

SOCIAL RESPONSIBILITY in TOBACCO **PRODUCTION**

(SRTP)

ROAD MAP WORDING

POLICY ROAD MAPS

1.1 Formal Statement of the Group of Companies

The purpose of this Road Map is to evaluate the introduction and development of SRP Policy (in terms of its comprehensiveness) by the Holding Company of a multinational Group. **This map is only relevant for affiliates of a larger Group, who should include the assessment of the Head Office Policy level in their Return, as described in this Road Map.**

RATING CRITERIA

1 Unacceptable/ High Risk	2 Unsatisfactory /Medium risk	3 Satisfactory/Low risk	4 Best international practice/Minimised risk
<p>NO documentary evidence of:</p> <ul style="list-style-type: none"> - A formal Social Responsibility policy statement approved by the board exists. - Commitment to Social Responsibility aspects is defined. - Procedures for implementation and distribution exist. 	<p>Documentary evidence of:</p> <ul style="list-style-type: none"> - A formal Social Responsibility policy statement exists but is incompletely documented : - Is not approved by the board. - Does not refer to all relevant Social Responsibility aspects. - Defines some general principles and commitments. - Procedures for implementation and distribution are defined in general terms. - Applies to all Associates and Affiliates. 	<p>Documentary evidence of:</p> <ul style="list-style-type: none"> - A formal Social Responsibility policy statement is adequately documented : - Is approved by the board. - All relevant Social Responsibility aspects are mentioned in a policy statement. - Ensures compliance with all laws and regulations. - Commits to provide adequate resources and qualified personnel. - Stipulates regular reviews to ensure compliance with policy. - Applies to all Associates and Affiliates. 	<p>Documentary evidence of:</p> <ul style="list-style-type: none"> - A formal Social Responsibility policy statement approved by the Board: - Is systematically documented. - Is separately documented as a comprehensive Social Responsibility statement. - Refers to all relevant Social Responsibility aspects and their attainability. - Ensures compliance with all laws and regulations. - Commits to provide adequate resources and qualified personnel - Stipulates regular reviews to ensure compliance. - Defines objectives for continuous improvement. - Applies to all Associates and Affiliates.

1.2 Formal Statement of each Company

The purpose of this Road Map is to evaluate the introduction and development of SRP Policy (in terms of its comprehensiveness) by the affiliates of the multinational Group and for national Companies without affiliates. **Therefore ALL Companies should complete this Road Map**

RATING CRITERIA

1 Unacceptable/ High Risk	2 Unsatisfactory /Medium risk	3 Satisfactory/Low risk	4 Best international practice/Minimised risk
<p>NO Documentary evidence of:</p> <ul style="list-style-type: none"> - A formal statement existing or, it does, it does not adopt the Social Responsibility policy. - Any commitment to Social Responsibility aspects being defined. - Procedures for implementation and distribution exist. - The majority of the entire staff being aware of the Social Responsibility policy. 	<p>Documentary evidence of:</p> <ul style="list-style-type: none"> - A formal statement partly adopts the Social Responsibility policy but: <ul style="list-style-type: none"> - Is not separately documented. - Is not issued by the most senior management level. - Relevant Social Responsibility aspects are missing. - Defines some general principles and commitments. - Procedures for implementation and distribution are defined in general terms - Social Responsibility policy is unknown or not understood among staff depending on the organisational level. 	<p>Documentary evidence of:</p> <ul style="list-style-type: none"> - A formal statement adopts the Social Responsibility policy but : <ul style="list-style-type: none"> - Is not separately documented. - Is issued by the most senior management level. - All required Social Responsibility aspects are mentioned. - Ensures compliance with all laws and regulations. - Provides adequate resources and qualified personnel. - Stipulates regular reviews to ensure compliance with policy. - Procedures for implementation and distribution are defined. - More than 50% of employees are aware of Social Responsibility policy. 	<p>Documentary evidence of:</p> <ul style="list-style-type: none"> - A formal statement fully adopts the Social Responsibility policy and : <ul style="list-style-type: none"> - Is separately documented. - Is issued by the most senior management level. - Includes all relevant Social Responsibility aspects. - Is supplemented with respect to the specific company and national requirements. - Ensures compliance with all laws and regulations. - Provides adequate resources and qualified personnel. - Stipulates regular reviews to ensure compliance. - Defines objectives for continuous improvement. - Defines procedures to ensure understanding, implementation and maintenance of policy. - Defines procedures for monitoring implementation. - All employees are aware of Social Responsibility policy.

AGRONOMY ROAD MAPS

2.1 Tobacco Seed Quality Assurance

The purpose of this Road Map is to ensure that outsourced seed, approved by the customer, and from a conventional breeding programme, is used. Objective is to ensure that GMO is not used and that the farmer can produce a desirable, consistent, saleable crop with optimal yield. See **CORESTA GAP Guidelines Section II**.

RATING CRITERIA			
1 Unacceptable/High Risk	2 Unsatisfactory /Medium risk	3 Satisfactory/Low risk	4 Best international practice/Minimised risk
<p>100% Farmer retained seeds (or authorised suppliers operating similar practice).</p> <p>NO documentary evidence of:</p> <ul style="list-style-type: none"> - Knowledge of the varieties in use. - Records maintained. - Understanding of the issues involved in variety selection. - GMO Free certification. - Consultation with customers on choice of varieties. 	<p>Documentary evidence of:</p> <ul style="list-style-type: none"> - Seeds <u>certified</u> by a recognised authority or Government source. - Seeds <u>certified</u> GMO Free. - Less than 75% farmer retained seeds. 	<p>Documentary evidence of:</p> <ul style="list-style-type: none"> - Seeds <u>certified</u> by a recognised authority or Government source. - Seeds <u>certified</u> GMO Free. - Less than 25% farmer retained seeds. - <u>Documented</u> consultation with customers. 	<p>Documentary evidence of:</p> <ul style="list-style-type: none"> - Seeds <u>certified</u> by a recognised authority or Government source. - Seeds <u>certified</u> GMO Free. - Less than 5% farmer retained seeds. - <u>Documented</u> consultation with customers. - Comprehensive database of variety performance within country is maintained and used to develop future plans.

2.2a Integrated Pest Management (IPM)

The purpose of this Road Map is to develop a systematic approach to crop protection that makes the best pest management decisions, in relation to protection of the environment and crop optimisation, with an emphasis on integrating all available methods. See [CORESTA GAP Guidelines Section III/IV/V](#) and [GRL Guidelines](#).

