



JACOBS DOUWE EGBERTS

# SUPPLIER SELF-ASSESSMENT FORM (SAF) OVERVIEW

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## OBJECTIVE

JDE is partnering with [SupplyShift](#) to map our journey towards 100% responsibly sourced coffee by 2025. This detailed Supplier Self-Assessment Form is based on the [JDE Responsible Coffee Sourcing Principles](#) and is part of our due diligence and supplier engagement tool which is embedded in the SupplyShift platform. Here you will find this PDF version of the assessment form for your internal reference. Please note that all the Supplier Self Assessments will need to be completed on the SupplyShift platform – where each supplier will receive their unique login and access to the platform.

## WORKING TOWARDS 100% RESPONSIBLY SOURCED COFFEE BY 2025

Coffee is grown in countries that face significant socio-economic and environmental challenges. 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.

In addition to buying certified/verified coffee, we commit to sourcing all our coffee in accordance with our Common Grounds coffee sourcing principles. These principles are built around three thematic areas to strengthen the sustainability of our coffee supply chain and improve the livelihoods of smallholder farmers.

 <p><b>SUSTAINABILITY OF LAND</b> Sustainable agricultural methods that contribute to protecting the natural environment and biodiversity and to addressing climate change.</p> <ul style="list-style-type: none"><li>Climate Change</li><li>Soil</li><li>Water</li></ul>	 <p><b>EQUALITY OF PEOPLE</b> 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.</p> <ul style="list-style-type: none"><li>Gender and Youth Inclusivity</li><li>Child Labour</li><li>Working Conditions</li></ul>	 <p><b>PROSPERITY OF FARMERS</b> Building the capabilities that are needed to make farming economically viable and that improve farmer livelihoods.</p> <ul style="list-style-type: none"><li>Farm Management</li><li>Yield Improvement</li><li>Income Diversification</li></ul>
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## GENERAL QUESTIONS

61A COUNTRY	Which country are you responding for?
61B REGION	What are the main coffee producing regions within the country you source from? Please select all applicable regions. If not available in the regional list, please indicate the names of your (more specific) sourcing regions in the comment box. Such as provinces/districts.
61C DISTRICT	What are the main coffee producing districts within the country you source from? Please select all applicable districts. <u>(Only Laos, Vietnam, China)</u>
62 SUSTAINABLE SOURCING POLICY	Do you have a sustainable sourcing policy/code of conduct? Please upload your supplier policy/ code of conduct if you have any. What is the scope of your supplier policy/ code of conduct? If you don't have a supplier policy/code of conduct, what are your plans to have one? Please specify in comment box
63 SOURCING/ SUSTAINABILITY PROGRAM	Do you have a sourcing/ sustainability program active in the regions applicable to this SAF? What are the main coffee producing region(s) within the country you source from via your sourcing/ sustainability program? Please select all applicable regions. If not available in the regional list, please indicate the names of your (more specific) sourcing regions in the comment box. Such as provinces/districts. What are the main coffee producing districts within the country you source from? Please select all applicable districts. <u>(Only Laos, Vietnam, China)</u> How much volume (MT) is sold to JDE via this sourcing/sustainability program (for this SAF reporting period)?
64 SUPPLIER POLICY ALIGNMENT	What is your supplier policy / code of conduct based on? What types of systems and activities does your supplier policy/ code of conduct cover? How is your policy verified/ audited? How do you ensure compliance of your policy/ code of conduct? If your policy covers key topics on coffee production, which of the below Common Grounds principles do you or your upstream suppliers monitor? Indicate for each selected Common Grounds principle at which level monitoring takes place
65 SUPPLIER INVESTMENT IN SUSTAINABILITY ISSUES	Is this the first time for your company to fill out a SAF? You identified these three priority issues in your 2019 SAF Which of these priority issues as identified in SAF 2019 are you currently addressing? In which coffee producing regions are you addressing these issues? Please select all applicable regions. If not available in the regional list, please indicate the names of your (more specific) sourcing regions in the comment box. Such as provinces/districts. In which coffee producing districts are you addressing these issues? Please select all applicable districts <u>(only Laos, Vietnam and China)</u> Please indicate per issue (as identified in SAF 2019) in what way you are addressing this priority issue If you have a supply chain specific project on these priority issues, how is this project organized and funded? For each priority issue, explain how your investment is leading to improved practices. Please specify for each issue in comment box Since 2019, have you identified priority issues that you have decided to address? <i>NOTE for suppliers part of SAF 2019: here we mean any issues addressed OTHER than the issues indicated in SAF 2019</i> <hr/> Please select the Common Grounds issue(s) currently addressed. <i>NOTE for suppliers part of SAF 2019: here we mean any issues addressed OTHER than the issues indicated in SAF 2019</i> <hr/> Please indicate per issue in what way you are addressing this priority issue <i>NOTE for suppliers part of SAF 2019: here we mean any issues addressed OTHER than the issues indicated in SAF 2019</i> <hr/> If you have a supply chain specific project on these priority issues, how is this project organized and funded? <i>NOTE for suppliers part of SAF 2019: here we mean any issues addressed OTHER than the issues indicated in SAF 2019</i> <hr/> For each priority issue, explain how your investment is leading to improved practices. Please specify for each issue in comment box. <i>NOTE for suppliers part of SAF 2019: here we mean any issues addressed OTHER than the issues indicated in SAF 2019</i>

