



THE INDIAN SUSTAINABLE TEA PROGRAM

CODE BOOK Version 2.0.2



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	Terms and Definition

The trustea Code Version-2 is designed to evaluate the social, economic, agronomic and environmental performance of the Indian tea estates, smallholders and Bought Leaf Factories (BLFs). It is envisioned that the compliance with the code will not only improve competitiveness amongst the tea farms but will also enable them to achieve compliance with national regulations and international sustainability standards in a step-wise approach.

The applicable control points under each chapter are required to be adhered to, within a three-year period. In the first year, the entity going for verification needs to undertake external verification audits by auditors approved by the code secretariat as per the verification protocol, followed by another similar audit in year 3. The verified unit must conduct internal audit in the second year and send the audit report to the concerned certification body (CB) that carried out the verification in the first year and a copy of the internal audit report shall be sent to trustea Code Secretariat.

The code is designed towards a progressive achievement of complete compliance by the year 3. The “Mandatory” (highlighted in red under respective chapters) and “Other Criteria” have been divided into 4 segments covering 11 chapters of the code.

Segment - I	Chapter 1 and 2
Segment - II	Chapter 3 to 6
Segment - III	Chapter 7 to 9
Segment - IV	Chapter 10 to 11

The total Mandatory and Other Criteria points applicable under each segment shall be as under:

Segment	Chapter	Mandatory Criteria	Other Criteria
I	1-2	4	8
II	3-6	20	11
III	7-9	37	11
IV	10-11	8	6
Total		69	36

The criteria points number 2.3, 6.2, 8.9, 9.4, 9.5, 9.7, 9.8, 9.9, 9.10, 9.11, 9.13, 9.18, 9.20 and 10.2 are ZERO Tolerance Criteria Point.

In each segment, the verified unit will need to meet 100% of the mandatory control points and 50% other criteria in year 1, 65% in year 2, 80% in year 3. If a control point is not applicable, it will have to be adjusted accordingly for percentage of the control points required for verification. But a not applicable control point will not get an additional percentage point. The total compliance percentage points (Mandatory and Other Criteria) in year J: 82%, year 2: 88% and year 3: 93%. Further, there will be 0.5 marks for minor non-compliances if the auditors can assure that the unit is progressing towards full compliance.

The certificate holder will be either a tea company, bought leaf factory or producer groups of small tea growers having their own factory for processing or having a tie up with any other factory for processing. The code will cover all aspects of production and manufacturing. The entry-point of the code for compliance will be the factories in estates, BLFs or factories owned by producer groups.

The criteria point those are applicable to factories in estates, BLF or groups of small tea growers are indicated in the applicability boxes against each criteria of the code with following symbols:



Estates



Factories
























Smallholders group

The Estates (E) means large and medium plantations.

Chapter 1

Management system and continuous improvement

The verified farm shall have an easy to maintain and practical management system in place for complying with the trustea code and applicable legislative requirements. It will help the producer and the factory to plan, implement and monitor the verified unit 's compliance with the Code. An efficient system will help 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. Further, it will help units to assess how they have progressed continuously from year 1 to year 3. This documentation of the management system will be transparent and easy to maintain.

1.1	The verified facility shall have a policy statement and risk assessment document, which outlines the management 's intention to comply with the trustea code and enables continuous improvement.	 
1.2	The verified facility shall have a policy outlining its principles on business ethics and legal documents.	 
1.3	The verified facility shall have an overview map (e.g. can be a drawing) of the total farming area. This map must show the tea fields with planted and protected areas, water streams, human settlements and tea factory where applicable. The tea fields must be identified with a name, number or color on the map. Factories shall have a separate map showing the factory layout.	  
1.4	The verified facility shall be legally functioning. It shall also have proof of undisputed claim to the land it uses (e.g. deed, Tea Board registration documents, outcomes of legal challenges etc). In case of small holders, Tea Board recognition (smart card) or the absence of any claims is sufficient.	  
1.5	All the records and documents required by the code should be up-to-date and accessible to the internal and external verifiers. All documents should be archived for a minimum period of four years from the date of first external inspection unless legally required for a longer period of time.	  
1.6	The verified facility shall maintain a list o1 personnel with designated responsibilities to manage different areas of compliance under the code and other applicable laws and regulations. There shall be one coordinator for the entire verification process for the holder of verification certificate who will coordinate with other personnel.	  
1.7	All records of internal inspection and internal verification audits shall be maintained for at least four years. The internal verification audit reports should be sent to the certification bodies within two months of completion for approval. For all non-compliances an improvement plan shall be designed for the next year.	  
1.8	A complaint filing process is maintained to record all the complaints against the violation of the code by the stakeholders covered under the code and also records the management team's response to the complaint. If there are serious problems, the code secretariat and government authorities should be informed so that remedial measures could be taken.	 



