

A large, stylized version of the VIVE logo. The word "VIVE" is written in a bold, dark green, sans-serif font. Above the letter "V" is a stylized graphic of a plant or leaf, composed of several overlapping, downward-pointing triangles in shades of green and yellow.

VIVE 2.0 Farm Module Guidance Issue 1.0

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NOTE: Although this document may be translated into various languages for the convenience of users, the English version remains the definitive reference document in the event of any dispute.

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Introduction

VIVE is a voluntary Continuous Improvement Sustainability Programme for ingredient supply chains that enables sustainability performance to be measured and improvement objectives to be set and tracked.

VIVE has been developed based on a broad experience of programmes operating within global industries reliant on agricultural products and takes into account the internationally recognised sustainability and human rights principles established by the various agencies of the United Nations

Driving continuous improvement in sustainability performance is fundamental to the VIVE programme. To create initial impetus, VIVE's data capture includes an assessment of current performance and also projections for performance over the next two years. This facilitates the production of action plans required to deliver projected improvements and, in subsequent years, enables analysis of actual delivery versus aspirations.

The VIVE programme is designed to be able to operate along the whole supply chain from producer to industrial end-user and comprehensively covers the key sustainability areas: Environmental, Social, Economic.

VIVE is able to act as an 'umbrella' programme, benchmarked against other sustainability initiatives. This provides the potential for one VIVE assessment to meet the requirements of several programmes at once, thus reducing 'audit fatigue'.

VIVE recognises that participants will be at different stages in their sustainability improvement journey when they join the programme and similarly they, or their customers, will have different immediate sustainability priorities. The VIVE Programme is therefore designed to enable participants join the at different entry level in function of the stage of advancement of their sustainability journey, while expanding their sustainability agenda over time remaining in the VIVE programme.

Participants in the programme self-assess their sustainability status by completing an online self-assessment within the VIVE Online System. Whilst participants retain the obligation to ensure all information provided is accurate and complete (see below), participants' responses and supporting evidence will be reviewed, including through on-site third-party Independent assessments, to see whether the evidence submitted and seen reasonably supports the responses given.

The underlying operating principle of the programme's assessments is first to assess whether a governance structure for sustainability is in place, and secondly to assess whether Sustainability is being effectively implemented. For example, a positive response (within a participant's self-assessment) to a given question (e.g. the prevention of the use of forced labour) would be assessed firstly by confirming that an appropriate policy is in place, and secondly by confirming that the participant is able to produce records and practices that demonstrate that that policy is being effectively enforced.

The programme operates on a three-year improvement cycle. Reports are produced after each on-site assessment. For a summary of the rules governing the operation of the VIVE programme, participants are referred to the VIVE Programme Manual. Participants are reminded that, in taking part in the VIVE programme, they warrant that the answers and supporting evidence that they provide are an accurate reflection of the current situation. Although an independent on-site assessment is an integral part of the VIVE programme, it remains the responsibility of the participating companies to ensure, that all responses and evidence entered into the online system and otherwise provided are true, accurate, not misleading and have no material omissions.

The VIVE Modules

The full VIVE programme consists of four modules that, in combination, cover all the operations and activities that may have a bearing on the sustainability of the products supplied. These modules are:

- VIVE Chain of Custody
- VIVE Farm module
- VIVE Facility module

It is VIVE's ultimate goal to be able to include entire supply chains within the programme, as the programme is based on the belief that the sustainability of products cannot be adequately assessed and controlled unless the whole supply is considered.

This VIVE Guide

This Guide is designed to assist participants in the VIVE programme FARM MODULE by including the questions and guidance from the VIVE Online System in a portable reference document. It includes the following:

1. All the Criteria related to FARM MODULE. Thus, some Criteria related to other VIVE Modules will not be present in this Guide.
2. A description of the Criteria encompassed by the VIVE programme
3. Guidance on how to respond to questions in the VIVE Online System
4. Indicators which will be used by participants to score themselves against through Self-Assessment and subsequently verified through onsite assessment

Legal Compliance of Participating Companies

Although the VIVE programme represents 'good practice', compliance with the VIVE Criteria does not in itself absolve a participating company from, or diminish, obligations that may be incumbent upon the participating company as a result of any client, statutory, or regulatory requirements. In addition to the requirements of the VIVE programme, participants must ensure that all products they supply meet the current legislative requirements of both the country in which the participating company is operating and the countries to which they supply products.

Where a participant is subject to legal action by a Competent Authority or other Enforcement Agency in relation to matters that directly affect compliance with the requirements of VIVE and the integrity of the programme, the participating company must advise VIVE of this at the earliest possible opportunity.

Glossary of Terms

Chain of Custody – Those steps of the supply chain for which a company participating in VIVE is directly responsible

Company – Any reference to 'the Company' should be taken to include the participating company's designated contractors wherever activities encompassed by the VIVE programme have been delegated to a third party. Under VIVE rules, a participating company may delegate an activity encompassed by the VIVE programme wherever this offers an effective solution, but a participating company remains responsible for any Criteria encompassed by the VIVE programme.

Criteria – The component areas that a participant should consider under each Pillar of the VIVE Programme and against which they will be scored under the Indicator(s).

Indicator(s) – The question(s) that a participant should answer against each Criteria of the VIVE programme in order to establish their position on the journey of continuous improvement and against which they will achieve a defined score. Participant performance against VIVE indicators will be verified through onsite assessment and will form the basis of claim against the VIVE programme.

Module – The collection of VIVE Pillars applicable to a participant in the VIVE programme and related to the activity they undertake in the ingredient supply chain. The Modules of VIVE include: Farm, Facility, Forwarder, Shipper and Chain of Custody.

Objective – A succinct summary of the overall goal of a Pillar or Section within the VIVE Programme.

Pillar – A collection of Criteria relating to a specific area of the VIVE programme. Pillars are designated by a letter

Supply Chain Step – Any facility, store, means of transport or process within a supply chain where VIVE product is subjected to an activity that may affect its physical form, expose it to contamination by another product or substance, result in loss of material during handling or result in it being comingled with another product. Typically, each activity involving processing, storage and transport should be treated as a separate supply chain step. Due to the nature of certain crop processing, the production process for a semi manufactured or manufactured product will typically be considered as one Supply Chain Step.

VIVE Assessments

Self-Assessment:

As part of the VIVE Participants commitment to continuous improvement, they afforded an opportunity to Self-Assessment of their performance against the VIVE programme on an annual basis, including the opportunity for the participant to plot a two-year forecast of improvements against the VIVE programme. VIVE participants should use the opportunity for Self-Assessment to measure their perceived performance against the VIVE programme and in order to maintain a catalogue of evidence to support any onsite assessment.

Onsite Assessments:

In order for VIVE Participants to be awarded with a VIVE Claim Level certificate, an onsite verification of VIVE Participants performance against the VIVE programme needs to be conducted annually. Following an onsite assessment, the VIVE Participant will be issued with a report showing their performance against all assessed VIVE indicators, performance against VIVE claim level indicators and an indication of performance against VIVE Benchmarked Programmes.

Scope of Assessments:

Year 1 of the 3-year assessment cycle:

The first onsite assessment of the 3-year assessment cycle will include the full scope assessment of the participants performance against the VIVE Programme, including all relevant indicators from the VIVE Participants elected modules. The assessment sets the foundations for continuous improvement within the framework of the programme over the 3-year cycle.

Year 2 and 3 of the 3-year assessment cycle:

The second- and third-year onsite assessments only include Claim Level Indicators under the scope of assessment. These assessments are to ensure that VIVE Participant are afforded an opportunity to reach VIVE Claim level within the three-year cycle and that where a Claim Level certificate has been awarded, the participant can demonstrate continual maintenance of performance against the Claim Level Indicators.

VIVE Reward Levels

VIVE Farm Module Claim Level:

In order for VIVE Participants to be awarded a VIVE Claims Level Certificate, the VIVE Participant must satisfactorily demonstrate through onsite assessment that they meet all Core (C) VIVE Claim Level Indicators which are marked where applicable within the programme. The participant must also meet at least 75% of all Recommended (R) VIVE Claim Level Indicators which are marked where applicable within the programme

VIVE Farm Module Remediation:

VIVE Participants who have not achieved initial VIVE Claim Level Certification following an onsite will be afforded an opportunity to remediate issues over a 60 days period following the issue of their remediation report. If VIVE Participants have successfully demonstrated that all necessary remedial actions have been completed within the 60-day period, they will be issued with a VIVE Claim Level Certificate.

VIVE Facility Module Excellence Level:

In order for VIVE Participants to be awarded a VIVE Excellence Level Certificate, the VIVE Participant must satisfactorily demonstrate through onsite assessment that they meet all Core (C), Recommended (R) and Advanced (A) indicators.

VIVE Facility Module Participation Level:

VIVE Participants that have undertaken an onsite assessment who have not met with Claim or Excellence level, will be acknowledged for their participation with a participation award.



VIVE Complaints and Appeals

Please contact VIVESupport@absustain.com to access the full VIVE Complaints and Appeals procedure.

VIVE Ownership

VIVE is jointly owned and operated by Czarnikow Group Ltd and AB Sustain (a division of AB Agri Ltd)

VIVE Contact

If you wish to contact VIVE please send an e-mail to: VIVESupport@absustain.com

FAR|1| Governance

OBJECTIVE: The Company should embed in its business practices the processes necessary for the successful implementation of VIVE and the maintenance of the Programme's integrity and credibility.

The Pillars of VIVE will only deliver continuous improvements towards sustainable production effectively if they are built on the sound foundations of robust Governance. The Criteria included within Governance apply to all of the Criteria within all the Pillars of VIVE.

FAR|1|1| Company Policies

CRITERIA: The Company should have Policies that are aligned to the relevant Criteria of VIVE.

The Company should assess whether its existing policies sufficiently encompass the Criteria of VIVE or whether additional policy statements are required.

Where the Company is part of a group, any Group policy should be suitable for local use and adapted as necessary.

The Company Policies that commit to the effective implementation of the VIVE Criteria should:

- Be Company and country specific
- Commit to compliance with all relevant national and local regulations
- Commit to providing sufficient resources to ensure the effective implementation of the VIVE Criteria
- Commit to ensuring all affected staff are aware of those VIVE Criteria relevant to their roles

Commit to:

- a) Measures to promote good labour practices
- b) Measures to prevent child labour
- c) Measures to promote the Health and Safety of employees, contractors and visitors
- d) Measures to protect the environment and biodiversity
- e) Measures to reduce Greenhouse Gas emissions per tonne of product

Be signed by a member of the Company senior management

Be subject to regular review (at least annually)

FAR|1|2| Documented Procedures & Records

CRITERIA: The Company produces and implements its own set of Documented Procedures that encompass the requirements of the VIVE Programme and ensures that all Records required by the VIVE Programme are maintained correctly.

The Company should assess whether its existing documented procedures sufficiently encompass the Criteria of VIVE or whether additional documented procedures are required.

Where VIVE requires procedures, they should be documented.

Documented Procedures may be held electronically or on paper and may form part of a structured and certificated quality management system (e.g. ISO 9001), or be part of a national, industry or Company scheme that delivers equivalent controls.

Independently certified quality systems are not a pre-requisite under VIVE but where documented procedures are in place they should:

- Be approved, dated and signed by an authorised person
- Be readily available and understood by those required to operate to the requirements of the procedure
- Be reviewed at least annually and revised to reflect any significant changes that influence the operations of the Company

- Be subjected to internal verification on at least an annual basis to confirm that Company practices align with documented procedures. Findings should be reported to quality management and any necessary corrective actions should be recorded and implemented

Records may be kept in either hard or soft (electronic) format but should meet the following:

- All Records required by the VIVE Programme are kept for a minimum of two years, or longer if required by legislation
- Where applicable, all data protection regulations relevant to Company and third party's records should be adhered to
- Storage prevents any deterioration or damage to Records under all likely local conditions
- Records are sorted and filed in such a way that information is complete and easily retrievable
- Records are legible
- Records are subject to internal/external verification, with findings reported to quality management and any necessary corrective actions recorded and implemented

Records that may be checked during an assessment may include but are not limited to:

- Training records of farmers and employees
- Farmers Contracts
- Testing records of soil, water and fertilisers
- Chemical Analysis records
- Farmer Monitoring Records
- Variety Records
- Farmer Corrective Action Records (Prompt Action Issues)

FAR|1|3| Business Integrity

CRITERIA: The Company should conduct its business with integrity, respecting relevant laws and prohibiting bribes and fraudulent practices.

The Company's controls should encompass all the areas listed below:

- Compliance with all applicable laws, rules, regulations and requirements related to business integrity
- Prohibition of bribes or other types of 'facilitation' payments
- Entertainment and gifts
- Human rights
- Respect in the workplace
- Competition and anti-trust
- Conflicts of interest
- Money laundering
- The accuracy and veracity of any records of practices, procedures and legal compliance

The Company should have a mechanism available to allow employees to report suspected misconduct related to Business Integrity. This mechanism should be secure, anonymous and protect employees from any repercussions.

