



FEFAC

FEFAC SOY SOURCING GUIDELINES

Version 1.0 – 11 August 2015

Principles, essential criteria (blue)
and desired criteria (light blue).

PRINCIPLE 1: Legal compliance

<i>Criterion 1.1</i> The producer is aware of the applicable laws and applicable laws are being complied with.	Degree of criticality
1. Awareness of responsibilities according to applicable laws can be demonstrated.	Immediately
2. Applicable laws are being complied with.	Immediately

PRINCIPLE 2: Responsible working conditions

<i>Criterion 2.1</i> Child labour, forced labour, discrimination and harassment are not engaged in or supported.	Degree of criticality
3. No forced, compulsory, bonded, trafficked or otherwise involuntary labour is used in any stage of production.	Immediately
4. Children under 15 (or a higher age as established in national law) do not carry out productive work. Young workers (15-18) must not undertake hazardous work that jeopardizes their health and welfare.	Immediately
5. There is no engagement in, support for, or tolerance of any form of discrimination.	Immediately
6. Workers are not subject to corporal punishment, mental or physical oppression or coercion, verbal or physical abuse, sexual harassment or any kind of intimidation.	Immediately
7. No workers of any type are required to lodge their identity papers with anyone, unless required by law.	Immediately
8. The work week shall be set according to local and national laws, shall be consistent with local industry standards, and shall, at maximum, not routinely exceed 48 hours per week (not including overtime).	Immediately
9. Overtime is always voluntary and should be paid in accordance to local and national laws or sector agreements.	Immediately
10. Overtime in excess of 12 hours per week is only allowable if it happens in extraordinary, limited periods where there are time constraints or risks of economic loss and where conditions regarding overtime in excess of 12 hours per week have been agreed between workers and management.	Within one year
11. All workers receive equal remuneration for work of equal value, equal access to training and benefits and equal opportunities for promotion and for filling all available positions.	Immediately

<i>Criterion 2.2</i> A safe and healthy workplace is provided for all workers.	Degree of criticality
12. A safe and healthy workplace is provided for all workers, this includes at least access to safe drinking water, basic sanitary facilities and protective equipment.	Immediately
13. Potentially hazardous tasks are only carried out by capable and competent people, who received training about performing those tasks safely.	Immediately
14. Adequate and appropriate protective equipment and clothing is provided and used in all potentially hazardous operations.	Immediately
15. Medical treatment / first aid shall be provided without delay and first aid kits are present at all permanent sites and in the vicinity of fieldwork.	Immediately
16. Producers and their employees demonstrate an awareness and understanding of health and safety matters. Relevant health and safety risks are identified, procedures are developed to address these risks by employers, and these are monitored.	Within one year
17. There is a system of warnings followed by legally-permitted sanctions for workers that do not apply safety requirements.	Within one year
18. Accident and emergency procedures exist and instructions are clearly understood by all workers.	Within one year

<i>Criterion 2.3</i> There is freedom of association and the right of collective bargaining for all workers.	Degree of criticality
19. There is the right for all workers to establish and / or join an organization of choice.	Immediately
20. All workers have the right to perform collective bargaining.	Immediately
21. The effective functioning of such organizations is not impeded. Representatives are not subject to discrimination and have access to their members in the workplace on request.	Immediately

<i>Criterion 2.4</i> Remuneration at least equal to national legislation and sector agreements is received by all workers directly or indirectly employed on the farm.	Degree of criticality
22. Gross wages comply with national legislation and sector agreements.	Immediately
23. All workers have a written contract in a language they can understand. In those countries where there are no requirements for formal labour agreements between workers and employers, alternative documented evidence of a labour relationship must be present.	Immediately
24. There is monitoring in place of working hours and overtime.	Within one year
25. Deductions from wages for disciplinary purposes are not made, unless legally permitted. Wages paid are recorded by the employer.	Immediately

