

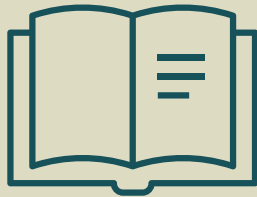


Chapter 1: Management

1.2 Administration

Administration

This activity covers general administration topics including those related to administration rules for subcontractors, workers, and farm group members.



Almost all requirements under this topic apply to group management.

Some requirements also apply to group members and farms under individual certification.



1.2 Administration

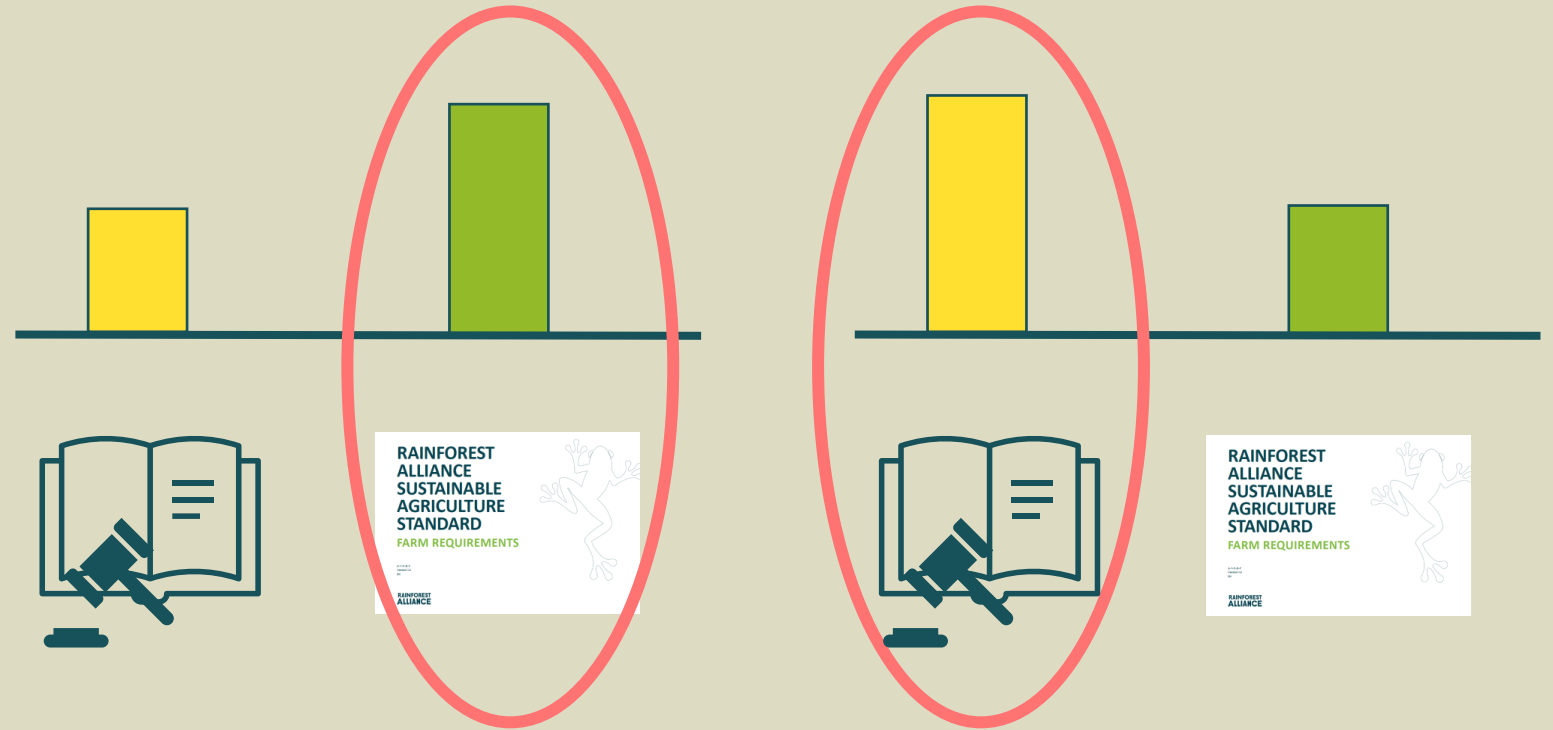
No.	Base requirements	Group certification			Ind. cert.
		S-farms	L-farms	Group mgt.	S/L
1.2.1	<p>Management and <u>producers</u> comply with <u>applicable laws</u> relevant to the scope of the Rainforest Alliance Standard. Including but not limited to:</p> <ul style="list-style-type: none">•Land use right•Environment•Labor•<u>Human rights</u>•<u>FPIC</u>•Taxes and anti-corruption issues <p>If an applicable law is stricter than a requirement in the Standard, the law will take precedence unless it has become <u>obsolete</u>. Conversely, if an applicable law is less strict than a requirement in the Standard, the requirement in the Standard will take precedence, unless the requirement explicitly permits the application of such law.</p>	✓	✓	✓	✓



