

Trustea Program Policy

[Name of the Verified Facility]

Location: [Insert Location]

Effective Date: [Insert Date]

Approved by: [Top Management Name & Designation]

1. Policy Statement

We, at [Facility Name], are committed to implementing and maintaining the **trustea Sustainability Code** across our tea operations to ensure ethical, safe, and environmentally responsible practices. This policy affirms our dedication to continuous improvement in social, economic, and environmental performance in compliance with the trustea Code requirements.

2. Objectives

- To ensure 100% compliance with the trustea Code of Conduct in all operational aspects.
- To promote decent working conditions, freedom of association, and respect for workers' rights.
- To reduce environmental footprint by adopting sustainable resource management practices.
- To strengthen traceability, transparency, and fair sourcing mechanisms.

*Additional points can be added or updated based on company specific scope (Estate / BLF / Estate + BLF)

3. Key Performance Indicators (KPIs)

Area	KPI
Legal & Code Compliance	100% compliance during trustea audits
Workers' Rights & Well-being	100% workers covered under grievance redressal mechanism
Training & Awareness	At least 2 trainings per year on trustea and worker rights
Freedom of Association	Active consultation with Trade Union/worker representatives
Environmental Sustainability	Annual reduction in energy/water consumption by at least 5%
Child & Forced Labour Prevention	Zero tolerance; 100% worker documentation and age verification

*Additional area and KPI shall be added or updated based on company specific scope (Estate / BLF / Estate + BLF)

4. Commitment of Top Management

The management of **[Facility Name]** recognizes that sustainability and ethical sourcing are key to our long-term success and reputation. We are fully committed to:

- Ensuring full compliance with the **trustea Code of Conduct**
- Providing the necessary resources, training, and oversight to implement and monitor trustea standards
- Engaging with workers, trade unions, and all stakeholders to promote a transparent and inclusive work culture
- Taking corrective and preventive actions to address any non-compliance issues

***Additional action points or commitment can be added or updated based on company specific scope (Estate / BLF / Estate + BLF)**

5. Freedom of Association

We respect the right of all workers to associate freely and bargain collectively. While developing this policy, we have engaged with **Trade Union representatives** to ensure it reflects their inputs and the needs of the workforce. All workers are free to participate in union activities without fear of retaliation or discrimination.

6. Policy Communication and Display

- This policy shall be **clearly displayed** at the **main entrance** and other strategic locations within the facility.
- The policy is translated into **local languages** understood by the workers to ensure accessibility and awareness.

Authorized by:

[Name]

[Designation]

[Signature]

[Date]

***Note:**

This is a **sample policy document** developed to align with the trustea Code requirements. It is intended as a reference and **can be customized** based on the specific **scope, operations, workforce structure, and compliance needs** of the verified entity. Entities are encouraged to adapt the policy in consultation with relevant stakeholders, including worker representatives and Trade Union members, to ensure relevance, clarity, and effectiveness in their context.

Trustea - Sample

Risk Assessment Analysis

RISK ASSESSMENT ANALYSIS – Health and Safety - Factory

Risk assessment plan

Risks are identified by:

- walking around all the areas where works are in progress may go and noting those things that might pose a risk
- talking with the safety representative, supervisors and other members of staff to learn from their knowledge and experience of particular jobs and to listen to their concerns and opinions on health and safety issues
- looking at the accident book to learn what had previously resulted in accidents or near misses

As the hazards are identified it is also thought about who could be harmed by them and how accidents might happen.

Find what was already being done to control the risks. Find what further actions are required.

S.No	Place	Nature of Risk	Possibility	Severity (1-4)	Frequency (1-5)	Severity x Frequency	Risk Category	Action for risk reduction
1.	Withering	Body injury, head injury	<p>Possibility of slip and fall down while climbing to the trough</p> <p>Worker may suffer with head injury due to moving conveyers</p>	3	3	9	Serious	<p>Warning signs in local language needs to display where required</p> <p>Use hard hat while working to avoid hitting moving conveyers.</p> <p>First aid treatment should be given by the trained persons.</p> <p>Train the employees about the use of personal protective equipment weariness.</p> <p>Educate employees about the dangers while working</p>
2	Rolling	Hand Injury, Hearing loss, Body injury	Worker may suffer with hand injury while working on roller machines.	4	3	12	High	Warning signs in local language needs to display where required

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Sample Risk Assessment

			<p>Over noise on roller machines may cause the hearing loss of employee.</p> <p>Worker may suffer with injury/strangulation due to unsafe of moving conveyers.</p>					<p>Personal protective equipment's need to use.</p> <p>Ear plugs to provide to the employees at over noise areas</p> <p>Emergency pull cord to provide to the moving conveyers for emergency</p> <p>First aid treatment should be given by the trained persons.</p> <p>Educate the employees about the use of personal protective equipment weariness.</p> <p>Advise employees to wear proper PPE always while working</p> <p>Educate employees about the dangers while working</p>
3	Fermentation	Body injury	Possibility of slip and fall down due to wet floor	3	2	6	Serious	<p>Warning signs in local language needs to display where required</p> <p>First aid treatment should be given by the trained persons.</p> <p>Educate employees about the dangers while working</p>
4	Drier section	Burn injury, Hearing loss, de hydration	<p>Worker may suffer with burn injury due to overheat of machine parts</p> <p>Over noise on drier machine may cause the hearing loss of employee.</p>	4	3	12	High	<p>Warning signs in local language needs to display where required</p> <p>Ear plugs to provide to the employees at over noise areas</p>

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			Worker may suffer with dehydration due to working on over heats					<p>Sufficient amount of drinking water to provide to the workers who are working on over heats.</p> <p>First aid treatment should be given by the trained persons.</p> <p>Educate employees about the dangers while working</p> <p>Advise employees to wear proper PPE always while working</p>
5	Sifting/Grading	Respiratory problem	Worker may suffer with respiratory problem while working in dust prone areas.	3	3	9	Serious	<p>Use face mask while working to keep safe from the dust.</p> <p>First aid treatment should be given by the trained persons.</p> <p>Educate employees about the dangers while working</p>
6	Packing	Body injury	<p>Worker may suffer with minor injury due to fallen objects</p> <p>Worker may suffer with body injury due to carrying of over weights.</p>	3	2	6	Serious	<p>Stacking height needs to be marked and stored accordingly.</p> <p>Warning signs in local language needs to display where required</p> <p>First aid treatment should be given by the trained persons.</p>
7	Pulveriser room	Respiratory problem	Worker may suffer with respiratory problem while working in dust prone areas.	3	2	6	Serious	<p>Use face mask while working to keep safe from the dust.</p> <p>First aid treatment should be given by the trained persons.</p>

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								Educate employees about the dangers while working
8	Generator area / Fuel storage	Electric shock, Hearing loss	<p>Possible of earthing due to electric wires were not properly grounded.</p> <p>Exposed and not properly insulated electrical wires would cause electric shock to the employees.</p> <p>Over noise on generator machine may cause the hearing loss of employee.</p> <p>Fuel spillage which affects the ground environment</p>	3	1	3	Medium	<p>Electrical wiring properly ground could make avoid of earthing.</p> <p>Electrical wires and switches should properly cover and insulated.</p> <p>Rubber mats needs to provide on below of electrical panels.</p> <p>Personal protective equipment needs to provide to employees.</p> <p>Ear muffs to provide to the employees (or) Acoustic needs to put on generators.</p> <p>Proper secondary containers to provide to avoid spillage of fuels.</p> <p>First aid treatment should be given by the trained persons.</p> <p>Educate the employees about the use of personal protective equipment weariness.</p> <p>Advise employees to wear proper PPE always while working</p> <p>Ask employees to wear shoes to keep safe from earthing.</p>

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								Educate employees about the dangers while working.
9	Hot generator area / Firewood storage area	Burn injury, hand injury, leg injury, dehydration	<p>Worker may suffer with burn injury while working on hot generators due to extreme heats.</p> <p>Worker may suffer with leg and hand injury due to the sharp wooden bits.</p> <p>Worker may suffer with dehydration due to working on over heats.</p> <p>Worker may suffer with minor injury due to fallen wooden pieces.</p>	2	2	4	Medium	<p>Personal protective equipment's need to use.</p> <p>Sufficient amount of drinking water to provide to the workers who working on over heats.</p> <p>Stacking height needs to marked and stored accordingly.</p> <p>First aid treatment should be given by the trained persons.</p> <p>Educate the employees about the use of personal protective equipment weariness.</p> <p>Educate employees about the dangers while working.</p>

Note: In case of any emergency needs to contact the nearest hospitals for further treatment.

RISK ASSESSMENT ANALYSIS – Health and Safety - Field

Sl.No	Activity	Equipment , tools and accessories used, if applicable	Type of Hazard	Possible Consequences	Severity / exposure	Likelihood / possibility	Total Score / risk level	Risk Category	existing Control Measures
1	Pitting	Alavangoo	hit by sharp instrument	Leg injury	2	2	4	Medium	Warnings, training to persons
2	Planting	Kokkara	Cut sharp stone	Injury to hand	2	2	4	Medium	Warnings, training to persons
			Cut by sharp edge	Injury to body parts	3	2	6	Serious	Warnings, training to persons
3	Plucking	Shear, Level Stick	Falling in to trench, burrow	injury to body parts	4	2	8	Serious	Warnings, proper training to perons
			Falling into revetment, drain	injury to leg,					
			cut by shear	bleeding,					
			hit by sharp edge	muscle pain					
			falling of dry shade tree branches	head injury					
			strung by insects,	allergy					
			bitten by snake	body poisoning					
			scratched by sharp plants	skin damage , irritation , cut					
4	Leaf collection	Collection bags	Hit by moving vehicle	injury to body parts	3	2	6	Serious	warnings, training to persons
		Transport vehicle	Hit by moving vehicle	injury to body parts	3	2	6	Serious	
			slip and fall from height	muscle pain, fracture	2	2	4	Medium	

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5	Weeding	Sickling knife	Cut by sharp edge	Blood loss, pain	2	2	4	Medium	Use of Gloves
		Sprayer	Chemicals falling in the eyes	Vision loss, irritation	2	2	4	Medium	Proper training, use of Goggles
			Inhaling of chemicals	Lung and respiratory ailments	3	4	12	High	Trainings, Use of Proper PPE
			Contact with body parts	Skin irritation pain, damage, septic	2	3	6	Serious	Proper ventilation, use of suitable clothing
6	Spraying	Sprayer	Eye injury due to chemicals	eye irritation, vision damage	3	3	9	Serious	Use of PPE
			Inhaling of chemicals, smoke						
		mixing drum	contamination to body		3	3	9	Serious	proper earthing, use of permitted / standard electrical fittings
			contact with body parts		3	2	6	Serious	warnings, training to persons
		water container	Noise level		2	2	4	Medium	proper maintenance of machinery
		chemical container	falling into trenches, burrows		2	2	4	Medium	Warning Sign
		mixing stick	insect bite		3	2	6	Serious	PPEs
7	Manuring	manure sacks	falling into trench, slip and fall	muscle pull, bone fracture	2	2	4	Medium	proper positioning of loading platforms, periodic maintenance, use of proper foot wear
				hearing damage	2	3	6	Serious	proper maintenance of machinery
		Fork		muscular pain	2	2	4	Medium	weight control of bags, use of helper for higher weight bags
			Contact with body parts	blood loss, pain	2	2	4	Medium	enclosure of moving parts with protective guards, training