PRINCIPLE 3: Environmental responsibility

<i>Criterion 3.1</i> The expansion of soy cultivation is responsible.	Degree of criticality
26. The farmer complies with the legislation relevant for the expansion of soy production (e.g. land ownership, biodiversity legislation, forest legislation, land management policies).	Immediately
27. Areas that are assigned as legal reserve, conservation area or otherwise secured by law have to be protected. These areas must be restored to its former state if any alteration has taken place or legally approved compensating actions should be taken.	Immediately
28. No soy is produced on land that is illegally deforested after a certain cut-off date mentioned in national legislation (e.g. 2008 in Brazil, 2008 in USA etc.).	Immediately
29. Important on-farm biodiversity should be maintained and safeguarded through the preservation of native vegetation. There is a map of the farm which shows the native vegetation and there is a plan to protect and recover native vegetation.	Immediately
30. Areas of natural vegetation around bodies of water and on steep slopes and hills and other sensitive parts of the ecosystem must be maintained or restored.	Immediately

<i>Criterion 3.2</i> Production waste is managed responsibly.	Degree of criticality
31. There is adequate storage and disposal of fuel, batteries, tyres, lubricants, sewage and other waste in accordance with national legislation.	Immediately
32. The burning on any part of the property of crop residues, waste, or as part of vegetation clearance is not allowed, unless it is needed for drying crops or obliged by national legislation as a sanitary measure.	Immediately
33. Measures are taken to reduce or recycle waste as much as possible.	Immediately

<i>Criterion 3.3</i> Efforts are made to reduce the use of fossil fuels.	Degree of criticality
34. Use of fossil fuels is monitored.	Within one year
35. Efforts are made to reduce the use of fossil fuels.	Immediately

PRINCIPLE 4: Good agricultural practices

<i>Criterion 4.1</i> The quality and supply of surface and ground water is maintained or improved.	Degree of criticality
36. Good agricultural practices* are implemented to minimize diffuse and localized impacts on surface and ground water quality from chemical residues, fertilizers and erosion or other sources. <small>*for example maintaining a buffer zone around water bodies, treating waste water, precision farming etc.</small>	Immediately

37. Any direct evidence of localized contamination of ground or surface water is reported to, and monitored in collaboration with local authorities.	Immediately
38. When irrigation is used, relevant legislation is being complied with and measures are taken to minimise water use.	Within one year
39. There is monitoring, appropriate to scale, to demonstrate that these practices to protect water quality are effective.	Within one year

Criterion 4.2 Soil quality is maintained or improved and measures are taken to avoid erosion.	Degree of criticality
40. The farmer has knowledge of techniques* to maintain and control soil quality (physical, chemical and biological) and the relevant techniques are implemented. <small>*for example: precision farming, residue management, crop rotation, no tillage, contour tillage, grass, waterways, terraces, nitrogen-fixing plants, green manures and agro-forestry techniques.</small>	Immediately
41. The farmer has knowledge of techniques* to prevent soil erosion and the relevant techniques are implemented. <small>*for example: following contours with operations for soil preparation, using terraces, using cover crops, minimizing tillage and placing wind breaks.</small>	Immediately
42. There is monitoring, appropriate to scale, to demonstrate that the practices to protect soil quality and prevent soil erosion are effective.	Within one year

Criterion 4.3 Agrochemicals listed in the Stockholm and Rotterdam Convention are not used and all application of agrochemicals is in accordance with best practices.	Degree of criticality
43. There is no use of agrochemicals listed in the Stockholm and Rotterdam Conventions.	Immediately
44. The application of agrochemicals (crop protection and fertilizers) is documented. All handling, storage, collection and disposal of agrochemical waste and empty agrochemical containers, is monitored. Use, storage and waste disposal of agrochemicals is in line with the professional recommendations and applicable legislation.	Immediately
45. There is no application of pesticides within 30 meters (or more when as such prescribed in national legislation) of any populated area or water body and all necessary precautions are taken to avoid people entering into recently sprayed areas.	Immediately
46. Agrochemicals shall be applied using methods that minimize harm to human health, wildlife, plant biodiversity, and water and air quality.	Immediately
47. Aerial application of pesticides is carried out in such a way that it does not have an impact on populated areas and water bodies. All aerial application is preceded by advance notification to residents within 500 m (or more when as such prescribed in national legislation) of the planned application. There is no aerial application of pesticides in WHO Class Ia, Ib and II within 500 m (or more when as such prescribed in national legislation) of populated areas or water bodies.	Immediately

