



JACOBS DOUWE EGBERTS

RESPONSIBLE COFFEE SOURCING PRINCIPLES

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OUR COMMITMENT TO RESPONSIBLE SOURCING

JDE is a subsidiary of JDE Peet's, the world's leading pure-play coffee and tea company, headquartered in the Netherlands. For more than 265 years, JDE has been inspired by the belief that it's amazing what can happen over a cup of coffee. Today, JDE unleashes the possibilities of coffee and tea in more than 100 countries, through a portfolio of over 50 brands including L'OR, Jacobs, Senseo, Tassimo, Douwe Egberts, OldTown, Super, Pickwick and Moccona.

Coffee is our primary raw material. We source approximately 8% of the world's green coffee. However, coffee is grown in countries that face significant socio-economic and environmental challenges. Through, Common Grounds – Sourcing for Better – we aim to address these challenges.

Many smallholder farmers are not part of formal cooperatives and are currently beyond the reach of sustainability certification. Moreover, many sustainability challenges are complex and go beyond what an individual producer or cooperative can address. These challenges require systemic change and take multiple years to solve. Accordingly, we believe that the best way to improve coffee & tea sustainability is to drive continuous improvement through partnerships among farmers, cooperatives, exporters, traders, roasters, civil society, and governments.

JDE Peet's works with stakeholders to identify the most important social and environmental issues wherever we source our coffee & tea. We then address those issues through collaborative action and open, direct communication with our suppliers. After identifying the local priorities, we work in partnership with our suppliers, NGOs and governments to address the challenges faced by smallholders.



WORKING TOWARDS 100% RESPONSIBLY SOURCED GREEN COFFEE BY 2025

Responsibly sourced green coffee is covered by an independent sustainability verification or certification scheme. Our responsible sourcing program is based on two approaches which reflect the diversity of farmer situations:

- Acknowledging the efforts of the most advanced farmers, through certification programmes;
- Supporting small scale farmers on their journey towards sustainable practices through our farmer programmes on the ground.

Through, Common Grounds – Sourcing for Better – we aim towards sourcing 100% of our green coffee and tea through these two approaches to create a better future where farmers are prosperous, and nature thrives. To further support sustainable production of our raw materials, we commit to sourcing all our coffee in accordance with our Common Grounds coffee sourcing principles. These principles are built around three thematic areas developed with the commitment and expertise of a diverse set of partners to strengthen the sustainability of our coffee supply chain and improve the livelihoods of smallholder farmers.

		
 SUSTAINABILITY OF LAND Sustainable agricultural methods that contribute to protecting the natural environment and biodiversity and to addressing climate change.	 EQUALITY OF PEOPLE Responsible supplier labour practices that improve working conditions and promote equal opportunities as well as supplier diversity, in particular addressing the needs of women, children and youth.	 PROSPERITY OF FARMERS Building the capabilities that are needed to make farming economically viable and that improve farmer livelihoods.
 Climate Change  Soil  Water	 Gender and Youth Inclusivity  Child Labour  Working Conditions	 Farm Management  Yield Improvement  Income Diversification

IMPLEMENTATION

Our innovative and inclusive “**assess, address and progress**” approach enables us to map our supply chains, identify risks, directly engage to support farmers and nature and lastly to monitor and evaluate progress against sustainability metrics that we communicate and share for learning and continuous improvement.

Through independent country risk assessments and regular supplier self-assessments, we actively engage suppliers to ensure alignment with our sourcing principles and to work to address the key sustainability challenges. Improvement projects are identified and selected through this risk assessment process in which suppliers provide information on specific social, environmental, and economic issues in their geography, and action plans related to the Responsible Sourcing focus areas.

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

OUR SOURCING PRINCIPLES

SUSTAINABILITY OF LAND

Sustainable coffee production and responsible land use practices are critical to address the global challenges of climate change and biodiversity loss. The challenges are geographically specific and require a participatory approach designed to address the issues locally at farm level right up to the landscape. It is important that (smallholder) farmers continue to receive quality support and training to further strengthen their environmental resilience while benefitting from innovation, technology and best practices that ultimately empower them with the skills and resources needed for the future of sustainable coffee production.