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Sample Risk Assessment

			lifting of weight	muscle pain,	2	2	4	Medium	proper earthing, use of permitted / standard electricall fittings
			Eye injury due to particles	eye irritation, vision damage	3	2	6	Serious	Use og Goggles
			Injury to lungs and respiratory system due dust levels	chest pain, lung congestion,	3	2	6	Serious	proper ventilation and dust extraction system and use of nose mask
8	Pruning	Pruning machine	cut by moving blade	injury to body parts	3	2	6	Serious	Use of PPE,and Trainings
		pruning knife	falling of plant parts in the eye	Eye injury	3	2	6	Serious	Use of Face shield/goggle
			noise level	Ear pain/damage	2	2	4	Medium	Use of ear plug
			vibration of machine	irritation,pain in hand	2	2	4	Medium	Machine maintenance
			cut by sharp edge	Blood loss,body parts damage	3	3	9	Serious	Use of Overall and other PPE's,Training
9	Shade lopping/Pepper Harvesting	knife	falling fron height	body pain, heat,irritation	3	2	6	Serious	Use of PPE
			insect bite	burning of skin,	2	3	6	Serious	Use of Body cloths,Use of Insecticides
		ladder	Hit by falling logs	pain to body parts	2	2	4	Medium	proper stacking of logs, use of proper foot wear

RISK ASSESSMENT ANALYSIS – Food Safety

S.No	Place	Nature of Risk	Possibility	Severity (1-4)	Frequency (1-5)	Severity x Frequency	Risk Category	Action for risk reduction
1.	Factory	Physical contamination	<p>While handling the green leaf or Machineries while production particles like human hair, jewellery may fall into the tea.</p> <p>Broken Glasses, Tube lights to fall and mix with finished product</p>	4	5	20	High	<ul style="list-style-type: none"> • Wearing appropriate Personal protective equipment by all entering the processing area such as workers, Visitors, Etc., • Install magnets in the conveyer system. • Removing and replacing broken glasses with Acrylic Sheets to prevent glass from shattering • Tube lights and bulbs to be covered with shatter proof cover • Educate the employees about the use of personal protective equipment weariness. • Educate employees about the Physical Contamination and its adverse effects • Installing and cleaning periodically the magnets in the conveyer system. • Removing and replacing broken glasses with Acrylic Sheets to prevent glass from shattering • Warning signs in local language needs to display where required. Tube lights and bulbs to be covered with shatter proof cover
2	Factory	Chemical contamination	<p>Use of non-food grade lubricants and cleaning materials.</p> <p>Mixing of cleaning material/ lubricants with finished Product (Black Tea)</p>	4	3	12	High	<ul style="list-style-type: none"> • Use of food grade lubricants and cleaning material and provide training. • Have a Designated place for the storing lubricants and cleaning materials. • Providing awareness to all workers on Designated place for the storing lubricants and cleaning materials. • Regular Training and Monitoring of the usage & dosage of food grade lubricants and cleaning material

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3	Factory	Infection contamination	Not maintaining the proper hygiene. for example: Allergy, fungal infection.	4	3	12	High	<ul style="list-style-type: none"> • Adequate dress and footwear are to be ensured for all individuals who enter the food processing area including all employees and visitors. • Cleaning and maintaining the premises regularly • No individual with an infection should be allowed to enter the processing facilities • Insisting the workers on washing of hands and feet at the time entry to the processing area • Educate employees about the Importance of Wearing Adequate dress and footwear are to be ensured for all individuals who enter the food processing area including all employees and visitors. • An adequate and verifiable screening mechanism should be made available at the entry point of the unit • Warning signs in local language needs to display where required • Maintain a clean and hygiene. Facility for proper washing of hands and feet at the entry
4	Factory	Infestation of rodents	Entry and infestation of rodents to contaminate the finished product	3	3	9	Serious	<ul style="list-style-type: none"> • Use of Rat trap, pest o flash, installing mesh on the drain outlets, bird & insect proof net for trough and required areas • Pest Monitoring should be carried out

Note: Regular Inspection, Cleaning and training to be carried out.

RISK ASSESSMENT ANALYSIS - Traceability

Risk assessment plan

Risks are identified by:

- walking around all the areas where works are in progress may go and noting those things that might pose a risk
- talking with the Collection workers, supervisors and other members of staff to learn from their knowledge and experience and to listen to their concerns and opinions on Traceability issues

Find what was already being done to control the risks. Find what further actions are required.

S.No	Place	Nature of Risk	Possibility	Severity (1-4)	Frequency (1-5)	Severity x Frequency	Risk Category	Action for risk reduction
1	Factory/ Field	Mixing of non verified Leaf by Intermediaries	Mixing of non-verified and verified Leaf by Intermediaries by supplying leaf from the non-certified growers	4	4	16	High	1) Set up a clear traceability flow, that includes the documented and physical traceability rules for all actors in your supply chain (farmers, subcontractors, intermediary, processing units, transport, collection centers, management etc.). 2) Train all actors on your traceability procedure. This includes the intermediaries and/or subcontractors. 3) Monitor traceability and record keeping at all actors. 4) Monitoring intermediaries especially during the harvest period. For monitoring, verify calibration of scales and record keeping at intermediaries and cross-check with information of sales from a sample of producers.
2	Field	Record Keeping by Verified growers	Farmers having difficulties keeping (traceability) records on daily basis	2	4	8	Serious	Training on how to Maintain farm diary and Periodical Monitoring 1) Include administration/ keeping of receipts in training. 2) The group supports the farmer to keep the receipts at the same place 3) Put up signs to encourage farmers to keep receipts 4) Monitor keeping of receipts 5) Continuous training on farm diary Maintenance

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3	Factory	Product separation	Mixing of non-verified and verified Leaf by processing leaf from the non-certified growers and verified growers	4	1	4	Medium	<p>Management will only handle certified leaf and/or only buy from certified producers</p> <p>1) Implement a system for identifying the products originating from certified producers by means of physical or visual identification and in the traceability documents (receipts, registry, etc.).</p> <p>2) Example of visual identification can be tags on the bags during the product transportation and storage</p>
4	Factory	Harvested volumes and Farm Operations	Supplying of leaf by a supplier more than the expected volume	3	1	3	Medium	<p>1) Information on harvested volumes based on deliveries might not be reliable, therefore, put a system in place to get information on harvested volumes (this can be done by asking producers directly throughout the year).</p> <p>2) Collect the information on harvested volume throughout the year (monthly basis) instead of once a year during internal inspections</p>

RISK ASSESSMENT ANALYSIS - Livelihood

Risk assessment plan

S.No	Place	Nature of Risk	Possibility	Severity (1-4)	Frequency (1-5)	Severity x Frequency	Risk Category	Action for risk reduction
1	Factory	Grievance Mechanism	Information about the grievance mechanism and the committee responsible not made aware or displayed visible and accessible to all individuals, workers, communities and/or civil society	4	3	12	High	Check and update public display regularly to make sure information is still correct, visible, and accessible to all; including languages of local and temporary staff Awareness Program to be conducted for all workers
2	Factory	Child Labour	Employing Child labour	4	1	4	Medium	Verification of age should be based on identity documents, school and medical records or other verifiable forms of identification proof. Check with internal inspection the data in the workers list
3	Factory	Adolescent Workers	Using Adolescent workers for hazardous Work	4	1	4	Medium	Verification of age should be based on identity documents, school and medical records or other verifiable forms of identification proof. Check with internal inspection the data in the workers list
4	Factory	Workplace Violence and Harassment prevention	Management not regularly taking targeted actions to prevent violence and harassment (including sexual harassment)	4	2	8	Serious	Training of workers on the topic on respectful behaviour and concepts of workplace violence, harassment and grievance mechanism

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Sample Risk Assessment

								Provide all workers with contact details of a local and neutral external trust person that is able to address cases of POSH. Forming a IC committee and having a grievance mechanism
5	Factory	Equality of treatment	Workers shall have access to jobs, training, and promotion on equal terms, irrespective of gender, age, ethnic origin, color, marital status, sexual orientation, political opinion, religion, or social origin	3	1	3	Medium	Should have a documented policy underlining the Workers' rights have access to jobs, training, and promotion on equal terms, irrespective of gender, age, ethnic origin, color, marital status, sexual orientation, political opinion, religion, or social origin and the management must review the action on a timely basis
6	Factory	Worker Rights	Equal work shall be remunerated with equal pay. Shall provide Provident Fund (PF), gratuity, Maternity benefits.	4	1	4	Medium	The Management should make sure the employee is provided with Equal work shall be remunerated with equal pay. Shall provide Provident Fund (PF), Gratuity, Maternity benefits. Timely review and documents to be maintained Maternity leave shall not result in any discrimination, loss of seniority or deduction of wages

RISK ASSESSMENT ANALYSIS – Environment

Risk assessment plan

Risks are identified by:

- walking around all the areas where works are in progress may go and noting those things that might pose a risk
- talking with the safety representative, supervisors, and other members of staff to learn from their knowledge and experience of particular jobs and to listen to their concerns and opinions on Environment issues
- looking at the test trends to learn what had previously resulted in various tests

As the hazards are identified it is also thought about who could be harmed by them and how accidents might happen.

Find what was already being done to control the risks. Find what further actions are required.

S.No	Place	Nature of Risk	Possibility	Severity (1-4)	Frequency (1-5)	Severity x Frequency	Risk Category	Action for risk reduction
1.	Factory	AIR POLLUTION	Emission Of Smokes from Chimney and DG Sets	3	5	15	HIGH	Inspection of Stack and test must be done.
2	Factory	Waste Water Disposal	Disposal Of Waste Water from The Factory in to the natural resources	3	5	15	HIGH	Proper drainage facilities with soak pits provided to ensure the filtration of water before being discharged to the ground Water treatment system can be installed to purify the water before discharging to natural resources. Regular Waste water test to be conducted by qualified authorities
3	Factory	Disposal Of Hazardous Waste	Glass / Plastic / Metal / Electrical wastes, Used machine oils in factory contaminating the ecosystem	4	5	20	HIGH	Training to be provided to all involved on Waste segregation collection and disposal Separate bins for degradable waste must be kept in demarked areas. Workers should be instructed and trained to use the bins as specified. Disposal through the merchants who dealing with the industrial wastes.