<i>Criterion 4.4</i> Negative environmental and health impacts of phytosanitary products are reduced by implementation of systematic, recognized Integrated Crop Management Techniques.		Degree of criticality
48.	Use of phytosanitary products follows legal requirements (or professional recommendations) in the country of origin and measures to prevent resistance should be taken.	Immediately
49.	Systematic measures are planned and implemented to monitor, control and minimize the spread of invasive introduced species and new pests.	Within one year
50.	Appropriate measures are implemented to allow for coexistence of different production systems.	Immediately
51.	A plan for Integrated Crop Management is made and implemented which includes adequate and continuous monitoring of crop health, use of non-chemical and chemical control means and measures to improve crop resilience. The plan should contain targets for reduction of potentially harmful phytosanitary products over time.	Within one year

PRINCIPLE 5: Respect for legal use of land / land rights

<i>Criterion 5.1</i> Legal use rights to the land are clearly defined and demonstrable.		Level of criticality
52.	There is documented evidence of rights to use the land (e.g. ownership document, rental agreement, court order etc.).	Immediately

<i>Criterion 5.2</i> In areas with traditional land users, conflicting land uses are avoided or resolved.		Level of criticality
53.	Where rights have been relinquished by traditional land users there is documented evidence that the affected communities are compensated subject to their free, prior, informed and documented consent.	Immediately
54.	There is no conversion of land where there is an unresolved land use claim by traditional land users under litigation, without the agreement of both parties.	Immediately
55.	In the case of disputed use rights, a comprehensive, participatory and documented community rights assessment is carried out.	Within one year

PRINCIPLE 6: Protection of community relations

<i>Criteria 6.1</i> A mechanism for resolving complaints and grievances is implemented and available to local communities and traditional land users		Level of criticality
56.	Complaints are dealt with in an appropriate manner. Documented evidence of complaints and grievances received is maintained.	Immediately
57.	In case a relevant competent authority requires the farmer to react to a complaint or grievance in a certain way, the farmer will do so in a timely manner.	Immediately

58. The complaint mechanism (e.g. written complaint form, being accessible via email, phone or written post) is transparent has been made known and is available to local communities and traditional land users.	Within one year
Criterion 6.2 Channels are available for communication and dialogue with the local community on topics related to the activities of the soy farming operation and its impacts.	Level of criticality
59. There are communication channels (written sign or website with the following information: email, cell-phone, mailbox) that adequately enable communication between the producer and the community. The communication channels have been made known to the local communities.	Within one year

VERIFICATION

Objective

The objective of the FEAC verification checklist is to be able to check whether different types of soy sustainability schemes and programs meet the verification requirements of the FEAC guidelines.

Definitions

- **Verification system:** procedures that are used together in a system for checking that a product meets the requirements and specifications from the standard or scheme and that it fulfills its intended purpose.
- **1st party verification:** Conformity assessment is performed by the person or organization that provides the product (e.g. the producer or producer organisation). The 1st party reports on its/their compliance with a specific set of criteria or standard.
1st party verification includes:
 - Self-declarations of producers
 - Group auditing of producers (smallholders);
- **2nd party verification:** Conformity assessment is performed by a person or organization that has a user interest in the product (e.g. traders, food manufacturers, retailers) or an interest in reaching a certain public goal (e.g. government).
2nd party certification includes:
 - Code of Conducts
 - Purchasing requirements of a company
 - National requirements on sustainability verified by a governmental body
- **3rd party verification:** An independent party conducts the audits and issues certificates stating that a product or process complies with a specific set of criteria or standard.
3rd party verification includes:
 - Audits of a accredited certification/inspection body to check compliance with a sustainability standard or programme.

Leading principles

- **Effectiveness:** Standards/programmes address the most significant sustainability impacts and include requirements that contribute to these objectives;
- **Efficiency:** Standards/programmes define a set of sustainability criteria which are consistent and applicable for farmers in a practical way,
- **Impartiality:** Standards/programmes identify and mitigate conflicts of interest throughout their operations, particularly in the assurance process
- **Transparency:** Standards/programmes make relevant information freely available about the content of the standard and how the system is governed
- **Risk based:** Risk-based assurance models provide a mechanism for ensuring the intensity of assurance is appropriate to individual circumstances.
- **Rigourness:** Standards/programmes set at a performance level that results in progress towards it's sustainability objectives.

**PLEASE ANSWER THE QUESTIONS
IN THE SCHEME ON THE NEXT
PAGE AND FIND OUT WHETHER
YOUR STANDARD OR PROGRAMME
COVERS THE VERIFICATION
REQUIREMENTS.**

