



FOOD BUSINESS APPLICATION FOR AGRICULTURAL JUSTICE PROJECT (AJP) CERTIFICATION

All clients seeking Agricultural Justice Project certification must: review and understand all the AJP guidance documentation, standards and additional documents; complete the application corresponding to their type of operation; include and attach all supporting documents outlined in the specific sections of the application. All the application sections of this application must be complete including: Mark Licensing/Certification Contract Agreement. You may use additional sheets if necessary. Significant changes to your operation's plan/application must be submitted in writing to the certifier for approval before implementation. Note that any changes made to your operation's plan/application that have not been approved by the certifier may jeopardize your certification status. This application may be returned to you if it is not legible or understandable. Additional information may be requested from you if all the appropriate supporting documentation is not included. All references to food businesses include handlers, processors, distributors, wholesalers, retailers.

SECTION 1: General Information					
1.1. Owners' Name(s): <i>(List all owners):</i>	1.2. Operation/Business' Name:				Date Received <i>(for certifier use only):</i>
	1.3. Do you or any other owner own in full or part any other businesses? <input type="checkbox"/> Yes <input type="checkbox"/> No				
	1.4. Do you or any other owner intend to sell products under the same label or company/brand name for which you are submitting this application that you do not intend to label as AJP/Food Justice Certified? <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:			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/non-profit <input type="checkbox"/> Corporation <input type="checkbox"/> Cooperative <input type="checkbox"/> Legal partnership (federal form 1065) <input type="checkbox"/> Other (<i>specify</i>)					

1.8. Have you reviewed and do you understand the current AJP standards? Yes No
 1.9. Have you been previously certified to the AJP standards? Yes No
 1.10. If yes, have you been issued non-compliances? Yes No
 If yes, list the non-compliances issued to your operations in the past (or attached additional sheets if necessary):

1.11. List other certifiers you have used for AJP certification?
 1.12. 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

1.13. Is the/your operation/business certified organic or certified to any social justice standards by other programs? Yes No
 Estimate of organic products processed or handled by your business or organic items on menu (if applicable):
 1.14. If certified, who certifies your operation?
 1.15. Under which standard/regulation?
 Copy of certificate attached
 Copy of organic list of approved materials attached
 If not certified organic fill out attachment C Attached.
 1.16. Operation's annual gross sales for the last calendar year:

1.17. Mark the types of activities occurring at your operation:
 agricultural production
 livestock production
 processing wild harvesting
 retail sales repacking or co-packing
 food service restaurant
 1.18. Commercialization and sales: *(Check all that apply)*
 Direct to the public sales
 Direct to retailer sales
 Direct to institutions
 Direct to brokers
 for export
 to manufacturer
 to marketing coop
 Other:

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 in labeled products.

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

SECTION 2: Purchases from Farms: Farmer/Buyer Agreements

Complete this section for all farmers (Food Justice Certified--directly purchased and purchased through intermediaries or through certified grower groups--and non-Food Justice Certified purchased directly) from whom you have purchased in the past year. Make copies of this sheet as needed and attach to application.

2.1. NAME OF FARMS					
2.2. CONTACT INFO (PHONE, EMAIL, OR ADDRESS) FOR FARM					
2.3. LONG TERM RESPECTFUL RELATIONSHIPS THAT RECOGNIZE RIGHTS OF FARMERS?		<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
2.4. PURCHASE TERMS WERE NEGOTIATED IN GOOD FAITH TRANSPARENT HONEST MANNER? (AJP STANDARD 1.1.6.C)		<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
2.5. CHANGE IN AGREEMENTS HAVE BEEN NEGOTIATED IN GOOD FAITH? (AJP STANDARD 1.1.6.E) (Check na if no changes have been made.)		<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> na	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> na	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> na	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> na
2.6. ALL PRICE GRADING AND JUSTIFICATIONS FOR PRICE DIFFERENTIALS WERE PROVIDED TO FARMER? (AJP STANDARD 1.1.6.J)		<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
2.7. HAVE YOU ESTABLISHED THE FOLLOWING TERMS FOR CONTRACTS/ AGREEMENTS AHEAD OF TIME? (AJP STANDARD 1.1.5.A)	PRICE	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	QUALITY STANDARDS	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	QUANTITY	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	SHIPPING SCHEDULE	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	WAY FOR FARMER AND BUYER TO SUBMIT COMPLAINTS AND RESOLVE CONFLICTS (AJP STANDARDS 1.1.3.A & 1.1.3.B)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	RIGHT FOR FARMER TO BE FIRST IN LINE TO RECOVER PAYMENTS DUE IF BUYER GOES OUT OF BUSINESS	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	OTHER BENEFITS IF APPLICABLE (E.G., PRE-FINANCING, EQUITY-SHARING.)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2.8. CONTRACT/AGREEMENT ATTACHED IF WRITTEN?		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2.9. IS CONTRACT IN LANGUAGE FARMER CAN EASILY UNDERSTAND? (AJP STANDARD 1.1.6.A)		<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
2.10. HAVE YOU PROVIDED FARMER WITH INFORMATION ON TOTAL QUANTITY DELIVERED AND TOTAL MONEY PAID? (AJP STANDARD 1.1.6.K)		<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
2.11. PRODUCTS FROM THIS FARMER ARE PURCHASED THROUGH AN INTERMEDIARY. (AJP STANDARD 1.1.10.B)		<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
2.12. IS THIS FARM A FOOD JUSTICE CERTIFIED FARM?		<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
2.13. ARE PRODUCTS PURCHASED DIRECTLY FROM FARMER (AS OPPOSED TO THROUGH AN INTERMEDIARY)? (AJP STANDARD 1.1.10.A)		<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
2.14. DO YOU STILL PURCHASE FROM THIS FARM?		<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: Food Business Responsibilities and Farmer Rights

