

trustea Code- Version - 3

Implementation Guide

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G.1

General Management System

At a glance

Distribution of Criteria

Total Nos. of Criteria	Zero Tolerance Criteria Points (ZTPC)	Mandatory Criteria Points (MCP)	Optional Criteria Points (OCP)
15	0	12	3

Introduction

The management system provides the template of management oversight and accountability for the program. It has been formulated to create a framework of elements to be used as a tool to establish policies and objectives and set up processes to achieve the objectives. Setting up of the review mechanisms will ensure identification of gaps resulting in setting off necessary course correction. The intent is to ensure steady improvement in performance over time, delivering continual improvement. The verified farm and factories shall have an easy-to-maintain and practical management system in place for complying with the trustea code and applicable legislative requirements. This will help the producer and the factory to plan, implement and monitor the compliance with the Code. An efficient management system helps in reducing the cost of compliance significantly. It also enables the external verifier to assess that the producer is complying with the requirements of the code.

Criteria: G 1.1

The verified facility shall have a trustea program policy and an objective statement with the documented KPIs which outlines the top management ‘s commitment to comply with the trustea code and enables continuous improvement.

Control Type

Mandatory

Applicability

 Estate
  Small Tea Growers
  Bought Leaf Factory

Criteria: G 1.2

The entity shall have a program risk management plan which includes risk assessment and risk mitigation with respect to program implementation addressing the three pillars of trustea program

Control Type

Mandatory

Applicability

 Estate
  Bought Leaf Factory

Criteria: G 1.3

Top management shall be accountable for compliance with the program requirements including risk management and timely closure of all non-compliances raised in any internal, external and system assurance audit.



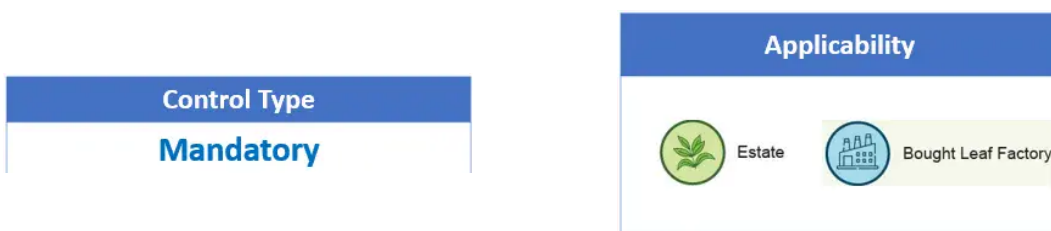
Criteria: G 1.4

Top management shall be accountable for providing necessary resources and personnel with defined job descriptions and facilitating adequate training to ensure compliance with the program requirements



Criteria: G 1.5

The top management shall be responsible for the review and appropriate actions of the trustea code requirements at a minimum of once every year.



Note: This is the new inclusion in Version 3.0

Criteria: G 1.6

The top management shall review the internal audit report periodically (minimum once every year) for program policy, objective statement and achievement of the KPIs*

Control Type
Mandatory

Applicability
 Estate  Bought Leaf Factory

Note: This is the new inclusion in Version 3.0

* KPI = Key Performance Indicator

Criteria: G 1.7

The verified facility shall have a policy outlining its principles on business ethics and applicable legal requirements.

Control Type
Optional

Applicability
 Estate  Bought Leaf Factory

Criteria: G 1.8

The verified facility shall have an overview map covering all the essential elements of the total farming area. All the features, natural or otherwise, outside the periphery of the garden adjoining the boundary shall be indicated on the map. This map must have information about planted areas/farm divisions/production zones, processing facilities, human habitation areas, schools, medical facilities/first aid sites, natural ecosystems, including water bodies and forests and other existing natural vegetation Govt. notified forest land, buffer zones, agro-forestry systems and protected areas. The tea fields must be identified with a name number or color on the map.

Control Type
Mandatory

Applicability
 Estate  Small Tea Growers  Bought Leaf Factory

Note: This old criteria (Ref Ver 2.0) has been modified in Version 3.0

Criteria: G 1.9

The map for the Farms should indicate the respective geolocation. (Polygon is desirable)

Control Type
Optional

Applicability
 Estate  Small Tea Growers

Criteria: G 1.10

The verified facility shall be lawfully doing business as per the statutory requirements



Criteria: G 1.11

Documents, either electronic or physical shall be retained as per the document retention policy. Security of the electronic data should be ensured as per trustee data security policy. All the records and documents required by the code should be up-to-date and accessible to the internal and external verifiers and retained for a minimum period of four years. Legal documents shall be retained as per the relevant requirement



Criteria: G 1.12

The verified facility shall have one or more trustee officers and Internal Audit coordinators with accountability for trustee program compliance. If the resource is not dedicated for this purpose, then the allotment of responsibility for the trustee program should be commensurate with other job responsibilities assigned by the organization



Criteria: G 1.13

It is mandatory for trustee officers and internal auditors to have trustee approved code qualifications.



Criteria: G 1.14

A grievance redressal mechanism with records of response shall be maintained for all the complaints against the violation of the code requirements by the internal and external stakeholders who are negatively affected by any specific activity covered under the scope of the trustea code. This mechanism must be designed in a simplified way so that it is easily accessible to stakeholders with different modes of communication including oral communication. The mechanism must ensure that the confidentiality of the individual / individuals/organizations is protected. The corrective action of the grievance is to be recorded.