Relevant Company controls should be audited by competent and qualified assessors, independent of the business unit being audited. The findings should be reported to senior management and any shortcomings should be identified and addressed.

FAR|1|4| Management Structures

CRITERIA: The Company should be able to demonstrate management structures that will ensure VIVE is implemented effectively.

The Company should be able to demonstrate a management structure and sufficient, suitably trained personnel to ensure that the Criteria of VIVE are implemented.

There is no requirement to use the VIVE brand but where other systems or existing structures are utilised it is a requirement that the Criteria of VIVE are encompassed.

Depending on the Company structure, individuals may hold more than one role and have other duties besides their involvement in the implementation of VIVE. In all cases, however, adequate resources should be made available to ensure the implementation is effective.

Where the Company outsources activities to independent third parties (e.g. storage, transport, etc.) it should ensure that such independent third parties comply with all Criteria within this module relevant to those activities.

Any organisational structure used to implement VIVE should be documented

A typical structure may include the following roles and responsibilities:

A 'Steering Committee' that includes representation from the senior management team of the Company. The Committee should meet before, during and after the crop season and circulate meeting minutes. The Steering Committee responsibilities should include:

- Providing guidance on the VIVE Criteria
- Allocating human and financial resources to ensure effective implementation of the VIVE Criteria
- Verifying the priorities for implementation
- Engaging with external stakeholders

A 'Coordinator' with direct responsibility to the Steering Committee for:

- Coordinating the 'VIVE' Team
- Driving the implementation of the VIVE Criteria and continuous improvement

A 'Team' made up of cross-functional representatives (such as: Growing Operations, Production, Procurement, Corporate Affairs, Legal Compliance, Health & Safety), to support the implementation of the VIVE Criteria and continuous improvement. This Team should communicate regularly in order to plan, coordinate and manage all activities relating to VIVE, including:

- Review and approval of the VIVE online self-assessments
- Ensuring that any issues are correctly recorded and addressed
- Monitoring the implementation of action plans
- Escalating to the Steering Committee any issues that they cannot resolve

FAR|1|5| Stakeholder Engagement

CRITERIA: The Company should engage with external stakeholders who can assist with any knowledge and expertise that may be required to resolve issues pertinent to VIVE.

Stakeholders may be used to support risk assessments and help develop mitigation plans for risks and issues.

The Company should identify relevant stakeholders based on the task to be achieved and the availability of credible stakeholders with which to engage.

Potential stakeholders include but are not restricted to:

- Communities
- Farmer Associations
- NGOs involved in issues relating to Crop, Environment or People

- Trade Unions
- Legal expertise
- Health, Safety and Environment expertise
- Government departments
- Parties to which activities are delegated

FAR|1|6| Training on the VIVE Criteria

CRITERIA: The Company should identify and train key personnel upon which it will rely for the effective implementation of VIVE.

The Company should undertake regular training of key personnel throughout the year.

The Company should have:

- Identified key personnel to be trained in VIVE. The number, type and status of identified personnel should be adequate to ensure effective implementation of the VIVE Criteria
- A documented process for training key personnel which includes:
 - a. Knowledge about how to apply the VIVE Criteria within the Farms
 - b. Processes for monitoring the performance against VIVE Criteria on Farms
 - c. Reporting issues relating to the VIVE Criteria
 - d. Methodology for implementation of action plans to address any issues relating to the VIVE Criteria

A regular evaluation process in place to check the understanding of the VIVE Criteria relevant to the roles of key personnel, through either regular internal or external testing or evaluation

- Procedures in place that ensure the understanding of key personnel, and application of the VIVE Criteria, are kept up to date as the Programme evolves and develops
- Every Criteria of VIVE should be covered by a relevantly qualified and authorised member of the Company. These assigned people should have an appropriate understanding of what is required and possess the authority and resources to deliver against this.

FAR|1|7| Understanding of the VIVE Criteria by Supplying Farmers

CRITERIA: The Company should implement communication methods, supported by sufficient numbers of farm visits by field technicians and training, to ensure adequate Understanding of the VIVE Criteria by Supplying Farmers.

The Company may choose to use written and/or verbal communication with supplying farmers, in addition to farm visits and training, to assist farmers' understanding in relation to the VIVE Criteria. Where training is provided, mechanisms should be put in place to measure its effectiveness.

Risk assessment methodology should be used to determine the number of farm visits required each crop year to ensure there is adequate Understanding of the VIVE Criteria by Supplying Farmers.

The ideal ratio of field technicians to farmers will vary depending on various factors but the Company should ensure that field technicians are able to fulfil their key responsibilities of providing technical support, assessing the status of the farm, addressing issues and collecting data.

Having women in the field force will facilitate access and communication with the women and girls on the farm. The Company should therefore have both genders involved in farm visits, where appropriate, to maximise their effectiveness.

FAR|1|8| Farmer Contracts

CRITERIA: The Company should have contracts in place with its supplying farmers that reflect the farmers' obligation to produce a sustainable crop.

There should be a written contract in place between the Company and its supplying farmers from as early as possible in the life-cycle of the crop and ideally prior to planting. The contract should include the farmers' agreement to produce a sustainable crop while complying with the relevant Company documented procedures, policies and technical advice.

Farmers should provide written permission for the Company to undertake periodic assessments using the Company's own personnel or nominated third parties.

The Company should provide appropriate training and support to ensure that contracted farmers understand the Criteria of VIVE and their contractual commitment to abide by those Criteria. There does not need to be a specific reference to VIVE by name in the contract but as a minimum the following key elements of sustainable crop production should be referenced in the farmer contract:

- Commitment to continuous improvement towards the achievement of sustainable crop production
- Compliance with applicable laws
- Compliance with good agronomic practices
- Avoidance of child labour
- Compliance with fair labour practices
- Compliance with safe farm practices
- Protection of the environment

The Criteria should be considered as Not Applicable (N/A) if:

- All products are sourced from Company owned and managed farms

FAR|1|9| Prompt Action Issues

CRITERIA: The Company should effectively address Prompt Action Issues related to this VIVE module.

Taking into account its own circumstances and the findings of its VIVE risk assessments, the Company should identify the specific situations related to the VIVE Criteria that require Prompt Action (i.e. issues that need to be addressed immediately).

The Company should be able to demonstrate that the documented processes for addressing Prompt Action Issues are in place and are clear, transparent and effective.

The Company should ensure follow-up is undertaken and documented for all issues that require Prompt Action.

The Company should ensure that there are regular meetings between supervisors, field staff, key processing personnel (where applicable) and the VIVE Coordinator/VIVE Team to discuss, follow-up and provide feedback on the issues identified. The number, type and status of prompt action issues should be recorded, collated and available for these meetings.

The Company should keep records of all prompt action issues and their resolution status. This should be included in the VIVE Team's minutes.

FAR|1|10| Unannounced Visits

CRITERIA: To ensure the validity of collected data, the Company should carry out unannounced visits to supplying farms using suitably qualified individuals who do not regularly visit the farms concerned.

The Company should ensure that the Unannounced Visit programme is effective in confirming whether or not any data gathered to evidence the implementation of VIVE Criteria is reflected in day-to-day activities.

The goal is to confirm that data collection is effective and any decisions are based on accurate information.

Unannounced Visits should examine example topics from each of the relevant Pillars and include some questions where the information is relatively simple to collect (e.g. by visual inspection) and others where the information is more challenging to collect (e.g. requiring the review of records or detailed discussion with the relevant personnel).

The supplying farms visited to ensure the effectiveness of the data collection system should include at least one example for each person collecting data. Unannounced Visits of farms should:

- Be completed by personnel with a good understanding of both VIVE and farming
- Be completed by personnel with no day-to-day responsibility for the farms being visited
- Be completed with a minimum possible notification time to ensure an accurate reflection of the true VIVE status
- Be designed to ensure that the accuracy of all the personnel collecting data from supplying farms is verified

FAR|1|11| Cost of Production

CRITERIA: The Company should undertake a comprehensive analysis of the costs for growing the crop, including those relating to all inputs and labour (including family labour).

The Company should be able to accurately determine all the costs that farmers incur to grow the crop.

Specific farmer segments should be established to differentiate groups of farms where one or more factors have a significant impact on the cost of production.

The Company should ensure that personnel tasked with collecting data at farm level (e.g. field technicians) receive the appropriate training to provide information that is as accurate and consistent as possible and

which truly reflects each farm's situation.

The Company should implement the necessary processes to accurately collect this data at farm level every season.

Each year the Company should analyse the data it collects to ensure the Cost of Production is known for each identified farmer segment.

Defining Market Segments:

Supplying farms should be segmented into groups which share traits which would impact on their cost of production in comparison to other groups. The following Criteria are commonly applied to determine these groups:

- Cultural growing practices
- Size of plantations
- Commercial or Small Holders
- Mechanised versus Non-Mechanised
- Regions
- Climatic conditions
- Cultivar

Representative Sampling:

Once segments have been identified, Cost of Production data collected should be based on the square root of the sample size.

Farms should be equipped with the knowledge to complete their own basic cost of production. The Company should assess supplying farms to confirm they possess sufficient financial literacy to determine yield and average sales price required to achieve a net profit given their Cost of Production. Typically, the level of understanding required will vary with the complexity of the farm being farmed. The Company should ensure that any assessment of farmer understanding, and the subsequent assistance given are appropriate for the farm-type and farmer concerned. Where farmers have an insufficient understanding of Farm Economics to optimise their profitability (this may apply only to certain groups or individuals), the Company should promote the necessary training, either directly or through third parties. This may involve utilising the services of organisations that specialise in increasing basic financial understanding in communities where the level of formal education and literacy is low or non-existent.

The Criteria should be considered as Not Applicable (N/A) if:

- All products are sourced from Company owned and managed farms

FAR|1|12| Economic Viability

CRITERIA: The Company should ensure that purchase prices cover the crop production costs and allow a competitive profit margin.

The Company should have a documented process to evaluate income from alternative competitor crops that the farmer could realistically grow for income generation and cost of living.

Where cost of production of alternative crops and cost of living is sourced from third parties, the Company should ensure any data used is accurate and credible.

Sustainable crop production should mean that the crop continues to be the crop of choice for farmers. The Company should aim to identify the short (next 12 months), medium (18months to 3 years) and long term (3 years +) trends in farmers' net profit.

The Company should ensure that prices paid to supplying farmers aligns with the quality of the supplied crop and a costing approach allowing for a net profit that is competitive with other crops in the region and is sufficient to cover the cost of living for supplying farmers.

Net profit should be calculated as the margin (as a percentage of the sales price) that remains after accounting for all costs, including the farmer's own labour hours.

The Company should assist its supplying farmers in increasing their profitability through efficiency and productivity gains. The Company should utilise data obtained from its analysis of costs to highlight areas for potential savings and implement changes to enhance Farm Efficiency & Productivity. Efficiency and productivity may be affected by many factors, including weather and fluctuations in the prices of inputs (e.g. fuel and fertiliser). Any enhancement in farmer efficiency and productivity should therefore be supported by credible trial data or other scientifically grounded information that demonstrate long-term gains.

The Criteria should be considered as Not Applicable (N/A) if:

- All products are sourced from Company owned and managed farms

FAR|2| Crop

OBJECTIVE: The Company should promote good agricultural practices that result in the efficient, productive and safe production of a sustainable crop.

FAR|2|1| Risk Assessment

CRITERIA: The Company should use Risk Assessment methodology to identify and mitigate any significant risks affecting the Criteria within the Crop Pillar.

In addition to ensuring the Company meets its legal obligations, an effective Risk Assessment helps the Company to focus on the most significant issues. This in turn may result in cost savings, protection of people and the environment from harm, and enhance the Company's reputation. The Company should review the Risk Assessment on at least an annual basis, or if operational changes occur, to ensure that it continues to address all current and new issues.

The Company should use a systematic approach to carrying out a risk assessment that includes the following steps:

- 1) Identify the risks for each Criteria within the Crop Pillar: what could go wrong and what might be the consequences?
- 2) Estimate the risk (Probability x Severity)
- 3) Evaluate the risk and agree how it might be mitigated
- 4) Implement mitigating actions to manage the risks identified
- 5) Review the effectiveness of any mitigating actions implemented

FAR|2|2| Farmer Training Programme

CRITERIA: The Company should communicate with and train supplying farmers in the Criteria of the VIVE Crop Pillar relevant to their activities.

The Company should provide training to each supplying farmer on the implementation of the VIVE Crop Pillar Criteria. Any training and guidance provided should be appropriate to the local growing conditions. The form in which this guidance is provided should take into account the current level of understanding within the various farmer segments (e.g. commercial farmers, smallholders, etc.), their ability to adapt and, where relevant, their level of literacy.

The aim should be to provide appropriate training on all relevant aspects of the Crop Pillar to all farmers supplying crop to the Company. Training priorities for farmers should be identified on an annual basis, based on a number of factors including the risk assessment.

