



PRODUCER FAIR SYSTEMS PLAN (FSP) FOR AGRICULTURAL JUSTICE PROJECT (AJP) FOOD JUSTICE CERTIFICATION (FJC)

Thank you for your interest in Food Justice Certification! Please review all the AJP guidance documentation, standards and additional documents; complete the FSP corresponding to your type of operation; include and attach all supporting documents outlined in the specific sections of the FSP. All applicable sections of this FSP must be completed. You may use additional sheets if necessary. Significant changes to your operation's FSP must be submitted in writing to OEFFA for approval before implementation. Note that any changes made to your operation's

FSP that have not been approved by OEFFA may jeopardize your certification status. Additional information may be requested from you if your FSP is incomplete or appropriate supporting documentation is not included. All references to producers include farmers, growers, producers and ranchers. OEFFA will treat all your data with the utmost confidentiality.

If you lack any of the policies or practices, please request technical assistance from the Agricultural Justice Project - info@agriculturaljusticeproject.org

SECTION 1: GENERAL INFORMATION

1.1. Owners' Name (List all owners):		1.2. Operation Name:		Date Received (for certifier use only):	
		1.3. Do you own in full or part any other businesses? <input type="checkbox"/> Yes <input type="checkbox"/> No			
		1.4. Will above entity sell products that you do not intend to label as FJC under the same label or company/brand name for which you are submitting this FSP? <input type="checkbox"/> Yes <input type="checkbox"/> No			
1.5. CERTIFICATION CONTACT			1.6. BILLING CONTACT		
Contact person:			Same as certification contact <input type="checkbox"/>		
Address:			Contact person:		
Address:			Address:		
City:	State:	Zip:	City:	State:	Zip:
Phone:	Fax:		Phone:	Fax:	
Email:			Email:		
1.7 Legal status: <input type="checkbox"/> Sole proprietorship <input type="checkbox"/> Trust or non-profit* <input type="checkbox"/> Corporation <input type="checkbox"/> Cooperative <input type="checkbox"/> Legal partnership <input type="checkbox"/> Other (specify)					
*An additional section relevant to non-profit operations will be sent as an addendum to this FSP and will need to be completed and submitted as part of the FSP					
1.8. Has your operation been previously certified to AJP standards? <input type="checkbox"/> Yes <input type="checkbox"/> No					
1.9. If yes, have you been issued non-compliances? <input type="checkbox"/> Yes <input type="checkbox"/> No					
If yes, list the non-compliances issued to your operations in the past:					



1.10. List previous AJP certifications by other certifiers or certification agencies:

1.11. Have you ever had AJP certification denied, suspended, revoked or withdrawn?

☐ Yes ☐ No

If yes, fully describe the details of your denial, suspension, revocation or withdrawal in an attachment. ☐ Attached

1.12. Is the operation certified organic, biodynamic, or certified by a Participatory Guarantee System recognized by IFOAM-OI, such as Certified Naturally Grown?
☐ Yes ☐ No

1.13. If yes, who certifies your operation?

1.14. Under which standard/regulation?

Copy of certificate Attached ☐

Copy of list of materials inputs handled on the operation ☐ Attached

If you use organic methods but are not certified fill out Attachment C
☐ Attached.

Is the operation a split operation?

Organic/conventional ☐ Yes ☐ No

Food Justice/non-Food Justice ☐ Yes ☐ No

1.15. Operation's annual gross sales during the last calendar year:

1.16. Mark the types of production occurring at your operation:

☐ crop production ☐ livestock production

☐ processing ☐ wild harvest

If you checked livestock: Is your livestock certified per question 1.12? ☐ Yes ☐ No

If no, please complete relevant parts of Attachment C. ☐ Attached.

1.17. Does the operation conduct any processing? ☐ Yes ☐ No

Note: If your operation meets the National Organic Program definition of a "handler/processor", you will need to fill out the food business FSP as well.

1.18. Commercialization and sales: *Check all that apply*

☐ Direct sales to the public

☐ Direct to retailer

☐ Sales through broker

☐ For export outside US

☐ Sales to manufacturer

☐ Sales through marketing co-op

☐ Sales to food co-op

1.19. If you process and label any product with non-organic and non-Food Justice Certified ingredients that you purchase from another supplier, company, or grower, please provide a statement from the supplier, company, grower that these items/products/ingredients are not genetically modified and do not contain engineered nanomaterials. ☐ Attached

Please list all non-organic, non-Food Justice Certified items you purchase to use for resale as an ingredient in a multi-ingredient item or alone. Please attach an additional sheet if necessary.

Item:	Supplier Name:	Supplier Contact:	Used in/Sold as:



SECTION 2: PRODUCER/BUYER AGREEMENTS

If all operation sales are direct to the public, please skip section 2. Complete the following section for agreements with buyers during the past year. If you have more than 5 buyers, please list by copying this form and attaching to the FSP.

2.1. Name of Buyer:					
2.2. Long term relationship with buyer? (AJP Standards 2.5.a)	<input type="checkbox"/> Yes <input type="checkbox"/> No How long?	<input type="checkbox"/> Yes <input type="checkbox"/> No How long?	<input type="checkbox"/> Yes <input type="checkbox"/> No How long?	<input type="checkbox"/> Yes <input type="checkbox"/> No How long?	<input type="checkbox"/> Yes <input type="checkbox"/> No How long?
2.3. Is buyer Food Justice Certified?	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No

SECTION 3: Producer Responsibilities to Buyers

3.1. For the purpose of transparency to your buyers, how do plan to demonstrate your process of price formulation, product quality improvement, and continual improvement of your business in general?(AJP Standards 2.2.b)

SECTION 4: EMPLOYEE INFORMATION

If you do not have any labor (hired directly or indirectly) as defined on next page, skip to section 11.