Note: This old criteria (Ref Ver 2.0) has been modified in Version 3.0

Criteria: G 1.15

The top management of the verified facility shall be responsible to respond to any communication from the trustea program or any other stakeholder on any adverse public or regulatory event, report or complaint which may be perceived to have an overall negative impact on the credibility of the program



Note: This is the new inclusion in Version 3.0

Data & Documents Required for Chapter G 1 (General Management System)

- ‡ Organogram with Job title of each employee of nodes
- ‡ Job Description (JD) of nominated trustea officer or any other officer looking after trustea certification matter
- ‡ Up to date Grievance Register with action plan
- ‡ Training records along with the details of training contents (e.g. Employee Training, Worker training or associated farmers training etc.)
- ‡ Proper Risk Management plan of trustea program covering the three pillars (Environment, Safety and Livelihood) of trustea including Climate Risk Management
- ‡ Internal Audit Report of Entity
- ‡ Document of Management Review Meeting (MRM)
- ‡ Proof of undisputed claim to the land
- ‡ For sole proprietorship business trade license / enlistment certificate from local bodies
- ‡ For partnership business, PAN / TAN of the organization and registered partnership deed
- ‡ For registered company, Incorporation certificate from Ministry of Corporate Affairs (MCA)
- ‡ The detailed map marked with essential points

- ‡ PCB CTO, Factory License, Fire License, Tea Board, Registration for factory and estate, FSSAI licens
- ‡ In the case of smallholders, statutory/ local self-government authority’s recognition and the absenc
- ‡ of any claims is sufficient. Availability of farm diaries/ digital farm diaries

E.1

Soil Health Management

At a glance

Total Nos. of Criteria	Zero Tolerance Criteria Points (ZTPC)	Mandatory Criteria Points (MCP)	Optional Criteria Points (OCP)
6	0	4	2

Introduction



This section focusses on implementation of methodologies and farming practices to reverse degradation of soil health in order to create a fertile, living and balanced soil. Regenera agricultural offers the pathway towards continuously restoration rather than degradation of soil, improving the sustainability and resilience of ecosystems and bringing environmental economic benefits to the farms, community and businesses. Sustainable soil he management involves working with nature to support vital ecological processes and services nutrient cycling, nitrogen fixation, natural regulation of pests, soil and water conservat biodiversity conservation and carbon sequestration.

Criteria: E 1.1



The soil health management plan should incorporate soil conservation and soil fertility practices to promote the rehabilitation and enhancement of the farm ecosystem. Sustainable farming practices that nourish soil health such as compost application, planting cover crops, intercropping, mulching, natural methods of soil protection and replenishment, reduction of tillage and other applicable practices of regenerative agriculture are to be made part of the soil management process.



Criteria: E 1.2

The verified facility should have defined and documented actions to optimize and reduce the application of synthetic and chemical fertilizers.



Criteria: E 1.3

Testing of soil shall be carried out by a competent agency to ensure optimum fertilization in line with the test results of soil conditions that include other elements like micronutrients. The recommendations are to be relevant to the specific region and formulated by competent institutions/experts



Criteria: E 1.4

The identification process of new tea production are as shall be based on a documented and technical review of climatic, soil, and topographic conditions subject to the approval of the concerned authority and in compliance with the non-deforestation mandate as per clause no E 4.2.



Criteria: E 1.5

The producer shall use relevant measures to prevent soil erosion and run off around the erosion-prone areas including river banks, natural water bodies and irrigation ditches.



Criteria: E 1.6

Pruned tea litters shall be utilized for mulching to improve soil health and fertility.



Data and documentation required for Soil

Document for review: Soil health management plan

A. Records should be maintained of all the fertilizers:

Date of Purchase	Name / Brand	Quantity	Storage	Type of Fertilizer
				Organic / Inorganic / Inhouse

B. Application Records:

Date of Application	Name / Brand	Dosage

The facility must have a record of usage of both organic and synthetic fertilizer used per Kgs of Tea produced to determine the trend and practices.

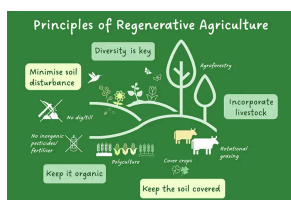
- Synthetic and chemical fertilizer usage/per kg of tea
- Organic fertilizer usage/per kg of tea
- Total fertilizer usage/per kg of tea

C. Soil Test Report including soil organic matter, total soil microbial mass, soil microbial mass diversity, number of earthworms. (Before certification and recertification)

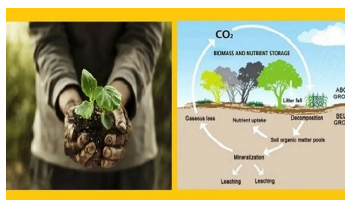
D. Inclusion of soil organic matter, total soil microbial mass, soil microbial mass diversity, number of earthworms. (Before certification and recertification) – Mandatory for Estates and optional for STGs

E. Risk Assessment Plan considering disease transmission, weed seed content, method of composting, heavy metal content etc.

Optional Projects



Regenerative Agriculture



Carbon sequestration project verified by the third party



Climate-smart agriculture

What is Regenerative Agriculture?

Modern agriculture is at a crossroads. We are faced both with the ever increasing need to feed a growing global population, and the devastating soil degradation caused by intensive farming.

As well as being one of the largest producers of greenhouse gasses, with an IPCC estimate of 24% of total anthropogenic emissions; the agricultural sector holds the rare potential to not just drastically reduce emissions, but to sequester atmospheric carbon back into the soil, providing a natural way to limit global warming whilst producing nutritious food.

Regenerative agriculture is a way of farming to build and improve soil fertility, whilst sequestering and storing atmospheric CO₂, increasing on farm diversity and improving water and energy management. It is a holistic solution that represents a first step towards a wider set of economic, environmental, and social benefits. Farms using regenerative practices can benefit from higher and more stable yields, lower input costs and the development of natural capital and ecosystem services whilst building agricultural resilience.

In fact, if all global agricultural land was converted to a regenerative system, it would have the ability to sequester a more than 37.5 Gt of carbon per annum, more than the current level of global emissions.

What is carbon sequestration?

Carbon sequestration – the practice of removing carbon dioxide (CO₂) from the atmosphere and storing it – is one of the many approaches being taken to tackle climate change. Find out why this method is being used and the different ways in which CO₂ is being removed and stored.

- Preventing the earth's atmosphere from warming any further is taking a huge collective effort by humanity. From ending our dependency on carbon-emitting fuels to establishing a legally binding net zero emissions target by 2050, every potential solution is important if we're to stop unprecedented climate change.
- Alongside a transition to clean energy systems and decarbonizing high-emission practices – such as construction or transport – humankind is making a concerted effort to remove CO₂ from our atmospheres, by adapting the ways we construct, consume, travel and generate power. But methods like carbon sequestration show how we can work with the natural environment to tackle the climate crisis.

What is Climate-smart agriculture?