RATING CRITERIA			
1 Unacceptable/ High Risk	2 Unsatisfactory /Medium risk	3 Satisfactory/Low risk	4 Best international practice/Minimised risk
<p>NO documentary evidence of:</p> <ul style="list-style-type: none"> - Training materials. - Active programme to minimise use of Agrochemicals. - Residue monitoring. - No awareness, documentation or monitoring of native pests and beneficial species. -Use of alternative methods -Threshold levels -Monitoring of environmental impact - Regulated use of CPAs.* <p>* CPA: Crop Protection Agents</p>	<p>No formal IPM programme but documented:</p> <ul style="list-style-type: none"> - Training pamphlets. - Programme to minimise use of Agrochemicals. - Crop level residue monitoring. - Awareness and documentation of native pests and beneficial species. - Use of nationally approved CPAs where consistent with BAT's operating principles / guidelines. 	<p>Partially implemented IPM with documented:</p> <ul style="list-style-type: none"> - Comprehensive training materials. - Crop monitoring and threshold levels for major pests and diseases and beneficial species to determine whether or not CPAs should be used. - Use of nationally approved CPAs where consistent with BAT's operating principles / guidelines. - Monitoring of effects of introduced IPM mechanism on native flora and fauna. - Active programme to minimise use of Agrochemicals with set targets for future use. - Grade level residue monitoring and no outstanding problems. 	<p>Fully implemented IPM with documented:</p> <ul style="list-style-type: none"> - Comprehensive training materials. - Alternative (e.g. biological controls, resistant varieties) methods routinely used. - Crop monitoring and threshold levels for major pests and diseases and beneficial species to determine whether or not CPAs should be used. - Use of customer approved products only. - Active programme to minimise use of Agrochemicals with set targets for future use. - Comprehensive residue monitoring and no outstanding problems. - Environmentally sensitive sites monitored in accordance with regulations, jointly with others in the agricultural sector and with Independent verification. - No outstanding problems.

2.2b IPM Safety

The purpose of this Road Map is to ensure that this systematic approach to crop protection is carried out in a way that ensures safe storage, use and disposal of crop protection agents. [See CORESTA GAP Guidelines Section V.](#)

RATING CRITERIA

1 Unacceptable/High Risk	2 Unsatisfactory /Medium risk	3 Satisfactory/Low risk	4 Best international practice/Minimised risk
<p>Farmers do not:</p> <ul style="list-style-type: none"> - Store CPAs in secure lock-up - Use appropriate PPE* and consequently apply crop chemicals (CPA*) without any protective clothing. - Dispose of used CPA containers by an approved and regulated method. <p>* PPE: Personal Protective Equipment * CPA: Crop Protection Agents (agrochemicals)</p>	<p>More than 25% of farmers:</p> <ul style="list-style-type: none"> - Store CPAs in a secure lock-up. - Use appropriate PPE and apply CPA with some recommended protective clothing; at least gloves and long sleeves. - Dispose of used CPA containers by an approved and regulated method. 	<p>More than 75% of farmers:</p> <ul style="list-style-type: none"> - Store CPAs in a secure lock-up. - Use appropriate PPE and apply CPA with all recommended protective clothing. - Dispose of used CPA containers by an approved and regulated method. 	<p>More than 95% of farmers:</p> <ul style="list-style-type: none"> - Store CPAs in a secure lock-up. - Use appropriate PPE and apply CPA with all recommended protective clothing. - Dispose of used CPA containers by an approved and regulated method.

2.3 Soil Resource Protection

The purpose of this Road Map is to create conditions, through application of all feasible techniques, which provide the best conditions for plant growth, whilst avoiding soil loss or deterioration. See [CORESTA GAP Guidelines Section I](#).

RATING CRITERIA

1 Unacceptable/ High Risk	2 Unsatisfactory /Medium risk	3 Satisfactory/Low risk	4 Best international practice/Minimised risk
<ul style="list-style-type: none"> - No soil analysis or research used to determine appropriate level of fertiliser application. - Technician suggests level of application. - No attempts to conserve or improve soil. - Soil quality gradually deteriorating. - Erosion common. - Rotation dictated by soil deterioration. - No understanding of tillage options. - No engagement with other stakeholders to improve soil conservation practices. - No assessment or knowledge of micro-biotic content or value of the soil. -No biological indicators of soil health identified -No engagement with other stakeholders to improve soil conservation practices 	<p>Documented regional analysis to enable correct NPK & micro nutrient fertiliser application.</p> <p>More than 25% of farmers practise:</p> <ul style="list-style-type: none"> - Soil mulching where feasible and technically recommended. - Effective methods of erosion control. - Green manure supplementing inorganic fertiliser. - Correct pH and scarify. - Rotation of crops. - Tillage options understood but no documented experimentation with alternative methods. - No engagement with other stakeholders to improve soil conservation practices. 	<p>Fully documented:</p> <ul style="list-style-type: none"> - Comprehensive training materials. - Regional analysis (at least every 5 years) to enable correct NPK & micro nutrient fertiliser application by area. - Identification of locally appropriate biotic indicators to monitor biological functioning of the soil (e.g. fungi; beetles). <p>More than 75% of farmers practise:</p> <ul style="list-style-type: none"> - Maximum soil mulching where feasible and technically recommended. - Tillage methods appropriate to soil type and local conditions. - Application of effective methods of erosion control. - Green manure supplementing inorganic fertiliser. - pH correction and scarification. - Rotation of crops. - Limited engagement with other stakeholders to improve soil conservation practices. 	<p>Fully documented:</p> <ul style="list-style-type: none"> - Comprehensive training materials and conservation plan. - Local / regional analysis (at least every 5 years) to enable correct NPK & micro nutrient fertiliser application on each farm. <p>More than 95% of farmers practise:</p> <ul style="list-style-type: none"> - Maximum soil mulching where feasible and technically recommended. - Tillage methods appropriate to soil type and local conditions (minimum/no tillage examined). - Application of effective methods of erosion control under all conditions. - Green manure supplementing inorganic fertiliser. - pH correction. - Rotation of crops. - Monitoring of locally appropriate biotic indicators as an index of soil condition and biological health. - Proven engagement with other stakeholders to improve soil conservation practices. - Input proportionate to involvement in the area. - Incorporation of monitored data into improved soil management /IPM.

