

# WFTO APPLICATION FORM

All applicants need to complete this Application Form and submit the corresponding documents.

## Required Documents

In addition to filling out this application form you need to submit the following documents:

- A copy of your constitution including Mission Statement (if possible, in English or Spanish)
- A copy of your most recent Annual Report, if you have one
- At least one set of Financial Accounts
- A signed copy of the [WFTO Code of Practice](#)

You can upload these documents while submitting your application.

## Producers & Timeline

- Once you have filled in the Application form and submitted it with the supporting documents listed above, the WFTO Office will assess your application within two weeks and get back to you if any information is missing. Your enterprise name and website will be shared in the WFTO internal Newsletter to allow our membership to provide feedback on your application.
- A recommendation on your application will be made to the Board of Directors by the WFTO Office.
- Once the application has been approved, you will be asked to pay your first Membership Fee for the remaining months of the year and sign the Membership Contract. The membership fee will include a one-time application fee. Membership fees are calculated based on your region, turnover and type of organisation. If you would like to reas more about how membership fees are calculated, you can find more information [here](#).

*This can take between 1-3 months, depending on how many additons need to be made in the Application Form.*

## Reference Documents

- [Application Guide](#)
- [WFTO Fair Trade Standard](#)
- [Guarantee System](#)

**The Application Datasheet needs to be submitted alongside the Application form.** Please click on the icons below to donwload the two documents either in Open Office (left) or Excel (right).



Information that requires to be filled in the Application Datasheet is indicated by the following icon:



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## SECTION 1: CONTACT DETAILS

|  |  |                     |  |
|--|--|---------------------|--|
| Name of your organisation  |  |                     |  |
| Name of your organisation as stated on your constitution   |  |                     |  |
| Organisation Acronym   |  | Brand Name (if any) |  |
| Name on Product Label - <i>For Guaranteed Members a customised Product Label can be created including the name of the enterprise name of the member.</i> |  |                     |  |
| Organisation Address:  |  |                     |  |
|  |  |                     |  |
|  |  |                     |  |
| Telephone Number   |  | Facebook Handle     |  |
| Email (General)  |  | Twitter Account     |  |
| Website  |  | YouTube Channel     |  |

### WFTO Contact Person

| Gender Title   | First Name | Last Name | Email   |
|--|------------|-----------|---|
|  |            |           |   |
| WFTO Official Representative - <i>e.g. Person to vote in annual general meetings, receive official WFTO communications</i> |            |           | Create Website Account? <i>Indicate yes if you want the contact to be able to login to the website and update the organisation and other contact details.</i> |

## WFTO Guarantee System Contact Person

| Gender Title   | First Name | Last Name | Email   |
|--|------------|-----------|---|
|  |            |           |   |
| <b>WFTO Official Representative</b> - e.g. Person to vote in annual general meetings, receive official WFTO communications |            |           | <b>Create Website Account?</b> Indicate yes if you want the contact to be able to login to the website and update the organisation and other contact details. |

## SECTION 2: ORGANISATION

|   |  |
|---|--|
| <b>2.1 Organisation - Legal Status - What is the Legal Status of your Organisation?</b> |  |
| <b>Legal Status Comments</b>  |  |

**2.2 Northern Producer(s)** – *The following fields only need to be completed if you sell products that were produced in the Global North (“northern”). If this does not apply to you, please move to point 2.3.*

G|bW`h YfYg`i hcb Uddfcj YXVrh Y5bbi U; YbYU`A YH|b| f5; A E|b`8Y`|]b Bcj Ya VY`&S%žbYk WbWdlg`cZbcfh Yfb`dfcXi WfgUbXYWbca ]W`m  
 a Uf[ ]bU]nXXdfcXi Wfg`k YfY]b|fcXi WXk ]h ]b K : HC"

Ga U`!gWYdfcXi WfgZUhgUbgcf ZLfa YfgZca`hY; `cVU Bcfh Wa d`n|b|`k ]h K : HC W|Hf]UWb`bck VYWbg]XYfX: Uf`HFUXYDfcXi Wfg"

|  |  |
|--|--|
| <b>Do you sell products produced in the Global North?</b>  |  |
| <b>Please explain how your organisation is involved with small-scale producers, artisans or farmers.</b> |  |

|   |  |
|---|--|
| How are the workers and/or producers economically marginalised?       |  |
| What kind of additional social economic opportunities do you provide? |  |
| Organic verification status   |  |