The Farmer Training Programme may take some time to fully implement effectively but should set out to encompass the following:

- Variety selection and performance
- Crop husbandry
- Integrated pest management (IPM)
- Harvesting
- Farm-related contaminants

Where this will assist with the adoption of the VIVE Criteria, the Company should identify key influencers within the farming community (e.g. village elders, successful farmers, etc.) who can either lead by example or assist in extending any training to a wider audience (the 'train the trainer' principle).

Although women are often not the contract holders it is important that the Company includes women in any communication and training programmes in communities where women play an active role in farming activities.

Training may be provided by third parties but, regardless of who delivers it, the Company should ensure training is effective. Where necessary, training should be adapted as a result of these findings.

Mechanisms should be put in place to assess the effectiveness of any training delivered. This may include but is not limited to:

- * Farmer Testing
- * Farmer monitoring of adoption
- * Farmer feedback
- * Stakeholder feedback

FAR|2|3| Farm Monitoring

CRITERIA: The Company should systematically monitor the effective implementation of the VIVE Crop Pillar Criteria at farm level.

Field staff should be trained in Farm Monitoring and data collection techniques. In gathering data, the Company should comply with all applicable data protection regulations. Ideally, the Company should monitor all applicable VIVE Crop Pillar Criteria on all farms. Monitoring may be undertaken by the Company or designated 3rd parties who have the expertise and authority to conduct on farm data collection. Findings from farm monitoring against the VIVE Criteria should be gathered through the most effective means, such as:

- * Visual verification
- * Farmer interviews
- * Worker interviews
- * Document Review

Monitoring should ideally be undertaken annually by field staff or designated 3rd parties at all key stages of crop production (e.g. seedling production and transfer, crop development and harvesting).

Where issues or opportunities for improvement are identified during Farm Monitoring, the Company should discuss and agree an action plan with the farmers concerned. The Company should follow up to check if improvements have been implemented or whether additional help is needed. Where the most serious of issues are encountered, a Prompt Action Issue should be raised and remediated in line with the Company's Prompt Action Issue process.

To ensure the validity of the data collected the Company should have a procedure in place to highlight irregularities/anomalies and to compare the data from unannounced visits to those from the systematic monitoring.

The Company should operate standardised data collection tools and systems to record findings against the VIVE Criteria through either electronic or paper-based monitoring forms. The Company should collate findings from on farm monitoring to show:

- * Total number of applicable unique farms
- * Total number of unique farms monitored
- * Unique farms without issues identified (by VIVE Criteria)
- * Unique farms with issues identified (by VIVE Criteria)

For the purposes of VIVE, farmers not monitored will be counted as not conforming against the respective VIVE Criteria unless it can be demonstrated that the farms were not applicable for monitoring.

FAR|2|4| Approved Varieties

CRITERIA: The Company should ensure that, through Variety Selection and Performance monitoring, the beneficial traits of varieties are protected, and crop performance is enhanced.

Variety selection is the foundation for achieving the desired quality of crop and for optimising farmer yield.

The Company should communicate, recommend and monitor the use of certified varieties to supplying farms. The recommended varieties approved for use by supplying farms should where possible be certified through accredited institutes or equivalent, irrespective if required by regulation. The use of certified is important to promote:

- * Germination Rates
- * Avoidance of contamination of weeds or other matter
- * Maintenance of varietal integrity

The Company should comply with any relevant regulation related to the use of certified varieties. This may include but is not limited to:

- * Growing
- * Certification
- * Packaging
- * Storage
- * Marketing
- * Distribution
- * Importing / Phytosanitary certification

Where the Company provides varieties to farms, they should keep records of varieties distributed with associated lot number which are retained for not less than two years or longer if required by legislation. Where farms purchase varieties from third parties, farms should retain records of all varieties and seed lots for not less than two years or longer if required by legislation.

The Company and supplying farms should comply with any regulation or customer specifications relating to Genetic Status. If regulations or customer specifications prohibit the use of GM products, the Company should Risk Assess its supply chain to evaluate the risks of contamination. Based on the findings of the Risk Assessment and any customer specifications, the Company should implement a sampling programme to confirm its procedures are effective avoiding the inadvertent introduction of GM products into the supply chain.

The Company should recommend certified varieties based on credible agronomic trials, including pest and disease resistances, suitable to local growing conditions. The Company should monitor which varieties have been planted by its supplying farmers and, if necessary, adjust its methods to ensure preferred varieties are planted.

The Company should communicate to all supplying farms the details of recommended certified varieties including any resistances.
The Company should monitor farms to confirm that farms are using recommended certified varieties and, where required, records are being maintained.

FAR|2|5| Quality and Yield

CRITERIA: The Company should encourage farmers to use appropriate agronomy practices to optimise Quality and Yield.

The Company should define appropriate agronomy field practices based on local conditions and varieties grown. Best practices should be established by working with credible research bodies or conducting trial programmes.

The Company should communicate any identified best practices to its supplying farms.

Key agronomic factors to optimise quality and yield include, but are not limited to:

- Variety selection
- Planting density and spacing
- Fertiliser type, quantity and timing of application
- Irrigation methods
- Weed and pest control methods
- Harvest timing

The Company should have minimum target yields and quality parameters established for all supplying farmers, which should be communicated and monitored. Yield and Quality targets should be based on credible trials and or on historic performance of varieties based on local conditions over at least a 5-year period.

The Company should work with its supplying farmers to improve quality and yield wherever these fall short of targets.

FAR|2|6| Soil Analysis

CRITERIA: The Company should ensure its supplying farms undertake Soil Analysis to determine whether there are any issues for the economically viable and healthy growth of the crop.

Ideally each supplying farm should conduct representative soil samples, however where this is not possible or feasible for supplying farms, the Company should carry out representative soil samples on behalf of supplying farms. Where the Company carries out soil sampling on behalf of farms, representative soil samples should be taken which accurately represent growing areas. Based on the representative soil sampling results the Company should recommend standardised fertiliser and liming regimes.

Where supplying farms are required to conduct soil analysis, the Company should monitor farms to confirm correct analysis has been conducted and that records are held.

Soil testing should be comparable over time and determine the levels of:

- Macro nutrients (Phosphorus and Potassium)
- Trace elements (e.g. Boron, Iron, Manganese, Zinc, Sulphur)
- Organic matter
- Soil pH

Soil analysis should determine the soil type and texture (proportions of sand, silt, clay), and soil organic matter content.

Any soil sampling should be done prior to the production season, with samples being taken in a representative way to ensure analysis accurately reflects conditions. The results of soil sampling should be used to dictate fertiliser and liming requirements on farm.

Selected soil tests should be carried out at least every five years in the same fields to evaluate any potential long-term impact on soil fertility from crop production.

FAR|2|7| Fertiliser and Liming Management

CRITERIA: The Company should ensure its supplying farmers adjust their Fertiliser and Liming Management to meet soil fertility and crop nutrient requirements.

The Company should ensure nutrient demand and absorption data are used to develop a fertiliser programme for local conditions to achieve optimal crop yield and quality.

Fertilisation and Liming should be carried out based on actual soil analysis and credible studies.

The amount of Nitrogen and Phosphorus applied through fertilisers within a season should be justified by identifying any misalignment between actual and target nutrient supply, taking into account all sources of nutrients already available to the crop. This should include:

- Nutrients inherent in the soil
- Nutrients derived from previous fertiliser applications (including manure)
- Nutrients derived from harvest residues
- Nutrients provided by other crops, such as legumes, green manures and cover crops

Any fertiliser should be applied at the correct time and placed relative to the individual plants. The Company should monitor farms to confirm that farms have applied fertilisers at the rates and timings recommended.

In some areas, due for example to small farm sizes, representative sampling may be appropriate to define area-wide nutrient requirements. Representative sampling should include testing by soil type as a minimum requirement. It should also consider other potential factors influencing soil fertility, such as cropping history.

FAR|2|8| Approved Fertilisers

CRITERIA: The Company should ensure that the sources of organic and inorganic fertilisers used by supplying farmers are known, and that reliable analysis is available for each lot.

Company should provide its supplying farmers with up-to-date and complete details of all recommended fertilisers for use, specifying the quality parameters to be met. The Company should ensure that untreated sewage is not used as a fertiliser on its supplying farms.

Where the Company does not provide or distribute the fertiliser being used by its supplying farmers, it should still confirm that only accepted fertilisers are used. The Company should have an annual programme to analyse all fertilisers used on supplying farms. Where reliable results can be obtained from other sources these can be used but, in all cases, analysis should include as a minimum:

- Nitrogen (including its form e.g. nitrate or ammonium)
- Phosphorus

- Potassium
- Cadmium
- Chloride

Methodology used to gather fertiliser samples should provide a true and representative sample of the product to be tested.

FAR|2|9| Crop Rotation

CRITERIA: The Company should ensure farmers rotate their crops to reduce any build-up of pests and diseases and to maintain soil health. The Company should define how the crop is rotated with other crops or fallow periods and communicate this to its supplying farmers.

In origins where the above rotations can be achieved during a single year, this may still be considered as meeting best practice in Crop Rotation if it can be demonstrated as effective in managing pests and disease burdens.

'Normal' or 'traditional' practices should not be accepted as best practice unless their effectiveness can be demonstrated.

FAR|2|10| Biological Control Agents and Plant Extracts

CRITERIA: The Company should encourage farmers to use Biological Control Agents and Plant Extracts as a first choice to control pests and diseases wherever practical.

The Company should have a procedure in place to evaluate, on an annual basis, the availability and feasibility of using Biological Control Agents and Plant Extracts on the crop.

The Company should define how Biological Control Agents and Plant Extracts may best be used and communicate this to its supplying farmers.

Artificially introduced parasites, predators and microbes, along with plant extracts, can be used for the regulation of pest and disease problems and reduce the need for agrochemicals.

This Criteria should be considered Not Applicable (N/A) if:

* The use Biological Control Agents or Plant Extracts have not been authorised for use on the crop or in the country of production

FAR|2|11| Physical Control Methods

CRITERIA: The Company should encourage farmers to use Physical Control Methods to reduce pest pressure.

The Company should define how Physical Control Methods may best be used and communicate this to its supplying farmers.

Physical control methods can be used to attract adult pests to where they can be monitored and controlled more easily. These may include but are not restricted to:

- Alternative hosts
- Barrier crops
- Pheromone traps
- Attractant/repellent plants

FAR|2|12| Destruction of Crop Residues

CRITERIA: The Company should ensure its supplying farmers destroy crop residues in order to avoid a build-up of pests and diseases.

The Company should define how Used Seedbeds, Used Multiplication Plots and Crop Residues may best be destroyed, and communicate this to its supplying farmers.

Seedbeds, Multiplication Plots and Crop Residues should be destroyed as soon as possible after their respective productive cycles are completed, in order to prevent the spread of pests and diseases. Destruction of Crop Residues may require either removal from the field or in-field treatment, depending on the potential for disease/pest transmission.

FAR|2|13| Habitats for Natural Predators

CRITERIA: The Company should encourage farmers to provide habitats for Natural Predators.

The Company should define how farmers can provide habitats used by Natural Predators of aphids, caterpillars and other pests, while avoiding spraying wherever possible if populations of pest predators are present.

The Company should encourage farmers to develop healthy populations of natural pest predators through the provision of habitats that may include, but are not restricted to:

- Beetle banks
- Wildflower strips
- Other vegetation suitable to local conditions

FAR|2|14| Crop Scouting and Economic Thresholds for CPA Use

CRITERIA: Economic Thresholds should be established for all key pests and diseases, and agrochemicals and other treatments should only be used when Scouting & Monitoring confirms that Economic Threshold levels have been exceeded.

The Company should define Economic Thresholds for all key pests and diseases encountered locally, with the intention of ensuring farmers only apply treatments when absolutely necessary. Economic Thresholds should show where the expectation of financial loss from pests or diseases exceeds the cost of applying a treatment to control them.

Wherever any officially applied regulatory controls are triggered the appropriate prescribed action should be taken.

Where there are no regulatory requirements prescribing control levels, the life cycles of key pests and diseases should be understood and thresholds for local conditions established, based on research. These thresholds should take into consideration the price farmers receive for their crop and the cost of any control measures.

The Company should define best practices for Scouting & Monitoring crops for infestation by pests and diseases. Scouting & Monitoring should involve recording both pest and beneficial insect numbers across the affected fields for a reliable estimation of the potential economic impact of damage.

The presence of natural predators should be taken into account when assessing the necessity of applying agrochemicals. It is therefore important that the Company ensures farmers and field technicians can identify both key pests and their natural predators.

Farmers should only apply treatments as a last resort when the corresponding economic threshold levels have been exceeded. The rationale for the use, dosage, and time of application of agrochemicals should be documented.

FAR|2|15| Company Approval of Agrochemicals

CRITERIA: The Company should ensure that its supplying farmers apply only those agrochemicals which it has approved for use and that all applicable laws and agrochemical manufacturer instructions are followed.