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Sample Risk Assessment

								The waste must be collected by the person designated for the purpose. Storing onsite and often been used for painting the woods to prevent forming the rusts
4	Factory	Disposal Of Non hazardous	Tea waste, De-gradable wastes, Ash waste in factory contaminating the ecosystem	2	5	10	HIGH	<p>Training to be provided to all involved on Waste segregation collection and disposal</p> <p>Tea waste is stored in a separate room/place in the factory. Re-conditioning teas often used to mix with the teas and often been sold to the instant tea manufacturers.</p> <p>De-gradable wastes are Separate bins for degradable waste must be kept in demarked areas. Workers should be instructed and trained to use the bins as specified. Local panchayat is collecting the wastes at regular intervals.</p> <p>Ash waste is Stored in a separate place. Wood ash often been mixed with manure to enrich the soil nutrition in tea plantation.</p>
5	Field	Fertilizer application	River & underground water contamination during Fertilizer application and PPF application chemical usage	3	5	15	HIGH	<p>Buffer zone, Approved suppliers according to PPC published by TRA. Soil PH analysis in order to reduce acidity, Creation of organic manure for reduction in inorganic fertilizer, following balanced nutrition fertilizer application, follow soil testing etc. before applying fertilizer in order to apply only required amount.</p> <p>Designated chemical / fertilizer mixing area (built according to spec) & soak pits.</p> <p>Emergency response plan, Safe disposal of excess material as per gap, designated spill proof PPE washing sites</p> <p>Growers has to be provided with training on the above</p>

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6	Field	Empty chemical containers Disposal	Empty chemical containers in Field by growers contaminating the ecosystem	4	5	20	HIGH	<p>Training to the growers to be provided on PPF usage and disposal</p> <p>Separate bin kept in the factory for storing the empty chemical containers. Advise growers to handover the empty chemical containers to the factory for safe disposal. Non-combustible containers should be broken or deformed by punching holes at several places to prevent reuse. They must be disposed off by burying them in the soil.</p>
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Business Ethics and Integrity Policy

[Name of the Verified Facility]

Effective Date: [Insert Date]

Approved By: [Top Management Name and Designation]

1. Purpose

This policy outlines the ethical standards, legal obligations, and principles of responsible business conduct to be followed by all employees, management, and associated vendors of **[Facility Name]**. It reflects our commitment to operate with transparency, integrity, and accountability, in line with the trustea Code (Clause G1.7).

2. Scope

Applies to:

- All employees (permanent, contractual, and temporary)
- Vendors, suppliers, and service providers
- Visitors, consultants, and business partners

3. Guiding Principles

a) Legal Compliance

- We shall comply with all applicable local, state, and national laws and regulations.
- This includes labor laws, environmental regulations, tax requirements, and standards under the trustea Code.

b) Business Ethics

- All operations must be conducted fairly, transparently, and free from corruption or malpractice.
- Discrimination, harassment, or retaliation of any form is not tolerated.

c) Vendor Ethics

- Vendors and suppliers must share our commitment to legal compliance and ethical behavior.
- Any violation or unethical behavior by vendors will lead to review and possible termination of business ties.

4. Gifts, Hospitality, and Conflict of Interest

a) Gifts and Hospitality

- Employees must not accept or offer any gifts, favors, or hospitality that could influence business decisions.
- Any gift/hospitality exceeding INR 500 in value must be reported and recorded with the HR/Admin department.

b) Conflict of Interest

- Employees must disclose any **actual, potential, or perceived conflict of interest**, including:
 - Personal or family business interests in suppliers or clients
 - Outside employment affecting official duties
 - Preferential treatment to acquaintances or relatives
- Annual conflict of interest declarations must be completed by all managerial and procurement roles.

5. Internal Controls and Compliance Monitoring

- The facility shall implement:
 - A system for **recording and monitoring disclosures** related to gifts, hospitality, and conflicts of interest
 - Periodic **internal compliance checks** and management reviews to assess ethical risks
 - A secure **grievance and whistleblower mechanism** for reporting breaches anonymously

6. Disciplinary Action

Any violation of this policy may result in:

- Verbal or written warnings
- Disciplinary action up to termination
- Legal reporting if applicable under law

7. Training and Awareness

- All employees will be trained on ethical conduct and the principles of this policy during induction and through annual refreshers.
- Vendors will be informed of this policy and expected to comply as a part of their contractual agreement.

Signed By:

[Name]

[Designation]

[Signature]

[Date]

Note: This is a sample policy and can be adapted based on the entity's size, operational structure, and legal context. It should be reviewed annually and updated as necessary.

Standard Operating Procedure (SOP): Business Ethics, Legal Compliance, and Vendor Conduct

SOP Number: G1.7/2025/01

Department: Compliance and Governance

Applicable To: All Staff, Management, and Vendors

Effective Date: [Insert Date]

Reviewed By: [Compliance Officer/Top Management]

Next Review Date: [Insert Date]

1. Objective

To establish a systematic procedure to ensure ethical conduct, compliance with applicable laws, responsible vendor behavior, and transparency in gifts, hospitality, and conflict of interest management as per trustea Code Clause G1.7.

2. Scope

This SOP applies to:

- All employees (permanent, contractual, temporary)
- Vendors and service providers
- Management and administrative staff

3. Responsibilities

Role	Responsibility
Compliance Officer	Policy creation, review, training, and monitoring
HR/Admin	Record maintenance, awareness training, declaration forms
Employees	Ethical behavior, disclosures, and compliance
Vendors	Adherence to vendor code of ethics and reporting mechanisms

4. Procedure

4.1 Policy Display and Communication

- Display the approved Business Ethics Policy at the facility entrance in local language(s).
- Distribute policy to staff and vendors during induction or contract signing.

4.2 Gifts and Hospitality Handling

- Acceptable value of any gift/hospitality: **INR 500 or below.**
- Anything above this must be **declared in the Gift Register** maintained by HR.

- Any vendor offering inappropriate gifts will be subject to a compliance review.

4.3 Conflict of Interest Management

- Employees must complete the **Conflict of Interest Declaration Form** annually.
- Any potential conflict (financial interest, family relationship, side business, etc.) must be declared immediately to HR/Admin.

4.4 Vendor Ethics Management

- Vendors must sign a **Vendor Code of Conduct** during onboarding.
- Vendors must not offer bribes, gifts, or favors to gain business advantages.
- Vendor audits and reviews will be conducted annually or as needed.

4.5 Legal Compliance Monitoring

- Quarterly internal compliance checks conducted by Compliance Officer.
- Maintain logs of statutory licenses, registrations, and renewal dates.

4.6 Whistleblower and Reporting

- Anonymous reporting box or hotline to be available.
- Any suspected fraud or ethical misconduct should be reported without fear of retaliation.

4.7 Training and Awareness

- Annual ethics and compliance training to be conducted for all staff.
- Vendor meetings to include ethics expectations.

5. Documentation and Records

- Ethics Policy Document
- Gift & Hospitality Register
- Conflict of Interest Declaration Forms
- Vendor Code of Conduct and Contracts
- Compliance Audit Reports
- Training Attendance Sheets

6. Review and Improvement

- The SOP shall be reviewed annually.
- Any amendments must be approved by the Compliance Officer and signed off by top management.

Approved By:

[Name]

[Designation]

[Signature]

[Date]

SOP Owner: Compliance Department

Note: This is a **sample SOP** and can be adapted based on the entity's size, operational structure, and legal context. It should be reviewed annually and updated as necessary.

Grievance Redressal Policy

1. Objective:

This policy aims to establish a clear, accessible, and confidential mechanism for receiving, investigating, and resolving grievances related to violations of the trustee code by internal and external stakeholders.

2. Scope:

This policy applies to all stakeholders affected by activities conducted under the scope of the trustee code, including but not limited to employees, workers, suppliers, service providers, community members, and other relevant parties.

3. Guiding Principles:

- **Accessibility:** The grievance mechanism shall be simple, user-friendly, and available through multiple communication channels including verbal, written, and digital modes.
- **Confidentiality:** The identity of the complainant (individuals or organizations) shall be protected and not disclosed without consent.
- **Transparency:** Each grievance shall be documented, responded to, and resolved in a timely and transparent manner.
- **Non-retaliation:** No complainant shall face any retaliation for raising a concern in good faith.

4. Modes of Receiving Grievances:

- Suggestion/Complaint boxes at prominent locations
- Verbal communication to designated grievance officer
- Written complaints submitted physically or via email
- WhatsApp or mobile number (if available and officially designated)

5. Process Flow:

1. **Receipt of Complaint:** Grievance is received through any of the above modes.
2. **Recording:** All grievances shall be logged in the Grievance Register with date, nature of complaint, source (kept confidential), and mode of communication.
3. **Acknowledgement:** An acknowledgment (if contact is available) is sent within 3 working days.
4. **Investigation:** A designated team or person investigates the complaint within 10 working days.

5. **Corrective Action:** Based on findings, appropriate corrective actions are implemented.
6. **Closure and Feedback:** Once resolved, a closure report is recorded, and feedback is obtained from the complainant (where applicable).
7. **Documentation:** All steps including corrective actions must be properly documented.

6. Roles and Responsibilities:

- **Grievance Officer:** Responsible for receiving, documenting, and coordinating investigation and response.
- **Compliance Officer/Trustee Officer:** Ensures alignment with trustee code and records corrective actions.
- **Management:** Ensures timely resolution and provides necessary support and oversight.

7. Record Retention:

All grievance-related records shall be retained for a minimum of four years and be accessible for internal and external verification.

8. Review and Improvement:

The grievance mechanism will be reviewed annually for effectiveness and updated as needed based on stakeholder feedback and organizational changes.

Sign & Seal

Soil Health Management Plan

Farm Name: [Insert Name]

Location: [Insert Location]

Plan Period: [Insert Start Date] – [Insert End Date]

Prepared by: [Insert Name/Position]

Last Reviewed On: [Insert Date]

1. Objective

To maintain and improve soil health through sustainable and regenerative agricultural practices that enhance soil fertility, conserve resources, and support the rehabilitation of the farm ecosystem.