### 2.3 Governance and Operational Structure

|  |  |
|--|--|
| Describe how your governance and organisational structure supports the mission of your enterprise. |  |
|--|--|

### 2.4 Gender Statistics

UYbM h Ybi a VYcZZa UYUbXa UYYa d cmYgkcf\_]b[ Uh Y[ j] Yb`Yj Yg]b h YZYXgVYck "

|                        |  |                            |  |                            |  |
|------------------------|--|----------------------------|--|----------------------------|--|
| Governance Board Women |  | Women 1st Level Management |  | Women 2nd Level Management |  |
| Governance Board Men   |  | Men 1st Level Management   |  | Men 2nd Level Management   |  |
| Additional Comments    |  |                            |  |                            |  |

## 2.5 Organisation History

|                               |  |
|-------------------------------|--|
| Year of establishment         |  |
| Reasons for its establishment |  |

## 2.6 Membership Networks

5fYnci Ua Ya Vf'cZcf'fY |ghfYXk |h UbricZh YZ`ck |b| 3'

|  |  |  |
|--|--|--|
| <b>WFTO Country Network or other Fair Trade Networks</b> |  |  |
| Network Name(s)  |  |  |
| Year Joined  |  |  |

|                                      |  |  |
|--------------------------------------|--|--|
| <b>Business Sector Organisations</b> |  |  |
| Organisation Name(s)                 |  |  |
| Year Joined                          |  |  |

|  |  |  |
|--|--|--|
| <b>Other Regional or National Networks</b> |  |  |
| Network Name(s)                            |  |  |
| Year Joined                                |  |  |

## 2.7 Quality or Product Certifications

An overview of other certification helps in a risk focused audit process. WFTO is currently working to assess equivalence with other schemes with a certain overlap to the WFTO Standard to avoid - partial - duplication of work during audits. The auditor may ask you to provide reports of these audits.

|   |  |  |
|---|--|--|
| <b>Do you have any Other Fair Trade Certifications?</b> |  |  |
| <b>Standard(s)</b>                                      |  |  |
| <b>Since when have you been certified?</b>              |  |  |
| <b>Scope and Products</b>                               |  |  |

|  |  |  |
|--|--|--|
| <b>Do you have any Organic Certifications?</b> |  |  |
| <b>Standard(s)</b>                             |  |  |
| <b>Since when have you been certified?</b>     |  |  |
| <b>Scope and Products</b>                      |  |  |

|  |  |  |
|--|--|--|
| <b>Do you have any Quality and Safety Production Certifications?</b> |  |  |
| <b>Standard(s)</b>   |  |  |
| <b>Since when have you been certified?</b>                           |  |  |
| <b>Scope and Products</b>  |  |  |

|  |  |  |
|--|--|--|
| <b>Do you have any Social Compliance Audits?</b> |  |  |
| <b>Standard(s)</b>                               |  |  |
| <b>Since when have you been certified</b>        |  |  |
| <b>Scope and Products</b>                        |  |  |

|   |  |
|---|--|
| Please mention any other certifications |  |
|---|--|

## SECTION 3: YOUR BUSINESS

### 3.1 Ownership

|   |  |   |  |
|---|--|---|--|
| <b>Who are the owners of your organisation?</b><br><i>Please list with percentage of their ownership.</i> |  | <b>Are any of your owners mission-led organisations?</b> <i>E.g community organisation, faith based organisations, producer groups, cooperatives.</i> |  |
|---|--|---|--|

### 3.2 Gross Sales/Turnover

|   |  |   |
|---|--|---|
| <b>% of sales made up from Fair Trade products and services</b><br><i>For the last Financial Year</i> |  | <p>It is a requirement of the Fair Trade Standard that the provision of Fair Trade products or services. In addition to this, everything that can be Fair Trade must be Fair Trade.</p> |
|---|--|---|

### 3.3 Crime and Fraudulent Activities

|  |  |
|--|--|
| <b>In the last five years, has the business or any of the executives of the business, been convicted of a crime or fraudulent activities that undermine the principles of Fair Trade? Are there any pending cases?</b> |  |
| <b>Can you provide more information on the nature of the case?</b>   |  |

### 3.4 Debts

|   |  |
|---|--|
| <b>Do you have any debts owed to your Producers or Suppliers of Fair Trade Products or raw materials that are more than 6 months old?</b> |  |
| <b>If yes, please give details of your debts</b>  |  |



## SECTION 4: WORKERS, PRODUCERS, SUPPLIERS AND PRODUCTS

### 4.1 Workers, Producers and Suppliers Overview

Who do you work with? Please provide us with an overview of your Workers, Producers and Suppliers of Fair Trade Products.