The Company should ensure that its supplying farmers use only those agrochemicals and biological agents appropriate for the particular pest or disease being addressed and which have been officially registered for use on the crop to which they will be applied. Reference should be made to 'brand' names available on the local market, wherever this will assist farmers

The Company should communicate details of its approved agrochemicals to its supplying farmers, ensuring the details remain updated and notifying supplying farmers of relevant changes as they occur.

The Company should develop and implement methodology to ensure, as far as possible, that its supplying farmers adhere strictly to the relevant agrochemical manufacturers' instructions and comply with all relevant regulations relating to the agrochemicals used.

The Company should actively engage with agrochemical manufacturers involved in research, development and registration activities, to ensure a range of registered agrochemical treatments are available to its

supplying farmers.

The Company should encourage its supplying farmers to avoid reliance on single agrochemicals to treat pests and diseases in order to prevent resistance establishing.

The Company should implement fresh crop testing for agrochemical residues in markets where there is a potential risk of agrochemical issues such as, but not limited to:

- Use of unregistered agrochemicals
- Risk of agrochemicals causing environmental and/or human health hazards
- Risk of agrochemicals being used that the Company specifically discourages

FAR|2|16| Toxicity of Agrochemicals

CRITERIA: The Company should promote the use of low-toxicity and pest-targeted agrochemicals, while avoiding preventative treatments, with the aim of reducing environmental and human health risks.

The Company-approved agrochemicals should include low-toxicity and pest-specific products.

Where the use of synthetic pesticides is necessary, the Company should take into account environmental and human health risks whenever there is a choice of different products to address a given problem.

Agrochemicals of World Health Organization (WHO) Toxicity Class III and higher (the higher the class, the lower the toxicity level) should preferably be used. Toxicity Class II should only be used in well-justified cases and Toxicity Class I should not be used at all. Where no WHO toxicity rating is available the lowest toxicity option should always be selected, wherever practical.

The Company should ensure, as far as possible, that its supplying farmers (or their contractors) apply all relevant agrochemicals correctly, including:

- The correct dosage
- The correct application time
- The correct method of application

FAR|2|17| Records of Agrochemical Applications

CRITERIA: The Company should ensure its supplying farmers have effective record-keeping for Agrochemical Applications.

Application details for each treatment (including both main crop and seed stock) should include:

- Agrochemical commercial name and dosage rate
- Date and method of application
- Name of person who applied the agrochemical
- Targeted pest(s), disease(s), weed(s), etc.
Field name or location

Records should be completed at the time of application and kept for a minimum of two seasons (or longer if specified by applicable regulations). Pesticide application records should confirm that agrochemical manufacturers' instructions have been followed.

FAR|2|18| Maximum Residue Limits (MRLs)

CRITERIA: The Company should ensure that legal Maximum Residue Limits (MRLs) for agrochemicals are not exceeded.

The Company should use risk assessment or a risk-based approach to determine applicable MRLs to be met. Any customer and regulatory requirements in relation to MRLs should be factored into any establishment of MRLs to be met.

The Company should sample and analyse products where either or the risk assessment, customer requirements or legal requirements deems this necessary. Any sampling programme conducted should include but should not be limited to:

- * Stages of production to be sampled (e.g. Field, Post Harvesting, Semi Manufactured Product, Manufactured Product etc.)
- * Frequency of sampling
- * Sampling methodology
- * Agrochemicals to be tested
- * MRLs of Agrochemicals
- * Reporting requirements

Any agrochemical analysis should be undertaken by suitably qualified laboratories in accordance with established procedures (such as accredited tests).

Where MRLs have been exceeded or unapproved Agrochemicals have been detected the Company should have procedures in place to investigate and implement corrective actions. This may include but should not be limited to:

- * Retesting samples
- * Narrowing range of any composite samples taken
- * Increasing sampling frequency
- * Improving farmer awareness through training and communication
- * Monitoring to confirm conformance

This Criteria should be considered as Not Applicable (N/A) if:

- * The Risk Assessment, Customer Requirements, Regulatory Requirements do not dictate that MRLs should be established and enforced.

FAR|2|19| Harvesting and Market Preparation

CRITERIA: The Company should ensure its supplying farmers employ harvesting techniques that achieve optimal quality and transport the crop promptly to the processing plant to minimise any potential losses.

The Company should define when the crop is to be harvested, taking into account the varieties concerned, the optimisation of yield for the farmers concerned and balancing the needs of the processing facility.

The Company should develop a harvest plan and communicate this to its supplying farmers.

The Company should advise its supplying farmers of any specific quality requirements regarding harvesting and monitor incoming product to ensure these have been implemented. This should include transportation standards. Factors which the Company may wish to consider may include but should not be limited by:

- * Hygiene of transportation
- * Use of approved packaging materials (where applicable)
- * Measures to avoidance contamination of product

The Company should ensure the crop is transported to the processing facility at a time and frequency that optimises efficiency and yield for both the farmers concerned and the Company.

FAR|2|20| Harvesting Hygiene

CRITERIA: The Company should ensure its supplying farmers maintain levels of harvest hygiene that minimise the chance of diseases being spread during the harvest process.

The Company should define the methods for the sterilisation of harvesting equipment on its supplying farms and communicate these to its supplying farmers.
The Company should monitor its supplying farms to ensure that the sterilisation of harvesting equipment is being applied in line with its defined best practices.

FAR|2|21| Identification of Farm-Related Contaminants

CRITERIA: The Company should define the controls to be in place on each farm to prevent any contamination of received crop.

The Company should have controls in place to reduce the potential for contaminants originating on its supplying farms. Controls may include but are not restricted to:

- Training of farmers and farm workers to prevent contamination during harvest and transportation
- The Company identifying and working with farmers to prevent and eliminate the farm-related sources of any contamination that is found in deliveries
- Random on-farm checks for crop contamination

Farm-Related Contaminants include all materials originating on the farm that might get into crop being delivered to the processing plant. For example (this list is not exhaustive):

- String
- Plastic
- Wood
- Excessive soil or sand
- Stones
- Extraneous plant material
- Insects and other animals
- Feathers
- Metal
- Polystyrene
- Animal Waste
- Fuels/Oils/Lubricants
- Paint
- Mould

The Company should inspect each delivery arriving at its receiving facilities and provide feedback to all farmers in whose products contaminants are found.

In all cases where farm-related contaminants are found, the Company should inform the offending farmers and implement suitable training and, where necessary, apply appropriate sanctions.

Where contamination is extensive, the Company should apply a strict rejection policy at the time of delivery.

FAR|3| People

OBJECTIVE: The Company should ensure that the safety and labour rights of its full-time and part-time employees and contractors are protected. In addition, by working with its supplying farmers, the Company should ensure that the safety and labour rights of permanent and temporary employees working on farms are also protected & promote good labour practices on its supplying farms. The Company should aim to achieve safe and fair working conditions on all farms from which it sources crops.

FAR|3|1| Risk Assessment

CRITERIA: The Company should use Risk Assessment methodology to identify and mitigate any significant risks affecting the Criteria within the People Pillar.

In addition to ensuring the Company meets its legal obligations, an effective Risk Assessment helps the Company to focus on the most significant issues. This in turn may result in cost savings, protection of people and the environment from harm, and enhance the Company's reputation. The Company should review the Risk Assessment on at least an annual basis, or if operational changes occur, to ensure that it continues to address all current and new issues.

The Company should use a systematic approach to carrying out a risk assessment that includes the following steps:

- 1) Identify the risks for each Criteria within the People Pillar: what could go wrong and what might be the consequences?
- 2) Estimate the risk (Probability x Severity)
- 3) Evaluate the risk and agree how it might be mitigated
- 4) Implement mitigating actions to manage the risks identified
- 5) Review the effectiveness of any mitigating actions implemented

FAR|3|2| Farmer Training Programme

CRITERIA: The Company should communicate with and train supplying farmers in the Criteria of the VIVE People Pillar relevant to their activities.

The Company should provide training to each supplying farmer on the implementation of the VIVE People Pillar Criteria. Any training and guidance provided should be appropriate to the local growing conditions. The form in which this guidance is provided should take into account the current level of understanding within the various farmer segments (e.g. commercial farmers, smallholders, etc.), their ability to adapt and, where relevant, their level of literacy.

The aim should be to provide appropriate training on all relevant aspects of the People Pillar to all farmers supplying crop to the Company. Training priorities for farmers should be identified on an annual basis, based on a number of factors including the risk assessment.

The Farmer Training Programme may take some time to fully implement effectively but should set out to encompass the following:

- Child Labour on Farm
- Forced Labour
- Safe Working Environment
- Safe Use of Agrochemicals and Fertilisers
- Wellbeing of farm workers
- Freedom of Association
- Terms of Employment of Farm Workers

Where this will assist with the adoption of the VIVE Criteria, the Company should identify key influencers within the farming community (e.g. village elders, successful farmers, etc.) who can either lead by example or assist in extending any training to a wider audience (the 'train the trainer' principle).

Although women are often not the contract holders it is important that the Company includes women in any communication and training programmes in communities where women play an active role in farming activities.

Training may be provided by third parties but, regardless of who delivers it, the Company should ensure training is effective. Where necessary, training should be adapted as a result of these findings.

Mechanisms should be put in place to assess the effectiveness of any training delivered. This may include but is not limited to:

- * Farmer Testing
- * Farmer monitoring of adoption

- * Farmer feedback
- * Stakeholder feedback

FAR|3|3| Farm Monitoring

CRITERIA: The Company should systematically monitor the effective implementation of the VIVE People Pillar Criteria at farm level.

Field staff should be trained in Farm Monitoring and data collection techniques. In gathering data, the Company should comply with all applicable data protection regulations. Ideally, the Company should monitor all applicable VIVE People Pillar Criteria on all farms. Monitoring may be undertaken by the Company or designated 3rd parties who have the expertise and authority to conduct on farm data collection. Findings from farm monitoring against the VIVE Criteria should be gathered through the most effective means, such as:

- * Visual verification
- * Farmer interviews
- * Worker interviews
- * Document Review

Monitoring should ideally be undertaken annually by field staff or designated 3rd parties at all key stages of crop production (e.g. seedling production and transfer, crop development and harvesting).

Where issues or opportunities for improvement are identified during Farm Monitoring, the Company should discuss and agree an action plan with the farmers concerned. The Company should follow up to check if improvements have been implemented or whether additional help is needed. Where the most serious of issues are encountered, a Prompt Action Issue should be raised and remediated in line with the Company's Prompt Action Issue process.

To ensure the validity of the data collected the Company should have a procedure in place to highlight irregularities/anomalies and to compare the data from unannounced visits to those from the systematic monitoring.

The Company should operate standardised data collection tools and systems to record findings against the VIVE Criteria through either electronic or paper-based monitoring forms. The Company should collate findings from on farm monitoring to show:

- * Total number of applicable unique farms
- * Total number of unique farms monitored
- * Unique farms without issues identified (by VIVE Criteria)
- * Unique farms with issues identified (by VIVE Criteria)

For the purposes of VIVE, farmers not monitored will be counted as not conforming against the respective VIVE Criteria unless it can be demonstrated that the farms were not applicable for monitoring.

FAR|3|4| Employment of Young Workers

CRITERIA: The Company should confirm that mechanisms are in place to prevent unlawful Child Labour and protect Legal Young Workers

- * A Child is defined as all persons under the age of 18 (C182)
- * The minimum age for admission to work on its supplying farms is not less than 15 years of age (14 in developing countries) or the minimum age provided by the country's laws, whichever affords greater protection (C138)
- * Admission to employment should not be less than the Compulsory age of Education (C173)
- * Any work carried out by a legally employed Child should be classified as light work as defined by the Company, Industry or Regulatory bodies, which ever offers the greatest level of protection
- * Any work carried out by a legally employed Child should not be harmful to their health or development (C138)
- * Any work carried out by a legally employed Child should not be classified as Hazardous work as defined by the Company, Industry or Regulatory bodies, which ever offers the greatest level of protection (R199)

Consideration should be given to:

- a) Work which exposes children to physical, psychological or sexual abuse;
- b) Work underground, under water, at dangerous heights or in confined spaces;
- c) Work with dangerous machinery, equipment and tools, or which involves the manual handling or transport of heavy loads;
- d) Work in an unhealthy environment which may, for example, expose children to hazardous substances, agents or processes, or to temperatures, noise levels, or vibrations damaging to their health;

e) Work under particularly difficult conditions such as work for long hours or during the night or work where the child is unreasonably confined to the premises of the employer.

The Company should communicate the defined minimum age requirements for employment to all supplying farms. This should include mechanisms for age verification and any definitions of light and hazardous work including where necessary the classification of on farm tasks.

The Company should monitor all farms to identify where Children are employed within and outside of the requirements set in this Criteria.

This Criteria is not applicable to Children working on Family Farms.