TOPIC	AMBITION	GUIDANCE ON EXPECTED SUPPLIER ENGAGEMENT
1. Soil		
1.1 Soil fertility management	Coffee (smallholder) farmers properly manage their soils.	<i>Where needed, suppliers provide training to (smallholder) farmers on implementing soil fertility management measures i.e. increasing soil organic matter, soil erosion prevention, on-farm nutrient recycling and soil moisture conservation, while also monitoring and recording the use of (chemical and organic) fertilizer.</i>
2. Water		
2.1 Buffer zones	Coffee (smallholder) farmers maintain a pesticide and fertilizer non-application zone or (riparian) buffer zone [best practice is more than 5 meters], surrounding all areas of human activity or aquatic and terrestrial ecosystems, to avoid contamination.	<i>Where needed, suppliers provide training to (smallholder) farmers in their supply chain on the importance of buffer zones and protecting water sources, restoration, monitoring, natural weeding, (chemical) fertilizer use.</i>
2.2 Water use efficiency	Farmers and processing units monitor the extraction of water. Existing and new irrigation and water distribution systems lead to optimized crop productivity while minimizing the strain on water resources, erosion and salinization. Irrigation practices are not threatening local water security.	<i>Where needed, suppliers provide training to (smallholder) farmers and processing units in their supply chain on applicable laws for the withdrawal of surface and groundwater for coffee production, domestic and/or processing purposes. Rainwater harvesting methods are in place.</i>
2.3 Wastewater and water quality treatment at processing units	Wastewater is not discharged into aquatic ecosystems or drainage systems unless it has undergone treatment to remove particulates and toxins, and to reduce acidity. Clean and contaminated water is separated, when possible and applicable, water is reduced/ reused/ recycled during the wet processing. Central mills and mills in estates quantify the amount of water used for processing operations. Water Quality is monitored before discharged.	<i>Suppliers record and monitor which of their (or their suppliers') mills treat wastewater and monitor the quality (at least on BOD, suspended solids, grease & oils, and pH) and quantity of the water they use. Where needed, suppliers provide training on waste water treatment, measures to eliminate the discharge of untreated sewage into aquatic ecosystems and promote the reduction/ reuse/ recycling of water.</i>

3. Climate and Nature

3.1 Greenhouse gases (GHG) emission reductions	The main GHG emission sources of the coffee supply chain in cultivation and processing operations are tracked and steps are taken to reduce it. For large-scale farms and processing units, energy is used efficiently and comes from renewable sources.	<i>Suppliers calculate and monitor GHG emissions for their coffee supply chain. For large scale farms and processing units, energy use and sources are measured and documented. Where needed, suppliers provide training to (smallholder) farmers in their supply chain on the benefits of GHG reduction practices, renewable energy use and energy.</i>
3.2 Climate smart agriculture	(Smallholder) Farmers are able to adapt their production practices to changing climate conditions.	<i>Where needed, suppliers keep records of climate change risks and the impacts on coffee production and provide training on climate smart agriculture to (smallholder) farmers in their supply chain.</i>
CRITICAL 3.3 Forests and High Conservation Value Areas (HCVs)	Forests or other natural ecosystems on (smallholder) farms are protected from conversion or degradation whether legal or not, after 2014. No deforestation or conversion to agriculture, other non-forest land use or conversion to tree plantations.	<i>Suppliers record and monitor the location of farmers and of protected forests and HCVs. Preferably this is done via GPS points or polygons, so that this data can be used to monitor that land use conversion of natural ecosystems on farms is not happening any more or is addressed appropriately. Where needed suppliers provide training on biodiversity conservation to (smallholder) farmers.</i>
3.4 Natural vegetation and on-farm biodiversity	Forests and other natural ecosystems on the farms are effectively protected and restored and natural vegetation on the farm is maintained and enhanced. This contributes to avoiding degradation of natural habitats, and helps to prevent the extinction of threatened species (flora and fauna). Biodiversity (and functional biodiversity) is protected and enhanced.	<i>Where needed, suppliers provide training to (smallholder) farmers in their supply chain on Good Agricultural Practices including conservation and management of on-farm natural vegetation and natural ecosystems. Where applicable suppliers monitor what farmers are doing to manage coffee agroforestry systems e.g. shade coverage, wind breaks, vegetative barriers.</i>
3.5 Protected areas	Coffee production or processing does not occur in protected areas or their adjacent designated (buffer) zones. ¹	<i>Suppliers know where protected areas and buffer zones are (GPS points or polygons) and that their coffee production or processing does not occur in those areas and zones or is conducted in compliance with laws and regulations.</i>

