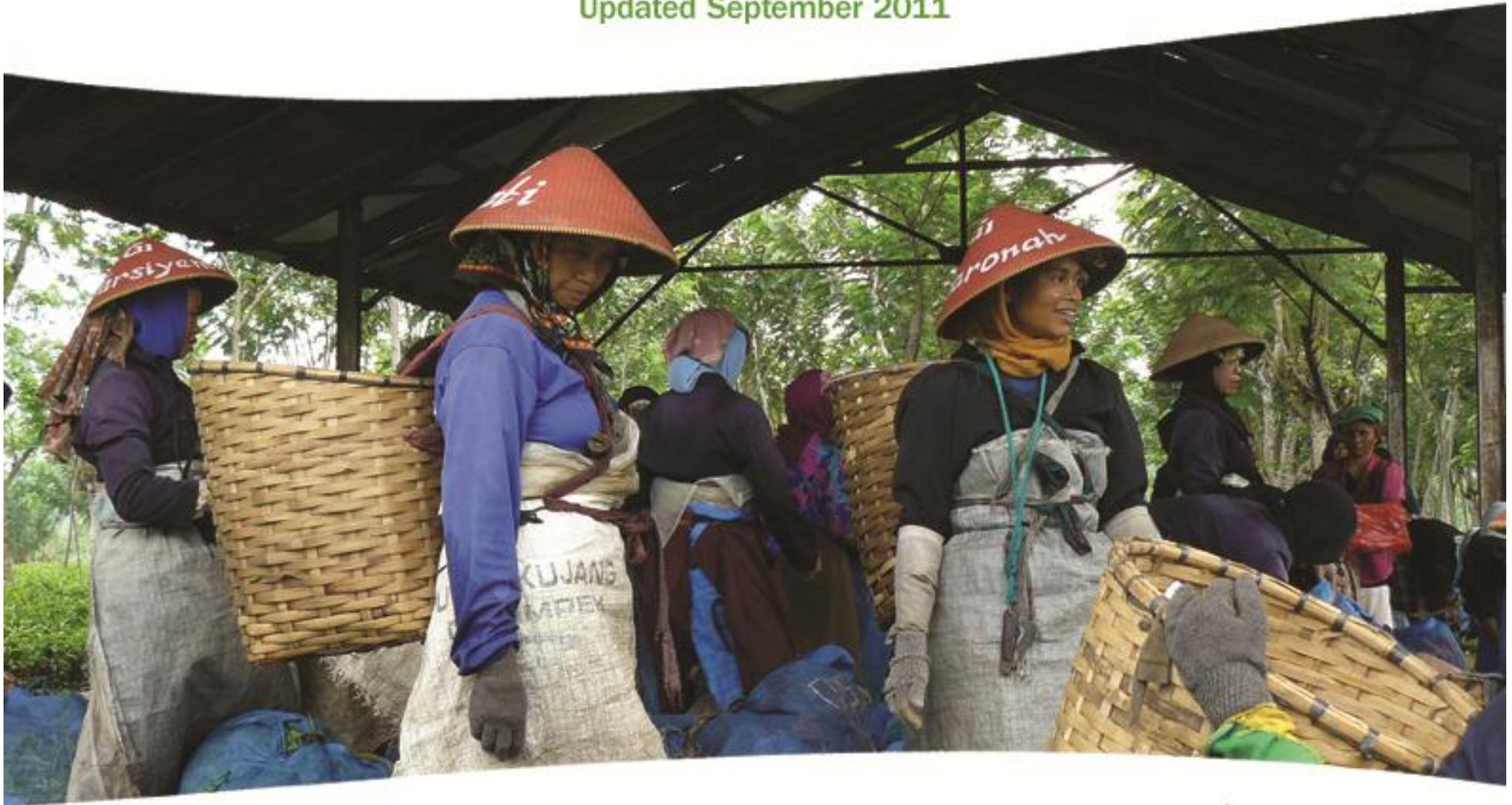


# The Ethical Tea Partnership Global Standard

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 **Ethical Tea  
Partnership**  
Improving the lives of tea  
workers and their environment

## The Ethical Tea Partnership Standard

The fundamental principles of the ETP standard are those of the Ethical Trading Initiative (ETI) Base Code which is closely based on International Labour Organisation (ILO) Conventions. In addition, the ETP standard includes environmental provisions. Industry best practice, local law and collective bargaining agreements (CBAs) which are relevant to worker welfare are used to support, clarify and enrich the standard, and to ensure that it is appropriate to the country in which the standard is to be applied. In case of contradictions, those provisions which afford workers the greatest protection will be used.

### Scope

The ETP Standard applies to all sites which produce and process tea leaves that are bought by ETP members. This standard is applicable to all tea that is harvested and processed from the tea plant (*Camellia sinensis*).

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## 1. Freely chosen employment

ETP Standard – Principles:	In practice this means:
<p><b>1.1 No forced and bonded labour</b></p> <ul style="list-style-type: none"> <li>▪ All forms of forced and bonded labour are forbidden (ILO Conventions Nos. 29 and 105).</li> <li>▪ Involuntary prison labour that violates basic human rights is also forbidden (ILO Convention No. 29).</li> <li>▪ Engaging in the trafficking of humans and the use of trafficked labour are forbidden.</li> </ul>	<p><b>In practice this means:</b></p> <ul style="list-style-type: none"> <li>a. <i>The estate should have a policy prohibiting all forms of forced, bonded and trafficked labour, which it clearly communicates to its senior managers,</i></li> <li>b. <i>All forms of debt bondage are forbidden including end of harvest payments, payment in kind, paying workers in tokens for shops on-site, labour brokers with-holding earnings and documents,</i></li> <li>c. <i>If loans are made to workers (for weddings or any other reason), the estate must provide a loan agreement (including sum loaned, interest rate, monthly repayments and number of payments) and ask the workers to sign it. Both the employer and the worker should have a copy of this agreement,</i></li> <li>d. <i>The estate should develop and implement clear procedures to ensure that a worker to whom loans have been made is not tied to the estate for the duration of the loan (This may include procedures for re-assigning the loan to a new employer or for early repayment),</i></li> <li>e. <i>Any loan repayments should be clearly noted in pay record,</i></li> <li>f. <i>If prison labour is used, the prisoners must have a choice about whether or not to work; they must be paid for the work and their conditions must be decent. Evidence of this should be available.</i></li> <li>g. <i>No trafficked persons live or work on the estate.</i></li> </ul>
<p><b>1.2 Deposits / ID papers held</b></p> <ul style="list-style-type: none"> <li>▪ Employees shall not be required to lodge ‘deposits’ and/or their identity papers with their employer.</li> </ul>	<ul style="list-style-type: none"> <li>a. <i>The estate should not retain workers’ original identification papers such as passports, birth certificates, work permits, residence permits, travel documents, or any other documents that might limit a worker’s legal status, freedom to travel or the ability to leave his/her job,</i></li> <li>b. <i>If the estate needs to hold some form of identity document for workers they should return the originals to the workers and only retain a copy. If workers stay in dormitory accommodation on site, they should be provided with safe lockers to store these documents and other personal possessions,</i></li> <li>c. <i>If the estate has taken deposits from workers upon hire they should return them in full and request that each worker signs an acknowledgement that they have received the returned deposit.</i></li> </ul>
<p><b>1.3 Freedom to leave</b></p> <ul style="list-style-type: none"> <li>▪ Employees shall be free to leave their employer after giving reasonable notice.</li> <li>▪ Employees shall be free to leave the place of work at the end of their shift.</li> </ul>	<ul style="list-style-type: none"> <li>a. <i>Estate practice and workers contracts shall not impose conditions that restrict the workers’ ability to voluntarily end their employment including substantial fines or loss of residency papers by workers leaving employment,</i></li> <li>b. <i>The estate should have a system for workers to give notice if they wish to leave employment. This procedure should be clearly communicated to the workers,</i></li> <li>c. <i>Employers must ensure that if security guards are employed, they do not restrict the free movement of workers or their right to leave the workplace at the end of their shift. Workers’ family members should be allowed to visit freely.</i></li> </ul>

## 2. Freedom of Association and the Right to Collective Bargaining

ETP Standard – Principles:	In practice this means:
<b>2.1 Right to join trade unions</b>	
<ul style="list-style-type: none"> <li>▪ Workers, without distinction, have the right to join or form trade unions of their choice (ILO Conventions Nos. 87 and 98).</li> </ul>	<ul style="list-style-type: none"> <li>a. <i>The estate should have a policy stating respect for the right of workers to join and form trade unions, which it communicates to all its workers,</i></li> <li>b. <i>The estate should not interfere with the right of workers to join or form a trade union or worker organisation of their choice, free of any form of interference from their employer or competing organizations set up or backed by the employer,</i></li> <li>c. <i>Workers representatives should be chosen democratically by the workers and not put in place by management.</i></li> </ul>
<b>2.2 Collective bargaining</b>	
<ul style="list-style-type: none"> <li>▪ Workers, without distinction, have the right to bargain collectively. (ILO Conventions Nos. 87 and 98).</li> <li>▪ Employers shall provide effective means for negotiation with workers representatives over issues of working conditions including pay.</li> </ul>	<ul style="list-style-type: none"> <li>a. <i>The estate should have a policy stating respect for the right of workers to bargain collectively, which it communicates to all its workers,</i></li> <li>b. <i>The estate should take measures to make collective bargaining possible at any level of the business (ILO Recommendation No. 163). Negotiators in collective bargaining, at all levels, should be given the opportunity to obtain appropriate training (ILO Recommendation No. 163).</i></li> <li>c. <i>The estate should ensure that all parties in collective bargaining have access to meaningful information required for negotiations (ILO Recommendation No. 163).</i></li> <li>d. <i>The estate should make available information on the social and economic situation of the negotiating unit and the business a whole, as necessary for meaningful negotiations (ILO Recommendation No. 163).</i></li> </ul>
<b>2.3 Employer attitude</b>	
<ul style="list-style-type: none"> <li>▪ Employers shall adopt an open attitude towards the activities of trade unions and their organisational activities.</li> <li>▪ Workers' representatives shall be afforded such facilities as may be appropriate in order to enable them to carry out their representative functions in the workplace. (ILO Convention No. 135 and Recommendations 143).</li> </ul>	<ul style="list-style-type: none"> <li>a. <i>The estate must provide to worker representatives information which is needed for meaningful negotiations on conditions of employment,</i></li> <li>b. <i>The estate should provide workers representatives with the facilities they require for them to carry out their functions promptly and efficiently but that will not impair the efficient operation of the business,</i></li> <li>c. <i>Workers representative should be allowed the necessary time off from work for carrying out their representation functions, without loss of pay or any social and fringe benefits.</i></li> <li>d. <i>Workers representatives should be granted access to all workplaces necessary to enable them to carry out their representation functions,</i></li> <li>e. <i>Workers representatives should be allowed to post trade union notices on the premises in a place or places agreed on with the management and to which the workers have easy access.</i></li> <li>f. <i>The estate should take measures to facilitate the establishment and growth, on a voluntary basis, of free, independent and representative employers' and workers' organisations (ILO Recommendation No. 163),</i></li> <li>g. <i>The estate should hold regular meetings with the union(s) and/or workers'</i></li> </ul>