I agree and abide by the following in my relationships with all farmers and grower groups from whom I purchase products:

- 3.1. To respect farmers' right to Freedom of Association and related rights. (AJP STANDARDS 1.1.1.a, 1.1.1.b, and 1.1.1.d) Agree
This refers to the right of farmers to raise trade-related concerns, negotiate terms of their contract, and lodge complaints or grievances without any reprisals from you as a buyer. This can be on an individual basis, in small groups, or collectively. It can be informal, such as farmers simply coming to the buyer 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 farmers themselves.
- 3.2. To engage in collective bargaining with farmer groups if they so wish. (AJP STANDARD 1.1.2.c). Agree
- 3.3. To support all farmers' right to talk with organizations that assist farmers in exercising their rights. (AJP STANDARD 1.1.1.c) Agree
- 3.4. To recognize and negotiate with representatives chosen freely by farmers. (AJP STANDARD 1.1.2.a & b) Agree
- 3.5. To allow farmers access to the files we hold on them if they ask to see them (AJP STANDARD 1.1.6.f) Agree
- 3.6. To always allow farmers to talk with each other about contracts (AJP STANDARD 1.1.6.g)
- 3.7. To treat farmers fairly without discriminating based on race, creed, national or ethnic origin, nationality, gender, gender identity, age, handicap or disability (including HIV status), union or political activity, immigration status. (AJP STANDARD 1.1.8.a) Agree
- 3.8. To terminate contracts or agreements with farmers only for just cause. (AJP STANDARD 1.1.11.a) Agree
- 3.9. To respect farmers right to have a representative of their choosing present during any agreement or contract interview or renewal. (AJP STANDARD 1.1.11.b). Agree
- 3.10. To not pit farmers against each other for the purpose of driving prices down, including, but not limited to, spreading inaccurate or misleading information. (AJP STANDARD 1.2.1.c) Agree
- 3.11. To not use a discriminatory ranking system to determine payments to farmers. (AJP STANDARD 1.2.1.c) Agree
- 3.12. To not excessively dock farmers' for low quality or take unwarranted deductions. (AJP STANDARD 1.2.7.a) Agree
- 3.13. To pay farmers per terms of our agreements and not pay farmers late. (AJP STANDARD 1.2.7.b and 1.2.7.c) Agree

I agree and abide by the following ADDITIONAL conditions in my relationships with Food Justice Certified Farmers and Grower Groups from whom I purchase products:

- 3.14. To not require binding arbitration with Food Justice Certified farmers (AJP STANDARD 1.1.2.d). Agree
- 3.15. To use the AJP conflict resolution process if a conflict with a Food Justice Certified Farmer is not resolved through the conflict resolution process we agreed to follow as part of our purchase agreement. (AJP STANDARD 1.1.3.d) Agree
- 3.16. To share complete costs and pricing formulas if farmer is not satisfied with price. (AJP STANDARD 1.1.6.b) Agree
- 3.17. To allow Food Justice Certified farmers the right to recover damages if they are harmed by misleading or incomplete information. (AJP STANDARD 1.1.6.d) Agree
- 3.18. To allow farmer to collect on significant capital investments (including remaining mortgages) that were required by me as part of purchase agreement if I cancel for no fault of the farmer. (AJP STANDARDS 1.1.7.a and 1.1.7.b) Agree
- 3.19. To compensate or reinstate contracts that are determined through AJP conflict resolution process to have been terminated for unjust cause. (AJP STANDARD 1.1.11.c) Agree
- 3.20. To pay court costs and attorney fees if I am found to be in violation of the law. (AJP Standard 1.3.1.a) Agree



SECTION 4: Farmer/Buyer Pricing

Copy this page for each of the Food Justice Certified farms you listed in Section 3. Fill it out for each of those farms.