2. Soil Health Assessment & Baseline

- **Soil Testing Frequency:** Once annually (minimum) through a NABL-accredited lab. For baseline, soil samples need to be collected before the application of compost.
- **Parameters Monitored:** pH, organic carbon, Available-N, P, K, S, Total Bacteria, Total Fungi and Total Actinomycetes.
- **Baseline Data Record:** Attached as Annexure A
- **Soil Map with Zones:** Demarcated to reflect different soil conditions on the farm

3. Soil Conservation Practices

- **Contour Farming & Bunding:** Implemented in sloped areas to reduce erosion
- **Terracing:** Used where applicable for runoff management
- **Vegetative Barriers:** Planted along boundaries and bunds (e.g., vetiver, lemongrass, etc.)
- **Cover Cropping:** Leguminous cover crops (e.g., cowpea, sun hemp, etc.) sown in replanted or young tea area
- **Mulching:** Application of organic mulch (e.g., crop residues, water hyacinth) to prevent erosion and retain moisture

4. Soil Fertility Management

- **Compost Application:** Mature tea sections to be identified. On- farm made compost to be applied in identified sections at a minimum rate of 1 MT/ ha
- **Green Manuring:** Seasonal use of green manure crops (e.g., dhaincha, black lentil, etc.) allowed to remain on the soil after lopping (before flowering)/ ploughed back into the soil.
- **Biofertilizers:** Use of Rhizobium, Azotobacter, PSB, and mycorrhizal fungi

- **Vermicomposting:** To be produced on- farm for application in the identified sections.





5. Regenerative Practices Adopted

- **Reduced Tillage:** Minimum tillage using manual or low-impact tools to retain soil structure
- **Agroforestry & Intercropping:** Shade tree planting to fill up the vacancies. Social forestry in vacant patches of the plantation/ grass planting in low lying areas.
- **Living Mulch:** Maintenance of low-growing ground cover in between rows
- **Natural Soil Amendments:** Use of compost/neem cake/ biofertilizer, etc.
- **Application of On-farm produced herbal concoctions:** ITK/ Vermiwash/ Panchamrit, etc.
- **On-Farm Water Harvesting:** For moisture retention and irrigation support.

6. Capacity Building

- **Workshop on regenerative agriculture:** yearly workshop on regenerative agriculture, engaging estate executives, Sardars and pest monitoring team
- **Training of Farmers:** Annual training on regenerative agriculture and soil health monitoring
- **Documentation of Practices:** Field diary maintained with inputs, practices, and observations
- **Stakeholder Engagement:** Input from soil experts/agronomists every 6 months

7. Monitoring and Evaluation

- **Annual Soil Health Report:** Compared against baseline to track improvement
- **Indicators of Success:**
 -  Increase in soil organic carbon (%)
 -  Improved crop yields
 -  Reduction in external chemical input use
 -  Visual indicators: earthworm count, moisture retention, crumb structure

8. Continuous Improvement Plan

- Annual review of results and inclusion of new practices or modifications
- Experimentation plots set aside for trial of new regenerative practices
- Participatory feedback from farmers to adapt plan accordingly

9. Records and Documentation

- Soil test reports (Annexure A) – Reports for the sections selected for compost application to determine the baseline (before compost application) and changes after compost application
- Field practice logbooks (Annexure B)
- Composting log (Annexure C)
- Training attendance and materials (Annexure D)

Certification and Verification

This plan is maintained as part of the internal control system and will be made available during verification and external audits.

Authorized Signatory:

[Name]

[Designation]

[Signature & Date]

Water Management & Conservation Plan

For Tea Estates and Tea Manufacturing Factories

Aligned with trustea Criteria

Alignment Summary

Theme	trustea Code
Water Use	Environment (E2, E4)
Pollution Control	Environment (E5)
Rainwater Harvesting	Environment (E2)
Monitoring & Risk Assessment	General Management (G1), Environment (E2.1)
Worker Awareness	Safety (S3), Livelihood (L2.4)
Community Engagement	Livelihood (L2.6)

1. Water Risk Assessment & Mapping

trustea E2.1

- Conduct water risk assessment using regional tools (e.g., WRI Aqueduct).
- Identify **water sources, usage points, seasonal variations, and vulnerability zones**.
- Map all borewells, streams, tanks, irrigation lines, and drainage systems.
- Update water risk assessment every 2–3 years or post significant changes.

2. Water Use Efficiency in Tea Estates

a. Irrigation Practices

- Use irrigation only when agronomically justified (e.g., in nurseries or during drought).
- Promote **drip or sprinkler systems**.
- Apply **mulching and shade** to reduce soil moisture loss.

b. Rainwater Harvesting

- Construct **percolation ponds, bunds, trenches, and roof-top harvesting systems**.
- Store rainwater for **nursery irrigation, sanitation, or domestic use**.

c. Soil & Water Conservation

- Maintain vegetative cover and terrace designs to **reduce runoff and soil erosion**.
- Prevent contamination by avoiding fertilizer and pesticide application near water bodies.

3. Water Efficiency in Tea Factories

- Map water use per process: withering, rolling, fermentation, cleaning, etc.
- Use **high-efficiency nozzles and pressure washers** for floor and tray cleaning.
- Reuse clean process water where feasible (e.g., floor cleaning).
- Regularly **inspect pipelines** for leaks and repair promptly.

4. Effluent & Wastewater Management

- Install **Effluent Treatment Plant (ETP)** or **constructed wetlands** for wastewater.
- Treated effluent must comply with **CPCB/SPCB discharge norms**.
- **No untreated water** to be released into natural water bodies or open drains.
- Monitor effluent parameters quarterly (e.g., pH, BOD, COD).
- Maintain logs of volume and quality of water discharged/reused.

5. Water Quality Monitoring

- Test **drinking water quality** (source and distribution points) as per **IS 10500** or local norms.
- Sample **surface and groundwater** near chemical storage and sanitation facilities.
- Maintain **water testing reports** and corrective action records.

6. Training & Awareness

- Train field staff and factory workers on:
 - ✓ Efficient water use
 - ✓ Rainwater harvesting
 - ✓ Water source protection
 - ✓ Safe wastewater handling
- Display awareness posters at borewell areas, factories, and housing colonies.

7. Community Engagement & Shared Resource Governance

- Collaborate with local communities to protect **shared water sources** (rivers, tanks, wells).
- Avoid blocking or over-extracting water sources critical to local use.
- Where possible, support **joint water conservation projects** with Panchayats or local NGOs.
- Ensure grievance mechanisms are in place for water-related community concerns.

8. Documentation & Reporting

- Maintain:
 - ✓ **Water use logs** (monthly per activity)
 - ✓ **Rainwater harvesting volume**
 - ✓ **Effluent quality test results**
 - ✓ **Training attendance records**
 - ✓ **Water risk assessment reports**
- Include water performance in **internal audits and management reviews**.

Key Performance Indicators (KPIs) (Sample)

Indicator	Target
Water used per kg made tea	≤ 10–12 litres
% of rainwater harvested	≥ 30% of total rainfall
% effluent treated and reused	≥ 50%
Drinking water test compliance	100% (as per BIS)
Water-related grievance resolution	Within 14 days

Biodiversity Action Plan



What is Biodiversity

- Biodiversity provides the basic goods and services for human society to exist and secure economic and social development. Health, wealth, food security and many other needs of human beings are dependent on natural resources, and yet human beings have used these with scant regard to latter's health and survival. Such indiscriminate use and resultant loss of biodiversity threatens the very survival of the planet itself. The Convention on Biological Diversity (CBD) which entered into force in December 1993, is an international agreement among the nations of the world to arrest and reverse this situation for the welfare and survival of the planet and its denizens, as well as for intergenerational equity. The Convention has three objectives, namely, conservation of biodiversity, sustainable use of the components of biodiversity and fair and equitable sharing of benefits arising out of the use of genetic resources. Biodiversity of a tea estate differs from another estate and thereby the action plan also differs.





Importance

- Biodiversity is a vital resource and it is essential to acknowledge its importance to our lives along with the range of benefits that it produces:
- Supply of ecosystem services – water, nutrients, climate change mitigation, pollination
- Life resources – food, medicine, energy and raw materials
- Improved health and well-being
- Landscape and cultural distinctiveness
- Direct economic benefits from biodiversity resources and ‘added value’ through local economic activity and tourism
- Educational, recreational and amenity resources





Linkage with Sustainable Development Goals (SDGs)

- Biodiversity is a vital resource and it is essential to acknowledge its importance to our lives along with the range of benefits that it produces:
- Supply of ecosystem services – water, nutrients, climate change mitigation, pollination
- Life resources – food, medicine, energy and raw materials
- Improved health and well-being
- Landscape and cultural distinctiveness
- Direct economic benefits from biodiversity resources and ‘added value’ through local economic activity and tourism
- Educational, recreational and amenity resources





Assessment and sample BAP done for Fulbari Tea Estate

Location : Batasi, Khoribari, Darjeeling

**Coordinates: 26.6036° N
88.2024° E**



Available Flora and Fauna

Serial No	Flora	Fauna
1	Lagerstroemia	Monkey
2	Dalbergia	Swamp Cat
3	Magnolia	Leopard
4	Eucalyptus	Peacock
5	Cassia	India Krait Snake
6	Senegalia	Oriental pied hornbill
7	Albizia	Elephant

Available Flora and Fauna

Serial No	Flora	Fauna
8	Azadirachta	Kingfisher
9	Oxalis corniculata	Cobra
10	Cynodon dactylon	
11	Borreria alata	

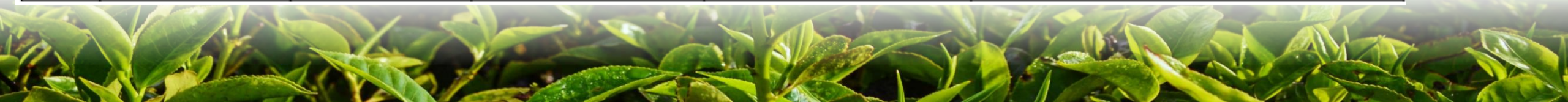
Source: Sighting register of Fulbari Tea Estate. Information on Endangered and Endemic species of flora & fauna could not be collected

SL.NO	PARTICULARS	SOURCE OF INFORMATION	RISK	MITIGATION	ACTION PLAN
A	LAND ELEMENTS				
1,	Natural-Natural Ecosystem near tower & sec B-8	Onsite Visit(near Tower & Sec-B-8)	1.Risk of interference to the natural ecosystem during maintenance activities of tower 2.Risk of cutting down by workers for firewood etc.	Awareness to the maintenance people so that minimum interference is there during the activity.2 Awareness to workers	Inform the Govt dept regarding existence of natural ecosystem&give awareness to the department including the maintenance staff to kwwp the natural ecosystem untouched..2. Awareness to workers.3. Putting up of Signboards.
2	Plantation-Tea	onsite Visit	1.Plant damage during movement of elephants through the corridor(sec-16-17); 2.Chemical contamination risk from nearby paddy & pineapple plots 3Erosion by river(Section no-B9,B11,Banerjee part)	1.Monitoring the Plants affected after every herd movement. 2.By putting hedges between different crops which will act as buffer. 3.By taking erosion measures	1.Monitor the affected bushes after herd movement, do not plan any replantation along the line.Keep enough space during next replantation. 2.Identify ,if any hedge barrier is missing in the concerned areas and plan for completing the same.3. Plan erosion measures in the concerned sections. 4.wherever feasible, extra buffer zone maybe created (No spray zone) inorder to increase the predator population & also practice spot spraying in sections where the pest population is under control. 5.More awareness to the staff, sirdars, and workers of the garden to identify and differentiate pests and predators and identify eggs, young ones, and adults of the predators. 6. Also awareness on life cycle of predators to be understood-For example, the age of a spider can go from 1-2 years to 40 years; the ladybug beetle can live up to 1 year; and the Assassin bug can live up to 6 to 10 months. The life span of a praying mantis is about 10–12 months.
3	Crop land -a)Paddy field b)-Guatemala Plantation(F-21)	onsite Visit	Contamination risk to & from the paddy fields(Chemical spraying)	BY putting hedges between different crops which will act as buffer	Identify ,if any hedge barrier is missing in the concerned areas and plan for completing the same
		onsite Visit(F-21)	Risk of Uprooting & consequent loss of habitat for leopards	Forest Dept to be informed during the process for taking precautions	Inorm the Forest dept before Uprooting.
4	Fallow Land	Onsite Visit & Garden Information	Risk of Encroachment	1. Spread Awareness. 2. Plan Afforestation in these areas	