	<p><b>organisation(s),</b></p> <p><i>h. Minutes should be taken at meetings to record what was proposed, what was agreed, any actions, responsibilities and deadlines,</i></p> <p><i>i. Minutes of each meeting should be made available to workers,</i></p> <p><i>j. The estate should make a response to any proposals or concerns raised at meetings and should communicate their decision to the rest of the workforce in an effective manner such as posting a notice on a board accessible to workers.</i></p>
<p><b>2.4 Non-discrimination of union members</b></p>	
<p><b>▪ Workers (including workers' representatives) shall enjoy adequate protection against acts of anti-union discrimination in respect of their employment. (ILO Conventions Nos. 98 and 135).</b></p>	<p><b>a. The estate should not make the employment of a worker subject to the condition that he/she shall not join a union or shall relinquish trade union membership,</b></p> <p><b>b. The estate should not cause the dismissal of or otherwise prejudice a worker by reason of union membership or because of participation in union activities. This principle of non-discrimination of union members also applies to transfers, relocations, demotions, remuneration, social benefits and/or vocational training, etc,</b></p> <p><i>c. The estate should be able to provide evidence that workers' representatives are not treated less or more favourably in any way including in hiring, pay or promotion. This may include taking such measures as the following:</i></p> <ul style="list-style-type: none"> <li><i>• The estate should hold detailed and precise definition of the reasons justifying termination of employment of workers' representatives;</i></li> <li><i>• The estate should engage the involvement of an independent third party to mediate disputes over fair treatment;</i></li> <li><i>• A special recourse procedure should be open to workers' representatives who consider that their employment has been unjustifiably terminated, or that they have been subjected to an unfavourable change in their conditions of employment or to unfair treatment,</i></li> </ul> <p><i>d. Recognition of a priority should to be given to workers' representatives with regard to their retention in employment in case of reduction of the workforce.</i></p>
<p><b>2.5 Parallel means</b></p>	
<p><b>▪ Where the right to freedom of association and collective bargaining are restricted by law, the employer shall facilitate, and not hinder, the development of parallel means for independent and free organization and bargaining (ILO conventions Nos. 87, 98 and 135).</b></p>	<p><i>a. Where rights regarding freedom of association and collective bargaining are restricted by law, the estate needs to make clear to workers that they are willing to engage workers in collective dialogue through some representative structure, if workers so wish. Parallel means may include more informal workers groups or committees. However these committees or councils must represent a genuine means by which workers can raise their concerns and discuss solutions with management.</i></p>

### 3. Health and Safety

#### Workplace Safety

##### ETP Standard - Principles

##### In practice this means:

#### 3.1 Healthy Workplace

- The employer shall provide a safe, clean and healthy working environment, bearing in mind the prevailing knowledge of the industry and of any specific hazards.

- a. *The estate should have a written Health & Safety policy and management system to ensure effective implementation of this policy,*
- b. *Measures should be taken to ensure that the workplace, including production areas, toilets and cooking areas are all regularly cleaned,*
- c. *The estate should comply with national laws or regulations that prescribe measures for the prevention and control of, and protection against, occupational hazards in the working environment due to air pollution, noise, and vibration (ILO Convention No. 148),*
- d. *The estate should ensure that noise and vibrations at levels likely to have harmful effects on workers are reduced as far as possible by appropriate measures (ILO Convention No. 148),*
- e. *The workplace should have sufficient and suitable ventilation, natural or artificial or both, supplying fresh or purified air (ILO Convention No. 120 & Recommendation No. 120),*
- f. *The workplace should have sufficient and suitable lighting; workplaces should, as far as possible, have natural lighting (ILO Convention No. 120 & Recommendation No. 120),*
- g. *The workplace should be maintained at a comfortable and steady a temperature as circumstances permit (ILO Convention No. 120 & Recommendation No. 120),*
- h. *Work-stations should be arranged to ensure that there is no harmful effect on the health of the worker (ILO Convention No. 120 & Recommendation No. 120),*
- i. *Workers should have the right to refuse work in a certain area if they have reason to believe it is unsafe.*

#### 3.2 Hazard Minimization

- The employer shall take adequate steps to prevent accidents and injury to health arising out of, associated with, or occurring in the course of work, by minimising, so far as is reasonably practicable, the causes of hazards inherent in the working environment.

- a. *The estate should carry out regular health and safety risk assessments of the workplace that identify all potential hazards and risks to worker health or safety. For each risk identified, an action plan should be drawn up to:*
  - *To remove the hazard (e.g. by changing to a less hazardous alternative chemical);*
  - *Or, if this is not possible to reduce the effect of the hazard (e.g. by guards on machines, covers on chemical containers or ventilation);*
  - *Or, if neither are possible, to provide adequate protective equipment to workers,*
- b. *The estate should train the workers in contact with the hazard in how to minimise the effect of that hazard on their health and safety,*
- c. *All H&S hazards should be clearly signposted,*
- d. *All equipment, infrastructure and machinery used on the estate should be in good condition.*

#### 3.3 Training on proper use of equipment

- All workers shall receive regular health and safety training.

- a. *The estate should regularly train workers on how to perform their tasks safely and with minimum risk to health. In addition, training should be provided on the potential hazards of the workplace,*
- b. *Training in health and safety should be appropriate to the tasks performed by the workers and may include safe operation and maintenance of machinery and use of personal*

	<p><i>protective equipment,</i></p> <p>c. <i>If workers handle hazardous chemicals, the estate should:</i></p> <ul style="list-style-type: none"> <li>• <i>inform the workers of the hazards associated with exposure to chemicals used;</i></li> <li>• <i>instruct the workers how to obtain and use the information provided on labels and chemical safety data sheets;</i></li> <li>• <i>train the workers on a continuing basis in the practices and procedures to be followed for safety in the use of chemicals at work;</i></li> <li>• <i>check the understanding of workers of the training,</i></li> </ul> <p>d. <i>H&amp;S training, including a review of the potential hazards and preventive procedures, should be part of the induction for all new workers,</i></p> <p>e. <i>All H&amp;S training should be provided free of charge, take place during working hours and in the workers' native language,</i></p> <p>f. <i>Health and safety training shall be recorded.</i></p>
<b>3.4 Provision of protective clothing</b>	
<p>▪ <b>The employer shall take adequate steps to prevent accidents and injury to health arising out of, associated with, or occurring in the course of work, by minimising, so far as is reasonably practicable, the causes of hazards inherent in the working environment.</b></p>	<p>a. <b><i>Suitable protective clothing and equipment must be provided to all workers including women and temporary, seasonal, and casual workers,</i></b></p> <p>b. <i>Protective clothing and equipment must be provided free of charge,</i></p> <p>c. <i>Protective clothing and equipment should be maintained and repaired when necessary by the estate.</i></p>
<b>3.5 Machinery</b>	
<p>▪ <b>The employer shall take adequate steps to prevent accidents and injury to health arising out of, associated with, or occurring in the course of work, by minimising, so far as is reasonably practicable, the causes of hazards inherent in the working environment.</b></p>	<p>a. <i>All dangerous parts of machinery should be guarded or encased,</i></p> <p>b. <i>Start and stop buttons must be provided for machinery, within easy reach of operators,</i></p> <p>c. <i>Each machine should have instructions on safe usage, written in the language familiar to workers.</i></p>
<b>3.6 Fire safety</b>	
<p>▪ <b>Employers shall take measures to minimise the chances of fire and to ensure the safety of all workers in case of a fire.</b></p>	<p>a. <i>There should be sufficient fire exits from each room/enclosed area, including factory buildings and processing/packing areas. At least 2 fire exits must be available from each room/enclosed area, however practical aspects should be considered if the area is open or has large windows that are easily accessible,</i></p> <p>b. <i>Fire exits must be unblocked and unlocked at all times that people are in the buildings. If fire exits are locked they must be able to be opened from the inside easily without the use of a key,</i></p> <p>c. <i>Fire exits should be clearly marked with pictorial signs or signs in the language familiar to workers,</i></p> <p>d. <i>There should be a fire alarm that can be heard in all areas of a building and which the employees recognize as the fire alarm,</i></p> <p>e. <i>Fire drills should be carried out regularly to ensure all employees know the procedure for escape,</i></p> <p>f. <i>A written evacuation plan or 'fire exit floor plan' should be developed, showing the fire escape routes and exits and displayed where workers can see it,</i></p> <p>g. <i>Flammable liquids must be stored and transferred in a way that is in accordance with the</i></p>

	<p><i>law and which minimizes risk of fire,</i></p> <p><i>h. No smoking shall be permitted in work buildings or near the storage of any flammable materials,</i></p> <p><i>i. There should be sufficient and regularly maintained firefighting equipment including fire extinguishers, hoses and fire blankets.</i></p>
<b>3.7 Chemical safety</b>	
<ul style="list-style-type: none"> <li>▪ <b>The employers shall ensure that the handling of chemicals is done in a manner which eliminates or minimises the risk to safety and health (ILO Convention No. 170 &amp; Recommendation No. 177).</b></li> <li>▪ <b>The estate shall ensure that workers are not exposed to chemicals to an extent which exceeds exposure limits or other exposure criteria (in accordance with ILO Convention No. 170 &amp; Recommendation No. 177).</b></li> </ul>	<p><i>a. Hazardous chemicals should be labelled in a way which is easily understandable to the workers (in a language they can understand), to provide information regarding their classification, the hazards they present and the safety precautions to be observed,</i></p> <p><i>b. The estate should maintain a record of hazardous chemicals used at the workplace, cross-referenced to the appropriate chemical safety data sheets. This record should be accessible to all workers concerned,</i></p> <p><i>c. When chemicals are transferred into other containers or equipment, the contents should be identified in a way which will tell workers their identity, any hazards associated with their use and any safety precautions to be observed,</i></p> <p><i>d. The estate should monitor, record, and assess the exposure of workers to hazardous chemicals, and maintain these records for a period (prescribed by relevant authority within country),</i></p> <p><i>e. The estate should ensure that the disposal of hazardous chemicals which are no longer required and containers which have been emptied but which may contain residues of hazardous chemicals, (especially if they are old chemicals and more than just residue) is done in a manner which eliminates or minimises the risk to safety and health in accordance with national law and practice.</i></p>
<b>3.8 Health and Safety Management and Committee</b>	
<ul style="list-style-type: none"> <li>▪ <b>The employer shall assign responsibility for health and safety to a senior management representative.</b></li> </ul>	<p><i>a. The estate should appoint a senior management representative with responsibility for the H&amp;S of all workers. This person should be accountable for the implementation of the H&amp;S elements of this standard, and have the authority and adequate resources to do so,</i></p> <p><i>b. Where possible the estate should set up a health and safety committee on which workers are represented. This would allow workers to be involved in identifying H&amp;S risks and designing solutions.</i></p>
<b>Sanitation</b>	
<b>ETP Standard – Principles:</b>	<b>In practice this means:</b>
<b>3.9 Sanitary facilities</b>	
<ul style="list-style-type: none"> <li>▪ <b>The employer shall provide safe and hygienic washing facilities for all workers.</b></li> <li>▪ <b>The employer shall provide free access to adequate, clean toilet facilities for all workers.</b></li> </ul>	<p><i>a. Washing facilities should be provided,</i></p> <p><i>b. Washing facilities should be kept safe and hygienic and should be regularly cleaned.</i></p> <p><i>c. Toilet facilities should be provided,</i></p> <p><i>d. Toilet facilities should be kept safe and hygienic and should be regularly cleaned,</i></p> <p><i>e. The number of toilet facilities should be appropriate for the number of workers present and facilities should be separated by sex (some national laws specify the number of facilities required per 100 workers).</i></p>
<b>3.10 Drinking water</b>	
	<p><i>a. Access to drinking water should not be restricted and should be available in all areas of the</i></p>