Zero tolerance



Mandatory



Estates



Factories










Smallholders Group

Chapter 2

Product Traceability

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. The verified farm and facility shall have documented records to prove the traceability. The product shall be physically separated, either by using different storage areas or containers, or marked by a separation in time in the case of a continuous processing stream.

2.1	Records of volume of verified and non-verified green tea leaf harvests are made available and regularly maintained	 
2.2	Records of volume of verified and non-verified green leaves sold / bought are available and regularly maintained.	 
2.3	Clear process of physical segregation of all non-verified tea from verified tea during manufacturing and storing shall be maintained.	
ZTCP		
2.4	There shall be 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.	 

Total Mandatory & ZTCP POINTS PER YEAR – CHAPTER 1 – 2 4





Total Other Criteria REQUIRED PER YEAR – CHAPTER 1 – 2 8

 Zero tolerance |
  Mandatory |
  Estates |
  Factories |
  Smallholders Group

Chapter 3

Soil conservation and management














This chapter highlights the principle that following good agricultural practices maintains or improves the soil. Soil is fundamental to agriculture and a well-nurtured soil improves the productivity of tea. However, soil becomes less productive if eroded by wind, water and excessive pesticide use. Soil becomes less productive and fertile over time if the producer relies extensively on chemical fertilizers and under values soil organic matter. Additionally, soil can be compacted from improper use of machinery on the land or damaged by inappropriate irrigation. Eroded soil, created from planting on slopes that are too steep and cutting back native vegetation also creates problems in watercourses and is an important cause of eutrophication and siltation.

3.1	Soil management, soil conservation and soil fertility practices are applied as recommended for the specific region by the Tea Board of India and its affiliated or approved research institutions. There should be visual and/or documented evidence of observing the recommendations of the Tea Board or approved research institutions.	
3.2	The identification process of new tea production areas is based on climatic, soil and topographic conditions as per the recommendation of a government approved technical institution.	
3.3	The producer uses techniques to prevent soil erosion such as using recommended shade trees in the case of new plantings/re-plantings or planting vetiver grass or similar processes around the erosion prone areas. River banks and irrigation ditches should also have a vegetative cover to prevent soil run-off.	
3.4	Existing natural and native vegetation in and around the tea garden should be left unmanaged, except for the removal of exotic and invasive species. In the long term, this native vegetation will help to recover the natural fertility of the soil, prevent soil erosion and provide habitat for species that can interrupt pest life cycles.	

Chapter 4

Water management

















Agriculture is the largest user of fresh water 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 is in accordance to 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.

4.1	The verified facility shall comply with the national and local legal obligations with respect to withdrawing water from the natural sources and have necessary permits available for verification	  
4.2	The verified facility shall demonstrate that the most efficient irrigation water delivery system is used in order to minimize wastage.	 
4.3	The State Pollution Control Board's recommendations shall be adopted for discharge of any waste water from the tea factory and tea gardens. Waste water test report from any PCB accredited / NABL accredited lab to be used for verification of compliance to the specific parameters mentioned as requirements in the consent.	 
4.4	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.	  
4.5	The garden or factory should not deposit into the natural water bodies, 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.	  

Chapter 5

Fertilizers























This chapter focuses on the need for the appropriate choice and use of fertilisers as recommended by the Tea Board's affiliated research institutions and agricultural / horticultural universities in the region. This will help in maintaining the soil fertility and achieving optimum productivity. The code also stipulates the need for not only the proper selection of kind and volume of fertilisers, but also, it's safe application and safe storage which minimises the possible negative impact on humans, wildlife and the environment. Lastly, the tea industry is encouraged to develop and continue best management practices around natural ways of promoting soil fertility like the recycling of organic matter into organic compost to be applied back into the soil, natural vegetation and tree cover that creates leaf litter. These enhance the top soil and use of vegetative ground cover on open areas and in irrigation ditches.









5.1	The verified facility shall have documented evidence that fertilisers (synthetic and organic) are selected, applied and stored as per the recommendation of a competent government institution	 
5.2	If there is no regional recommendation available, the producers should undertake a review based on soil testing for deciding the fertiliser type and fertiliser dosage.	 
5.3	Records should be maintained of all the fertilizers purchased, dosage, storage and application dates.	 
5.4	The fertilisers shall be stored in facilities which are dry and well ventilated. The storage facilities shall not be accessible to children or unauthorised people. The storage shall be designed to prevent spillage of fertilisers or contamination of the ground, walls, or the surrounding area	 
5.5	Chemical fertilisers shall not be used within 5 meters of the water bodies. The producer should promote the creation of buffer zones between the tea areas and water bodies / natural ecosystems, residence and schools. It is recommended that only low volume cattle manure be applied in these 5-meter buffer zones where practical.	 
5.6	Estates and Small holders manage fertiliser applications within 5 meters of water bodies in a way to minimise loss of nutrients. This includes placement, amount and timing of fertilisation.	 
5.7	The verified unit uses fertiliser application techniques as prescribed by a competent Indian tea research institute or a university must be contacted to ensure that there is no contamination of the natural eco-system.	 
5.8	The use of organic fertiliser is highly encouraged over chemical fertilisers. However, before an organic fertiliser is applied, a risk assessment is carried out that considers disease transmission, weed seed content, method of composting, heavy metal content etc. Based on the assessment, a risk management plan is developed and implemented	 

