

## C.A.F.E. Practices Summary of Scorecard and Field Note Updates, Version 3.4

### Scorecard Updates

All changes below apply to *both* the Generic and Smallholder Scorecards, unless otherwise specified.

Indicator	V3.3	V3.4
SR-HP1.4 (Generic Scorecards only)	Management maintains complete written earning records for at least the past year, which itemize all: wages, overtime worked, and deductions. <i>For wet and dry mills, hours AND days worked must also be included in the records.</i>	Management maintains complete written earning records for at least the past year, which itemize all: wages, overtime worked, and deductions. <i>For <b>warehouses</b> and mills, hours AND days worked must also be included in the records.</i>
SR-HP1.17	<u>ZERO TOLERANCE</u> : Labor intermediaries are only used where legally permissible. If labor intermediaries are used, they can demonstrate compliance with all legal requirements at the time of the verification.	<u>ZERO TOLERANCE</u> : Labor intermediaries are only used where legally permissible. <b>Legal status of the intermediary can be demonstrated at the time of inspection. All necessary documentation from the labor intermediary is made available at the time of the inspection to support evaluation of relevant Social Responsibility indicators.</b>
SR-HP4.1	<u>ZERO TOLERANCE</u> : Employer does not directly or indirectly contract any persons under the age of 14.	<u>ZERO TOLERANCE</u> : Employer does not directly or indirectly <b>employ any persons who are under the age of 14 or the legal working age (ILO Conventions 10 and 138).</b>
SR-HP4.2	<u>ZERO TOLERANCE</u> : Employment of authorized minors of age 14 or older follows <b>all</b> legal requirements, including, but not limited to, work hours, wages, education, working conditions, and does not conflict with or limit their access to education.	<u>ZERO TOLERANCE</u> : Employment of authorized minors follows <b>all</b> legal requirements, including, but not limited to, work hours, wages, education, working conditions, and does not conflict with or limit their access to education ( <b>ILO Convention 10</b> ).
SR-HP4.3 (Generic Scorecards only)	<u>ZERO TOLERANCE</u> : Employer enforces a policy of prohibiting discrimination on the basis of gender, race, ethnicity, age or religion as per ILO Convention 111. <i>Written policy required for large/medium farms and mills with more than 5 employees.</i>	<u>ZERO TOLERANCE</u> : Employer enforces a policy of prohibiting discrimination on the basis of gender, race, ethnicity, age or religion ( <b>ILO Convention 111</b> ). <i>Written policy required for large/medium farms, mills, and <b>warehouses</b> with more than 5 employees.</i>
SR-HP4.4	<u>ZERO TOLERANCE</u> : Employer enforces a policy that prohibits the use of forced, bonded, indentured, convict or trafficked labor. <i>Written policy required for large/medium farms and mills with more than 5 employees.</i>	<u>ZERO TOLERANCE</u> : Employer enforces a policy that prohibits the use of forced, bonded, indentured, convict or trafficked labor ( <b>ILO Conventions 29, 97, 105 and 143</b> ). <i>Written policy required for large/medium farms, mills, and <b>warehouses</b> with more than 5 employees.</i>
SR-WC2.1	<u>ZERO TOLERANCE</u> : Children of legal school age attend school and do not work during school hours.	<u>ZERO TOLERANCE</u> : Children of legal school age <b>who live onsite or accompany family members who are working onsite attend school.</b>



SR-WC4.5 (Generic Scorecards only)	For all enclosed work areas, there is a documented fire and emergency evacuation plan. <i>Applicable to both farms and mills.</i>	For all enclosed work areas, there is a documented fire and emergency evacuation plan. <i>Applicable to farms, mills, and warehouses.</i>
SR-MS1.1	n/a	<b>ZERO TOLERANCE:</b> Entity provides transparency into their operations, policies, processes, and relevant records to Starbucks or its designated third party. Payroll records and time cards provided by management are true and accurate.
SR-MS1.2	n/a	<b>ZERO TOLERANCE:</b> Money and/or gifts of any type are not offered to Starbucks or its designated third party.
SR-MS1.3	<i>n/a. This indicator is a program principle that will <u>not</u> be evaluated by inspectors.</i>	<b>ZERO TOLERANCE:</b> Entity demonstrates a commitment to continuous improvement and engages in the improvement process.
CG-CB1.5	Canopy cover has a diversity of tree species.	Canopy cover <b>in the productive area</b> has a diversity of tree species.
CG-CB1.6	Invasive species are not used for canopy cover.	Invasive species are not used for canopy cover <b>in the productive area</b> .
CG-CB1.7	Where conditions permit, locally native epiphytes, lianas and woody vines are retained in the canopy cover.	Where conditions permit, locally native epiphytes, lianas and woody vines are retained in the canopy cover <b>in the productive area</b> .
CG-CB1.8	<b>EXTRA POINT:</b> Canopy cover is kept at biologically significant levels (i.e., the level of canopy cover changes the farm's micro-climate, produces a noticeable leaf layer on the ground and creates an obvious habitat for a range of plant and animal species, etc.).	<b>EXTRA POINT:</b> Canopy cover <b>in the productive area</b> is kept at biologically significant levels (i.e., the level of canopy cover changes the farm's micro-climate, produces a noticeable leaf layer on the ground and creates an obvious habitat for a range of plant and animal species, etc.).
CG-CB1.10	<b>EXTRA POINT:</b> <b>At least 75%</b> of the canopy cover is comprised of locally native species <b>and/or</b> the canopy consists of at least 10 species that are locally native or can be shown to contribute to the conservation of native biodiversity.	<b>EXTRA POINT:</b> <b>At least 75%</b> of the canopy cover <b>in the productive area</b> is comprised of locally native species <b>and/or</b> the canopy consists of at least 10 species that are locally native or can be shown to contribute to the conservation of native biodiversity.
CG-CB1.11	<b>EXTRA POINT:</b> Shade canopy consists of <b>at least 2</b> identifiable canopy layers.	<b>EXTRA POINT:</b> Shade canopy <b>in the productive area</b> consists of <b>at least 2</b> identifiable canopy layers.
CP-EC1.2	Parchment coffee is patio (sun) dried or dried in other energy efficient ways (e.g., greenhouses, raised beds, radiant solar drying systems).	<b>At least 25%</b> of parchment coffee is patio (sun) dried or dried in other energy efficient ways (e.g., greenhouses, raised beds, radiant solar drying systems).
CP-MT1.1 (Generic Scorecards only)	<b>ZERO TOLERANCE:</b> Mill has a system and is tracking C.A.F.E. Practices coffee from initial purchase through point of export.	<b>ZERO TOLERANCE:</b> <b>Entity</b> has a system and is tracking C.A.F.E. Practices coffee from initial purchase through point of export.



