other weather conditions.</li> <li>• Dry floors and permanent walls.</li> <li>• Natural ventilation ensures air movement.</li> <li>• Adequate natural and artificial lighting.</li> <li>• Electrical installation in good conditions (if available in the area).</li> <li>• Absence of rats, mice, insects, and vermin.</li> <li>• Cooking areas separated from bedrooms, and with good ventilation.</li> <li>• In the absence of a kitchen, there are external areas to prepare and consume food.</li> <li>• Absence of conditions that could affect the health or safety of the occupants.</li> <li>• Fire safety measures</li> <li>• Workers and their families are informed about emergency evacuation plans.</li> </ul> <p>Source: ILO Recommendation 115 Source: ILO Code of Practice: Safety and Health in Agriculture</p>	✓			•	•	•	•	•

S-3.3.3	<p>Workers and their families who are housed or lodged on-site in small farms have improved living conditions:</p> <ul style="list-style-type: none"> <li>• Cooking areas with smoke ventilation</li> <li>• Food storage areas must be protected from moisture and pests and kept apart from chemical storage and other potential risks.</li> <li>• Pest-control measures are taken.</li> </ul>			✓	•	•	•		
S-3.3.4	<p>Workers and their families who are housed or lodged on-site in large farms have improved living conditions:</p> <ul style="list-style-type: none"> <li>• Measures are taken to mitigate the effects of extreme weather.</li> <li>• Latrines or toilets with connections to wastewater disposal systems or sewage systems (if available).</li> <li>• Bedrooms are free from cooking area smoke.</li> <li>• During lunch and break times, workers have covered adequate spaces according to their customs.</li> <li>• For group accommodations, bunk beds are not positioned on more than two levels.</li> <li>• Areas for drying clothes.</li> <li>• Frequent inspections are held to ensure that the accommodation is safe and clean, inspection reports are documented.</li> </ul>			✓	•	•	•	•	•
S-3.4.1	<p>Wet and dry mills (when applicable) have written and implemented an Occupational Health and Safety Plan, which defines the activities to be taken with respect to:</p> <ul style="list-style-type: none"> <li>• Risk assessment of workers' health and safety related to production activities. Includes a description of the steps to take to reduce or eliminate these risks.</li> <li>• Guidelines for managing workshop, material, and fuel storage areas.</li> <li>• Identify and take preventative measures for natural and man-made emergencies.</li> <li>• Instructions for providing basic first aid in an emergency.</li> <li>• Providing access to sufficient and safe drinking water for workers.</li> <li>• Guidelines for female workers who are pregnant, nursing or have recently given birth.</li> <li>• Guidelines for ensuring workers with disabilities' health and safety at work.</li> <li>• Guidelines for appointing members of the occupational health commission (for sites with 10 or more permanent workers).</li> </ul>	✓			•	•	•	•	•

Code	S-3 Working Conditions	Requirement Type			Scope				
		Basic	Intermediate	Advanced	Small Farms	Large Farms	IMS Commercial Partner	IMS Provider	Individual Farms
S-3.4.2	<p>Farms have written and implemented an Occupational Health and Safety Plan, which defines the activities to be taken with respect to:</p> <ul style="list-style-type: none"> <li>• Risk assessment of workers' health and safety related to production activities. Includes a description of the steps to take to reduce or eliminate these risks.</li> <li>• Instruction to personnel in charge of applying agrochemicals on the importance of showering after work.</li> <li>• Instructions for transporting and washing contaminated clothing.</li> <li>• Agrochemical storage area compliance checklist.</li> <li>• Guidelines for managing workshop, material, and fuel storage areas.</li> <li>• Guidelines for safe transportation, storage, and application of agrochemicals.</li> <li>• Requirements for returning restricted, expired, or unlicensed products.</li> <li>• Guidelines for responding to an agrochemical spill.</li> <li>• Identify and take preventative measures for natural and man-made emergencies.</li> <li>• Instructions for providing basic first aid in an emergency.</li> <li>• Providing access to sufficient and safe drinking water for workers.</li> <li>• Providing access to clean toilets and handwashing facilities.</li> <li>• Guidelines for female workers who are pregnant, nursing or have recently given birth.</li> <li>• Guidelines for ensuring workers with disabilities' health and safety at work.</li> <li>• Guidelines for appointing members of the occupational health commission (for farms with 10 or more permanent workers).</li> </ul>	✓				•	•	•	•