4.1. Is the operation seeking certification directly responsible for all hiring of personnel? (AJP Standards 3.1.9.a) ☐ Yes ☐ No

4.2. Have you used recruitment agencies? (AJP Standards 3.1.8.a.) ☐ Yes ☐ No
If yes, do you hire those recruited directly? ☐ Yes ☐ No

4.3. Have you obtained labor through a labor contractor in the past year? ☐ Yes ☐ No
If yes, do you plan to discontinue use of a labor contractor immediately? ☐ Yes ☐ No
If no, complete Attachment E. Attachment E: ☐ Attached.

4.4. Do you plan to use a labor contractor in the coming year? ☐ Yes ☐ No
If yes, complete Attachment E. Attachment E: ☐ Attached.

4.5. Do you contract or hire employees through an organization representing agricultural employees (not a labor contractor)? ☐ Yes ☐ No

If yes, such organization must be interviewed as part of the audit. Which organization do you work with?

List all the individuals who work on the operation that were hired through a worker organization in the past year:



SECTION 5: LIST OF EMPLOYEES & INTERNS

Provide the following information regarding each employee over the age of 18 (regardless of immigration status), who works or has worked on the operation during the past year. List the entire operation's personnel including ALL employees who were fired, quit, or were laid off in the past year. Also include labor supervisors, employees, office staff, sales reps, temporary (no matter how temporary) and permanent employees, and members of the operation's family who work on the operation and/or receive cash or check for work on the operation, contracted labor – through labor contractor or crew leaders, interns and apprentices. Copy and attach an additional blank form if necessary.

5.1. NAME OF EMPLOYEE	5.2. AGE ESTIMATE	5.3. LANGUAGES SPOKEN BY EMPLOYEE	5.4. INTERN ("X" IF YES) IF YES: FILL OUT ATTACHMENT D	5.5. POSITION (MACHINE OPERATOR, SUPERVISOR, FIELD EMPLOYEE, ETC.)	5.6. NATIONALITY	5.7. INITIAL STARTING WAGE	5.8. CURRENT WAGE	5.9. SEASONAL EMPLOYEE	5.10. NUMBER OF SEASONS/ YEARS WORKING AT OPERATION	5.11. HEALTH AND SAFETY TRAINING RECEIVED (TRACTOR, CHEMICAL APPLICATION, ETC.)	5.12. LIVING IN PRODUCER - PROVIDED HOUSING IF YES: FILL OUT ATTACHMENT A.	5.13. IF LIVING IN PRODUCER PROVIDED HOUSING- AMOUNT CHARGED?	5.14. WORK ENDED ?	For certifier use: Interviewed at inspection
			<input type="checkbox"/> yes <input type="checkbox"/> Attached D			yr started wage then		<input type="checkbox"/> yes <input type="checkbox"/> no	seasons/ years		<input type="checkbox"/> yes <input type="checkbox"/> no		<input type="checkbox"/> yes <input type="checkbox"/> no	<input type="checkbox"/>
			<input type="checkbox"/> yes <input type="checkbox"/> Attached D			yr started wage then		<input type="checkbox"/> yes <input type="checkbox"/> no	seasons/ years		<input type="checkbox"/> yes <input type="checkbox"/> no		<input type="checkbox"/> yes <input type="checkbox"/> no	<input type="checkbox"/>
			<input type="checkbox"/> yes <input type="checkbox"/> Attached D			yr started wage then		<input type="checkbox"/> yes <input type="checkbox"/> no	seasons/ years		<input type="checkbox"/> yes <input type="checkbox"/> no		<input type="checkbox"/> yes <input type="checkbox"/> no	<input type="checkbox"/>
			<input type="checkbox"/> yes <input type="checkbox"/> Attached D			yr started wage then		<input type="checkbox"/> yes <input type="checkbox"/> no	seasons/ years		<input type="checkbox"/> yes <input type="checkbox"/> no		<input type="checkbox"/> yes <input type="checkbox"/> no	<input type="checkbox"/>
			<input type="checkbox"/> yes <input type="checkbox"/> Attached D			yr started wage then		<input type="checkbox"/> yes <input type="checkbox"/> no	seasons/ years		<input type="checkbox"/> yes <input type="checkbox"/> no		<input type="checkbox"/> yes <input type="checkbox"/> no	<input type="checkbox"/>
			<input type="checkbox"/> yes <input type="checkbox"/> Attached D			yr started wage then		<input type="checkbox"/> yes <input type="checkbox"/> no	seasons/ years		<input type="checkbox"/> yes <input type="checkbox"/> no		<input type="checkbox"/> yes <input type="checkbox"/> no	<input type="checkbox"/>
			<input type="checkbox"/> yes <input type="checkbox"/> Attached D			yr started wage then		<input type="checkbox"/> yes <input type="checkbox"/> no	seasons/ years		<input type="checkbox"/> yes <input type="checkbox"/> no		<input type="checkbox"/> yes <input type="checkbox"/> no	<input type="checkbox"/>