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**Field Note Updates**

Entity	Change
Warehouses	New entity field notes.
Medium/Large Farms Smallholder Farms	<i>Addition to coversheet ("Contact Information"):</i> Age of farm owner: ____
Medium/Large Farms Smallholder Farms	<i>Revisions to coversheet ("Farm Information, Flows") to indicate possibility of flows to warehouses.</i>
Processors	<i>Revisions to coversheet ("Processor Information, Flows") to indicate possibility of flows to warehouses.</i>
Processors	<i>Addition to coversheet ("Processor Information"):</i> Activities conducted at mill: <input type="checkbox"/> Pulping <input type="checkbox"/> Sun drying <input type="checkbox"/> Mechanical drying <input type="checkbox"/> Hulling <input type="checkbox"/> Mechanical sorting <input type="checkbox"/> Hand sorting <input type="checkbox"/> Grading <input type="checkbox"/> Storage <input type="checkbox"/> Export
Processors	<i>Addition to coversheet ("Processor Information"):</i> Are other products handled or processed at the entity? <input type="checkbox"/> Yes <input type="checkbox"/> No If yes, please specify:
Producer Support Organizations (PSO)	<i>Addition to coversheet ("Producer Support Organization Information"):</i> Number of dedicated producer support staff at the PSO: Permanent _____ Temporary _____
Medium/Large Farms Smallholder Farms Processors Producer Support Organizations (PSO)	<i>Addition to coversheet ("General Information"):</i> Entity supported the costs of the verification? <input type="checkbox"/> Yes, paid directly for the cost <input type="checkbox"/> Yes, paid indirectly for the cost (e.g., deductions from sales of coffee; logistical support) <input type="checkbox"/> No



Smallholder Farms	<p><i>Addition to last page of Field Notes (information will be included in VRS for inspectors in a new section called PSO Support, but will be used to support evaluations of PSO indicators):</i></p> <p>Please indicate whether PSO has provided one of the following to the producer to demonstrate supply chain membership and commitment to C.A.F.E. Practices program:</p> <ul style="list-style-type: none"><li><input type="checkbox"/> Written contract</li><li><input type="checkbox"/> Identification card</li><li><input type="checkbox"/> Other: _____</li></ul> <p>Has PSO shared results of previous C.A.F.E. Practices verifications with the producer? <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Not Applicable If yes, please explain how (e.g., training, meeting, etc.): _____</p> <p>Has PSO worked with producer to track farm activities and improvements in C.A.F.E. Practices? <input type="checkbox"/> Yes <input type="checkbox"/> No If so, please provide detail: _____</p> <p>Please indicate whether the producer has received any of the following from the PSO:</p> <ul style="list-style-type: none"><li><input type="checkbox"/> Erosion controls: _____</li><li><input type="checkbox"/> Biological controls or traps for pest infestation: _____</li><li><input type="checkbox"/> Shade trees and/or seedlings</li><li><input type="checkbox"/> Coffee plants and/or seedlings</li><li><input type="checkbox"/> Agrochemicals: _____</li><li><input type="checkbox"/> Other: _____</li></ul> <p>PSO has supported the following analyses on the farm:</p> <ul style="list-style-type: none"><li><input type="checkbox"/> Foliar</li><li><input type="checkbox"/> Soil</li><li><input type="checkbox"/> Other: _____</li></ul> <p>Please select all subjects for which the producer received trainings from the PSO within the last year:</p> <ul style="list-style-type: none"><li><input type="checkbox"/> Legal practices, including: legal minimum wage, age verification, and access to education.</li><li><input type="checkbox"/> Forced, bonded, indentured or involuntary convict labor or trafficked labor.</li><li><input type="checkbox"/> Health and safety including use of personal protective equipment (PPE)</li><li><input type="checkbox"/> Correct procedures, storage conditions, and appropriate application of agrochemicals.</li><li><input type="checkbox"/> Shade management</li><li><input type="checkbox"/> Wildlife diversity (animals and birds) and the prohibition of hunting</li><li><input type="checkbox"/> Integrated pest control and disease management including correct pesticide container disposal</li><li><input type="checkbox"/> Pruning, weeding and general agricultural practices</li><li><input type="checkbox"/> Coffee processing and drying</li></ul>
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