Code	S-3 Working Conditions	Requirement Type			Scope				
		Basic	Intermediate	Advanced	Small Farms	Large Farms	IMS Commercial Partner	IMS Provider	Individual Farms
S-3.4.3	Farms or processing facilities with 20 or more workers constitute an Occupational Health and Safety commission, which oversees assuring and monitoring the implementation of the Health and Safety program.			✓		•	•	•	•
S-3.4.4	<p>A general medical check-up is carried out, at least once a year, to the following personnel:</p> <ul style="list-style-type: none"> <li>Workers that apply or handle agrochemicals</li> <li>Workers that carry heavy cargo.</li> <li>Personnel in charge of machinery, high-risk work tools (workshops) or agricultural equipment.</li> </ul> <p>Workers have access to medical examination results.</p>		✓			•	•	•	•
S-3.4.5	<p>The farm and supply chain site provides and mandates the usage of personal protective equipment (PPE) for workers who need it. The equipment is employed according to the parameters suggested.</p> <p>The cost of equipment, tools, or work devices used to complete the works is not charged or deducted from the workers' salary.</p>	✓			•	•	•	•	•
S-3.4.6	<p>In wet and dry mills, workers have access to fire extinguishing equipment, and first aid equipment which they can use in case of an emergency.</p> <p>At least one person trained in first aid is available to respond to crises in the production, processing, and maintenance areas.</p>		✓			•	•	•	•

## Dimension 3. Agronomic (A)

Code	Requirement	Requirement Type			Scope				
		Basic	Intermediate	Advanced	Small Farms	Large Farms	IMS Commercial Partner	IMS Provider	Individual Farms
Code	A-1 Crop Management								
A-1.1.1	Coffee varieties planted are tolerant or resistant to diseases and pests.	✓			•	•	•	•	•
A-1.2.1	Farmers implement replanting or renovation to ensure young or middle age ( $\leq 8$ years) trees in maximum 05% of plot, in the last two years.	✓			•	•	•	•	•
A-1.2.2	Farmers implement replanting or renovation to ensure young or middle age ( $\leq 8$ years) trees in at least 20% of plot.		✓		•	•	•	•	•
A-1.2.3	Farmers implement replanting or renovation to ensure young or middle age ( $\leq 8$ years) trees in at least 50% of plot.			✓	•	•	•	•	•
A-1.2.4	<p>A pruning program is designed and implemented, including:</p> <ul style="list-style-type: none"> <li>Description of the farm's pruning system.</li> <li>Dates and lots to prune during the year.</li> </ul> <p>Pruning is carried out, taking into consideration the height of the plant, age, productive material and foliage, in order to avoid depletion of the plantation.</p>	✓				•	•	•	•
A-1.2.4	There are no genetically modified (GMO) crops on the farm.	✓			•	•	•	•	•
A-1.4.1	<p>Farmers use agrochemicals that are legally registered in the country and do not use prohibited pesticides prohibited by law or by international Conventions, such as Stockholm, Rotterdam and World Health Organization (WHO). conventions.</p> <p>Source: Coffee Sustainability Reference Code's Prohibited List.</p>	✓ Critical			•	•	•	•	•
A-1.4.2	Agrochemicals are stored in a dry, accessible, ventilated area with spill collecting devices, on non-absorbent materials, and kept separate from personal protective equipment, coffee, food, and animals. Fertilizer and agrochemicals are kept in different locations.	✓			•	•	•	•	•