Chapter 6

Plant Protection Formulations (PPF)

It is important for tea growers and manufacturers to maintain the yield and quality of tea leaf. The selection of Plant Protection Formulations (PPF), their safe use and waste disposal etc. in tea garden shall adhere to and comply with the recommendations and practices contained in the Plant Protection Code (PPC) of the Tea Board of India. For details and clarifications kindly refer to the latest version of the PPC document uploaded in the website of Tea Board and trusteea.

6.1	The verified facility shall keep the documented records justifying the use of PPF (i.e. recommendation from a competent authority or qualified personnel) and records of purchase from licensed dealers, handling and storage, amount and timing of application, application mode, treated field contamination and prevention of loss to the environment.	 
6.2 ZTCP	The verified facility shall not use any PPFs that have been banned by the central and state government or its affiliated bodies.	 
6.3	The verified facility shall prepare an implementation plan to gradually reduce the use of agrochemicals and switching over to safe non chemical measures of IPM.	 
6.4	The verified facility should demonstrate plan on an integrated pest and weed management, which promotes the use of physical, biological, mechanical and cultural control methods and the least possible use of agrochemicals.	 
6.5	The plant protection formulations are not used within 5 meters of water bodies, wildlife habitats and areas having human movement. If there are no options of maintaining such distance due to a unique topography, where the water channels are constantly shifting courses, the producer must use buffer zones and use suitable application technique to ensure that there is no contamination beyond the application area.	 
6.6	There shall be designated areas for mixing of PPFs with clear signage for workers. These areas shall be away from any natural water bodies, drinking water sources, children's play areas, food stores, clinics and fish ponds.	 
6.7	Adequate visual warning signs shall be used to inform people on re-entry time.	 
6.8	The PPFs shall be stored safely and correctly in facilities which are dry, well ventilated and do not have access to children, unauthorised people, food and feed.	  
6.9	Storage areas should display information on PPF in a way which is easily understandable to the workers (in a language they can understand or in pictorial formats), including information regarding their classification, the risk they present and the safety precautions to be observed.	  
6.10	All the relevant records shall be available such as records of training and training contents to workers on safe and appropriate use of PPFs. The training programs shall cover dealing with preventions of accidents and dealing with accidents, spillages, hazard symbols, understanding and applying label instructions, general safety (exposure reduction, hygiene, personal protective equipment etc.).	 

6.11	The PPEs are washed after use separately from other washing and shall not be carried out by adolescents and women.	 
6.12	The verified facility should regularly maintain and calibrate agrochemical application equipment's and keep records of such equipment maintenance and calibration.	 
6.13	Agrochemical containers shall be re-used only for the same chemical product if labeled for reuse and it will never be used to store water, food or feed. The verified facility shall have an adequate plan for the safe disposal of the PPF empty containers, expired PPF concentrate, sprayer washings, coated seed and any other contaminated material for PPF use. This should include triple-rinsing (e.g. small pots diluted in backpacks) or pressure rinsing (e.g. if the spray tank has this facility) before disposal.	 
6.14	The facility should have emergency facilities and procedures available in the vicinity of PPF storage to deal with spillage of PPF (i.e. sand or sawdust) and with operator contamination (i.e. clean water). The procedure should indicate basic accident care instructions as well as contain the contact details of the ambulance, nearest hospital and the person trained in first aid.	 

Total Mandatory & ZTCP POINTS PER YEAR – CHAPTER 3 – 6 **20**














Total Other Criterions REQUIRED PER YEAR – CHAPTER 3 – 6 **11**



 Zero tolerance |
  Mandatory |
  Estates |
  Factories |
  Smallholders Group

Chapter 7

Food safety

The food safety issue in India is increasingly gaining momentum and is protected by various laws. This chapter helps the factory to move towards compliance with several Indian legislations (i.e. Food Safety and Standard Act, 2006 which has consolidated all other separate Acts into one) and is primarily derived from it. It further helps the factory with a greater control over the quality, safety of tea and reduced rejections from national and international buyers.