Read the requirement and its applicability before you move on to the next page

1.2.1

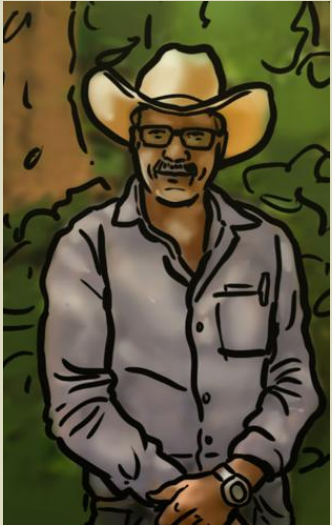
Management complies with applicable laws



Sonia is a manager of a certified farm group. She needs to make sure the farms in her group **follow the laws** and are not doing anything illegal. If there is a difference between the law and the standard, all farms must **follow the stricter one**.

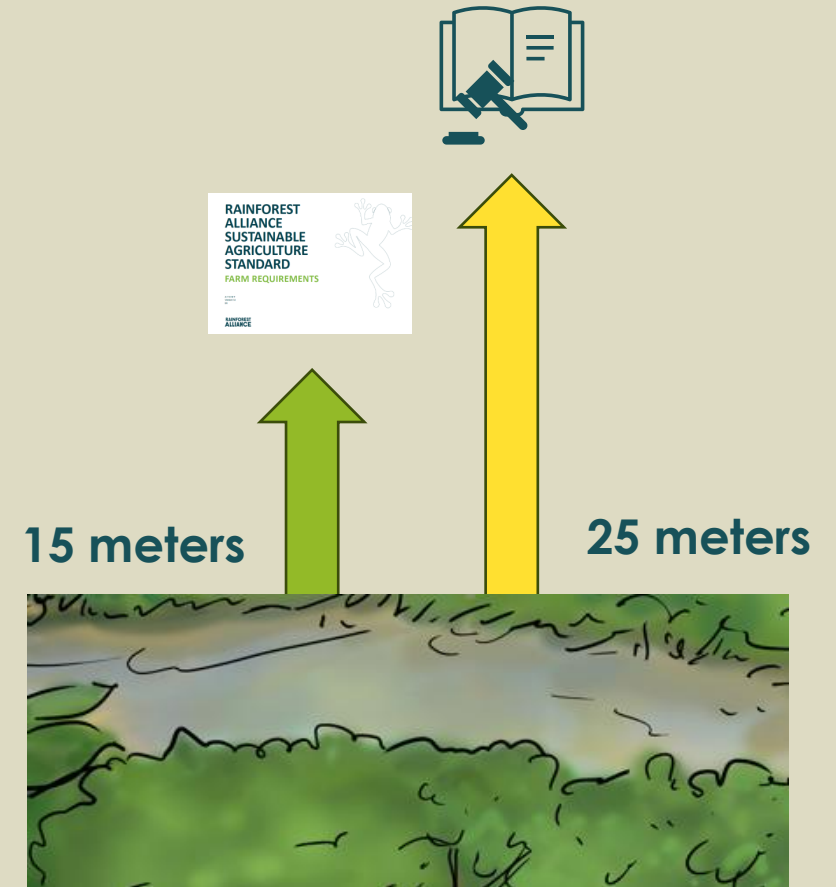
Case scenario

Let's look at the laws and requirements for riparian buffers as an example. These are areas next to rivers where farming is limited.



James is the manager of a large farm in Sonia's group. James' farm has a 12-meter-wide river flowing across it.

The law in their country requires that farms keep a distance of at least **25 meters** for rivers wider than 10 meters. The standard requires a distance of **15 meters**.