Code	A-1 Crop Management	Requirement Type			Scope				
		Basic	Intermediate	Advanced	Small Farms	Large Farms	IMS Commercial Partner	IMS Provider	Individual Farms
A-1.4.3	Farmers properly dispose of empty agrochemical containers by performing the triple washing and perforation of all containers. The washed and perforated containers are stored in the warehouse and then transferred to an authorized supplier for final disposal in accordance with local regulations.	✓			•	•	•	•	•
A-1.5.1	An Integrated Pest Management Plan (IPM) is designed and implemented, including: <ul style="list-style-type: none"> <li>• Pest and disease monitoring and control system, with records.</li> <li>• Training for the person responsible for monitoring and control.</li> <li>• Use, maintenance and calibration of application equipment</li> </ul>	✓			•	•	•	•	•
A-1.5.2	Priority is given to physical, mechanical, cultural, and biological control approaches, with minimum usage of agrochemicals.		✓		•	•	•	•	•
A-1.5.3	Farmers implement integrated weed management by restricting herbicide spot applications to aggressive or invasive weeds only.	✓			•	•	•	•	•
A-1.6.1	Soil and foliar fertilization actions are implemented, documented, and if feasible reduced over time. Including: <ul style="list-style-type: none"> <li>• Number of foliar or soil applications to be applied.</li> <li>• Type of fertilizer and amendments to be used.</li> <li>• Dosage per hectare and method of fertilizer application.</li> <li>• Person in charge of the application.</li> <li>• Application batch and date.</li> </ul>	✓			•	•			•
A-1.4.2	Agrochemicals are stored in a dry, accessible, ventilated area with spill collecting devices, on non-absorbent materials, and kept separate from personal protective equipment, coffee, food, and animals. Fertilizer and agrochemicals are kept in different locations.	✓			•	•	•	•	•

Code		A-2 Regenerative Agriculture							
A-2.1.1	The application of mechanical, biological, cultural, and physical control techniques for pests and diseases is prioritized, with the least amount of alternative chemical controls being used.	✓			•	•	•	•	•
A-2.2.1	Farmers use biological inputs that are legally registered in the country.  The farm fertilizes coffee crops using organic fertilizer, organic matter, or beneficial microorganisms when available, to increase soil organic carbon levels on at least 25% of the farm. When possible, using organic material coming from the own farm.	✓			•	•	•	•	•
A-2.2.2	Farmers apply organic fertilizer or organic matter on at least 50% of the farm. When possible, using organic material coming from the own farm.		✓		•	•	•	•	•
A-2.2.3	Farmers apply organic fertilizer or organic matter on at least 75% of the farm. When possible, using organic material coming from the own farm.			✓	•	•	•	•	•
A-2.2.4	If organic fertilizers are used on the farm, the following are met: <ul style="list-style-type: none"> <li>• Nutritional content analysis</li> <li>• Assessment of disease transmission hazards (Nematodes and Microbiological).</li> <li>• Product origin is recorded, and fertilizer quality and nutrition are analyzed.</li> </ul>			✓		•			•
A-2.3.1	Farmers conduct a chemical analysis of the soil every two years.	✓			•	•	•	•	•
A-2.2.4	A soil assessment and analysis are implemented including, if applicable: <ul style="list-style-type: none"> <li>• Erosion prone areas and slope</li> <li>• Soil structure</li> <li>• Depth and horizons</li> <li>• Densification of compaction areas</li> <li>• Moisture and water levels</li> <li>• Drainage conditions</li> <li>• Identification of areas with visual symptoms of nutrient deficiencies</li> <li>• Organic matter</li> </ul>		✓			•			•

Code	A-2 Regenerative Agriculture	Requirement Type			Scope				
		Basic	Intermediate	Advanced	Small Farms	Large Farms	IMS Commercial Partner	IMS Provider	Individual Farms
A-2.3.3	Soil is not left exposed. Farmers implement soil health and conservation practices, such as mulching, planting cover crops, use of windbreaks, hillside canals, dead cover, terraces, or contour planting, on at least 25% of the farm.	✓			•	•	•	•	•
A-2.3.4	Farmers implement soil health and conservation practices by maintaining at least 40% bare ground covered with mulch or cover crops, preferably flowering.		✓		•	•			•
A-2.3.5	Farmers implement soil health and conservation practices by maintaining at least 75% bare ground covered with mulch or cover crops, preferably flowering.			✓	•	•			•
A-2.4.1	Farmers maintain agroforestry cover including a diversity of at least 4 species of trees, preferably native, on the overall farm	✓			•	•			•
A-2.4.2	Farmers maintain agroforestry cover including a diversity of at least 6 species of trees, preferably native, on the overall farm		✓		•	•			•
A-2.4.3	Farmers maintain agroforestry cover including a diversity of at least 8 species of trees, preferably native, on the overall farm.			✓	•	•			•