7.1	A Standard Operating Procedure (SOP) for the processing of tea as well as its packing, dispatch and storage shall be developed.	
7.2	Display boards with signs and instructions (do's and don'ts) on basic hygiene and food safety (such as washing hands after meals, etc.) are visually displayed in all facilities.	
7.3	The workers should wear clean clothes, cover their head (scarf / cap) and wear clean slippers / shoes dedicated for factory work. No worker with an infection should be allowed to work in the processing facilities.	
7.4	Smoking, eating, spitting, and chewing is not allowed in the processing area	
7.5	Toilet and hand wash facilities with soap are easily accessed within the factory. Toilets are always clean and do not open directly into product handling areas.	
7.6	The factory keeps 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.	
7.7	Light bulbs above tea or packaging materials are safe or protected / covered in order to prevent contamination when broken.	
7.8	All equipment in direct contact with tea, such as milling table, machines, fermentation tray, are disinfected regularly with water, steam, or any safe disinfectant (food grade) to prevent contamination from microbe and any other contaminants.	
7.9	If water or steam is in direct contact with tea during processing, the factory ensures that the water is clean. The water testing should be done at least once a year and records available.	
7.10	A designated place is available to keep disinfectant and other cleaning materials, separated from the processing area to prevent contamination.	
7.11	Cleaning materials, lubricants and other substance with direct tea contact must be approved as food grade.	
7.12	Correct measures are taken in processing and storage area to control and prevent contamination from animals (rats, birds, insects etc).	
7.13	The factory must implement a documented procedure to prevent the risk of physical contamination (like plastic, metal, glass, wood fracture) in processing area.	

7.14	The factory is able to provide evidence on 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 production period, through approved/ NABL accredited lab. (In case of break in 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.	
7.15	A cleaning and sanitation programme shall be drawn up and observed and the record thereof shall be properly maintained, which shall indicate specific areas to be cleaned, cleaning frequency and cleaning procedure to be followed, including equipment and materials to be used for cleaning. Equipment's used in manufacturing will be cleaned and sterilised at set frequencies.	

Chapter 8









Safety, health and welfare of the workforce

Workers health, safety and well-being is of utmost importance to the conscientious employer. Verified units analyse and strive to prevent all potential adverse effects on the health or working conditions of workers and have an action plan in place to reduce and prevent the risk of accidents in the workplace. Workers have all the tools, training and facilities to carry out their jobs in the safest way possible.

This chapter covers necessary points related to prevention of adverse effects on health of the workers caused by their working conditions and has an action plan in place to reduce or prevent the risk of accidents in workplace.

8.1	A policy statement of the organisation is in place on the safety, health and welfare of the workers in line with the national legislation	  
8.2	There shall be documented risk assessment and action plans, identifying all potential hazards and risks to workers health or safety.	 
8.3	The verified facility shall provide a safe working environment with respect to building safety, air quality, noise and lighting levels which shall all be within safe parameters. Tests shall be carried out through PCB/NABL accredited lab to validate conformance to PCB consent /legal requirements to these parameters at least once in a year Measures shall be in place to ensure machinery safety, fire safety and electrical safety	
8.4	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.	 
8.5	The verified facility shall have at least one person trained in First Aid available to group members/workers at a central location where production, processing or maintenance activities are carried out	 
8.6	Fuel stores (petrol / diesel / gas / kerosene / coal / fire wood) 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 Factory Act 1948	
8.7	A register shall be maintained documenting all the accidents reported in the garden and/or factory. The register shall also maintain reports on action taken by the management and compensation given as per law	  
8.8	Personal protective equipment's (PPEs) Including govt. mandated PPEs in public health emergency (with reference to 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.	  
8.9	Adolescent workers (who has completed his fourteenth year but has not completed his/her eighteenth year) and women shall not be involved in handling and spraying of agrochemicals and any hazardous processes.	  
ZTCP		





























 Zero tolerance |
  Mandatory |
  Estates |
  Factories |
  Smallholders Group














8.10	The verified facility should provide safe and hygienic washing facilities and free access to adequate, clean toilet facilities for all workers.	 
8.11	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.	  
8.12	Medical facilities including first aid boxes for workers and their families (as prescribed by the local law) should be provided at work facilities.	  







Chapter 9

Working conditions and workers' rights

This chapter is based on the principle that healthy, well trained and well looked after employees with the skills to do their job are assets to any enterprise. The verified units must comply with national and state legislations on relevant labour legislations that apply to tea industry.