*Please enter data about Workers, Producers and Suppliers in the relevant tab of the SAR Datasheet, as indicated in the table below.*

|                                 |   |   |
|---------------------------------|---|---|
| <b>Workers</b>                  | → <i>Tab "Workers and Employment sites"</i> | Workers are all those who have an employment relationship with your organisation. This includes all factory Workers, office and warehouse Workers, Homeworkers, piece rate Workers, employees, contracted Workers, seasonal and casual Workers. |
| <b>Producers of FT Products</b> | → <i>Tab "FT Producers &amp; Suppliers"</i> | This section applies to you if you buy Fair Trade products from suppliers that do not have their own marketing and distribution channels.   |
| <b>Suppliers of FT Products</b> | → <i>Tab "FT Producers &amp; Suppliers"</i> | This section applies to you if you buy Fair Trade products from suppliers that are independent business units and have their own marketing and distribution channels.   |

For more information on how to distinguish between Workers, Producers and Suppliers, please refer to the Application Guide - you can find the link in the first page of the form, under Reference Documents.

### 4.2 Products

#### 4.2.1 Non-Fair Trade Products

As a Fair Trade Enterprise you are expected to sell mainly Fair Trade Products and use Fair Trade ingredients. However, a limited portion of your products can be Non-Fair Trade (see Application Guide). In this section, list your non-FT products, where you source them from and provide an explanation as to why you do not source Fair Trade.

Non-FT products cannot be marketed with any reference to "Fair Trade" or WFTO and cannot carry the WFTO Product Label. For more information see the Application Guide.



*Please refer to the SAR Datasheet - Tab "Non FT Products".*

#### 4.2.2 Non Fair Trade Raw Materials/Components

This section applies to you if you produce Fair Trade products and use non-Fair Trade components or raw materials. For more information see the Application Guide.



*Please fill in this information in the SAR Datasheet - Tab "Non FT Raw Materials".*

### SECTION 5: Supplier Monitoring System (INTERNAL MONITORING SYSTEM)

#### 5.1 Dependent Suppliers Monitoring System (PRODUCER IMS)

This section applies to you if you buy Fair Trade products from suppliers that do not have their own marketing and distribution channels. For more information see the Application Guide & annex 1 of the WFTO Standard.

| DO YOU NEED TO FILL IN THE FOLLOWING FIELDS?   |  |   |
|--|--|---|
| <b>Do you trade with individuals and/or groups that do not have their own marketing and distribution channels?</b>   |  | If you selected "No", please move to Section 5.2 Independent Suppliers Monitoring System (SUPPLIER IMS) |
| IMS-3 (Mandatory)  |  |   |
| <b>If there are problems at Producer/Producer group level, you work with Producers on improving the situation. Any issues are described in the appropriate fields of Section 6: Compliance Assessment and – if relevant – included in your Improvement Plan.</b> |  |   |

## 5.2 Independent Suppliers Monitoring System (SUPPLIER IMS)

This section applies to you if you buy Fair Trade products from suppliers that are independent business units and have their own marketing and distribution channels. For more information see the Application Guide & annex 1 of the WFTO Standard.

| DO YOU NEED TO FILL IN THE FOLLOWING FIELDS?   |  |  |
|--|--|--|
| <b>Do you trade with organisations that have their own marketing and distribution channels?</b>  |  |  |
| IMS-4 (Mandatory)  |  |  |
| <b>You have a system in place to check the Fair Trade Status of all your Suppliers of FT Products: For externally verified Suppliers (WFTO members, verified according to a recognized FT Scheme) you regularly verify the FT Status. Other Suppliers of FT Products are to be included in your Supplier IMS (see next CCs).</b>               |  |  |
| IMS-6 (Mandatory)  |  |  |
| <b>If you identify non-conformities with the Fair Trade Principles you work with your Supplier on improving the situation. In case of very serious non-conformities you have a process in place to ensure the Supplier's commitment to and implementation of improvement measures with ultimately the option to suspend/stop FT purchases.</b> |  |  |

## SECTION 6: COMPLIANCE ASSESSMENT

In this section you assess yourself against the Compliance Criteria of the WFTO Fair Trade Standard. For more information see the Application Guide & the WFTO Fair Trade Standard.