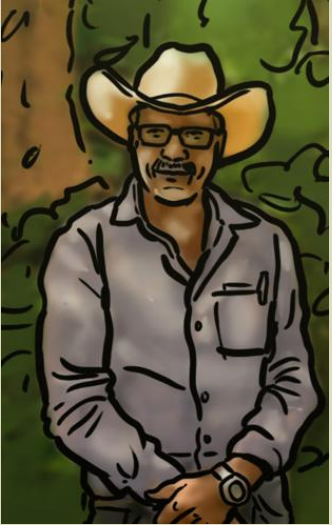


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What is the correct distance that James should follow?

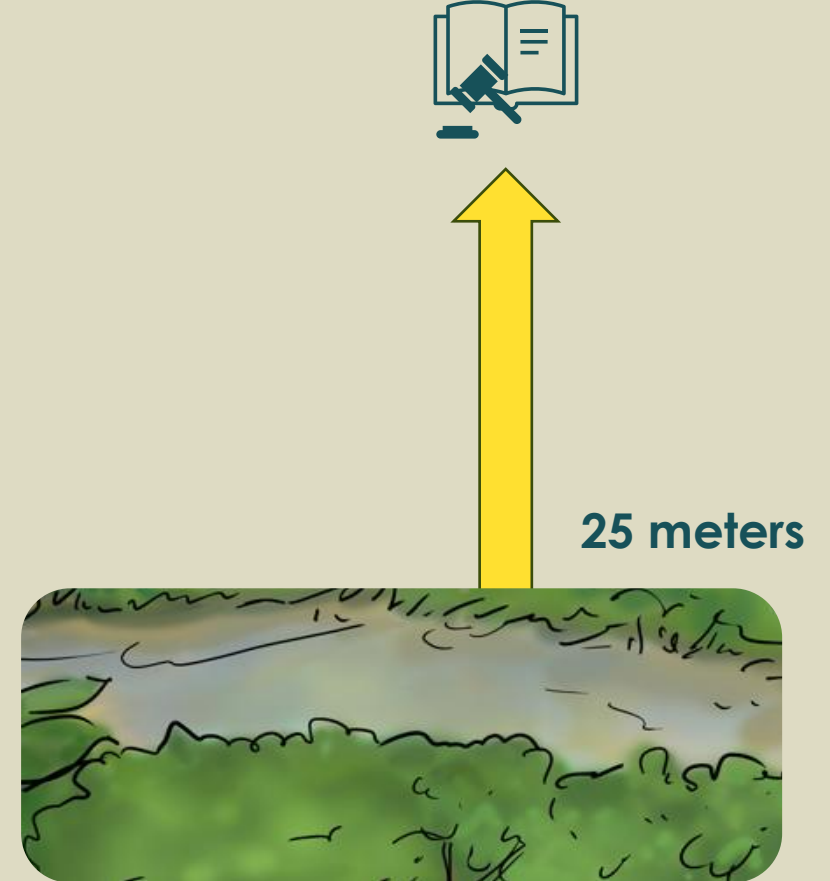
Think about the answer before you move on to the next page

Case scenario - Solution



James needs to follow the **law** because it is stricter.

If there is a difference between the law and the standard, all farms must **follow the stricter one.**



No.	Base requirements	Group certification			Ind. cert.
		S-farms	L-farms	Group mgt.	S/L
1.2.2	<p>There is a comprehensive list of current <u>service providers</u>, suppliers, <u>intermediaries</u>, and <u>subcontractors</u>. Mechanisms, including contracts, are in place to ensure that these entities comply with the applicable requirements of the Standard for their activities within the scope of certification.</p> <p>For <u>Farms</u></p> <ul style="list-style-type: none"> - This is valid for work in the field, work in processing, and labor provision. - The term ""Suppliers"" refers only to other farms they buy <u>certified product</u> from. <p>For <u>small farms</u> in <u>groups</u> requirement does not apply.</p> <p><i>Please see SA-G-SD-46 Guidance Document U: Service Providers Applicability</i></p>		✓	✓	✓
1.2.3	<p>An up-to-date registry of group members is maintained. The required information for each member is collected using the Group Member Registry form provided by the Rainforest Alliance.</p>			✓	

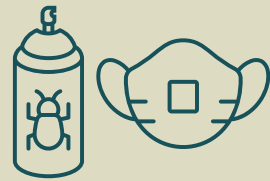


Read the requirements and their applicability before you move on to the next page

1.2.2

Service providers comply with applicable requirements

Sonia hires different **service providers** for her farm group. They must follow the **same rules** as Sonia's farm.