9.1	The verified facility shall maintain documents to show the records of all workers employed, including temporary and casual workers, each year in factory and on-field. The documentation shall include names, average monthly payment (including cash and in kind), age and gender.	  
9.2	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 organisations	 
9.3	The verified facility shall respect the rights of workers to engage in collective bargaining and demonstrate proactive engagement with workers' organisations.	 
9.4 ZTCP	The verified facility shall not permit the use of forced or bonded Labour under any circumstances, including workers sourced through third party contractors.	 
9.5 ZTCP	No labour shall be employed below the age of 14 years. The adolescent workers between 14-18 years of age shall not be given hazardous jobs and work conditions will be regulated as per the national law applicable to the tea sector.	  
9.6	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.	 
9.7 ZTCP	Equal work shall be remunerated with equal pay.	  
9.8 ZTCP	The temporary workers shall not be paid less cash wages than the permanent workers.	  
9.9 ZTPC	Workers (permanent and seasonal) are paid gross wages that comply with national legislation or collective bargaining agreements whichever higher. If workers are paid per unit weight of harvested tea, in normal working day (maximum of 6 days a week and 48 hours) they shall be allowed to earn at least the national or sector established minimum wage. Deductions from wages for disciplinary purposes shall not be made beyond the provisions of the law.	  
9.10 ZTPC	No adolescent worker shall be given work for more than twenty-seven hours a week as maintained in the PLA, 1951	  
9.11 ZTPC	Workers shall not be required to work more than 48 hours per week on a regular basis and shall be provided with a weekly day off. In the event of engagement beyond 48 hours, as per the state and national legislation, it shall never be more than 12 hours a week.	 

9.12	For any work done on a closed holiday in the plantation or on any other day of rest, a worker shall be entitled to twice the rates of ordinary wages as in the case of overtime work.	 
9.13	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.	 
ZTCP		
9.14	In every plantation wherein fifty or more permanent women workers (including women workers employed by 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 with adequate sanitation, drinking water and sleeping areas for the use of children of such women workers.	 
9.15	<p>The plantation should provide (permanent) worker (including his family) housing accommodation as per the state or central government guidelines. When a worker (whether staying inside or outside a plantation or a successor of deceased worker residing within the plantation) after six months of continuous service expresses a desire in writing to live in the plantation, he/she shall be provided with housing accommodation. There should be time-bound action plan available with the plantations to meet shortfalls, if any.</p> <p>9.15.1 A measurable time-bound auditable plan for the entity on the shortfall of housing with defined annual goals</p> <p>9.15.2 A measurable time-bound auditable plan for the entity on the maintenance & repairing of the existing houses (annual plan)</p> <p>9.15.3 All families residing in the garden provided quarters should have access to the toilet facilities as per legal requirement in the absence of this the entity should provide an auditable plan with 100% completion with an auditable 3 years' timeline</p>	
9.16	The plantation should provide toilets as per prescribed design by the government. The toilets should be maintained in a clean and sanitary condition.	 
9.17	The plantation should make provision for adequate potable water daily per head of the resident population. Water points shall be provided at the rate of one for every four to five families subject to the conditions that in no case the remotest house served shall be beyond 100 yards. 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), the water shall be periodically treated to keep it clear and free from bacterial or other impurities throughout the year.	 
9.18	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 and 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.	 
ZTCP		

	9.18.2	Having a policy in place to prevent and address sexual harassment and other forms of violence against women and girls	
	9.18.3	Having grievance mechanisms in place so that workers can report cases of sexual harassment or other forms of violence.	
	9.18.4	Process to refer survivors of violence to essential community services such as healthcare, psychological support, legal aid etc	
	9.18.5	Process to establish awareness amongst the workers of the laws and workplace policies to prevent and address sexual harassment, gender equality and other forms of violence	
	9.18.6	SOP for the trained supervisors on how to identify, prevent, and address sexual harassment in the workplace	
	9.18.7	Verification of training for employees & supervisors.	
	9.19	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.	 
9.20 ZTCP	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.	 	
9.21	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.	 	

Total Mandatory & ZTCP POINTS PER YEAR – CHAPTER 7 – 9 36












Total Other Criteria REQUIRED PER YEAR – CHAPTER 7 – 9 12

At the end of the 1st two-year cycle of certification 50% compliance to the plan is mandatory.

Chapter 10

Biodiversity and environmental management






















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, including tigers, leopards, elephants, gibbons and rhinos. Verified units recognize the importance of reducing their impact on the land and the habitat of native species.

10.1	An environmental management document should be available with the verified unit outlining procedures for reducing the negative effect of tea farming and processing to enhance the biodiversity in the area.	
10.2 ZTCP	There shall be no degradation and deforestation of the notified forest land or any other form of encroachment in the forest land.	  
10.3	The verified facility should maintain shade trees of the native variety and shall have a plan for afforestation within and around tea plantations.	 
10.4	The areas not used for agricultural purposes are left unmanaged, in which time it can be restored to natural forests using native vegetation as much as possible. Restoration is undertaken with advice of the forest department, relevant government agencies, or local environmental NGOs.	
10.5	Wildlife within and around the facility shall be documented. These species shall be protected and measures shall be taken to see that there is no confinement, hunting, trafficking or commercial collection.	  
10.6	Verified units ensure native vegetative barriers between crop production and human activity (such as schools, worker housing and public roads) that reduces the possibility of any cross- contamination of fertiliser or PPFs into those areas. Native vegetation is also used as a buffer between crop production and natural ecosystems.	