2.4 Water Resource Protection

<p>The purpose of this Road Map is to apply best agronomy practices to protect and preserve irrigation water sources and avoid surface and underground water pollution by agrochemicals and fertilisers (with additional impact on biodiversity). See CORESTA GAP Guidelines Section I</p>			
RATING CRITERIA			
1 Unacceptable/High Risk	2 Unsatisfactory /Medium risk	3 Satisfactory/Low risk	4 Best international practice/Minimised risk
<ul style="list-style-type: none"> - Pollution of water courses caused by lack of soil conservation programme, resulting in erosion and irreversible soil degradation. - Inadequate fertilisation practices which lead to nutrient surface run-off and leaching to water table. - Misuse of Agrochemicals (CPA & Fertilisers) during preparation, application, post-application, cleaning and disposal with high potential for soil and water contamination. - No buffer zones around rivers, lakes and other surface water. - Village/farm sewerage goes to the river. - No engagement by company with other stakeholders to improve water conservation practices. - No assessment of biological indicators in and around rivers, lakes and other surface water. - Farmers do not comply with local legislation in relation to water extraction from any source (bore holes, wells, rivers, lakes). 	<p>Documentary evidence of:</p> <ul style="list-style-type: none"> - Basic <u>documented</u> soil conservation programme. - Erosion and soil degradation still evident. - Some control on fertiliser rates but still considerable leaching or surface run-off due to crop and application mismanagement. - Basic Agrochemical practices partially implemented. - Soil and water contamination still evident as a result of Agrichemical misuse. - No buffer zones around rivers, lakes and other surface water. - No engagement by company with other stakeholders to improve water conservation practices. - Start assessment of agronomic practices on water and land and identification of suitable indicators. 	<p>All measures detailed in 2.3 above plus documentary evidence of:</p> <ul style="list-style-type: none"> - Fertiliser rates adjusted to leaching potential. - IPM programme fully implemented by 75% of farmers. - Where applicable, 75% of farmers effectively trained in irrigation techniques such that water use is optimised and runoff avoided. - ALL farmers comply with local legislation in relation to water extraction from any source (bore holes, wells, rivers, lakes). - Buffer zones around rivers, lakes and other surface water. - No reported soil and water pollution by Agrochemicals. - No evidence of excess nutrients in rivers, lakes and other surface water. - Limited engagement by company with other stakeholders to improve water conservation practices. - Basic monitoring of biological indicators in and around rivers, lakes and other surface water. 	<p>All measures detailed in 2.3 (Level 4) above plus documentary evidence of:</p> <ul style="list-style-type: none"> - Fertiliser rates adjusted to leaching potential. - IPM programme fully implemented by 95% farmers. - Where applicable, 95% of farmers effectively trained in irrigation techniques such that water use is optimised and runoff avoided. - Field margins shaped and vegetation encouraged to filter run-off. Fields not ploughed to edge, esp. by ditches/canals. - No soil and water pollution by Agrochemicals reported. - No evidence of excess nutrients in rivers, lakes and other surface water. - Company engages with other stakeholders to measurably improve water conservation practices. - Monitoring of biological indicators in and around rivers, lakes and other surface water to show effectiveness of actions / practices.

2.5a Use of Fuel for Tobacco Curing

The purpose of this Road Map is to ensure that ongoing advances in curing technology are used to optimise fuel usage and efficiency; where wood is used, the wood supply must be managed on a self-sufficient, sustainable basis. **See CORESTA GAP Guidelines Section VI / VII. You should record level 4 if fuel is not used for curing (eg Burley, Air-Cured and Oriental tobaccos).**

RATING CRITERIA			
1 Unacceptable/ High Risk	2 Unsatisfactory /Medium risk	3 Satisfactory/Low risk	4 Best international practice/Minimised risk
<p>If wood used for curing</p> <ul style="list-style-type: none"> - No forestry plan being applied. - Consumption of native forest in unsustainable cycle. - No standard barn design or barn control system. -No native species grown where technically and economically viable or development of alternative fuel being studied. -No understanding of amenity value -No engagement with other stakeholders <p>All fuels:</p> <ul style="list-style-type: none"> - Ineffective training and no written instructions. - Likely environmental contamination. - No data on fuel efficiency. 	<p>If wood used for curing</p> <p>Fully <u>documented</u> and, where appropriate, <u>certified</u>:</p> <ul style="list-style-type: none"> - Native species grown where technically and economically viable or development of alternative fuel being studied. - 75% or less farmers use natural forests. - Process for developing an integrated sustainable forestry plan started. <p>All fuels:</p> <ul style="list-style-type: none"> - Data available on fuel efficiency, but no improvements shown. 	<p>If wood used for curing</p> <p>Fully <u>documented</u> and, where appropriate, <u>certified</u>:</p> <ul style="list-style-type: none"> - Native species grown where technically and economically viable or successful development of alternative fuel. - 100% sustainability achieved through fast-growing energy-efficient forests grown as a crop specifically for fuel usage. - Natural seed bank exists for the purpose of regeneration. - No farmers use natural forests. - Satisfactory forest Management plan produced and being implemented. <p>All fuels:</p> <ul style="list-style-type: none"> - Data available to show a clear reduction in fuel use plus a programme for further optimisation. 	<p>If wood used for curing</p> <p>Fully <u>documented</u> and, where appropriate, <u>certified</u>:</p> <ul style="list-style-type: none"> - In a partnership with Government, other Industry and NGO's concerning local forestry policy. - Development and implementation of a sustainable forest management plan, to internationally recognised levels and certification standards. - Increase biological and social value of forests / wood programmes through the increased proportion of diverse, locally suitable and ideally native species. - Chain of custody implemented. - Native species grown where technically and economically viable or successful development of alternative fuel. - No farmers use natural forests. <p>All fuels:</p> <ul style="list-style-type: none"> - Comprehensive data to demonstrate that fuel use has been optimised. - Minimal environmental contamination.

2.5b Use of Wood for Tobacco Barn Construction

<p>The purpose of this Road Map is to ensure that where wood is used, the wood supply is managed on a self-sufficient, sustainable basis. See CORESTA GAP Guidelines Section VII. You should record level 4 if wood is not used for barn construction.</p>			
RATING CRITERIA			
1 Unacceptable/High Risk	2 Unsatisfactory /Medium risk	3 Satisfactory/Low risk	4 Best international practice/Minimised risk
<p>If wood used for barn construction</p> <ul style="list-style-type: none"> - No forestry plan being applied. - Consumption of native forest in unsustainable cycle. - No standard barn design or barn control system. -No native species grown where technically and economically viable or development of alternative construction material being studied. -No understanding of amenity value -No engagement with other stakeholders 	<p>If wood used for barn construction</p> <p>Fully <u>documented</u> and, where appropriate, <u>certified</u>:</p> <ul style="list-style-type: none"> - Native species grown where technically and economically viable or development of alternative construction material being studied. - 75% or less farmers use natural forests. - Process for developing an integrated sustainable forestry plan started. 	<p>If wood used for barn construction</p> <p>Fully <u>documented</u> and, where appropriate, <u>certified</u>:</p> <ul style="list-style-type: none"> - Native species grown where technically and economically viable or successful development of alternative construction material. - 100% sustainability achieved through fast-growing energy-efficient forests. - Natural seed bank exists for the purpose of regeneration. - No farmers use natural forests. - Satisfactory forest Management plan produced and being implemented. 	<p>If wood used for barn construction</p> <p>Fully <u>documented</u> and, where appropriate, <u>certified</u>:</p> <ul style="list-style-type: none"> - In a partnership with Government, other Industry and NGO's concerning local forestry policy. - Development and implementation of a sustainable forest management plan, to internationally recognised levels and certification standards. - Increase biological and social value of forests / wood programmes through the increased proportion of diverse, locally suitable and ideally native species. - Chain of custody implemented. - Native species grown where technically and economically viable or successful development of alternative construction material. - No farmers use natural forests.

