



## *Agricultural Justice Project Food Business Application Instructions*

If you intend to sell, label, or represent products as certified to the Agricultural Justice Project (AJP) Standards, Food Justice Certified, or make a market claim about your business regarding certification status to the AJP standards you must complete the application for certification. If you are applying for a farm there is a different producer application. This application is meant to provide a description of policies, practices, and procedures used in your business that make your operation compliant with the Agricultural Justice Project Standards. The completed application will be reviewed by your certifier for compliance with the regulatory standards. Please keep in mind that this application or a renewal form should be filled out on a yearly basis for continued certification. The application must be updated annually to include any changes. An on-site inspection will verify the information provided in this application so be as accurate and thorough as possible.

### **Agricultural Justice Project Food Business Application Content**

<b>Application Sections</b>	<b>Required</b>
SECTION 1: General Information	Yes <input type="checkbox"/>
SECTION 2: Farmer/Buyer Agreements	Yes <input type="checkbox"/> if purchase from farmers
SECTION 3: Food Business Responsibilities and Farmer Rights	Yes <input type="checkbox"/> if purchase from farmers
SECTION 4: Farmer/Buyer Pricing	Yes <input type="checkbox"/> if purchase from farmers
SECTION 5: Other Practices and Policies and Relationships	Yes <input type="checkbox"/> if purchase from farmers or other businesses
SECTION 6: Employee Information	Yes <input type="checkbox"/> If have any employees
SECTION 7: Worker Trainings	Yes <input type="checkbox"/> If have any employees
SECTION 8: Employee Wages and Benefits	Yes <input type="checkbox"/> If have any employees
SECTION 9: Health and Safety Information	Yes <input type="checkbox"/> If have any employees
SECTION 10: Employer Responsibilities and Worker Rights	Yes <input type="checkbox"/> If have any employees
SECTION 11: Continual Improvement	Renewal clients only Yes <input type="checkbox"/>
ATTACHMENT A: Employee/Worker Housing	Attached if applicable <input type="checkbox"/>
ATTACHMENT B: Labor Information for Employees under 18 Years Old	Attached if applicable <input type="checkbox"/>
ATTACHMENT C: Toxic Materials at the Workplace	Attached if applicable <input type="checkbox"/>
<b>Application Questions Requesting Attachments</b>	
1.10. Details of any previously-issued non-compliances for AJP	Attached if applicable <input type="checkbox"/>



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certification.	
1.12. Details of previous denials, suspensions, revocations, or withdrawals for AJP certification.	Attached if applicable <input type="checkbox"/>
1.15. Copy of certificates for any other certifications.	Attached if applicable <input type="checkbox"/>
1.15. Copy of your organic list of approved materials.	Attached if applicable <input type="checkbox"/>
1.19. Statements from suppliers that no ingredients/products I purchase and resell in any way in processed/labeled products are GMO or engineered nanomaterials.	Attached if applicable <input type="checkbox"/>
2.0. Additional sheets for section 2.	Attached if applicable <input type="checkbox"/>
2.8. Farmer/Buyer written agreement.	Attached if applicable <input type="checkbox"/>
4.9. Justification for not paying fair price and plan for eventually reaching fair price.	Attached if applicable <input type="checkbox"/>
5.3.2. Justification for progress was not achieved towards improving the fairness and equity in your relationship with farmers and grower groups & revised plan for next year.	Attached if applicable <input type="checkbox"/>
5.3.2. Explanation of lack of progress on continual improvement.	Attached if applicable <input type="checkbox"/>
5.4. List of additional AJP certified businesses with from whom you purchase.	Attached if applicable <input type="checkbox"/>
6.1. Additional employee information sheets.	Attached if applicable <input type="checkbox"/>
6.42.1. Description of complaints submitted to owner/manager or supervisors by an employee or intern during the past year	Attached if applicable <input type="checkbox"/>
6.43.1. Description of citation for a minor or major labor violation in the past, please describe fully including date of incident and citation, issue, remedy or settlement	Attached if applicable <input type="checkbox"/>
7.2.1. Documentation of worker's rights under AJP trainings	Attached if applicable <input type="checkbox"/>
7.3.2. Documentation of worker's legal rights trainings	Attached if applicable <input type="checkbox"/>
7.8. Documentation of worker health and safety training.	Attached if applicable <input type="checkbox"/>
8.11. Documentation and justification of inability to pay a living wage.	Attached if applicable <input type="checkbox"/>
8.16. Plan for reaching a living wage for workers.	Attached if applicable <input type="checkbox"/>
9.1.1. Copy of: <ul style="list-style-type: none"> <li><input type="checkbox"/> Health and safety policies</li> <li><input type="checkbox"/> Safety and first aid equipment list</li> <li><input type="checkbox"/> Training documents</li> <li><input type="checkbox"/> Job descriptions with health and safety responsibilities</li> <li><input type="checkbox"/> Documentation of the health and safety plan for the business.</li> </ul> Note: These documents may be part of the personnel policies already requested in this application. If so, describe location of documents.	Attached if applicable <input type="checkbox"/>
9.10.1. Detailed explanation of the nature of on-the-job accidents/injuries, the response by the employer (including actions taken by employer to help worker receive injury compensation from workers' comp or equivalent insurance) and the plan to lower work-place accidents.	Attached if applicable <input type="checkbox"/>
10.22. Full description of the reason for employee firings over the past year, the documented warnings provided before firing, and a full description of any time a fired employee contested the firing, the steps	Attached if applicable <input type="checkbox"/>



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taken and the ultimate outcome.	
10.28. Copy of the labels/materials I intend to use with the certification mark for approval.	Attached if applicable <input type="checkbox"/>
11.2.3. Revised continual improvement plan for employment practices for the next year.	Attached if applicable <input type="checkbox"/>
I have made copies of this application and other supporting documents for my own records.	Yes <input type="checkbox"/>

**To certifiers: the following form (AJP Food Business application) is the document for you to use as a template and covers the applicable sections in the AJP standards. Insert your address/contact information and any additional text needed to cover the specific details of your certification program.**