For example, Sonia hires **sprayers**. Sonia must make sure that these sprayers wear protective clothing. If they don't, they are not allowed spray on her farm.



Sonia also contracts **labor recruiting agencies** to find workers. These agencies must follow the rules, too.



The same applies to the **storage** of agrochemicals that Sonia rents.

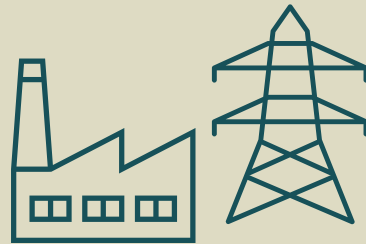
Please see Guidance Document: Service Providers Applicability

1.2.2

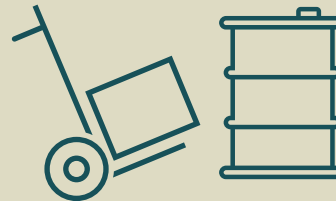
Examples of service providers that are out of the scope of the standard

Some companies provide goods or services but do not fall under the rules. For example, the **electricity company** provides power to Sonia's farm, but it **does not need to follow the standard**. The same goes for the **water company** and **suppliers of agricultural inputs**.

When Sonia sells her products to a **buyer**, the buyer then owns the products, and it is not Sonia's responsibility to ensure that they follow the requirements.



**Electricity and
water companies**



**Supplier of
agricultural inputs**



**Buyers
of products**

1.2.2

There is a list of all subcontractors and suppliers

Sonia also needs to keep a **list of all her subcontractors and suppliers**. Sonia must make sure these subcontractors and suppliers follow the certification rules.



Subcontractors are people or companies that process, package, label, or store her products while she still owns them.

In the case of farms, **suppliers** are outgrowers from whom Sonia buys certified products. It does not include suppliers of agrochemicals or other inputs.

Case scenario



James uses a spraying company for aerial fumigation on his farm. The **company does not respect the non-application zones** required by the standard, so the spray drift enters the rivers and affects the people in the village.

James **told the company to respect the non-application zones**, but the **company kept on spraying** over the rivers and the village



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Has James done enough to comply with the standard?

Think about the answer before you move on to the next page

Case scenario - Solution

No, James has not done enough to comply with the standard.

According to the requirement, James **needs to establish mechanisms to ensure the compliance** of the service provider with the applicable requirements. In this case, even though James told the company to respect the standard, compliance has not been achieved.



Case scenario



Sonia manages a group of coffee producers who **sell their coffee cherries to a coffee mill**. The mill processes the cherries into green beans.

Sonia found that **the mill does not have a proper wastewater treatment system** and was discharging untreated wastewater into a river.



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Does Sonia as the group manager need to act on this matter?

Think about the answer before you move on to the next page

Case scenario - Solution

No, Sonia does not need to act on this matter as the mill is outside of her group's certification scope. When the product is sold to a buyer, it is now the **buyer's responsibility to comply** with the applicable requirements. This is verified through audits of supply chain actors. **Buyers are not service providers**, and it is not the group's responsibility to verify or ensure their compliance.

If the mill was part of her group's certification, Sonia would need to act.



A group member registry is maintained

You can find detailed guidance on how to fill in the Group Member Registry form on the Knowledge Hub. Please find the link in the **Resources** section.

No.	Base requirements	Group certification			Ind. cert.
		S-farms	L-farms	Group mgt.	S/L
1.2.4	<p>Up-to-date records of permanent and <u>temporary workers</u> are kept, containing, for each worker:</p> <ul style="list-style-type: none"> • Full name • <u>Gender</u> • Year of birth • Start and end date(s) of employment • <u>Wages</u>, including benefits <p>For workers for whom <u>housing</u> is provided, the records additionally contain:</p> <ul style="list-style-type: none"> • Housing address • Number of family members • Year of birth of family members <p>For <u>children</u> conducting <u>light work</u> (between 12 and 15 years) and <u>young workers</u> (between 15 and 18 years), the records additionally contain:</p> <ul style="list-style-type: none"> • Housing address • Name and address of parent(s) or legal guardian(s) • School registration (if applicable) • Type of work or tasks • The number of working hours per day and per week <p>For small farms in groups only requirement 1.2.5 applies.</p>		✓	✓	✓
1.2.5	<p>For <u>permanent workers</u>, up-to-date records are kept, containing, for each worker:</p> <ul style="list-style-type: none"> • Full name • Gender • Year of birth • Wages, including benefits <p>For temporary workers, only the number of workers is required.</p> <p>Illiterate group members can give the above information orally.</p>	✓			

Read the requirements and their applicability before you move on to the next page

1.2.4

Records of permanent and temporary workers are kept

Sonia, as farm group manager, James, as a manager of a large farm, and Amina, as an individual certified farm owner need to keep **up-to-date records of permanent and temporary** workers.