¹ Except where it complies with applicable law and management plans for these areas, as defined by the relevant authorities.

EQUALITY OF PEOPLE

There is no place in the JDE supply chain and further upstream at farms for human rights abuses such as (gender) discrimination, forced labour, child labour, or all forms of workplace harassment and violence, including sexual harassment and violence. We require suppliers to commit to compliance with all applicable laws and to respect internationally recognised human rights standards.

However, we acknowledge the high risk of certain labour violations within the coffee supply chain. We therefore require suppliers to ensure that smallholders and producer groups they work with commit to continuous improvement, put a rigorous risk assessment and mitigation system in place, and take immediate action (e.g., by alerting the responsible local authorities) on any known cases of discrimination, forced labour, child labour, and workplace harassment and violence. Whatever measures are taken should not contribute to further risk or harm of the affected persons.

TOPIC	AMBITION	GUIDANCE ON EXPECTED SUPPLIER ENGAGEMENT
4. Gender and youth inclusivity		
4.1 Youth inclusion	The participation of young farmers is promoted in training, service provision and employment, group membership and in group decision making.	<i>Suppliers' internal management systems promote and monitor youth inclusion. Where needed suppliers provide training to (smallholder) farmers in their supply chain on youth inclusion including on topics related to coffee production, service provision, promoting youth to participate in group membership and decision making.</i>
4.2 Gender equality	Gender equality is respected and promoted.	<i>Suppliers' internal management systems promote and monitor gender equality and they have appointed a responsible person or committee for the implementation, monitoring and evaluation of measures that promote gender equality and women empowerment.</i>
5. Child labour		
CRITICAL	5.1 Child labour	Worst forms of child labour and (hazardous) work by underaged children is eradicated.
		<i>Suppliers ensure that risk assessment and mitigation systems are in place throughout their supply chain, and immediate action on any known cases of child labour is taken. Where needed suppliers provide training on child labour mitigation and remediation.</i>
6. Working conditions		
CRITICAL	6.1 Forced labour	There is no forced labour.
		<i>Suppliers ensure that risk assessment and mitigation systems are in place throughout their supply chain, and immediate action on any known cases of forced labour is taken. Where needed suppliers provide training on forced labour mitigation and remediation.</i>
	6.2 Workers rights and duties	Workers are aware of their rights and duties, and these are adhered to by their employer.
		<ul style="list-style-type: none"> <i>Workers have access to information regarding workers' individual rights and duties, reflected in their employment contracts or verbal agreements</i> <i>Workers can freely establish and join workers' organizations, both internal (such as workers' representations) and external (such as trade unions) and take part in collective bargaining on working conditions. Employers provide training on social dialogue and workers' rights, and for grievances procedures.</i>