- 4.1. Name of Farm:
- 4.2. Was price paid to this Food Justice Certified operation a “fair price” according the AJP standards? (AJP STANDARD 1.2.1.a) Yes No
- 4.3. Was price paid to Food Justice Certified farmer established through negotiations? (AJP STANDARD 1.2.1.b) Yes No
- 4.4. Does the price agreed upon with Food Justice Certified farmer cover all of the following costs:
- 4.4.1. Farmer costs? (AJP STANDARD 1.2.1.a) Yes No
- 4.4.2. Buyer costs of doing business? (AJP STANDARD 1.2.1.b) Yes No
- 4.4.3. Farm labor at living wage? (AJP STANDARD 1.2.1.a) Yes No
- 4.4.4. Farmer profit? (AJP STANDARD 1.2.1.a) Yes No
- 4.4.5. Did the price allow for profit margin and investment for farmer and buyer above costs of doing business? (AJP STANDARD 1.2.1.a) Yes No
- 4.5. Does minimum price consider world or regional prices for that product (whichever is higher)? (AJP STANDARD 1.2.2.i) Yes No
- 4.6. Was price also based on additional market qualities (such as organic, geographic indicators, other verified sustainability claims)? (AJP STANDARD 1.2.1.b) Yes No
- 4.7. If the farmer seeks protection in cases when market prices falls below farmer’s costs of production what is the minimum price protection mechanism put in place? (AJP STANDARDS 1.2.2.a-d)
- 4.8. Do you provide credit to this farmer? (AJP STANDARD 1.2.3.a) Yes No
- 4.9. If price paid is not fair according to criteria in standards, please provide justification for not paying fair price and plan for eventually reaching fair price.(AJP STANDARD 1.2.4.a)
Justification & plan attached
- 4.10. Did farmer receive a copy of the justification for not providing fair price and plan for eventually reaching fair price? (AJP STANDARDS 1.2.4.a, b, & c) Yes No
- 4.10.1. Was actual price determined through negotiations with farmer/farmer representative?(AJP STANDARD 1.2.4.b) Yes No
- 4.10.2. Did farmer receive pricing formulas and costs? (AJP STANDARD 1.1.6.b)
Yes No
- 4.10.3. Have your business profits increased in past year? (AJP STANDARD 1.2.5.a)
Yes No
- 4.10.3.1. If yes, have this farmer contributed to this increase in profits?
Yes No
- 4.10.3.1.1. If yes, has price paid to this farmer gone up? Yes No

4.11. If contract was terminated during past year, please provide the reasons for this termination.



SECTION 5: Other Practices, Policies, and Relationships

- 5.1. Have any of the growers you purchase from wanted to form a grower group? Yes No
 5.1.1. If yes, have you assisted them in forming a grower group (AJP STANDARD 1.2.6.a)?
Yes No
- 5.2. What are the priorities for your business in purchasing and sourcing (AJP STANDARD 1.4.1.a)?

For Renewals:

5.3. Describe your effort in the last year to improve the fairness and equity in your relationship with farmers and grower groups. (AJP STANDARD 1.5.a) (can choose from italicized standards or create your own improvement)

5.3.1. Was progress made by this effort? Yes No

5.3.2. If progress was not achieved please describe the following here or on an additional sheet. Attached

5.3.2.1. The efforts you engaged in during the year:

5.3.2.2. The reasons it did not work:

5.3.2.3. The revised plan for improvement for the next year:

Purchases from Other Food Businesses

5.4. *If you purchase products or services from processors, wholesalers, retailers, independent contractors, or other businesses (purchases with farmers are covered in sections above) that are certified to the Agricultural Justice Project standards, please provide the following information for each of these operations with whom you have done business or set up a purchasing agreement in the past year. List additional businesses on additional sheet if necessary.* Attached

Business/Company Name	Contact Person	Best contact method (email, phone, address)

SECTION 6: EMPLOYEE INFORMATION

6.1. Please provide the following information regarding each employee/worker over the age of 18 (regardless of immigration status), who works or has worked for the business during the past year (include ALL workers who were fired, quit, or were laid off). Include members of the owners' family if they receive a check for work at the business. Attach additional sheets if necessary. Attached

NAME OF EMPLOYEE	AGE	LANGUAGES SPOKEN BY WORKER	POSITION	NATIONALITY	INITIAL STARTING WAGE	CURRENT WAGE	EXEMPT OR HOURLY	SEASONAL WORKER	NUMBER OF YEARS AT BUSINESS	HEALTH AND SAFETY TRAINING RECEIVED (TYPE RECEIVED)	LIVING IN EMPLOYER PROVIDED HOUSING? IF YES, FILL OUT AND SUBMIT ATTACHMENT A	IF LIVING IN EMPLOYER PROVIDED HOUSING, AMOUNT CHARGED FOR RENT?	FULL TIME	WORK ENDED	For official use only Interviewed?
					yr started			<input type="checkbox"/> yes			<input type="checkbox"/> yes		<input type="checkbox"/> yes	<input type="checkbox"/> yes	
					wage then			<input type="checkbox"/> no			<input type="checkbox"/> no		<input type="checkbox"/> no	<input type="checkbox"/> no	<input type="checkbox"/>
					yr started			<input type="checkbox"/> yes			<input type="checkbox"/> yes		<input type="checkbox"/> yes	<input type="checkbox"/> yes	
					wage then			<input type="checkbox"/> no			<input type="checkbox"/> no		<input type="checkbox"/> no	<input type="checkbox"/> no	<input type="checkbox"/>
					yr started			<input type="checkbox"/> yes			<input type="checkbox"/> yes		<input type="checkbox"/> yes	<input type="checkbox"/> yes	
					wage then			<input type="checkbox"/> no			<input type="checkbox"/> no		<input type="checkbox"/> no	<input type="checkbox"/> no	<input type="checkbox"/>
					yr started			<input type="checkbox"/> yes			<input type="checkbox"/> yes		<input type="checkbox"/> yes	<input type="checkbox"/> yes	
					wage then			<input type="checkbox"/> no			<input type="checkbox"/> no		<input type="checkbox"/> no	<input type="checkbox"/> no	<input type="checkbox"/>
					yr started			<input type="checkbox"/> yes			<input type="checkbox"/> yes		<input type="checkbox"/> yes	<input type="checkbox"/> yes	
					wage then			<input type="checkbox"/> no			<input type="checkbox"/> no		<input type="checkbox"/> no	<input type="checkbox"/> no	<input type="checkbox"/>