## Principle 1 Opportunities for Economically Marginalised Producers



Decreasing economic inequality through trade forms a key part of the organisation's aims. The organisation supports economically marginalised Producers and Workers, whether they are grouped in associations, co-operatives or companies, employed in Fair Trade committed family businesses, or informal/self-employed Workers or Homeworkers. It seeks to enable them to move from income insecurity and poverty to social and economic empowerment. The organisation has a plan of action to carry this out.

| <b>Compliance Criteria 1.1 (Mandatory)</b>  |  |  |
|---|--|--|
| Mission: Your constitution, bylaws, articles of association or other legal documents confirm that decreasing economic inequality through trade, the commitment to improve the socio-economic conditions of economically marginalised Producers and Workers, and/or trade justice are your organisation's priority. Where legal or other legitimate barriers prevent this, the primacy of the social mission must be demonstrated through other supporting evidence. |  |  |
| a) Your constitution, bylaws, articles of association, other legal documents or supporting evidence expresses your commitment to Fair Trade as a core aim.  |  |  |
| b) You express your mission and commitment to Fair Trade publicly (e.g. on your website and with your trading partners) and throughout your organisation.   |  |  |
| <b>Compliance Criteria 1.2 (Mandatory)</b>  |  |  |
| Senior management responsibility: Fair Trade is recognised at the highest level as an organisational objective and the implementation of the WFTO Fair Trade Standard is assigned to senior management. All management staff understand the Fair Trade Principles.  |  |  |
| a) Your management team and key management functions are aware of WFTO membership and Fair Trade standard requirements.   |  |  |

|  |  |  |
|--|--|--|
| <p>b) A senior management person has been designated as the overall FT manager, and is also responsible for both compliance and its documentation.</p>   |  |  |
| <p><b>Compliance Criteria 1.3 (Mandatory)</b></p>  |  |  |
| <p>Focus on economically marginalised Producers/Workers: You work and trade primarily with Workers, Producers and Suppliers of FT Products who are socially and/or economically marginalised, or who are buying from such groups, or otherwise demonstrate positive impact on economically marginalised groups as a central part of your business.</p> |  |  |
| <p>a) Your List of Workers, Producers/Producer groups and Suppliers of FT Products (listed in the SAR Datasheet) demonstrates that you primarily work with economically marginalised groups or with organisations that work with such groups.</p>  |  |  |
| <p>b) If you work (also) with Workers, Producers or Suppliers of FT Products who do not belong to such marginalised groups you have a clear reasoning for this, which explains how this ties in with your commitment to Fair Trade.</p>  |  |  |
| <p><b>Compliance Criteria 1.4 (Mandatory)</b></p>  |  |  |
| <p>Reinvesting profits: As a Fair Trade committed organisation, you re-invest the majority of your profits in your FT business and expansion of your Fair Trade activities and pay management at proportionate levels.</p>   |  |  |
| <p>a) The majority of your profits is reinvested in your FT business or used for social projects in line with your mission. --&gt; Please describe your use of profits.</p>  |  |  |
| <p>b) Compensation for directors and/or owners (salary, bonus and profit share) is not extraordinarily high at proportionate levels.</p>   |  |  |

## Principle 2 Transparency and Accountability



The organisation is transparent in its management and commercial relations. It is accountable to all its stakeholders and respects the sensitivity and confidentiality of commercial information. The organisation finds appropriate, participatory ways to involve Workers, Producers and members in its decision-making processes. It ensures that relevant information is provided to all its trading partners. The communication channels are good and open at all levels of the supply chain.