Relevant ILO Conventions and Recommendations

C138 - Minimum Age Convention, 1973 (No. 138)

C182 - Worst Forms of Child Labour Convention, 1999 (No. 182)

R146 - Minimum Age Recommendation, 1973 (No. 146)

R190 - Worst Forms of Child Labour Recommendation, 1999 (No. 190)

FAR|3|5| Children on Family Farms

CRITERIA: The Company should confirm that there are mechanisms to protect Children on Family farms

* A Child is defined as all persons under the age of 18 (C182)

* Children on family farms should be permitted to work upon the following conditions:

- a) Any legal minimum age for work conducted by children on family farms is followed
- b) Children on family farms conduct light work as defined by the Company, Industry or Regulatory bodies, which ever offers the greatest level of protection
- c) Children on family farms conduct work which is not harmful to their health or development (C138)
- d) Children on family farms conduct work which is conducted outside of regular schooling hours
- e) Children on family farms conduct work which is not classified as Hazardous work as defined by the Company, Industry or Regulatory bodies, which ever offers the greatest level of protection (R199)

Considerations for defining Hazardous work should be given to:

- a) Work which exposes children to physical, psychological or sexual abuse;
- b) Work underground, under water, at dangerous heights or in confined spaces;
- c) Work with dangerous machinery, equipment and tools, or which involves the manual handling or transport of heavy loads;
- d) Work in an unhealthy environment which may, for example, expose children to hazardous substances, agents or processes, or to temperatures, noise levels, or vibrations damaging to their health;
- e) Work under particularly difficult conditions such as work for long hours or during the night or work where the child is unreasonably confined to the premises of the employer.

The Company should communicate the defined minimum age requirements, if any, for Children working on family farms. The Company should communicate any definitions or light and hazardous work on farm, including where necessary the classification of on farm tasks.

The Company should monitor all farms to confirm where Children work on family farms it is within the requirements set in this Criteria.

This Criteria is not applicable to Children employed on farm.

The Criteria should be considered as Not Applicable (N/A) if:

- All products are sourced from Company owned and managed farms
- All supplying farms have been monitored and show no Children on Family Farms

Relevant ILO Conventions and Recommendations

C138 - Minimum Age Convention, 1973 (No. 138)
 C182 - Worst Forms of Child Labour Convention, 1999 (No. 182)
 R146 - Minimum Age Recommendation, 1973 (No. 146)
 R190 - Worst Forms of Child Labour Recommendation, 1999 (No. 190)

FAR|3|6| Schooling

CRITERIA: The Company should confirm that the children on its supplying farms are able to attend school regularly and for a core number of hours per day.

The Company should ensure that any regulatory requirements are met on its supplying farms, with regard to Schooling.

As a minimum, the Company should monitor farms to confirm:

- § Children on supplying farms have access to compulsory education
- § Children on supplying farms are enrolled into compulsory education
- § School attendance by the children on supplying farms meets applicable regulatory requirements

This Criteria is only applicable to children on family farms and not those of hired workers.

FAR|3|7| Prevention of Bond, Debt and Threat

CRITERIA: The Company should confirm that workers on its supplying farms do not work under bond, debt or threat.

The Company should confirm that any regulatory requirements are met on its supplying farms, with regard to the Prevention of Bond, Debt and Threat. The Company should communicate and confirm that its supplying farmers:

- Provide all workers with written contracts in a language that they can easily understand, specifying their rights with regard to payment of wages, overtime and their right to leave the farm.
- Pay workers individually and directly
- Can demonstrate that any debts incurred by their workers were voluntary, are not from unreasonably priced goods or service charges and that workers can repay debts within a reasonable time
- Keep detailed records for workers that demonstrate that farmers have taken responsibility for the hiring process and have not deducted costs related to the hiring process from worker wages
- The Company should record the percentage of its supplying farms where workers are free from Bond, Debt and Threat.

C110 - Plantations Convention, 1958 (No. 110)
 P110 - Protocol of 1982 to the Plantations Convention, 1958

FAR|3|8| Freedom to Leave Employment

CRITERIA: The Company should confirm that any regulatory requirements are met on its supplying farms with regard to Freedom to Leave Employment.

The Company should confirm that its supplying farmers:

- Specify in their workers' contracts how quickly and under what conditions workers can leave employment
- Can show that wage payments are up to date
- Have the financial resources to pay workers their outstanding wages if they want to leave
- The Company should record the percentage of its supplying farms where workers are free to leave their employment with reasonable notice.

FAR|3|9| Financial Deposits

CRITERIA: The Company should confirm that any regulatory requirements are met on its supplying farms with regard to Financial Deposits.

The Company should communicate and confirm that its supplying farmers:

- Do not include the taking of deposits from workers in their hiring procedure
- At no point require workers to deposit a lump sum of money that would potentially stop workers from leaving their employment
- The Company should record the percentage of its supplying farms where workers are not required to make financial deposits with farmers.

FAR|3|10| Withholding of Payments

CRITERIA: The Company should confirm that any regulatory requirements are met on its supplying farms with regard to Withholding of Payments.

The Company should communicate and confirm that its supplying farmers:

- Agree with their workers when they will be paid and include this in the written agreement that both sign
- Maintain payroll records and issue pay slips that show what has been paid to each worker and when it was paid
- The Company should record the percentage of its supplying farms where wages are not withheld beyond the legal and agreed payment conditions.

FAR|3|11| Retention of Identity Documents and Valuables

CRITERIA: The Company should confirm that any regulatory requirements are met on its supplying farms with regard to the retention of original Identity Documents and Valuables.

The Company should communicate and confirm that its supplying farmers:

- Retain only photocopies of workers' Identity Documents
- Only store Valuables or original Identity Documents on behalf of workers in a way that ensures they are accessible to their owners at all reasonable times
- The Company should record the percentage of its supplying farms where farmers either do not retain workers' original Identity Documents and Valuables or make them accessible to their owners at all reasonable times.

FAR|3|12| Prison and Compulsory Labour

CRITERIA: The Company should confirm that any regulatory requirements are met on its supplying farms with regard to the employment of Prison and Compulsory Labour.

The Company should ensure that its supplying farmers:

- Do not employ Prison Labour, even if permitted in their country
- Do not employ any other person under menace of any penalty or who has not offered themselves voluntarily
- The Company should record the percentage of its supplying farms where farmers do not use Prison or Compulsory Labour.

FAR|3|13| Safe Environment, Injury and Illness

CRITERIA: The Company should confirm that its supplying farmers protect anyone working on the farm from harm as far as possible and can provide appropriate care for them when necessary. The Company should confirm that any regulatory requirements are met on its supplying farms with regard to providing a Safe Working Environment and care in the event of Injury and Illness. The Company should communicate and confirm that its supplying farmers:

- Maintain their farms in a clean and tidy condition, avoiding any unnecessary hazards that could potentially cause accidents
- Are able to provide suitably qualified First Aid cover and quick access to First Aid kits in all locations on the farm
- Warning signs and safety procedures are understood by workers and any languages used are relevant to the workers employed
- All those working on the farm are trained in First Aid or have prompt access to a provider and a means of contacting them
- Have an emergency plan whereby everybody knows what to do in the case of a medical emergency, fire, extreme weather event or spillage of agrochemicals/other hazardous material
- Maintain a record of all major accidents and illnesses on their farm and, if required by law, report them to the authorities
- Provide, as necessary, in the event of Injury or Illness on the farm:
 - a. Transport to receive medical care
 - b. The prompt arrival of medical personnel to attend the affected person at the farm
 - c. Accommodation where those affected are cared for while they are ill

FAR|3|14| Health & Safety Training on Farms

CRITERIA: The Company should confirm that its supplying farmers provide adequate training to all those working on the farms so that they understand potential hazards on the farm and, as far as possible, avoid harm.

The Company should confirm that any regulatory requirements are met on its supplying farms with regard to providing Health & Safety Training. The Company should communicate and confirm that its supplying farmers:

- Provide those working on farms with regular safety and preventative health training relevant to the tasks they are expected to perform
- Repeat Health & Safety training for new or reassigned work
- Maintain a record of people trained in Health & Safety

The Company should record the percentage of farms where farmers provide appropriate Health & Safety Training.

FAR|3|15| Wild Animals

CRITERIA: The Company should confirm that, where relevant, its supplying farmers:

- Inform workers about the potential dangers of Wild Animals and how to deal with them
- Inform workers of the protected status of specific Wild Animal species and the need to avoid causing them harm
- Advise workers on how to avoid incidents with snakes and what to do in the event of being bitten

The Company should provide specific training programmes and information to farmers/farm workers on Wild Animals and record the percentage of farms where workers have been trained on avoiding incidents with Wild Animals and the protection of rare and endangered species.

FAR|3|16| Storage of Agrochemicals and Fertilisers

CRITERIA: The Company should confirm that Agrochemicals and Fertilisers are stored securely on its supplying farms and in a manner that prevents unauthorised access and protects the environment in the event of spillage.

The Company should confirm that on its supplying farms:

- Agrochemicals and Fertilisers are stored in accordance with the manufacturers' recommendations
- Agrochemicals are stored in a lockable storage cabinet/cupboard that prevents unauthorised access
- Fertilisers are stored in a manner that prevents unauthorised access
- Agrochemicals are stored in a manner that protects the environment in the event of spillage
- Agrochemicals and Fertilisers are not decanted into containers unless the appropriate labels are retained with the decanted product and any other misleading labels removed

The Company should record the percentage of farms where Agrochemicals and Fertilisers are stored in a manner that prevents unauthorised access and protects the environment in the event of spillage.

FAR|3|17| Handling and Use of Agrochemicals and Fertilisers

CRITERIA: The Company should confirm that on its supplying farms agrochemicals, fertilisers and any other hazardous substances are only handled, used or applied by workers who have received adequate training and are provided with the required personal protective equipment.

The Company should ensure that on its supplying farms:

- No person under the age of 18, pregnant women or nursing mothers are considered appropriate for handling or applying agrochemicals, fertilisers or any other hazardous substances
- Appropriate personal protective equipment (PPE) is provided to all individuals involved with the handling, storage and use of agrochemicals, fertilisers and other hazardous substances and that they are trained in its use
- Agrochemicals are used only in accordance with the manufacturer's written instructions and applicable regulations
- Only trained workers using PPE handle or apply agrochemicals, fertilisers or other hazardous substances. Training should include:
 - a. The appropriate use with respect to dosage, time of application, application method, post-entry (where this applies) and pre-harvest intervals (where these apply)
 - b. Safe storage and handling
- Application equipment is regularly checked and maintained in good condition
- Safety training records for handling and use of agrochemicals, fertilisers and other hazardous substances are kept up-to-date
- Records are kept for all agrochemical and fertiliser applications, confirming who carried out the work

The Company should provide to its supplying farmers any necessary training programmes on the handling and use of agrochemicals, fertilisers and any other hazardous substances identified in risk assessments and provide documentary information to support this.

The Company should record the percentage of its supplying farms where no worker is permitted to use, handle or apply agrochemicals, fertilisers or other hazardous substances without having first received adequate training and without using the required PPE.

FAR|3|18| Re-entry and Harvest-Interval Times

CRITERIA: The Company should confirm that on its supplying farms no workers or members of the public enter a field where agrochemicals have been applied and that harvest does not commence unless and until it is safe to do so.

The Company should ensure that on its supplying farms:

- The time that must pass between the application of any specific agrochemicals to an area or crop and when people can go into that area without PPE or harvest can commence is clearly defined
- The Re-entry and Harvest-Interval Times set are effective in protecting people and animals against poisoning by agrochemicals if they enter a treated area without PPE or are exposed to the harvested crop

- Re-entry and Harvest-Interval Times indicated on agrochemical manufacturers' labels or product data sheets are complied with as a minimum
- Signs are posted adjacent to treated areas indicating treatment has occurred and when it will be safe to enter the field without PPE

The Company should record the percentage of its supplying farms where Re-entry and Harvest-Interval Times are correctly identified and implemented.

FAR|3|19| Access to Clean Water and Hydration

CRITERIA: The Company should confirm that on its supplying farms all those working have access to adequate quantities of clean drinking water and are given the opportunity to rehydrate at regular intervals.

The Company should confirm that on its supplying farms:

- All those working have easy access to potable drinking water at all times during heavy work or hot weather
- During hot weather, outside workers take regular rest breaks and are provided with shade and the opportunity to drink sufficient water
- All those working have access to clean washing water close to where they work

The Company should record the percentage of its supplying farms where all those working always have access to adequate quantities of clean drinking and washing water close to where they work.

FAR|3|20| Access to Toilets

CRITERIA: The Company should confirm that on its supplying farms workers have access to hygienic toilets close to where they work and that these can be used without fear of unreasonable financial penalties.

The Company should confirm that on its supplying farms:

- Hygienic toilets are accessible to farm workers close to where they work
- Suitable hand-washing facilities are available wherever toilets are provided
- Workers are encouraged to use the toilets provided and no financial penalties are applied to workers for the normal use of toilet facilities
- The hygienic use of toilets and washing facilities is enforced

The Company should record the percentage of its supplying farms where workers have access to hygienic toilet facilities close to where they work.

FAR|3|21| Accommodation Provided to Workers

CRITERIA: The Company should confirm that on its supplying farms any accommodation provided by farmers to their workers is clean, safe and meets the basic needs of their workers.