2.6 Biodiversity

<p>The purpose of this Road Map is to recognise that agricultural practices should not result in a significant diminution in the range of fauna and flora which existed prior to tobacco production in the region and instigate remedial action to allow increased species diversity in balance with the economic needs of the farming community and the environment. See Biodiversity Guidelines.</p>			
RATING CRITERIA			
1 Unacceptable/ High Risk	2 Unsatisfactory /Medium risk	3 Satisfactory/Low risk	4 Best international practice/Minimised risk
<ul style="list-style-type: none"> - No understanding or recognition of issues of biodiversity in tobacco growing, forest management or the supply chain. - No documentation to explain the basic issue of biodiversity. - No formal programme to address issues of biodiversity. 	<ul style="list-style-type: none"> - No clear plan developed. - Limited dialogue with Government and or local NGOs. - Basic assessment of operations and their effects on / relationships with main known national habitats and species within related legal framework. - Beginning of dialogue with farmers to gain understanding and apply principles of good biodiversity practice including all aspects of 2.1 to 2.5(b) above. 	<ul style="list-style-type: none"> - Full assessment of biodiversity impacts, risks, opportunities and priorities. - A documented programme / strategy to avoid negative impact on biodiversity developed. - Stakeholder consultation (with NGOs, Local Communities and Government) on programme/strategy completed. - Implementation of the work programme/strategy commenced. - Appropriate monitoring system developed. - Indicators on biodiversity set, published and reported on internally. 	<ul style="list-style-type: none"> - A documented programme/ strategy to have a net positive impact on biodiversity in the region is applied. - Biodiversity indicators reported on annually to external stakeholders (e.g. through Social Report). - Monitoring system implemented, integrated and fed back into the management of 2.1 to 5(b) above. - All aspects of the operations managed with considerations for biodiversity. - Biodiversity informs the decision making / business process.

2.7 Farmer Training

<p>The purpose of this Road Map is to recognise that training programmes, guidelines, growing manuals, practical demonstrations and on-the-job training are fundamental for good field management and compliance with Good Agricultural Practice. See CORESTA GAP Guidelines Section X.</p>			
RATING CRITERIA			
1 Unacceptable/High Risk	2 Unsatisfactory /Medium risk	3 Satisfactory/Low risk	4 Best international practice/Minimised risk
<ul style="list-style-type: none"> - No formal training programme exists. - Any training is conducted on an ad-hoc basis and relies on the ability / commitment of extension staff. - No instruction material has been produced. -No monitoring of success of training programme 	<ul style="list-style-type: none"> - A formal <u>documented</u> training programme exists but is not routinely applied by Company, Contractor or Government extension staff. - Instruction materials are available but not widely distributed. - <u>Proof</u> that 25% of farmers apply available best practice in relation to Good Agricultural Practice. 	<ul style="list-style-type: none"> - A documented programme to train and monitor farmers (together with supporting instruction materials) is applied in relation to all aspects of: - Seedbed management - Integrated pest management - Soil protection & Improvement - Water conservation - Erosion control - Safe & effective application of CPA - Harvesting & Curing techniques - Biodiversity monitoring and management - Proof that 75% of farmers apply available best practice in relation to Good Agricultural Practice. 	<ul style="list-style-type: none"> - A documented programme to train & monitor farmers (together with supporting instruction materials) is rigorously applied in relation to all aspects of: - Seedbed management - Integrated Pest Management - Soil protection & Improvement - Water conservation - Erosion control - Safe & effective application of CPA - Harvesting & Curing techniques - Biodiversity monitoring and management - NTRM control - Proof that ≥95% of farmers apply available best practice in relation to Good Agricultural Practice.

2.8 Post Harvest Management Non-Tobacco Related Material (NTRM)

The purpose of this Road Map is to ensure that adequate measures are implemented to identify and remove Non-Tobacco Related Materials (NTRM). This includes materials from the field and farm and potential sources of taint, which might, without these measures, contaminate the farmer bale. See CORESTA GAP Guidelines Section IX.

RATING CRITERIA			
1 Unacceptable/High Risk	2 Unsatisfactory /Medium risk	3 Satisfactory/Low risk	4 Best international practice/Minimised risk
<p>No documented evidence that:</p> <ul style="list-style-type: none"> - Benchmark studies are planned. No data available. - Any farmers have removed unsuitable wood preservatives from their farm. - System developed to trace <u>all types of</u> NTRM to source. 	<p>Documentary evidence that:</p> <ul style="list-style-type: none"> - Benchmark studies are planned. No data available. - More than 25% of farmers have removed unsuitable wood preservatives from their farm. - Informal system has been introduced to trace <u>all types of NTRM back to source.</u> 	<p>Documentary evidence that:</p> <ul style="list-style-type: none"> - Benchmark studies have been implemented and quantitative data available for <u>major</u> NTRMs, <u>particularly synthetic forms of packing/handling materials.</u> - More than 75% of farmers have removed unsuitable wood preservatives from their farm. - System exists to sample raw material and trace <u>all types of</u> NTRM back to source. 	<p>Documentary evidence that:</p> <ul style="list-style-type: none"> - Benchmark studies have been implemented and systematic quantitative data available for <u>all types of</u> NTRMs, <u>particularly synthetic forms of packing/handling materials.</u> - More than 95% of farmers have removed unsuitable wood preservatives from their farm. - System exists to sample raw material and trace <u>all types of</u> NTRM back to source plus penalties for miscreants.

The first stage of any control programme is to establish what types, quantities and sources of materials exist, i.e. benchmark studies.

PROCESSING ROAD MAPS

3.1 Occupational Environment

The purpose of this Road Map is to ensure that the workforce is provided (as judged by National & International Standards) with a healthy environment in which to carry out the business of the Company. [See Processing Guidelines: Section 2.1.](#)

RATING CRITERIA

1 Unacceptable/ High Risk	2 Unsatisfactory /Medium risk	3 Satisfactory/Low risk	4 Best international practice/Minimised risk
<p>No <u>documented</u> data in respect of:</p> <ul style="list-style-type: none"> - Lighting - Noise - Hazardous materials - Hygiene - Ergonomics - Air quality (e.g. Dust) - Thermal Stress (Temp./Humidity) (including cold conditions) - Housekeeping <p>- No knowledge of any regulations.</p> <p>-Occupational environmental impacts are not assessed on new equipment</p>	<p>Informal <u>documented</u> monitoring in respect of:</p> <ul style="list-style-type: none"> - Lighting - Noise - Hazardous materials - Hygiene - Ergonomics - Air quality (Dust) - Thermal Stress (Temp./Humidity) (including cold conditions) - Housekeeping <p>- Knowledge of Local and or National Regulations only.</p>	<p><u>All</u> items mentioned in Level 1 have been formally monitored <u>and documented</u> at least once, and compared with National Standards and proven remedial action taken such that all working conditions meet National Standards.</p> <ul style="list-style-type: none"> - <u>All</u> new processes/equipment are evaluated <u>and documented</u> prior to installation and modified or rejected if not to National Standards. - Clear occupational environment standards are agreed, sanctioned and <u>fully documented</u>, 	<p><u>All</u> items mentioned in Level 1 have been formally monitored <u>and documented</u> at least annually for the last three years (or if machinery/layout has changed) and compared with International Standards and proven remedial action taken such that all working conditions meet best International Standards.</p> <ul style="list-style-type: none"> - <u>All</u> new processes/equipment are evaluated <u>and documented</u> prior to installation and modified or rejected if not to Internationally Accepted Standards. - Clear occupational environment standards are agreed, sanctioned, <u>fully documented</u>, and regularly reviewed.