SECTION 6: EMPLOYMENT CONTRACT/PERSONNEL POLICIES/EMPLOYEE RECORDS

6.1. Have employees elected a representative to negotiate on their behalf in the past year? (AJP Standards 3.1.2.a) ☐ Yes ☐ No

If yes, who was the delegate chosen by the employees? Name: Position:

6.2. Describe the negotiation process through which terms of employment are negotiated and approved for employees (AJP Standards 3.1.2.a and 3.1.2.c)

6.3. Does your operation have a written personnel policy manual and/or written employment contracts/agreements? (AJP Standards 3.1.4.a) ☐ Yes ☐ No

If yes, attached ☐

Employee contract, agreement, or manual includes the following (AJP Standards 3.1.4.):

6.4. Right to freedom of association and collectively bargaining and access to trade unions. Freedom of association refers to the right of employees to raise work-related concerns, negotiate terms of their employment, and lodge complaints or grievances without any employer reprisals. This can be on an individual basis, in small groups, or collectively. It can be informal, such as employees simply coming to the employer or supervisor with concerns or requests, or formal such as unionization and related collective bargaining, or anything in between - all based on the wishes and decisions of the employees themselves. (AJP Standards 3.1.1.) ☐

6.5. Working conditions (AJP Standards 3.1.4.b) ☐

6.6. Disciplinary procedures/steps (AJP Standards 3.1.4.a) ☐

6.7. Non-discrimination clause as outlined in AJP Standards 3.1.5.a.) ☐

6.8. Stated zero tolerance for physical, psychological, or verbal abuse, any form of sexual harassment or corporal punishment. (3.1.6.) ☐

6.9. Commitment to treat all employees with respect (AJP Standards 3.1.6.a) ☐

6.10. Wages (AJP Standards 3.1.4.b) ☐

6.11. Method and schedule of payment (AJP Standards 3.1.4.b) ☐

6.12. Other compensation or benefits (for example, free food) (AJP Standards 3.1.4.b) ☐

6.13. Locations of work (AJP Standards 3.1.4.b) ☐

6.14. Type of work (AJP Standards 3.1.4.b) ☐

6.15. Hours of work (AJP Standards 3.1.4.b) ☐

6.16. Overtime requirements and rates (AJP Standards 3.1.4.b, 3.3.4.) ☐

6.17. Conflict resolution procedure as outlined in AJP Standards 3.1.3.a. including guarantee of no retaliation for raising an issue and appeal through the AJP Conflict Resolution Procedure (AJP Standards 3.1.4.b) ☐

6.18. Disputes or grievances are handled in a timely fashion and in good faith by employers or employees (AJP Standards 3.1.2.b) ☐



6.19. Employee's right to terminate employment (AJP Standards 3.1.4.b) <input type="checkbox"/>
6.20. Holiday and sick leave and parental leave and family emergencies (paid or unpaid) (AJP Standards 3.1.4.b & 3.3.9.) <input type="checkbox"/>
6.21. Compensation for injury (e.g. workers' compensation) (AJP Standards 3.1.4.b) <input type="checkbox"/>
6.22. Employees' right to recover wages in case of bankruptcy of operation (If allowed by state law.) (AJP Standards 3.1.4.b) <input type="checkbox"/>
6.23. Employees' right to make any disputes public (with the exception of confidential or proprietary information) (AJP Standards 3.1.4.b) <input type="checkbox"/>
6.24. Layoff and recall policies and criteria (AJP Standards 3.1.4.b) <input type="checkbox"/>
6.25. Other benefits (AJP Standards 3.1.4.b) <input type="checkbox"/>
Operation Practices:
6.26. Have you presented employee contract, agreement, and rights materials to all employees/interns: Oral presentation/discussion (AJP Standards 3.1.4.f) <input type="checkbox"/> Yes <input type="checkbox"/> No Written format (so they have a record of terms to which to refer)? <input type="checkbox"/> Yes <input type="checkbox"/> No
6.27. Have you laid off any permanent employees in the past year? <input type="checkbox"/> Yes <input type="checkbox"/> No If yes, attach a description of the reason and process used. Attached <input type="checkbox"/>
Have you fired anyone in the past year? <input type="checkbox"/> Yes <input type="checkbox"/> No If yes, attach a description of the reasons and process used. Attached <input type="checkbox"/>
6.28. Do you keep a file for each employee that includes: wages and benefits/compensation package, annual performance reviews, disciplinary actions taken, duration of employment? (AJP Standards 3.1.4.e and 3.1.7.c.) <input type="checkbox"/> Yes <input type="checkbox"/> No
6.29. Can employees access their own file if requested? (AJP Standards 3.1.4.e) <input type="checkbox"/> Yes <input type="checkbox"/> No
6.30. Do you pay employees for meetings they are required to attend? (AJP Standards 3.1.4.h, 3.1.15.f., 3.5.2.g.) <input type="checkbox"/> Yes <input type="checkbox"/> No
6.31. Does the operation employ personnel under the age of 18 (not including family) (AJP Standards 3.2.)? <input type="checkbox"/> Yes <input type="checkbox"/> No If yes, complete Attachment B and submit with FSP. <input type="checkbox"/> Attached
6.32. Does operation hire independent contractors (AJP Standards 3.1.13.c and 3.1.13.d)? <input type="checkbox"/> Yes <input type="checkbox"/> No If yes, do contracts with independent contractors include timeframe, payment method, deliverables, terms for terminating contract, resources to be provided to and by contractor and other benefits, as well as anti-discrimination clause? <input type="checkbox"/> Yes <input type="checkbox"/> No List independent contractors: Attach a separate sheet if necessary. Name: Phone and email: Task Contracted to do:



6.33. Has any complaint been submitted to the operation by an employee or intern during the past year? (AJP Standards 3.1.3.a) ☐ Yes ☐ No

If yes, describe the situation in detail:

6.34. Have you been cited for a minor or major labor violation in the past? ☐ Yes ☐ No

If yes, describe fully including date of incident and citation, issue, remedy or settlement.