Climate-Smart Agriculture (CSA) is an approach to help the people who manage agricultural systems respond effectively to climate change. The CSA approach pursues the triple objectives of sustainably increasing productivity and incomes, adapting to climate change and reducing greenhouse gas emissions where possible. This does not imply that every practice applied in every location should produce "triple wins". Rather the CSA approach seeks to reduce trade-offs and promote synergies by taking these objectives into consideration to inform decisions from the local to the global scales and over short and long time horizons, to derive locally-acceptable solutions.

The majority of the world's poor live in rural areas and agriculture is their most important income source. Developing the potential to increase the productivity and incomes from smallholder crop, livestock, fish and forest production systems will be the key to achieving global food security over the next twenty years. Climate change is expected to hit developing countries the hardest. Its effects include higher temperatures, changes in precipitation patterns, rising sea levels and more frequent extreme weather events. All of these pose risks for agriculture, food and water supplies. Resilience is therefore a predominant concern. Agriculture is a major source of greenhouse gas emissions. Mitigation can often be a significant co-benefit of actions to strengthen adaptation and enhance food security, and thus mitigation action compatible with national development priorities for agriculture is an important aspect of CSA.



Water Conservation

At a glance

Total Nos. of Criteria	Zero Tolerance Criteria Points (ZTPC)	Mandatory Criteria Points (MCP)	Optional Criteria Points (OCP)
6	0	3	3

Introduction

Water Management is the process of planning, developing, and managing water resources, in terms of both water quantity and quality, across all water uses. Agriculture is the largest user of freshwater resources in the world, consuming more than half of the world's usable water. In tea, we too bear the responsibility for preserving water for future generations. This means that verified units complying with the trustea code ensure that they are using water efficiently, with minimal loss and optimal use. Verified units ensure that farming activities, factory processing, and household water use are in accordance with the central and state laws that do not negatively affect natural water bodies and sub-soil water tables by overtaxing the supply (excessive water use) or polluting the water in any way.

Criteria: E 2.1



The farms and factories should formulate and implement a plan to conserve water in their operations. Irrigation techniques should be evaluated for optimal usage of water and energy. Training and awareness campaigns and collaboration with the community on water conservation should be a part of the water management plan.



Criteria: E 2.2

The verified facility shall comply with national and local legal obligations with respect to withdrawing water from natural sources and have necessary permits.

Control Type	Applicability
Mandatory	 Estate  Small Tea Growers  Bought Leaf Factory

Criteria: E 2.3



The entity shall optimize, track and measure water usage in the various operational areas. Plan and results on optimization of water usage shall be documented.

Control Type	Applicability
Mandatory	 Estate  Bought Leaf Factory

Criteria: E 2.4



The entity shall make efforts to conserve and reduce the wastage of water used for domestic areas by carrying out training and awareness programs for the residents of the tea estate. The water distribution system should also be monitored for leakages and wastage

Control Type	Applicability
Optional	 Estate  Small Tea Growers

Criteria: E 2.5



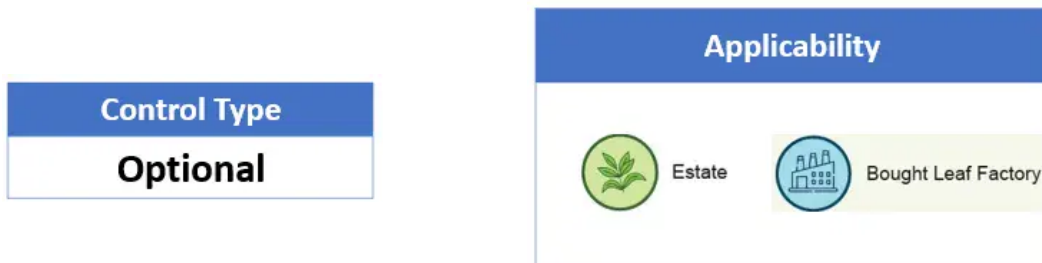
The verified facility shall evaluate and adopt an efficient water irrigation delivery system in order to minimize wastage



Criteria: E 2.6



In case underground water is in use as a water source, the entity shall track the water level of the source before and after the rainy season every year. In case there is a trend of reduction of the level of the underground water source, the adoption of replenishment techniques like rainwater harvesting and appropriate planting of shade trees are to be implemented.



Optional Projects

- Rain Water Harvesting
- Documented plan and reduction of underground water usage
- Tracking water usage through the water balance process
- Involve the community and have educational workshops, involving people (the users of up-stream and down-stream) and spreading awareness on the optimum water usage

Data & Documents Required

Documents for review:

- Training and awareness program records

Parameters of tracking:

- Area-wise water consumption record
- Water consumption per unit of production in the factory
- Water consumption for irrigation per unit area
- Water level record of borewell

E.3

Agrochemical

At a glance

Total Nos. of Criteria	Zero Tolerance Criteria Points (ZTPC)	Mandatory Criteria Points (MCP)	Optional Criteria Points (OCP)
4	1	3	0

Introduction

Agrochemicals are used to protect plants, improve yields and keep them healthy. It is crucial to adopt an integrated approach that focuses on optimum usage of agrochemicals and continuously looks for ways to move towards natural inputs and methodologies based on indigenous cultural knowledge of agricultural practices. Whenever agrochemicals are used in tea farms, it is pertinent to ensure safe usage of only the legally mandated agrochemicals and correct disposal of the generated waste, in order to keep the workforce and environment safe.

Module_04_Hindi_Plant Protection Formulation



Criteria: E 3.1



The verified facility shall implement an integrated pest management (IPM) plan to reduce dependence on synthetic agrochemicals and fertilizers and increase the application of organic inputs. The plan should focus on the adoption of alternate control measures like biological controls and practices based on indigenous technical knowledge (ITK). The entity must plan and implement documented actions on this.



Criteria: E 3.2

The verified facility shall use PPFs approved by the appropriate regulatory and government authority



Criteria: E 3.3

The verified facility should regularly maintain and calibrate agrochemical application equipment and keep records of such equipment maintenance and calibration.



Criteria: E 3.4

Storage(with access control), mixing and handling of agrochemicals shall be done in a designated area with adequate protection for people and the environment. Safety and emergency information is to be displayed prominently in a way that is easily understood by the visitor and operating personnel. (Storage includes PPE and related equipment)



Optional Project

Define long-term KPIs of IPM (Documented in the plan) and track and monitor with actual field data to demonstrate successful implementation.

Data & Documents Required

The plan must include:

- A. The integrated pest and weed management by initiating the least possible use of agrochemicals.