SECTION 6: Employee Information

- 6.2. Have workers ever approached supervisors as a group or sent a delegate to discuss working conditions or wages/benefits? (AJP STANDARD 4.1.1.a) Yes No
- 6.3. Can/do workers discuss wages, benefits and terms of employment with owner/manager? (AJP STANDARD 4.1.2.a. sets this as a right; 4.3.2.c sets it as a requirement if not paying a living wage) Yes No
- 6.4. Have you made it clear to workers that they can negotiate with management as individuals or as a group? (AJP STANDARD 4.1.2.a) Yes No
- 6.5. Does business have written personnel policies/manual or written contracts/agreements? (AJP STANDARD 4.1.4.a) Yes No Attach policies/manual/contracts.
- 6.6. Have workers been provided with a copy of the personnel policies/manual or written contract/agreement? (AJP STANDARD 4.1.4.a) Yes No
- 6.7. Are policies and contracts in language(s) all workers can understand? (AJP STANDARD 4.1.4.a) Yes No

Does written employee contract/agreement/manual include the following (AJP STANDARDS 4.1.4.a & b):

6.8. Working conditions (AJP STANDARDS 4.1.4.a)	<input type="checkbox"/> Yes <input type="checkbox"/> No
6.9. Disciplinary procedures/steps (AJP STANDARDS 4.1.4.d)	<input type="checkbox"/> Yes <input type="checkbox"/> No
6.10. Rights and responsibilities of workers (AJP STANDARDS 4.1.4.b)	<input type="checkbox"/> Yes <input type="checkbox"/> No
6.11. Wages (AJP STANDARDS 4.1.4.b)	<input type="checkbox"/> Yes <input type="checkbox"/> No
6.12. Method of payment (AJP STANDARDS 4.1.4.b)	<input type="checkbox"/> Yes <input type="checkbox"/> No
6.13. Other compensation or benefits (for example, free food) (AJP STANDARDS 4.1.4.b)	<input type="checkbox"/> Yes <input type="checkbox"/> No
6.14. Locations of work (AJP STANDARDS 4.1.4.b)	<input type="checkbox"/> Yes <input type="checkbox"/> No
6.15. Type of work (AJP STANDARDS 4.1.4.b)	<input type="checkbox"/> Yes <input type="checkbox"/> No
6.16. Hours of work (AJP STANDARDS 4.1.4.b)	<input type="checkbox"/> Yes <input type="checkbox"/> No
6.17. Overtime requirements and rates (AJP STANDARDS 4.1.4.b & 4.3.4.g)	<input type="checkbox"/> Yes <input type="checkbox"/> No
6.18. Access to trade unions (AJP STANDARDS 4.1.4.b)	<input type="checkbox"/> Yes <input type="checkbox"/> No
6.19. Health and safety procedures (AJP STANDARDS 4.1.4.b)	<input type="checkbox"/> Yes <input type="checkbox"/> No
6.20. Disciplinary procedures (AJP STANDARDS 4.1.4.b)	<input type="checkbox"/> Yes <input type="checkbox"/> No
6.21. Complaints procedure (way to file complaints) (AJP STANDARDS 4.1.4.b)	<input type="checkbox"/> Yes <input type="checkbox"/> No
6.22. Conflict resolution procedure (AJP STANDARDS 4.1.1.b & 4.1.3.a)	<input type="checkbox"/> Yes <input type="checkbox"/> No
6.23. Timeline for dispute resolution with imposition of some sort of penalty for actions not conducted in good faith (AJP STANDARD 4.1.2.b)	<input type="checkbox"/> Yes <input type="checkbox"/> No
6.24. Worker's right to terminate employment (AJP STANDARDS 4.1.4.b)	<input type="checkbox"/> Yes <input type="checkbox"/> No
6.25. Holiday and sick leave and maternity/paternity leave and family emergencies (paid or unpaid) (AJP STANDARDS 4.1.4.b. & 4.3.9.a)	<input type="checkbox"/> Yes <input type="checkbox"/> No
6.26. Compensation for injury (e.g., if covered by worker's compensation) (AJP STANDARDS 4.1.4.b)	<input type="checkbox"/> Yes <input type="checkbox"/> No
6.27. Workers' right to recover wages in case of employer bankruptcy (AJP STANDARDS 4.3.12.a)	<input type="checkbox"/> Yes <input type="checkbox"/> No
6.28. Workers' right to make public any disputes (with exception of confidential or proprietary information) (AJP STANDARDS 4.1.4.b)	<input type="checkbox"/> Yes <input type="checkbox"/> No
6.29. Layoff and recall policies and criteria (AJP STANDARDS 4.1.4.b & 4.1.13.e, f)	<input type="checkbox"/> Yes <input type="checkbox"/> No

