

Business Practices Standards

Aim: Reward specialty coffee producers with good prices

Standard Category	#	Sub-Category	Standard Criteria	Compliance Status	Priority Rating
Business Practices	BP1	Business Management	All KILICAFE coffee is traceable from collection by Farmer Business Group to Point-of-Sale	Good	AAA
	BP2	Business Management	Farmer Business Groups involve members in planning and implementation of all activities	Good	AAA
	BP3	Business Management	Farmer Business Groups only receive coffee from their member farmers	Good	AAA
	BP4	Business Management	Farmer Business Groups receive support to access credit	Average	AA
	BP5	Business Management	Farmer members have adequate access to markets to sell coffee locally and internationally	Good	AAA
	BP6	Business Management	Farmers are paid based on the quantity, price and quality of coffee produced and not on a quota	Good	AAA
	BP7	Business Management	KILICAFE and Farmer Business Groups can present a plan of goals, objectives, employee responsibilities & a calendar of activities for the short, medium and long term	Fair	AA
	BP8	Business Management	KILICAFE and Farmer Business Groups continually strives to improve business performance	Good	AAA
	BP9	Business Management	KILICAFE and Farmer Business Groups have a system to review and respond to complaints from customers and members	Poor	AA
	BP10	Business Management	KILICAFE and Farmer Business Groups keep records of sales of Fair Trade certified coffee	Fair	AAA
	BP11	Business Management	KILICAFE and Farmer Business Groups maintain short, medium and long term coffee production and sales targets	Good	AAA
	BP12	Business Management	KILICAFE encourages farmers to pursue other economic activities in addition to coffee	Fair	A
	BP13	Business Management	KILICAFE has a system to assess the economic impact of all socially and environmentally destructive activities	Poor	A
	BP14	Business Management	KILICAFE has a system to optimize timing of deliveries and selection of efficient trading channels	Fair	AA
	BP15	Business Management	KILICAFE is subject to annual internal control system audits by a certified outside party	Fair	AA
	BP16	Business Management	KILICAFE promotes farm-gate competition and forbids non-competitive practices by its members	Good	AAA
	BP17	Business Management	KILICAFE shall fulfill the conditions of all coffee sales contracts	Good	AAA
	BP18	Financial Management	KILICAFE and member Farmer Business Groups keep financial records for a minimum of two years	Good	AAA
	BP19	Financial Management	KILICAFE can document and prove it has customers and revenues	Good	AAA
	BP20	Financial Management	KILICAFE has long-term trading relationships with buyers	Fair	AA
	BP21	Financial Management	KILICAFE is subject to annual financial audits by a certified auditor	Good	AAA
	BP22	Financial Management	KILICAFE maintains financial reserves	Fair	AA
	BP23	Information Dissemination	Farmers members have access to technical and non-technical coffee related information	Fair	AA
	BP24	Information Dissemination	Information about coffee sales and farmer payments is available to farmers, managers, buyers and the general public	Good	AAA
	BP25	Information Dissemination	KILICAFE and Farmer Business Group operating budgets are open and available to farmers, managers, buyers and the general public	Fair	AAA
	BP26	Information Dissemination	KILICAFE provides education to Farmer Business Groups about the coffee industry and coffee farming around the world	Good	AAA
	BP27	Organisational Management	All Farmer Business Groups are registered with the Government of Tanzania as businesses	Good	AAA
	BP28	Organisational Management	Farmer Business Groups democratically elect their leaders	Good	AAA
	BP29	Organisational Management	Farmer Business Groups have constitutions that are consistent with the KILICAFE Company Standards	Fair	AAA
	BP30	Organisational Management	Farmer Business Groups' management is well organised, open and clearly defined to all member farmers	Good	AAA
	BP31	Organisational Management	KILICAFE management informs farmers of changes to chapter or national management of the association	Good	AAA
	BP32	Organisational Management	KILICAFE's membership consists of voluntary Farmer Business Groups	Good	AAA
	BP33	Quality Promotion	Farmer Business Groups producing high quality coffee will be rewarded with coffee cupping awards	Poor	AA