# PILLAR 1: SUSTAINABILITY OF LAND

## 1.1 SOIL FERTILITY MANAGEMENT

### 'Coffee (smallholder) farmers properly manage their soils'.

**Alignment question:** Please select the statements that most closely describe your current practices with respect to soil fertility management?

We or our upstream suppliers provide training to (smallholder) farmers on soil fertility management	
We or our upstream suppliers provide technical assistance on soil fertility management	
We or our upstream suppliers monitor and record the use of (chemical and organic) fertilizer	
We or our upstream suppliers monitor and record if farmers use soil analyses or professional advice to determine fertilizer needs	
We or our upstream suppliers monitor and record if farmers optimize soil organic matter	
We or our upstream suppliers monitor and record if farmers implement soil erosion prevention measures	
We or our upstream suppliers monitor and record if farmers implement on-farm nutrient recycling	
We or our upstream suppliers monitor and record if farmers implement soil moisture conservation measures	
We or our upstream suppliers provide inputs to (smallholder) farmers	
We or our upstream suppliers also implement other practices (please specify in comment box)	
We don't know/ We don't monitor this topic	

**Risk question 1:** Please select the statement that best describes the level of knowledge on how soils are managed in the region(s) you source your coffee from

Over 75% farmers do not know how to manage their soils, organic matter is decreasing, soil erosion is commonplace, and nutrients are wasted	
Some farmers (25-50 %) know how to manage their soils in an effective way	
Most farmers (50-75%) know how to manage their soils in an effective way	
Almost all farmers (over 75%) know how to manage their soils in an effective way	

**Risk question 2:** Please select the statement that best describes the current practices in the region(s) you source your coffee from

Over 75% farmers don't implement soil fertility management practices	
Some farmers (25-50%) implement soil fertility management practices	
Most farmers (50-75%) implement soil fertility management practices in an effective way and partly implement measures such as: <i>optimize soil organic matter; optimize the use of (chemical) fertilizers ; implement on-farm nutrient recycling; soil moisture conservation measures; contour planting; interplanting/cover crops; check dams/drainage channel; soil fertility monitoring; integrated livestock (or other practices)</i>	
Almost all farmers (over 75%) implement soil fertility management practices in an effective way and mostly implement measures such as: <i>optimize soil organic matter; optimize the use of (chemical) fertilizers ; implement on-farm nutrient recycling; soil moisture conservation measures; contour planting; interplanting/cover crops; check dams/drainage channel; soil fertility monitoring; integrated livestock (or other practices)</i>	

## 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.'

**Alignment question:** Please select the statements that most closely describe your current practices with respect to buffer zones:

We or our upstream suppliers provide training to (smallholder) farmers specifically on buffer zones such as: <i>importance of buffer zones and protecting water sources, restoration, monitoring, natural weeding, (chemical) fertilizer use</i>	
We or our upstream suppliers monitor that farmers maintain a non-application (buffer) zone	
We or our upstream suppliers monitor that farmers maintain a non-application (buffer) zone surrounding all	

areas of human activity or aquatic and terrestrial ecosystems	
We or our upstream suppliers also implement other practices (please specify in comment box)	
We don't know/ We don't monitor this topic	

**Risk question** When looking at the region(s) you source your coffee from, how likely is it that farmers maintain a pesticide and fertilizer non-application zone or buffer zone?

Very unlikely	
Unlikely	
Likely	
Very likely	

## 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.’**

**Alignment question:** Please select the statements that most closely describe your current practices with respect to water use efficiency:

We or our upstream suppliers provide training to (smallholder) farmers on optimized used of water	
We or our upstream suppliers provide training to coffee processing units on optimized used of water	
In training events, we or our upstream suppliers cover local legislation on the withdrawal of surface and groundwater for coffee production, domestic and/or processing purposes	
We or our upstream suppliers monitor the extraction of water by farmers	
We or our upstream suppliers monitor the extraction of water in coffee processing units	
We or our upstream suppliers monitor to what extent rainwater harvesting methods are in place	
We or our upstream suppliers also implement other practices (please specify in comment box)	
We don't know/ We don't monitor this topic	

**Risk question** Please select the statement that best describes the current situation in the region(s) you source your coffee from:

Water is scarce throughout the year	
Water is becoming less available	
Water availability is an issue in the dry season	
Water is available throughout the year	

## 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 discharge.’**

**Alignment question:** Please select the statements that most closely describe your current practices with respect to wastewater and water quality treatment at processing units:

We or our upstream suppliers only do dry processing in our supply chain	
We or our upstream suppliers monitor practices with respect to wastewater and water quality treatment at ON-FARM processing units	
We or our upstream suppliers provide training to coffee processing units on waste water treatment	
We or our upstream suppliers provide technical assistance on wastewater treatment systems	
We or our upstream suppliers routinely record and monitor the (waste) water quality	
We or our upstream suppliers record and monitor where and how wastewater is treated at ON-FARM processing units	

We or our upstream suppliers record and monitor where and how clean water and contaminated water are separated	
We or our upstream suppliers record and monitor where and how water is reduced/ reused/ recycled	
We or our upstream suppliers also implement other practices (please specify in comment box)	
We don't know/ We don't monitor this topic	

**Risk question** When looking at the region(s) you source from, how likely is it that at processing units wastewater has been treated and is of good quality before it's being discharged into aquatic ecosystems or drainage systems?

Very unlikely	
Unlikely	
Likely	
Very likely	

### 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'.**

**Alignment question 1:** Please select the statements that most closely describe your current practices with respect to GHG (see tooltip for main emissions sources included in GHG footprint calculation):

We calculate the total GHG footprint for our coffee supply chain via globally recognized methodologies such as ISO 14064/GHG Protocol Standard/Cool Farm Tool to report on greenhouse gas emissions	
We calculate some components of the GHG footprint, but don't calculate a total GHG footprint	
We estimate the GHG footprint for our coffee supply chain, but don't perform calculations	
We set targets, identify and implement strategies/plans to reduce emissions	
We or our upstream suppliers provide training to farmers on GHG reduction	
We or our upstream suppliers also implement other practices (please specify in comment box)	
We don't know/ We don't measure or monitor this topic	

**Risk question 1** Given the practices in your supply chain, please select the answer that best categorizes the GHG footprint reduction you are targeting over the next 5 years:

2-5%	
5-10%	
10-20%	
20-30%	

**Risk question 2** When looking at the region(s) you source from, how likely is it that farmers are aware of their GHG footprint, and take steps to reduce it?

Very unlikely	
Unlikely	
Likely	
Very likely	

**Alignment question 2:** Please select the statements that most closely describe your current practices with respect to energy usage:

We monitor energy used in processing (large scale on-farm or centralized processing)	
We monitor energy used in farming or irrigation (only applicable for large scale farms in select countries)	
We have identified our energy consumption hotspots	
We develop an energy efficiency improvement plan	
We implement energy efficiency measures in processing	
We or our upstream suppliers provide training to processors / large scale farms about energy efficiency in processing	
We or our upstream suppliers provide training to farmers on energy efficiency in farming or irrigation	
We or our upstream suppliers also implement other practices (please specify in comment box)	
We don't know/ We don't measure or monitor this topic	

**Risk question 3** When looking at the region(s) you source from, how likely is it that farmers use energy efficiently?

Very unlikely	
Unlikely	
Likely	
Very likely	

**Risk question 4** When looking at the region(s) you source from, how likely is it that farmers use renewable energy?

Very unlikely	
Unlikely	
Likely	
Very likely	

### 3.2 CLIMATE SMART AGRICULTURE

**'(Smallholder) farmers are able to adapt their production practices to changing climate conditions.'**

**Alignment question:** Please select the statements that most closely describe your current practices with respect to climate smart agriculture:

We or our upstream suppliers provide training on climate smart agriculture to (smallholder) farmers such as: soil & water conservation measures: vegetation cover, shade trees, renovation etc	
We keep records of climate change risks and the potential impacts of climate change on coffee production	
We or our upstream suppliers organize farmer field days/provide technical assistance on best practices to mitigate climate change and associated risk reduction	

We or our upstream suppliers also implement other practices (please specify in comment box)	
We don't know/ We don't monitor this topic	

**Risk question** Please select the statement that best describes the current situation in the region(s) you source your coffee from:

Climate change seems to have a negative impact on coffee production and farmers are not able to adapt quickly enough.	
Climate change seems to have a negative impact on coffee production, but farmers are able to adapt to changing climate conditions	
Climate change seems to have a positive impact on coffee production and farmers seem to benefit from it.	
We do not see climate change having a negative impact on coffee production (yet)	

### 3.3 FORESTS AND HIGH CONSERVATION VALUE AREAS

**‘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.’**

**Alignment question:** Please select the statements that most closely describe your current practices with respect to forests and High Conservation Value Areas