| <b>Compliance Criteria 2.1 (Mandatory)</b>  |  |  |
|---|--|--|
| Organisation and governance: You have a defined and functional organisational and governance structure, and a credible accounting system.   |  |  |
| <b>a) You are able to provide up to date documentation of your organisational structure and governance.</b>   |  |  |
| <b>b) You are able to provide financial accounts in line with the legal requirements of your Country.</b>   |  |  |
| <b>Compliance Criteria 2.2 (Mandatory)</b>  |  |  |
| Transparency: You provide transparent and well-founded information on your Fair Trade activities, including supply chains or membership requirements, to your trading partners and the public (as appropriate). |  |  |
| <b>a) You provide your trade partners with relevant information about your Producers &amp; Suppliers of FT products as well as your FT work and impact.</b>   |  |  |
| <b>b) Your public information (website, marketing materials) provides truthful information about your Fair Trade activities and supply chains.</b>  |  |  |

## Principle 3 Fair Trade Practices



The Enterprise trades with concern for the social, economic and environmental well-being of Producers and Workers, does not maximise profit at their expense and does not cause negative impact on the environment.

| <b>Compliance Criteria 3.1 (Mandatory)</b>   |  |  |
|--|--|--|
| Trade Agreements: You have written agreements with your Producers and/or Suppliers of FT products, with relevant and appropriate details. E.g. product specification, delivery and lead times, pre-finance, price and payment terms, cancellation, and problem resolution.   |  |  |
| a) When buying from Producers or Suppliers of FT products, you have written documents which specify both parties' responsibilities and all relevant details (see CC). If you buy from Suppliers of FT Products, all terms of trade can be all included in your Purchase Orders, or you can have separate MoUs outlining the terms of trade in more detail in addition to your purchase orders. |  |  |
| <b>Compliance Criteria 3.2 (Mandatory)</b>   |  |  |
| Respecting agreements: You respect your trade agreements and deliver products (or services) on time and to the desired quality and specification. In case of problems, you communicate in a timely manner with your trade partners and work to improve your performance.   |  |  |
| a) You keep a register/file of quality claims and complaints made by your trade partners and how you addressed & resolved them.  |  |  |
| b) You have a quality management system in place to manage production according to specifications and quality expectations.  |  |  |

| <b>Compliance Criteria 3.3 (Mandatory)</b>  |  |  |
|---|--|--|
| Payment: When buying FT products, you pay on receipt of the products/documents or within an agreed short period to allow for quality checks.  |  |  |
| a) You maintain documentation of payments to Producers and Suppliers of Fair Trade Products.  |  |  |
| b) You pay your Suppliers of FT Products and/or your Producers on receipts of the products and on time, as agreed. If you have persistent payment problems, you inform your trade partners and work on possible solutions.  |  |  |
| <b>Compliance Criteria 3.5 (Mandatory)</b>  |  |  |
| Use of Pre-payments: If you receive prepayment from your FT buyers, you use it as agreed with the buyer.  |  |  |
| a) You are able to demonstrate that received pre-payments have been used as agreed. Please describe any disputes you had with buyers regarding pre-payments in the last 3 years, and how they were resolved.  |  |  |
| <b>Compliance Criteria 3.7 (Mandatory)</b>  |  |  |
| Long-term Relations: You maintain long-term relationships with your FT buyers, Producers and/or Suppliers of FT Products, aiming to maintain and, if possible, increase trade levels to benefit producers. You do not terminate trading relations or stop buying without appropriate notice and reason. |  |  |
| a) You maintain long-term relationships with your Producers, Suppliers of FT and FT buyers.   |  |  |
| With what percentage of your trading partners have you had a trading relationship longer than 3 years (or for as long as you have been trading as an organisation)?   |  |  |
| b) You make efforts to maintain trade levels with your FT Suppliers/Producers.  |  |  |



|   |  |  |
|---|--|--|
| c) You terminate relationships or stop buying only in justified cases and do so with appropriate notice and reason.   |  |  |
| <b>Compliance Criteria 3.8 (Mandatory)</b>  |  |  |
| Unfair competition: You do not engage in unfair competition with other FTOs (or FTNs, FTSOs) and respect intellectual property and associated rights regarding protected names/brands, designs, including logos, labels and culturally based designs or names. Unfair competition is defined as any deliberate action to harm competitors, e.g. making defamatory remarks about other FTOs to their buyers to persuade them to change to you as their supplier; deliberate short term / unsustainable dumping pricing practices to force competitors out of business. |  |  |
| a) You have no reported cases of unfair competition practices; if there are disputes with competitors they are documented and resolved.   |  |  |
| b) You have a written policy where you commit to respect intellectual property and associated rights and against unfair competition practices.  |  |  |