## Dimension 4. Environmental (E)

Code	Requirement	Requirement Type			Scope				
		Basic	Intermediate	Advanced	Small Farms	Large Farms	IMS Commercial Partner	IMS Provider	Individual Farms
Code	E-1 Natural Ecosystems & Biodiversity								
E-1.1.1	Natural forests and other natural ecosystems have not been converted into agricultural production or other land uses since January 1st, 2014.	✓ Critical			•	•	•	•	•
E-1.2.1	Areas designated as legal reserves, protected areas, or guarded by national legislation are protected. Production or processing does not cause negative effects to these areas.	✓ Critical			•	•	•	•	
E-1.3.1	Natural aquatic and terrestrial ecosystems, uncultivated areas, and infrastructure are protected from agrochemical contamination by establishing vegetative barriers (higher than coffee crop) or no application zones.	✓			•	•	•	•	•
E-1.3.2	Farms maintain and protect buffer zones with native vegetation around water bodies, according to the following width parameters: <ul style="list-style-type: none"> <li>• 5m along both sides of the water body when it measures at least 5 meters wide.</li> <li>• 8m along both sides of the water body when it measures between 5 and 10 meters wide.</li> <li>• 15m along both sides of the water body when it measures more than 10 meters wide.</li> </ul>	✓				•	•	•	•
E-1.3.3	Hunting and unauthorized collection of flora and fauna are prohibited. Except in indigenous people's territories, when applicable.	✓				•	•	•	•
E-1.3.4	Farmers do not keep wildlife in captivity and not use wildlife to process or harvest any crop (e.g. luwak for coffee).		✓		•	•	•	•	•

E-1.3.5	Farmers do not intentionally introduce or release invasive species.  Source: 100 of the World's Worst Invasive Alien Species, IUCN/SSC Invasive Species Specialist Group.		✓			•	•	•	•	•
Code	E-2 Wastewater & Solid Waste Management	Requirement Type			Scope					
		Basic	Intermediate	Advanced	Small Farms	Large Farms	IMS Commercial Partner	IMS Provider	Individual Farms	
E-2.1.1	At wet mill, water usage is measured and documented.	✓				•	•	•	•	•
E-2.1.2	Measures to reduce water use in wet mill are implemented.		✓			•	•	•	•	•
E-2.1.3	Wet mill wastewater is not discharged into aquatic ecosystems without demonstrating that the discharged water meets all legal regulations and that the physical and biochemical characteristics do not degrade the quality of the water body			✓		•	•	•	•	•
E-2.1.4	Human sewage, sludge, domestic wastewater, and hazardous wastes should be properly treated according to local legislation, and not discharged into aquatic ecosystems or used in production or processing activities.	✓				•	•	•	•	•
E-2.2.1	There's is a solid waste management system for storage, treatment and disposal, based on local conditions. Waste is not left on site and is not burned.	✓				•	•	•	•	•
E-2.2.2	Solid wastes are separated and recycled based on available waste management, recycling, and disposal options.		✓			•	•	•	•	•
E-2.2.3	Organic waste is either composted, processed to be used as organic material, or used as input for other processes.	✓			•	•	•	•	•	•

Code	E-3 Energy, Emissions & Climate Change	Requirement Type			Scope				
		Basic	Intermediate	Advanced	Small Farms	Large Farms	IMS Commercial Partner	IMS Provider	Individual Farms
E-3.1.1	The main types of energy sources used in coffee production and processing are identified and quantified, including removable energy. Measures are taken to increase energy efficiency (Kwh/year). The use of renewable energy sources is maximized.		✓			•	•	•	•
E-3.1.2	The main sources of greenhouse gases (GHGs) emissions in coffee production and processing are identified and quantified. Including emissions from fossil fuels and electricity, fertilizer, waste and wastewater.			✓		•	•	•	•
E-3.1.3	Farm or processing site has Carbon Neutral Certification.			✓		•	•	•	•
E-3.1.4	Farms have conducted and divulgated a climate risk assessment plan.			✓		•	•	•	•