<ul style="list-style-type: none"> <li>▪ The employer shall provide free access to clean and safe (potable) drinking water for all workers.</li> </ul>	<p><i>workplace,</i></p> <ul style="list-style-type: none"> <li><b>b. Drinking water should be tested to ensure it is potable and records should be kept of these tests. The testing should be carried out by laboratories accredited by an appropriate authority.</b></li> </ul>
<b>3.11 Storage</b>	
<ul style="list-style-type: none"> <li>▪ Food shall be stored in a hygienic way.</li> <li>▪ Adequate storage facilities for personal belongings should be provided for workers.</li> </ul>	<ul style="list-style-type: none"> <li>a. <i>Cooking and eating areas should be regularly cleaned.</i></li> <li>b. <i>Access to hygienic food storage facilities shall be provided, if appropriate.</i></li> <li>c. <i>Workers should have access to storage for their personal belongings (e.g. clothing not to be worn during working hours, personal possessions and money)</i></li> </ul>
<b>Health &amp; Welfare</b>	
ETP Standard – Principles:	In practice this means:
<b>3.12 Medical attention</b>	
<ul style="list-style-type: none"> <li>▪ The employer shall provide a safe, clean and healthy working environment, bearing in mind the prevailing knowledge of the industry and of any specific hazards.</li> <li>▪ The employer shall provide for measures to deal with emergencies and accidents, including adequate first-aid arrangements (ILO Convention No. 155 &amp; Recommendation No. 164).</li> </ul>	<ul style="list-style-type: none"> <li><b>a. Adequate medical assistance shall be available,</b></li> <li>b. <i>The health of workers who come in contact with hazardous chemicals shall be monitored,</i></li> <li>c. <i>The cause, impact and response to accidents should be investigated and recorded in writing,</i></li> <li>d. <i>The estate should compensate workers in case of injury or accident in the workplace,</i></li> <li>e. <i>If relevant, the estate should have in place health awareness and prevention programmes and offer support for treatment (e.g. on HIV, malaria, TB).</i></li> <li>f. <i>Every workplace should, with regard to its size and the possible risk, maintain its own dispensary or first-aid post, cupboard, box or kit (ILO Convention No. 120 &amp; Recommendation No. 120),</i></li> <li>g. <i>Designated employees should be trained in first aid procedures,</i></li> <li>h. <i>The estate should have an accident and emergency procedure which is clearly communicated to its workers.</i></li> <li>i. <i>In emergencies situation, where external medical aid is needed, H&amp;S representatives and on-site medical staff should know where to seek this aid,</i></li> </ul>
<b>3.13 Welfare provisions</b>	
<ul style="list-style-type: none"> <li>▪ Employers should provide welfare and social services which meet the needs of women workers, particularly those with family responsibilities and pregnant female workers.</li> <li>▪ All measures compatible with national conditions and possibilities shall be taken (a) to enable workers with family responsibilities to exercise their right to free choice of employment; and (b) to take account of their needs in terms and conditions of employment and in social security. (ILO Convention No. 156).</li> </ul>	<ul style="list-style-type: none"> <li>a. <i>This includes childcare facilities such as crèches and/or private rooms for feeding children. Some national laws require these facilities to be provided if a specified number of women workers are employed.</i></li> </ul>
<b>Accommodation/ housing</b>	
ETP Standard – Principles:	In practice this means:
<b>3.14 Housing</b>	
	<ul style="list-style-type: none"> <li>a. <i>Housing or dormitory facilities should be regularly cleaned,</i></li> </ul>

▪ **Housing or dormitory facilities, where provided, shall be clean, safe and adequate.**

- b. *Housing or dormitory facilities are properly ventilated and provided with windows and adequate lighting,*
- c. *Housing or dormitory facilities are divided by gender. This excludes couples or family accommodation,*
- d. *Housing or dormitory facilities are adequate and are not overcrowded,*
- e. *Housing or dormitory facilities should have toilet facilities and washing facilities,*
- f. *Housing or dormitory facilities should have access to drinking water that is regularly tested,*
- g. *The estate should conduct regular fire and structural safety risk assessments to ensure accommodation is safe,*
- h. *Housing or dormitory facilities should have sufficient fire exits,*
- i. *Housing or dormitory facilities should have sufficient firefighting equipment,*
- j. *Housing or dormitory facilities should have cooking facilities,*
- k. *If the estate provides accommodation on site, this should be a sufficient distance from the workplace to ensure that children of workers cannot enter the workplace or be exposed to any hazards,*
- l. *The estate should organize domestic waste collection.*

## 4. Child labour and young workers

ETP Standard – Principles:	In practice this means:
<b>4.1 Child labour is prohibited</b>	
<ul style="list-style-type: none"> <li>▪ Children below the age of 15 shall not be hired, in agreement with the ILO conventions 138 and Recommendation 146. If, however, local minimum age law is set at 14 years old in accordance with developing countries exceptions under ILO Convention 138, the lower age would apply.</li> <li>▪ If the local minimum age law states a higher age for work or mandatory schooling, the higher age would apply.</li> </ul>	<ul style="list-style-type: none"> <li>a. <i>The estate should have a policy regarding child labour (whether or not children are working on the estate). In addition, it has management systems in place which ensure effective implementation of this policy,</i></li> <li>b. <i>When employing new workers, the estate should ask to see certified documentation of age to verify that the worker is over the applicable minimum age for employment,</i></li> <li>c. <i>The estate should have a separate personnel record for each worker. These records should specify the date of birth of each worker with a copy of documentary evidence attached. (E.g. copy of ration card, voter identity card, school leaving certificate, notary or medical certificate),</i></li> </ul>
<b>4.2 Child Labour Remediation</b>	
<ul style="list-style-type: none"> <li>▪ If child workers are found in the employment of the company a sensitive solution shall be sought that puts the best interests of the child first.</li> <li>▪ Companies shall develop or participate in and contribute to policies and programmes which provide for the transition of any child found to be performing child labour to enable her or him to attend and remain in quality education until no longer a child (whether or not children are working on the estate).</li> </ul>	<ul style="list-style-type: none"> <li>a. <i>If children found in employment are below the applicable minimum age, the employer should ensure that the decisions made about the child holds the best interests of the child as the primary consideration. This will include creating and implementing a plan which assesses what will happen to the children when they are no longer employed in the business. This may include measures such as withdrawing children from the workplace in tandem with the provision of suitable opportunities for schooling, vocational training and other protection for their families, for example by employing the parents or older siblings or engaging in other measures consistent with ILO Recommendations Nos. 146 and 190. Children should not simply be dismissed,</i></li> <li>b. <i>The estate shall establish, document, maintain, and effectively communicate to personnel and other interested parties policies and procedures for remediation of any child found to be performing child labour, and shall provide adequate transitional economic assistance and support to enable such children to attend and remain in school until no longer a child.</i></li> </ul>
<b>4.3 Young workers – Working conditions</b>	
<ul style="list-style-type: none"> <li>▪ Young workers under the age of 18 shall not be employed at night.</li> <li>▪ Young workers under the age of 18 shall not be employed in hazardous conditions.</li> <li>▪ Young workers shall receive a medical examination (ILO Recommendation No. 146).</li> </ul>	<ul style="list-style-type: none"> <li>a. <i>The estate should keep an up-to-date register of young workers recording the names and ages or dates of birth. This register should include those receiving vocational orientation or training.</i></li> <li>b. <i>The estate should use the list of young workers to ensure that they are allocated to suitable shifts (i.e. not night work), and to suitable tasks (i.e. not in contact with hazardous chemicals or operating heavy machinery.),</i></li> <li>c. <i>The estate should have guidelines in place for the types of employment conditions that are acceptable for employees between the ages of 15 and 18. The conditions of work should not endanger their health or affect their physical development,</i></li> <li>d. <i>If young workers are employed, the employer must comply with any applicable legal restrictions on the nature and volume of work performed and any legal requirements regarding permission to work or schooling.</i></li> <li>e. <i>Hazardous conditions for young workers are defined by the ILO Recommendation No. 190. This includes handling chemicals and operating heavy machinery.</i></li> <li>f. <i>Medical examination should be carried out for young workers by a qualified physician and</i></li> </ul>

	<p><i>paid for by the estate, to ascertain whether they are fit for the work,</i></p> <p><i>g. The estate should keep records of medical examinations, including certificates of fitness, where appropriate.</i></p>
<p><b>4.4 Education &amp; Apprenticeships</b></p>	
<ul style="list-style-type: none"> <li>▪ <b>Full-time attendance at school or participation in approved vocational orientation or training programmes should be required and effectively ensured up to an age at least equal to that specified for admission to employment in accordance with Article 2 of ILO Convention No. 138. (ILO Recommendation No. 146).</b></li> <li>▪ <b>Obligations to employees under labour or social security laws and regulations arising from the regular employment relationship shall not be avoided through apprenticeship schemes where there is no real intent to impart skills or provide regular employment.</b></li> </ul>	<ul style="list-style-type: none"> <li><i>a. Employers should ensure that the employment of young workers does not prevent them from attending school or performing school-related responsibilities.</i></li> <li><i>b. The estate should provide adequate support to enable children to attend school until no longer a child . This may include covering the cost of tuition-related expenses (such as uniforms and books), paying a living stipend to replace lost income, or offering employment to a family member of the child,</i></li> <li><i>c. If schools do not exist within the area, the estate should address this issue by working with local community groups and local government agencies.</i></li> <li><i>d. <b>If young workers are present at the workplace to undergo vocational training, the working conditions of these individuals should be carefully monitored to ensure that they are maintained at a satisfactory standard and does not include any work prohibited for young workers including hazardous work and night work (ILO Recommendation No. 146).</b></i></li> </ul>