The Company should confirm that any regulatory requirements are met on its supplying farms with regard to Accommodation Provided to Workers.

The Company should confirm that any accommodation provided to workers by its supplying farmers is:

- Clean, safe and meets the basic needs of workers
- At least comparable to expected living standards in the region
- Equipped with hygienic toilet facilities
- Equipped with adequate heat or ventilation depending on the climate
- Provided with a reasonable quantity of personal space
- A safe distance from fields or other areas where potentially hazardous substances such as agrochemicals are applied or stored
- Provided free of charge to workers or, where a fee is applied, it is equal to or lower than market value

- Provided with clean water suitable for washing and drinking, close to where they live

The Company should record the percentage of farms where accommodation provided by farmers to their workers is clean, safe and meets the basic needs of workers.

FAR|3|22| Physical Abuse and Intimidation

CRITERIA: The Company should confirm that on its supplying farms there is no physical abuse of workers or any physical contact with the intent to injure or intimidate workers.

The Company should confirm that on its supplying farms there is:

- No use of physical force against workers
- No beating of workers by hand or with an object
- No obligation upon workers to work in excessive heat or cold
- No unreasonable refusal of permission for workers to take breaks, eat, drink or use sanitary facilities
- No restraint or incarceration of workers

The Company should record the percentage of its supplying farms where there is no evidence of Physical Abuse and Intimidation of workers.

FAR|3|23| Sexual Abuse and Harassment

CRITERIA: The Company should confirm that on its supplying farms there is no Sexual Abuse or Harassment of workers.

The Company should confirm that on its supplying farms there is:

- Zero-tolerance for Sexual Abuse or Harassment of workers
- Any reports of Sexual Abuse or Harassment of workers are investigated thoroughly with appropriate action being taken including, where appropriate, pressing charges
- Toilets and accommodation are fitted with lockable doors

The Company should record the percentage of its supplying farms where there is no evidence of Sexual Abuse or Harassment of workers.

FAR|3|24| Routine Verbal Abuse and Harassment

CRITERIA: The Company should confirm that on its supplying farms there is no Routine Verbal Abuse or Harassment of workers.

The Company confirm ensure that on its supplying farms there is:

- No continuous and systematic pressure on an individual or group of workers in order to demean them or make them afraid
- An obligation to stop anybody who is constantly insulting, humiliating or shouting abuse at workers
- Action taken against verbal abuse and harassment and, if circumstances warrant this, discipline and dismissal of persistent offenders will follow

The Company should record the percentage of its supplying farms where there is no evidence of Routine Verbal Abuse or Harassment of workers.

FAR|3|25| Discrimination

CRITERIA: The Company should confirm that on its supplying farms there is no Discrimination against workers.

The Company should confirm that on its supplying farms workers are hired only on the basis of their experience and ability to perform the required tasks.

The Company should confirm that on its supplying farms there is no Discrimination against specific workers when assigning tasks, applying sanctions, giving rewards or dismissing workers.

The Company should confirm that on its supplying farms there is no Discrimination on the basis of:

- Race, colour, caste or social origin
- Gender
- Religion
- Political affiliation
- Ethnicity, citizenship or nationality
- Pregnancy
- Disability
- Sexual orientation

The Company should record the percentage of farms where there is no evidence of Discrimination against workers.

FAR|3|26| Grievance Mechanism

CRITERIA: The Company should confirm that workers on its supplying farms have access to a fair and effective grievance mechanism.

The best solution is for workers to bring their grievances directly to the supplying farmers with an expectation that appropriate action will be taken and without fear of reprisal. The Company should advise farmers on how to achieve this by using techniques such as:

- Weekly or monthly meetings with workers or their representatives
- Complaint boxes for farm workers to use anonymously if they wish
- Where for cultural or other reasons direct contact with some or all of the supplying farmers is not effective, the Company should implement a grievance mechanism (or make use of an existing one set up by other organisations – e.g., NGOs, Unions).

The Company should confirm that any Grievance Mechanism is appropriate for the culture in which it operates, and the types of issues encountered. Depending upon the circumstances one or more of the following may be appropriate:

- A telephone helpline
- Drop-in centre(s) in the vicinity of the farms
- Independent workshops provided by suitably qualified third parties

Workers should be made aware of the Grievance Mechanism by supplying farms using most effective methods, which include but are not limited to:

- Training

- Information pamphlets
- Posters on Farm in key locations where workers congregate such as rest or break areas

The Company should record the percentage of its supplying farms where workers have access to a fair and effective Grievance Mechanism.

FAR|3|27| Freedom of Association

CRITERIA: The Company should confirm that supplying farmers respect their workers' rights to form, join or not to join a labour Union or other representative organisation without fear of reprisal, intimidation or harassment.

Where farm workers are represented by legally recognised Unions or another representative organisation of their choosing, the Company should ensure its supplying farmers establish a constructive dialogue with their freely chosen representatives and bargain in good faith with such representatives.

The Company should confirm that on supplying farms:

- There is compliance with all applicable laws and regulations on worker rights regarding Freedom of Association and collective bargaining
- Workers are free to engage in Union or other representative organisation activities without restriction and free from reprisal, intimidation or harassment
- Farm managers engage in good faith with worker/Union representatives in collective bargaining discussions and comply with collective bargaining agreements

The Company should record the percentage of its supplying farms where there is Freedom of Association.

FAR|3|28| Contracts of Employment for Farm Workers

CRITERIA: The Company should confirm that all Contracts of Employment for those working on its supplying farms are clear, fair and equitable.

The Company should confirm that its supplying farmers meet all applicable regulatory requirements with regard to Contracts of Employment for their workers.

As a minimum, Contracts of Employment for workers on supplying farms should include and clearly explain the following elements:

- Hours of work
- Overtime payment arrangements
- Notice periods to be given and received
- Holiday entitlement
- Any additional benefits and any deductions to be made
- Payment due
- Frequency of payment
- Method of payment

All Contracts of Employment should be dated and signed by the worker concerned.

FAR|3|29| Working Hours, Wages and Benefits for Farm Workers

CRITERIA: The Company should ensure that the working hours of workers on its supplying farms are not excessive and that pay is of a sufficient level to generate discretionary income without working excessive or illegal hours.

The Company should ensure that its supplying farmers meet any regulatory requirements with regard to Working Hours, Pay and Benefits for their workers.

The Company should ensure that supplying farmers manage their workers such that:

- Income earned during a pay period is enough to meet workers' basic needs and of a sufficient level to enable the generation of discretionary income
- The pay of all workers (including temporary, piece-rate, seasonal and migrant workers) meets, as a minimum, national legal standards or industry benchmark standards
- Work hours, excluding overtime, do not exceed 48 hours per week on a regular basis
- Workers are provided with at least one day off in each seven-day period
- Overtime work hours are voluntary
- Overtime wages are paid at a premium as required by local law or by any applicable collective agreement
- All workers are provided with the benefits, holidays, sick leave and leave to which they are entitled by local law or by any applicable collective agreement
- Workers are not charged illegal or excessive deductions or fees, including fees for personal protective equipment, deposits for accommodation, tools, etc.
- Wherever practical and viable, permanent workers are hired in preference to long-term contract labour
- All contractors and sub-contractors are required to comply with all applicable labour regulations and ILO conventions with regard to Working Hours, Pay and Benefits

FAR|3|30| Community and Land Rights

CRITERIA: The Company should ensure that on its supplying farms the rights of communities and traditional peoples to maintain access to land and natural resources (e.g. water, wood, soil) is recognised and protected.

The Company should ensure supplying farmers respect and prohibit the violation of the land rights of individuals and communities in the vicinity of supplying farms.

The Company should ensure that:

- The right of supplying farmers to use the land on which they operate can be demonstrated and is not legitimately contested by local communities with demonstrable rights
- The rights of communities and traditional peoples to access land and natural resources (e.g. water, wood, soil) in the vicinity of supplying farms are recognised and safeguarded
- All land acquisitions made by supplying farmers respect the rights of impacted individuals and communities
- Wherever possible, supplying farmers maintain positive relations with the communities in which they operate
- Wherever possible, supplying farmers provide support for the economic development of the community in which they operate

FAR|4| Environment

OBJECTIVE: The Company should ensure its supplying farmers produce the crop with the minimum possible adverse impact on the environment.

The Company should consider the impact of the crop production in the context of both the local environment (e.g. soil and waste management) and potential global effects (e.g. water consumption and Greenhouse Gas emissions).

FAR|4|1| Risk Assessment

CRITERIA: The Company should use Risk Assessment methodology to identify and mitigate any significant risks affecting the Criteria within the Environment Pillar.

In addition to ensuring the Company meets its legal obligations, an effective Risk Assessment helps the Company to focus on the most significant issues. This in turn may result in cost savings, protection of people and the environment from harm, and enhance the Company's reputation. The Company should review the Risk Assessment on at least an annual basis, or if operational changes occur, to ensure that it continues to address all current and new issues.

The Company should use a systematic approach to carrying out a risk assessment that includes the following steps:

- 1) Identify the risks for each Criteria within the Environment Pillar: what could go wrong and what might be the consequences?
- 2) Estimate the risk (Probability x Severity)
- 3) Evaluate the risk and agree how it might be mitigated
- 4) Implement mitigating actions to manage the risks identified
- 5) Review the effectiveness of any mitigating actions implemented

FAR|4|2| Farmer Training Programme

CRITERIA: The Company should communicate with and train supplying farmers in the Criteria of the VIVE Environment Pillar relevant to their activities.

The Company should provide training to each supplying farmer on the implementation of the VIVE Environment Pillar Criteria. Any training and guidance provided should be appropriate to the local growing conditions. The form in which this guidance is provided should take into account the current level of understanding within the various farmer segments (e.g. commercial farmers, smallholders, etc.), their ability to adapt and, where relevant, their level of literacy.

The aim should be to provide appropriate training on all relevant aspects of the Environment Pillar to all farmers supplying crop to the Company. Training priorities for farmers should be identified on an annual basis, based on a number of factors including the risk assessment.

The Farmer Training Programme may take some time to fully implement effectively but should set out to encompass the following:

- Child Labour on Farm
- Forced Labour
- Safe Working Environment
- Safe Use of Agrochemicals and Fertilisers
- Wellbeing of farm workers
- Freedom of Association
- Terms of Employment of Farm Workers

Where this will assist with the adoption of the VIVE Criteria, the Company should identify key influencers within the farming community (e.g. village elders, successful farmers, etc.) who can either lead by example or assist in extending any training to a wider audience (the 'train the trainer' principle).

Although women are often not the contract holders it is important that the Company includes women in any communication and training programmes in communities where women play an active role in farming activities.

Training may be provided by third parties but, regardless of who delivers it, the Company should ensure training is effective. Where necessary, training should be adapted as a result of these findings.

Mechanisms should be put in place to assess the effectiveness of any training delivered. This may include but is not limited to:

- * Farmer Testing
- * Farmer monitoring of adoption
- * Farmer feedback
- * Stakeholder feedback

FAR|4|3| Farm Monitoring

CRITERIA: The Company should systematically monitor the effective implementation of the VIVE Environment Pillar Criteria at farm level.

Field staff should be trained in Farm Monitoring and data collection techniques. In gathering data, the Company should comply with all applicable data protection regulations. Ideally, the Company should monitor all applicable VIVE Environment Pillar Criteria on all farms. Monitoring may be undertaken by the Company or designated 3rd parties who have the expertise and authority to conduct on farm data collection. Findings from farm monitoring against the VIVE Criteria should be gathered through the most effective means, such as:

- * Visual verification
- * Farmer interviews
- * Worker interviews
- * Document Review

Monitoring should ideally be undertaken annually by field staff or designated 3rd parties at all key stages of crop production (e.g. seedling production and transfer, crop development and harvesting).

Where issues or opportunities for improvement are identified during Farm Monitoring, the Company should discuss and agree an action plan with the farmers concerned. The Company should follow up to check if improvements have been implemented or whether additional help is needed. Where the most serious of issues are encountered, a Prompt Action Issue should be raised and remediated in line with the Company's Prompt Action Issue process.

To ensure the validity of the data collected the Company should have a procedure in place to highlight irregularities/anomalies and to compare the data from unannounced visits to those from the systematic monitoring.

The Company should operate standardised data collection tools and systems to record findings against the VIVE Criteria through either electronic or paper-based monitoring forms. The Company should collate findings from on farm monitoring to show:

- * Total number of applicable unique farms
- * Total number of unique farms monitored
- * Unique farms without issues identified (by VIVE Criteria)
- * Unique farms with issues identified (by VIVE Criteria)

For the purposes of VIVE, farmers not monitored will be counted as not conforming against the respective VIVE Criteria unless it can be demonstrated that the farms were not applicable for monitoring.

FAR|4|4| Water use efficiency

CRITERIA: The Company should confirm the efficient use of water on its supplying farms, with the aim of optimising water consumption per tonne of crop produced.