# ANNEX

# ANNEX 1. Glossary of terms of the HACOFCCO Sustainability Guide v1.0

Term	Definition
Advanced Level	Compliment with at least 85% of the Advanced Requirements, 100% of the Intermediate Requirements and 100% of the Basic Requirements.
Agrochemical	Any of various chemicals used in agriculture, such as fertilizers or (now more commonly) biologically active compounds such as pesticides, hormones, and growth regulators. Source: FAO, 2007.
Agroforestry	Land-use systems and technologies in which woody perennials (e.g. trees, shrubs, palms, or bamboos) and agricultural crops or animals are used deliberately on the same parcel of land in some form of spatial and temporal arrangement. Source: SOFO, FAO, 2022
Basic Level	Compliment with at least 85% of the Basic Requirements and 100% of the Critical Requirements.
Child labor	Work that deprives children of their childhood, their potential and their dignity, and that is harmful to physical and mental development. It refers to work that: is mentally, physically, socially or morally dangerous and harmful to children; and/or interferes with their schooling by: depriving them of the opportunity to attend school; obliging them to leave school prematurely; or requiring them to attempt to combine school attendance with excessively long and heavy work. The worst forms of child labor involve children being enslaved, separated from their families, exposed to serious hazards and illnesses and/or left to fend for themselves on the streets of large cities – often at a very early age. Source: ILO Conventions 138 and 182.
Critical requirement	Requirement of mandatory compliment. Failure to meet any critical criteria does not allow the farm to be included in the Sustainability Program.
Deforestation	The conversion of forest to another land use or the long-term reduction of the tree canopy cover below the minimum 10 percent threshold. Source: FAO, 2001.
Discrimination	Any distinction, exclusion or restriction made based on socially constructed gender roles and norms, which prevents a person from enjoying full human rights. Source: UN, 2014.
Ecosystem	A dynamic complex of plant, animal and microorganism communities and their abiotic environment interacting as a functional unit. Source: FAO, 2006.
Fertilizer (inorganic)	Natural or man-made substances lacking carbon, used to increase the ability of soil or water to produce plant life. Source: FAO, 2008.
Fertilizer (organic)	A carbon-rich fertilizer derived from organic materials, including treated or untreated livestock manures, compost, vermicompost, sewage sludge and other organic materials or mixed materials used to supply nutrients to soils. Source: FAO, 2006.
Forced labor	Work or service exacted from any person under the menace of any penalty and for which the said person has not offered himself voluntarily. Source: ILO Convention 29.
Forest	Land spanning more than 0.5 hectares with trees higher than 5 meters and a canopy cover of more than 10 percent, or trees able to reach these thresholds in situ. It does not include land that is predominantly under agricultural or urban land use. Source: FAO, 2020.
Free Prior and Informed Consent (FPIC)	A specific right that pertains to indigenous peoples. It allows them to give or withhold consent to a project, proposal or measure that may affect them or their territories. Source: FAO, 2011.
Genetically Modified Organism	An organism in which the genetic material has been altered anthropogenically by means of gene or cell technologies. Source: FAO, 2009.

Term	Definition
IMS Commercial Partner	A direct customer of HACOFCO, like cooperative or exporter that collects, processes, and sells coffee to the IMS Provider.
IMS Provider	A direct customer of HACOFCO, like cooperative or exporter that collects, processes, and sells coffee to HACOFCO. An individual farm is defined as a farm that is a direct customer to HACOFCO.
Indigenous Peoples	Indigenous communities, peoples and nations are those which, having a historical continuity with pre-invasion and pre-colonial societies that developed on their territories, consider themselves distinct from other sectors of the societies now prevailing on those territories, or parts of them. Source: IFAD, 2016.
Individual farm	A farm that is a direct customer to HACOFCO.
Integrated pest management (IPM)	The careful consideration of all available pest control techniques and subsequent integration of appropriate measures that discourage the development of pest populations, keep pesticides and other interventions to levels that are economically justified, and reduce or minimize risks to human and animal health, and/or the environment. IPM emphasizes the growth of a healthy crop with the least possible disruption to agroecosystems and encourages natural pest control mechanisms. Source: FAO, 2015.
Intermediate Level	Compliment with at least 85% of the Intermediate Requirements and 100% of the Basic Requirements.
Invasive species	Species that are non-native to a particular ecosystem and whose introduction and spread cause, or are likely to cause, socio-cultural, economic, or environmental harm or harm to human health. Source: FAO, 2015.
Large farms	Farms with more than 12 hectares of coffee, that belong to an IMS Commercial Partner or IMS Supplier. Except for Brazil where the total of hectares is more than 50 ha.
Permanent worker	Worker that has an indefinite employment contract or what applies according to national legislation or ILO.
Personal protective equipment (PPE)	That equipment and clothing required to mitigate the risk of injury from or exposure to hazardous conditions encountered during the performance of duty. FAO, 2005.
Pest	Any species, strain or biotype of plant, animal, or pathogenic agent injurious to plants and plant products, materials, or environments, and includes vectors of parasites or pathogens of human and animal disease and animals causing public health nuisance. FAO, 2022.
Protected area	An area set aside for the preservation and protection of highly important natural and cultural features and for the regulation of scientific, educational, and recreational use. FAO, 2009.
Small farms	Farms with 12 or less hectares of coffee that belong to an IMS Commercial Partner or IMS Supplier. Except for Brazil where the total of hectares is 50 hectares or less.
Temporary worker	Worker who has a defined employment contract with a duration of less than 12 months or whatever applies according to national or ILO legislation.