3.2 External Environmental Impact

The purpose of this Road Map is to ensure that the activities of the Company do not have a negative impact on the surrounding Community or Environment. See Processing Guidelines: Section 2.2.

RATING CRITERIA

1 Unacceptable/ High Risk	2 Unsatisfactory /Medium risk	3 Satisfactory/Low risk	4 Best international practice/Minimised risk
<p>No <u>documented data</u> (quantity and quality) in respect of materials which have or may have a negative effect on the external environment such as:</p> <ul style="list-style-type: none"> - Air emissions (e.g. boiler chimney smoke and gases, dust or odour) - Water & Soil pollutants (e.g. fuel oil) - Waste products (solid & liquid). - Noise <p>- No knowledge of any regulations.</p> <p>- No attempt to control any of the above.</p> <p>- No recycling taking place.</p> <p>- No emissions permits evident.</p> <p>- Energy & water conservation is not a consideration.</p> <p>- Environmental impacts are not assessed on new equipment.</p>	<p>Informal <u>documented data</u> (quantity) in respect of materials which have or may have a negative effect on the external environment such as:</p> <ul style="list-style-type: none"> - Air emissions (e.g. boiler chimney smoke and gases, dust or odour) - Water & Soil pollutants - Waste products (solid & liquid) - Noise <p>- Knowledge of Local and or National regulations only.</p> <p>- <u>Documented</u> evidence of control of a number of the above.</p> <p>- Recycling considered but not evident.</p> <p>- Some emissions permits evident.</p> <p>- Energy & water conservation considered but not implemented.</p> <p>- Environmental impacts are assessed on new equipment but not acted upon.</p>	<p><u>All</u> items mentioned in Level 1 have been formally monitored <u>and documented</u> in line with National requirements.</p> <ul style="list-style-type: none"> - <u>Fully documented</u> control measures are applied to all materials likely to have a negative effect on the external environment, as defined in National Standards and pollutants lists. - Records are maintained for all emissions and water quality in line with National requirements. - Recycling considered and implemented. - All emissions permits evident. - Energy & water conservation is part of the business process with most employees aware of cost and environmental benefits. - Environmental impacts are assessed on new equipment and acted upon. 	<p><u>All</u> items mentioned in Level 1 have been formally monitored <u>and documented</u> at least annually for the last three years.</p> <ul style="list-style-type: none"> - <u>Fully documented</u> control measures are applied to all materials likely to have a negative effect on the external environment, as defined in <u>EU, US EPA and National Standards</u> and pollutants lists together with targets for reduction. - <u>Comprehensive records</u> are maintained for all emissions and water quality. - Recycling targets set with demonstrable improvement achieved. - All emissions permits evident and working with local authorities to improve. - Energy & water conservation is part of the business process with all employees aware of cost and environmental benefits. - Environmental impact assessment documented and acted upon. - Environmental impacts are an integral part of the capital acquisition process. - <u>All</u> activities are to recognised best environmental health and safety practice and procedure, and recognised by the Community.

3.3 Safety

The purpose of this Road Map is to ensure that the workforce and any visitors are provided with safe working conditions as judged by International Standards.
 See [Processing Guidelines: Section 2.3](#).

RATING CRITERIA

1 Unacceptable/ High Risk	2 Unsatisfactory /Medium risk	3 Satisfactory/Low risk	4 Best international practice/Minimised risk
<ul style="list-style-type: none"> - No Safety Officer <p>No documentation of the following:</p> <ul style="list-style-type: none"> - Risk survey - Regular checks on machinery and other safety impacts - PPE records - Accident records - Accident analysis - Remedial action. - Induction programme - Staff awareness/feedback programme <ul style="list-style-type: none"> - No guards, interlocks or other systems for ensuring Staff do not have access to working machinery. - No safety posters or other appropriate signage. - No formal training is identified or undertaken. - No permit to work system is in use. 	<ul style="list-style-type: none"> - A member of management is given the additional responsibility of Safety Officer <p>Documented:</p> <ul style="list-style-type: none"> - One check on machinery. & other safety impacts - PPE records - Accident records - Remedial action - Induction programme - Informal risk survey - Informal staff awareness and feedback programme <ul style="list-style-type: none"> - Guards but no interlocks or other systems for ensuring Staff do not have access to working machinery. - No safety posters or other appropriate signage. - Little evidence of formal training being identified or undertaken. - Some permits to work are required for hazardous work. 	<ul style="list-style-type: none"> - A full, <u>documented</u> risk survey has been conducted at least once by the Resident Safety Officer, Government official or qualified independent Consultant. - <u>All</u> identified risks have been addressed and <u>documented</u> using appropriate technology. - <u>All</u> accidents are recorded, analysed and <u>documented</u>. - An active programme of safety awareness is pursued at all levels and <u>documented</u>. - A system of staff feedback is fully implemented and <u>documented</u>. - Appropriate training is given and PPE is supplied, maintained, <u>documented and used</u>. - A permit to work system is in use and working. 	<p>As for Level 3 plus:</p> <ul style="list-style-type: none"> - Full, <u>documented</u> risk survey has been conducted annually for at least the last three years, <u>together with external audits</u>. - <u>All</u> identified risks have been addressed and <u>documented</u> using appropriate technology. - Interlocks are fitted to all access points to prevent contact with moving machinery. - A Safety Team is tasked with using appropriate systems for accident reduction. - Accident rates and type are published in the premises together with targets for reduction. - A permit to work system is in use and effective or systems developed to preclude the need.

