



PRODUCER PLAN / APPLICATION FOR AGRICULTURAL JUSTICE PROJECT (AJP) FOOD JUSTICE 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 applicable sections of this application must be completed 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 producers include farmers, growers, producers and ranchers.

SECTION 1: General Information

1.1. Owners' Name (List all owners):	1.2. Operation Name: 1.3. Do you own in full or part any other businesses? <input type="checkbox"/> Yes <input type="checkbox"/> No 1.4. Do you 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 certified? <input type="checkbox"/> Yes <input type="checkbox"/> No	Date Received (for certifier use only):
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:
Phone:	Fax:	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)		
1.8. Have you reviewed and understand the current AJP standards? <input type="checkbox"/> Yes <input type="checkbox"/> No		
1.9. Have you been previously certified to AJP standards? <input type="checkbox"/> Yes <input type="checkbox"/> No		
1.10. 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:		



1.11. List previous AJP certifications by other certifiers:

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 certified organic?
 Yes No Percentage certified?

1.14. If yes, 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 on the last calendar year:

1.17. Mark the types of production occurring at your operation:
 agricultural production livestock production
 processing wild harvest

1.18. Does the operation or do you conduct any processing? Yes No
If operation processes, you will need to fill out the food business application as well.

1.19. Commercialization and sales: *Check all that apply*
 Direct to the public sales
 Direct to retailer sales Broker Export
 Sale to manufacturer
 Sale to marketing coop

1.20. 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.

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



SECTION 2: Producer/Buyer Agreements

Complete the following section for agreements with buyers during the past year. This section refers to buyer businesses and is not necessary to fill out if the farm only sells direct to the public (such as farmer's markets or CSA).

2.1. Name of Buyer Company:						
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 the buyer AJP 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
2.4. If you do not consider the original price the buyer offered to be fair, did you share your farm production costs with the buyer to negotiate for a higher price? (AJP Standards 2.2.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	<input type="checkbox"/> Yes <input type="checkbox"/> No
2.5. Have you established the following terms with the buyer PRIOR TO delivery or harvest season? (AJP Standards 2.6.a)	Price to be paid	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	Way for buyer and producer to submit complaints (2.3.a & 2.3.b)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	Product Quality Standards	<input type="checkbox"/>	<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"/>	<input type="checkbox"/>
	3-Day Cancellation Policy for Product Purchasing Agreement or Contract	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	Delivery Schedule	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	Other benefits if applicable (e.g. pre-financing, equity-sharing, etc.)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>



SECTION 3: Producer Responsibilities to Buyers

3.1. Have you improved the operation of your farm, quality of products, and your ability or effectiveness to calculate your costs of production in the past year? (AJP Standards 2.2.b)

Describe:

Operation improvements

Quality of products improvements

Costs of production

3.2. In the event that you cannot resolve an issue with this buyer using the conflict resolution or complaints process that you and the buyer agreed upon, do you agree to use the AJP conflict resolution and appeals process? (AJP Standards 2.3.d) Yes No

3.3. Do any of your buyers pay for all or part of your AJP certification? (AJP Standards 2.8.a & 2.8.b) Yes No

3.4. Describe the way you have made an effort to improve the fairness and equity in your relationship with buyers during the past year. (AJP Standards 2.11.a & 2.11.b)

3.5. Was measureable progress made by this effort to improve? Yes No

If progress was not achieved, respond to the following section or submit an attachment if needed. Attachment

- The efforts engaged with the buyer during the year:
- The reasons why the before mentioned efforts did not work:
- The revised plan for improvement for the next year:

3.6. Do you agree with the following statements as a requirement to be and/or continue to be certified to the Agricultural Justice Project Standards:

- I will not discriminate against buyers based on race, creed, color, national or ethnic origin, nationality, gender, gender identity, age, handicap or disability, union or political activity, immigration or citizenship status, marital status, or sexual orientation. (AJP Standards 2.4) Yes No
- I will not terminate contracts or agreements with buyers without just cause (with the exception of the 3 day cancel for any reason immediately after agreement is made). (AJP Standards 2.7) Yes No
- If I am found to be in violation of the law I will be responsible for any litigation costs and attorney fees. (AJP Standards 2.9) Yes No