## 5. Wages and Benefits

ETP Standard – Principles:	In practice this means:
<b>5.1 Minimum Wage Levels</b>	
<ul style="list-style-type: none"> <li>▪ Wages paid for a standard working week shall be at least the minimum wage required by local or national law or the industry minimum standard, whichever is higher.</li> <li>▪ Wages paid for a standard working week shall be sufficient to meet basic needs of workers and their families and to provide some discretionary income.</li> </ul>	<ul style="list-style-type: none"> <li>a. <i>The estate should have a written policy that guarantees minimum wages and the provision of all legal benefits,</i></li> <li>b. <i>All workers (casual, temporary, permanent, piece rate, young workers) must receive at least the minimum wage required by local or national law or the industry minimum standard, whichever is higher, for a standard working week,</i></li> <li>c. <i>If the estate achieves minimum wage they should work towards payment of a basic needs wage and provide some discretionary income,</i></li> <li>d. <i>Workers shall not be obligated to work overtime to earn a basic needs wage.</i></li> </ul>
<b>5.2 Calculation and Payment of wages</b>	
<ul style="list-style-type: none"> <li>▪ Workers should be paid at least monthly.</li> <li>▪ Wage calculations should be based on data from an accurately recorded system.</li> </ul>	<ul style="list-style-type: none"> <li>a. <i>Workers should be paid at least monthly and should receive their pay on time,</i></li> <li>b. <i>Employers should ensure that all workers are paid in cash, by bank transfer or in cheque form, in a manner convenient to workers.</i></li> <li>c. <i>The estate should keep accurate wage records which clearly demonstrate how wages, deductions, benefits, and bonuses are calculated,</i></li> <li>d. <i>Wage records should also clearly demonstrate that for hourly paid workers, overtime pay is calculated using the correct multiples of each worker's basic wage and for workers paid by the piece, wage records should clearly demonstrate how overtime piece rates are calculated.</i></li> <li>e. <i>FOR PLUCKERS: Weighing scales must be accurate and appropriately tested so that the basis of paying wages is fair</i></li> </ul>
<b>5.3 Wage info for workers</b>	
<ul style="list-style-type: none"> <li>▪ All workers shall be provided written and understandable information about the conditions in respect of wages before they enter employment.</li> <li>▪ All workers shall be provided with the details of their wages for the pay period concerned each time that they are paid.</li> </ul>	<ul style="list-style-type: none"> <li>a. <i>The information provided to workers regarding wages and conditions should include details concerning the rates of wages payable, the method of calculation, the periodicity of wage payments, the place of payment and the conditions under which deductions may be made (In accordance to ILO Recommendation No. 85),</i></li> <li>b. <i>Workers, including those paid by piece rate, should be given wage slips with each payment,</i></li> <li>c. <i>Pay slips should clearly show how wages are calculated, hours worked (standard and overtime) and deductions (amount and reason),</i></li> <li>d. <i>The estate should ensure that the workers understand how their wages are calculated, the benefits they are entitled to and any deductions that are made.</i></li> </ul>
<b>5.4 Deductions</b>	

<ul style="list-style-type: none"> <li>▪ <b>Deductions shall be fair, legal and reasonable in proportion to the total wage.</b></li> <li>▪ <b>No deductions from wages shall be taken that are not provided for by national law and without the written permission of the worker concerned.</b></li> </ul>	<ul style="list-style-type: none"> <li>a. <i>At least minimum wage should be achieved by all workers for standard hours, even after all deductions have been taken, including payments for accommodation and food,</i></li> <li>b. <i>If any fines are incurred, workers should understand the system of fines; all fines should be listed on payslips and should be reasonable in relation to the total wage. Fines should not be related to disciplinary acts,</i></li> <li>c. <i><b>Deductions from wages for the reimbursement of loss of or damage to the products, goods or installations of the estate should only be taken when it can be clearly shown that the worker concerned was responsible, and they should be fair and not exceed the amount of loss or damage. The worker concerned should be given a reasonable opportunity to show why the deduction should not be made (In accordance to ILO Recommendation No. 85),</b></i></li> <li>d. <i>Charges for services offered by the estate to its workers (such as transport and meals) should not exceed the cost of providing such services or goods,</i></li> <li>e. <i>The employer should keep a copy of national and local legislation and regulations regarding deductions and ensure that deductions are only made if they are allowed by national law.</i></li> </ul>
<b>5.5 Social Benefits/ allowances</b>	
<ul style="list-style-type: none"> <li>▪ <b>The employer shall provide all legally required benefits to all workers.</b></li> <li>▪ <b>Obligations to employees under labour or social security laws and regulations arising from the regular employment relationship shall not be avoided through the use of labour-only contracting, subcontracting, or home-working arrangements, or through apprenticeship schemes where there is no real intent to impart skills or provide regular employment, nor shall any such obligations be avoided through the excessive use of fixed-term contracts of employment.</b></li> </ul>	<ul style="list-style-type: none"> <li>a. <i>The estate should deduct and properly administer the legally prescribed social security contributions for their workers (including temporary and casual workers),</i></li> <li>b. <i>Benefits may include: contributions to employees fund, pensions, travel allowance, etc.</i></li> </ul>

## 6. Working hours

ETP Standard – Principles:	In practice this means:
<b>6.1 Standard working hours</b>	
<ul style="list-style-type: none"> <li>▪ Workers shall not on a regular basis be required to work in excess of 48 hours per week, standard time.</li> <li>▪ If national laws or benchmark industry standards (whichever afford greater protection) set a lower maximum standard working week, then these laws or standards shall prevail.</li> </ul>	<ul style="list-style-type: none"> <li>a. <i>The estate should have a written policy which limits working hours in a standard working week to 48 hours and overtime to 12 hours per week. If national law, local law or a collective bargaining agreement restricts the normal work week to less than 48 hours, the maximum weekly work schedule will be less than 60 hours (e.g. 42 + 12 = 54).</i></li> </ul>
<b>6.2 Overtime</b>	
<ul style="list-style-type: none"> <li>▪ Overtime shall not exceed 12 hours per week, shall be irregular, paid at a premium and voluntary.</li> </ul>	<ul style="list-style-type: none"> <li>a. <i>Overtime shall not be demanded on a regular basis,</i></li> <li>b. <i>The estate should provide a system by which workers can request not to work overtime,</i></li> <li>c. <i>The estate should retain written records documenting each worker's willingness to work overtime,</i></li> <li>d. <b><i>Overtime hours should be paid at a premium, in line with the law.</i></b></li> </ul>
<b>6.3 Rest days and Leave</b>	
<ul style="list-style-type: none"> <li>▪ Workers shall have at least one day off in every 7 day period.</li> <li>▪ Workers shall receive all legally entitled public holidays, annual and sick leave.</li> </ul>	<ul style="list-style-type: none"> <li>a. <i>Workers must have a minimum of 24 consecutive hours rest (one day off) for every six consecutive days worked,</i></li> <li>b. <i>The estate should, wherever possible, ensure that the weekly day off is the same for all employees and, wherever possible, should ensure that it coincides with the days already established by the country's traditions (ILO Convention Nos. 14 &amp; 103).</i></li> <li>c. <i>The estate should maintain records that show that all workers receive the correct entitlement of annual leave and sick leave according to the law.</i></li> </ul>
<b>6.4 Hours records</b>	
<ul style="list-style-type: none"> <li>▪ Hours records should be based on an accurate system for recording hours worked, including for pluckers.</li> </ul>	<ul style="list-style-type: none"> <li>a. <b><i>Hours records should clearly show the number of hours of normal time and overtime for each worker, including pluckers.</i></b></li> <li>b. <i>The estate should display the normal working hours clearly in a place accessible to all workers.</i></li> </ul>
<b>6.5 Night work</b>	
<ul style="list-style-type: none"> <li>▪ In no case should two consecutive full-time shifts be performed and a rest period of at least 11 hours between two shifts should be guaranteed as far as possible (ILO Recommendation No. 178).</li> <li>▪ The employer should take the necessary measures to enable workers performing night work to obtain meals and beverages.</li> </ul>	<ul style="list-style-type: none"> <li>a. <i>A rest period of at least 11 hours between two shifts should be guaranteed as far as possible,</i></li> <li>b. <i>These measures may include access to facilities where workers may, at night, prepare or heat and eat food which they have brought or making available food and beverages suitable for consumption at night.</i></li> </ul>
<b>6.6 Maternity leave</b>	
<ul style="list-style-type: none"> <li>▪ The employer shall provide all legally required benefits to all workers.</li> </ul>	<ul style="list-style-type: none"> <li>a. <i>The estate must ensure that workers receive the maternity leave and pay/benefits to which they are entitled by law,</i></li> </ul>

- **Women shall not lose any labour rights, including paid annual leave, due to pregnancy and maternity leave.**

- b. Records should be kept to show that these responsibilities have been fulfilled,**
- c. *The estate should provide female workers with the right to one or more daily breaks or a daily reduction of hours of work to breastfeed her child. (ILO Convention No. 183),*
- d. *The period during which nursing breaks or the reduction of daily hours of work are allowed, their number, the duration of nursing breaks and the procedures for the reduction of daily hours of work shall be determined by national law and practice. These breaks or the reduction of daily hours of work shall be counted as working time and remunerated accordingly. (ILO Convention No. 183).*

## 7. Discrimination

ETP Standard – Principles:	In practice this means:
<b>7.1 Equal treatment</b>	
<ul style="list-style-type: none"> <li>▪ The employer shall not engage in or support discrimination in hiring, compensation, access to training, promotion, termination or retirement based on race, caste, national origin, religion, age, disability, gender, HIV status, marital status, sexual orientation, union membership or political affiliation.</li> </ul>	<ul style="list-style-type: none"> <li>a. <i>The estate should have a written policy on non-discrimination,</i></li> <li>b. <i>All terms and conditions of employment should be based on an individual's ability to do the job, not on the basis of personal characteristics or beliefs,</i></li> <li>c. <i>In collective negotiations and industrial relations the parties should respect the principle of equality of opportunity and treatment in employment and occupation, and should ensure that collective agreements contain no provisions of a discriminatory character in respect of access to, training for, advancement in or retention of employment or in respect of the terms and conditions of employment (ILO Recommendation No. 111).</i></li> </ul>
<b>7.2 Equal pay for equal work for men and women</b>	
<ul style="list-style-type: none"> <li>▪ The employer should take appropriate action to ensure that men and women are paid equally for equal work.</li> </ul>	<ul style="list-style-type: none"> <li>a. <i>This should be achieved by both decreasing the difference between rates of remuneration for men and rates of remuneration for women for work of equal value, and where a system of increments is in force, providing equal increments for men and women workers performing work of equal value (ILO Recommendation No. 90).</i></li> </ul>
<b>7.3 No discrimination against pregnant women</b>	
<ul style="list-style-type: none"> <li>▪ Employers must ensure that pregnant women are not discriminated against in terms of recruitment or any terms of employment, according to the requirement above.</li> </ul>	<ul style="list-style-type: none"> <li>a. <i>The estate shall not require pregnancy tests or require the use of contraceptives as a condition of recruitment or continuation of employment,</i></li> <li>b. <i>The estate must allow women workers to return to their jobs after giving birth, according to applicable national laws,</i></li> <li>c. <i>The estate should maintain records that show workers who have taken maternity leave have been able to return to work.</i></li> </ul>