For workers for whom housing is provided, they need to collect additional information.

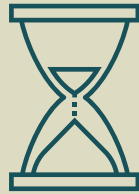


For children conducting light work (between 12 and 15 years) and young workers (between 15 and 18 years), extra information is required as well.

1.2.5

Records of permanent workers are kept

Alex, as a small farm owner in Sonia's group only needs to keep **up-to-date records of permanent** workers.



For temporary workers, he only needs to provide the **number of workers**.



Alex could also provide this information **verbally** if he can't write.

No.	Base requirements	Group certification			Ind. cert.
		S-farms	L-farms	Group mgt.	S/L
1.2.6	Management ensures that when the Rainforest Alliance Standard requires to inform workers or group members, the information is provided in the predominant language(s) of the workers or group members.		✓	✓	✓



Read the requirement and its applicability before you move on to the next page

1.2.6

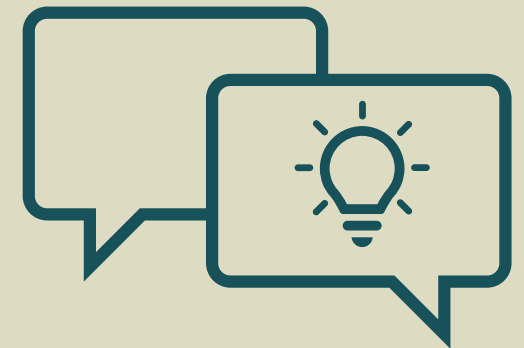
All information is given in the predominant language of the workers or group members



Sonia has organized a series of training sessions on agrochemical use for her group members. For some sessions, she has hired an external trainer.

All the members of the group speak Kamba, but not all of them understand English.

Therefore, Sonia ensures that the external trainer needs to be fluent in Kamba and all training sessions are provided in the language everyone understands.



No.	Base requirements	Group certification			Ind. cert.
		S-farms	L-farms	Group mgt.	S/L
1.2.7	<p>An Agreement is in place between the <u>group management</u> and each group member signed by both parties. Fingerprints or identifiable marks can be used in place of signatures. The agreement includes the following:</p> <ul style="list-style-type: none"> • The group member's obligation to comply with the Rainforest Alliance Standard. • The group member's obligation to accept both <u>internal inspections</u> and external audits and sanctions. • The group member's guarantee that any product sold as <u>certified</u> comes only from their farm. • The group member's right to appeal decisions made by the group management by using the <u>grievance</u> procedure. • The group member's agreement to share such member's farm data (such as geodata, volumes, area etc.) with group management and the Rainforest Alliance for use, publication and sharing within the supply chain as described in the Rainforest Alliance General Terms and Conditions and its Privacy Policy. <p>Each group member understands the agreement. Agreements are centrally archived, and a copy is available for each group member.</p>			✓	
1.2.8	Records for certification purposes and compliance are kept for a minimum of five years.	✓	✓	✓	✓



Read the requirements and their applicability before you move on to the next page

1.2.7

An Agreement is in place between the group management and each group member signed by both parties

Fingerprints or identifiable marks can be used in place of signatures.

Sonia ensures that each group member understands the agreement. She archives the agreements **centrally** and **provides a copy for each group member**.