		<ul style="list-style-type: none"> Workers are regularly paid at least the minimum national wage, the minimum regional wage, or the wage agreed upon by a collective bargaining agreement, whichever is higher. Wages increase over time to decrease the gap with the living wage. Employers keep records of paid wages and track applicable minimum wages paid to workers in their supply chain. Workers and their families are provided with accommodation on-farm or near processing facilities have safe, clean and decent living quarters taking into account local conditions.
6.3 Safe working environment	Workers have a safe working environment.	<p>Suppliers' internal management systems identify, assess and address that workers in processing units and on (smallholder) farms (where applicable):</p> <ul style="list-style-type: none"> Are provided a safe working environment, including protection against fire and dangerous machinery. Adequate steps are taken to prevent work related injuries. Employers have risk assessment and mitigation systems are in place and provide training on safe and hygienic working conditions. Receive first aid and emergency health care for treatment of work-related injuries. Employers monitor and address work-related injuries and cover costs if not covered by other programs or services. Have convenient access to safe drinking water. Where needed, suppliers provide training to (smallholder) farmers in their supply chain on potable water treatments through boiling, filtering or chlorinating and on the prevention of water contamination.
6.4 Agrochemical handling	Agrochemicals are handled in a cautious and responsible manner.	<p>Where needed, suppliers' internal management systems identify, assess and address that applicators:</p> <ul style="list-style-type: none"> Receive training on responsible handling of agrochemicals and the use of the Personal Protective Equipment (PPE); Are provided with appropriate Personal Protective Equipment (PPE) and costs are covered if not covered by other programs or services; Use Personal Protective Equipment (PPE); Are not under 18 years, nor pregnant or breastfeeding women; Collect empty agrochemicals containers. If not possible, they are not burnt or re-used for any purposes, but they are rinsed 3 times with water and perforated; Store agrochemicals safe and secure (no access to children, and away from harvested product and other food products); Take into account the instructions on the label and Material Safety Data Sheet (follow prescribed re-entry times, considering the prescribed dosage, period of application, intervals of application and pre-harvest intervals).

PROSPERITY OF FARMERS

Many smallholder farmers earn low incomes, driven by a combination of low farm productivity and small farm size. JDE aims to increase the productivity, profitability, and sustainability of smallholders in the supply chain by improving their capacity to adopt Good Agricultural Practices (GAP), providing business and financial training, increasing access to critical inputs and cost-efficient services. In the long term, increasing yields and diversifying sources of income will lead to increased incomes at household levels, which in turn, will contribute to greater investments to improve livelihoods, such as investment in education that spurs off-farm employment and eases pressure on land resources.

TOPIC	AMBITION	GUIDANCE ON EXPECTED SUPPLIER ENGAGEMENT
7. Farm management		
7.1 Farm and household economics	(Smallholder) Farmers know their cost of production and generated income and see their farm as a business.	<ul style="list-style-type: none"> Suppliers monitor and record coffee volumes bought and sold through their supply chain, cash premium and farm gate prices paid to (smallholder) farmers. Suppliers monitor farmer's net household incomes, on-farm and off-farm (on a representative sample basis) and map against the living income benchmark (where available) Where needed, suppliers provide training to (smallholder) farmers in their supply chain on practices and investments, to diversify farm production and their household income sources; suppliers provide training on record-keeping to improve their financial management, such as household budgeting and investing. Enabling (smallholder) farmers to: Monitor and keep records on costs of production, including hired labor, and other household income sources.
7.2 Trading relationships	(Smallholder) Farmers have beneficial relationships with their supply chain partners.	Suppliers build long term commercial relationships with selected, motivated farmers/farmer groups and whenever applicable provide premiums to reward quality coffee from farmers/farmer groups. Where needed, suppliers facilitate satisfactory access to key production inputs, such as plantlets, fertilizer and agrochemicals, and services, such as credit, market information, training, for (smallholder) farmers signing long-term contracts.
8. Yield improvement		
8.1 Good Agricultural Practices (GAP)	(Smallholder) Farmers apply Good Agricultural Practices.	Where needed, suppliers provide training to (smallholder) farmers in their supply chain on implementing Good Agricultural Practices such as soil & water conservation; climate smart agriculture practices; greenhouse gases reduction practices; forest and ecosystem protection practices; Integrated Pest Management; diversification; shading tree maintenance; good planting and pruning methodologies; integrated farming (food crops/livestock) systems; renovation and rehabilitation; intercropping; coffee specific practices (or other practices)
8.2 Harvest and post-harvest practices	(Smallholder) Farmers apply good harvest and post-harvest practices that optimizes quality and quantity.	Where needed, suppliers provide training to (smallholder) farmers in their supply chain on harvest and post-harvest practices, (e.g. harvesting at the right time and interval to optimize quality, harvesting without minimizing damages to the plant for future production, and fermentation (and other post-harvest) activities undertaken under hygienic conditions to avoid microbial contamination, and with