## Principle 4 Fair Payment



A fair payment is one that has been mutually negotiated and agreed by all through on-going dialogue and participation, which provides fair pay to the Producers and can also be sustained by the market, taking into account the principle of equal pay for equal work by women and men. The aim is always the payment of a Local Living Wage. Fair Payment is made up of Fair Prices, Fair Wages and Local Living Wages.

**The Fair Payment tools and Guidance documents can be downloaded from the Members Area of the WFTO website:** WFTO Website > Members Area > WFTO Documents > Fair Payment. Please also note that this relates to all members, also those that only have office staff.

## Principle 5 No Child Labour, No Forced Labour



The organisation adheres to the UN Convention on the Rights of the Child and national/local law on the employment of children. Organisations who buy Fair Trade products from Producers/Producer groups or Fair Trade companies ensure that the Producers comply with the UN Convention on the Rights of the Child and national/local law on the employment of children. Any involvement of children in the production of Fair Trade products (including learning a traditional art or craft) is always disclosed and monitored and does not adversely affect the children's well-being, security, educational requirements and need for play.

| Compliance Criteria 5.1 (Mandatory)  |  |  |
|--|--|--|
| No children employed: You do not employ children below the age of 15 or under the age defined by local law (whichever is higher) as Workers. For specified cases where child work is allowed by national law (e.g. work experience during school holidays) you must monitor the health, safety, welfare, education and right to play of working children according to the relevant UN Convention on the Rights of the Child. |  |  |
| a) You know applicable legal requirements and age definitions with regard to child labour.   |  |  |
| b) You have a procedure in place to verify the age of all your workers and have the age of all your workers on file.   |  |  |
|  |  |  |
| c) You do not employ children below the age of 15 or under the legal minimum age of your country. If the laws of your country define exceptions, such as allowing children below the minimum age to work during school vacations, you have a mechanism to monitor that their participation in production is within legal limits, and to monitor their health, safety, and wellbeing and school attendance.                   |  |  |
|  |  |  |

|   |  |  |
|---|--|--|
| <p>d) If any children &lt; 15 yrs. are present in your production premises although they are not employed by you (e.g. because they accompany their parents) you have adequate mechanisms to ensure they do not participate in production.</p>  |  |  |
| <p>e) Children who you have taken out of your production process because of violation of the no Child Labour principle cannot be left on their own; they must be monitored and appropriate measures must be taken to ensure due schooling and to prevent that they end up as child labourers again.</p>                         |  |  |
| <p><b>Compliance Criteria 5.2 (Mandatory)</b></p>   |  |  |
| <p>Protection of young workers: If you employ young Workers (15- 17 years) you ensure that their working conditions conform to applicable national regulations. You must not submit Workers of less than 18 years of age to any work which is likely to jeopardise their health, safety, morals or their school attendance.</p> |  |  |
| <p>a) You know the legal requirements and work restrictions applicable to young Workers.</p>  |  |  |
| <p>b) Your management staff knows and monitors restrictions for young Workers.</p>  |  |  |
| <p>c) Young Workers between the ages of 15 to 18 perform only light, age appropriate work within legal restrictions. They are not exposed to work in an unhealthy environment, excessively long working hours, night hours, the handling of, or exposure to, chemicals or operation of dangerous equipment.</p>                 |  |  |
| <p><b>Compliance Criteria 5.4 (Mandatory)</b></p>   |  |  |
| <p>No forced Labour and human trafficking: You and your Producers do not restrict Workers' freedom of movement or employment and are not involved in human trafficking.</p>   |  |  |

|  |  |  |
|--|--|--|
| <p>a) You do not withhold payments or original legal documents of your Workers. Workers are free to leave your premises (suitable security measures are accepted) and to terminate employment.</p> |  |  |
| <p>b) Your Producers do not use forced labour and are not involved in human trafficking. This is monitored and documented in your Producer IMS.</p>  |  |  |