Chapter 11

Waste and pollution management

The present chapter requires the verified facility to have good understanding of the wastes emanating from tea production and processing whilst simultaneously minimising the pollution through recycling and /or safe and responsible disposal systems. Verified units aspire to measure the amount of waste produced, reduce the amount of waste produced, re-use products where possible, recycle and properly dispose off all the remaining waste.

11.1	The verified facility shall have a waste management plan, including separation, reduction and recycling of waste where possible. The factories, estates, housing colonies and hospitals shall organise educational workshop for the workers, residents of the garden and smallholders to follow the waste management plan. The content of the training and the attendance of workers and smallholders shall be recorded.	  
11.2	The verified facility shall have a clear procedure for safe storage, handling and disposal of hazardous and non-hazardous waste. There shall be clear and visible (i.e. colour coding) collection points for such wastes.	  
11.3	Hazardous waste shall be stored in locations where foreseeable events (such as heavy rain or machinery breakdowns) will prevent leakage or losses to the environment. The storage area shall not be accessible to unauthorised people.	  
11.4	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.	 
11.5	The verified facility should have a plan to monitor energy use and demonstrate that this plan is used to incrementally improve energy efficiency and reduce emissions where practical.	 
11.6	Handling of wastes that require burning shall be done through the methods approved by the state pollution control board only.	  
11.7	Plastic items, PVC and other toxic items shall never be burnt and shall be disposed off as per the government regulations.	  
11.8	The landfills and dumps within the verified facility shall be as per the state pollution control board guidelines and have such design that minimises risks of environmental contamination and damage to human health.	 

Total Mandatory & ZTCP POINTS PER YEAR – CHAPTER 10 – 11 8

Total Other Criteria REQUIRED PER YEAR – CHAPTER 10 – 11 6

ZTCP Zero tolerance | Mandatory |  Estates |  Factories |  Smallholders Group

TOTAL Criteria Points	105
Total Mandatory & Zero Tolerance Points (M)	69
Total Non-mandatory Points (NM)	36
Estate	57 (M) & 30 (NM)
Factory	53 (M) & 22 (NM)
Small Holders	53 (M) & 22 (NM)

Update in Code Book at-a-glance (w.e.f 04.11.2020)

Code Criteria No.	Code Description
4.3	The State Pollution Control Board's recommendations shall be adopted for discharge of any waste water from the tea factory and tea gardens. Waste water test report from any PCB accredited/NABL accredited lab to be used for verification of compliance to the specific parameters mentioned as requirements in the consent.
7.14	The factory is able to provide evidence on 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 production period, through approved/ NABL accredited lab. (In case of break in 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.
8.3	The verified facility shall provide a safe working environment with respect to building safety, air quality, noise and lighting levels which shall all be within safe parameters. Tests shall be carried out through PCB/NABL accredited lab to validate conformance to PCB consent /legal requirements to these parameters at least once in a year. Measures shall be in place to ensure machinery safety, fire safety and Electrical safety.
8.8	Personal protective equipment's (PPEs) Including govt. mandated PPEs in public health emergency (with reference to 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.
9.13	The verified unit (where applicable) shall provide Provident Fund (PF), <u>Gratuity and Pension schemes</u> 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.
9.18	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 and 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
10.3	The verified facility should maintain shade trees of the native variety and shall have a plan for afforestation within and around tea Plantations.