3.4 Fire Prevention

The primary purpose of this Road Map is to ensure that fires are prevented, but that in the event of a fire all staff and visitors are effectively evacuated and accounted for. See [Processing Guidelines: Section 2.4.](#)

RATING CRITERIA

1 Unacceptable/ High Risk	2 Unsatisfactory /Medium risk	3 Satisfactory/Low risk	4 Best international practice/Minimised risk
<ul style="list-style-type: none"> - Risks of fire, explosion and ignition have not been <u>documented.</u> - Fire detection or alarm devices do not exist or are in very poor condition. - No fire evacuation drills or training are <u>documented.</u> - No signage for escape routes or assembly points - No equipment is available to tackle small fires. - Walkways are not defined. 	<ul style="list-style-type: none"> - Risks of fire, explosion and ignition are partially evaluated and <u>documented.</u> - Fire detection devices exist only in areas where incidents have occurred. - Fire evacuation procedures are <u>documented</u> but no drills have been conducted. - Some signage for escape routes with some assembly points identified. - Fire fighting equipment to tackle small fires is available in some areas and maintained but not always accessible. - Some walkways are defined. 	<ul style="list-style-type: none"> - Risks of fire, explosion and ignition and their impact both on and off site have been comprehensively evaluated and <u>documented</u> at least once. - Fire evacuation plans are <u>documented</u> and a drill has been conducted once in the season. - Drills/training to tackle small fires are conducted annually, evaluated, modified to meet best practice and <u>documented.</u> - Signage in most areas for escape routes, assembly points defined but position inadequate. - All appropriate systems for fire detection, alarm and fire fighting are installed, inspected and regular maintenance <u>documented.</u> - Most walkways are defined. 	<ul style="list-style-type: none"> - Risks of fire, explosion and ignition and their impact both on and off site have been comprehensively evaluated and <u>documented</u> annually for at least the last three years. - Fire evacuation plans are <u>documented</u> and drills are conducted twice in the season every year. - Drills/training to tackle small fires are conducted annually, evaluated, modified to meet best practice and <u>documented.</u> - Comprehensive signage for escape routes. Assembly points defined and adequately positioned. - No person has to travel more than 30 metres to reach fire extinguishing equipment and all portable extinguishers in a building with the same contents operate in the same way. - All appropriate systems for fire detection, alarm and fire fighting are installed, inspected and regular maintenance <u>documented.</u> - All walkways are defined.

3.5 First Aid, Medical Examination and Welfare

The purpose of this Road Map is to ensure that the workforce is provided with appropriate medical care, that their fitness to work has been assessed and that first aid is available in the event of an emergency. [See Processing Guidelines: Section 2.5/](#)

RATING CRITERIA

1 Unacceptable/ High Risk	2 Unsatisfactory /Medium risk	3 Satisfactory/Low risk	4 Best international practice/Minimised risk
<ul style="list-style-type: none"> - No <u>documented</u> First Aid training is provided, and relevant equipment is inadequate, poorly maintained and rarely if ever inspected. - Medical care is only provided infrequently and is <u>undocumented</u>. - Basic medical examinations are not <u>documented</u>. - Records are incomplete. - No employee welfare programmes operate. 	<ul style="list-style-type: none"> - First Aid training is provided, but relevant equipment is still inadequate, poorly maintained and rarely inspected. - No <u>proven</u> arrangement with nearby hospital for rapid response in the event of an emergency. - Basic medical examinations are provided and <u>documented</u>. - Records are kept but are not consolidated or cross referenced. - Employee welfare programmes operate on demand only. 	<ul style="list-style-type: none"> - First Aid equipment is provided where needed, inspected and maintained, and labelled according to use. - <u>Documented</u> formal First Aid training is provided for less than 5% but more than 2% of employees, none of which have professional First Aid qualifications. - Medical care (Qualified Doctor and/or Nurse) is provided for at least one hour for all shifts <u>or proven</u> arrangement with nearby hospital for rapid response in the event of an emergency. - Basic medical examinations are provided and <u>documented</u>. - Basic medical equipment is registered, inspected and maintained. - Records are kept and are consolidated and cross referenced. - Some publicity of employee welfare programmes. 	<ul style="list-style-type: none"> - First Aid equipment is provided where needed, inspected and maintained, and labelled according to use. - <u>Documented</u> formal First Aid training is provided for at least 5% of employees, half of which have professional First Aid qualifications. - Medical care (Doctor and/ or Nurse) is provided for all shifts <u>or proven</u> arrangement with nearby hospital for rapid response in the event of an emergency. - Extensive medical equipment (including Company ambulance where required) is registered, inspected and maintained. - Annual medical and pre-employment checks conducted. - Records are kept and are consolidated and cross referenced. - Well publicised welfare and assistance programmes where state facilities are limited.

3.6 Sub-Contractors and Visitors

The purpose of this Road Map is to ensure that Visitors and Contractors cannot hurt themselves or the Company, the surrounding Community and the Environment by not adhering to the Environmental, Health & Safety policies in the processing plant or site. **See Processing Guidelines: Section 2.6.**

RATING CRITERIA

1 Unacceptable/ High Risk	2 Unsatisfactory /Medium risk	3 Satisfactory/Low risk	4 Best international practice/Minimised risk
<ul style="list-style-type: none"> - Suppliers representatives, engineers, electricians and other external contractors are allowed on site: - without being accompanied - without security control and - without briefing concerning site hazards -No mention of Health, Safety and Environment in commercial contracts 	<ul style="list-style-type: none"> - Suppliers representatives, engineers, electricians and other external contractors are allowed on site: - after <u>documented</u> security control - without receiving a briefing concerning site hazards, and are left unaccompanied during their work. 	<ul style="list-style-type: none"> - Suppliers representatives, engineers, electricians and other external contractors or visitors are allowed on site: - only with security passes and are required to <u>read and sign</u> a document concerning site hazards - without supervision by a <u>specific individual staff member</u> who is responsible for them, or for ensuring that they adhere to the factory work practice standards 	<ul style="list-style-type: none"> - Suppliers representatives, engineers, electricians and other external contractors or visitors are allowed on site: - only with security passes and having <u>received a verbal and written briefing</u> concerning site hazards - only if an individual staff member is responsible for the visitor, and for ensuring that they adhere to the factory work practice standards - only if contractual obligations are incorporated into commercial contracts indicating need for compliance with Companies internal Health, Safety and Environmental Policies

3.7 Vehicles

The purpose of this Road Map is to ensure that Vehicles adhere to well developed Environmental, Health & Safety policies in the processing plant/ site/ field.
 See Processing Guidelines: Section 2.7.