The Company should produce data to show how much water is applied across its supplying farms per tonne of crop and collect data to show how much water is drawn from all relevant sources. Where appropriate, the data may be based on samples representative of the growing areas. The Company should take into consideration varying practices such as irrigation methods and factor this in when estimating water consumption by supplying farms.

The Company should develop, implement and regularly update a Water Efficiency Plan for the use of water resources which should adapt to weather patterns and the growth stage of the crop and consider:

- Best available irrigation practices available in the growing areas (e.g. efficient irrigation systems, timing of irrigation, amount of water dispensed, etc.)
- Implementation of rainwater harvesting techniques (wherever this is practical and avoids any significant adverse effect on other catchment area users)
- Water wastage before reaching the field (for example through poorly maintained water distribution networks)

The Company should set a benchmark level of Water Use Efficiency by supplying farms and monitor performance on an annual basis to determine the impact and effectiveness of the Water Efficiency Plan.

The Water Efficiency Plan may be integrated within an Environmental Management Plan.

FAR|4|5| Water Extraction

CRITERIA: The Company should confirm that Water Extraction by its supplying farmers does not exceed sustainable water availability or the maximum extraction rate permitted by regulations, whichever is more stringent.

The Company should calculate the amount of water consumed by its supplying farms for crop production.

Using estimates from sources of reliable information, the Company should compare consumption figures against estimated sustainable water availability to evaluate any potential environmental impact and identify water stressed areas within the growing regions.

All water used for crop production on the supplying farms should be considered, whether from boreholes, river extraction, mains water, harvested rainwater or other sources.

The Company's supplying farmers should hold any required concessions and permits from the relevant authorities for all water used on their crops. The Company should confirm that any extraction licenses are not being exceeded.

Any Water Extraction Plans may be integrated within an Environmental Management Plan.

Sustainable water availability can be defined as water extraction not exceeding recharge rates.

FAR|4|6| Irrigation Water Quality

CRITERIA: The Company should confirm that the quality of water its supplying farmers use to irrigate their crop does not adversely affect the crop or soil.

The Company, credible 3rd parties or supplying farms should assess irrigation water for microbial, chemical and physical contamination. Water should then be analysed at a frequency and for parameters defined by the risk assessment. Potential parameters may include but are not limited to:

- Salinity
- pH
- Chloride
- Cadmium
- Nitrates
- Potassium
- Ammonium
- Sulphates
- Phosphorus
- Sodium
- Microbial contaminants

Water samples should be taken at the exit points of irrigation systems or the nearest practical sampling point. The analysis results should be assessed against:

- Relevant country-specific water quality regulations
- The FAO guide on Water Quality for Agriculture

Untreated sewage water should not be used for irrigation. Treated sewage water should only be used if the water quality complies with the WHO published Guidelines for the Safe Use of Wastewater and Excreta in Agriculture and Aquaculture 2006.

In cases where Water Quality does not currently meet these minimum standards, action plans should be put in place by the Company to rectify the issue as a matter of urgency.

FAR|4|7| Water Protection

CRITERIA: The Company should develop and implement a Water Protection Plan to reduce the risk of water pollution as a result of producing the crop.

The Company should aim to conserve the quality of all water resources around growing areas, including:

- Surface water bodies (e.g. ponds, lakes and reservoirs)
- Water courses (e.g. rivers, streams, ditches/trenches/channels)

- Underground water sources (e.g. wells and aquifers)

The Company should ensure that field locations and cultivation techniques are selected to minimise soil runoff into water bodies.

The Company should ensure that contour planting and conservation tillage are encouraged wherever appropriate to promote water infiltration into the soil and minimise surface run-off.

The Company should develop a Water Protection Plan that incorporates the following elements (this list is not necessarily exhaustive):

- Compliance with relevant regulations
- Implementation of minimum 10 metre buffer zones or those required by regulation (whichever is more stringent) between surface water courses/bodies and adjacent crop fields to reduce leaching where fertilisers and agrochemicals are in use
- Avoiding application methods and timing of organic and inorganic fertilisers that would result in leaching
- Prohibiting the preparation or mixing of agrochemicals near watercourses
- Handling and storing organic and inorganic fertilisers and agrochemicals in a way that prevents contamination of water
- Mitigation measures to address additional potential issues identified by the risk assessment
- A requirement that farmers do not deposit any solid materials into water courses or water bodies unless a positive effect on the environment or local biodiversity will result from this action
- Effective methods for communicating best practices to farmers with regard to protection of water bodies, groundwater and aquatic systems from pollution

The Company should work with farmers to encourage implementation of all relevant aspects of the Water Protection Plan on their farms.

Buffer strips should be measured from the top of the watercourse/body's bank. While 10m is a minimum width for a buffer strip, the width of a watercourse/size of waterbody should be considered when calculating a suitable width, with wider water courses/larger water bodies requiring wider buffer strips. Where the ground surrounding a water course/body is steeply sloping a wider buffer strip should also be considered.

FAR[4|8] Monitoring of Water Pollution

CRITERIA: The Company should monitor water courses and water bodies in crop growing areas for all potential pollutants identified in the risk assessment.

The Company should work with third parties and use risk assessment methodology to develop, document and implement a sampling plan that will monitor biological, chemical and physical indicators. The Company should identify critical sources and pathways for potential pollutants to establish sampling sites that will best reflect the impacts of crop production.

Where water monitoring data is sourced from third parties, the relevant third parties should have reliable data capture processes in place to ensure data is accurate.

As a minimum, water sampling should be conducted in identified sensitive environmental areas within the crop growing areas (e.g. rivers, ditches, lakes and ponds, aquifers, etc.).

Water analysis should encompass potential pollutants informed by the findings of the risk assessment, and in consideration of the following:

- pH
- Nitrate (NO₃)
- Ammonium (NH₄)
- Nitrite (NO₂)
- Phosphorus (P)
- Heavy metals
- Biological Oxygen Demand (BOD)
- Total Suspended Solids (TSS)

Where monitoring identifies water pollution as a result of farming as an issue, the Company should conduct water analysis on a wider catchment scale.

The Company should work with other affected stakeholders within the catchment area to reduce any pollutants to acceptable levels.

The following can be used as initial indicators of water pollution:

- Algal blooms

- Presence/Absence of insect larvae, fish species and water plants, etc

The Water Pollution Monitoring Plan may be integrated within an Environmental Management Plan.

FAR|4|9| Soil Conservation

CRITERIA: The Company should develop a documented Soil Conservation Plan to prevent soil damage and erosion on its supplying farms.

The Soil Conservation Plan should be developed locally and be communicated to supplying farmers.

The Company should map the areas in which its supplying farms are located in order to highlight:

- Soil types and conditions
- Climatic conditions including potential rainfall, wind and extreme temperatures
- Topography including the maximum slope upon which it is prudent to grow the crop

The Soil Conservation Plan should consider, where relevant, but need not be limited to:

- Compliance with relevant regulations
- Guidance on contour planting
- Use of terraces or strip planting
- Use of minimum or conservation tillage
- Use of mulch
- Use of cover crops
- Incorporation of organic matter
- Use of windbreaks
- Use of buffer strips (to reduce water flow)
- The use of drainage channels to avoid water-logging
- Avoiding the use of machinery on wet soil
- Use of machinery with extended reach or low-pressure tyres
- Limits on machine weight
- Use of permanent vehicle routes

Relevant parts of the Soil Conservation Plan should be communicated to those farmers on whose farms specific issues apply and any necessary training should be provided.

Corrective action should be taken wherever soils have been damaged by erosion, compaction or loss of organic matter. The Soil Conservation Plan may lead to changes in crop rotation or, in extreme cases, taking fields out of production.

The Soil Conservation Plan may be integrated within an Environmental Management Plan.

FAR|4|10| Soil Protection

CRITERIA: The Company should develop a documented Soil Protection Plan to protect soil from pollution and chemical degradation on its supplying farms.

In addition to soil analysis carried out as part of crop husbandry practices, soil testing should be completed at least once every five years in all growing areas, with sampling sites comparable over time, to highlight

any potential trends in parameters identified by the risk assessment, to include as a minimum:

- Chemical degradation due to increased levels of salinity
- Accumulation of heavy metals (notably Arsenic and Cadmium)
- Accumulation of residual agrochemicals

The Company should use soil analysis results as well as additional potential issues identified by the risk assessment to develop and implement a Soil Protection Plan. The Soil Protection Plan should incorporate the following elements (this list is not necessarily exhaustive):

- Compliance with relevant regulations
- Avoiding soil salinization that may be caused by irrigation practices
- Accurate use of agrochemicals to avoid accumulation of residual agrochemicals in the soil
- Effective methods for communicating best practices to farmers with regard to protection of soil from pollution and chemical degradation

The Soil Protection Plan should also be used to evaluate the suitability of potential new growing areas.

The Soil Protection Plan may be integrated within an Environmental Management Plan.

Relevant practices identified in in the following Criteria may be used to demonstrate Soil Protection:

FAR|2|6| Soil Analysis

FAR|2|7| Fertiliser and Liming Management

FAR|2|8| Approved Fertilisers

FAR|2|14| Crop Scouting and Economic Thresholds for CPA Use

FAR|2|15| Company Approval of Agrochemicals

FAR|2|16| Toxicity of Agrochemicals

FAR|2|18| Maximum Residue Limits (MRLs)

FAR|4|11| Fuel Storage on Farms (not including wood)

CRITERIA: The Company should confirm that any fuel held on its supplying farms is stored in a manner that minimises any potential adverse impacts on people, the environment or wildlife.

The Company should confirm that on its supplying farms:

- All regulatory requirements are met with regard to fuel storage
- Any risks specific to the fuels being stored are taken into account
- All fuel tanks are located in areas away from water courses or other sensitive areas
- All bulk fuel tank and multiple drum storage areas are rendered impervious to the fuels stored there
- All bulk tank and multiple drum storage areas are bunded (either locally or remotely) to a volume not less than the greater of the following or equipped with double-walled construction and leak detection:
 - a. 110% of the capacity of the largest tank or drum within the bunded area
 - b. 25% of the total volume of substance which could be stored within the bunded area
- Where bunding is required:
 - a. All drainage from bunded areas is treated as hazardous waste unless it can be demonstrated to be otherwise
 - b. All inlets, outlets, vent pipes, valves and gauges associated with storage vessels for fuel and chemicals are within the bunded area
 - c. Bund integrity inspections are carried out by a suitably qualified person at least annually and full integrity tests undertaken at a frequency dictated by the risk assessment
 - d. Records of inspections and tests are retained

Overfill protection mechanisms are installed on all bulk fuel tanks
Refuelling operations only take place in suitably protected hard stands near the fuel tanks and any accidental spillages can be contained

FAR|4|12| Minimising Atmospheric Pollution

CRITERIA: The Company should develop and implement a plan to minimise atmospheric pollution generated on its supplying farms.

Gases and particulate matter are released into the atmosphere from the operation of machinery during production of crops (e.g. tractors, mechanical harvesters, etc.).

Gases and particulate matter may also be released into the atmosphere as a result of burning to prepare for harvest, to clear crop residues or clear land.

The Company should assess the main potential sources of atmospheric pollution from the production of the crop so that farms can implement pollution management controls and minimise any potential adverse effects.

The Company should provide guidance to supplying farmers on how to Minimise Atmospheric Pollution and this should include, but is not necessarily limited to:

- Compliance with all relevant laws and regulations
- Use of cleaner fuels
- Efficiency of machinery and equipment
- Effective maintenance of machinery and equipment
- Avoiding the open burning of waste (unless it can be demonstrated that this is the most effective and least environmentally damaging option available)
- Avoiding burning during the preparation of land (unless it can be demonstrated that this is the most effective option, taking into account the impact on the environment)
- Avoiding, wherever possible burning to prepare the crop for harvest
- Avoiding the burning of crop residues

FAR|4|13| Reuse and Recycling of Plastics

CRITERIA: The Company should develop and implement guidance for the reuse and recycling of plastics generated on its supplying farms.

The Company should ensure farmers reuse materials until the end of their useful lives and participate in responsible plastic recycling programmes where these are available to them. In countries where there are no such programmes, the Company should work with stakeholders to establish one.

Any plastics used should be strong and thick enough to avoid splitting into small pieces. Typical products to be considered for recycling include, but are not restricted to: plastic tarpaulins, water bottles and fertiliser bags.

The Company should calculate the amount of plastic waste generated on farm on an annual basis and devise strategies to limit the use of non-recyclable plastics and to promote the recycling of plastics. The Company should calculate how much plastic waste is recycled based on farm findings.

FAR|4|14| Reuse, Recycling and Disposal of Non-Hazardous Waste (excluding plastics)

CRITERIA: The Company should develop and implement a plan for the appropriate Reuse, Recycling and Disposal of Non-Hazardous Waste generated on its supplying farms.

The Company should ensure its supplying farmers reduce the amount of non-hazardous waste being produced and, where possible, reuse materials until they have reached the end of their useful lives.