6.35. Do you experience seasonal short-term labor needs? ☐ Yes ☐ No

If yes, have you organized a committee of employees to discuss short term labor needs and solutions? (AJP Standards 3.1.9.c.)

☐ Yes ☐ No

SECTION 7: EMPLOYEE & INTERN TRAININGS

Three trainings are required for AJP Certification.

Employee and Intern Rights Training under the AJP Standards N/A I have no employees

7.1. Have you provided employees and interns with training on their rights under the AJP standards in a language they can understand, including protecting whistleblowers (AJP Standards 3.1.6.g., 3.6.1.f.)? ☐ Yes ☐ No

If no training has occurred, have you made arrangements for training to take place?

☐ Yes ☐ No

Dates of future training:

Training to be provided by:

7.2. Did the employees/interns have an opportunity to ask questions during such training? (AJP Standards 3.1.15.e) ☐ Yes ☐ No

7.3. Were employees/interns provided the AJP employee's rights pamphlet (downloadable from www.agriculturaljusticeproject.org) as part of this training? (AJP Standards 3.1.15.a)

☐ Yes ☐ No

If no training has occurred, have you made arrangements for training to take place?

☐ Yes ☐ No

Dates of future training:

Training to be provided by:

Employee/Intern Legal Rights Training

7.4. Have all your employees and interns been provided with training on their legal rights related to working for an operation such as a farm or livestock, wild harvesting or processing facility? (AJP Standards 3.1.15.a) ☐ Yes ☐ No

If yes, training was provided by:

7.5. Did the employees/interns have an opportunity to ask questions during such training? (AJP Standards 3.1.15.e) ☐ Yes ☐ No

If no training has occurred, have you made arrangements for this training to take place?

☐ Yes ☐ No

Dates of future training:

Training to be provided by:



7.6. Are employees' rights under the AJP program and contact info for local and regional worker advocate groups and AJP trained worker groups posted in a place frequented by employees? (AJP Standards 3.1.15.d) ☐ Yes ☐ No

Health & Safety Training

7.7. Do all employees and interns receive appropriate safety training (must include legal rights for employee protection, proper lifting techniques and limits, ergonomic considerations, pesticide safety [EPA Worker Protection Standard requirements], label information on toxic materials, sanitation, food safety, emergency preparedness and specialized training for any employees assigned particularly hazardous tasks such as spraying or tractor or machine use) and before exposure to hazards? (AJP Standards 3.5.2.a - 3.5.2.e) ☐ Yes ☐ No

7.8. Did the employees/interns have an opportunity to ask questions during such training? (AJP Standards 3.1.15.e) ☐ Yes ☐ No

If no training has been conducted yet on health and safety training has occurred, have you made arrangements for this training to take place? ☐ Yes ☐ No

Dates of future training: _____ Training to be provided by: _____

SECTION 8: WAGES AND BENEFITS

8.1. Do you pay all employees a living wage based on the needs of one individual which can include non-monetary fringe benefits (in other words, a wage that covers the needs of an individual for nutrition, clothing, healthcare, education, potable water, transportation, housing and energy, plus savings of 10% of income and access to culture and recreation)? (AJP Standards 3.3.1.a and 3.3.1.d) ☐ Yes ☐ No [Click for MIT Living Wage Calculator](#)

If you provide additional non-monetary fringe benefits, please list them:

8.2. Are part time employees paid an hourly rate that is a living wage at full time equivalent? (AJP Standards 3.3.1.b) ☐ Yes ☐ No

8.3. Do part-time employees receive the same benefits as full-time employees, pro-rated for their FTE? (AJP Standards 3.3.1.c) ☐ Yes ☐ No

8.4. Do you pay piece rate? ☐ Yes ☐ No

If yes, is piece rate pay always equivalent to living wage? (AJP Standards 3.3.1.f)

☐ Yes ☐ No

Outline your plan for phasing out piece rate:

8.5. Attach an example of a pay stub for one employee (blacking out any sensitive ID information). (AJP Standards 3.3.1.g) ☐ Attached.