We or our upstream suppliers provide training on biodiversity conservation to (smallholder) farmers	
We or our upstream suppliers organize farmer field days/ provide technical assistance on the protection of forests and High Conservation Value areas	
We or our upstream suppliers record and monitor where farmers are located in relation to forests and High Conservation Value areas	
We or our upstream suppliers digitally record and monitor where farmers are located in relation to forests and High Conservation Value Areas via GPS points, enabling to identify and record risks	
We or our upstream suppliers digitally record and monitor where farmers are located in relation to forests and High Conservation Value Areas via GPS polygons, enabling to identify and record risks	

We or our upstream suppliers keep track of the governments’ monitoring activities on farmers obeying ‘biodiversity conservation’ laws	
We or our upstream suppliers also implement other practices (please specify in comment box)	
We don't know/ We don't monitor this topic	

**Risk question** When looking at the region(s) you source your coffee from, how likely is it that farmers have converted High Conservation Value Areas to agricultural production or other land uses since January 1st 2014?

Very likely	
Likely	
Unlikely	
Very unlikely	

### 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’.**

**Alignment question:** Please select the statements that most closely describe your current practices with respect to natural vegetation and on-farm biodiversity

We or our upstream suppliers provide training to (smallholder) farmers on conservation and management of on-farm natural vegetation and natural ecosystems (as part of GAP, including intercropping and shade trees)	
We or our upstream suppliers organize farmer field days/ provide technical assistance on natural vegetation and on-farm biodiversity	
We provide shade trees	
We or our upstream suppliers monitor what our suppliers do on non-conversion/preservation of existing natural ecosystems (if they exist), to enhance biodiversity	
We or our upstream suppliers monitor what our suppliers do to maintain other natural vegetation on coffee farms (such as windbreaks, vegetative barriers).	
We or our upstream suppliers monitor what our suppliers do to manage coffee agroforestry systems (such as	

optimizing shade coverage) in order to optimize biodiversity and productivity outcomes.	
We or our upstream suppliers monitor what our suppliers do on restoration and reforestation	
We or our upstream suppliers also implement other practices (please specify in comment box)	
We don't know/ We don't monitor this topic	

**Risk question** When looking at the region(s) you source your coffee from, how likely is it that farmers contribute to preservation of natural vegetation and on-farm biodiversity

Very unlikely	
Unlikely	
Likely	
Very likely	

### 3.5 PROTECTED AREAS

**‘Coffee production or processing does not occur in protected areas or their adjacent designated (buffer) zones’.**

*Alignment question: Please select the statements that most closely describe your current practices with respect to protected areas*

We or our upstream suppliers digitally track our farms, protected areas and buffer zones via GPS points	
We or our upstream suppliers digitally track our farms, protected areas and buffer zones via GPS polygons	
We or our upstream suppliers yearly report that coffee production or processing does not occur in protected areas and adjacent (buffer) zones	
We or our upstream suppliers also implement other practices (please specify in comment box)	
We don't know/ We don't monitor this topic	

*Risk question When looking at the region(s) you source your coffee from, how likely is it that coffee is produced or processed outside of protected areas or their designated buffer zones*

Very unlikely	
Unlikely	
Likely	
Very likely	

## PILLAR 2: EQUALITY OF PEOPLE

### 4.1 YOUTH INCLUSION

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

*Alignment question Please select the statements that most closely describe your current practices with respect to youth inclusion:*

We or our upstream suppliers provide training to (smallholder) farmers on youth inclusion	
We or our upstream suppliers provide training/technical assistance to youth on topics related to coffee production	
We or our upstream suppliers organize farmer field days/provide technical assistance to families (stimulating youth participation) to identify sustainable policies and practices	
We or our upstream suppliers organize “innovation activities” as a way to promote entrepreneurship projects for the youth	
We or our upstream suppliers promote youth to work in service provision and other relevant jobs	
We or our upstream suppliers promote youth to participate in group membership and group decision making	
We or our upstream suppliers monitor youth participation in our internal management systems.	
We or our upstream suppliers also implement other practices (please specify in comment box)	
We don't know/ We don't monitor this topic	

*Risk question When looking at the region(s) you source your coffee from, how likely is it that participation of young farmers is promoted*

Very unlikely	
Unlikely	
Likely	
Very likely	

## 4.2 GENDER EQUALITY

### ‘Gender equality is respected and promoted.’

**Alignment question** Please select the statements that most closely describe your current practices with respect to gender equality:

We or our upstream suppliers provide training to (smallholder) farmers/within our supply chain on gender equality	
We or our upstream suppliers provide technical assistance to women on topics related to coffee production	
We or our upstream suppliers promote gender equality within our Internal Management Systems / sustainability program	
We or our upstream suppliers have a dedicated person or committee for the implementation of gender equality	
We or our upstream suppliers implement/ monitor measures and approaches that promote gender equality and women empowerment (such as a gender study)	
We or our upstream suppliers also implement other practices (please specify in comment box)	
We don't know/ We don't monitor this topic	