SECTION 4: Farm Employee Information

4.1. Do you pay cash/check for any work done on the farm on a regular basis? yes no

4.2. Do you pay cash/check for any work done on the farm for very short term work (even as little as one day in a season) yes no

4.3. Do you pay cash/check for help with the farm stand/farmers market? yes no

4.4. Do you barter/trade with neighbors or local people to help on farm? yes no

4.5. Have you obtained labor through a labor contractor in the past year? yes no

4.6. Do you plan to use a labor contractor this year? yes no

If you answer yes to question 4.5 or 4.6, fill out Attachment E. Attached.

If you answered yes to any of questions 4.1.-4.6.fill out sections below, if no skip to section 12



SECTION 5 List of Employees and Interns

Provide the following information regarding each employee over the age of 18 (regardless of immigration status), who works or has worked on the farm 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, farm employees, office staff, negotiators, temporary and permanent employees, and members of the farm family who work on the farm and/or receive cash or check for work on the farm. Copy and attach an additional blank form if necessary.

5.1. NAME OF EMPLOYEE	5.2. AGE	5.3. LANGUAGES SPOKEN BY EMPLOYEE	5.4. INTERN ("X" IF YES) IF YES: FILL OUT AND SUBMIT ATTACHMENT D	5.5. POSITION (MACHINE OPERATOR, SUPERVISOR, FIELD EMPLOYEE, ETC.)	5.6. NATIONAL ITY	5.7. INITIAL STARTING WAGE	5.8. CURRENT WAGE	5.9. SEASONAL EMPLOYEE	5.10. NUMBER OF SEASONS OR YEARS WORKING AT FARM	5.11. HEALTH AND SAFETY TRAINING RECEIVED (TRACTOR, CHEMICAL APPLICATION, ETC.)	5.12. LIVING IN PRODUCER - PROVIDED HOUSING IF YES: FILL OUT AND SUBMIT ATTACHMENT A.	5.13. IF LIVING IN PRODUCE R PROVIDED HOUSING- AMOUNT CHARGED ?	5.14. WORK ENDED ?	For certifier use: Interviewed during 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. Do any employees at your operation also work at another business owned (in whole or part) by you/owner? Yes No

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

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

6.3. Describe the negotiation process through which terms of employment are negotiated and approved for employees? (AJP Standards 3.1.2.a and 3.3.2.c)

6.4. Does the operation have a written personnel policy manual and/or written contracts/agreements? (AJP Standards 3.1.4.a) Yes No If yes, attached

Does employee contract, agreement, or manual include the following sections:

<p>6.5. Right to freedom of association and collectively bargaining This 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.a)</p>	<p><input type="checkbox"/> Yes <input type="checkbox"/> No</p>
<p>6.6. Working conditions (AJP Standards 3.1.4.a)</p>	<p><input type="checkbox"/> Yes <input type="checkbox"/> No</p>
<p>6.7. Disciplinary procedures/steps (AJP Standards 3.1.4.a)</p>	<p><input type="checkbox"/> Yes <input type="checkbox"/> No</p>
<p>6.8. Rights and responsibilities of employees (AJP Standards 3.1.4.b)</p>	<p><input type="checkbox"/> Yes <input type="checkbox"/> No</p>
<p>6.9. Wages (AJP Standards 3.1.4.b)</p>	<p><input type="checkbox"/> Yes <input type="checkbox"/> No</p>
<p>6.10. Method of payment (AJP Standards 3.1.4.b)</p>	<p><input type="checkbox"/> Yes <input type="checkbox"/> No</p>
<p>6.11. Other compensation or benefits (for example, free food) (AJP Standards 3.1.4.b)</p>	<p><input type="checkbox"/> Yes <input type="checkbox"/> No</p>
<p>6.12. Locations of work (AJP Standards 3.1.4.b)</p>	<p><input type="checkbox"/> Yes <input type="checkbox"/> No</p>
<p>6.13. Type of work (AJP Standards 3.1.4.b)</p>	<p><input type="checkbox"/> Yes <input type="checkbox"/> No</p>
<p>6.14. Hours of work (AJP Standards 3.1.4.b)</p>	<p><input type="checkbox"/> Yes <input type="checkbox"/> No</p>
<p>6.15. Overtime requirements and rates (AJP Standards 3.1.4.b, 3.3.4.g)</p>	<p><input type="checkbox"/> Yes <input type="checkbox"/> No</p>
<p>6.16. Access to trade unions (AJP Standards 3.1.4.b)</p>	<p><input type="checkbox"/> Yes <input type="checkbox"/> No</p>
<p>6.17. Health and safety procedures (AJP Standards 3.1.4.b)</p>	<p><input type="checkbox"/> Yes <input type="checkbox"/> No</p>
<p>6.18. Conflict resolution procedure as outlined in AJP Standard 3.1.3.a.</p>	<p><input type="checkbox"/> Yes <input type="checkbox"/> No</p>
<p>6.19. Commitment for disputes to be handled in a timely fashion and with imposition of penalty on employers or employees for actions not conducted in good faith by employers or employees (AJP Standards 3.1.2.b)</p>	<p><input type="checkbox"/> Yes <input type="checkbox"/> No</p>
<p>6.20. Employee's right to terminate employment (AJP Standards 3.1.4.b)</p>	<p><input type="checkbox"/> Yes <input type="checkbox"/> No</p>
<p>6.21. Holiday and sick leave and maternity/paternity leave and family</p>	<p><input type="checkbox"/> Yes <input type="checkbox"/> No</p>



emergencies (paid or unpaid) (AJP Standards 3.1.4.b & 3.3.9.a)	
6.22. Compensation for injury (for example, worker's compensation) (AJP Standards 3.1.4.b)	<input type="checkbox"/> Yes <input type="checkbox"/> No
6.23. Employees' right to recover wages in case of bankruptcy of operation (AJP Standards 3.1.4.b)	<input type="checkbox"/> Yes <input type="checkbox"/> No
6.24. Employees' right to make any disputes public (with the exception of confidential or proprietary information) (AJP Standards 3.1.4.b)	<input type="checkbox"/> Yes <input type="checkbox"/> No
6.25. Layoff and recall policies and criteria (AJP Standards 3.1.4.b)	<input type="checkbox"/> Yes <input type="checkbox"/> No
6.26. Other benefits (AJP Standards 3.1.4.b)	<input type="checkbox"/> Yes <input type="checkbox"/> No
6.27. Have you presented these work conditions/benefits/expectations to each employee in:	
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
6.28. Do you conduct regular performance reviews for all employees (at least one per year)? (AJP Standards 3.1.7.a) <input type="checkbox"/> Yes <input type="checkbox"/> No	
6.29. Do you keep a file for each employee that includes: wages and benefits/compensation package, performance reviews, disciplinary actions taken, duration of employment? (AJP Standards 3.1.4.d) <input type="checkbox"/> Yes <input type="checkbox"/> No	
6.30. Can employees access their own file if requested? (AJP Standards 3.1.4.d) <input type="checkbox"/> Yes <input type="checkbox"/> No	
6.31. Have you laid off any permanent employees in the past year? <input type="checkbox"/> Yes <input type="checkbox"/> No	
6.32. Do you pay employees for meetings they are required to attend? (AJP Standards 3.1.4.g) <input type="checkbox"/> Yes <input type="checkbox"/> No	
6.33. Is the operation seeking certification directly responsible for all hiring of personnel? (AJP Standards 3.1.9) <input type="checkbox"/> Yes <input type="checkbox"/> No	
6.34. Do you contract or hire employees through an organization representing agricultural employees (not a labor contractor)? <input type="checkbox"/> Yes <input type="checkbox"/> 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 farm that were hired through a worker organization in the past year:	
6.35. Does the operation employ personnel under the age of 18 (not including family) (AJP Standards 3.2.a., 3.2.b., 3.2.c., 3.2.d, 3.2.e and 3.2.f)? <input type="checkbox"/> Yes <input type="checkbox"/> No	
If yes complete Attachment B and submit with application. <input type="checkbox"/> Attached	
6.36. Do you hire independent contractors (AJP Standards 3.1.13.c and 3.1.13.d)? <input type="checkbox"/> Yes <input type="checkbox"/> No	
If yes, are terms with independent contractors negotiated in good faith? <input type="checkbox"/> Yes <input type="checkbox"/> No	
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? <input type="checkbox"/> Yes <input type="checkbox"/> No	
List for all independent contractors:	
Name:	Contact Information: Task Contracted to do:



6.37. Do you facilitate attendance of children of employees in school (such as allowing parents time to transport their children to school or arrange for a school bus to stop at the farm for those who live on the farm)? (AJP Standards 3.2.d). Yes No

6.38. Has any complaint been submitted to farm owner/manager or supervisors by an employee or intern during the past year? (AJP Standards 3.1.3.a) Yes No

If yes, describe the situation in detail :

6.39. 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.

6.40. Have you had to hire a lot of replacement employees this year? In other words, does the farm have a high employee turn-over rate? Yes No

SECTION 7: Employee Trainings

Three trainings are required for AJP Certification.

Training on Employee Rights under the AJP Standards

7.1. Have you provided employees and interns with training on their rights under the AJP standards in a language they can understand? Yes No

Attach documentation of training for employees on their rights under AJP (for example, sign in sheet). Attached

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

7.3. Were employees 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:

Training on Farm Employee Legal Rights

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:

Attach documentation of this training (for example, sign in sheet) Attached

7.5. Did the employees 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

Training on Health and Safety on the Farm

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, and specialized training for any employees assigned particularly hazardous tasks such as spraying or tractor or machine use) for farm operations and before exposure to hazards? (AJP Standards 3.5.2.a - 3.5.2.e) Yes No

If yes, attach documentation of this training (for example, sign in sheet).

7.8. Did the employees 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-which can include non-monetary fringe benefits (in other words, a wage that covers need 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 3.3.1.a and 3.3.1.b)

Yes No

If yes list such additional non-monetary fringe benefits provided:

8.2. Do you pay hourly wages? Yes No

8.3. Do you pay salaries? 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.c)

Yes No

8.5. Do employees receive pay stubs that report wage rate, legally required deductions, and other mutually agreed upon deductions. (AJP Standards 3.3.1.d) Yes No

8.6. Are the criteria for receiving a pay increase known to employees and listed in the employee manual? (AJP Standards 3.3.1.g) Yes No

8.7. Do you provide childcare or additional compensation in wages and benefits that allows for payment of childcare during work hours for employees who live on the farm and have?

Yes No If yes explain what is provided:



IF UNABLE TO PAY A LIVING WAGE:

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

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

8.10. Do wages always stay above prevailing wage for equivalent work in region and only drop to prevailing wage on temporary basis due to economic hardship? (AJP Standards 3.3.2.d)
 Yes No

8.11. What is prevailing wage for region for positions on your farm? (AJP Standards 3.3.2.d)

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

8.13. Describe your plan for the operation to reach a living wage for employees (and farm owner). (AJP Standards 3.3.2.f) or Attached

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

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

8.16. Do all employees have worker compensation, disability, unemployment, social security? (AJP Standards 3.3.3.a)? Yes No

If no, explain why these items are not provided.