RATING CRITERIA			
1 Unacceptable/ High Risk	2 Unsatisfactory /Medium risk	3 Satisfactory/Low risk	4 Best international practice/Minimised risk
<p>- Vehicles are often:</p> <ul style="list-style-type: none"> - in poor or unsafe condition - under equipped with regard to safety features - generally not inspected or maintained adequately - a vehicle inventory is not maintained - fuel efficiency is not considered <p>- Few or no procedures are in place to control drivers, the use of vehicles, and their impact on the environment.</p> <ul style="list-style-type: none"> - No training is provided. - No system for selection based on driver qualification. - Drivers are not reviewed regularly. -No site control of vehicles 	<p>- Vehicles are generally:</p> <ul style="list-style-type: none"> - in a safe and proper condition (technically and ergonomically, such as tyre pressure, oil and water levels, lighting, seat height etc.) - equipped with some basic safety features - inspected and maintained but schedules and routines do not necessarily follow manufacturers recommendations or are not systematic - a vehicle inventory is maintained - clean and uncluttered - fuel efficiency is considered during procurement <p>- The use of vehicles and the control of drivers meet a general standard.</p> <ul style="list-style-type: none"> - Vehicle movements are identified with some restriction and control. - Drivers hold a valid driving licence. - Unhitched trailers are chocked or have similar restraint. - Driving history is sometimes taken into consideration prior to hiring. - All new hires have a valid driver's license. - Safe driver training is available and taken by some drivers. 	<p>- All vehicles:</p> <ul style="list-style-type: none"> - are in a safe condition including manufacturers recommendations - equipped with some basic safety equipment (extinguisher, first aid kit) - meet all local mandatory requirements for permits - are routinely inspected and maintained according to manufacturers recommendations - fuel efficiency is assessed to reduce environmental impact <p>- Vehicle use is controlled to meet regulatory and company standards.</p> <ul style="list-style-type: none"> - Only used for the designated purpose. - Parked vehicles are left in a safe condition in designated areas. - Motorcycle riders use crash helmets. - Drivers are medically fit to drive. - Site speed limits are set and enforced. - Commercial and contractors vehicles are managed on site. - Forklift drivers are trained and their performance assessed at least every three years. - The driving history and ability is reviewed prior to being hired, and the driving history, personal and job, of all drivers is reviewed annually to assess liabilities. - A system is in place to require all drivers to report incidents and to track these incidents. - All drivers are safe driving trained upon hire and achieve qualification. Refresher training is provided on a regular basis. 	<p>- All vehicles:</p> <ul style="list-style-type: none"> - are fitted with all current best practice safety equipment (e.g. anti-lock brakes, safety belts, belt tensioners, air bags, side impact bars, reversing alarms, etc.) - are equipped with a fire extinguisher and first aid kit - have signage and marking to indicate date of next inspection and ownership - have reversing alarms and/or lights fitted to vehicles where the vision of the driver could be impaired by the vehicles load <p>- Vehicle use is controlled to meet regulatory and company standards and is selected to reduce environmental impact. The use and scheduling of vehicles takes into consideration environmental impact.</p> <ul style="list-style-type: none"> - All drivers have passed a safe driver training course. - Refresher safe driver training is provided annually. - High risk drivers are required to take remedial training based upon incidents.

3.8 Processing NTRM

<p>The purpose of this Road Map is to ensure that adequate measures are implemented to identify and remove Non-Tobacco Related Materials (NTRM). This includes materials in the feedstock and in the factory environment which might, without these measures, contaminate the packed product.</p>			
RATING CRITERIA			
1 Unacceptable/High Risk	2 Unsatisfactory /Medium risk	3 Satisfactory/Low risk	4 Best international practice/Minimised risk
<p>No documented evidence that:</p> <ul style="list-style-type: none"> - Benchmark studies are planned. No data available. - Any workers have been trained in NTRM removal/minimisation. - System developed to identify and eradicate sources of <u>all types of</u> NTRM. 	<p>Documentary evidence that:</p> <ul style="list-style-type: none"> - Benchmark studies are planned. No data available. - More than 25% of workers have been trained in NTRM removal/minimisation. - System developed to identify and eradicate sources of <u>all types of</u> NTRM but not implemented. 	<p>Documentary evidence that:</p> <ul style="list-style-type: none"> - Benchmark studies have been implemented and quantitative data available for major NTRMs. - More than 75% of workers have been trained in NTRM removal/minimisation. - System developed to identify and eradicate sources of <u>all types of</u> NTRM and implemented. 	<p>Documentary evidence that:</p> <ul style="list-style-type: none"> - Benchmark studies have been implemented and systematic quantitative data available for all types of NTRMs. - More than 95% of workers have been trained in NTRM removal/minimisation. - System developed to identify and eradicate sources of <u>all types of</u> NTRM and fully implemented such that levels are minimised.

The first stage of any control programme is to establish what types, quantities and sources of materials exist, i.e. benchmark studies.

SOCIAL DEVELOPMENT ROAD MAPS

4.1 Child Labour (Minors in Crop Production)

The purpose of this Road Map is to ensure the continued education and well-being of farmer's children. **If there is clear control of these issues by Government or other agencies such that there are no concerns to address then you should record level 4.**

RATING CRITERIA

1 Unacceptable/ High Risk	2 Unsatisfactory /Medium risk	3 Satisfactory/Low risk	4 Best international practice/Minimised risk
<p>Less than 25% of children go to school.</p> <p>-The issues of children's schooling, working hours, and their use of hazardous materials and machinery <u>are not recognised.</u></p> <p>-There is no programme to address the issue of lack of school attendance</p>	<p>More than 25% of children go to school.</p> <p>- Concerns generated only when <u>accidents</u> occur or <u>social pressures</u> are generated:</p> <ul style="list-style-type: none"> - from the school or - from local Government - in response to recognition of <u>poor education standards</u> 	<p>More than 75% of children go to school.</p> <p>- The Company promotes and is involved in a <u>programme</u> which involves farmers, family, school and local Government representatives, thus allowing the family to enrol their children in, and allow them to remain in, full time education.</p> <p>However :</p> <ul style="list-style-type: none"> - the goals are unclear - the monitoring is poor and - the practices are inconsistently applied <p>Also, not all parties are involved or in agreement.</p> <p>If helping on the family farm <u>out of school hours</u>:</p> <ul style="list-style-type: none"> - long working hours are not permitted - hazardous materials and equipment are kept away from and not used by children 	<p>More than 95% of children go to school.</p> <p>OR:</p> <p>- The Company promotes and is involved in a <u>programme</u> which involves farmers, family, school and local Government representatives, thus allowing the family to enrol their children in, and allow them to remain in, full time education.</p> <p>And:</p> <ul style="list-style-type: none"> - <u>standards exist</u> - results are monitored. - the programme is <u>commended by the community</u> <p>If helping on the family farm <u>out of school hours</u>:</p> <ul style="list-style-type: none"> - long working hours are not permitted - hazardous materials and equipment are kept away from and not used by children

4.2 Farmers & Farm Workers Standard of Living

The purpose of this Road Map is to ensure that producing a crop of tobacco is being comprehensively assessed, and that the resultant data is analysed to identify economies and improvements that, if applied, result in a better standard of living for the farmer and improved conditions for farm workers. **Reference to farm workers does not apply to small scale farming situations.**