8.6. Attach written pay raise policy. (AJP Standards 3.3.1.k) ☐ Attached

8.7. How do you accommodate childcare for workers living on the operation with small children? (AJP Standards 3.2.f.)



8.8. If employees live on the operation and have children, do you assist with school attendance of the children (such as allowing parents time to transport their children to school or arrange for a school bus to stop at the operation for those who live on the operation)? (AJP Standards 3.2.d). ☐ Yes ☐ No

IF YOU ARE UNABLE TO PAY A LIVING WAGE answer questions 8.9 – 8.14:

8.9. Attach documentation and justification of inability to pay a living wage. (AJP Standards 3.3.2.a) ☐ Attached.

8.10. Has documentation (such as financial records) and justification of inability to pay a living wage been shared with employees (AJP Standards 3.3.2.b)? ☐ Yes ☐ No

8.11. What is the ratio of lowest paid employee to highest paid employee (including wage paid to operation owners/employers)? (AJP Standards 3.3.2.e)

8.12. Describe your plan for the operation to reach a living wage for employees.
(AJP Standards 3.3.2.f)

8.13. Describe how employees were involved in development of the plan to reach a living wage
(AJP Standards 3.3.2.f)

8.14. Describe how progress towards being able to pay a living wage will be measured (AJP Standards 3.3.2.f)

8.15. Do all employees have workers' compensation, disability, unemployment, social security?
(AJP Standards 3.3.3.a. and e.) ☐ Yes ☐ No

If no, explain why these items are not provided.

8.16. If you answered **no** to question 8.15, do you have an alternative to worker's compensation that covers employees in the case of work-related accidents or injuries? (AJP Standards 3.3.3.e) ☐ Yes ☐ No

8.17. For workers' compensation, are employees allowed to consult/be examined by doctors of their choice? (AJP Standards 3.5.11.a) ☐ Yes ☐ No

8.18. Do all employees receive paid sick leave (at least 1 hour/ 30 hours worked) and parental leave? (AJP Standards 3.3.3.a & d). ☐ Yes ☐ No

8.19. Is your operation in compliance with the regional laws regarding overtime for agricultural employees? (AJP Standards 3.3.4.a) ☐ Yes ☐ No

8.20. Do all employees receive at least one 24-hour day off/week? (AJP Standards 3.3.4.c)
☐ Yes ☐ No

8.21. Do employees have the opportunity upon accepting a job to know if time worked over 48 hours/week is mandatory for that job? (AJP standards 3.3.4.h). ☐ Yes ☐ No



8.22. In the event of employees working overtime is the sum of regular plus overtime hours not more than 72 hours or the maximum allowed by law? (AJP Standards 3.3.4.b) ☐ Yes ☐ No

8.23. Does the operation have an overtime policy that outlines the following: (AJP Standards 3.3.4.f)

Working overtime is voluntary (above 48 hours/week)? ☐ Yes ☐ No

If employee has accepted a position for which the employee knows overtime is required, the boundaries of overtime expectations are clearly stated? ☐ Yes ☐ No

Overtime pay rate? ☐ Yes ☐ No

Do you have a plan for eventually reaching time and a half overtime pay rate if not possible now?

☐ Yes ☐ No

Are overtime hours worked documented and documentation available to employee?

☐ Yes ☐ No

8.24. Are employees who are parents given special consideration regarding overtime requirements when they must be home to care for their children? (AJP Standards 3.3.4.i)

☐ Yes ☐ No

8.25. If overtime is needed from employees who have not previously agreed to overtime, are they given the choice to work overtime? (AJP standards 3.3.4.k) ☐ Yes ☐ No

8.26. Are employees paid for time they are required to be at work but cannot work due to machine stoppage and other unpredictable eventualities (other than adverse weather)? (AJP Standards 3.3.4.d) ☐ Yes ☐ No

8.27. Do you attempt to provide work during unproductive times due to poor weather? (AJP Standards 3.3.4.g) ☐ Yes ☐ No

8.28. Describe the way in which seniority is considered on the operation (can be for benefits, pay, hours, types of jobs/responsibilities and can be considered in combination with other factors such as skill, experience, etc.). (AJP Standards 3.3.5.a)

8.29. Do seasonal employees have the right to return for additional season unless there is a just cause for denying re-hire? (AJP Standards 3.3.7.a) ☐ Yes ☐ No

SECTION 9: HEALTH & SAFETY

9.1. Does the operation have a health and safety plan (in other words, policies; required trainings; and designated responsibilities to maintain safety and prevent injuries or accidents)? (AJP Standards 3.5.1.a) ☐ Yes ☐ No

If yes, attach a copy of all health and safety policies, training documents, job descriptions with health and safety responsibilities, and other documentation of the health and safety plan for the operation, including instructions for extra breaks during excessively hot, cold, or smoky conditions (AJP Standards 3.5.1.d) and safety instructions for hazardous materials and mixing pesticides and required use of protective equipment. (AJP Standards 3.5.1.i., j., k.) This may be part of the personnel policies already requested in this FSP. ☐ Attached



9.2. Is all electrical equipment, wiring and outlets properly placed and grounded and is it inspected for overloading and leakage on a regular basis by a qualified individual? (AJP Standards 3.5.1.e) ☐ Yes ☐ No

9.3. Are employees encouraged/told/trained to take sufficient breaks and required to take legally required breaks? (AJP Standards 3.5.4.a) ☐ Yes ☐ No

9.4. Are all sanitary facilities easily accessible? (AJP Standards 3.5.4.b and 3.5.4.d)
☐ Yes ☐ No

9.5. Does water for drinking, household use, and washing comply with the Safe Drinking Water Act? (AJP Standards 3.5.4.c) ☐ Yes ☐ No

9.6. If uniforms are required, are they paid for by the operation? (AJP Standards 3.5.4.e)
☐ Yes ☐ No

9.7. Are toxic materials or inputs for which EPA requires safety gear used on the operation? (EPA required personal protective equipment and instructions for use is on product labels)
☐ Yes ☐ No