- 6.30. In the development of these policies were the policies/terms negotiated with workers? (AJP STANDARD 4.1.4.c) Yes No
- 6.31. Have you presented these work conditions/benefits/expectations to each worker orally? (AJP STANDARD 4.1.4.f) Yes No
- 6.32. Do you have a file on each worker that includes wages and benefits/compensation package, performance reviews, disciplinary actions taken, duration of employment? (AJP STANDARD 4.1.4.d) Yes No
- 6.33. Can workers see their own file if they ask? (AJP STANDARD 4.1.4.d) Yes No
- 6.34. Do you pay workers for meetings they are required to attend? (AJP STANDARD 4.1.4.g) Yes No
- 6.35. Do you conduct regular performance reviews for all employees (at least 1/year)? (AJP STANDARD 4.1.7.a.) Yes No
- 6.36. Have you used a recruitment agency in the past year? (AJP STANDARD 4.1.8.a) Yes No
- 6.36.1. If yes, How do you ensure they are compliant with all relevant legal requirements? (AJP STANDARD 4.1.8.a)
- 6.37. Do you use any other type of intermediary for hiring employees? (AJP STANDARD 4.1.9.a & b) Yes No
- 6.38. Do you hire independent contractors? Yes No
- 6.38.1. If yes (please list all contractors, attach additional sheets if necessary):
- | | |
|----------|---------------|
| 1) Name: | Phone number: |
| Email: | Tasks: |
| 2) Name: | Phone number: |
| Email: | Tasks: |
| 3) Name: | Phone number: |
| Email: | Tasks: |
- 6.38.1.1. If yes, are terms with independent contractors negotiated in good faith? (AJP STANDARD 4.1.12.d) Yes No
- 6.38.1.1.1. If yes, do contracts with independent contractors include timeframe, fair pay, payment method, deliverables, terms for terminating contract, resources to be provided to and by contractor and other benefits, as well as anti-discrimination clause? (AJP STANDARD 4.1.12.d) Yes No
- 6.39. If you have workers under age 18 (not family), complete Attachment B. (AJP STANDARDS 4.2.1.a-d) Attachment B Attached
- 6.40. Do you facilitate children of employees attending school? (AJP STANDARD 4.2.1.d). Yes No
- 6.41. Do you live in an At-Will state? Yes No
- 6.41.1. If yes, do you agree to only firing employees for a just cause? (AJP STANDARD 4.1.13.g) Yes No
- 6.41.2. Do you agree to give up at-will status within two years of applying for Food Justice Certification for the first time (AJP STANDARD 4.1.13.g)? Yes No
- 6.42. Has any complaint been submitted to owner/manager or supervisors by an employee or intern during the past year? (AJP STANDARD 4.1.3.a) Yes No
- 6.42.1. If yes, please describe the situation fully: Additional Sheet(s) Attached
- 6.43. Have you been cited for a minor or major labor violation in the past? Yes No
- 6.43.1. If yes, please describe fully including date of incident and citation, issue, remedy or settlement. Additional Sheet(s) Attached

SECTION 7: Worker Trainings

Training on Worker Rights under the AJP Standards:

- 7.1. Have you provided workers with a written copy of their rights under the AJP standards (workers' pamphlet)? (AJP STANDARD 4.1.14.a) Yes No
- 7.2. Have you presented these rights to workers orally with an opportunity for them to ask questions? (AJP STANDARD 4.1.14.a, e) Yes No
- 7.2.1. If yes, please attach documentation of this training (for example, sign in sheet).
 Attached
- 7.2.2. If no, have you made arrangements for training to take place? Yes No
Dates of future training: _____ Training to be provided by: _____

Training on Employee Legal Rights

- 7.3. Have all your workers been provided with written and oral training in their legal rights related to employee status? (AJP STANDARD 4.1.14.a) Yes No
- 7.3.1. If yes, training was provided by: _____
- 7.3.2. If yes, please attach documentation of this training (for example, sign in sheet). Attached
- 7.3.3. If no, have you made arrangements for this training to take place?
 Yes No
Dates of future training: _____ Training to be provided by: _____
- 7.4. Did worker have an opportunity to ask questions during this training?
(AJP STANDARD 4.1.14.e) Yes No
- 7.5. Were workers provided the AJP worker's rights pamphlet as part of this training?
(AJP STANDARD 4.1.14.a) Yes No
- 7.6. Are worker's 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 STANDARD 4.1.14.d) Yes No

Training on Health and Safety at Work:

- 7.7. Do all workers receive appropriate safety training (must include legal rights for worker protection, proper lifting techniques and limits, ergonomic considerations, chemical safety, label information on toxic materials, sanitation, food safety, and specialized training for any workers assigned particularly hazardous tasks before exposure to hazards)? (AJP STANDARDS 4.5.2.a - e) Yes No
- 7.8. If yes, please attach documentation of this training (for example, sign in sheet).
 Attached
- 7.9. If no, have you made arrangements for this training to take place? Yes No
Dates of future training: _____ Training to be provided by: _____
- 7.10. Were/are all three trainings provided in writing and orally presented in native/accessible language(s) of workers? (AJP STANDARDS 4.1.4.e,f) Yes No