respect to maximum residue levels set by known destination countries of the coffee.

8.3 Integrated Pest Management

(Smallholder) farmers apply Integrated Pest Management

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

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

And which is updated annually.

CRITICAL

8.4 Banned pesticides

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

Where needed, suppliers provide training to (smallholder) farmers in their supply chain on proper pesticides use. Suppliers make available a list of Highly Hazardous Pesticides (HHP)².

9. Income diversification

9.1 Income diversification

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

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

² E.g. the Rainforest Alliance Prohibited List is consistent with Article 7.5 of the FAO Code of Conduct, which relates to the prohibition of substances that, based on risk assessment, pose unacceptable risks after risk mitigation and marketing measures have been considered. The list is based on the Montreal Protocol, Rotterdam Convention, Stockholm Convention, WHO (Class Ia or Ib), and GHS (carcinogenicity 1A/1B, mutagenicity 1A/1B, reproductive toxicity 1A/1B).

CAPACITY AND TRANSPARENCY

TOPIC	AMBITION	GUIDANCE ON EXPECTED SUPPLIER ENGAGEMENT
C.1 Supplier management capacities	Suppliers have an internal management system in place for their operations that is sufficient to verify if and to what extent the JDE Responsible Coffee Sourcing Principles are met.	<p><i>Suppliers' internal management system includes:</i></p> <ol style="list-style-type: none"> <i>i. a responsible person or team to manage assessment, reporting against the Responsible Coffee Sourcing Principles</i> <i>ii. the implementation of the action plan</i> <i>iii. written procedures on the assessment against these Responsible Coffee Sourcing Principles</i> <i>iv. record keeping of relevant documentation.</i>
C.2 Sourcing transparency	Suppliers know from which (smallholder) farmers they buy their coffee from (directly or indirectly).	<i>Suppliers have mapped GPS coordinates/polygons of the (smallholder) farmers and the production plots and keep an updated registry of all their suppliers and (smallholder) farmers.</i>

DEFINITIONS

TERM	DEFINITION
Agrochemical	Any substance, or a mixture of substances of chemical or biological ingredients, that humans use to help in the management of an agricultural ecosystem. It includes, among others, fertilizers, liming and acidifying agents, soil conditioners, pesticides, and herbicides
Buffer zone/ riparian buffer zone	<p>An area of permanent vegetation adjacent to an aquatic ecosystem where crops and livestock are not present. For example, the Rainforest Alliance width parameters for riparian buffers are as follows:</p> <p><i>Minimum widths of restored areas (riparian buffers) adjacent to aquatic ecosystems (watercourse width is defined as the width of the normal flow during the rainy season but not during flood conditions) are:</i></p> <ul style="list-style-type: none"> • 5 m horizontal width along both sides of water courses between 1-5 m wide; • 8 m horizontal width along both sides of water courses 5-10 m wide, and around springs, wetlands, and other water bodies; • 15 m horizontal width along both sides of rivers >10 m wide.