## 8. Regular employment

ETP Standard – Principles:	In practice this means:
<b>8.1 Contracting, home working, fixed term contracts</b>	
<ul style="list-style-type: none"> <li>▪ Obligations to employees under labour or social security laws and regulations arising from the regular employment relationship shall not be avoided through the use of labour-only contracting, subcontracting, or home-working arrangements, or through apprenticeship schemes where there is no real intent to impart skills or provide regular employment, nor shall any such obligations be avoided through the excessive use of fixed-term contracts of employment.</li> <li>▪ To every extent possible work performed must be on the basis of a recognised employment relationship established through national law and practice.</li> </ul>	<ul style="list-style-type: none"> <li>a. <i>Workers should not be maintained on short-term contracts for extended periods (excessive use of fixed-term contracts),</i></li> <li>b. <i>The estate should have a written agreement of employment with each worker (no matter what status, e.g.: temporary, casual, permanent),</i></li> <li>c. <i>Every worker should have a copy of their contract/agreement, in a language they can understand and the estate should also retain a copy of a signed contract with each worker.</i></li> </ul>
<b>8.2 Termination of Contract &amp; Redundancy</b>	
<ul style="list-style-type: none"> <li>▪ The employment of a worker shall not be terminated unless there is a valid reason for such termination connected with the capacity or conduct of the worker or based on the operational requirements (<i>ILO Convention No. 158</i>).</li> <li>▪ Trade unions or employee representatives should be consulted when the employer using redundancy measures as a strategy for managing human resources.</li> <li>▪ If the employee is not being consulted under any collective redundancy arrangement, the employer must follow a statutory or best practice dismissal procedure.</li> </ul>	<ul style="list-style-type: none"> <li>a. <i>The employment of a worker should not be to be terminated for reasons related to their conduct or performance before he/she is provided an opportunity to defend himself/herself,</i></li> <li>b. <i>A worker who considers that his or her employment has been unjustifiably terminated is entitled to appeal against that termination to an impartial body, such as a court, labour tribunal, arbitration committee or arbitrator,</i></li> <li>c. <i>A worker whose employment is to be terminated is entitled to a reasonable period of notice or compensation, unless he/she is guilty of serious misconduct,</i></li> <li>d. <i>A worker whose employment has been terminated is entitled, in accordance with national law and practice, to a severance allowance or other separation benefits.</i></li> <li>e. <i>The procedure should be achieved by:</i> <ul style="list-style-type: none"> <li>• <i>Writing to the employee notifying them of the reason for the redundancy, and invite them to a meeting to discuss the matter,</i></li> <li>• <i>Holding a meeting with the employee to discuss the redundancy – at which the employee has the right to be accompanied,</i></li> <li>• <i>Notify the employee of the decision and the right to appeal,</i></li> <li>• <i>Hold an appeal meeting (if the employee wishes to appeal) at which the employee has the right to be accompanied – and inform the employee of the final decision,</i></li> <li>• <i>Details should be provided about how severance pay will be calculated and how commission, overtime payments, accrued holiday pay and time in lieu not taken will be paid.</i></li> </ul> </li> </ul>
<b>8.3 Probation</b>	
<ul style="list-style-type: none"> <li>▪ If any workers are employed on probationary periods, the employer should ensure that the duration of probationary periods does not exceed the maximum specified by national law or a maximum of 3 months, whichever is lowest.</li> </ul>	

## 9. Disciplinary and Grievance Procedures

ETP Standard – Principles:	In practice this means:
<b>9.1 No Harsh or Inhumane Treatment</b>	
<ul style="list-style-type: none"> <li>▪ Physical abuse or discipline, the threat of physical abuse, sexual or other harassment and verbal abuse or other forms of intimidation shall be prohibited.</li> </ul>	<ul style="list-style-type: none"> <li>a. <i>Every employee shall be treated with respect and dignity,</i></li> <li>b. <i>There should be a written policy which sets out how employees are treated and that prohibits bullying, harassment and abuse of any kind. This policy should be communicated to the workforce,</i></li> <li>c. <i>The employer should set up a grievance/complaints procedure which allows workers to confidentially report harassment or abuse. This procedure should be communicated to all levels of the workforce,</i></li> <li>d. <i>Supervisors should be trained in fair treatment of workers and on disciplinary and grievance procedures.</i></li> </ul>
<b>9.2 Disciplinary Measures</b>	
<ul style="list-style-type: none"> <li>▪ The estate should have in place disciplinary measures to deal with incidents of harsh or inhumane treatment</li> </ul>	<ul style="list-style-type: none"> <li>a. <i>All disciplinary measures should be recorded,</i></li> <li>b. <i>The employer should set up a disciplinary procedure and communicate it to all levels of the workforce,</i></li> <li>c. <i>Incidents of abuse and harassment should be dealt with promptly and effectively, leaving no doubt about the willingness of management to discipline perpetrators in a way that would deter future incidents.</i></li> </ul>

## 10. Environment

ETP Environmental Standard – Principles:

In practice this means:

### 10.1 Environmental Management Systems

- **The estate has an environmental management system (EMS) which includes policies, procedures and programmes aimed both at managing the environmental aspects of its operations and reducing its environmental impact.**

- a. **The estate has a written environmental policy.**
- b. *The estate has a specific budget for environmental management,*
- c. *There is a person within the organisation (estate or producer level) with responsibility for environmental issues who has been given sufficient time and resources to fulfill his/her duties,*
- d. **The estate carries out environmental impact assessments (EIA) at regular intervals:**
  - *The existing and potential environmental impacts of the estate's tea-producing activities are evaluated and main impacts identified and measured. This includes the identification of all the possible sources of pollution from its production process;*
  - *Before any new works are carried out (the expansion of production areas, the construction or installation of new infrastructure, or major changes in production or processing systems), the potential environmental impacts of these activities are evaluated;*
  - *The estate has a continual improvement programme, which it monitors, and takes corrective actions as needed;*
  - *On the basis of the EIA, the estate develops bespoke environmental management procedures, specifically tailored to reduce its key impacts. It is able to show the progress that is being achieved in this regard.*

### 10.2 Agrochemicals

- **The estate strictly controls and works to reduce the use of agrochemicals (pesticides, herbicides, insecticides, fungicides, etc). It aims to minimise the quantities used as well as toxicity levels, thereby reducing the threat to human and animal exposure and environmental harm.**
- **The estate has established rigorous chemicals management procedures.**

- a. *The estate can demonstrate that it works to continually reduce the volume and types of agrochemicals used in the production process. Any increase in use is short-term and can be justified (in technical and economic terms). For example, the estate only uses pesticides when the damage caused by pests is greater than the level that the producer can economically sustain. Pesticides are never used to prevent a pest problem (evidence of real problems needs to be seen first),*
- b. *The estate uses low volume spraying methods and minimises spray-drift, especially if close to watercourses, schools, housing, etc*
- c. *The estate does not apply fertilisers in periods of heavy rain,*
- d. *The estate has an integrated pest and weed management programme, which promotes the use of physical, biological, mechanical and cultural control methods, and the least possible use of agrochemicals. For example, the use of beneficial insects, plants, animal or microbes to control pests; mulches and prunings are used to smother weeds and reduce weed problems,*
- e. **The estate has agrochemical inventories and use records,**
- f. **The estate does not use agrochemicals that are not registered for use in that country, or are prohibited by different entities or international agreements, including:**
  - **Agrochemicals that are prohibited by the United States Environmental Protection Agency (EPA) or by the European Union;**
  - **Substances that have been identified as Persistent Organic Pollutants (POP) in the Stockholm agreement;**
  - **Agrochemicals included in Annex III of the Rotterdam agreement that are prohibited or severely restricted by the United Nation Environmental Program's Prior Informed Consent (PIC) program;**
  - **All Pesticide Action Network Dirty Dozen Products;**

See Appendix 2 for full list of chemicals.

	<p><i>g. The estate is working towards reducing the use of World Health Organisation Toxicity Class I and Class II products, with the view to completely eliminate the use of Class I products.</i></p> <p><i>h. Only trained personnel (&gt;18 years of age) authorise and apply agrochemical applications.</i></p> <p><i>i. The estate stores its agrochemicals safely - separate from food products and packaging material and in a manner that reduces the risk of contamination of water sources. It has a spillage retention system to catch leaking chemical products.</i></p> <p><i>j. The estate disposes of chemical products in a safe manner.</i></p>
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### 10.3 Soil conservation

<ul style="list-style-type: none"> <li>▪ The estate has a programme for the control and prevention of soil erosion.</li> <li>▪ The estate uses techniques to enhance soil fertility.</li> <li>▪ <b>Only relevant for estates which use wheeled mechanised harvesters: The estate monitors soil compaction levels and develops action plans for managing vulnerable areas.</b></li> </ul>	<p><i>a. The estate uses techniques to prevent soil erosion and enhance soil structure, such as: establishment and maintenance of terraces, barriers and windbreaks; planting of vegetative ground cover, nitrogen fixing plants, grass, trees and bushes along field edges and contours and on steep slopes; creation of diversion channels and drains; the use of mulches such as tea prunings to cover bare soil liable to erosion; the construction of small pits (micro-catchments) in newly planted areas to arrest water run-off,</i></p> <p><i>b. The estate takes remedial action when it finds evidence of soil erosion on its terrain,</i></p> <p><i>c. The estate has a soil or crop fertilisation programme that is based on soil characteristics and properties, periodic soil or foliage sampling and analysis, and advice from a competent and impartial professional or authority,</i></p> <p><i>d. The estate gives priority to organic fertilisation and keeps a record of all the applications of organic fertilisers (such as mulches and farm made compost). It retains tea prunings in the field and manages shade trees to contribute to organic matter (leaf fall and prunings),</i></p> <p><i>e. The estate can demonstrate that the amount of fertilisers applied does not exceed the needs of the crop and the storage capacity of the soil,</i></p> <p><i>f. The estate promotes the use of fallow areas with natural or planted vegetation in order to recover natural fertility,</i></p> <p><i>g. The use of heavy machinery during land preparation, especially when the soil is wet, is avoided,</i></p> <p><b><i>h. New production areas must be located on land with the climatic, soil and topographic conditions suitable for intensity level tea production. The establishment of new production areas must be based on land use capacity studies that demonstrate long-term production capacity.</i></b></p> <p><i>i. The cutting or burning of natural forest covert to prepare new production areas is not permitted.</i></p>
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### 10.4 Ecosystem conservation

<ul style="list-style-type: none"> <li>▪ The estate carries out activities to protect and restore natural ecosystems.</li> </ul>	<p><i>a. The estate does not destroy any natural ecosystems. It prohibits the deforestation of primary forests, and secondary forests of high value for local diversity. It does not deforest secondary forests without planting new fields in compensation. It prohibits the filling or draining of wetlands. It protects threatened and endangered species that use the estate as their habitat and provides training as needed to ensure adequate protection of such species,</i></p> <p><i>b. The estate has identified all natural ecosystems living/growing on the estate,</i></p> <p><i>c. The estate encourages the regeneration of potential wildlife habitats. This could include: the restoration to its natural vegetative state of areas of the estate that are unsuitable for cultivation (reforestation using native tree species, recovery of the land to grasslands, shrub or bush lands); the conversion of marginal areas that are not profitable (steep slopes, shallow soils, high pH areas, poorly drained land) to wildlife reserves; the creation of corridors linking up patches of wildlife habitat,</i></p> <p><b><i>d. The estate creates buffer zones between production areas and natural ecosystems where</i></b></p>
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**chemical products (including fertilisers) are not used. It ensures that all natural water bodies have vegetative boundaries to protect wildlife habitats.**