Date of Purchase	Name / Brand	Quantity	Storage	Type of Fertilizer
				organic/inorganic/inhouse

- B. Documented records justifying the use of PPF (i.e. recommendation from a competent authority or qualified personnel)

- C. Records of purchase from licensed dealers

- D. Application Records:

Date of Purchase	Name / Brand	Dosage	Application Mode	Pest Type	Application for (Soil nutrient/ foliar nutrient)

- E. Also, the below available information.

- Agrochemical usage and cost/kg of tea
- Organic formulation usage and cost/kg of tea
- Year-wise ratio - Chemical: Organic
- Overall cost per Kg (i+ii)

- F. Inventory of ITK practices

Documents for Review:

- Integrated Pest Management Plan

Parameters for Tracking:

- Quantity of synthetic chemicals used per unit of production
- Quantity of organic chemicals used per unit of production

- G. Training Records for IPM to the workers and management staff



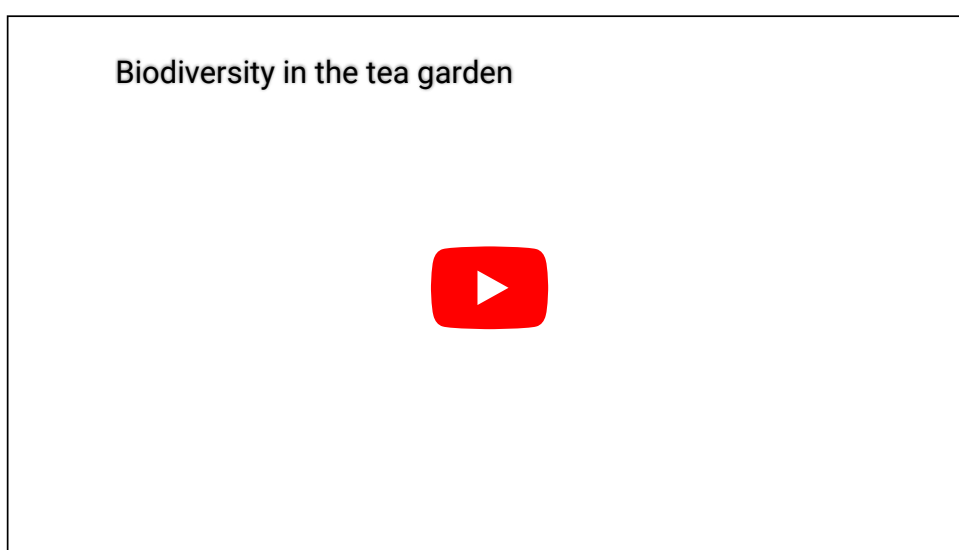
Biodiversity

At a glance

Total Nos. of Criteria	Zero Tolerance Criteria Points (ZTPC)	Mandatory Criteria Points (MCP)	Optional Criteria Points (OCP)
7	1	4	2

Introduction

Biodiversity is the existence of many different species of animals and plants which together make a good and healthy environment. It comprises a variety of animals, plants, fungi and even microorganisms like bacteria that make up our natural world. India as a country is incredibly rich in biodiversity. Historically the tea gardens are in the middle of these biodiversity hotspots, sharing their land with what was originally the primary forest and habitat of India's most prominent wildlife. In order to ensure that tea production is in harmony with the environment, a biodiversity action plan needs to be formulated that recognizes all the interconnected elements of the surrounding ecosystem and envisages the path way to protect, preserve and enhance biodiversity.



Criteria: E 4.1



A biodiversity action plan for natural ecosystem conservation shall be available with the verified unit outlining procedures for responsible management of the impact of tea farming and processing. Natural vegetation, water bodies and natural habitats of animals, birds, and beneficial insects within the periphery of the verified entity are to be identified and nurtured to enhance biodiversity. Measures like afforestation and plantation of shrubs and other woody vegetation including natural vegetative barriers with native species are to be part of the plan and actions.

Control Type
Mandatory

Applicability	
 Estate	 Bought Leaf Factory

Criteria: E 4.2



There shall be no degradation of the natural ecosystem and deforestation of forest land or any other form of encroachment in the forest land as per relevant legal requirements. At a minimum, the entity should be able to demonstrate compliance with non-deforestation from 2014 onwards.

Control Type
Zero Tolerance

Applicability		
 Estate	 Small Tea Growers	 Bought Leaf Factory

Criteria: E 4.3

Identification and management of existing natural and native ecosystems in and around the tea garden and ensuring that they are left in their existing natural form. No conversion of an existing natural ecosystem in any form or use should be carried out.

Control Type
Mandatory

Applicability		
 Estate	 Small Tea Growers	 Bought Leaf Factory

Criteria: E 4.4

The verified facility should maintain shade trees of the native variety and shall have a plan for afforestation within and around tea plantations without interrupting the existing natural ecosystem.

Control Type
Optional

Applicability
 Estate  Small Tea Growers

Criteria: E 4.5

Wildlife within and around the facility shall be documented and analyzed in case any prominent change occurs. These species shall be protected and measures shall be taken to see that there is no confinement, hunting, trafficking or commercial collection. All relevant laws for wildlife protection are to be complied with.

Control Type
Mandatory

Applicability
 Estate  Small Tea Growers

Criteria: E 4.6

Verified units shall promote native vegetative barriers between crop production and human activity (such as schools, worker housing and public roads), and natural ecosystems to reduce the possibility of any cross-contamination of fertilizer or PPFs into those areas

Control Type
Optional

Applicability
 Estate  Small Tea Growers

Criteria: E 4.7

The plant protection formulations and chemical fertilizers preparation, mixing, usage and application shall not be carried out within the buffer zone of 5 meters distance from water bodies, wildlife habitats, areas having human habitation and movement and areas used for other agriculture activities. If there are no options for maintaining such distance due to a unique topography, the producer shall use a suitable organic formulation to ensure that there is no chance of contamination beyond the application area.