SECTION 8: Employee Wages and Benefits

- 8.1. Do you pay all employees a living wage-which can include non-monetary fringe benefits (in other words, a wage that covers needs for an average family of nutrition, clothing, healthcare, education, potable water, childcare, transportation, housing and energy, plus savings of 10% of income and access to culture and recreation)? (AJP STANDARDS 4.3.1.a and 3.3.1.b) Yes No
- 8.2. Do wages allow workers access to recreation and culture? (AJP STANDARD 4.3.1.b) Yes No
- 8.3. Do you pay hourly wages? (AJP STANDARD 4.3.1.a) Yes No
- 8.4. Do you pay salaries? (AJP STANDARD 4.3.1a) Yes No
- 8.5. Do you pay piece rate? (AJP STANDARD 4.3.1.c) Yes No
- 8.5.1. If yes, is pay always equivalent to living wage? Yes No
- 8.5.2. *For new applicants:* If yes, are you willing to phase piece rate out? Yes No
- 8.6. *For new applicants:* If Food Justice Certified status brings you increased income, are you willing to increase worker wages first? (AJP STANDARD 4.3.1.d) Yes No
- 8.7. *For renewals:* Has Food Justice Certification brought increased income? Yes No
- 8.7.1. If yes, have worker wages increased? (AJP STANDARD 4.3.1.d) Yes No
- 8.8. What is your policy for pay increases (criteria for receiving pay increases)? (AJP STANDARD 4.3.1.f)
- 8.9. Are the criteria for receiving a pay increase known to workers? (AJP STANDARD 4.3.1.f) Yes No
- 8.10. Do workers receive pay stubs that report wage rate, legally required deductions, and other mutually agreed upon deductions. (AJP STANDARD 4.3.1.i) Yes No

IF UNABLE TO PAY A LIVING WAGE:

- 8.11. Attach documentation and justification of inability to pay a living wage. (AJP STANDARD 4.3.2.a) Attached
- 8.12. Has documentation (such as financial records) and justification of inability to pay a living wage been shared with employees? (AJP STANDARD 4.3.2.b) Yes No
- 8.13. Have actual wages been negotiated with workers or their representative(s)? (AJP STANDARD 4.3.2.c) Yes No
- 8.14. What is prevailing wage in region for types of work done in your business? (AJP STANDARD 4.3.2.d)
- 8.15. What is the ratio of lowest paid employee to highest paid employee (including wage paid to owners/employers)? (AJP STANDARD 4.3.2.e)
- 8.16. Attach your plan for reaching a living wage for workers. (AJP STANDARD 4.3.2.f) Attached
- 8.17. How were workers involved in development of the plan to reach a living wage (AJP STANDARD 4.3.2.f)?
- 8.18. Do wages increase as profits increase? (AJP STANDARD 4.3.2.g) Yes No
-
- 8.19. Do all employees have worker compensation, disability, unemployment, social security, maternity/paternity leave (at least unpaid), and sick leave (at least unpaid)? (AJP STANDARD 4.3.3.a) Yes No
- 8.20. For worker compensation, are employees allowed to consult/be examined by doctors of their choice? (AJP STANDARD 4.5.11.a) Yes No
- 8.21. What are the laws regarding overtime for employees in your region? (AJP STANDARD 4.3.4.a)

- 8.22. What is the overtime pay policy for your business? (AJP STANDARD 4.3.4.a)
- 8.23. Do all workers receive at least one day off/week? (AJP STANDARD 4.3.4.b) Yes No
- 8.24. Do you agree to compensate employees for time lost working due to machine stoppage that is beyond the control of the employees? (AJP STANDARD 4.3.4.c) Yes No
- 8.25. Is overtime beyond 40 hours/week voluntary except in urgent and periodic cases? (AJP STANDARD 4.3.4.d) Yes No
- 8.26. If in-kind or accommodation is offered as part of compensation, can worker choose to be compensated in cash instead? (AJP STANDARD 4.3.4.i) Yes No
- 8.27. Are workers informed of overtime required with job prior to accepting job? (AJP STANDARD 4.3.4.j) Yes No
- 8.28. Are workers with children given special consideration regarding overtime requirements if they need to be home with their children? (AJP STANDARD 4.3.4.k) Yes No
- 8.29. Are employees paid for time they are required to be at work but cannot work due to machine stoppage and other events like this (other than adverse weather)? (AJP STANDARD 4.3.4.e) Yes No
- 8.30. Do you have a policy and practice of evaluating workload of exempt employees to ensure the accuracy of the stated workload? (AJP STANDARD 4.3.4.e) Yes No
- 8.31. Do you attempt to provide work if at all possible during unproductive times due to poor weather? (AJP STANDARD 4.3.4.h) Yes No
- 8.32. Is all overtime worked by each employee documented and shared with the employee if they request to see it? (AJP STANDARD 4.3.4.f) Yes No
- 8.33. Can workers choose freely between in-kind remuneration and cash payments? (AJP STANDARD 4.3.4.i) Yes No
- 8.34. Please describe the way in which seniority is considered (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 STANDARD 4.3.5.a)
- 8.35. Do seasonal workers have the right to return for additional season unless there is a just cause for denying re-hire? (AJP STANDARD 4.3.7.a) Yes No
- 8.36. When are workers paid (what is the payment schedule)? (AJP STANDARD 4.3.10.a)