Child labour

Work that deprives children of their dignity, their potential, and their childhood. This includes:

- The worst forms of child labour include all forms of slavery or practices similar to slavery, such as the sale and trafficking of children, debt bondage and serfdom and forced or compulsory labour, including forced or compulsory recruitment of children for use in armed conflict; the use, procuring or offering of a child for prostitution, for the production of pornography or pornographic performances, the use, procuring or offering of a child for other illicit activities.
- Work conducted by children under 15 years for the farm, group, or group members. In case national law has set the minimum work age at 14 years (or an age higher than 15), this age applies.
- Work conducted by children under 18 years, for the farm, group, or group members that may harm their physical, mental, or moral well-being, because of the nature of the work and/or the number of working hours. This includes but not limited to, carrying heavy loads, or work in dangerous locations, in unhealthy situations, at night, or with hazardous substances or equipment.

Exceptions:

1. **Light work:** Children in the age of 13-14 years may perform light work, provided that the work is not harmful to their health and development, does not interfere with their schooling or training, is under the supervision of an adult, and does not exceed 14 hours a week. In case national law has set the light work ages at 12-13 years, these ages apply.
2. **Family labour:** Farming activities done by children living on small-scale family farms that consist of light, age-appropriate duties that give them an opportunity to develop skills, does not classify as child labour provided that the activities are not harmful to their health and development, do not interfere with schooling and leisure time, and are under the supervision of an adult.³

Degradation	The significant direct or indirect disturbance of a natural ecosystem caused by human activity, such as the establishment of crops and the extraction of forest products for construction, energy, food or other purposes. Degradation includes the reduction in the density, structure, species composition, or productivity of vegetation cover of a natural ecosystem.
Discrimination	To discriminate in employment and occupation is to treat people differently on the basis of race, colour, or sex, among other reasons, irrespective of their capabilities of the job.
Efficiency	Using less good (energy, water) to provide the same service.
Employment contract	Written agreement between the farm management or group administrator and the worker that covers: job description, working hours, pay rate, overtime regulation, benefits and deductions, annual paid vacation leave, protection from loss of pay in the case of illness, disability or accident, and the notice period for contract termination.
Fertilizer	Any organic or inorganic material of natural or synthetic origin (other than liming materials) that is added to a soil to supply one or more plant nutrients essential to the growth of plants.

³ ILO Conventions 138, 182, and 189

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 herself or himself voluntarily.

A person is classified as being in forced labour if they are engaged in work that is involuntary (without the free and informed consent of the worker) and is exacted through threats, penalties, or some form of coercion.

Forms of involuntariness can include, but are not limited to:

- Unpaid or extremely low-paid work;
- Changes to working conditions (employer, wages, nature of work, conditions/ hazards/ exposures, time period) without the worker's consent;
- Degrading working or living conditions imposed by employer or recruiter;
- Involuntary prison labour;
- Involuntary and excessive overtime; and
- Limited freedom to terminate the work contract or agreement.

Forms of coercion can include, but are not limited to:

- Physical or sexual violence;
- Physical confinement;
- Restrictions on movement or communication;
- Fines or other financial penalties;
- Deprivation of food, water, toilets, sleep, or other basic needs;
- Isolation;
- Forced use of drugs or alcohol;
- Debt bondage or manipulation of debt;
- Withholding or delay of wages or other benefits;
- Retention of identity or other important documents; and
- Threats of dismissal, deportation, legal action, or reporting to authorities.

If a worker has paid a recruitment fee, this is an indicator that he/she may be in forced labour.⁴

Forest

Land spanning more than 0.5 hectares with trees higher than 5 meters and a canopy cover of more than 10 percent, or trees able to reach these thresholds in situ. It does not include land that is predominantly under agricultural or urban land use.

HCV (High Conservation Value)

HCVs are biological, ecological, social or cultural values which are considered outstandingly significant or critically important, at the national, regional or global level. See www.hcvnetwork.org

⁴ ILO Convention 29 & International Labour Office, *Revised Draft Guidelines Concerning the Measurement of Forced Labour*, <https://www.ilo.org/wcmsp5/groups/public/---dgreports/---stat/documents/meetingdocument/wcms647379.pdf>

Integrated Pest Management

The careful consideration of all available pest control techniques and subsequent integration of appropriate measures that discourage the development of pest populations, as well as keep pesticides and other interventions to levels that are economically justified and reduce or minimize risks to human health and the environment. IPM emphasizes the growth of healthy crops and cattle with the least possible disruption to agro-ecosystems and encourages natural pest control mechanisms. Application of pesticides is based on monitoring of disease or pest infestations.

