

2019

JACOBS DOUWE EGBERTS | Responsible Coffee Sourcing Principles



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Common Grounds Responsible Coffee Sourcing Principles

Background Jacobs Douwe Egberts Coffee Sourcing

For more than 265 years, we have been inspired by the belief that it's amazing what can happen over a cup of coffee. Today our coffee portfolio is available in over 140 countries around the world through iconic brands including: Jacobs, Tassimo, Moccona, Senseo, L'OR, Douwe Egberts, Super, Kenco, Pilao & Gevalia.¹

JDE sources approximately 9% of the world's coffee and less than 1% of the world's tea. Coffee and tea are produced in countries with key sustainability challenges primarily related to environmental and working conditions. JDE's *Common Grounds* methodology seeks to address these issues by working with farmers, suppliers, non-governmental organizations, and governments to address priority sustainability issues in our supply chain.

JDE coffee & tea sourcing commitment – *Working Towards 100% Responsibly Sourced Coffee & Tea by 2025* – ensures we are doing our part to address sustainability challenges at origin.²

JDE believes that the best way to improve coffee sustainability is to create partnerships between farmers, cooperatives, exporters, traders, coffee roasters, civil society, and governments. These partnerships will create the right economic incentives and policies to ensure that coffee farmers make changes based on informed long term choices: Choices that are good for them, good for the people who work with them to produce and harvest the coffee, good for the environment, and good for the long-term sustainability of coffee. We know that we cannot – alone – achieve responsible coffee production everywhere, but we do believe that if we do our part while working with others, we can make – and are making – significant progress towards this important goal.³



Figure 1. JDE Common Grounds methodology

¹ JDE About Us page

² JDE Corporate Responsibility Report 2018

³ Brochure introduction text

Responsible Coffee Sourcing Principles

JDE Common Grounds is a set of coffee sourcing principles developed with the commitment and expertise of a diverse set of partners to strengthen the sustainability of our coffee supply chain and improve the livelihoods of smallholder farmers. JDE Common Grounds will openly engage our suppliers with the aim of continuous improvements along the supply chain in coffee producing countries.

We commit to sourcing all of our coffee that meets the following Common Grounds coffee sourcing principles:

| SUSTAINABILITY OF LAND | EQUALITY OF PEOPLE | PROSPERITY OF FARMERS |
|---|--|--|
| Climate Change Soil Water | Gender and Youth Inclusivity Child Labour Working Conditions | Farm Management Yield Improvement Income Diversification |
| Using agricultural methods that will help us protect our planet for future generations. | Awareness and practices that promote equal opportunities and improve working conditions that create better conditions for women, children and youth. | Building capacities to make farming economically viable. |

Per priority topic one or more Responsible Coffee Sourcing Principles have been defined. These can be found in **Appendix A**.



Figure 2. Example of the Principle 'Soil fertility management' under the topic 'Soil'. Each principle consists of two parts: (1) a statement expressing the level of ambition: what JDE defines as 'responsibility sourced', and (2) guidance describing how responsible engagement looks like.

Sourcing Commitments

JDE commits to the following two sourcing commitments:

- Commitment 1: Working Towards 100% Responsibly Sourced Coffee by 2025
- Commitment 2: 500,000 smallholder coffee farmers reached by 2025

Commitment 1. Working Towards 100% Responsibly Sourced Coffee by 2025

This is either (i) certified / verified coffee or (ii) coffee sourced from suppliers who are fully engaged in our Common Grounds methodology and committed to implementing our Common Grounds Responsible Coffee Sourcing Principles.

Commitment 2: 500,000 smallholder coffee farmers reached by 2025

Direct engagement with smallholder coffee farmers is defined as investments in improvement projects and capacity building for smallholder coffee farmers.

Implementation

We partner with the Rainforest Alliance⁴ to support our work towards implementation and achievement of these coffee sourcing commitments by 2025.

Through bi-annual materiality and sourcing risk assessments, we are actively engaging with suppliers critical to supporting these commitments over the next several years. Improvement projects are identified and selected through the risk assessment process in which suppliers provide information on specific social, environmental, and economic issues in their geography, and action plans related to JDE Common Grounds focus areas.

We have developed a set of clear interim goals that provide a roadmap for JDE to achieve our 2025 goals. These interim goals also allow for accurate reporting on progress and corrective actions.

We will continue to engage our supply chain, through buyer and supplier education, training on our policy expectations and the development of improvement plans and investments when necessary. We would also like to work more closely with smallholders in our supply chain to make sure they are engaged and encouraged to work with our Common Grounds methodology.