## ANNEX MT-1.3.1 Internal inspection format.

General Information on the Internal Inspection			
Date of inspection:		Technician	
Farmer		Farmer ID	
Farm		Farm ID	
Total Area (Ha)		Productive Area (Ha)	
Renovation Area (Ha)		Conservation Area (Ha)	
Fallow Area (Ha)		Infrastructure Area (Ha)	
Main coffee variety:		Does the farm have an Action Plan?	
Letter of engagement			
Restricted Products			
Pesticides in the Prohibited List (Global Coffee Platform)			
Pesticides in the Phase-out List 2026 (Global Coffee Platform)			
Pesticides in the Phase-out List 2030 (Global Coffee Platform)			
Child Labor Prevention		Wages	
Children present on the farm?		Light work:	
Children present (#)		Light work hour:	
Young workers?		Heavy work:	
Young workers (#)		Heavy work hour:	
Light/family work?		Productivity	
Children with light/family work (#)		Do you pay social charges?	
		Effective spraying hours/worker/day	
Use of Water from Natural Sources		Workers/Year	
Water from natural sources on the farm?		Permanent (#):	
Do you have concession(s)?		Temporary (#):	
Do you use it for irrigation/atomization?		Pickers (#):	
Do you use it for human consumption?			

Requirement	Mark Finding	Requirement	Mark Finding
<b>Internal management</b>		<b>Natural resources and wildlife</b>	
Does the farm have a map?		There is no alteration or destruction of ecosystems on the farm	
Complete list of workers? Records		No productive activities are carried out in officially designated protection zones.	
		Comply with distancing between coffee and conservation areas, including riparian buffer zones	
		Logging, hunting and captivity of wild animals is prohibited	
<b>Training</b>		<b>Water Management</b>	
Training records.		There is no garbage on the property.	
Delivery of the Action Plan to the producer		Waste is disposed of correctly (garbage truck) and in the absence of a truck, ditches are covered and 100 meters away from aquatic ecosystems.	
<b>Traceability</b>		<b>Child Labor</b>	
The producer understands the concept of traceability.		Children under 18 years of age do not work on the farm (Including collectors)	
Do they have receipts/account statements?		The hiring of minors under 15 years of age is prohibited	
		When minors belonging to family farms work, the detailed requirements according to the labor law are met.	
<b>IPM</b>		<b>Labor Conditions</b>	
Tissue management? Pruning, weeding, etc.		Minimum wage is paid to permanent and temporary workers.	
Complete labor records? Pest monitoring		Record of hours worked	
Actions are implemented to reduce agrochemical use		Workers are insured	
		Workers with more than 3 months have an employment contract.	
		In the case of service providers for farm work, the requirements of the Guide must be met.	
		The hiring of casual workers is avoided	



Requirement	Mark Finding	Requirement	Mark Finding
<b>Use of Agrochemicals</b>		<b>Access to education</b>	
Use of prohibited or expired products.		School-age children who live on the farm attend school.	
Does farm meet warehouse requirements? Ordered and labeled, shelves, etc.			
Presence and use of PPE			
Management and disposal of empty/expired products			
Agrochemical application records			
Barriers or distancing with respect to public roads, warehouses, houses and conservation areas			
There are emergency showers and eye washes			
Correct washing of application clothing and PPE			
<b>Nutrition and soil fertility management</b>		<b>Housing</b>	
Prioritize organic fertilizers over chemical ones		Walls in good condition	
Fertilizer Application Records		Dry floor	
Soil analysis every 2 years		No leaks	
Leaf analysis every 2 years		Gray water drains	
Controls farm erosion		Electrical installation in good condition	
Establishment of a shade system		Kitchens and dining rooms must be at least 10 meters away from the agrochemical warehouse.	
Prioritize the mechanical methods before the herbicide		For workers who live on the farm with their minor children, the homes have safe and clean conditions	
Use of cover (live and dead) on the ground			
Implementation of contour curve in sowing			