- e. *The hunting, capturing, extracting and trafficking of wild animals is prohibited on the estate and signs preventing this are clearly displayed. Cultural or ethnic groups are allowed to hunt or collect fauna in a controlled manner and in areas designated for these purposes under the following conditions:*
- *The activities do not involve species in danger of or threatened with extinction.*
  - *There are established laws that recognize the rights of these groups to hunt or collect wildlife.*
  - *Hunting and collection activities do not have negative impacts on the ecological processes or functions important for agricultural and local ecosystem sustainability.*
  - *The long-term viability of the species' populations is not affected.*
  - *These activities are not for commercial purposes.*
- f. *The estate avoids collateral damage to ecosystems outside of its boundaries.*

## 10.5 Water conservation

- **The estate ensures the rational and sustainable use of all water resources.**
- **The estate has a sustainable water procurement programme.**
- **The estate has a waste water management programme.**

- a. *The estate optimises its water usage. For example, it recycles/re-circulates the water used for processing. It uses the most efficient irrigation methods (drip irrigation, or root application rather than sprinkler systems) and uses climatic and soil information to evaluate its irrigation needs in terms of volumes and flows of irrigation water required,*
- b. *The estate makes use of sustainable water sources such as rainwater collection, in-field dams and water catchment areas. It establishes water storage that can be used when water is scarce,*
- c. *The estate maintains records of its water consumption from all its water sources,*
- d. *The estate documents sampling points and frequency of surface-water quality,*
- e. *The estate ensures its extraction of water is not at the expense of the communities surrounding the estate and others further downstream. It has the necessary permits for the extraction of water from surface and underground water sources,*
- f. ***The estate has operating procedures for the treatment of waste waters generated by the estate. It analyses and monitors waste water and ensures that discharges do not degrade the environment, nor contaminate crops, soils or water bodies used for human or animal consumption. If legal requirements do not exist, the discharged wastewater must comply with the following minimum parameters:***

<b>Water Quality Parameter</b>	<b>Value</b>
Biochemical Oxygen Demand (DBO5, 20)	Less than 50 mg/L
Total suspended solids	
pH	Between 6.0 – 9.0
Grease and oils	Less than 30 mg/L
Fecal coliforms	Absent

- g. *The estate ensures that (rain) water run-off from agricultural areas does not enter natural water bodies.*

## 10.6 Energy use

- **The consumption of energy (electricity, heating oil, natural gas, firewood) and other sources of greenhouse gas emissions are kept to a minimum.**

- a. *The estate monitors and records energy consumption in the plantation and the processing facilities,*
- b. *The estate takes measures to reduce its energy consumption and increase efficiency. For example, fuelwood is stored under UV polythene to reduce moisture – which increases fuelwood energy efficiency; vehicles and machines are well maintained; boiler and factory fuel efficiency is optimised;*

<ul style="list-style-type: none"> <li>▪ <b>The estate uses renewable energy wherever possible, thereby minimising fossil fuel consumption</b></li> <li>▪ <b>The estate minimises other air pollution.</b></li> </ul>	<p><i>fuel and power outlets are monitored,</i></p> <ul style="list-style-type: none"> <li><i>c. The estate carefully controls the application of nitrogen fertilisers,</i></li> <li><i>d. The estate monitors its greenhouse gas emissions, where feasible,</i></li> <li><i>e. Sustainably-sourced wood is used for drying rather than fossil fuels.</i></li> <li><i>f. If renewable energy resources are available locally, they are used to supplement other fuels,</i></li> <li><i>g. The estate builds self-sufficiency in renewable energy resources; where practical it has its own electricity-generation schemes (solar, hydro, or wind power); has its own fuel wood plantations; makes its own bio-fuels, including bio-fuels derived from waste,</i></li> <li><i>h. Scrubbers are installed on factory chimneys,</i></li> <li><i>i. The estate avoids the use of volatile fertilisers such as urea,</i></li> <li><i>j. The estate does not undertake aerial spraying, except when absolutely necessary (for example, for fungicides).</i></li> </ul>
<b>10.7 Waste management</b>	
<ul style="list-style-type: none"> <li>▪ <b>All waste from the estate and factory is minimised and disposed of safely.</b></li> <li>▪ <b>The estate recycles its waste wherever possible.</b></li> </ul>	<ul style="list-style-type: none"> <li><b>a. <i>The estate has clear procedures for the disposal of all hazardous and non-hazardous waste and the implementation of these procedures is monitored,</i></b></li> <li><i>b. The estate minimises the burning of waste. Burnable waste is burned only in incinerators designed for this use (and not in open-air),</i></li> <li><i>c. The estate does not use open waste dumps,</i></li> <li><i>d. The estate must not deposit any organic or inorganic waste into water bodies,</i></li> <li><i>e. The estate disposes of chemical containers and other dangerous materials in a safe manner. Empty chemical containers are triple rinsed, punctured, and not re-used.</i></li> <li><i>f. Wherever possible, non-combustible waste is re-used or recycled.</i></li> </ul>

## Appendix 1 - Glossary of Terms

**Agency workers:** Workers employed by an employment agency. *ILO Recommendation Private Employment Agencies, 1997, No188.*

**Agrochemical:** A chemical substance used in agricultural production systems to maintain soil fertility (compost or fertilizer), control weeds (herbicide) or combat pests (insecticides, fungicides, etc.).

**Agrochemicals included in the Annexe III of the Rotterdam Agreement:** The chemicals listed in Annex III include pesticides and industrial chemicals that have been banned or severely restricted for health or environmental reasons by Parties. There are a total of 39 chemicals listed in Annex III, 28 are pesticides (including 4 severely hazardous pesticide formulations) and 11 industrial chemicals. Please refer to the Chemical appendix for the complete list of agrochemicals included in the Annexe III of the Rotterdam Agreement.

**Air pollution:** Air pollution appears when gaseous pollutants (produced by burning coal and other fuels and from certain industrial processes): Sulfur dioxide (SO<sub>2</sub>), nitrogen oxides (NO<sub>x</sub>), and ammonia (NH<sub>3</sub>) are incorporated into rain, snow, fog or mist.

**Basic needs wage:** A wage which enables workers to support half the average-sized family above the poverty line, based on local prices near the workplace. Basic needs include essential expenses such as food, clean water, clothes, shelter, transport, education, a discretionary income, as well as legally mandated social benefits (which may include healthcare, medical insurance, unemployment insurance, retirement plan, etc.).

**Biodiversity (or biological diversity):** Range of genetic differences, species differences and ecosystem differences in a given area.

**Bonded labour:** Debt bondage is a specific form of forced labour, in which the element of compulsion is derived from debt, i.e. a person is forced by an employer or creditor to work to repay a financial debt to the crediting entity. Financial coercion may include: deposits paid by workers upon hire, unreasonable recruitment service fees, or unfair employee loan, credit or purchasing schemes managed directly or indirectly by the employer that might deprive workers of their financial freedom.

**Carbon dioxide emissions (CO<sub>2</sub>):** Carbon dioxide (CO<sub>2</sub>) is gas produced through the decomposition of organic matter in soils under oxidizing conditions, also produced by the burning of fossil fuels: coal, oil and natural gas. It is considered a greenhouse gas. Emissions mean the release of greenhouse gases and/or their precursors into the atmosphere over a specified area and period of time.

**Casual workers:** Worker is employed when there is work available. This may often be arranged on a day to day basis. These workers may not have a contract directly with the worksite but contractual arrangements may be made via an agency or other intermediary.

**Chemicals listed in Annex III of the Rotterdam Convention** (Rotterdam Convention on the Prior Informed Consent Procedure for Certain Hazardous Chemicals and Pesticides in International Trade): The Convention sets out criteria and a process for the inclusion of additional chemicals in Annex III. The process starts when two Parties from two PIC regions ban or severely restrict a chemical, or one Party proposes a severely hazardous pesticide formulation. Annex III of the text of the Convention lists a total of 39 chemicals subject to the Prior Informed Consent (PIC) procedure. Among these chemicals: 24 are pesticides, 11 are industrial chemicals and 4 are severely hazardous pesticide formulations. *Please refer to the Chemicals appendix for the full list of Agrochemical included in Annex III of the Rotterdam Agreement.*

**Child:** Any person less than 15 years of age, unless local minimum age law stipulates a higher age for work or mandatory schooling, in which case the higher age would apply. If, however, local minimum age law is set at 14 years of age in accordance with developing-country exceptions under ILO Convention 138, the lower age will apply.

**Child labour:** Any work by a child younger than the age specified in the above definition of a child (except for light work as provided for by ILO Convention 138, article 7).

**Collective Bargaining:** All negotiations which take place between an employer, a group of employers or one or more employers' organisations, on the one hand, and one or more workers' organisations, on the other, to determine working conditions and terms of employment; and/or regulating relations between employers and workers; and/or regulating relations between employers or their organisations and workers' organisations. *C154 Collective Bargaining Convention, 1981.*

**Collective Agreement:** All agreements in writing regarding working conditions and terms of employment concluded between an employer, a group of employers or one or more employers' organizations, on the one hand, and one or more representative workers' organizations, or, in the absence of such organizations, the representatives of the workers duly elected and authorized by them in accordance with national laws and regulations, on the other. *ILO Collective Agreements Recommendation, 1951, No91.*

**Conservation:** The protection, rational use, restoration and renovation of natural ecosystems and natural resources in accordance with principles that guarantee maximum social and economic benefits without degrading the resources or ecosystems involved.

**Discrimination:** Any distinction, exclusion or preference made on the basis of race, colour, sex, religion, political opinion, national extraction or social origin, which has the effect of nullifying or impairing equality of opportunity or treatment in employment or occupation. Positive discrimination in favour of people from certain underrepresented groups may be legal in some countries. *ILO Discrimination (Employment and Occupation) Convention 1958 (No111).*

**Dismissal:** The termination of services of a worker by the employer for misconduct.

**Ecosystem:** A dynamic complex of plant, animal, fungal, and microorganism communities and their associated non- living environment interacting as an ecological unit.

**EPA:** United States Environmental Protection Agency.

**Equal Opportunities Policy:** An equal opportunities policy should specify your approach to workers of different gender; age; ethnic origin; race; caste; tribe or religious belief. The policy may have statements on equal pay for equal work; equal access to hiring; training; promotion; benefits etc. and should explain how this works in practice.

**Environment:** The word environment refers to all the physical factors surrounding an organism. These include such things as air, water, light, temperature, and other living things.

**Environmental impact:** Any change to the environment, whether bad or helpful, that wholly or partially results from an organization's activities, products or services.