In the case we determine suppliers not in alignment with our policies, we will work with suppliers to develop a time bound improvement plan, so that suppliers can progress towards meeting our goals. We will take more immediate steps if suppliers do not execute their plans in good faith or in a timely manner.

⁴ The Rainforest Alliance is an international non-profit organization working in more than 60 countries to create a better future for people and nature by making responsible business the new normal. Since 1987 the organization has focused on changing the way the world produces, sources and consumes global commodities such as coffee, cocoa, tea, bananas and more, and to improve the economic, environmental and social sustainability of the agricultural and forestry sectors. The Rainforest Alliance offers a certification program, tailored supply chain services, landscape and community work, and advocacy. Read more at <https://www.rainforest-alliance.org/>.

Appendix A – Common Grounds Responsible Sourcing Principles

Sustainability of Land

1. Soil

1.1 Soil fertility management

Coffee (smallholder) farmers properly manage their soils.

Where needed, suppliers provide training to (smallholder) farmers on implementing soil fertility management measures; i.e. increasing soil organic matter, soil erosion prevention, on-farm nutrient recycling and soil moisture conservation.

2. Water

2.1 Buffer zones

Coffee (smallholder) farmers maintain a pesticide and fertilizer non-application zone or (riparian) buffer zone [best practice is more than 5 meters], surrounding all areas of human activity or aquatic and terrestrial ecosystems, to avoid contamination.

Where needed, suppliers provide training to (smallholder) farmers in their supply chain on Good Agricultural Practices.

2.2 Water use efficiency

Farmers and processing units monitor the extraction of water. Existing and new irrigation and water distribution systems lead to optimized crop productivity while minimizing the strain on water resources, erosion and salinization. Irrigation practices are not threatening local water security.

Where needed, suppliers provide training to (smallholder) farmers and processing units in their supply chain on applicable laws for the withdrawal of surface and groundwater for coffee production, domestic and/or processing purposes. Rainwater harvesting methods are in place.

2.3 Wastewater and water quality treatment at processing units

Wastewater is not discharged into aquatic ecosystems or drainage systems unless it has undergone treatment to remove particulates and toxins, and to reduce acidity. Clean and contaminated water are separated, when possible and applicable, water is reduced/reused/ recycled during the wet processing. Central mills and mills in estates quantify the amount of water used for processing operations. Water Quality is monitored before discharged.

Suppliers record and monitor which of their (or their suppliers') mills treat wastewater and monitor the quality (at least on BOD, Suspended Solids, grease & oils, and pH) and quantity of the water they use. Where needed, suppliers provide training on measures to eliminate the discharge of untreated sewage into aquatic ecosystems, and promote the reduction/reuse/ recycling of water.

3. Climate Change

3.1 Greenhouse gases reduction

Energy used on coffee farms and at coffee processing units is used efficiently and comes from renewable sources.

Where needed, suppliers provide training to (smallholder) farmers in their supply chain on the benefits of renewable energy use and energy efficiency; energy use and sources are measured and documented on farm level and at coffee processing units.

3.2 Climate smart agriculture

(Smallholder) Farmers are able to adapt their production practices to changing climate conditions.

Where needed, suppliers keep records of climate change risks and the impacts on coffee production and provide training on climate smart agriculture to (smallholder) farmers in their supply chain.

3.3 Forests and High Conservation Value Areas (HCVs)

Forests or other natural ecosystems on (smallholder) farms have not been converted to agricultural production or other land uses since Jan 1st 2014.

Suppliers record and monitor the location of farmers and of protected forests and HCVs. Preferably this is done by GPS polygons, so that this data can be used to monitor that land use conversion of natural ecosystems on farms is not happening any more or is addressed appropriately.

3.4 Native vegetation and on-farm biodiversity

On-farm trees, forests and natural ecosystems are preserved. Large native trees and existing agroforestry shade cover are maintained. This contributes to avoiding degradation of natural habitats, to improving biodiversity, and helps to prevent the extinction of threatened species (flora and fauna).

Where needed, suppliers provide training to (smallholder) farmers in their supply chain on Good Agricultural Practices (including reforestation and biodiversity).

3.5 Protected areas

Coffee production or processing does not occur in protected areas or their adjacent designated (buffer) zones⁵

Suppliers know where protected areas and buffer zones are (GPS polygons) and that their coffee production or processing does not occur in those areas and zones or is conducted in compliance with laws and regulations.