**Risk question** Please select the statement that best describes the situation in the region(s) you source your coffee from, with respect to gender equality:

Women mostly do not have equal rights, responsibilities, and opportunities	
Women sometimes do not have equal rights, responsibilities, and opportunities	
Women partially have equal rights, responsibilities, and opportunities	
Women have equal rights, responsibilities, and opportunities	

## 5.1 CHILD LABOUR

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

**Alignment question:** Please select the statements that most closely describe your current practices with respect to child labour:

We or our upstream suppliers are aware that child labour is an issue in the area we source from	
We or our upstream suppliers are aware that child labour is an issue in our supply chain and are challenged with as how to address this	
We or our upstream suppliers provide training on child labour mitigation and remediation within our supply chain	
Our upstream suppliers need to be in compliance with our policies around child labour, compliance with our policies is monitored	
Throughout our supply chain we or our upstream suppliers have risk assessment and mitigation systems in place for child labour	
We or our upstream suppliers have remediation activities included in the Internal Management Systems	
We or our upstream suppliers are working with an existing national or regional framework to mitigate and remediate child labour in the supply chain	
We or our upstream suppliers also implement other practices (please specify in comment box)	
We don't know/ We don't monitor this topic	

**Risk question** How likely is it that children are deprived of schooling or perform hazardous labour or other forms of child labour? Please select the statement that most closely describes the situation in the country's coffee producing region(s):

Children are deprived of school because their families migrate due to coffee related activities	
Children below minimum age (12/13 years) are involved in under-age child labour (not on their family farm) (for example migrating alongside their parents for seasonal labour)	
Children (younger than 14/15) are working more than 14 hours a week on their parents' farm, possibly resulting in children missing school at least a few weeks/more per year	
We don't see child labour in the region we source from. Children may work occasionally on their parents' farm on weekends/ school holidays performing light work/ regular work (non-hazardous activities)	
Other (please specify in comment box)	

## 6.1 FORCED LABOUR

### ‘There is no forced labour.’

**Alignment question** Please select the statements that most closely describe your current practices with respect to Forced Labour:

We or our upstream suppliers are aware that forced labour is an issue in the area we source from	
We or our upstream suppliers are aware that forced labour is an issue in our supply chain and are challenged with as how to address this	
We or our upstream suppliers provide training on forced labour mitigation and remediation within our supply chain	
Our upstream suppliers need to be in compliance with our policies around forced labour, compliance with our policies is monitored	
We or our upstream suppliers need to be in compliance with national regulations around forced labour	
Throughout our supply chain we or our upstream suppliers have risk assessment and mitigation systems in place for forced labour	
We or our upstream suppliers have remediation activities included in the Internal Management Systems	
We or our upstream suppliers also implement other practices (please specify in comment box)	
We don't know/ We don't monitor this topic	

**Risk question** When looking at the region(s) you source your coffee from, how likely is it that forced labour happens? Please select the statement that most closely describes the situation in the country's coffee producing region(s):

Workers are subject to debt bondage where they are forced to work for in order to pay off their own debts or those they have inherited	
Workers cannot leave their workplaces and/or living quarters provided by the employer/recruiter. Identity or travel documents, salary/money or other assets of workers are retained by the employer/recruiter	
Farms use labour recruiters who operate informally (not as registered businesses) and/or workers pay labour recruiters fees or costs during recruitment	
We don't see forced labour in the region we source from	
Other (please specify in comment box)	

## 6.2 WORKERS RIGHTS AND DUTIES

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

**Alignment question** Please select the statements that most closely describe your current practices with respect to workers' rights and duties:

Employers provide training on social dialogue and workers' rights, and for grievance procedures	
Our upstream suppliers need to be in compliance with our policies around workers' rights and duties, compliance with our policies is monitored	
Workers have written employment contracts	
Workers have access to information regarding workers' individual rights and duties, reflected in their employment contracts or verbal agreements	
Workers can freely establish and join workers' organizations, both internal (such as workers' representations) and external (such as trade unions)	
Workers can take part in collective bargaining on working conditions	
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 living wage	
Employers keep records of paid wages and track applicable minimum wages paid to workers. Wages are not miscalculated	
Workers and their families that are provided with accommodation on-farms or near processing facilities have safe, clean and decent living quarters taking into account local conditions	

We or our upstream suppliers also implement other practices (please specify in comment box)	
We don't know/ We don't monitor this topic	

**Risk question 1** When looking at the region(s) you source your coffee from, how likely is it that workers are fully aware of their rights and duties and that their employers adhere to those rights and duties including the right of collective bargaining?