**Erosion:** The removal or displacement of soil caused by the movement of water or wind. Severe erosion implies the removal of the entire plow layer or "A" horizon (topsoil) of the soil.

**False apprenticeship schemes:** The apprenticeship is 'false' if the chief purpose is to underpay people or to avoid legal obligations otherwise required for formal employees. In some cases, child labour may be used under the name of apprenticeship.

**Forced labour:** 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 him or herself voluntarily. *ILO, Forced Labour Convention, 1930, No29.*

**Freedom of association:** The right of all workers to join or form a trade union of their own choosing and carry out trade union activities without interference from their employer or from public authorities.

**Greenhouse gases** are heat-trapping gases that maintain higher temperatures at the earth's surface than would otherwise be possible and contribute to greenhouse effect (global warming). The six main greenhouse gases are: carbon dioxide (CO<sub>2</sub>), methane (CH<sub>4</sub>), nitrous oxide (N<sub>2</sub>O), hydrofluorocarbons (HFCs), perfluorocarbons (PFCs) and sulphur hexafluoride (SF<sub>6</sub>).

**Harsh and inhumane treatment:** Inhumane has been defined to mean something that lacks pity and compassion. In relation to employment, inhumane treatment of employees would refer to treatment that lowers the dignity of an employee at the work place.

**Hazardous chemicals:** Chemicals which are carcinogens, toxic or highly toxic agents, reproductive toxins, irritants, corrosives, sensitizers, hepatotoxins, nephrotoxins, neurotoxins, agents which act on the hematopoietic system, and agents which damage the lungs, skin, eyes, or mucous membranes.

**Human trafficking:** The recruitment, transportation, transfer, harbouring or receipt of persons, by means of the threat or use of force or other forms of coercion, of abduction, of fraud, of deception, of the abuse of power or of a position of vulnerability or of the giving or receiving of payments or benefits to achieve the consent of a person having control over another person, for the purpose of exploitation. United Nations Convention against Transnational Organized Crime and its Protocols

**Integrated Pest Management (IPM):** A long-term prevention strategy to combat pests involving a combination of techniques such as biological control (use of beneficial insects or microbes), use of crop-resistant varieties, and the use of alternative agricultural practices (spraying, fertilizing, or pruning). The objective of IPM is to make conditions less favourable for pest development. Pesticides are used only when the damage caused by pests is greater than the level that can be economically sustained.

**Labour broker:** A person who, for reward, provides a client with other persons to render a service or to perform work for the client. Typically, a labour broker obtains workers for a client.

**Light work:** Light work is defined as work which is not likely to be harmful for children's health or development and not likely to be detrimental to their attendance to school or vocational training.

**Living wages:** Wage level which meets basic needs including food, clothing, housing, energy, transportation, health care, and education, as well as the ability to participate in culturally required activities (including births and related celebrations, weddings, funerals and related activities). It also allows for the setting aside of small amounts of money (savings) to allow planning for the future purchase of items and the meeting of needs.

**Migrant workers (or migrant for employment):** Person who migrates or who has migrated from one country to another with a view to being employed otherwise than on his or her own account and includes any person regularly admitted as a migrant for employment. *Migrant Workers (Supplementary Provisions) Convention, 1975 (No143)*.

**NGO:** Non governmental organisation or charity.

**Nitrogen fixing plants:** Nitrogen-fixing plants have bacteria, which change the atmospheric nitrogen into proteins in the nodules on their roots: Alfalfa, Bean, Clover, Esparsette, Kudzu, Leguminosae family, Lespedeza, Pea, Peanut, Soybean, Winter (hairy) vetch.

**Nitrogen-fixing trees:** Black locust (*Robinia pseudacacia*), Bristly locust (*Robinia hispida*), Clammy locust (*Robinia viscosa*), Frijolito (*Sophora secundiflora*), Honey locust (*Gleditsia triacanthos*), Horse bean (*Parkinsonia aculeata*), Ilex verticellata 'Christmas Cheer', Indigo bush (*Amorpha fruticosa*), Jamaica dogwood (*Ichthyometia Piscipula*), Kentucky coffee tree (*Gymnocladus dioica*), Mesquite (*Prosopis juliflora*), Palo Verde acacia (*Cercidium Torreyanum*), Redbud or Judas tree (*Cercis canadensis*), Scotch broom (*Robinia scopariua*), Screw-bean (*Prosopis pubescens*), Texas ebony (*Zigia flexicaulis*), Woad waxen (*Genista tinctoria*), Yellow-wood (*Cladrastis lutea*).

**Normal hours of work:** Where not fixed by or in pursuance of laws or regulations, collective agreements or arbitral awards, shall be taken as meaning the number of hours, per day, week or other period, in excess of which any time worked is remunerated at overtime rates or forms an exception to the rules or custom of the establishment relating to the classes of wage earners concerned. *C63 Convention concerning Statistics of Wages and Hours of Work, 1938*.

**Overtime:** Time worked in excess of the normal hours of work. *ILO Maritime Labour Convention, 2006*

**Permanent workers:** Individuals directly employed on a permanent basis or who have satisfactorily completed the period of his or her probation.

**Persistent Organic Pollutants (POP):** POPs are a group of compounds that possess toxic properties, resist degradation, bioaccumulate and are transported through air, water and migratory species, across international boundaries and deposited far from their place of release, where they accumulate in terrestrial and aquatic ecosystems.

- **Aldrin** – A pesticide applied to soils to kill termites, grasshoppers, corn rootworm, and other insect pests.
- **Chlordane** – Used extensively to control termites and as a broad-spectrum insecticide on a range of agricultural crops.
- **DDT** – Perhaps the best known of the POPs, DDT was widely used during World War II to protect soldiers and civilians from malaria, typhus, and other diseases spread by insects. It continues to be applied against mosquitoes in several countries to control malaria.
- **Dieldrin** – Used principally to control termites and textile pests, dieldrin has also been used to control insect-borne diseases and insects living in agricultural soils.
- **Dioxins** – These chemicals are produced unintentionally due to incomplete combustion, as well as during the manufacture of certain pesticides and other chemicals. In addition, certain kinds of metal recycling and pulp and paper bleaching can release dioxins. Dioxins have also been found in automobile exhaust, tobacco smoke and wood and coal smoke.
- **Endrin** – This insecticide is sprayed on the leaves of crops such as cotton and grains. It is also used to control mice, voles and other rodents.
- **Furans** – These compounds are produced unintentionally from the same processes that release dioxins, and they are also found in commercial mixtures of PCBs.
- **Heptachlor** – Primarily employed to kill soil insects and termites, heptachlor has also been used more widely to kill cotton insects, grasshoppers, other crop pests, and malaria-carrying mosquitoes.
- **Hexachlorobenzene (HCB)** – HCB kills fungi that affect food crops. It is also released as a byproduct during the manufacture of certain chemicals and as a result of the processes that give rise to dioxins and furans.
- **Mirex** – This insecticide is applied mainly to combat fire ants and other types of ants and termites. It has also been used as a fire retardant in plastics, rubber, and electrical goods.
- **Polychlorinated Biphenyls (PCBs)** – These compounds are employed in industry as heat exchange fluids, in electric transformers and capacitors, and as additives in paint, carbonless copy paper, sealants and plastics.
- **Toxaphene** – This insecticide, also called camphechlor, is applied to cotton, cereal grains, fruits, nuts, and vegetables. It has also been used to control ticks and mites in livestock.

*Please also refer to the Chemicals Appendix.*

**Pesticides Action Network (PAN) Dirty Dozen Products:** Pesticides Action Network launched the Dirty Dozen Campaign in 1985 to target a list of extremely hazardous pesticides for bans or strict controls on production and use worldwide, and to advocate their replacement with safe and sustainable pest control methods. The Dirty Dozen includes: aldicarb, toxaphene, chlordane and heptachlor, chlordimeform, chlorobenzilate, DBCP, DDT, the "drins" (aldrin, dieldrin and endrin), EDB, HCH and lindane, paraquat, parathion and methyl parathion, pentachlorophenol, and 2,4,5-T. Most of these pesticides qualify as persistent organic pollutants (POPs), which are notable in their longevity, toxicity to humans and animals, and their ability to be transported around the globe through the atmosphere. *Please also refer to the Chemicals Appendix.*

**PIC:** Prior Informed Consent Convention. Please refer to "Chemicals listed in Annex III of the Rotterdam Convention".

**Pollution:** The presence of substances and heat in environmental media (air, water, land) whose nature, location, or quantity produces undesirable environmental effects.

**Potable water:** Potable water is simply water that is safe to drink. Potable water is free from pollution, harmful organisms and impurities.

**Primary Forests:** are forests of native tree species, where there are no clearly visible indications of human activities and the ecological processes are not significantly disturbed.

**Private employment agency:**

Any natural or legal person, independent of the public authorities, which provides one or more of the following labour market services:

- services for matching offers of and applications for employment, without the private employment agency becoming a party to the employment relationships which may arise there from;
- services consisting of employing workers with a view to making them available to a third party, who may be a natural or legal person (referred to below as a "user enterprise") which assigns their tasks and supervises the execution of these tasks;
- other services relating to job seeking, determined by the competent authority after consulting the most representative employers and workers organizations, such as the provision of information, that do not set out to match specific offers of and applications for employment.

*ILO Private employment Agencies Convention 1997, No181*

**Recycling:** The processing and use of wastes in production and consumption processes, e.g. melting scrap iron so it can be converted into new iron products.

**Renewable Energy:** Resources that constantly renew themselves or that are regarded as practically inexhaustible, e.g. solar energy, geothermal energy, wind power, hydropower, tidal power, biomass, fuel wood.

**Retrenchment:** The termination by the employer of services of workers, not as a measure of punishment inflicted by way of disciplinary action, but on the ground of redundancy.

**Runoff Water:** Water from rain, snowmelt or irrigation not immediately absorbed into or detained on soil and which thus becomes surface water flow.

**Seasonal workers:** A seasonal worker is employed on a short term basis since the work is only available for a limited time or season. These workers often return to the same job year after year.

**Secondary Forests:** forests that regenerate on native forests, which have been cleared by natural or man made causes, such as agriculture or ranching. Secondary forests display a major difference in forest structure and/or species composition with respect to primary forests. Secondary vegetation is generally unstable, and represents successional stages.

**Sexual harassment:** Examples of sexual harassment include but are not limited to unwelcome sexual advances, unwanted hugs or touches, suggestive or lewd remarks, requests for sexual favours, derogatory or pornographic posters, pictures or drawings, as well as permitting a generally gender-harassing environment.

**Small holders (or outgrowers):** The definition of smallholder differs significantly according to crop, and to the social, cultural, economic and political context. We can however note that smallholders:

- produce relatively small volumes of produce on relatively small plots of land;
- may produce an export commodity as a main livelihood activity or as part of a portfolio of livelihood activities;
- are generally less well-resourced than commercial-scale farmers;
- are usually considered as part of the informal economy (may not be registered, tend to be excluded from aspects of labour legislation, have limited records);
- may be men or women;
- may depend on family labour, but may hire significant numbers of workers;
- are often vulnerable in supply chains.