Terms and Definitions

- **Adolescent Worker:** An adolescent engaged in economic activity who is above the minimum legal working age of 14 years and below the age of 18, and whose work is performed in accordance with national and local regulations set to protect this age group.
- **Areas with human activity:** This refers to all areas where humans play a role. It includes houses, schools, dining area, health clinics, recreation areas, storage areas, packing sheds, warehouses, workshops, processing plants and other similar infrastructure. Its also includes means of communication like roads and railways connecting major towns and cities where human activity is wide.
- **Biodiversity:** Biological diversity — or biodiversity — is the term given to the variety of life on Earth. It is the variety within and between all species of plants, animals and micro-organisms and the ecosystems within which they live and interact.
- **Cattle:** Domesticated bovid raised for meat, milk or hides or for draught purposes. Depending on the breed, mature bulls (fertile males) weigh 1,000—4,000 lbs (450—1,800 kg); cows (fertile females) weigh 800—2,400 lbs (360—1,080 kg). All modern cattle are believed to belong to either of two species (*Bos indicus* or *B. taurus*) or to be crosses of the two. About 277 identifiable breeds include those prominent in beef production (e.g., Angus, Hereford and Shorthorn) and dairy farming. Cattle feed primarily by grazing on pasture, but in modern farming their diet is ordinarily supplemented with prepared animal feeds.
- **Cattle manure:** The confinement of animals generates a large amount of manure and other waste materials (litter, feces, urine and water) within a small area. These when mixed with water are called effluents.
- **Children:** Every human being below the age of 14 years is a child.
- **Child Labour:** Refers to the employment of children in any work that deprives children of their childhood, interferes with their ability to attend regular school and that is mentally, physically, socially or morally dangerous and harmful.
- **Clothing:** It comprises of garments worn on the body for protection or adornment.
- **Confinement:** Animals are kept and raised in confined situations. Feed is brought to the animals rather than the animals grazing or otherwise seeking feed in pastures, fields or on rangeland.
- **Criterion:** A principle or standard by which something may be judged or assessed in conformity with our standards.
- **Document:** A piece of written printed or electronic matter that provides information or evidence or that serves as an official record.
- **Ecosystem:** An ecosystem is a biotic community together with its physical environment, considered as an integrated unit. Implied within this definition is the concept of a structural and functional whole, unified through life processes.
- **Endangered species:** Animal, bird, fish, plant or other living organism threatened with extinction by natural or *man-made* changes in its environment. Extinction may occur when the species' total number falls below the number required for successful breeding, because its members cannot locate mating partners or their genetic pool loses the needed variety.
- **Erosion:** Process by which soil and rock are removed from the Earth's surface by exogenic processes such as wind or water flow and then transported and deposited in other locations.
- **Farm:** Is an area of land or for aquaculture, lake, river or sea, including various structures, devoted primarily to the practice of producing and managing food (produce, grains or livestock), fibres and increasingly fuel.
- **Fertilizer:** Any of a large number of natural and synthetic materials, including manure and nitrogen, phosphorus and potassium compounds, spread on or worked into soil to increase its capacity to support plant growth.
- **Food:** Material consisting essentially of protein, carbohydrate and fat used in the body of an organism to sustain growth, repair and vital processes and to furnish energy; also such food together with supplementary substances (as minerals, vitamins, and condiments).
- **Group member:** The person responsible for one or more member farms of a producer group.
- **Hazardous materials or residue:** It is a waste with properties that make it dangerous or capable of having a harmful effect on human health or the environment. For example, used lead acid batteries, asbestos, energy saving mercury lamps, e- waste, electric transformers, medical equipment, radioactive

material etc.

- Management system: An internal document comprising of procedures and processes that a group should comply which contains our standards and policy requirements.
- Invasive species: An invasive species, also known as an exotic or nuisance species is an organism or plant that is introduced into a new environment, where it is not native. These can harm both the natural resources in an ecosystem as well as threaten human use of these resources.
- Native species: It is one that occurs naturally with respect to a particular ecosystem, rather than as a result of an accidental or deliberate introduction into that ecosystem by humans.
- Pest: A plant or animal detrimental to humans or human concerns (as agriculture or livestock production). Alternative meanings include organisms that cause nuisance and epidemic disease associated with high mortality.
- Pesticide: A pesticide is any substance or mixture of substances intended for preventing, destroying, repelling, or mitigating any pest. Though often misunderstood to refer only to insecticides, the term pesticide also applies to herbicides, fungicides and various other substances used to control pests.
- Plantation: It is a large agricultural property dedicated to planting a few crops on a large scale.
- Policy: A guiding principle or procedure considered advantageous in producing results, adhering to the necessary standards, national laws and requirements.
- Potable water: Drinking water or potable water is water safe enough to be consumed by humans or used with low risk of immediate or long term harm.
- Principle: The fundamental truth or proposition that serves our foundation for a defined set of outcomes be it our operational philosophy or achievement of pre-defined goals.
- Procedure: The established mode or form of conducting the business, which comply with the standard and policy requirements.
- Product quality: The product's ability to cater to the expectations and needs of the end-user.
- Productivity: An economic measure of output per unit of input. Inputs include labour and capital, land, energy and materials while output is typically measured in revenues and other GDP components such as business inventories. Measures are taken to ensure that productivity is through sustainable resources.
- Program: A planned course of action to take place or procedures to be followed to achieve the desired goals.
- Protected area: Locations which receive protection because of their recognised natural, ecological and/or cultural values. There are several kinds of protected areas, which vary by level of protection depending on the enabling laws of each country or the regulations of the international organizations involved.
- Record: Visual or written documentation of activities undertaken.
- Restoration: The scientific study supporting the practice of ecological restoration, which is the practice of renewing and restoring degraded, damaged or destroyed ecosystems and habitats in the environment by active human intervention and action.
- Risk assessment: The determination of quantitative or qualitative value of risk-related to a concrete situation and a recognized threat. It includes identification, evaluation and analysis of risks at different stages for optimal output or results.
- Smallholder: A holding of less than 10.12 hectares of tea land which relies majorly on family labour. Temporary workers are contracted during harvest seasons.
- System: A set of things working together as parts of a mechanism or an interconnecting network to achieve a set of objectives or results.
- Weeds: A plant considered undesirable, unattractive or troublesome, especially one growing where it is not wanted, having an environment or economic impact.
- Wildlife: Comprises wild animals, especially animals living in a natural, undomesticated state.
- Worker: Someone below the level of a manager who works in a particular company or industry or organization or a political party. They may be classified as agricultural / clerical / industrial / farm / factory / shipyard / workers / skilled / unskilled / documented / undocumented / migrant / transient / temporary.