Control Type
Mandatory

Applicability	
 Estate	 Small Tea Growers

E.5 Waste management

At a glance

Total Nos. of Criteria	Zero Tolerance Criteria Points (ZTPC)	Mandatory Criteria Points (MCP)	Optional Criteria Points (OCP)
8	0	7	1

Introduction

Tea producing operations, like any other, result in generation of waste. While the focus should be on prevention of waste being generated, judicious management ensures that there is no negative impact on human health as well the environment and the surrounding community. The verified facility is to have a good understanding of the wastes emanating from tea production and processing whilst simultaneously minimizing pollution through recycling and/or safe and responsible disposal systems. Effective waste management activities comprise activities that measure the amount of waste produced, reduce the amount of waste produced, reuse products where possible and recycle and properly dispose of all the remaining waste. In all these activities the applicable legal requirements are to be identified and complied with at each step of the identified handling, storage, and disposal process.

Criteria: E 5.1



Sustainable management of waste which minimizes impact on the environment and community is to be integrated into the operations. The verified facility shall have a waste management plan including identification, opportunities for prevention, categorization, segregation, reduction, recycling and environment-friendly disposal. Practices like the reuse of non-hazardous waste, vermicomposting and biochar application are to be implemented based on feasibility. The process to sensitize all the relevant stakeholders is to be an integral part of the plan.

Control Type
Mandatory

Applicability			
 Estate	 Small Tea Growers	 Bought Leaf Factory	

Criteria: E 5.2

No burning shall be practiced as a method of waste disposal. Plastic items, PVC and other non biodegradable and toxic wastes shall never be burnt and shall be disposed of as per government regulations.

Control Type
Mandatory

Applicability			
 Estate	 Small Tea Growers	 Bought Leaf Factory	

Criteria: E 5.3

All hazardous wastes shall be stored in a secured and weatherproof store ensuring access control for unauthorized personnel and external negative impact on the environment.

Control Type
Mandatory

Applicability			
 Estate	 Small Tea Growers	 Bought Leaf Factory	

Criteria: E 5.4

The landfills and dumps within the verified facility shall be as per the approval of the applicable statutory authority and have a design that minimizes risks of environmental contamination and damage to human health.

Control Type
Optional

Applicability			
 Estate	 Small Tea Growers	 Bought Leaf Factory	

Criteria: E 5.5

Appropriate regulatory and government authority requirements shall be followed for the discharge of any wastewater from the tea factory and tea gardens. The testing frequency shall be a minimum of once a year or less, if recommended by the approving authority.

Control Type
Mandatory

Applicability
 Estate  Small Tea Growers  Bought Leaf Factory

Criteria: E 5.6

Human sewage-contaminated water (water from sewers and water that may be contaminated with run-off from sewage treatment facilities) shall not be applied in the tea plantations.

Control Type
Mandatory

Applicability
 Estate  Small Tea Growers  Bought Leaf Factory

Criteria: E 5.7

The garden or factory should not deposit into the natural water bodies, surface soil, or pit any form of organic or inorganic solids, such as domestic or industrial waste, rejected products, construction debris or rubble, soil, and stones from excavations, rubbish from cleaning land or other materials.

Control Type
Mandatory

Applicability
 Estate  Small Tea Growers  Bought Leaf Factory

Criteria: E 5.8

Incineration of any type of waste can only be done if the entity has a legally approved permit or license that specifically mentions this activity. In such a case all the requirements must follow the methods approved by the statutory authority. In all other cases, burning/ incineration is completely prohibited.

Control Type
Mandatory

Applicability
 Estate  Small Tea Growers  Bought Leaf Factory



Energy Management

At a glance

Total Nos. of Criteria	Zero Tolerance Criteria Points (ZTPC)	Mandatory Criteria Points (MCP)	Optional Criteria Points (OCP)
5	0	3	2

Introduction

Energy management during the tea producing operations is the proactive and systematic monitoring, control, and optimization of an organization's energy consumption to conserve use and decrease energy costs. Energy management includes minor actions such as monitoring monthly energy bills and upgrading energy- saving appliances and equipment. Energy needs to be conserved to cut costs and to preserve the resources for longer use, especially fossil fuels, in order to minimize the generation of greenhouse gases. Based on technical and financial feasibility efforts shall be made to explore the use of renewable energy. In a way, the Energy Management approach compliments the intent of environmental management.

Criteria: E 6.1



The verified facility shall make continuous efforts to optimize the usage of energy in its operations through a documented energy management plan including monitoring of the effectiveness.



Criteria: E 6.2

The facility must carry out an energy audit of all processing areas in the garden and factory by a competent agency or individual in a minimum frequency of five years. In-process transportation and storage areas within the facility should be included in the scope of the audit. Documented plans to be prepared to address the actions arising out of the energy audit carried out in the facility.

Control Type
Mandatory

Applicability	
 Estate	 Bought Leaf Factory

Criteria: E 6.3

The verified facility shall be aware of and demonstrate compliance with national legal obligations with respect to energy use, energy use-related emissions, fuel use, electrical power and fuel-burning installations.

Control Type
Mandatory

Applicability	
 Estate	 Bought Leaf Factory

Criteria: E 6.4



Any long-term negative trend observed in usage efficiency over a seasonal cycle of production should be analyzed and documented actions are taken to improve the same.

Control Type
Optional

Applicability	
 Estate	 Bought Leaf Factory

Criteria: E 6.5



The facility should study the feasibility of purchasing or captive renewable energy as a part of the energy management plan.



S.1 Traceability for Product Safety

At a glance

Total Nos. of Criteria	Zero Tolerance Criteria Points (ZTPC)	Mandatory Criteria Points (MCP)	Optional Criteria Points (OCP)
4	1	2	1

Introduction

Traceability is the ability to trace the history, application, or location of the product. The focus is on maintaining a process that enable availability of verifiable information that relates to the origin of materials, processing history as well as dispatch of the product manufacturing. The verified farm and facility shall develop a clear and visually identifiable system for avoiding the mixing of verified products with non-verified products in its facilities, including harvesting, handling, processing, and packaging of products, as well as transportation to the factory. The verified farm and facility shall have documented records to demonstrate traceability at every stage of processing, from the farm to the factory dispatch gate. In addition to the traditional paper trail methodology, the tea producers are encouraged to adopt digital traceability tools to ensure ease of compliance.

Supporting technology-driven traceability in the Indian tea i...



Criteria: S 1.1

Records of the volume of verified and non-verified green tea leaf harvests are made available and regularly maintained.