⁵ except where it complies with applicable law and management plans for these areas, as defined by the relevant authorities.

Equality of People

There is no place in the JDE supply chain and further upstream at farms for human rights abuses such as (gender) discrimination, forced labour, child labour, or all forms of workplace harassment and violence, including sexual harassment and violence. We require our Suppliers to commit to compliance with all applicable laws and to respect internationally recognized human rights standards. However, we acknowledge the high risk of certain labour violations within the coffee supply chain, and therefore we will require suppliers to ensure that smallholders and producer groups they work with commit to continuous improvement, put a rigorous risk assessment and mitigation system in place, and take immediate action (e.g. by alerting the responsible local authorities) on any known cases of discrimination, forced labour, child labour, and workplace harassment and violence. Whatever measures are taken should not contribute to further risk or harm of the affected persons.

4. Gender and youth inclusivity

4.1 Youth inclusion

The participation of young farmers is promoted in training, service provision and employment, group membership and in group decision making

Suppliers' internal management systems promote and monitor youth inclusion. Where needed suppliers provide training to (smallholder) farmers in their supply chain on youth inclusion.

4.2 Gender equality

Gender equality is respected and promoted.

Suppliers' internal management systems promote and monitor gender equality and they have appointed a responsible person or committee for the implementation, monitoring and evaluation of measures that promote gender equality and women empowerment.

5. Child labour

5.1 Child labour

Worst forms of child labour and (hazardous) work by underaged children is eradicated.

Suppliers ensure that risk assessment and mitigation systems are in place throughout their supply chain, and immediate action on any known cases of child labour is taken.

6. Working conditions

6.1 Forced labour

There is no forced labour.

Suppliers ensure that risk assessment and mitigation systems are in place throughout their supply chain, and immediate action on any known cases of forced labour is taken.

6.2 Workers rights and duties

Workers are aware of their rights and duties and these are adhered to by their employer.

Suppliers' internal management systems identify, assess and address that in processing units and on (smallholder) farms:

- *Workers have access to information regarding workers' individual rights and duties, reflected in their employment contracts or verbal agreements*
- *Workers can freely establish and join workers' organizations, both internal (such as workers' representations) and external (such as trade unions) and take part in collective bargaining on working conditions. Employers provide training on social dialogue and workers' rights, and for grievances procedures.*
- *Workers are regularly paid at least the minimum national wage, the minimum regional wage, or the wage agreed upon by a collective bargaining agreement, whichever is higher. Employers keep records of paid wages and track applicable minimum wages paid to workers in their supply chain.*

- *Workers and their families are provided with accommodation on-farm or near processing facilities have safe, clean and decent living quarters taking into account local conditions.*

6.3 Safe working environment

Workers have a safe working environment.

Suppliers' internal management systems identify, assess and address that workers in processing units and on (smallholder) farms (where applicable):

- *are provided a safe working environment, including protection against fire and dangerous machinery. Adequate steps are taken to prevent work related injuries. Employers have risk assessment and mitigation systems are in place and provide training on safe and hygienic working conditions.*
- *receive first aid and emergency health care for treatment of work-related injuries. Employers monitor and address work-related injuries and cover costs if not covered by other programs or services.*
- *have convenient access to safe drinking water. Where needed, suppliers provide training to (smallholder) farmers in their supply chain on potable water treatments through boiling, filtering or chlorinating and on the prevention of water contamination.*

6.4 Agrochemical handling

Agrochemicals are handled in a cautious and responsible manner.

Where needed, suppliers' internal management systems identify, assess and address that applicators:

- *receive training on responsible handling of agrochemicals and the use of the PPE*
- *are provided with appropriate Personal Protective Equipment (PPE) and costs are covered if not covered by other programs or services*
- *use Personal Protective Equipment (PPE)*
- *are not under 18 years, nor pregnant or breastfeeding women*
- *collect empty agrochemicals containers. If not possible, they are not burnt or re-used for any purposes, but they are rinsed 3 times with water and perforated*
- *store agrochemicals safe and secure (no access to children, and away from harvested product and other food products)*
- *take into account the instructions on the label and Material Safety Data Sheet (follow prescribed re-entry times, considering the prescribed dosage, period of application, intervals of application and pre-harvest intervals);*

Prosperity of farmers

7. Farm management

7.1 Farm and household economics

(Smallholder) Farmers know their cost of production and generated income, and are true entrepreneurs.