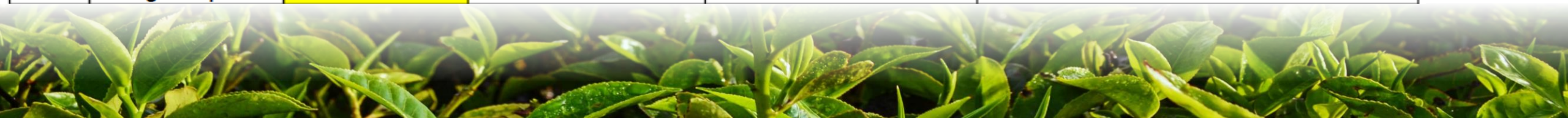
SL.NO	PARTICULARS	SOURCE OF INFORMATION	RISK	MITIGATION	ACTION PLAN
5	Species of trees & other Vegetation- a)*Social Forestry- approx 32 acre , includes species like - Shisham, Chap tree, Eucalyptus, Jharul , Cassia, Khoair b) Shade Tree c) Vegetative Barriers	onsite Visit & Garden Record	Risk of illegal felling for firewood & other commercial purposes	Spread Awareness	Plan Awareness campaigns & Signboards. By placing bird nests & water bath points in certain areas may help increase bird population which will act as natural predator
		onsite Visit & Garden Record	Risk of illegal felling by workers & villagers for firewood	Spread Awareness	Plan Awareness campaigns & Signboards
		onsite Visit & Garden Record	Existence of Lantana camara as vegetative barrier, which is an invasive species & severely affects native composition of terrestrial ecosystems	Plan to replace with native plants during replantation	Plan native hedge plantation phase wise. Planting native and fruit trees (for both social forestry & vegetative barrier) attracts birds and spiders which will act as natural predators for tea pests
6	Soil Biotic & Abiotic- Compost heap	onsite visit	Risk of adding diseased plants & weeds which may proliferate when added to the soil	Ensure to avoid adding diseased plants & weeds. Concerned workers to be made aware regarding the	Awareness to concerned workers.
B	AQUATIC ELEMENTS				
6	Flowing Waterbodies -a) Natural Stream b) River	Onsite Visit(K line)	1 Contamination risk by inhabitants of the garden by throwing wastes, plastics & community in the upstream 2. change in pattern of flow during the season (climate change) 3. Chemical contamination risk	1. Awareness to the garden & nearby community - Training & putting up signboards 2. Time of flow to be monitored, changes to be recorded. 3. Buffer zones to be maintained	1. Awareness campaign to the garden & nearby community against pollution & for water conservation., Put up Sign boards (regarding pollution & conservation) .2. Monitoring flowing duration & recording the same, inform Govt if any changes observed. 3. Identify & mark the buffer zones in the area. 4. Native weeds maybe allowed to grow by the side of streams & also drains, this will help in creating a good climate.



SL.NO	PARTICULARS	SOURCE OF INFORMATION	RISK	MITIGATION	ACTION PLAN
		Onsite Visit(River Dudhlong)	1.Contamination risk by inhabitants of the garden throwing wastes & community in the upstream 2.change in pattern of flow during the season(climate change) 3. Chemical contamination risk	1.Awareness to the garden & nearby community -Training & putting up signboards 2.Time of flow to be monitored, changes to be recorded. 3. Buffer zones to be maintained if required	1. Awareness campaign to the garden & nearby community against pollution & for water coservation. 2.Monitoring flowing duration & recording the same, inform Govt if any changes observed. 3.Identify & mark the buffer zones in the area if any
7	Managed Water Body- Pond near Bunglow(approx 100 yr old)	onsite Visit(near Guest House Bunglow-approx 100 yr old)	Risk of Euthrophication from fertilizer application in the surrounding plantation crop	Inspection & monitoring of the water body & note any excess growth of algae & plankton	Plan for water test . Increasing the no of water bodies will help in attracting dragonflies,damselflies and frogs which will add to the predator population.
8	Life in aquatic assets- Ducks,fishes	onsite Visit	Risk of water pollution	Inspection & monitoring of the water body.	1.Plan regular inspection of water body. 2.Plan for increasing planting of flowering plants.
C	SPECIES DIVERSITY				
	Natural	Onsite Visit			
9	Sighting Register				
	Wild Elephants	Sighting Register	Risk of man-animal conflict. Risk of poaching,loss of life due to unfavourable conditions	Frequency of the animals to be monitored over a period of time & any change in pattern to be reported	Monitor the frequency & report any changes
	Leopards	Sighting Register	1.Risk of man-animal conflict when garden management tries to scare them with fire crackers during garden operation 2.Loss of habitat for Leopards,after uprooting of the Guatemala plantation	1.Forest Dept to take preventive measures.Frequency of the animals to be monitored over a period of time & any change in pattern to be reported 2.Forest Dept to be informed during the guatemala uprooting process for taking precautions	1.Forest Dept to be informed(Management is already communicating regarding preventive measures).Needs to be in formed if any change in frequency of visit is observed over the years after monitoring & recording the same. 2Any garden operation resulting possible habitat interference to be reported to Forest dept.(Uprooting of Guatemala)
	Cobra,Peacock,Kingfisher,Monkey,Hornbill,Indian Krait Snakes,Swamp Cat	Sighting Register	Risk of Hunting & Poaching. Species like snakes may get killed during Man-animal conflict	Spread Awareness regarding no hunting /poaching/trafficking & treading with caution in areas of their possible habitat	Awareness Campaign & putting up Signboards-No Hunting etc. Creating more and more natural ecosystem where tea is not being grown to create potential habitat.



SL.NO	PARTICULARS	SOURCE OF INFORMATION	RISK	MITIGATION	ACTION PLAN
10	Managed Animal husbandry & poultry				
	Cows, Goats & Poultry	onsite visit-labour lines & grazing area	Risk of being prey to wild animals during grazing in the field	Divert grazing area	Grazing area to be shifted after discussion with the community.
11	Endemic species in the area: MAMMAL- there is one mammal endemic to the area - The Sombre Bat (<i>Eptesicus tatei</i>)	Research Gate article -Endemic mammals of West Bengal by Jayanta Kumar Mallick (personal assistant to principal chief conservator of forests, wildlife & biodiversity, West Bengal)	No information of being sighted in the garden. May get killed due to lack of awareness.	1. awareness of the status of the species to the community is required so that any sighting can be reported. 2. the mammal is an insectivorous bat 3. creating insectary plant area or mini ecological park with various species of flora maybe of help, it will also help in creating predator population which can reduce harmful pest	1. Awareness to the population regarding Sombre bat. 2. Plan to create an insectary plant or mini ecological park.
	Endemic Plants- There are 23 species endemic to Darjeeling district alone like Acer osmastonii, Baliospermum calycinum var racemifolium, Beilschmiedia clarkei, Carlemannia congesta, etc.	Research paper- Floristic studies in Darjeeling hills by A.P. Das	No information of any sighting in the garden at present. Lack of awareness regarding the species due to which there will be failure to record the same & may even get removed	List to be collected & identify if any available in the garden area	1. Collection of list. on how to identify 2. Awareness
12	Endangered species of the area; Some endangered climbers are <i>Blumea riparia</i> , <i>Senecio araneosus</i> etc	Research paper- Angiospermic climbers of Darjeeling hills by A.K. Samanta & A.P. Das	No information of any sighting in the garden at present. Lack of awareness regarding the species due to which there will be failure to record the same & may even get removed	List to be collected & identify if any available in the garden area	1. Collection of list. on how to identify 2. Awareness
	Endangered species-				



SL.NO	PARTICULARS	SOURCE OF INFORMATION	RISK	MITIGATION	ACTION PLAN
13	Migratory birds/animal behaviour	No information collected at present		Practice of recording through regular sighting to create a database of existing birds species still available.	Planting more trees and horticultural crops to attract birds



Photographs Taken





Thank you!

**Data Source: onsite survey @ Fulbari tea Estate
Floristic Studies by AP Das; Endemic mammals
of WB by Jayanta K Mallick**

trustea Energy Audit Checklist

Name of Facility:

Types of Energy Uses:

Sources Of Energy:

Total Contract Demand:

Average Annual Energy Consumption:

Compliances of Applicable Legal Requirements:

Significant Energy Use Areas:

Common Factors Affecting Energy Performance:

Energy Performance Indicators:

Energy Base Line:

Present Control Methods:

Power Factor:

Earth Pit Monitoring:

Energy Audit Check Points

1. Heating, Ventilation, Air Conditioning (HVAC)

SL NO	Particulars	Yes / NO	Observation	Opportunity
1.	What is the age and condition of your boiler or other heat source? Would it be beneficial to upgrade?			
2.	Is the system regularly serviced/maintained?			
3.	Is the heating system appropriately designed? Could it be simplified?			
4.	Is the boiler and associated pipework well insulated?			
5.	Are radiators fitted with thermostatic radiator valves (TRVS)?			
6.	Have variable speed drives been fitted where possible?			
7.	Are all heat emitters such as radiators, fan units and storage heaters unobstructed (for example, are filters and grills clean, and is furniture clear of radiators)?			