Very unlikely	
Unlikely	
Likely	
Very likely	

**Risk question 2** Please select the statement that best describes the situation in the region(s) you source from, with respect to workers' rights and duties (wages):

Most workers are paid less than the minimum wage	
Many workers work without written contracts	
Most workers are paid the minimum wage or more.	
All workers are paid the minimum wage or more. Wages increase over time to decrease the gap with living wage	

**Risk question 3** Please select the statement that best describes the situation in the region(s) you source from, with respect to workers' rights and duties (living conditions):

We don't have insights in the living conditions of workers	
Where accommodation is/ living quarters are provided, these are not necessarily safe, clean or decent	
Workers and their family are responsible for their own accommodation	
Where accommodation is/ living quarters are provided, these are most likely safe, clean and decent	

### 6.3 SAFE WORKING ENVIRONMENT

**'Workers have a safe working environment.'**

**Alignment question** Please select the statements that most closely describe your current practices with respect to safe working environment:

We or our upstream suppliers provide training on safe and hygienic working conditions.	
We or our upstream suppliers provide training to (smallholder) farmers on potable water treatments through boiling, filtering or chlorinating and on the prevention of water contamination.	
We or our upstream suppliers provide workers a safe working environment, including protection against fire and dangerous machinery.	
We or our upstream suppliers have risk assessment and mitigation systems in place	
We or our upstream suppliers have guidelines in place to prevent work related injuries.	
We or our upstream suppliers provide workers first aid and emergency health care for treatment of work-related injuries.	
We or our upstream suppliers monitor work-related injuries and cover costs if not covered by other programs or services.	
We or our upstream suppliers provide workers convenient access to safe drinking water.	
We or our upstream suppliers also implement other practices (please specify in comment box)	
We don't know/ We don't monitor this topic	

**Risk question** When looking at the region(s) you source your coffee from, how likely is it that workers have a safe working environment?

Very unlikely	
Unlikely	
Likely	
Very likely	

### 6.4 AGROCHEMICAL HANDLING

**'Agrochemicals are handled in a cautious and responsible manner.'**

**Alignment question 1** Please select the statements that most closely describe your current practices with respect to agrochemical handling:

We or our upstream suppliers provide training on responsible handling of agrochemicals and the use of the Personal Protective Equipment (PPE)	
We or our upstream suppliers provide technical assistance on agrochemical handling	
We or our upstream suppliers provide appropriate Personal Protective Equipment and cover costs if not covered by other programs or services	
There is a collection system in place for empty agrochemical containers	

Agrochemicals are stored safe and secure (no access to children, and away from harvested product and other food products)	
We or our upstream suppliers also implement other practices (please specify in comment box)	
We don't know/ We don't monitor this topic	

**Alignment question 2** Please select the statements that most closely describe your current practices with respect to agrochemical handling by workers:

Workers/ farmers handling agrochemicals use Personal Protective Equipment (PPE)	
Workers/ farmers handling agrochemicals are not under 18 years, nor pregnant or breastfeeding women	
Workers/ farmers 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)	
We or our upstream suppliers also implement other practices (please specify in comment box)	
We don't know/ We don't monitor this topic	

**Risk question 1** When looking at the region(s) you source your coffee from, how likely is it that agrochemicals are handled in the right way?

Very unlikely	
Unlikely	
Likely	
Very likely	

**Risk question 2** You did not indicate that there is a collection system in place. What happens to the empty containers?

We don't know what happens to the empty containers OR most empty containers are discarded or dumped	
Most empty containers are burnt	
Most empty containers are recycled or re-used for other purposes but not for food or drinking water	
Most empty containers are cut or perforated to prevent other uses	

## PILLAR 3: PROSPERITY OF FARMERS

### 7.1 FARM AND HOUSEHOLD ECONOMICS

**'(Smallholder) Farmers know their cost of production and generated income, and see their farm as a business.'**

**Alignment question** Please select the statements that most closely describe your current practices with respect to farm and household economics:

We or our upstream suppliers mainly source our coffee from estates (> 95%)	
We or our upstream suppliers provide training to (smallholder) farmers on proper recordkeeping to improve their financial management, such as household budgeting and investing.	
We or our upstream suppliers provide training to (smallholder) farmers on practices and investments, to diversify farm production and their household income sources	
We or our upstream suppliers monitor and record coffee volumes bought and sold, cash premium and farm gate prices paid to (smallholder) farmers	
We or our upstream 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)	
We or our upstream suppliers also implement other practices (please specify in comment box)	
We don't know/ We don't monitor this topic	

**Risk question** When looking at the region(s) you source your coffee from, how likely is it that coffee farmers know their cost of production and generated income?