8.17. If you answered no to question 8.16, 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

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

8.19. Do all employees receive sick leave and paternity or maternity leave (unpaid at a minimum)? (AJP Standards 3.3.3.a)? Yes No

8.20. Explain the regional laws regarding overtime for agricultural employees: (AJP Standards 3.3.4.a) Explanation: or Attached

8.21. Do all employees receive at least one 24 hour day off/week? (AJP Standards 3.3.4.b)
 Yes No



8.22. Is overtime beyond 48 hours/week voluntary? (AJP Standards 3.3.4.d) Yes No

8.23. 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.c) Yes No

8.24. Do you attempt to provide work if at all possible during unproductive times due to poor weather? (AJP Standards 3.3.4.f) Yes No

8.25. Do you currently pay time and a half for overtime worked by employees on the farm? (AJP Standards 3.3.4.e). Yes No

If no, What is your plan to work towards being able to pay time and a half for overtime?
(AJP Standards 3.3.4.e)

8.26. Is all overtime worked by each employee documented and shared with the employee if they request to see it? (AJP Standards 3.3.4.e) Yes No

8.27. 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.h)
 Yes No

8.28. Describe the way in which seniority is considered on the farm (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

8.30. What is the operations payment schedule? (AJP Standards 3.3.10.a)

SECTION 9: Health and Safety on the Farm

9.1. Does farm have a health and safety plan (in other words, policies; 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 3.5.1.a and 3.5.1.b) Yes No

If yes, 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 farm. 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 Standards 3.5.1.e) Yes No

9.3. Is all producer -provided transportation for employees safe and in compliance with legal requirements? (AJP Standards 3.5.1.f) Yes No



9.4. Are employees encouraged/told/trained to take sufficient breaks and required to take legally-required breaks, to drink water, use sanitation facilities and prevent heat-related ailments? (AJP Standards 3.5.4.a) Yes No

9.5. Describe the location or provide map of all sanitary facilities on the farm sufficiently for the inspector to visit them. map attached

9.6. Are all sanitary facilities within ¼ mile or 15 minute walk of fields or for legally exempt situation do employees have access to transportation to travel to sanitation facilities as needed? (AJP Standards 3.5.4.b and 3.5.4.d) Yes No

9.7. Does water for drinking, household use, and washing comply with the safe drinking water act (AJP Standards 3.5.4.c) Yes No

9.8. Are all required uniforms paid for by farm? (AJP Standards 3.5.4.e) Yes No

9.9. Are toxic materials or inputs for which EPA requires safety gear used on the farm (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 application. Attached

9.10. Have there been any accidents on the farm in the last year? (AJP Standards 3.5.5.a)

Yes No

Explain in detail the nature of the accidents/injuries, the response by the farm (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)

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

9.12. If an employee has been permanently injured on the farm and was provided alternative work on the farm is their pay/benefit package based on their seniority in previous position? (AJP Standards 3.5.10.a) Yes No

9.13. List all employees who have been injured on the farm during the past year who were unable to continue working on the farm and who received workers compensation or disability payments (AJP Standards 3.5.10.b):

9.14. Do all employees have access to medical care (from care providers not dictated by employer)? (AJP Standards 3.5.3.a) Yes No

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

9.16. If there are 10 employees/interns or more: Is there a Workplace Health and Safety Committee? Yes No

Does such committee meet regularly to discuss health and safety issues on the farm?

Yes No

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



9.17. 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.a and 3.5.7.d) Yes No

9.18. Does this committee or do employees and interns have access to all documents and information related to health issues? (AJP Standards 3.5.7.c and 3.5.7.d) Yes No

SECTION 10: PRODUCER RESPONSIBILITIES AND EMPLOYEE RIGHTS

I agree and abide by the following on my operation:

10.1. Operation owners/managers respect employees' right to Freedom of Association and related rights. (AJP Standards 3.1.1.a) Agree

This 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.