If yes, fill out and submit Attachment C with this FSP. ☐ Attached

9.8. Have there been any accidents on the operation in the last year? (AJP Standards 3.5.5.a)
☐ Yes ☐ No

If yes, explain in detail the nature of the accidents/injuries, the response by the operation (including actions taken by producer to help employee receive injury compensation from workers' comp or equivalent insurance, and the plan to lower work-place accidents. (AJP Standards 3.5.5.b)

Names of employees or interns (present or past) hurt in serious accidents in the past year (AJP Standards 3.5.5.c)

9.9. Does the operation make an effort to retain employees injured on the operation by providing them with jobs/tasks they are able to do considering their injury? (AJP Standards 3.5.10.a) ☐ Yes ☐ No

9.10. Do all employees have access to medical care of their choice? (AJP Standards 3.5.3.a)
☐ Yes ☐ No

9.11. Does the producer provide transportation to medical care in the event of injuries or illness at the workplace or provided housing? (AJP Standards 3.5.3.b and 3.5.5.e) ☐ Yes ☐ No

9.12. If there are 10 employees/interns or more, is there a Workplace Health and Safety Committee (AJP Standards 3.5.7.a)? ☐ Yes ☐ No

If yes, does such committee meet regularly to discuss health and safety issues on the operation? ☐ Yes ☐ No

How are employee representatives on this committee selected? (AJP Standards 3.5.7.b)

9.13. If there are less than 10 employees/interns does the producer or supervisor meet regularly with these employees to discuss health and safety issues? (AJP Standards 3.5.7.d)
☐ Yes ☐ No



9.14. Does this committee **or** do all employees and interns have access to all documents and information pertinent to occupational health and safety and to the use of all substances and products used on the operation? (AJP Standards 3.5.7.c and 3.5.7.d) ☐ Yes ☐ No

SECTION 10: ADDITIONAL LABOR/INTERN AGREEMENTS/COMMITMENTS

I agree and abide by the following on my operation:

- 10.1.** There will be no deductions from wages as a disciplinary measure, retention of employees'/interns' salaries or withholding of payment until end of season and no deposits required of employees/interns, or retention of employees'/interns' legal documents for a period longer than required by law. (AJP Standards 3.1.6.e, 3.1.6.f, 3.1.6.d and 3.3.8.a) ☐ Agree
- 10.2.** Operation does not obtain employees through voluntary programs such as h2A and h2B that do not allow full compliance with the standards. (AJP Standards 3.1.13.a) ☐ Agree
(Notify the certifier if you currently use h2a or h2B programs and want to explore the limited exemption that can be granted.)
- 10.3.** Operation does not hire and fire employees on a continual basis to avoid providing regular employment. (AJP Standards 3.1.13.b) ☐ Agree
- 10.4.** Operation does not use independent contractors to avoid providing regular employment and direct hiring. (AJP Standards 3.1.13.c) ☐ Agree
- 10.5.** Operation policies are in compliance with all federal, state, and local laws covering working conditions, health and safety, and terms of employment. (AJP Standards 3.1.13.e) ☐ Agree
- 10.6.** Employees/interns' have the right to have an employee representative or union representative of their choice present for any disciplinary interview if they so choose. (AJP Standards 3.1.14.b) ☐ Agree
- 10.7.** Employees/interns will not be forced to work in dangerous conditions (e.g., hazardous weather/smoke). (AJP Standards 3.5.1.g) ☐ Agree
- 10.8.** Employees will only be terminated for just cause following the operation's disciplinary process, except for cases of extreme behavior. (AJP Standards 3.1.14.a) ☐ Agree
- 10.9.** Spouses/domestic partners who work on the operation are not direct supervisors of one another. (AJP Standards 3.1.12.b) ☐ Agree
- 10.10.** If a worker is injured and seeks workers' compensation and the owner/operator does not believe the injury is work related and disputes the claim, before taking legal action to prevent those benefits, the owner/operator will engage in a mutually agreeable mediation process. (AJP Standards 3.5.5.d) ☐ Agree
- 10.11.** Operation will operate in good faith with all employees, interns, buyers, and contractors.
☐ Agree



SECTION 11: Affirmation

I have read the AJP Standards for farms, and I understand that this FSP is not inclusive of all the standards that I agree to comply with as part of Food Justice Certification. I understand that those standards not addressed in the FSP are addressed in the inspection, public consultation, and complaints processes.

I recognize that certification under the AJP standards creates a continuing obligation to provide updates to my certifier of changes, additions, and deletions to the operation. By signing this affidavit I further attest that I am either the principal or agent of the operation, authorized to conduct business, make representations, enter into contracts and otherwise conduct business on behalf of the operation for the purposes of Food Justice Certification as a responsibly connected person.

I consent and agree to the foregoing, and that the responses provided by me are true, correct, and complete.

NOTE: The name of the signing party must be the same as the Certification Contact listed in SECTION 1 on file or as updated and attached to this affidavit.