Criteria: S 1.2

Records of the volume of verified and non-verified green leaves sold/bought are available and regularly maintained. (The daily record has to be maintained for each individual STG in case of both fully verified or partially verified leaf supplied to the factory)



Criteria: S 1.3

A clear process of physical segregation of all non-verified tea from Verified tea during manufacturing and storage and invoicing shall be implemented. For any unit that is fully verified, daily leaf supply records of individual farmers shall be maintained to substantiate that all the supplies are from verified growers. The maximum quantity of leaf supplied in a year shall be within the approved quantity in the certificate. (+10% tolerance may be applied to account for seasonal and weather effects)



Criteria: S 1.4

There shall be at least one person available at the verified facility who shall be made responsible for traceability and will provide a list of verified tea packed and sold by the facility. The organization shall be responsible for traceability and the manufacturing unit should be able to demonstrate the traceability of the green leaf source for the verified tea manufactured by the facility through its actual practices and record keeping



***Note** – Compliance on trustea mark and logo must be inline with the Claims Management Policy documents available on trustea website

S.2 Food Safety

At a glance

Total Nos. of Criteria	Zero Tolerance Criteria Points (ZTPC)	Mandatory Criteria Points (MCP)	Optional Criteria Points (OCP)
18	1	16	1

Introduction

Food safety management is a systematic approach to controlling food safety hazards within the tea manufacturing process in order to ensure that the food is safe to consume. It involves handling, storing, and preparing food to prevent infection and help to make sure that the tea that is produced is healthy and safe to be consumed. The food safety issue is increasingly gaining momentum and is protected by various laws. Following Good Manufacturing Practices (GMP), coupled with the compliance to regulatory requirements. Ensures availability of a safe product for the consumer. It further helps the factory with greater control over the quality and safety of tea and reduced rejections from national and international buyers.

Criteria: S 2.1

The entity must adhere to a Standard Operating Procedure (SOP) for maintaining food safety including sanitary and hygiene and legal requirements including legal requirements to be followed by all personnel, machinery and processes each stage of manufacturing,

storage area, external premises in the manufacturing process from raw material input up to packaged finished product. This should include all necessary guidance for visitors. The SOP should be linked to a food safety risk assessment.



Criteria: S 2.2

Compliance with the SOP is to be ensured by adequate effective training and shop floor practices for each area and record keeping to demonstrate the same



Criteria: S 2.3

Health and hygiene requirements including adequate dress and footwear are to be ensured for all individuals who enter the food processing area including all employees and visitors.



Criteria: S 2.4

No individual with an infection should be allowed to enter the processing facilities. An adequate and verifiable screening mechanism should be available at the entry point of the unit.



Criteria: S 2.5

Visual display mentioning do's and don'ts shall be put up at a prominent location at the entry and in the processing areas in a language/ languages understood by all personnel including visitors.



Criteria: S 2.6

There must be a facility for proper washing of hands and feet at the entry.



Criteria: S 2.7

Segregated changing facilities for males and females shall be provided at the entry the processing unit.



Criteria: S 2.8

An adequate number of toilets of appropriate hygienic design with separate enclosures for males and females and a modesty partition for the female toilet facilities, shall be provided. The facility should not open directly into food processing, handling or storage area.



Criteria: S 2.9

The entity shall provide continuous supply of water for the lavatories/ urinals including wash basins with soap/ liquid handwash and a foot wash hygiene station with availability of adequate facility for hand drying near the exit area of the lavatory/ urinals.



Criteria: S 2.10

Sufficient lighting and access pathway are to be provided so that the lavatories / toilets are accessible during all working hours in all weather conditions.



Criteria: S 2.11

Designated cleaning personnel shall be deployed to maintain all the facilities including toilets.

Control Type
Mandatory

Applicability
 Estate  Bought Leaf Factory

Criteria: S 2.12

The factory shall keep processing and storage facilities (walls, floor, windows, etc.) clean, well-maintained, and waste-free to avoid contamination. The facility should have good air circulation with extraction fans in dust-prone areas and sufficient light in sorting areas.

Control Type
Mandatory

Applicability
 Estate  Bought Leaf Factory

Criteria: S 2.13

A risk management plan shall be developed and deployed for the identification and prevention of contamination of the food in the manufacturing process from input to final output.

Control Type
Optional

Applicability
 Estate  Bought Leaf Factory

Criteria: S 2.14

Cleaning, sanitation and maintenance are to be followed to ensure the food processing equipment, factory areas, and outlying area including the shopfloor drainage system are maintained in clean and hygienic condition. A plan to carry out adequate microbial tests of the equipment and surfaces to establish the efficacy of the cleaning and sanitation process is to be implemented.

Control Type
Mandatory

Applicability	
 Estate	 Bought Leaf Factory

Criteria: S 2.15

Any lubricant or cleaning material that is applied on equipment and surfaces in direct contact with the material under process must be food grade as certified by the manufacturer. If water is used for cleaning, periodic tests must be carried out to ensure the water used for cleaning is free from microbial contamination.

Control Type
Mandatory

Applicability	
 Estate	 Bought Leaf Factory

Criteria: S 2.16

A designated place must be available to keep disinfectant and other cleaning materials, separated from the processing area to prevent contamination.

Control Type
Mandatory

Applicability	
 Estate	 Bought Leaf Factory

Criteria: S 2.17

The factory has to take adequate and verifiable measures to ensure there is no entry and infestation of rodents, pests and insects in all processing and storage areas.

Control Type
Mandatory

Applicability	
 Estate	 Bought Leaf Factory

Criteria: S 2.18

The factory is able to provide evidence of residue testing done twice a year in compliance with requirements stipulated by the Plant Protection Code (PPC) and FSSAI for Tea. Residue testing is to be done twice in a year with a gap of 6 months (+/- one month) during the production period. (In case of a break-in in the production process the test needs to be conducted within 2 months from the date of commencement). The verified facility will promptly notify the buyers if the sold tea appears to reach/exceed the maximum residue limits.