**Principle 6 No Discrimination, Gender Equity, Freedom of Association**



The organisation does not discriminate in hiring, remuneration, access to training, promotion, termination or retirement based on race, caste, national origin, religion, disability, gender, sexual orientation, union membership, political affiliation, HIV/Aids status or age. Where women are employed within the organisation, even where it is an informal employment situation, they receive equal pay for equal work. The organisation recognises women’s full employment rights and is committed to ensuring that women receive their full statutory employment benefits. The organisation takes into account the special health and safety needs of pregnant women and breast-feeding mothers.

| <p><b>Compliance Criteria 6.1 (Mandatory)</b></p>   |  |  |
|---|--|--|
| <p>No discrimination: In your employment practices you do not practice any discrimination in hiring, remuneration, access to training, promotion, disciplinary practices, termination, or retirement based on race, caste, national origin, religion, disability, gender, sexual orientation, union membership, political affiliation, HIV/Aids status or age, unless it is part of your mission to favour particular disadvantaged groups.</p> |  |  |
| <p>a) Your commitment to “no discrimination” in employment is explicitly expressed and communicated, e.g. in a Non-discrimination Policy, or a related chapter of your employee handbook.</p>   |  |  |

|   |  |  |
|---|--|--|
| <p>b) In your hiring, access to training, promotion, disciplinary practices, termination and retirement, you act in accordance to your policy and do not practice any discrimination.</p>   |  |  |
| <p>c) You have a transparent system to set wages and you do not practice discrimination in wages.</p>   |  |  |
| <p><b>Compliance Criteria 6.2 (Mandatory)</b></p>   |  |  |
| <p>Fair Selection of Producers/Suppliers: In selection of FT Producers and/or Suppliers of FT Products you do not practice any discrimination. Preferential selection of disadvantaged groups (in line with your mission) is not considered "discrimination".</p> |  |  |
| <p>a) Your selection process for new Producers/Producer Groups or Suppliers of FT Products is transparent and not discriminatory.</p>   |  |  |
| <p><b>Compliance Criteria 6.4 (Mandatory)</b></p>   |  |  |
| <p>Violence/sexual harassment in your organisation: You have a system to enable confidential reporting of violence, harassment or sexual abuse and you follow up and resolve any such incidents.</p>  |  |  |
| <p>a) You provide confidential reporting mechanisms for all workers to report on sexual harassment or violence.</p>   |  |  |
| <p>b) You register all cases /reports received and document how you resolved any problems in a responsible manner.</p>  |  |  |
| <p><b>Compliance Criteria 6.5 (Mandatory)</b></p>   |  |  |
| <p>Pregnant Women and new parents: You respect all legal requirements for pregnant women and new parents.</p>   |  |  |
| <p>a) You know applicable legal requirements regarding pregnancy and new parents. Your HR personnel is aware thereof.</p>   |  |  |

|  |  |  |
|--|--|--|
| b) Your employee handbook, contract or other information for workers describes the rights of pregnant women and new parents and you protect them accordingly.  |  |  |
| <b>Compliance Criteria 6.6 (Mandatory)</b>   |  |  |
| Freedom of Association: You respect the right of all your Workers to form and join Workers' organisations of their choice and to bargain collectively. Where the right to join trade unions and bargain collectively is restricted by law and/or political environment, you should support alternative means of independent and free association and bargaining. |  |  |
| a) You allow Workers to form and join organisations of their choice and inform them of this right.   |  |  |
| b) Workers' representatives are not subject to discrimination in the workplace.  |  |  |

## Principle 7 Good Working Conditions



The organisation provides a safe and healthy working environment for Workers and Producers. It complies, at a minimum, with national and local laws and ILO conventions on health and safety.

|   |  |  |
|---|--|--|
| <b>Compliance Criteria 7.7 (Mandatory)</b>  |  |  |
| Minimum Social security: You provide your Workers with all legally required social benefits (e.g. retirement contributions, sick leave, basic social security, health care contributions, as applicable). |  |  |

|   |  |  |
|---|--|--|
| <p>You provide all legally required social security benefits to your Workers, and pay at least the legal minimum contributions as employer.</p>                             |  |  |
| <p><b>Compliance Criteria 7.9 (Mandatory)</b></p>   |  |  |
| <p>Paying Workers: You make payments to Workers at scheduled intervals in a form convenient to them, according to legal requirements, and documented on payslips.</p>       |  |  |
| <p>a) Payments to Workers are done on time, at scheduled intervals and as agreed.</p>   |  |  |
| <p>b) Payments must be made in cash or by bank transfer, or in any other way which is legal and convenient for Workers.</p>   |  |  |
| <p>c) With every payment workers receive a payslip which includes all details of the salary calculation, including deductions, in line with legal requirements, if any.</p> |  |  |