SECTION 9: Health and Safety Information

- 9.1. Does the business have a health and safety plan (in other words, policies; list of safety equipment such as fire extinguishers, first aid kits, eye washing area, etc; required trainings; and designated responsibilities to maintain safety and prevent injuries or accidents)? (AJP STANDARDS 4.5.1.a and 4.5.1.b) Yes No
- 9.1.1. If yes, please attach a copy of all health and safety policies, safety and first aid equipment, training documents, job descriptions with health and safety responsibilities, and other documentation of the health and safety plan for the business. This may be part of the personnel policies already requested in this application. Attached.
- 9.2. Is all electrical equipment, wiring and outlets properly placed and grounded and do you check it or have it checked for overloading and leakage on a regular basis by a qualified individual? (AJP STANDARD 4.5.1.e) Yes No
- 9.3. Is all business-provided transportation for workers safe and in compliance with legal requirements? (AJP STANDARD 4.5.1.f) Yes No
- 9.4. What is the break policy for workers?
- 9.5. What does business do to ensure this break policy is practiced by employees? (AJP STANDARD 4.5.4.a)
- 9.6. Is water provided to workers clean and safe to drink? (AJP STANDARD 4.5.4.c)
Yes No
- 9.7. Are all required uniforms paid for by business? (AJP STANDARD 4.5.4.d) Yes No
- 9.8. Are chemicals or hazardous materials or equipment used by workers?
(AJP STANDARD 4.5.4.e) Yes No
- 9.8.1. If yes please fill out and submit Attachment C with this application. Attached
- 9.9. Have there been any accidents at the business in the last year?
(AJP STANDARD 4.5.5.a) Yes No
- 9.10. Is this rate of accidents average, more than average or less than average for similar businesses?
Less than average Average More than average
- 9.10.1. If more than average, please explain in detail the nature of the 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. (AJP STANDARDS 4.5.5.b and 4.5.6.a)
 Attached
- 9.11. Do you keep records of accidents? (AJP STANDARD 4.5.5.c)?
Yes No For how long?
- 9.12. Does business make an effort to retain workers injured at work by providing them with jobs/tasks they are able to do considering their injury? (AJP STANDARD 4.5.10.a)
Yes No
- 9.13. Please list all employees who have been injured at work during the past year:
(AJP STANDARDS 4.5.10.a and b)
- 9.14. Do all workers have access to medical care (from care providers not dictated by employer)? (AJP STANDARD 4.5.3.a) Yes No
- 9.15. If there are 10 employees or more: does a Workplace Health and Safety Committee meet regularly to discuss health and safety issues at workplace? Or if there are less than 10 workers do you meet regularly with all these workers to discuss health and safety issues? (AJP STANDARDS 4.5.7.a and 4.5.7.d) Yes No
- 9.15.1. Does this committee or workers have access to all documents and information related to health issues? (AJP STANDARDS 4.5.7.c and 4.5.7.d) Yes No
- 9.15.2. How are employee representatives on this committee selected? (AJP Standard 4.5.7.b)

SECTION 10: Employer Responsibilities and Worker Rights

I agree and abide by the following in my business:

- 10.1. Business owners/managers respect employees' right to Freedom of Association and related rights. (AJP STANDARD 4.1.1.a) Agree
This refers to the right of workers 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 workers 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.
- 10.2. To allow workers to talk with members of a worker organization if they wanted to? (AJP STANDARD 4.1.1.c) Agree
- 10.3. To participate in AJP's conflict resolution process if a dispute cannot be resolved at the business level. (AJP STANDARD 4.1.2.c) Agree
- 10.4. To negotiate any changes in employment agreements with employees or their representative. (AJP STANDARD 4.1.4.c) Agree
- 10.5. Hire, promote, pay and reward fairly without discrimination based on race, creed, national or ethnic origin, nationality, gender, gender identity, age, handicap or disability (including HIV status), union or political activity, immigration status (This standard does not restrict an employer from complying with legally required procedures such as in the USA I-9 verification procedures.), citizenship status, marital status or sexual orientation). (AJP STANDARD 4.1.5.a) Agree
- 10.6. To NOT exercise favoritism in assigning work tasks or other working conditions. (AJP STANDARD 4.1.5.b) Agree
- 10.7. Respect all employees. (4.1.6.a) Agree
- 10.8. To NOT tolerate physical, psychological, verbal, or sexual harassment or abuse. (AJP STANDARD 4.1.6.b) Agree
- 10.9. To NOT allow corporal punishment. (AJP STANDARD 4.1.6.c.) Agree
- 10.10. To NOT deduct from wages as a disciplinary measure and to not withhold payment until end of fiscal year and to not require workers to pay deposits. (AJP STANDARDS 4.1.6.d and 4.3.8.a) Agree
- 10.11. To NOT hold worker's legal documents for a period longer than demanded by law. (AJP STANDARD 4.1.6.e.) Agree
- 10.12. To NOT retain any part of worker's salary or benefits (AJP STANDARD 4.1.6.f.) Agree
- 10.13. If I use recruitment agencies, I know they are in compliance with all legal requirements. (AJP STANDARD 4.1.8.a.) Agree
- 10.14. To NOT engage in forced labor and to NOT withhold pay or require deposits (other than reasonable housing deposits if housing is provided) to work at the business. (AJP STANDARD 4.1.10.a) Agree
- 10.15. Spouses of workers are not required to work at the business as a condition of employment (AJP STANDARD 4.1.11.a). Agree
- 10.16. Spouses/domestic partners who work at the business are not direct supervisors of one another. (AJP STANDARD 4.1.11.b) Agree
- 10.17. To NOT obtain workers through voluntary programs such as h2A and h2B that do not allow full compliance with the standards. (AJP STANDARD 4.1.12.a) Agree
- 10.18. To NOT hire and fire workers on a continual basis to avoid providing regular employment. (AJP STANDARD 4.1.12.b) Agree
- 10.19. To NOT use independent contractors to avoid providing regular employment and direct hiring. (AJP STANDARD 4.1.12.c) Agree