Name and Title:

Date:

Signature:



Attachment A: Employee/Intern Housing

A.1. LOCATION OF HOUSING UNITS (PHYSICAL DESCRIPTION)	A.2. NUMBER OF UNITS/SEPARATE DWELLINGS	A.3. NUMBER OF EMPLOYEES HOUSED

A.4. Are all housing facilities safe and sanitary and in compliance with legal requirements? (AJP Standards 3.4.1.a and b) ☐ Yes ☐ No

A.5. Indicate if the housing complies with the following requirements: (AJP Standards 3.4.1.b and 3.4.1.c)

Weatherproof ☐ Yes ☐ No

Solid ☐ Yes ☐ No

Spacious enough to comfortably accommodate the number living there (including room for socializing during non-work hours) ☐ Yes ☐ No

Has lighting ☐ Yes ☐ No

Has electricity ☐ Yes ☐ No

Has at least 1 toilet ☐ Yes ☐ No

Has cooking facilities (unless all meals are provided by employer) ☐ Yes ☐ No

Able to be maintained between 60 and 80 degrees if tenants so choose ☐ Yes ☐ No

Has fire escapes or well-marked exits ☐ Yes ☐ No

Has fire extinguishers ☐ Yes ☐ No

A.6. Are employees /interns living in operation-provided housing allowed to have visitors? (AJP Standards 3.4.1.d) ☐ Yes ☐ No

A.7. If employer needs to have repairs done, are tenants given proper notice if at all possible (non-emergency situations) (AJP Standards 3.4.1.e) ☐ Yes ☐ No

A.8. If any employees/interns living in operation-provided housing do not have their own transportation, does the producer help them have access to transportation to and from shopping and other necessary facilities? (AJP Standards 3.4.1.f) ☐ Yes ☐ No

A.9. I understand that if I terminate an employee who lives in operation-provided housing and that employee chooses to appeal this termination through the operation's official conflict resolution procedure, the employee will be allowed to remain in operation-provided housing until the appeal is decided upon. The only time this does not apply is when there is a documented risk to the safety of others. (AJP Standards 3.4.1.g) ☐ Yes ☐ No

A.10. How do you prevent contamination of housing area from hazards such as manure, dust, natural dangers? (AJP Standards 3.4.2.a)

A.11. Are any pesticides stored on the operation stored in locked area, off the ground, at least 400 feet from drinking water and 200 feet from surface water? (AJP Standards 3.4.2.c.) ☐ Yes ☐ No

A.12. Do you have a system for workers and neighbors to report pesticide or chemical exposures from the operation's activities? (AJP Standards 3.4.2.d) ☐ Yes ☐ No

A.13. If you charge rent, what is the typical rent charged in the region for equivalent housing to that provided on the operation? (AJP Standards 3.4.3.a.i)

A.14. Please attach your written drift management plan. (AJP Standards 3.4.2.e) ☐ Attached.



Attachment B: Labor Information for Employees under 18 Years Old

B.1. Do employees under 18 work only part time? (AJP Standards 3.2.a.) ☐ Yes ☐ No

B.2. Do employees under 18 go to school? (AJP Standards 3.2.c) ☐ Yes ☐ No

B.3. Are employees under 18 protected from hazardous machinery and materials? (AJP Standards 3.2.b) ☐ Yes ☐ No

B.4. Are employees under 18 supervised carefully and given tasks appropriate for their age? (AJP Standards 3.2.b) ☐ Yes ☐ No

B.5. Does the operation have a written policy outlining the protections and prohibitions with regards to minors working on the operation? (AJP Standards 3.2.g.) ☐ Yes ☐ No



Attachment C: Chemical, Synthetic, Biological Materials

If not Certified Organic, please list all materials used on the operation during the past year. If Certified Organic, attach your inputs list from Organic Systems Plan.

C.1. PRODUCT/MATERIAL	C.2. BRAND NAME OR SOURCE	C.3. Purpose of this material input and safety precautions taken (if any)

C.4. Are all employees and interns exposed to toxic materials provided with PPE (work clothes/protective equipment) paid for by the operation? (AJP Standards 3.5.4.f) ☐ Yes ☐ No

C.5. Are employees and interns instructed never to take PPE home from work? (AJP Standards 3.5.8.d) ☐ Yes ☐ No

C.6. Is there a dedicated area for changing clothes and washing with lockable storage facilities for employees who must use toxic materials? (AJP Standards 3.5.4.g) ☐ Yes ☐ No

C.7. Do employees and interns have access to information (including label information on toxicity) for all toxic materials used on the operation? (AJP Standards 3.5.8.a) ☐ Yes ☐ No

C.8. Is all this information provided orally to employees and interns who are not fully literate and is it provided in a language they can understand? (AJP Standards 3.5.8.c) ☐ Yes ☐ No

C.9. Are employees/interns that are exposed to toxic materials medically monitored according to standards/existing protocols for the materials to which they are exposed? (AJP Standards 3.5.8.e) ☐ Yes ☐ No

Livestock questions: If livestock is not Certified Organic, answer C.10 through C.12.

C.10. Is there a lack of access to organic feed? (AJP Standards 3.5.9.3.) ☐ Yes ☐ No
Please explain access issues:

C.11. Is there a lack of certified organic slaughterhouse within a reasonable distance? (AJP Standard 3.5.9.3.) ☐ Yes ☐ No

Please explain access issues:

C.12. Operation does not use GMOs, cloned animals, or nanotechnology, or growth hormones. (AJP Standards 3.5.9.3) ☐ Agree



Attachment D: Interns and Apprentices

D.1. What are the internship learning opportunities that you provide on your operation? (AJP Standards 3.6.1.c)

D.2. Provide a copy of a written contract or agreement with an intern on your operation that includes working conditions, method of mutual evaluation and feedback on internship, disciplinary procedures on the operation, stipend, housing if provided, expectations for work hours and labor, subjects about which intern will learn/educational goals, and the educational approach of the operation. (AJP Standards 3.6.2.a) ☐ Attached