8.	Are there any areas of over or under heating?			
9.	Are any staff supplementing the heating with electric heaters?			
10.	Are local thermostatic controls appropriately set (including frost protection)?			
11.	Are thermostatic controls placed in sensible places (not in direct sunlight/behind furniture, etc)?			
12.	Have timers been set to match the hours of occupancy?			
13.	Have heating and ventilation controls been set to provide a dead-band?			
14.	Is there a risk of heating and cooling operating in the same area?			
15.	Are any unoccupied areas being heated?			
16.	Are windows and doors often left open in air-conditioned spaces?			
17.	Does your building have heated high-bay spaces?			
18.	Are ventilation fans and motors as efficient as possible?			
19.	Does extract ventilation run when not needed?			
20.	Are ventilation fans properly maintained and cleaned?			
21.	Is exhaust-air heat recovery installed?			
22.	Are air flow rates effectively controlled (for example, variable speed drives rather than manual dampers)?			
23.	Does the building have ventilation and air-conditioning systems in place?			
24.	Is the air-conditioning used below 24°C?			
25.	Are air-conditioned spaces thermally separated from spaces that are not air-conditioned?			
26.	Are windows left open in air-conditioned spaces?			

2. Water Heating System

SL NO	Particulars	Yes / NO	Observation	Opportunity
1.	What is the age and condition of water heating equipment?			
2.	Have controls been set to match occupancy?			
3.	Are hot water cylinders and valves fully insulated?			
4.	Are all hot water distribution pipes insulated?			
5.	Have efficient taps and shower heads been fitted?			
6.	Are electric immersion heaters used (usually in summer)? Are these effectively controlled?			
7.	Is the volume of storage/number of tanks suitable for the demand?			
8.	Is the temperature of hot water suitable (consider legionella requirements)?			

3. Building fabric

SL NO	Particulars	Yes / NO	Observation	Opportunity
1.	Is the roof insulated to modern thermal standards?			
2.	Are there any uninsulated cavity walls?			
3.	Are there signs of dampness anywhere?			
4.	Are windows at least double-glazed or secondary glazed?			
5.	Are there any air leaks at windows and doors or other openings?			
6.	Are windows and roof lights clean?			

7.	Do all doors close automatically and quickly?			
8.	Is the space available used in an efficient way?			
9.	Do you have loading areas with doors left open (potentially for vehicle access)?			
10.	Are there any areas of solar gain? Is this capitalised on or does it cause an overheating issue?			

4. Plant Lighting

SL NO	Particulars	Yes / NO	Observation	Opportunity
1.	Are there any areas of over-lighting or under-lighting?			
2.	Are there any tungsten lamps still in use (for example, in desk lights)?			
3.	Have T12 or T8 fluorescent lamps been replaced by lower energy alternatives?			
4.	Can halogen lamps be replaced by CFL or LED versions?			
5.	Can light output be reduced in any exterior lamps?			
6.	Are lamps and reflectors/shades dirty or discoloured?			
7.	Are there any unused areas being lit?			
8.	Can occupancy sensors control intermittently used areas?			
9.	Are there large banks of lighting controlled by single switches?			
10.	Can daylight sensors be fitted to lights adjacent to windows?			
11.	Are windows and skylights cleaned regularly?			

12.	Are manual switches accessible and clearly labelled? Are staff aware of which switches control which lights?			
13.	Is there a switch-off policy in place?			
	Are all exterior lights controlled by timers or daylight sensors?			

5. Compressed Air

SL NO	Particulars	Yes / NO	Observation	Opportunity
1.	Are compressed-air leak checks carried out regularly and any leaks fixed? Are there any leaks now? Pay special care to connectors and flanges.			
2.	Is compressed air used only where there are no other alternatives?			
3.	Is the compressor taking in the coolest possible air?			
4.	Is the pressure as low as it can be? Most cylinders can operate at 6 bar and some tools are designed to be operated at 4 bar or less.			
5.	Is the heat generated by the compressor used for heating in another area (for example, space heating or process heating)?			
6.	Is the compressor only switched on when there is demand for compressed air? (Leaving equipment idling costs money).			
7.	Are there any distribution pipe runs that are not in use?			
8.	Are there any manual condensate drains? Are they properly controlled?			
9.	Could the distribution network be zonally controlled?			

6. Electric Motors / Drives

SL NO	Particulars	Yes / NO	Observation	Opportunity
1.	Is all driven machinery serving a useful purpose?			
2.	Are motors correctly sized for purpose?			
3.	Are any motors left running when the process demands have stopped? (Idling motors can still use a significant proportion of their rated capacity and hence waste energy).			
4.	Are inverters or variable speed drives used for any motors that drive variable process loads? (The best examples are often found in fan and pump applications).			
5.	Are motors with high annual operating hours energy efficient motors, such as Efficiency Class I (Eff1) or IE3?			
6.	Are motors kept clean? (When their cooling fins are kept clean, motors run cooler, more efficiently and will be less prone to breakdown).			
7.	Are transmission systems well maintained and in working order? (Such systems can include transmission belts, gearboxes, bearings and pulleys).			
8.	Are voltages properly balanced? Is the power factor as high as possible? (You'll need electrical instruments to measure these).			

7. Steam

SL NO	Particulars	Yes / NO	Observation	Opportunity
1.	Are steam leak checks carried out regularly and any leaks fixed? Are there any leaks now? It is also important to have regular steam trap			

	tests conducted as these can leak steam into the condensate return pipework.			
2.	Is the insulation on steam pipework, valves and fittings complete and in good order?			
3.	Check that the burners are operating efficiently by having a combustion efficiency test carried out. Compare the results against the manufacturer's specification. Too much air results in increased energy consumption and running costs.			
4.	Are automatic temperature controls installed on process machines?			
5.	Is all condensate returned to the boiler? Is the condensate pipework insulated properly?			
6.	Is appropriate heat recovery equipment installed in the boiler flue?			
7.	Does the system have automatic total dissolved solids (TDS) control?			
8.	Are there any distribution pipe runs that are not in use?			
9.	Is flash steam re-used?			

8. Other equipment (for example IT and refrigeration)

SL NO	Particulars	Yes / NO	Observation	Opportunity
1.	Is all equipment as new and energy efficient as possible?			
2.	Does all IT equipment have energy saving features enabled?			

3.	Is all other equipment switched off when not in use?			
4.	Have lifts been assessed by an expert in lift energy efficiency?			
5.	Is all refrigeration equipment A-rated or better?			
6.	Is refrigeration equipment properly cleaned and maintained?			
7.	Is refrigeration equipment properly used (for example, is it running at an appropriate temperature and filled to right levels)?			
8.	Are vending machines and coolers fitted with timers?			

9. Staff awareness

SL NO	Particulars	Yes / NO	Observation	Opportunity
1.	Are there posters/guidance displayed to remind staff of good practice?			
2.	Is energy efficiency included in staff induction training and regularly revisited?			

10. Communication of Energy Performance

SL NO	Particulars	Yes / NO	Observation	Opportunity
1.	Is there any established system present to communicate the energy performance?			
2.	At what Frequency			
3.	How facility Measure and monitor the its energy performance ?			
4.	What actions taken against any deviation?			

11. Captive site data (earthing, insulation and BDV)

SL NO	Particulars	Yes / NO	Observation	Opportunity
1.	What type of earthing system is in place at the site?			
2.	Is the earthing system compliant with relevant standards and regulations?			
3	Has the earthing system been tested for effectiveness and continuity?			
4	Are there any potential risks of electrical shock due to inadequate earthing?			
5	What is the insulation resistance of the electrical equipment and systems?			
6	Has insulation resistance testing been conducted regularly?			
7	Are there any indications of deteriorating insulation that could lead to energy losses or safety hazards?			
8	Are insulation resistance values within acceptable limits according to industry standards?			
9	Have breakdown voltage tests been performed on the electrical insulation?			
10	What are the BDV values, and do they meet the specified requirements?			
11	Are there any trends indicating potential insulation breakdown or degradation over time?			
12	Have any corrective measures been implemented based on BDV test results?			

13	Is energy being used efficiently at the captive site			
14	Are there opportunities for improving energy efficiency through equipment upgrades or process optimization?			
15	Are renewable energy sources being utilized effectively to reduce dependency on conventional energy sources?			
16	Is safety protocols are in place to mitigate the risk of electrical accidents or failures			
17	How is energy consumption monitored and analyzed at the captive site?			
18	Are there any anomalies or irregularities in energy usage patterns that need further investigation			
19	What measures are in place for real-time monitoring of energy parameters to identify potential issues promptly?			
20	Total no of Earthing checked on the site			

12. DG site data (Amount of energy generated per litre)

SL NO	Particulars	Yes / NO	Observation	Opportunity
1.	What is the efficiency rating of the DG Set under current operating conditions?			
2.	How does the efficiency vary with load levels?			
3	What is the fuel consumption rate per hour at different load levels?			

4	How does fuel consumption correlate with the generator's output?			
5	How much energy is being generated per liter of fuel consumed?			
6	What is the typical load profile of the site, and how does it impact energy generation efficiency?			
7	Are there any patterns or trends in energy demand that can be optimized for better efficiency?			
8	How does regular maintenance and servicing of the DG Set affect its energy generation performance?			
9	Are there any indicators of decreased efficiency that might signal the need for maintenance?			
10	Is there any environmental factors such as air quality, humidity, and temperature that influence energy generation efficiency?			
11	Are there measures to mitigate the impact of these factors on energy output?			
12	How does the DG Set integrate with renewable energy sources, if any, on the site?			
13	Are there strategies to optimize the combined operation of DG Sets and renewables for maximum efficiency and reliability?			
14	What monitoring and control systems are in place to track energy generation performance in real-time?			
15	Are there regulatory requirements or standards for energy efficiency and emissions that the DG Set must adhere to?			

16	How is compliance monitored and maintained over time?			
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13. Scope of reducing Contracted demand

Sl No	Particulars	Yes / No	Observation	Opportunity
1.	Demand Profile Analysis: What is the current demand profile of the facility, and how does it vary throughout the day, week, or year?			
2.	Are there specific peak demand periods that contribute significantly to the contracted demand charges?			
3.	Load Optimization: Are there opportunities to optimize equipment scheduling or production processes to reduce peak demand?			
4.	Can load-shifting strategies be implemented to distribute energy usage more evenly over time?			
5	Energy Efficiency Measures: What energy efficiency measures have already been implemented, and what further opportunities exist for reducing energy consumption?			
6	Are there low-cost or no-cost measures that can be adopted to achieve immediate reductions in demand?			
7	Equipment Upgrades: Are there inefficient or outdated equipment contributing to high demand levels?			
8	Would upgrading or replacing equipment with more energy-efficient alternatives result in significant demand reduction?			
9	Demand Response Programs: Are there demand response programs available that incentivize load curtailment during peak periods?			
10	What are the potential financial benefits and operational considerations of participating in such programs?			