(Smallholder) Farmers monitor crop yields (volumes and financial metrics). Suppliers monitor coffee volumes bought and sold through their supply chain, cash premium and farm gate prices paid to (smallholder) farmers. Supplier calculates the gross income from coffee per ha for (a representative sample of) smallholder farmers, i.e. sold volumes x farm gate prices + cash premium for (smallholder) farmer per ha. Where needed, suppliers provide training to (smallholder) farmers in their supply chain on proper record-keeping to improve their financial management, and on practices and investments.

7.2 Trading relationships

(Smallholder) Farmers have beneficial relationships with their supply chain partners.

Where needed, suppliers facilitate satisfactory access to key production inputs, such as plantlets, fertilizer and agrochemical, and services, such as credit, market information, training, for (smallholder) farmers signing long-term contracts.

8. Yield Improvement

8.1 Good Agriculture Practices (GAP)

(Smallholder) farmers apply Good Agriculture Practices.

Where needed, suppliers provide training to (smallholder) farmers in their supply chain on implementing Good Agricultural Practices such as varietal requirements, geographical, ecological and agronomic conditions, diversification and intercropping and planting density, and adequate yearly or multi-year pruning cycle in which all trees/bushes are pruned according to crop needs, agroecological conditions and applicable pruning guidelines.

8.2 Harvest and post-harvest practices

(Smallholder) farmers apply good harvest and post-harvest practices that optimizes quality and quantity.

Where needed, suppliers provide training to (smallholder) farmers in their supply chain on harvest and post-harvest practices, (e.g. harvesting at the right time and interval to optimize quality, harvesting without minimizing damages to the plant for future production, and fermentation (and other post-harvest) activities undertaken under hygienic conditions to avoid microbial contamination, and with respect to maximum residue levels set by known destination countries of the coffee.

8.3 Integrated Pest Management

(Smallholder) farmers apply Integrated Pest Management (IPM).

Where needed, suppliers provide training to (smallholder) farmers in their supply chain on Integrated Pest Management (IPM), so that the farmers can develop an IPM strategy based on the following elements:

1. *Prevention by implementing good agricultural practices*
2. *Monitoring of weeds, pests, diseases and natural enemies*
3. *Use of non-chemical control methods (biological, cultural, mechanical) is preferred*
4. *Use of pesticides as a last option*
5. *When pesticides are used:*
 - *Use of non-synthetic pesticides is preferred*
 - *Preference is given to low toxicity chemical pesticides*
 - *Pesticides listed in the Watch list are used as a last option*
 - *Pesticides are rotated to reduce resistance*
 - *Applications are targeted to the impacted areas (spot application)*

- *Volume and toxicity of agrochemicals used are recorded (date, location and incidence)*

And which is updated annually.

8.4 Banned pesticides

Banned pesticides, based on the FAO definition of Highly Hazardous Pesticides (HHP), are not used on farms. Only products legally registered in the production country are used.

Where needed, suppliers provide training to (smallholder) farmers in their supply chain on proper pesticides use. Suppliers make available a list of Highly Hazardous Pesticides (HHP)⁶.

9. Income diversification

9.1 Income diversification

(Smallholder) farmers have multiple sources of income and have an economically viable business.

Where needed, suppliers provide training to (smallholder) farmers in their supply chain on diversifying on-farm production and their household income sources.

Capacity and transparency

C.1 Supplier management capacities

Suppliers have an internal management system in place for their operations that is sufficient to verify if and to what extent JDE's Responsible Coffee Sourcing Principles are met.

Suppliers' internal management system includes, 1) a responsible person or team to manage assessment, reporting against the Responsible Coffee Sourcing Principles, 2) the implementation of the action plan, 3) written procedures on the assessment against these Responsible Coffee Sourcing Principles, and 4) record keeping of relevant documentation.

C.2 Sourcing transparency

Suppliers know from which farmers they buy their coffee from (directly or indirectly).

Suppliers have mapped (GPS polygons) and keep an updated registry of all their suppliers and (smallholder) farmers.