CHECK LIST TO BE MAINTAINED AT STG LEVEL
(Extracted from the Code Version 2)

Name of the Grower (M/F) Date of Visit.....
 Address..... Village.....
 District Tea Area (Ha).....
 Contact No.....
 Estimated Tea Production (Green Leaf)
 Workers: Male..... Female.....

SL NO	CODE CRITERIA	OBSERVATION / RECORDS	YES/ NO	REMARKS/ EVIDENCES
1.	1.3	Farm Dairy/Records - Display of Map with clarity in Farm Dairy & agreement copy should be available with the BLF duly sealed and signed.		
2.	1.4 / 10.2	Legal Documents (Land Documents/ Biometric Card/ NOC from Local Panchayat		
3.	5.7	Records of training and meetings of fertilizer application programme		
4.	6.10	Training record on safe use of PPE, , chemical spraying, etc.		
5.	8.1	Health & safety & worker welfare Policy		
6.	8.7	Accident register		
7.	10.5	Register for sighting of wildlife		
8.	11.1	Waste Management along with registers to record		
9.	2.1	Availability of register for recording own verified green leaf and records are maintained and are up-to-date. (Green Leaf Challan/ Records)		
10.	3.1	Soil Analysis Report		
11.	3.1	Identifying Soil erosion prone area & prevention		
12.	4.1	Legal permit for water withdrawing		
13.	4.4 / 11.1	Control mechanism for chemical contaminated water run-off, waste water of human sewage, and availability of toilet facility septic tank & soak pit.		
14.	5.1 / 5.4	Proper Segregation and Storage of Fertiliser in a dry and well-ventilated area with locking facility		
15.	5.3	The application record and dosage in farm diary		
16.	6.1	Availability of PPE application, dosage & purchase records (farm dairy)		

SL NO	CODE CRITERIA	OBSERVATION / RECORDS	YES/ NO	REMARKS/ EVIDENCES
17.	5.5 / 5.6	Signage's in local language - for Buffer Zone, Storage Area -Fertilizer & PPF, Warning & Hazardous signs		
18.	5.8	Availability of bio fertiliser usage and dosage		
19.	5.5 / 6.1	Availability of Chemicals/fertilizers purchase bills copy.		
20.	6.2	Availability of the list & awareness on banned chemicals with the list of Approved Chemicals as per PPC latest version		
21.	6.3	Availability of implementation plan to gradually reduce agrochemical usage to safe non chemicals		
22.	6.6	Availability of spillage tray with sand in the chemical mixing area (in the field)with maintaining appropriate distance from natural water bodies, drinking water sources, children's play areas, food stores, clinics and fish ponds.		
23.	6.5	Buffer Zone Markings		
24.	6.7	Visual warning signs on re-entry time.		
25.	6.8	Proper Segregation and Storage of Chemicals (PPF) in a dry and well-ventilated area with locking facility		
26.	6.9	Display of MSDS in local language		
27.	6.11	Separate PPE (dedicated dress, goggles, mask, gloves) washing area with water and soap facility and related awareness		
28.	6.13	Safe disposal process for the PPF empty containers		
29.	6.14 / 8.12	First Aid Box & Eye wash facility		
30.	8.8	Record of providing PPE in free of cost		
31.	8.9	List of workers who are spraying chemicals & awareness on adolescent worker involvance		
32.	8.11	Availability of drinking water & water test report		
33.	9.1 / 9.7	Availability of Wage Agreement & wage payment registers with male-female segregation.		
34.	9.5	Record & awareness of no child labour appointment		
35.	9.8	Register for temporary and permanent workers (payment register)		
36.	9.9	Workers wage as per national law or CBA (payment register)		
37.	9.10	Date of birth proof for the worker		
38.	10.3	Records & recommendation of shade tree planting		
39.	10.5	No hunting signage		
40.	11.3	Availability of segregated storage facility of empty containers of chemicals and fertiliser and other hazardous waste		
41.	11.2	Colour coded dustbins for Waste		

SL NO	CODE CRITERIA	OBSERVATION / RECORDS	YES/ NO	REMARKS/ EVIDENCES
		Management		
42.	11.6 / 11.7	Biodegradable waste shall never be burnt, needs to be composted		

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