The Company should ensure that after the end of a product's useful life its supplying farmers use any existing recycling programmes wherever possible. Where no such programmes exist, the Company should work with stakeholders to establish one.

Non-Hazardous farm waste (excluding plastics) includes, but is not restricted to: paper, metals, hessian, wood and plant material.

Where waste must be disposed of, it should be responsibly done and meet all regulatory requirements. Burying and burning waste on farms or sending waste to landfill should be avoided unless no other practical solutions exist.

Any hazardous waste should be segregated from non-hazardous waste

FAR|4|15| Storage, Recycling and Disposal of Hazardous Waste

CRITERIA: The Company should develop and implement guidance for the Storage, Recycling and Disposal of Hazardous Waste generated on its supplying farms. Any hazardous waste should be clearly identified and segregated from other waste.

The Company should identify potentially hazardous waste that occurs on its supplying farms and communicate to its supplying farmers how to store, recycle or dispose of each type responsibly.

All hazardous waste should be disposed of by a suitably authorised and qualified organisation.

FAR|4|16| Recycling or Disposal of Empty Agrochemical Containers

CRITERIA: The Company should develop and implement guidance for the Recycling or Disposal of Empty Agrochemical Containers generated on its supplying farms.

The Company's guidance to its supplying farmers should specify that:

- When a metal, plastic or glass agrochemical container is empty it is rinsed as soon as possible a minimum of three times with the resulting residue from the container being added to the agrochemical tank for application
- Measures are taken to prevent spillage
- After rinsing, the container is rendered unusable by puncturing, crushing or breaking and then stored appropriately and safely prior to recycling or disposal

Where such a service is available, rinsed agrochemical containers should be returned to the agrochemical supplier or manufacturer. Where no such service is available, the Company should work with stakeholders to develop such a system as part of the supply arrangement with the agrochemical suppliers or manufacturers.

In areas where no recycling programmes are available, the Company should establish a process to collect any empty agrochemical containers from its supplying farmers and arrange for them to be recycled or incinerated by authorised companies.

FAR|4|17| Renewable Energy

CRITERIA: The Company should confirm its supplying farmers use renewable energy wherever practical.

All non-renewable energy used on farms, (e.g. electricity, gas, fuel oil, wood, etc.) should be considered for replacement with renewable alternatives.

Targets for the application of renewable energy should be documented and plans for replacement with renewable energy sources communicated to supplying farmers wherever practical.

FAR|4|18| Reduction of Greenhouse Gas (GHG) Emissions on the Company's Supplying Farms

CRITERIA: The Company should carry out analysis to identify the activities on its supplying farms that are responsible for the majority of GHG emissions and implement plans to reduce them.

The Company should identify the significant sources of GHG emissions from crop production on its supplying farms. The Company should then establish metrics for the GHG emissions associated with crop production on its supplying farms, based on internationally recognised standards, and set targets for reduction. Emissions related to the crop production should be measured from seed planting or multiplication to receipt of the crop at the Company's processing facility.

The Company should work with its supplying farmers to implement practices that will reduce their GHG emissions.

Practices to be considered include, but are not restricted to:

- Soil cover management
- Reduced tillage

- Planting of perennial vegetation
- Efficient use of fertilisers, agrochemicals and fuels
- Waste management
- Use of efficient technologies
- Management of effluent ponds and manure
- Use of the energy hierarchy, with the order of priorities being:
 - a. Energy saving
 - b. Energy efficiency
 - c. Use of renewable energy
 - d. Use of low emission energy
 - e. Use of conventional energy
 Other areas that the Company may consider include, but are not restricted to:
- Fertiliser sources
- Agrochemical sources
- Fuel sources

Nitrous oxide (N₂O) is a powerful GHG with approximately 300 times the global warming potential of carbon dioxide (CO₂). It is an unavoidable by-product of the industrial process used to manufacture nitric acid, a key component in Ammonium Nitrate fertiliser production. It is also a natural break-down product of plant matter and released from the soil during activities such as ploughing.

The Company should estimate through credible means any carbon sequestration as a result of initiatives promoted by the Company and/or supplying farms. These initiatives could include the following but not limited to:

- Afforestation
- Reforestation
- Creation of wetlands
- Restoration of peatlands

FAR[4]19| Biodiversity Management Plan

CRITERIA: The Company should gather and collate internal and external data on areas of high biodiversity value in and around its supplying farms to form a Biodiversity Management Plan.

Areas of high biodiversity value in and around the Company's supplying farms should be mapped, along with any resources (e.g. ponds, watercourses, woodland, scrubland, etc.) that may be affected by the crop production and which typically have current or potential wildlife value.

The Company should identify those areas that should be protected or can be enhanced for wildlife.

The gathered data should be used to form a Biodiversity Management Plan.

The Company Biodiversity Management Plan should incorporate compliance with all applicable laws and regulations relating to biodiversity and wildlife on its supplying farms.

The production of crops should not be located in areas that will negatively impact National Parks or other protected conservation areas. Due consideration should also be given to protecting other areas of significant wildlife importance, whether or not direct legal protection is already in place.

As far as is practically possible, the Company should aim to enhance habitats, promote native species and maintain biodiversity on its supplying farms. Measures that may be adopted on supplying farms include, but are not restricted to:

- Protection of conservation areas
- Protection of any endangered species
- The conservation of natural habitats and corridors between natural habitats
- The protection and enhancement of unfarmed areas (field corners, woodland, verges, buffer zones, etc.)
- The provision of nesting platforms and nest boxes
- The provision of summer food for wildlife (e.g. nectar-bearing plants, fruits and seeds)
- The provision of winter food for wildlife (e.g. fruits and seeds)

- The provision of clean water (whether static or flowing)
- Replanting of native tree species
- Management of invasive species (these will vary depending on the area and may affect fields, watercourses or surrounding areas)

The Company should identify experts who can offer practical guidance on how identified areas in or close to the growing areas should be protected or may be enhanced for wildlife.

The Company should provide guidance to farmers on threatened and endangered species (known or likely to be) present on its supplying farms. Where rare/endangered species or habitats are found on the Company's supplying farms, specific support for these species or habitats should be developed and implemented as a priority. The Company should provide guidance on relevant practices farms should implement to protect and enhance Biodiversity.

FAR|4|20| Biodiversity Monitoring

CRITERIA: The Company should put in place monitoring to assess any positive or negative effects of current crop farming practices upon biodiversity.

The Company should monitor the effects upon biodiversity of current crop farming practices and of any actions taken to enhance or protect biodiversity in the crop growing areas. Where practical and necessary, farming practices and action plans should be amended according to findings.

Typically, a long-term monitoring approach needs to be undertaken to identify the effects of farming practices upon biodiversity. A minimum of three years is needed to establish developing trends but where evidence clearly shows that adjustments to practices are needed more urgently, appropriate action should be taken.

For practical purposes it can be beneficial to identify indicator species that reflect the overall health of the farmland habitat. Birds of prey, dragonflies and native gamebirds are among those that may be useful. As an initial and simple measure, farmers can be asked to record the indicator species they see on their farms.

Biodiversity data collection or monitoring on farm can be conducted based on farm segmentation based on factors, such as, but not limited to:

- * Identified current or potential wildlife value
- * Practices recommended and or followed by segments of the farmer base
- * Areas identified with high biodiversity value
- * Areas recommended for monitoring through the Biodiversity Management Plan
- * Areas recommended for monitoring by relevant stakeholders

FAR|4|21| Protection of Land with High Biodiversity Value

CRITERIA: The Company should confirm that none of its supplying farmers convert or damage land with high biodiversity value.

The Company should confirm it does not source crops from farmers who have converted or damaged land with high biodiversity value.

The Company should not source crops from land that had one or more of the following statuses on or after January 1st 2008, whether or not the land continues to have that

- Primary forest (wooded land of native species, where there is no clearly visible indication of human activity and the ecological processes are not significantly disturbed)
- Areas designated by law or by the relevant competent authority for nature protection purposes
- Areas designated for the protection of rare, threatened or endangered ecosystems or species recognised by international agreements or included in lists drawn up by intergovernmental organisations or the International Union for Conservation of Nature
- Areas designated as reservations for traditional native peoples
- Highly biodiverse natural grassland that would remain grassland in the absence of human intervention and which maintains the natural species composition and ecological characteristics and processes
- Highly biodiverse non-natural grassland that would cease to be grassland in the absence of human intervention and which is species-rich and not degraded
- Wetlands (land that is covered with or saturated by water permanently or for a significant part of the year)
- Continuously forested areas (land spanning more than one hectare with native trees higher than five metres and a canopy cover of more than 30% or trees able to reach those thresholds in situ)
- Peatland

FAR|4|22| Expansion onto New Farmland

CRITERIA: The Company should have a documented procedure which is to be used to evaluate the potential of new farmland for its suitability for crop production.

In addition to any potential issues associated with converting 'wild' land for the production of crops, the Company should also consider issues that may be inherited in the conversion of cropland previously used by other industries for crop production.

The following issues should be considered as a minimum when evaluating New Farmland. This list is not necessarily exhaustive:

- Any legal restrictions that may apply
- Presence of rare or endangered species
- Proximity to historical/archaeological remains
- Soil pollution issues
- Threat of deforestation
- The avoidance of slash and burn techniques
- Availability and quality of water sources
- Presence of pests and diseases
- Weed levels
- Susceptibility to erosion (by air or water)
- Potential for water pollution
- Proximity to protected areas or areas of high wildlife value

Unless the Company's evaluation can demonstrate that the expansion of crops onto New Farmland will be achieved without significant adverse environmental impact, expansion should not proceed.

The Risk Assessment or a Risk Based approach should be used to determine if monitoring and evaluation of supplying farms is required for expansion into New Farmland.

FAR|5| Traceability

OBJECTIVE: The Company should ensure that it can trace all of its raw materials back to individual farms, all products through its facilities and all finished products forward to its individual customers. Wherever mass balances are used the VIVE Mass Balance rules must be applied.

FAR|5|1| Mass Balance Methodology

CRITERIA: The Company must accurately measure all quantities of product entering a mass balance and all quantities leaving a mass balance. Wherever process losses occur within a defined mass balance these must be taken into account.

The Mass Balance methodology used within VIVE allows VIVE product to be physically comingled with non-VIVE products meeting the same specification but requires continued administrative separation of the VIVE Tonnage to ensure there is no over-claiming of the tonnage assigned to VIVE. This is illustrated below:

FAR|5|2| Mass Balance Physical Boundaries

CRITERIA: The Company must limit each VIVE Mass Balance to an individual Company facility.

It is not acceptable for one farm to be assigned the Mass Balance data for crop produced by another farm.

Each Mass Balance must operate within a defined Company facility. It is not acceptable for one facility to utilise the data for product delivered to another facility.

Where more than one VIVE Mass Balance commodity is in the system of a given facility it is not acceptable to transfer the VIVE data from one type of commodity to another. For example: VIVE data for molasses cannot be transferred to sugar.

FAR|5|3| Mass Balance Time Boundaries

CRITERIA: The Company must limit the administrative life of any VIVE Mass Balance product to three years after the physical and administrative stocks have been balanced, reconciled and audited at the end of each crop year.

The Company may only maintain an administrative Mass Balance for VIVE products for a maximum of three years after the physical and administrative stocks have been balanced, reconciled and audited at the end of each crop year.

Any administrative Mass Balances left after this period must be deleted.

FAR|5|4| Traceability of Incoming Products

CRITERIA: The Company must be able to demonstrate traceability for the raw materials it receives.

The Company must be able to demonstrate traceability for all crops in all forms (crop received from farm, semi manufactured, manufactured) received at its facilities, whether or not they are destined for the VIVE programme. This will require the ability to produce a traceability trail for each delivery back to the point in the supply chain where a previous Mass Balance occurred and/or the VIVE status of the product can be verified.

Upon request, the Company must be able to provide a traceability trail back to the farm for each lot of VIVE product. To facilitate this, the Company must:

- Record the names and addresses of suppliers of incoming products
- Record the types and quantities of incoming products
- Record the numbers of the batches or lots received

- Identify the transport means and unique identification reference of the transport for all incoming products
- Where applicable, container, trailer and ship hold references must be known
- Where intermediate storage is used, the relevant stores, silos or bays must be known

The Company need not hold all records necessary to trace its raw materials back to farms but it must be able to access such records if required to do so.

In all cases the Company must be able to demonstrate that no product of unknown or uncertain sustainability status has entered into a product stream intended to be assigned as VIVE product.

The Traceability of all crop products is required so that their VIVE status can be confirmed. In addition, the Traceability of all products back to farm and individual field is required so that any issues that may arise at farm level can be addressed (e.g. inappropriate use of agrochemicals, poor quality, etc.). The Traceability of packed product is required so that, in the event of any problem arising, all affected product can be quickly identified and all necessary actions taken (including, where necessary, recall of products).

The Company should be able to demonstrate Traceability for the raw materials it receives and the finished products it despatches.

Upon request, the Company should be able to provide a Traceability trail back to named farms and forwards to individual customers for each lot of product.