RATING CRITERIA

1 Unacceptable/ High Risk	2 Unsatisfactory /Medium risk	3 Satisfactory/Low risk	4 Best international practice/Minimised risk
<p>- <u>No attempt</u> is made to estimate the average growers cost or to reduce overheads by introduction of good agronomic practices.</p> <p>- Larger farmers, who employ significant numbers of labourers, are not aligned to local employment regulations regarding child labour, workforce safety rights and welfare and/or international conventions or voluntary codes.</p>	<p>- <u>Limited data</u> exists in relation to growers costs.</p> <p>- A token effort has been made to introduce good agronomic practice in response to external pressures.</p> <p>- Larger farmers, who employ significant numbers of labourers, are aligned to local employment regulations regarding child labour, workforce safety rights and welfare and/or international conventions or voluntary codes, but do not apply all elements.</p>	<p>- <u>Limited data</u> is used to estimate average cost of production.</p> <p>- <u>Good agronomic practices</u> are actively promoted but not fully implemented.</p> <p>- Within the constraints of the local / international environment and allowing for normal year on year fluctuations in agricultural crop production, efficient farmers <u>can at least expect to maintain, and may even improve</u>, their standard of living / quality of life, thus allowing them to enrol their children in school and remain in full-time education.</p> <p>- Larger farmers who employ significant numbers of labourers are aligned with local employment regulations regarding child labour, workforce safety rights and welfare and/or international conventions or voluntary codes, but not all elements are documented.</p>	<p>- Through the full introduction of <u>effective and responsible agronomic practices</u>, both yield and quality are optimised without loss of business competitiveness. Overheads are minimised as a result.</p> <p>- <u>Comprehensive</u> data is used to estimate <u>average cost of production</u> and practices are highlighted for improvement.</p> <p>- Within the constraints of the local / international environment and allowing for normal year on year fluctuations in agricultural crop production, efficient farmers <u>can expect to improve</u> their standard of living / quality of life, thus allowing them to enrol their children in school and remain in full-time education.</p> <p>- Larger farmers who employ significant numbers of labourers are aligned with local employment regulations regarding child labour, workforce safety rights and welfare and/or international conventions or voluntary codes and key points are fully documented.</p>

4.3 Capacity Building and Equal Opportunities

The purpose of this Road Map is to promote the training of local people, representative of all sections of the population, for responsible positions in the organisation, and assess the degree of progress being made in this regard.

RATING CRITERIA

1 Unacceptable/ High Risk	2 Unsatisfactory /Medium risk	3 Satisfactory/Low risk	4 Best international practice/Minimised risk
<ul style="list-style-type: none"> - All key/responsible jobs in the organisation are held by <u>expatriate staff</u>. - Nationals occupy workforce positions only. - <u>No attempt to train</u> or develop nationals. - Company is not aligned to local employment regulations regarding workforce safety rights and welfare and/or international conventions or voluntary codes. 	<ul style="list-style-type: none"> - Some nationals in supervisory/ middle management positions. - <u>Limited training</u> and development opportunities for non expatriate staff. - Company is aligned to local employment regulations regarding workforce safety rights and welfare and/or international conventions or voluntary codes, but does not apply all elements. 	<ul style="list-style-type: none"> - Consistent with local laws and regulations, <u>a number of senior technical, administrative and management positions</u> in the organisation are held by qualified national staff of both sexes. - A <u>formal training</u> and development programme ensures opportunities for all staff. - Employment is aligned with local employment regulations regarding workforce safety rights and welfare and/or international conventions or voluntary codes, but not all elements are documented. 	<ul style="list-style-type: none"> - Consistent with local laws and regulations, <u>all key/responsible jobs</u> in the organisation are held by appropriately qualified nationals. - Organograms labelled to demonstrate progress in this direction - Expatriate staff are <u>only</u> required to help deal with exceptional issues or are on site for development purposes. - Employment is aligned with local employment regulations regarding child workforce safety rights and welfare and/or international conventions or voluntary codes, and key points are fully documented.

CLIMATE CHANGE ROAD MAP

5.1 Climate Change

The purpose of this Road Map is to ensure that all relevant aspects of Climate Change related to crop production and processing are addressed, with a view to minimising their impacts. [For further information see Tab F of the new SRTP.](#)

RATING CRITERIA			
1 Unacceptable/High risk	2 Unsatisfactory /Medium risk	3 Satisfactory/Low risk	4 Best international practice/Minimised risk
<p>In respect of climate change issues, NO:</p> <ul style="list-style-type: none"> - Documented Policy. - Assessment of Risks and Opportunities (R&O). - Understanding or assessment of Scope 1,2 & 3 survey relating to: <ul style="list-style-type: none"> • Overall GHG emissions • Fertiliser sourcing • Curing • Process & waste management • Vehicles - Understanding or development of Carbon credits. - Assessment of water change impacts. - Engagement with farming community. - Engagement with contractors and factory suppliers. 	<p>Documented:</p> <ul style="list-style-type: none"> - Policy but as a general reference without strategy. - R&O Analysis conducted but not covering all key areas. - Understanding of Scope 1, 2 & 3 issues together with informal quantitative analysis, but no targets for reduction. - Understanding of Carbon Credits but no plan. - Assessment of water change impacts but no strategy developed. - Strategy for engagement with farmers regarding reduction of GHG emissions and impacts developed but not implemented. - Opportunities in the farming community are understood, but no projects have been identified. - Strategy for engagement with factory suppliers/contractors regarding reduction of GHG emissions and impacts developed, but not implemented. 	<p>Documented:</p> <ul style="list-style-type: none"> - Policy contains general reference to strategy to manage GHG emissions and formally assess risk. Reference to both management and targets for climate change in relation to Scope 1 & 2 assessing risks, plus public disclosure. - Full analysis of R&O conducted at least once. - Quantitative survey of Scope topics with targets for reduction, but only operational for one year. - Limited use of carbon credits to maximise benefits from forestry - Formal assessment of water change impacts and strategy developed, but not implemented. - Strategy for engagement with farmers regarding reduction of GHG emissions and impacts developed and implemented. Data showing progress available for one year only. - Opportunities in the farming community are understood. Projects have been identified, but not implemented. - Strategy for engagement with factory suppliers/contractors regarding reduction of GHG emissions and impacts developed and implemented. Data available for one year only. 	<p>Documented:</p> <ul style="list-style-type: none"> - Policy contains reference to both management and targets for climate change in relation to Scope 1, 2 & 3 assessing and mitigating risks, plus public disclosure. - Full analysis of R&O conducted for at least the last three years. - Quantitative survey of Scope topics and targets for reduction fully implemented, with data for last three years. - Carbon credit opportunities fully exploited and at least one project implemented, through community investment projects, to create extra income streams and offset emissions elsewhere. Carbon benefits fully recorded. - Formal assessment of water change impacts. Strategy for management of change developed and implemented. - Strategy for engagement with farmers regarding reduction of GHG emissions and impacts developed and implemented. Data, showing progress, available for at least three years. - Strategy for engagement with factory suppliers/contractors regarding reduction of GHG emissions and impacts developed and implemented. Data available for at least three years.