Environmental Care Standards

Aim: Protect the environment for future generations

Standard Category	#	Sub-Category	Standard Criteria	Compliance Status	Priority Rating
Environmental Care	EC1	Agro-chemicals	Farmer Business Groups have documented systems to deal with emergencies such as chemical spills, over-exposure to chemicals & disposal of spoiled chemicals	Poor	AA
	EC2	Agro-chemicals	Farmers make efforts to reduce and minimize the use of agro-chemicals	Average	A
	EC3	Agro-chemicals	Farmers only use chemicals recommended for use on coffee farms by the appropriate authority in Tanzania	Average	A
	EC4	Agro-chemicals	Farmers purchase agro-chemicals from approved stockists	Average	AA
	EC5	Biodiversity	Ecologically important resources such as lakes, streams, wetlands and forests are clearly identified and protected inside farms	Poor	A
	EC6	Biodiversity	Farmers are aware of Integrated Pesticide Management (IPM) techniques	Average	AA
	EC7	Biodiversity	Farmers make efforts to protect wildlife and native flora inside and around their farms	Average	AAA
	EC8	Biodiversity	Farmers restore lands with native vegetation in places where they cease farming	Poor	A
	EC9	Biodiversity	Farmers understand the importance of environmental protection as it applies to coffee farming	Good	AAA
	EC10	Energy	Farmers are aware of renewable sources of energy (e.g. solar, wind, water and bio-gas) and other alternatives to fuelwood	Poor	A
	EC11	Forest Protection	Farmer Business Groups have members trained in fire prevention	Poor	A
	EC12	Forest Protection	Farmers do not cut down native forests to expand new crops	Average	AAA
	EC13	Forest Protection	Farmers have shade trees on their coffee farms	Good	A
	EC14	Forest Protection	Farmers protect and reforest lands in their community to ensure there are ample forest products to meet the needs of future generations	Good	A
	EC15	Soil Protection	Farmer Business Groups have programs to conduct soil analyses to determine the types of fertilizers to use	Poor	A
	EC16	Soil Protection	Farmers create and use organic compost	Good	AAA
	EC17	Soil Protection	Farmers do not use fire to clear fields	Good	AAA
	EC18	Soil Protection	Farmers use techniques to minimize soil erosion	Good	AA
	EC19	Waste Disposal	Coffee farms are free of litter	Poor	AA
	EC20	Waste Disposal	Farmers dispose of inorganic waste that cannot be recycled by utilizing rubbish pits that are clearly marked and do not pose a health risk to humans & animals	Poor	A
	EC21	Waste Disposal	Farmers do not dispose of inorganic waste by burning	Poor	A
	EC22	Waste Disposal	Farmers recycle and reuse appropriate inorganic waste such as glass, plastic and paper	Average	A
	EC23	Waste Disposal	Farmers recycle pulp waste from processing	Good	AAA
	EC24	Waste Disposal	Used agro-chemical containers are triple rinsed, punctured & either returned to the manufacturer or disposed of in a rubbish pit	Poor	AA
	EC25	Water Conservation	All water used in coffee processing is treated before returning to nature	Poor	AA
	EC26	Water Conservation	Farmer Business Groups have programs to monitor the chemical and biological characteristics of water sources	Poor	AAA
	EC27	Water Conservation	Farmers conserve water and protect water sources	Average	AAA
	EC28	Water Conservation	Farmers do not use agro-chemicals within 5 metres of natural water sources	Average	AA

Production and Processing Standards

Aim: Achieve increased production of specialty coffee while ensuring a safe working environment