⁶ E.g. the Rainforest Alliance Prohibited List is consistent with Article 7.5 of the FAO Code of Conduct, which relates to the prohibition of substances that, based on risk assessment, pose unacceptable risks after risk mitigation and marketing measures have been considered. The list is based on the Montreal Protocol, Rotterdam Convention, Stockholm Convention, WHO (Class Ia or Ib), and GHS (carcinogenicity 1A/1B, mutagenicity 1A/1B, reproductive toxicity 1A/1B).

| Term | Definition |
|-----------------------------------|---|
| Agrochemical | Any substance, or a mixture of substances of chemical or biological ingredients, that humans use to help in the management of an agricultural ecosystem. It includes, among others, fertilizers, liming and acidifying agents, soil conditioners, pesticides, and herbicides |
| Buffer zone/ riparian buffer zone | An area of permanent vegetation adjacent to an aquatic ecosystem where crops and livestock are not present. E.g. the Rainforest Alliance width parameters for riparian buffers are as follows: Minimum widths of restored areas (riparian buffers) adjacent to aquatic ecosystems (watercourse width is defined as the width of the normal flow during the rainy season but not during flood conditions) are: <ul style="list-style-type: none"> ▪ 5 m horizontal width along both sides of water courses between 1 and 5 meters wide; ▪ 8 m horizontal width along both sides of water courses 5-10 meters wide, and around springs, wetlands, and other water bodies; ▪ 15 m horizontal width along both sides of rivers wider than 10 meters wide. |
| Child Labour | Work that deprives children of their dignity, their potential, and their childhood. This includes: <ul style="list-style-type: none"> • The worse forms of child labour includes all forms of slavery or practices similar to slavery, such as the sale and trafficking of children, debt bondage and serfdom and forced or compulsory labour, including forced or compulsory recruitment of children for use in armed conflict; the use, procuring or offering of a child for prostitution, for the production of pornography or pornographic performances, the use, procuring or offering of a child for other illicit activities. • Work conducted by children under 15 years for the farm, group, or group members. In case national law has set the minimum work age at 14 years (or an age higher than 15), this age applies. • Work conducted by children under 18 years, for the farm, group, or group members that may harm their physical, mental, or moral well-being, because of the nature of the work and/or the number of working hours. This includes but not limited to, carrying heavy loads, or work in dangerous locations, in unhealthy situations, at night, or with hazardous substances or equipment. <p>Exceptions:</p> <ul style="list-style-type: none"> • 1) Light work: Children in the age of 13-14 years may perform light work, provided that the work not be harmful to their health and development, does not interfere with their schooling or training, is under the supervision of an adult, and does not exceed 14 hours a week. In case national law has set the light work ages at 12-13 years, these ages apply. • 2) Family labour: Farming activities done by children living on small-scale family farms that consist of light, age-appropriate duties that give them an opportunity to develop skills, does not classify as child labour provided that the activities are not harmful to their health and development, do not interfere with schooling and leisure time, and are under the supervision of an adult.⁷ |
| Degradation | The significant direct or indirect disturbance of a natural ecosystem caused by human activity, such as the establishment of crops and the extraction of forest products for construction, energy, food or other purposes. Degradation includes the reduction in the density, structure, species composition, or productivity of vegetation cover of a natural ecosystem. |
| Discrimination | To discriminate in employment and occupation is to treat people differently on the basis of race, colour, or sex, among other reasons, irrespective of their capabilities of the job. |
| Efficiency | Using less good (energy, water) to provide the same service. |
| Employment contract | Written agreement between the farm management or group administrator and the worker that covers: job description, working hours, pay rate, overtime |

⁷ ILO Conventions 138, 182, and 189

| | |
|-------------------------------|--|
| | regulation, benefits and deductions, annual paid vacation leave, protection from loss of pay in the case of illness, disability or accident, and the notice period for contract termination. |
| Fertilizer | Any organic or inorganic material of natural or synthetic origin (other than liming materials) that is added to a soil to supply one or more plant nutrients essential to the growth of plants. |
| Forced labour | <p>All work or service which is exacted from any person under the menace of any penalty and for which the said person has not offered herself or himself voluntarily.</p> <p>A person is classified as being in forced labour if they are engaged in work that is involuntary (without the free and informed consent of the worker) and is exacted through threats, penalties, or some form of coercion.</p> <p>Forms of involuntariness can include, but are not limited to:</p> <ul style="list-style-type: none"> • Unpaid or extremely low-paid work; • Changes to working conditions (employer, wages, nature of work, conditions/ hazards/ exposures, time period) without the worker's consent; • Degrading working or living conditions imposed by employer or recruiter; • Involuntary prison labour; • Involuntary and excessive overtime; and • Limited freedom to terminate the work contract or agreement. <p>Forms of coercion can include, but are not limited to:</p> <ul style="list-style-type: none"> • Physical or sexual violence; • Physical confinement; • Restrictions on movement or communication; • Fines or other financial penalties; • Deprivation of food, water, toilets, sleep, or other basic needs; • Isolation; • Forced use of drugs or alcohol; • Debt bondage or manipulation of debt; • Withholding or delay of wages or other benefits; • Retention of identity or other important documents; and • Threats of dismissal, deportation, legal action, or reporting to authorities. • If a worker has paid a recruitment fee, this is an indicator that he/she may be in forced labour.⁸ |
| 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. |
| HCV (High Conservation Value) | HCVs are biological, ecological, social or cultural values which are considered outstandingly significant or critically important, at the national, regional or global level. See www.hcvnetwork.org |
| Integrated Pest Management | <p>The careful consideration of all available pest control techniques and subsequent integration of appropriate measures that discourage the development of pest populations, as well as keep pesticides and other interventions to levels that are economically justified and reduce or minimize risks to human health and the environment. IPM emphasizes the growth of healthy crops and cattle with the least possible disruption to agro-ecosystems and encourages natural pest control mechanisms. Application of pesticides is based on monitoring of disease or pest infestations.</p> <p>Integrated Pest Management basically consists of the following elements:</p> <ol style="list-style-type: none"> 6. Prevention by implementing good agricultural practices 7. Monitoring of weeds, pests, diseases and natural enemies |