10.2. Employees would be allowed to talk with members of an employee organization if they wanted to? (AJP Standards 3.1.1.c) Agree

10.3. To participate in AJP's conflict resolution process if a dispute cannot be resolved at the farm level. (AJP Standards 3.1.2.c) Agree

10.4. 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 Standards 3.1.5.a) Agree

10.5. To NOT exercise favoritism on the farm in assigning work tasks or other working conditions. (AJP Standards 3.1.5.b) Agree

10.6. Respect all employees. (AJP Standards 3.1.6.a) Agree

10.7. To NOT tolerate physical, psychological, verbal, or sexual harassment or abuse. (AJP Standards 3.1.6.b). Agree

10.8. To NOT allow corporal punishment. (3.1.6.c.) Agree

10.9. To NOT deduct from wages as a disciplinary measure and do not withhold payment until end of season and do not require employees/interns to pay deposits. (AJP Standards 3.1.6.d and 3.3.8.a) Agree

10.10. To NOT hold employees'/interns' legal documents for a period longer than demanded by law. (AJP Standards 3.1.6.e.) Agree

10.11. Do not retain any part of employees' salary or benefits or interns' stipend (AJP Standards 3.1.6.f.) Agree

10.12. If I use recruitment agencies, I know they are in compliance with all legal requirements. (AJP Standards 3.1.8.a.) Agree

10.13. I do not engage in forced labor and do not withhold pay or require deposits (other than reasonable housing deposits if housing is provided) to work on the farm. (AJP Standards 3.1.11.a) Agree

10.14. Spouses/domestic partners who work on the farm are not direct supervisors of one another. (AJP Standards 3.1.12.b) Agree



- 10.15. I do 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
- 10.16. I do not hire and fire employees on a continual basis to avoid providing regular employment. (AJP Standards 3.1.13.b) Agree
- 10.17. I do not use independent contractors to avoid providing regular employment and direct hiring. (AJP Standards 3.1.13.c) Agree
- 10.18. I am 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
- 10.19. I have only fired employees for just cause and they were given warnings and reasons for firing. (AJP Standards 3.1.14.a) Agree
- 10.20. If anyone has been fired in the past year, 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
- 10.21. Employees/interns may 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
- 10.22. Employees/interns may terminate employment without restriction. Agree
- 10.23. I will not discipline employees or interns 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 Standards 3.3.3.c) Agree
- 10.24. Payments to employees and interns are made in legal tender (not in promissory notes, vouchers, or coupons) (AJP Standards 3.3.10.c) Agree
- 10.25. I will not send employees/interns to work in dangerous conditions (e.g., hazardous weather). (AJP Standards 3.5.1.g) Agree
- 10.26. I agree that if a worker is injured and seeks worker's compensation and I do not believe this benefit is work related and dispute the claim, before taking legal action to prevent those benefits, I will engage in a mutually agreeable mediation process. (AJP Standards 3.5.5.d) Agree

SECTION 11: CONTINUAL IMPROVEMENT

For renewal applications:

11.1 Describe the way in which your operation has improved in the past year regarding employment practices related to the principles of the AJP standards. (AJP Standards 3.7.a)

11.2. If improvements planned were not accomplished describe:
The efforts made:

11.3. The reasons improvements were not achieved:

11.4. A revised continual improvement plan for employment practices for the next year:

11.5. Also describe any of the optional standards (in italics) that you choose to implement in addition to that described above:



Attachment A: Employee/Intern Housing

A.1. LOCATION OF HOUSING UNITS (PHYSICAL DESCRIPTION SO THAT INSPECTOR MAY VISIT- OR MAP ATTACHED)	A.2. NUMBER OF UNITS/SEPARATE DWELLINGS AT THIS LOCATION	A.3. NUMBER OF EMPLOYEES HOUSED IN THIS LOCATION



- 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 house complies with the following requirements: (AJP Standards 3.4.1.b and 3.4.1.c)
- Weather proof 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 farm-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 farm-provided housing do not have their own transportation, does the producer make an effort to 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 farm provided housing and that employee chooses to appeal this termination through the farm's official conflict resolution procedure, the employee will be allowed to remain in on-farm 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, and hazardous materials allowed in organic production? (AJP Standards 3.4.2.a)
- A.11. If you are not a 100% certified organic farm; describe the buffer zone that protects on-farm housing and water supplies. (AJP Standards 3.4.2.b)
- A.12. If you charge rent, what is typical rent charged in the region for equivalent housing to that provided on the farm? (AJP Standards 3.4.3.a.i)