More than 75% coffee farmers are not sufficiently aware of their farm and household economics	
Some coffee farmers (25-50%) are sufficiently aware of their farm and household economics	
Most coffee farmers (50-75%) are aware of their farm and household economics: of coffee costs of production, including hired labour	
Almost all coffee farmers (more than 75%) see their farm as a business. They monitor and keep records on costs of production, including hired labour, and other household income sources	

## 7.2 TRADING RELATIONSHIPS

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

**Alignment question** Please select the statements that most closely describe your current practices with respect to trading relationships:

We or our upstream suppliers build long term commercial relationships with selected, motivated farmers/farmer groups	
We or our upstream suppliers provide technical assistance on access to markets, such as market requirements	
We or our upstream suppliers facilitate access to key production inputs, such as plantlets, fertilizer and agrochemicals to (smallholder) farmers	
We or our upstream suppliers facilitate access to services, such as credit (provide credits), soil tests, market information to (smallholder) farmers	
We or our upstream suppliers provide premiums to reward quality coffee from farmers' groups	
We or our upstream suppliers set up initiatives with farmers around agro-inputs/services.	
We or our upstream suppliers also implement other practices (please specify in comment box)	
We don't know/ We don't monitor this topic	

**Risk question 1** When looking at the region(s) you source your coffee from, how likely is it that suppliers facilitate access to key production inputs, such as plantlets, fertilizer and agrochemicals?

Very unlikely	
Unlikely	
Likely	
Very likely	

**Risk question 2** When looking at the region(s) you source your coffee from, how likely is it that suppliers facilitate access to services, such as credit and market information?

Very unlikely	
Unlikely	
Likely	
Very likely	

## 8.1 GOOD AGRICULTURAL PRACTICES

### '(Smallholder) farmers apply Good Agricultural Practices (GAP).'

**Alignment question** Please select the statements that most closely describe your current practices with respect to Good Agricultural Practices:

We or our upstream suppliers provide training to (smallholder) farmers on implementing Good Agricultural Practices (GAP) such as: <i>soil &amp; 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)</i>	
We or our upstream suppliers provide technical assistance on Good Agricultural Practices (GAP)	
We or our upstream suppliers participate in knowledge sharing events with other coffee value chain actors	
We monitor and record which Good Agricultural Practices (GAP) (smallholder) farmers implement	
We or our upstream suppliers also implement other practices (please specify in comment box)	
We don't know/ we don't monitor this topic	

**Risk question** Please select the statement that best describes the current practices in the region you source your coffee from:

Over 75% farmers don't implement Good Agricultural Practices (GAP)	
Some farmers (25-50%) implement Good Agricultural Practices (GAP)	
Most farmers (50-75%) implement Good Agricultural Practices (GAP) in an effective way and partly implement measures such as: <i>soil &amp; 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)</i>	
Almost all farmers (over 75%) implement Good Agricultural Practices (GAP) in an effective way and mostly implement measures such as: <i>soil &amp; 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)</i>	

## 8.2 HARVEST AND POST-HARVEST PRACTICES

**‘(Smallholder) farmers apply good harvest and post-harvest practices that optimises quality and quantity.’**

**Alignment question** Please select the statements that most closely describe your current practices with respect to harvest and post-harvest practices:

We or our upstream suppliers provide training to (smallholder) farmers 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 activities undertaken under hygienic conditions to avoid microbial contamination)	
We or our upstream suppliers provide technical assistance on harvest and post-harvest practices	
We monitor which harvest and post-harvest practices (smallholder) farmers use	
We provide equipment to improve post-harvest practices	
We or our upstream supplier monitor the application of maximum residue levels as set by known destination countries of the coffee	
We or our upstream suppliers also implement other practices (please specify in comment box)	
We don't know/ we don't monitor this topic	

**Risk question** Please select the statement that best describes the situation in the region(s) you source your coffee from, with respect to harvest and post-harvest practices:

Over 75% farmers don't implement harvest and post-harvest practices	
Some farmers (25-50%) implement harvest and post-harvest practices	
Most farmers (50-75%) implement harvest and post-harvest practices in an effective way and partly implement measures such as: <i>harvesting at the right time and interval; harvesting without minimizing damages to the plant for future production and fermentation (speciality); coffee processing; coffee quality (control); cleaning, drying and storing, roasting and grinding, sorting and packing. post-harvest activities undertaken under hygienic conditions (or other practices)</i>	
Almost all farmers (over 75%) implement harvest and post-harvest practices in an effective way and mostly implement measures such as: <i>harvesting at the right time and interval; harvesting without minimizing damages to the plant for future production and fermentation (speciality); coffee processing; coffee quality (control); cleaning, drying and storing, roasting and grinding, sorting and packing. post-harvest activities undertaken under hygienic conditions (or other practices)</i>	

## 8.3 INTEGRATED PEST MANAGEMENT

**‘(Smallholder) farmers apply Integrated Pest Management.’**

**Alignment question** Please select the statements that most closely describe your current practices with respect to Integrated Pest Management:

We or our upstream suppliers provide training to (smallholder) farmers on Integrated Pest Management	
We monitor which Integrated Pest Management practices farmers apply	
We or our upstream suppliers annually update the strategy based on pest monitoring, implemented Integrated Pest Management actions and agrochemicals application records (date, location and incidence)	
We or our upstream suppliers advise farmers to optimize their Integrated Pest Management practices based on our monitoring	
We or our upstream suppliers also implement other practices (please specify in comment box)	
We don't know/ We don't monitor this topic	

**Risk question** Please select the statement that best describes the situation in the region(s) you source your coffee from, with respect to Integrated Pest Management:

Over 75% farmers in the area don't apply Integrated Pest Management	
Some farmers (25-50%) in the area apply Integrated Pest Management	
Most farmers (50-75%) in the area apply Integrated Pest Management in an effective way and partly implement measures such as: <i>conducting regular visual examinations of the coffee to detect pests and/or diseases; use traps, repellents, and natural pesticides; maintain written record of pest infestation, treatments, and results; plant or preserve species that repel pests of the coffee; monitoring of weeds, pests, diseases and natural enemies; use of non-chemical control methods (biological, cultural, mechanical); pesticides are targeted to the impacted areas (spot application) (or other practices)</i>	
Almost all farmers (over 75% in the area apply Integrated Pest Management in an effective way and mostly implement measures such as: <i>conducting regular visual examinations of the coffee to detect pests and/or diseases; use traps, repellents, and natural pesticides; maintain written record of pest infestation, treatments, and results; plant or preserve species that repel pests of the coffee; monitoring of weeds, pests, diseases and natural enemies; use of non-chemical control methods (biological, cultural, mechanical) ; pesticides are rotated to reduce resistance; applications are targeted to the impacted areas (spot application) (or other practices)</i>	

## 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.'**

**Alignment question** Please select the statements that most closely describe your current practices with respect to Banned Pesticides:

We or our upstream suppliers provide training to (smallholder) farmers on proper pesticides use	
We or our upstream suppliers conduct demo plots/ provide technical assistance to (smallholder) farmers on proper pesticides use	
Suppliers make available a list of Highly Hazardous Pesticides (see tooltip)	
We or our upstream suppliers also implement other practices (please specify in comment box)	
We don't know/ We don't monitor this topic	

**Risk question** When looking at the region(s) you source your coffee from, how likely is it that banned pesticides are not used on farms?

Very unlikely	
Unlikely	
Likely	
Very likely	

## 9.1 INCOME DIVERSIFICATION

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

**Alignment question** Please select the statements that most closely describe your current practices with respect to income diversification:

We or our upstream suppliers mainly source our coffee from estates (> 95%)	
We or our upstream suppliers provide training to (smallholder) farmers on diversifying on-farm/off-farm activities and other household income sources	
We or our upstream suppliers organize farmer field days/ provide technical assistance to (smallholder) farmers on diversifying on-farm/off-farm activities and other household income sources	
We implement income diversification projects	
We or our upstream suppliers also implement other practices (please specify in comment box)	
We don't know/ we don't monitor this topic	

**Risk question** Please state the average percentage of net income that comes from coffee production

76-100%	
51-75%	
26-50%	
0-25%	

# CAPACITY AND TRANSPARENCY

## 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.'**

Please select the statements that most closely describe your current practices with respect to supplier management capacities:

Our suppliers don't have internal management systems
Our suppliers' internal management systems have an assigned responsible person or team
Our suppliers' internal management systems assess and report against the JDE Responsible Coffee Sourcing Principles
Our suppliers' internal management systems have written procedures on the assessment against the JDE Responsible Coffee Sourcing Principles
Our suppliers' internal management systems keep records of relevant documentation (Please state the names of the internal management systems you and/ or your suppliers use (if you know them) in the comment box)
Our suppliers have a clear action plan
Our suppliers' internal management systems report on the implementation of the action plan
We or our upstream suppliers also implement other practices (please specify in comment box)
We don't know/ We don't monitor this topic

## SOURCING TRANSPARENCY

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

Please select the statements that most closely describe your current practices with respect to sourcing transparency:

We have a partially up-to-date registry of our suppliers and (smallholder) farmers
We have an up-to-date registry of our suppliers and (smallholder) farmers
We have mapped the GPS coordinates of our (smallholder) farmers
We have mapped the GPS polygons of the production plots of our (smallholder) farmers
We developed (digital) traceability systems
We or our upstream suppliers also implement other practices (please specify in comment box)
We don't know/ We don't monitor this topic

Please select the types of suppliers you buy from:

International trader / trade house
Local trader/ exporter
Local agent (collector/ middlemen)
Coop/ farmer organisation/ producer organisation
Directly from farmers
Unknown

Please select the percentage of coffee you buy from each type of supplier:

% International trader / trade house
% Local trader/ exporter
% Local agent (collector/ middlemen)
% Coop/ farmer organisation/ producer organisation
% Directly from farmers
% Unknown