S.3 Occupational health and safety

At a glance

Total Nos. of Criteria	Zero Tolerance Criteria Points (ZTPC)	Mandatory Criteria Points (MCP)	Optional Criteria Points (OCP)
14	2	11	1

Introduction

Occupational Health and Safety (OHS) focuses primarily on protecting employees in the workplace from accidents, injuries, and exposure to harmful substances. While accidents can happen at any time, it is still the employer’s responsibility to ensure that they take steps to reduce the risk of incidents and maintain a safe working environment. Prioritizing OHS during the tea producing operations also delivers overall benefits for the business like improved efficiency due to the reduced risk or accidents or injuries by identifying and mitigating hazards, better productivity due to fewer employees missing work from illness or injury and Improved employee relations and morale. A safer work environment is a less stressful work environment. A detailed risk analysis along with the associated mitigation methods ensures a proactive approach. Verified units shall strive at all times to prevent all potential adverse effects on the health or working conditions of workers by having an action plan based on the OSH risk analysis. Workers must have at their disposal all the tools, training, and facilities to carry out their jobs in the safest way possible. In case of any accident, prompt response and rehabilitation measures must be initiated.

Criteria: S 3.1

A policy statement of the organization must be in place on the occupational health and safety of the workers that include the legal requirements.

Control Type
Mandatory

Applicability	
 Estate	 Bought Leaf Factory

Criteria: S 3.2

There shall be a documented risk assessment and relevant verifiable action plans, covering all potential occupational health or safety risks of the workforce.

Control Type
Mandatory

Applicability	
 Estate	 Bought Leaf Factory

Criteria: S 3.3

There shall be documented training in place for all workers engaged in various jobs as appropriate to the task and as per the risk assessment.

Control Type
Mandatory

Applicability	
 Estate	 Bought Leaf Factory

Criteria: S 3.4

The verified facility shall provide a safe working environment with respect to building safety, machinery safety, fire safety, electrical safety, air quality, noise, and lighting levels which shall all be within safe parameters as per legal requirements.

Control Type
Mandatory

Applicability	
 Estate	 Bought Leaf Factory

Criteria: S 3.5

Fuel (petrol/diesel/gas/kerosene coal/firewood shall be stored in such a way that there are no risks from fire and flood or contamination of the area. The fire safety provisions shall be undertaken and documented in accordance with the relevant legal requirement and applicable license based on the type and quantity of fuel being stored.



Criteria: S 3.6

The verified facility shall have atleast one First Aid trained person available in every shift at the operational areas.



Criteria: S 3.7

In case of any government-mandated health emergency, all applicable protocols must be followed by the entity and adequate records are to be maintained to demonstrate compliance.



Criteria: S 3.8

A register shall be maintained documenting all the occupational health and safety incidents and accidents in the garden and/or factory. A corrective action plan shall be implemented to prevent such occurrences.



Criteria: S 3.9

All legal compliances related to workforce accidents including statutory reporting, corrective action, and legally mandated actions must be complied with. The entity shall maintain reports on actions taken by the management and compensation provided as per law



Criteria: S 3.10

Personal protective equipment (PPEs) Including govt. mandated PPEs in public health emergencies with reference tea-specific requirements if any) and clothing shall be provided free of cost to all workers on hazardous jobs, must be suited to the type of work, product (as per the MSDS) or machinery (as per the instruction manual) handled and the PPE should be used properly by the workers. The usage of PPEs must have a clear link with the risk management plan related to workplace health and safety.



Criteria: S 3.11

Adolescent workers (who have completed their fourteenth year but have not completed his/her eighteenth year) and women, shall not be involved in handling and spraying agrochemicals and any hazardous processes like handling storage and disposal of hazardous containers, and PPEs.



Criteria: S 3.12

The verified facility should provide free access to clean and safe (potable as per national or local legislation, whichever is higher) drinking water for all workers (potable as per national or local legislation, whichever is stricter).



Criteria: S 3.13

Medical facilities including first aid boxes for workers and their families (as prescribed by the local law) should be provided at work facilities.



Criteria: S 3.14

The entity shall endeavor to provide toilet facilities / Latrine accommodation in the cultivation area as per relevant regulatory provisions (Plantation Labour Act and State Rules).



At a glance

Total Nos. of Criteria	Zero Tolerance Criteria Points (ZTPC)	Mandatory Criteria Points (MCP)	Optional Criteria Points (OCP)
7	6	1	0

Introduction

A fair wage is a wage that is reasonable for the type of work done and complies, at a minimum, to the legally mandated wage for the specific area of work. The intent is to prevent the exploitation of workers and to enable them to obtain wages according to their productive capacity. Along similar lines, decent work is productive work for women and men in conditions of freedom, equality, security, and human dignity. It guarantees a secure form of employment and safe working conditions. In accordance with the regulatory framework, the verified entity needs to have an appropriate policy towards ensuring that men and women shall be treated equally and shall have the right to an adequate livelihood and that there is equal pay for equal work for both men and women.

Criteria: L 1.1

The verified facility shall maintain documents to show the records of all workers employed, including temporary and casual workers, each year in the factory and on-field. The documentation shall include names, the average monthly payment (including cash in-kind), age and gender.



Criteria: L 1.2

Equal work shall be remunerated with equal pay.



Criteria: L 1.3

All workers (permanent and temporary) shall be paid the same gross wages that comply with national legislation or collective bargaining agreements whichever is higher. If workers are paid per unit weight of harvested tea, on a normal working day they shall be allowed to earn at least the national or sector-established minimum wage. Deductions from wages for any reason shall not be made beyond the provisions of the law and without the consent of the employee.

Control Type
Zero Tolerance



Criteria: L 1.4

Workers shall not be required to work more than the legally mandated hours and overtime hours per week and per quarter. The weekly day off shall be provided as per applicable legal provisions. Seasonal allowance to exceed standard overtime hours is permissible subject to written approval from the relevant authority.

Control Type
Zero Tolerance



Criteria: L 1.5

For any work done on a closed holiday in the plantation or on any other day of rest, a worker shall be entitled to the legally applicable rates of ordinary wages as in the case of overtime work.

Control Type
Zero Tolerance



Criteria: L 1.6

If an estate employs adolescent workers, then no adolescent worker shall be given work for more than twenty-seven hours a week and follow all other requirements as maintained in the PLA, 1951

Control Type
Zero Tolerance



Criteria: L 1.7

The verified unit (where applicable) shall provide Provident Fund (PF) for all its employees (permanent and temporary) & Gratuity and Pension schemes for all its

permanent employees conforming to national norms. PF benefit to be extended to the tea gardens/factories workers from the date of joining.