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.) | <input type="checkbox"/> Yes | <input type="checkbox"/> No |
| B.2. Do employees under 18 go to school? (AJP Standards 3.2.c) | <input type="checkbox"/> Yes | <input type="checkbox"/> No |
| B.3. Are employees under 18 protected from hazardous machinery and materials? (AJP Standards 3.2.b) | <input type="checkbox"/> Yes | <input type="checkbox"/> No |
| B.4. Are employees under 18 supervised carefully and given tasks appropriate for their age? (AJP Standards 3.2.b) | <input type="checkbox"/> Yes | <input type="checkbox"/> No |



Attachment C: Toxic Materials on the Farm

Provide the following information regarding all toxic material used on the farm during the past year (both allowed under organic production and not allowed):

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

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

C.5. Are employees and interns instructed to never take this equipment home? (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 re toxicity) for all toxic materials used on the farm? (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 exposed to toxic materials given medical exams by a physical on regular basis that are paid for by employer? (AJP Standards 3.5.8.e) Yes No

C.10. Are these medical exam records (for example, evidence of payment of exam) kept in employee files? (AJP Standards 3.5.8.e) Yes No

C.11. How do all toxic materials used on the farm meet the least toxic alternative requirement that complies with bio-intensive IPM criteria?

C.12. 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 of farm and to employees and interns) (AJP Standards 3.5.9.b.i):

C.13. Describe your plan to reduce use of these materials (AJP Standards 3.5.9.b.ii):

C.14. Farm does not use GMOs, cloned animals, or nanotechnology. (AJP Standards 3.5.9.b.iv, 3.5.9.b.v, and 3.5.9.b.vi) correct



Attachment D: Interns and Apprentices

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

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

Attachment E: Labor Contractor

E.1. I have used a labor contractor to obtain labor at some point during the past year?

Yes No

If yes, I have submitted a request to the AJP approved certifier for a variance to the direct hire requirement. (AJP Standards 3.1.9.b) Yes No Request for variance attached

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

E.2. I have/am applying for variance to direct hire under the following scenario:

E.3. Scenario #1:

- I have submitted the documented need for use of a labor contractor to the certifier.
- This documentation includes evidence that I have advertised locally for employees and was unable to find qualified local employees.
- I have contacted an organization representing agricultural workers first to find employees and documentation of this effort has been submitted to certifier with my variance request.
- The labor contractor I use has agreed to be audited for compliance with the AJP standards when my farm is audited and I 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:

E.4. Scenario #2:

- I attempted to first hire locally, second obtain employees through an organization representing agricultural workers, and third hire employees through an AJP certified labor contractor or a labor contractor willing to go through AJP audit as part of my farm audit. As none of this was possible and I was still in need of employees I have submitted documentation of all the above steps and submitted a variance to direct hire for a temporary transition period.
- 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 at (date): _____.
- The labor I obtain through the labor contractor represent _____ % 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.



E.5. Scenario #3:

- Emergency exemption—I had 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. I submitted to the certifier notification of this emergency immediately after the disaster subsided on (date):
- Attached is the explanation of the situation, the labor contractor used, the laborers used and the timeframe they worked on the farm.
- Attached is the plan I submitted to the certifier along with the above description of how I will avoid such need for non-compliant labor contractor in the cases of such emergencies in the future.

E.6. I have adopted legal employer or joint employer status for all who work on the farm even if obtained and paid through a labor contractor. (This is done by including such a statement in your employee manual.) Yes No

E.7. I have ensured (and labor contractor has demonstrated to me) that all employees who work on my farm are granted the same rights, terms of employment (except length of employment), payment, and benefits of all other directly hired employees on my farm.

Yes No

E.8. I have ensured that labor contractor is a legally licensed labor contractor.

Yes No

E.9. 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 farm. Yes No