11	Power Factor Correction: Is power factor correction necessary to improve the efficiency of electrical systems and reduce demand charges?			
12	What are the technical and economic implications of implementing power factor correction measures?			
13	Renewable Energy Integration: Can renewable energy sources such as solar or wind power be integrated to offset grid demand and reduce contracted demand levels?			
14	What are the regulatory and technical requirements for integrating renewable energy into the facility's energy mix?			
15	Energy Storage Solutions: Are energy storage solutions viable for reducing demand peaks by storing excess energy during off-peak periods?			
16	What are the costs and benefits associated with implementing energy storage systems?			
17	Demand Forecasting: How accurate are the facility's demand forecasts, and are there opportunities to improve forecasting methods?			
18	Can advanced analytics or predictive modeling techniques be employed to anticipate demand fluctuations more effectively?			
19	Financial Analysis: What are the potential cost savings from reducing contracted demand, taking into account both demand charge reductions and implementation costs?			
20	How do these savings compare with the costs of implementing demand reduction measures?			

14. Power factor monitoring and preferably with automated power factor control.

SL NO	Particulars	Yes / NO	Observation	Opportunity
1.	Power Factor Assessment: What is the current power factor of the electrical system, and how does it vary under different load conditions?			
2.	Are there any penalties or charges associated with low power factor, and if so, what is their impact on energy costs?			
3.	Monitoring Systems: What systems are in place to monitor power factor in real-time or on a regular basis?			
4.	How accurate and reliable are these monitoring systems, and are there any gaps in data collection?			
5	Historical Data Analysis: Can historical power factor data be analyzed to identify trends or patterns in power factor variations?			
6	Are there specific operational practices or equipment usage patterns that contribute to fluctuations in power factor?			
7	Load Management Strategies: What strategies are currently employed to manage power factor and improve system efficiency?			
8	Are there opportunities to optimize equipment scheduling or adjust capacitor banks to maintain a more favorable power factor?			
9	Automated Control Systems: Is there an automated power factor control system in place, and if so, how does it operate?			
10	What are the capabilities and limitations of the automated control system, and has it been optimized for maximum efficiency?			
11	Capacitor Bank Optimization: Are capacitor banks appropriately sized and located to support power factor correction where it's most needed?			

12	Can the performance of existing capacitor banks be optimized through tuning or upgrading?			
13	Reactive Power Management: How is reactive power managed within the electrical system, and to what extent does it impact power factor?			
14	Are there measures in place to minimize reactive power consumption and improve overall system efficiency?			
15	Compliance with Standards: Are there regulatory or industry standards governing power factor requirements, and is the facility in compliance?			
16	What steps can be taken to ensure ongoing compliance with power factor regulations?			
17	Cost-Benefit Analysis: What are the potential cost savings associated with improving power factor and reducing penalties or charges?			
18	How do the costs of implementing automated power factor control systems compare with the anticipated savings?			
19	Future Planning: Are there upcoming changes in equipment or operations that could affect power factor or power quality?			
20	How can power factor monitoring and control systems be adapted to accommodate future needs and optimize energy efficiency over the long term?			

Auditor:

Date:



MANDATORY RECORDS TO BE MAINTAINED FOR TRACEABILITY

FREQUENCY OF RECORD KEEPING: AT THE TIME OF JOINING TRUSTEA PROGRAM AND ANY TRUSTEA APPROVED CHANGES

PLACE OF MAINTENANCE OF RECORD: Factory

TYPE OF RECORD – hard copy/soft copy/ in tracetea app

RECORD NO 1: GREEN LEAF SUPPLIER LIST

CERTIFICATE NO: xxxx VALID UPTO xxxx (VC details to be added after certificate is received)

STG Core data in tracetea Database																							
Grower ID	Name	Photo	Type (STG / LTG / Member of SHG / Other)	Associated Entity / VC No.	Fathers' Name	Age	Gender	Address	Region (NE / WB / SI / Others)	State	District	Village / Town	Post Office	Pin Code	Contact No.	ID Proof Type (Aadhar / Voter / TBOI Card)	ID No.	Total Male Worker	Total Female Worker	Estimated Production of Green Leaves per annum (Kg.)	Estimated Production of Made Tea per annum (Kg.)	Production Area (Ha)	Location (Lat / Long)

Note: GPS coordinate Lat/long information for each STG is desirable but optional

TRUSTEA REPORT FORMAT – TR01

Source of information:



MANDATORY RECORDS TO BE MAINTAINED DAILY FOR TRACEABILITY

FREQUENCY OF RECORD: DAILY

PLACE OF MAINTENANCE OF RECORD: Factory

TYPE OF RECORD – hard copy/soft copy/ in tracetea app

RECORD NO 1: TRACEABILITY REPORT – INVOICE LIST

[COMPANY NAME]

Date	Invoice No.	Grade (s)	Batch/Lot No.	Bag No.		Bag Weight (Kg.)	Consignee / Warehouse CTM No.:	Type of Tea
				From	To			

** All information herein should have to be updated and be available for review on day-to-day basis.
All data/reports/documents must be retained for 4 years from the date of entry/generation.*

TRUSTEA REPORT FORMAT – TR02

Suggested Source of Information:

1. Gate Pass
2. Invoice Register



MANDATORY RECORDS TO BE MAINTAINED FOR TRACEABILITY

NATURE OF RECORD: DAILY

PLACE OF MAINTENANCE OF RECORD: Factory

TYPE OF RECORD – hard copy/soft copy/ in tracetea app

RECORD NO 2: TRACEABILITY REPORT – STG-WISE DAILY GREEN LEAF SUPPLY

[COMPANY NAME]

Supply Date	STG ID as per trustea certificate	Name of STG	Name of Agent/Society/Lead farmer through whom STG has supplied (if directly supplied by STG, please mention “direct supply” in this column)	Supplied Leaf Qty. (Kg.)

** All information herein should have to be updated and be available for review on day-to-day basis.
All data/reports/documents must be retained for 4 years from the date of entry/generation.*

TRUSTEA REPORT FORMAT – TR02

Suggested Source of Information:

1. Daily Supply Register
2. Leaf Receipt Register
3. Green leaf supply challan



MANDATORY RECORDS TO BE MAINTAINED FOR TRACEABILITY

NATURE OF RECORD: MONTHLY

PLACE OF MAINTENANCE OF RECORD: Factory

TYPE OF RECORD – hard copy/soft copy/ in tracetea app

RECORD NO 3: TRACEABILITY REPORT – STG-WISE MONTHLY GREEN LEAF SUPPLY

Year:

			Quantity of green leaf supplied in kgs																
S.N.	STG ID as per trustee certificate	Name of STG	January	February	March	YTD Total Upto Quarter 1	April	May	June	YTD Total Upto Quarter 2	July	August	September	YTD Total Upto Quarter 3	April	November	December	Total YTD	Total Quantity as per trustee certificate

**** All information herein should have to be updated and be available for review on day-to-day basis.***

All data/reports/documents must be retained for 4 years from the date of entry/generation.

TRUSTEA REPORT FORMAT – TR02

Suggested Source of Information:

- 1.Daily Supply Register
- 2.Leaf Receipt Register



MANDATORY RECORDS TO BE MAINTAINED FOR TRACEABILITY

NATURE OF RECORD: AS AND WHEN THE ACTIVITY OCCURS

PLACE OF MAINTENANCE OF RECORD: WITH STG

TYPE OF RECORD trustea Farm Diary hard copy/ in tracetea app

RECORD NO 4: TRACEABILITY REPORT – APPLICATION OF PESTICIDE

Pesticide application record

Month	January	February	March	April	May	June	July
Name of chemical:							
Date of application:							
Quantity:							
Name of chemical:							
Date of application:							
Quantity:							

** All information herein should have to be updated and be available for review on day-to-day basis.*

All data/reports/documents must be retained for 4 years from the date of entry/generation.

Source of Information:



MANDATORY RECORDS TO BE MAINTAINED FOR TRACEABILITY

NATURE OF RECORD: MONTHLY

PLACE OF MAINTENANCE OF RECORD: Factory

TYPE OF RECORD – hard copy/soft copy/ in tracetea app

[illegible]

FOOD CONTAMINATION RISK ASSESSMENT POLICY

[Company/Organization Name]

Effective Date: [Insert Date]

Version: [Insert Version Number]

Approved by: [Insert Approving Authority]

1. Purpose

This policy establishes a structured approach for identifying, assessing, and mitigating risks related to food contamination across all operations. It aims to safeguard public health, ensure compliance with relevant food safety regulations, and protect the integrity of the organization's products.

2. Scope

This policy applies to all employees, departments, and contractors engaged in food sourcing, storage, handling, processing, packaging, transportation, and distribution activities under the management of [Company Name].

3. Policy Statement

[Company Name] is committed to preventing food contamination by implementing a proactive risk assessment process. This includes identifying potential sources of contamination—biological, chemical, and physical—and taking appropriate mitigation actions to minimize or eliminate risks.

4. Definitions

- **Food Contamination:** The presence of harmful biological, chemical, or physical substances in food.
- **Risk Assessment:** The process of evaluating the likelihood and impact of food contamination hazards.
- **Hazard:** Any agent with the potential to cause harm to food safety.
- **Critical Control Points (CCPs):** Stages in the process where control can be applied to prevent or reduce hazards to acceptable levels.

5. Types of Contamination

- **Biological:** Bacteria, viruses, parasites, fungi.
- **Chemical:** Cleaning agents, pesticides, heavy metals, allergens.
- **Physical:** Foreign objects such as glass, metal fragments, plastic, hair.

6. Responsibilities

- **Food Safety Manager:** Leads the risk assessment process and ensures corrective actions are implemented.
- **Department Heads:** Ensure adherence to controls in their areas and report incidents or potential risks.
- **All Employees:** Follow safe handling practices and report any suspected contamination or hazards immediately.

7. Risk Assessment Process

1. **Hazard Identification**
Identify potential contamination hazards at every stage of the food supply chain.
2. **Risk Analysis**
Assess the likelihood of occurrence and the potential severity of each hazard.
3. **Risk Evaluation**
Prioritize risks based on severity and likelihood to determine necessary control measures.
4. **Control Measures and CCPs**
Establish preventive controls, corrective actions, and monitoring systems at Critical Control Points.
5. **Documentation**
Maintain risk assessment records, including hazard identification logs, control actions, verification, and review outcomes.
6. **Review and Update**
Risk assessments shall be reviewed:
 - ✓ Annually
 - ✓ After significant changes in operations, supply chain, or regulatory requirements
 - ✓ Following a contamination incident or food safety complaint

8. Training and Awareness

All relevant staff shall be trained regularly on food safety, contamination risks, hygiene standards, and reporting protocols.

9. Incident Management

Any suspected or confirmed food contamination shall be:

- Immediately reported to the Food Safety Manager
- Investigated and documented
- Addressed with corrective and preventive actions

- Communicated to regulatory bodies, if required

10. Regulatory Compliance

This policy complies with applicable national food safety regulations, including:

- Food Safety and Standards Act, 2006 (India) / FDA (USA) / EFSA (EU)
- Codex Alimentarius standards
- HACCP (Hazard Analysis and Critical Control Points) guidelines
- ISO 22000 and FSSC 22000 requirements (if applicable)

11. Monitoring and Audit

Internal audits and third-party inspections will be conducted to ensure compliance with this policy and verify the effectiveness of risk mitigation measures.