D.3. Intern/apprenticeship compensation (including both monetary and non-monetary compensation) is valued no less than minimum wage (AJP Standards 3.6.1.b.): ☐ Yes ☐ No

D.4. Outline compensation terms and values of non-monetary compensation (if not provided in attached document) (AJP Standards 3.6.1.b):



Attachment E: Labor Contractor

I have used, in the past year, or plan to use in the coming year, a labor contractor to obtain labor. ☐ Yes ☐ No

I am submitting with this FSP a request to OEFFA for a variance to the direct hire requirement. (AJP Standards 3.1.9.b) Yes ☐ No ☐

Request for variance attached under (AJP Standards 3.1.10.):

Scenario #1 ☐

Scenario #2 ☐

Scenario #3 ☐

Describe the circumstances that required you to use a labor contractor: ☐ Attached

Documentation that must be included in request for variance:

- Documentation that we have convened a labor committee of employees to discuss solutions to labor needs. ☐ Attached

If no labor committee could be formed:

- Documentation that we have contacted an organization representing agricultural workers first to find employees: ☐ Attached
- Documentation that we have advertised locally for employees and have been unable to find qualified local employees. ☐ Attached

☐ Scenario #1:

- Signed affidavit from the contractor that all pertinent laws related to working conditions and terms of employment are complied with throughout their business (not just in their work contracted with the certified operation in question).
- Documentation that the labor contractor we plan to use has agreed to be audited for compliance with the AJP standards when the operation is audited and we agree to pay to the additional costs in time and travel for this audit to take place ☐
OR the labor contractor is independently certified to the AJP standards ☐.
- Contact information for labor contractor:

Scenario #2:

- If you have previously obtained a variance for direct hire from an AJP approved certifier: I received approval from my certifier for a variance under these circumstances on (date):
- I ended use of the labor contractor as part of this transition period on (date): or I intend to end use of the labor contractor on (date):
- The labor I obtain through the labor contractor represents % of my total labor hours and days annually.
- I agree to discontinue use of the labor contractor immediately if I am informed by AJP of a labor violation on the part of the labor contractor. ☐ Agree



☐ Scenario #3:

- An emergency labor situation during the past year that resulted in a sudden and unexpected need for labor due to severe weather, natural disaster or another unexpected calamity or loss of labor. Date of emergency:
- Attached is the explanation of the situation, the labor contractor used, the laborers used and the timeframe they worked on the operation. ☐ Attached
- Attached is the plan of how I will avoid such need for non-compliant labor contractor in the cases of such emergencies in the future. ☐ Attached

Documentation that we have adopted legal employer or joint employer status for all who work on the operation even if obtained and paid through a labor contractor. (This is done by including such a statement in your employee manual.) ☐ Attached

Documentation that all employees who work on my operation are granted the same rights, terms of employment (except length of employment), payment, and benefits of all other directly hired employees on my operation. ☐ Attached

Documentation that labor contractor is a legally licensed labor contractor. ☐ Attached

I have not and will not use workers' status as employees of labor contractor to interfere with their use of the conflict resolution process of the operation. ☐ Yes ☐ No



Attachment F: NON-PROFITS AND NON-PROFIT COOPERATIVES

IN ADDITION TO OTHER SECTIONS, NON-PROFITS MUST ALSO COMPLY WITH STANDARDS SECTION 7.0

F.1. Are staff provided with the written process for selecting board members? (AJP Standards 7.1.a.)
☐ Yes ☐ No

F.2. Please list the communities and/or stakeholders that the non-profit program activities are stated to support: (AJP Standards 7.1.a.)

F.3. How do you ensure that the board includes representatives from communities/groups that the non-profit activities aim to support/improve? (AJP Standards 7.1.a.)

F.4. Are board meetings announced and scheduled? ☐ Yes ☐ No
Describe the process and timing of announcements. (AJP Standards 7.1.b)

F.5. Are the minutes and agendas of board meetings distributed? (AJP Standard 7.1.c.) ☐ Yes ☐ No

F.6. Are staff given an opportunity to provide input to board decision topics? ☐ Yes ☐ No
Describe the process. (AJP Standards 7.1.d.)

F.7. Are board members given opportunity to provide input on new/major changes to work areas in staff activities? (AJP Standards 7.1.f) ☐ Yes ☐ No ☐ N/A, no major changes in work areas have occurred to date.

F.8. How does the board ensure that new areas of work or changes in work at the organization are assigned fairly and job description responsibilities do not exceed normal working hours? (AJP Standards 7.2.a & b.)

F.9. Do written policies/expectations of board members include information about the entity's anti-discrimination and whistleblower protection policies? (AJP Standards 7.4.) ☐ Yes ☐ No

Please attach the following to this addendum for submission:

- a) A copy of the board member selection process (AJP Standards 7.1.a and e). ☐ Attached
- b) The job description of the lead staff person. (AJP Standards 7.2.a) ☐ Attached
- c) The decision-making policy regarding how the lead staff member needs to inform the board of changes in or adoption of new areas of work. (AJP Standards 7.2.c) ☐ Attached
- d) A copy of the organization's conflict resolution process which includes appropriate procedures for managing disputes among board members and between board and staff. (AJP Standards 7.3.a.)
☐ Attached