- 10.20. To be in compliance with all federal, state, and local laws covering working conditions, health and safety, and terms of employment. (AJP STANDARD 4.1.12.e) Agree
- 10.21. I have only fired employees for just cause and they were given warnings and reasons for firing. (AJP STANDARD 4.1.13.a) Agree
- 10.22. If anyone has been fired in the past year, please attach a full description of the reason, the documented warnings provided before firing, and a full description of any time a fired employee contested the firing, the steps taken and the ultimate outcome. Attached
- 10.23. Workers may have a worker representative or union representative of their choice present for any disciplinary interview if they so choose.
(AJP STANDARD 4.1.13.b) Agree
- 10.24. Workers may terminate employment without restriction. (AJP STANDARD 4.1.13.d)
 Agree
- 10.25. To NOT discipline workers for missing work due to illness or illness in the family (this does not preclude employer requiring employee to notify employer ASAP or provide a DR note or documentation of illness). (AJP STANDARD 4.3.3.c) Agree
- 10.26. Payments to workers are made in legal tender (not in promissory notes, vouchers, or coupons) (AJP STANDARD 4.3.10.c) Agree
- 10.27. To NOT send workers to work in dangerous conditions (e.g., hazardous weather).
(AJP STANDARD 4.5.1.g) Agree
- 10.28. To follow all labeling policies of the Agricultural Justice Project as outlined in the AJP Policy Manual and to submit a copy of the labels/materials I intend to use with the certification mark for approval. Agree Attached (if developed.)

SECTION 11: Continual Improvement

For renewal applications:

11.1. Please describe the way in which your business has improved in the past year regarding employment practices related to the principles of the AJP standards.
(AJP STANDARD 4.6 a, b)

11.2. If improvements planned were not accomplished please describe:

11.2.1. The efforts made:

11.2.2. The reasons improvements were not achieved:

11.2.3. A revised continual improvement plan for employment practices for the next year:
(Attach additional sheets if necessary Attached)

11.2.4. Please also describe any of the optional standards (in italics, throughout AJP STANDARDS) that you choose to implement in addition to that described above:
(Attach additional sheets if necessary Attached)

Attachment B: Labor Information for Workers under 18 Years Old

B.1. Do workers under 18 work only part time? (AJP STANDARD 4.2.1.a.) Yes No

B.2. Do workers under 18 go to school? (AJP STANDARD 4.2.1.c) Yes No

B.3. Are workers under 18 protected from hazardous machinery and materials?
(AJP STANDARD 4.2.1.b) Yes No

B.4. Are workers under 18 supervised carefully and given tasks appropriate for their age?
(AJP STANDARD 4.2.1.b) Yes No

Attachment C: Toxic Materials in the Workplace

Please provide the following information regarding all toxic material used at the workplace during the past year.

C.1. PRODUCT/MATERIAL	C.2. BRAND NAME OR SOURCE	C.3. NOP *STATUS: APPROVED (A) RESTRICTED (R) PROHIBITED (P)

C.4. Please list all toxic materials used in the workplace:

C.5. Are all workers who are exposed to toxic materials provided with work clothes/protective equipment paid for by the business? (AJP STANDARD 4.5.4.f) Yes No

C.6. Are workers instructed to never take this equipment home? (AJP STANDARD 3.5.8.d) Yes No

C.7. Do workers have access to information (including label information re: toxicity) for all toxic materials used at the workplace? (AJP STANDARDS 4.5.8.a and 4.5.8.b) Yes No

C.8. Is all this information provided orally to workers who are not fully literate and is it provided in a language they can understand? (AJP STANDARD 4.5.8.c) Yes No

C.9. What training are workers who use toxic materials given? (AJP STANDARD 4.5.8.d)

C.10. Are workers who are exposed to toxic materials given medical exams by a physician on a regular basis that are paid for by employer? (AJP STANDARD 4.5.8.e) Yes No

C.11. Are these medical exam records (for example, evidence of payment of exam) kept in workers' files? (AJP STANDARD 4.5.8.e) Yes No

C.12. Please describe your tiered least toxic alternative pest management plan (including list of potential pest problems, first tier response using non-pesticide controls, second tier response using least toxic alternative that reducing risk to pesticides and minimizes risk to ecological balance and to employees) (AJP STANDARD 4.5.9.b.i):

C.13. Please describe your plan to reduce use of these materials (AJP STANDARD 4.5.9.b.ii):

C.14. Does business avoid using GMOs, cloned animals, or nanotechnology? (AJP STANDARDS 4.5.9.b.iv, 4.5.9.b.v, and 4.5.9.b.vi) Yes No