Requirement	Mark Finding	Requirement	Mark Finding
<b>Shade</b>		<b>Quality</b>	
A shade management plan is implemented		Complies with the parameters of the final customer	
<b>Renewal</b>		<b>Occupational health and safety</b>	
The property is in the process of being renovated.		Access to drinking water	
Are renewals based on technical recommendations?		Personal protective equipment and tools in optimal condition	
		First aid kit	
		Showers for use of agrochemicals	
		"Portable" field eyewash	
		Workers can leave situations of imminent danger without asking their employer's permission and without suffering sanctions for doing so.	
<b>Conservation and use of water</b>		<b>Observations</b>	
Keep records of water consumption in the wet mill			
It has permission for its use (Large farms)			

# ANNEX MT-1.3.2 Action Plan format.

Management Plan						
Version:						
Date of revision:						
Goals and actions						
Topic:	Enter the Subject here of the goals below					
Point of attention:						
Goal(s)  Enter the Goal(s) here	Actions	Target group	Timeline	Frequency	Responsible person(s)	Status
	Enter the action here A	Enter the Target Group for the action here A	Enter the timeline for the action A	Enter the times how regular this action will be	Enter the name in charge/overseeing this action	Enter the current update of this action
	Actions	Target group	Timeline	Frequency	Responsible person(s)	Status
	Enter the action here B	Enter the Target Group for the action here B	Enter the timeline for the action B	Enter the times how regular this action will be	Enter the name in charge/overseeing this action	Enter the current update of this action
	Actions	Target group	Timeline	Frequency	Responsible person(s)	Status
	Enter the action here C	Enter the Target Group for the action here C	Enter the timeline for the action C	Enter the times how regular this action will be	Enter the name in charge/overseeing this action	Enter the current update of this action
Point of attention:						
Goals	Actions	Target group	Timeline	Frequency	Responsible person(s)	Status
Goals	Actions	Target group	Timeline	Frequency	Responsible person(s)	Status
Goals	Actions	Target group	Timeline	Frequency	Responsible person(s)	Status

## ANNEX MT-3.1.2 Record form formats

1. Registration of Labor and Farms Activities						
Weekly date	Activity performed	Number of workers who performed the activity		Time worked (hours, days)	Price of work day worked (local currency)	Total labor cost per activity performed
		Permanent	Temporal			

2. Register of Agrochemical Applications (Fungicides, Herbicides and Foliar)											
Date and time of application	Batch applied	Total area applied (Ha)	Commercial name of the product used	Unit of measurement of the product (liters, ounces, etc.)	Dose applied /Ha	Equipment used	Pest/ Disease to control	Re-entry time (hours)	Total quantity used	Unit cost of the product (local currency)	Total cost of the product (local currency)

### 3. Register of Fertilizer Applications to the Soil

Application date (Week)	Batch applied	Type of fertilization (Organic or inorganic)	Formula used / commercial name	Total area applied (Ha)	Number of plants per Ha	Dose Kg/Ha	Bags (46 Kg) /Ha	Total bags	Cost of the bag (local currency)	Total cost (local currency)

### 4. Registration of Workers (Permanent and temporary outside the harvest)

Name and surname	Gender	Year of birth	Salary (hourly, daily, weekly, biweekly, monthly)	Permanent (P) or Temporary (T)	Work start date	Work end date

**5. Registration of Workers (Coffee Collectors in harvest, Over 18 )**

Name and surname	Gender	Year of birth	Salary (by volume, hour, day)

**6. Record of Water Consumption in the Wet Mill**

Date	Place of measurement	Amount of cherry processed (kg)	Volume of water measured (liters)

### 7. Productivity Registration and Collection Payment

Date (week/year)	Plot(s) harvested	Total area harvested (Ha)	Total quantity of coffee harvested (cherry)	Price paid per worker (volume, day, hour, week)	Total paid (local currency)

### 8. Record of Costs and Income

Concept	Totals harvest 202x – 202x
Labor activities on the farm (outside of harvest)	
Agrochemical and foliar inputs	
Organic and inorganic fertilizer	
Coffee harvesting	
Other expenses (home improvements, nursery supplies)	
Total expenses	
Total income from coffee sales	
Cost Benefit Relationship (Income - expenses)	