## Principle 8 Capacity Building



The organisation seeks to increase positive impact on people and the planet. The organisation supports the development of skills and capabilities of its workers and producers, as appropriate.

## Principle 9 Promote Fair Trade



The organisation raises awareness of the aims of Fair Trade and of the need for greater justice in world trade through Fair Trade. This includes, but is not limited to, advocating for SDGs, promoting alternative business models and system change, and creating awareness of ongoing climate change and the impact this has on the Fair Trade community everywhere and especially on growers, producers and artisans who produce the lowest carbon emissions but suffer most from floods, droughts, changing rainfall patterns and rising temperature.

| <b>Compliance Criteria 9.1 (Mandatory)</b>   |  |  |
|--|--|--|
| Promoting FT: You promote and/or raise awareness of FT and FT Principles internally (with your Workers and Producers) as well as to your trade partners and the public (consumers, local community) according to the scope of your organisation. |  |  |
| <b>a) You promote your commitment to the WFTO principles to all your Workers and Producers.</b>  |  |  |
| <b>b) You promote Fair Trade and Fair Trade Enterprises, at least as part of business promotion.</b>   |  |  |
| <b>Compliance Criteria 9.3 (Mandatory for FTEs)</b>  |  |  |
| Living up to your claims: You use honest and ethical advertising and marketing techniques.   |  |  |
| <b>a) You employ ethical advertising and marketing methods.</b>  |  |  |



## Principle 10 Climate Action and Protecting Our Planet



Climate action, reduction of greenhouse gas emissions and protection of the environment.

| Compliance Criteria 10.1 (Mandatory)   |  |  |
|--|--|--|
| Policy and Reporting: Your organisation works to understand the impact of your operations on the environment. Specifically, you have:  |  |  |
| <b>a) You have a written environmental policy which includes reducing carbon emissions, phasing out the use of plastics and chemicals, protecting biodiversity, no pollution to air, water and soil, and having a waste management in place.</b> |  |  |
| Compliance Criteria 10.2 (Mandatory for Agricultural producers)  |  |  |
| Adapting agricultural practices: if you are an agricultural producer or work with agricultural producers, you encourage:   |  |  |
| <b>a) You encourage practices that minimise harm to the environment and climate, by using traditional knowledge and sustainable and/or organic production.</b>   |  |  |

## Data Confidentiality

WFTO will treat all information in this Application Form as strictly confidential. Once you are a Candidate, only the members name & contact details will be published on the WFTO website, as well as the members' Fair Trade product categories.

However, WFTO reserves the right to produce statistics about its member base, based on the data included in this application. Such data will always be aggregated for members and presented in a way that does not allow tracing information back to an individual member.

*By submitting this Application Form the organisation confirms the following:*

- All information about the organisation is correct and to the best of your knowledge
- You agree to the all elements of the WFTO Application Procedure, including the above information being shared with WFTO Auditors that have signed a confidentiality agreement with WFTO.
- You agree that WFTO may use the data in this Application Form for Fair Trade related statistics and studies about its members. Such data will always be published on an aggregated level for all members only, and never contain any information about individual members.

## Confirmation

I agree to the terms & conditions indicated above

## Submit Application form

Please submit the Application form via the WFTO Members Hub, through the tab Guarantee System. The documents that should be uploaded in the Members Hub include:

- Application form
- Application Datasheet (ods. xlxs.)
- A copy of your constitution, including Mission Statement
- The most recent set of your Financial Accounts
- Signed WFTO Code of Practice

For each document listed above, there will be a corresponding field to upload the document. Once the Application form and Supporting Documents are submitted, you will be unable to make any changes. If you have any questions before submitted your Application Form, please feel free to contact the Membership & Monitoring Team at [mmteam@wfto.com](mailto:mmteam@wfto.com).