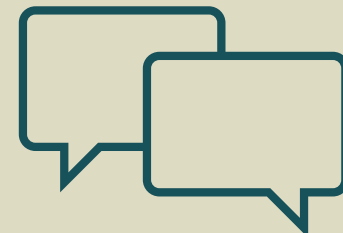


1.2.7

The agreement specifies the rights and obligations of the members, as well as those of the group administrator

The agreement includes the following:

- Group member's obligation to **comply with the standard**
- Group member's obligation to **accept internal inspections, external audits, and sanctions**
- Group member's obligation to submit **only the product from its farm** as certified
- Group member's right to **appeal decisions** made by the group management
- Group member's **consent for data sharing** with the Rainforest Alliance



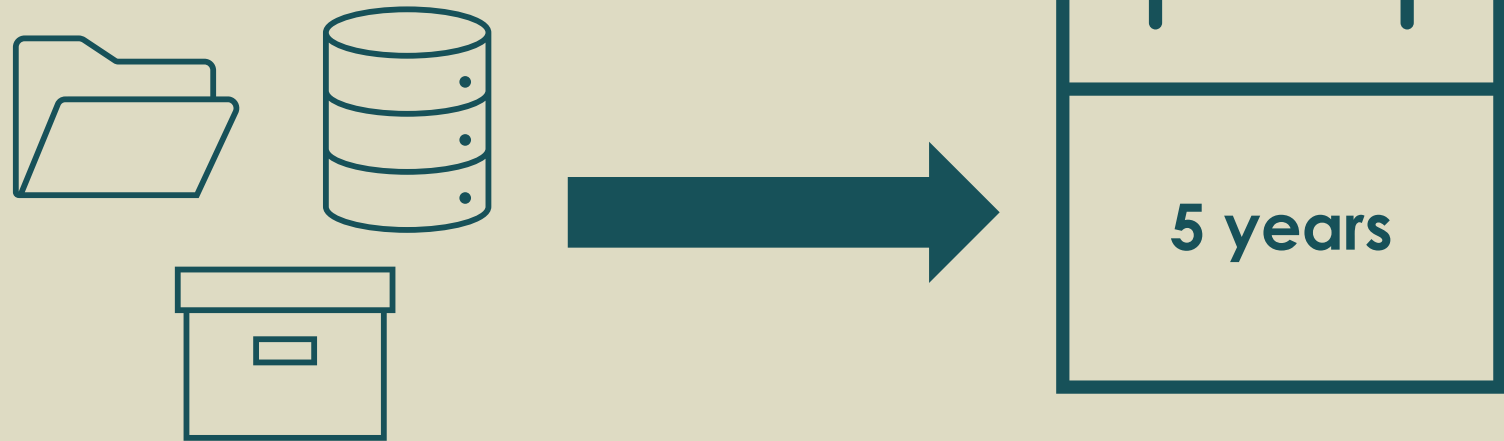
1.2.8

Records for certification purposes are kept for a minimum of five years



Sonia keeps records for certification purposes and compliance for a minimum of five years.

The records may be in the form of filed papers or digital files. They should not be discarded or deleted for at least five years.



Case scenario



A new coffee producer enters Sonia's group. They set up an agreement with the rights and obligations of the new member and the group manager and sign it.

Sonia as group manager files the agreement in her office. She keeps it permanently at the office and never discards it.



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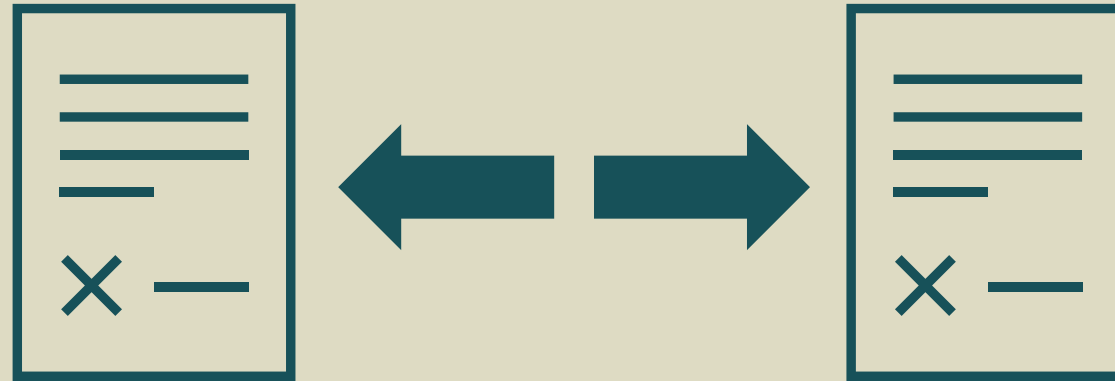
Is Sonia following the correct procedure for the agreement?

Think about the answer before you move on to the next page

Case scenario - Solution



No, Sonia is not following the correct procedure. It is not enough to centrally archive the signed agreement at her office. She also needs to make a copy and give it to the new member.





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