*ETI smallholder guidelines: recommendations for working with smallholders, 2005*

**Temporary worker:** Temporary worker is employed on a contract for a specified period of time. In most cases when this contract expires there is no obligation for the employee to provide further employment.

**Threatened or Endangered Species:** Species of flora and fauna indicated as threatened or endangered in applicable laws as well as by the International Union for Conservation of Nature and Natural Resources' IUCN Red List of Threatened Species™ (<http://www.iucnredlist.org/>).

**Trade union organisation:** There are two kinds of trade union organisations - those that have workers as members and those that have trade unions as members. This term is used to refer to both kinds of organisations. The first kind of organisation usually has as its main purpose representation of employees including collective bargaining with employers and is most often organised on a national basis by industry or sector. Sometimes these organisations are organised by occupation or by enterprise instead of by industry or sector. The other kind of organisation groups trade unions. Where this is done at the national level they are referred to as national trade union centres (the Trade Union Congress is the national trade union centre for the UK). At the international level, the Global Union Federations are industry or occupation-specific organisations whose membership is made up of national trade unions that represent workers in that industry or occupation in different countries. Finally, there are international organisations which have national trade union centres and GUFs as affiliates. These include the International Confederation of Free Trade Unions (ICFTU), the European Trade Union Confederation (ETUC) and the Trade Union Advisory Committee to the OECD (TUAC).

**Transgenic Organism:** A genetically modified organism (GMO) or genetically engineered organism (GEO), whose genetic material has been altered using genetic engineering techniques. These techniques are generally known as recombinant DNA technology. With this technology, DNA molecules from different sources are combined into one molecule to create a new set of genes. The DNA is then transferred into an organism, giving it modified or novel traits.

**Waste:** Material, solid, liquid or gas that is unwanted and/or unvalued and discarded or discharged

Waste is divided between:

- Residual unsorted waste: Remaining waste material once activities to re-use, recycle and compost have been undertaken.
- Recyclable waste: materials include glass, paper, metal, textiles, electronics (cell phones, computers) and certain plastics.
- Biodegradable waste: organisms from plants or animals.
- Industrial waste: Solid, semi-solid, liquid or gaseous, unwanted or residual materials (not including hazardous or biodegradable wastes) produced from an industrial operation or agricultural activity.
- Hazardous waste: solid, liquid or gaseous by-product of industrial processes that if improperly managed may pose substantial hazard to public health and the environment. Examples include solvents and cleaning fluids, unused agricultural chemicals and many industrial wastes.
- Wastewater: Water that carries wastes from homes, businesses, and industries; a mixture of water and dissolved or suspended solids.
- Sewage: Liquid waste matter, usually containing human excrement.
- Animal by-products: biodegradable waste consisting of animal carcasses, parts of animal carcasses, products of animal origin which are not intended for human consumption, includes catering waste (all waste food restaurants, catering facilities, central kitchens, slaughterhouses and household kitchens).
- Radioactive waste: material that contains or is contaminated with radionuclides at concentrations greater than those established as "exempt" by the competent authorities.
- Gaseous waste: by opposition to liquid or solid waste.
- Other:
  - o Inert waste: construction and demolition waste, gravel, sand, and stone.
  - o Medical waste: biologic waste (such as blood or body tissue) and bedding, bandages, syringes, etc., removed from medical facilities.
  - o Composite waste: waste clothing, Tetra Packs, waste plastics such as toys.

**Waste collection:** Collection and transport of waste to the place of treatment or discharge by municipal services or similar institutions, or by public or private corporations, specialized enterprises or general government.

**Waste facility:** Waste facility refers to place where the waste is stored on your site before going for disposal, e.g. waste containers, septic tank, on-site landfill, etc.

**Waste disposal:** Waste elimination techniques comprising landfills, containment, underground disposal, dumping at sea and all other disposal methods.

**Water storage facility:** A site, building or structure use for the storage of water, e.g. aboveground water storage tanks, elevated tanks, covered reservoirs.

**Water shortage:** Water stress occurs when the demand for water exceeds the available amount during a certain period or when poor quality restricts its use.

**World Health Organisation Toxicity Class I and II products:** Hazardous technical grade active ingredients in pesticides as classified by the World Health Organisation. The hazard referred to is the acute risk to health (that is, the risk of single or multiple exposures over a relatively short period of time) that might be encountered accidentally by any person handling the product in accordance with the directions for handling by the manufacturer or in accordance with the rules laid down for storage and transportation by competent international bodies. Class I chemicals are categorised as 'Extremely' (Class IA) or 'Highly' (Class IB) hazardous and Class II chemicals are classified as 'Moderately' hazardous. For the full list of chemicals and their classifications please refer to: [http://www.who.int/ipcs/publications/pesticides\\_hazard\\_rev\\_3.pdf](http://www.who.int/ipcs/publications/pesticides_hazard_rev_3.pdf)

**Workers organisations/ committee:** This refers to trade unions or worker organisations / committees that meet with management to discuss workplace issues with management on behalf of workers.

**Workplace:** All places where workers need to be or to go by reason of their work and which are under the direct or indirect control of the employer. *ILO Occupational Safety and Health Convention, 1981 (No155)*.

**Young worker:** A worker over the age of a child (*please refer to Child definition*) and under the age of 18.

## Appendix 2- List of Prohibited Pesticides

Active Ingredient	Use type
2, 4,5-T (2,3,4,5 trichlorophenoxyacetic acid) and its salts and esters	Herbicide
2,4,5-TCP (potassium 2,4,5- trichlorophenate)	Herbicide
Acephate	Insecticide
Alachlor	Herbicide
Aldicarb	Insecticide, Nematicide
Aldrin	Insecticide
Alpha HCH (alpha-hexachlorocyclohexane)	Insecticide
Amitraz	Acaricide, Insecticide
Arsenic compounds (EPA: arsenic trioxide; calcium, copper, lead and sodium arsenate; sodium arsenite)	Fungicide, Insecticide, Rodenticide, Herbicide
Atrazine	Herbicide
beta HCH (beta-hexachlorocyclohexane)	Insecticide
Binapacryl	Herbicide
Bis butenylene tetrahydro furfural 2,3,4,5-Bis(2-butylene)tetrahydro-2-furaldehyde	Insect Repellent
Bromoxynil	Herbicide
Butylate	Herbicides
Cadmium compounds	Fungicide
Cadusafos (ebufos)	Nematicide, Insecticide
Camphechlor (Toxaphene )	Insecticide
Captafol	Fungicide, Acaricide
Carbaryl	Insecticide, Nematicide, Plant growth regulator
Carbofuran	Insecticide, Nematicide
Carbon tetrachloride	Fumigant
Carbosulfan	Insecticide
Chloranil	Fungicide
Chlordane	Insecticide
Chlordecone (kepone)	Insecticide
Chlordimeform	Insecticide, Acaricide
Chlorfenapyr	Insecticide
Chlorobenzilate	Insecticide
Chloromethoxypropylmercuric-acetate (CPMA)	-
Chlozolinate	Fungicide
Cyhalothrin (but not lambda isomers of cyhalothrin)	Insecticide
Daminozide (alar)	Plant growth regulator
DBCP	Nematicide
DDT	Insecticide

Di (phenylmercury) dodeceny succinate (PMDS)	Microbiocide, Fungicide
Dicofol containing less than 78% p,p*-Dicofol or 1g/kg of DDT and DDT related compounds	Insecticide, Acaricide
Dieldrin	Insecticide
dimethenamid	Herbicide
Dinoseb, its accelerate and salts	Herbicide, Defoliant
Dinoterb	Herbicide
DNOC (dinitro-ortho-cresol) and its salt (ammonium, potassium, sodium)	Fungicide, impurity, herbicide, microbiocide
Dustable powers formulation containing a combinaison of : benomyl at or above 7%, carbofuran at or above 10%, Thiram at or above 5% (PIC: 15%)	Fungicide
Endosulfan	Insecticide, Acaricide
Endrin	Insecticide, Avicide
EPN	Insecticide, Acaricide
Ethyl hexyleneglycol	Insect Repellent
Ethylene dibromide (1,2-dibromoethane)	Insecticide, Mitocide, Nematicide
Ethylene dichloride (1,2- dichloroethane)	Fumigant, Insecticide
Ethylene oxide (oxirane)	Fumigant
Fenthion	Insecticide
Fentin acetate	fungicides
Fentin hyfoxide	fungicides
Fenvalerate	Insecticide
Ferbam	fungicide
Fluoroacetamide	Rodenticide, Insecticide
Haloxyfop-R	Herbicide
Heptachlor	Insecticide
Hexachlorobenzene (HCB)	Insecticide
Hexachlorocyclohexane	Insecticide
Leptophos	Insecticide
Lindane (gamma-HCH)	Insecticide
Malathion	Insecticide, Acaricide
Maleic hydrazide and its salts, other than choline, potassium and sodium salts; maleic hydrazide containing more than 1 mg/kg of free hydrazide expressed in the basis of the acid equivalent	Plant Growth Regulator
Mercury compounds (including mercuric oxide, mercurous chloride (calomel), phenylmercury acetate (PMA), phenylmercuric oleate (PMO) other inorganic mercury compounds: alkyl mercury, alkoxyalkyl and aryl mercury compounds)	Fungicide
Methamidophos	Insecticide, Breakdown product
Methyl parathion (parathion methyl)	Insecticide, Acaricide
Mevinphos	Insecticide, Acaricide
Mirex	Insecticide

Monocrotophos	Insecticide, Acaricide
Monolinuron	Herbicide
Monuron	Herbicide
Nitrofen	Herbicide
Nonylphenol ethoxylate	Adjuvant, Plant Growth Regulator, Adjuvant, Soap/Surfactant
OMPA (octamethylpyrophosphoramidate)	Insecticide
Oxydemeton-methyl	Insecticide
Paraquat	herbicide
Parathion	Insecticide, Acaricide
Pentachlorobenzene (PCB)	-
Pentachloronitrobenzene (quintozene)	Fungicide
Pentachlorophenol and its compounds	Insecticide, Herbicide, Fungicide
Permethrin	Insecticide
Phosalone	Insecticide
Phosphamidon	Insecticide
Polychlorinated biphenyls PCB (except mono and dichlorinated)	-
Propham	Herbicide, Plant Growth Regulator
Pyrazophos	Fungicide
Pyriminil	-
Safrole	-
Silvex	Herbicide, Plant Growth Regulator
Simazine	Herbicide
TDE	Insecticide, Breakdown product
Tecnazene	Fungicide, Plant Growth Regulator
Terpene polychlorinates (strobane)	Insecticide
Thallium sulphate	Rodenticide
Thiodicarb	Insecticide
Toxaphene (Camphechlor)	Insecticide
Triazophos	Insecticide, Acaricide, Nematicide
Tributyltin compounds	Antifoulant, microbiocide, fungicide
Trichlorfon	Insecticide
Vinyl chloride	Fumigant
Zineb	Fungicide