12. Policy Review

This policy will be reviewed and updated periodically by the Food Safety Committee or designated authority to ensure continued relevance and effectiveness.

Authorized by:

[Name]

[Designation]

[Date]

Standard Operating Procedure (SOP)

Food Safety Compliance (trustea Standard V3 – Chapter: Food Safety S2)

Version: 1.0

Effective Date: [Insert Date]

Prepared by: [Name/Department]

Approved by: [Name/Authority]

Review Date: [Insert Review Cycle]

1. Purpose

To establish a standardized procedure to ensure all food safety-related requirements under the trustea Code (S 2.1 to S 2.18) are implemented and maintained at the tea processing unit, covering hygiene, sanitation, contamination control, and compliance with regulatory limits.

2. Scope

Applicable to all operations in tea processing and storage areas, including use of materials, employee hygiene, pest management, residue testing, and cleaning protocols at the facility.

3. Responsibilities

Role	Responsibility
Factory Manager	Overall compliance with food safety SOPs
Quality Assurance Officer	Supervision of testing, sanitation, and documentation
Hygiene Supervisor	Implementation of cleaning and sanitation procedures
Production Staff	Follow hygiene and equipment handling practices
Security/Housekeeping	Pest control and waste disposal

4. Procedure

4.1 Facility Infrastructure & Hygiene (S 2.1 – S 2.7)

- Ensure food contact surfaces are smooth, cleanable, and non-reactive.
- Maintain clear segregation between raw material intake, processing, and finished goods.
- Store cleaning agents, chemicals, and personal items in designated, locked areas away from food zones.
- Ensure all processing areas are free from foreign matter, waste, and obstructions.
- Install waste bins with lids and ensure timely removal and disposal.
- Keep floors, ceilings, and fixtures free of dust and cobwebs.

- Ensure staff entering food areas follow handwashing, wear clean protective gear, and maintain personal hygiene.

4.2 Toilets and Sanitary Facilities (S 2.8 – S 2.11)

- Provide gender-segregated, hygienic toilets with modesty partitions for female workers.
- Ensure continuous water supply, soap, foot wash, and hand drying facilities.
- Maintain clear pathways and lighting to the toilet areas.
- Deploy dedicated cleaning staff for sanitation of washrooms and common facilities.

4.3 Infrastructure Cleanliness & Contamination Control (S 2.12 – S 2.14)

- Maintain walls, windows, and floors clean and in good condition.
- Ensure good ventilation and sufficient lighting in working and storage zones.
- Implement cleaning and sanitation schedules covering all factory equipment and surfaces.
- Maintain floor drains, outlying areas, and storage zones in hygienic condition.
- Conduct microbial testing of surfaces at least annually to validate cleaning effectiveness.

4.4 Use of Lubricants, Cleaners & Pest Control (S 2.15 – S 2.17)

- Use only food-grade certified lubricants and cleaning agents in contact zones.
- Conduct regular testing of cleaning water for microbial contamination.
- Store disinfectants away from processing areas.
- Implement an Integrated Pest Management (IPM) program covering routine checks, rodent bait stations, fly catchers, and fogging.
- Maintain pest control service reports, maps, and monitoring logs.

4.5 Residue Testing and Buyer Notification (S 2.18)

- Conduct residue testing twice a year (with 6 ±1 months gap) as per PPC and FSSAI standards.
- If production restarts after a break, conduct testing within 2 months.
- Maintain original lab reports and take corrective actions if MRLs are exceeded.
- Notify buyers immediately if residue levels reach or exceed the permitted limits.

5. Records to Maintain

- Daily Sanitation Checklist
- Toilet Cleaning Log
- Pest Control Records & AMC copies
- Microbial Test Reports (Surfaces & Water)
- Residue Test Reports
- Chemical Inventory & MSDS Sheets
- Staff Hygiene Training Register
- Buyer Notification Log (if applicable)

6. Review & Audit

Internal audits to be conducted quarterly.

All non-conformances to be recorded with corrective and preventive actions.

Update SOP annually or as per code revision.

7. References

- trustea Code of Conduct V3.1.0 – Safety Chapter
- FSSAI Food Safety Guidelines
- Plant Protection Code (PPC) for Tea
- ISO 22000 (where applicable)

ON THE LETTER HEAD OF THE ORGANIZATION

Date: []

Sub: Annual Report of the Internal Committee of [organization name] for the calendar year '2021', the registered office of which is at [address details] as per Section 21 of the Sexual Harassment of Women at Workplace (Prevention, Prohibition and Redressal) Act, 2013 and Rule 14 of the Rules, 2013

Dear [Name of person in management & designation],

Please find below Annual Report of the Internal Committee ("IC") of [organization name] for the calendar year '2023', the registered office of which is at [address details] as required to be prepared and submitted under Section 21 of the Sexual Harassment of Women at Workplace (Prevention, Prohibition and Redressal) Act, 2013 and Rule 14 of the Sexual Harassment of Women at Workplace (Prevention, Prohibition and Redressal) Rules, 2013:

1.	Number of complaints of sexual harassment received in the year	[]
2.	Number of complaints disposed off during the year	[]
3.	Number of cases pending for more than 90 days	[]
4.	Number of workshops or awareness programs against sexual harassment carried out	[]
	a) Number of IC Training/ Workshops/ Other Skill Building Programmes done (In Person/ Webinar/ E-Learning Modules etc)	[]
	b) Number of Employee (Including Managers) Awareness Programmes done (In Person/ Webinar/ E-Learning Modules etc)	[]
	c) No. and details of any other activity done (If any): [Brief details]	[]
5.	Nature of action taken by the Employer	
	a) Conciliation	[]
	b) Written apology	[]
	c) Warning	[]
	d) Reprimand or Censure	[]
	e) Withholding of promotion	[]
	f) Withholding of Pay rise/Increment	[]
	g) Termination	[]
	h) Transfer	[]

tSTF ARIC 01 - Annex 13
Annual Report of IC format

	i)	Undergo Counselling	[]
	j)	Carrying out Community Service	[]
	k)	Withdrawal of Complaint	[]

Yours Faithfully,

Presiding Officer of Internal Committee,
On behalf of the Internal Committee,
[Or all IC members can sign]

Energy Management Plan (Sample)

UNIT NAME:			DOC NO:	
			REV NO:	
			REV DATE:	
DOCUMENT NAME: ENERGY EFFICIENCY PLAN			ISSUE NO:	
			ISSUE DATE:	
A	Plan on Energy Efficiency Measures	Time Frame	Result	Remarks
1	Replace CFL Bulbs with nos of LED Bulbs in factory and Bungalows		Reduction of Electricity by 40%	
2	Replace CFL and other bulbs with CFL bulbs throughout the factory		Reduction of Electricity by 35%	
3	Implement Atomisation Control for Heat Generation in Coal Heater to optimize fuel usage.		Reduction in Coal Consumption cost 45%	
4	Conduct Annual Maintenance for electricity connections and oiling of motors to ensure optimal performance		Reduction of Electricity by 20%	
5	Schedule Annual Maintenance of dryers to improve efficiency and reduce energy waste		Reduction in Coal Consumption cost 25%	
6	Perform Annual Maintenance of Gensets and Vehicle Engines, including changing oil filters, for improved energy efficiency		Reduction in HSD Consumption cost 25%	
7	Conduct Annual Cleaning of Factory Chimney to maintain proper airflow and efficiency		Reduction in Coal Consumption cost 10%	
8	Testing of Automatic Power Factor Controller (APFC)			
B	Plan on Renewable Energy Integration			

9	Install solar panels on the factory roof to generate renewable electricity			
10	Explore the feasibility of biomass boilers for steam production			
C	Plan on Process Optimization			
11	Implement optimized scheduling for tea processing to reduce idle time and energy waste			
12	Improve steam system efficiency through insulation, steam trap maintenance, and leak repairs			
13	Installation of kWh & Run Hour Meters			
14	Optimize compressed air systems to reduce leaks and pressure losses			
15	Solar Hot Air Generating System (Indirect Drying)			
D	Plan on Employee Training and Awareness			
16	Conduct regular training sessions to educate employees on energy-saving practices			
17	Encourage employees to report energy waste and suggest improvements			
18	Implement a reward system for energy-saving ideas and initiatives			
E	Best Practices for Improve HAG (Hot Air Generator) Efficiency			
19	Feed HAG with billeted wood to aid combustion			
20	Do not unnecessarily open boiler door as this disrupts combustion			
21	Open only 1 door when feeding boiler			
22	Remove ash daily			

23	Fully insulate the HAG system to eliminate heat loss			
24	Open only 1 door when feeding boiler			
25	Continually monitor flue gas to ensure correct air-fuel mix			
26	Use air flow dampers and flue gas readings to regulate the amount of fresh air entering the combustion chamber			
F	Monitoring and Reporting			
27	Install energy meters and sub-meters to monitor energy consumption in real-time			
28	Maintenance Free Earthing System			
29	Implement an Energy Management Information System (EMIS) for data collection and analysis			
30	Generate monthly energy reports to track progress towards goals and identify areas needing improvement			
G	Best Practices of Earth Pit Maintenance			
31	Earth pits must be visible for easy access, regularly maintained measured yearly			
32	Numbering of individual earth pits and maintenance along with a diagram is always preferred			
33	Numbering of individual earth pits and maintenance along with a diagram is always preferred			
34	Provision of Caps for Earth Pits - Earth electronics should be covered with either RCC slabs or any other standard cap			
H	Compliance and Regulations			
35	Ensure compliance with all energy-related regulations and standards			
36	Regularly review and update the Energy Management Plan to reflect changes in technology and regulations			

I	Budget and Funding			
37	Allocate a specific budget for energy efficiency projects and upgrades			
38	Explore available grants and incentives for energy-saving initiatives			
J	Continuous Improvement			
39	Establish a cross-functional Energy Management Team to oversee the implementation of the plan			
40	Conduct regular reviews and evaluations to identify new opportunities for energy savings			
41	Engage with suppliers and partners to promote energy-efficient practices throughout the supply chain			
42	Digital Motor Protection Relay - maintenance of each motor with proper motor management plan & installation of Digital Motor Protection Relay (DMPR)			
43	Possible Replacement of IE-3 Motors			
44	Mark with Colour Coding - Each time when any fault occurs, put a marking on the particular equipment (like a dot) of different colors. For example: ♦ Green Dot - for machine/system put into first time service ♦ Yellow Dot – first time fault ♦ Red Dot – Repeated fault			
PROPOSED BY:		APPROVED BY:		
DESIGNATION:		DESIGNATION:		
SIGNATURE:		SIGNATURE:		