Integrated Pest Management basically consists of the following elements:

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

Natural vegetation	Vegetation made up predominantly of native or locally adapted species, resembling in species composition and structure the vegetation that occurs or would occur in the absence of human interference. Natural vegetation may be managed (or, in the case of restoration, established) to incorporate a minority component of exotic species if these are beneficial for regenerating the land, adapting the ecosystem to current or future climates, and/or enhancing biodiversity. If invasive species are present, natural vegetation is managed to reduce their presence.
Pesticides	Insecticides, fungicides, herbicides, disinfectants, and any other substances or mixture of substances intended for preventing, destroying, or controlling any pest or disease, including unwanted species of plants or animals causing harm during or otherwise interfering with the production, processing, storage, transport, or marketing of food or agricultural commodities. The term includes substances intended for use as a plant growth regulator, defoliant, desiccant, or agent for thinning fruit or preventing the premature fall of fruit, and substances applied to crops either before or after harvest to protect the commodity from deterioration during storage and transport.
Polygon (GPS)	A geographic feature that encloses a geographic area, e.g. the outer boundaries of a farm unit. Such polygons can be mapped and coded with essential data about the farm (referred to as attributes), such as farm ID, farm area (hectares), production area, crop and owner.
Pre-harvest intervals	The time between the last pesticide application and the permitted harvest of the treated crops or in the treated area.
Processing Units	All actors that process the harvest until green coffee is made: wet mill, dry mill, hulling station.
Production	The operations undertaken to supply agricultural products in the state in which they occur on the farm. This includes planting, crop maintenance, and harvest operations.
Protected areas	A clearly defined geographical space, recognized, dedicated and managed, through legal or other effective means, to achieve the long-term conservation of nature with associated ecosystem services and cultural values. Examples include national parks, wilderness areas, community conserved areas, and nature reserves.
Re-entry times	The time between when a pesticide is applied to an area, and when it is safe to go back into the area where it was applied, without protective equipment.
Safe drinking water	Water that is of such quality that it can be consumed by humans without risk of immediate or long-term harm.

Upstream suppliers	All actors between you and the coffee farmer (producer), e.g. cooperatives, agents, processing units, exporters, traders or other intermediaries, roasters.
Worker	A person who performs work on a farm or a processing unit. This definition includes all types of workers such as permanent, temporary, migrant, transitory, family and piece workers.
Wage	Deductions from wages for in-kind benefits are in accordance with applicable law or collective bargaining agreements and information about this pay rate is transparent and available for all workers. In those countries where the minimum wage is not adjusted yearly, it is adjusted yearly for inflation based on the national inflation rate.

DOCUMENT HISTORY

VERSION	EFFECTIVE DATE	CHANGES WITH RESPECT TO PREVIOUS VERSION
1.0	01 November 2019	Initial version
2.0	01 October 2021	<ul style="list-style-type: none"> • Revised the introductory sections ‘Our Commitment to Responsible Sourcing’, ‘Working Towards 100% Sourced Coffee by 2025’ and ‘Implementation’ • The following Sourcing Principles have been amended: <ul style="list-style-type: none"> ○ 3.1 Greenhouse gas emission reductions ○ 3.3 Forests and High Conservation Value Areas (HCVs) ○ 3.4 Natural vegetation and on-farm biodiversity ○ 7.1 Farm and household economics ○ 8.1 Good Agricultural Practices (GAP)
2.1	01 February 2023	<ul style="list-style-type: none"> • Revised the introductory sections ‘Our Commitment to Responsible Sourcing’, ‘Working Towards 100% Sourced Coffee by 2025’ and ‘Implementation’ • Renamed Focus Area 3 Climate Change to “Climate and Nature” • Labelled 4 Topics as “Critical”