⁸ ILO Convention 29 & International Labour Office, *Revised Draft Guidelines Concerning the Measurement of Forced Labour*, https://www.ilo.org/wcmsp5/groups/public/---dgreports/---stat/documents/meetingdocument/wcms_647379.pdf

| | |
|-----------------------|--|
| | <p>8. Use of non-chemical control methods (biological, cultural, mechanical) is preferred</p> <p>9. Use of pesticides as a last option</p> <p>10. When pesticides are used:</p> <ul style="list-style-type: none"> • Use of non-synthetic pesticides is preferred • Preference is given to low toxicity chemical pesticides • Pesticides listed in the Watch list are used as a last option • Pesticides are rotated to reduce resistance • Applications are targeted to the impacted areas (spot application) • Volume and toxicity of agrochemicals used are recorded (date, location and incidence) |
| Native vegetation | Plants occurring within their natural range, i.e., the range they occupy without introduction or care by humans |
| Pesticides | Insecticides, fungicides, herbicides, disinfectants, and any other substances or mixture of substances intended for preventing, destroying, or controlling any pest or disease, including unwanted species of plants or animals causing harm during or otherwise interfering with the production, processing, storage, transport, or marketing of food or agricultural commodities. The term includes substances intended for use as a plant growth regulator, defoliant, desiccant, or agent for thinning fruit or preventing the premature fall of fruit, and substances applied to crops either before or after harvest to protect the commodity from deterioration during storage and transport. |
| Polygon (GPS) | A geographic feature that encloses a geographic area, e.g. the outer boundaries of a farm unit. Such polygons can be mapped and coded with essential data about the farm (referred to as attributes), such as farm ID, farm area (hectares), production area, crop and owner. |
| Pre-harvest intervals | The time between the last pesticide application and the permitted harvest of the treated crops or in the treated area. |
| Processing Units | All actors that process the harvest until green coffee is made: wet mill, dry mill, hulling station. |
| Production | The operations undertaken to supply agricultural products in the state in which they occur on the farm. This includes planting, crop maintenance, and harvest operations. |
| Protected areas | A clearly defined geographical space, recognized, dedicated and managed, through legal or other effective means, to achieve the long-term conservation of nature with associated ecosystem services and cultural values. Examples include national parks, wilderness areas, community conserved areas, and nature reserves. |
| Re-entry times | The time between when a pesticide is applied to an area, and when it is safe to go back into the area where it was applied, without protective equipment. |
| Safe drinking water | Water that is of such quality that it can be consumed by humans without risk of immediate or long-term harm. |
| Upstream suppliers | All actors between you and the coffee farmer (producer), e.g. cooperatives, agents, processing units, exporters, traders or other intermediaries, roasters. |
| Worker | A person who performs work on a farm or a processing unit. This definition includes all types of workers such as permanent, temporary, migrant, transitory, family and piece workers. |
| Wage | Deductions from wages for in-kind benefits are in accordance with applicable law or collective bargaining agreements and information about this pay rate is transparent and available for all workers. In those countries where the minimum wage is not adjusted yearly, it is adjusted yearly for inflation based on the national inflation rate. |

| Version | Date | Nature of revision(s) |
|---------|---------------|-----------------------|
| 1.0 | November 2019 | Initial version |