Standard Category	S#	Sub-Category	Standard Criteria	Compliance Status	Priority Rating
Production & Processing Practices	PP1	Food Safety	Central Pulper staff will be aware of relevant food safety risks within the central pulper process	Average	AAA
	PP2	Health & Safety	Agro-chemicals are stored in safe and protected places	Good	AAA
	PP3	Health & Safety	All hazardous areas (e.g. chemicals, heavy machinery, etc.) are identified and labeled	Poor	AAA
	PP4	Health & Safety	Emergency Procedures are posted by all heavy machinery	Poor	AAA
	PP5	Health & Safety	Farmer Business Groups operating Central Pulperies have at least one worker trained in First Aid	Poor	A
	PP6	Health & Safety	Farmer Business Groups with Central Pulperies conform to government factory safety standards	Poor	AAA
	PP7	Health & Safety	Farmers receive adequate training on handling, transporting and applying agro-chemicals	Good	AA
	PP8	Health & Safety	Farmers working with agro-chemicals wear adequate protective clothing	Poor	A
	PP9	Health & Safety	First-aid kits are located close to all heavy machinery	Poor	AA
	PP10	Processing	Farmers observe high standards of processing to maintain the highest coffee quality	Poor	A
	PP11	Processing	Farmers receive adequate training on handling and using processing equipment (e.g. Central Pulperies)	Average	AA
	PP12	Production	Farmer Business Groups have access to new production techniques	Average	A
	PP13	Production	Pruning and stumping is used to maximise coffee yields	Good	AAA
	PP14	Record Keeping	Farmers have access to annual rainfall data for their district	Poor	A
	PP15	Record Keeping	Farmers keep records of all agro-chemicals used including type, application rate, when and where used	Poor	AA
	PP16	Record Keeping	Farmers keep records of coffee crop performance	Poor	AA
	PP17	Record Keeping	Farmers keep records of plant history and varieties	Poor	A
	PP18	Variety Selection	Farmers obtain coffee seedlings and seeds from known sources	Average	AA
	PP19	Variety Selection	Farmers select coffee varieties that are suitable for their local areas which do not compromise cupping quality	Average	AA

Social Responsibility Standards

Aim: Ensure safe conditions for coffee workers and their families

Standard Category	#	Sub-Category	Standard Criteria	Compliance Status	Priority Rating
Social Responsibility	SR1	Basic Rights	Farmer Business Groups do not practice any form of discrimination in employment, duties or wages	Good	AAA
	SR2	Basic Rights	Farmers have freedom of association	Good	AAA
	SR3	Basic Rights	Farmers have the right to collective bargaining	Good	AAA
	SR4	Basic Rights	Farmers respect and uphold local and national laws	Good	AAA
	SR5	Basic Rights	KILICAFE encourages farmers to participate in retirement programs (e.g. NSSF, PPF, etc.)	Poor	AA
	SR6	Basic Rights	There are no farms or instances of sexual abuse at Farmer Business Groups	Good	AAA
	SR7	Education	Farmers and their families have access to basic education	Good	AAA
	SR8	Education	KILICAFE promotes the education of illiterate and uneducated farmers	Poor	A
	SR9	Health	Farmer Business Group employees and farmers have access to toilets near all working sites/farms	Good	AAA
	SR10	Health	Farmers and their families have access to health facilities and hospitals	Good	AAA
	SR11	Health	Farmers understand the importance of roofed shelter, toilets, access to clean water and adequate ventilation	Fair	AA
	SR12	Labor Rights	All KILICAFE and Farmer Business Group employees know their wages	Good	AAA
	SR13	Labor Rights	All labor relationships are defined by legally enforceable contracts, whether oral or written	Poor	AAA
	SR14	Labor Rights	Farmer Business Group employees do not exceed Tanzanian laws on maximum working hours	Good	AAA
	SR15	Labor Rights	Farmer Business Groups and their farmer members do not use paid child labor	Good	AAA
	SR16	Labor Rights	Farmer Business Groups hire their own workers	Good	AAA
	SR17	Labor Rights	Farmer Business Groups maintain documents of wages paid to all workers, including part-time, full-time, seasonal and casual workers	Poor	AA
	SR18	Labor Rights	Farmer Business Groups pay at least the legally stipulated minimum wage to full-time workers	Poor	AAA
	SR19	Labor Rights	Farmers do not use exploitative labour practices, e.g. the use of unpaid family members for full-time/seasonal labour	Fair	AAA
	SR20	Labor Rights	KILICAFE encourages farmers to provide a living wage to seasonal & casual workers	Poor	AAA
	SR21	Land Rights	Farmers have the right to the long-term use of their land	Good	AAA
	SR22	Land Rights	KILICAFE encourages and supports farmers to acquire ownership titles for their farms	Poor	AA