L.2 Workers' Rights

At a glance

Total Nos. of Criteria	Zero Tolerance Criteria Points (ZTPC)	Mandatory Criteria Points (MCP)	Optional Criteria Points (OCP)
17	7	10	0

Introduction

Labor rights or workers' rights are both legal rights and human rights relating to labor relations between workers and employers. Workers' rights encompass a large array of human rights from the right to decent work and freedom of association to equal opportunity and protection against discrimination. Specific rights related to the workplace include health and safety in the workplace and the right to privacy at work, amongst many others. Workers' rights aim to correct the imbalance of power between the worker and the employer; to prevent the employer from dismissing the worker without good cause; to set up and preserve the processes by which workers are recognized as equal partners in negotiations about their working conditions. These include the right to work of one's choice, the right against discrimination, the prohibition of child labor, just and humane conditions of work, right to regulatory provisions of social security, protection of wages, redressal of grievances, the right to organize and form trade unions and collective bargaining.

Criteria: L.2.1

The verified facility shall respect the right of all workers to establish and/or join a worker organization of their choice. The facility shall not in any way block the effective functioning of such organizations.



Criteria: L.2.2

The verified facility shall respect the rights of workers to engage in collective bargaining and demonstrate proactive engagement with workers' organizations.

Control Type
Mandatory



Criteria: L 2.3

The verified facility shall not permit the use of forced or bonded labour under any circumstances, including workers sourced through third-party contractors.

Control Type
Zero Tolerance



Criteria: L 2.4

No labour shall be employed below the age of 14 years.

Control Type
Zero Tolerance



Criteria: L 2.5

Equality of treatment: Workers shall have access to jobs, training, and promotion on equal terms, irrespective of gender, age, ethnic origin, colour, marital status, sexual orientation, political opinion, religion or social origin.

Control Type
Mandatory



Criteria: L 2.6

All permanent and temporary workers shall receive all maternity entitlements and protection in line with national law and practice. Maternity leave shall not result in any discrimination, loss of seniority or deduction of wages.

Control Type
Zero Tolerance

Applicability
 Estate  Small Tea Growers  Bought Leaf Factory

Criteria: L 2.7

No pregnant female employees should be dismissed from their employment just prior to the legal period of service for qualifying for maternity benefit.

Control Type
Mandatory

Applicability
 Estate  Small Tea Growers  Bought Leaf Factory

Criteria: L 2.8

The verified facility and its staff shall not engage in the use of corporal punishment, mental, physical or sexual harassment, or any kind of intimidation at the workplace.

Control Type
Zero Tolerance

Applicability
 Estate  Small Tea Growers  Bought Leaf Factory

Criteria: L 2.9

An entity must have a policy in place to prevent and address sexual harassment and other forms of violence against women and girls. Ensure effective implementation of the policies in creating a safe and empowering workplace as per the Sexual Harassment of Women at Workplace (Prevention, Prohibition and Redressal) Act, 2013 and relevant revisions. The process to refer survivors of violence to essential community services such as healthcare, psychological support, legal aid, etc should be a part of the policy.

Control Type
Zero Tolerance

Applicability
 Estate  Small Tea Growers  Bought Leaf Factory

Criteria: L 2.10

All tea estates and bought leaf factories must set up an Internal Committee (IC) with suitable representation must be set up and employees should be trained on how to lodge

complaints. All employees, managers and supervisors must be trained on sexual harassment and rights for grievance redressal through grievance mechanisms to report cases of sexual harassment or other forms of violence. This mechanism must be designed in a simplified way so that it is easily accessible to stakeholders with different modes of communication, including oral communication. The mechanism must ensure that the confidentiality of the complainant is protected and also consider anonymous complaints for necessary action.



Criteria: L 2.11

The entity must ensure that any complaints of sexual harassment or violence are given due consideration as per the established mechanism. There should be no instance of negligence, denial of the right to lodge the grievance, or any effort to suppress the incident which denies the right of the complainant or justice.



Criteria: L 2.12

Top management is accountable for periodic reviews to verify that the effective grievance mechanism is in place and confirm employees' rights are protected. Corrective and punitive actions must be taken in case of any adverse findings.



Criteria: L 2.13

In every plantation wherein fifty or more women workers (including permanent, temporary workers employed directly or through any contractor) are employed or were employed on any day of the preceding twelve months, or where the number of children of women workers (including women workers employed by any contractor) is twenty or more, the employer shall provide and maintain suitable rooms (Creche) with adequate sanitation, drinking water, food prescribed and sleeping areas for the use of children of such women workers. All provisions should adhere to the relevant requirement of clause number 12 in the relevant state rule of the plantation Labour act 1951

Control Type
Mandatory



Criteria: L 2.14

The plantation should provide (permanent) workers (including their families) housing accommodation as per PLA 1951. The equivalent alternate facility as per government-sponsored schemes can also be provided for housing and toilet facilities. In case the facility cannot provide accommodation to workers then house rent can be paid as per the relevant state notification.

Control Type
Mandatory



Criteria: L 2.15

The plantation should make provision for adequate potable water daily per head of the resident population. The number of water points provided per household and the distance of the water points should be adequate and as per legal provisions. If the supply is from a ring well or a tank (which should be only in exceptional circumstances where supply is not possible from taps or tube wells). All potable water shall confirm to the requirements as per the IS10500.

Control Type
Mandatory



Criteria: L 2.16

If there are more than twenty-five children (aged between six and twelve) of permanent workers, primary education shall be made available to them under PLA 1951.

Control Type
Mandatory



Criteria: L 2.17

The verified facility shall set up a grievance reporting system that protects the identity and rights of the worker and reports on the action taken for the same shall be available.



STG Audit Requirements

Chapter Wise referances

Chapter	Reference URL
G.1 General Management System	https://trustealms.org/uploads/reference_resource_file/reference_resource_file1714293274.pdf https://trustealms.org/uploads/reference_resource_file/reference_resource_file1714293300.pdf
E.1 Soil Health Management	https://youtu.be/fSEtiixgRJI?si=Qg5rHPdbOJSXnIMx https://youtu.be/_0yn74At4ks?si=GylMYU4VFt4PKVhd https://youtu.be/AsNLvO_AsKY?si=cu7oMSi5T60sHYD_ https://youtu.be/uCZfwivd2Vg?si=UXa4G2KChJjHMoU6 https://youtu.be/PndqPNoRkMY?si=sNAO1hjdU2-U84Cv