



PRODUCER PLAN / APPLICATION FOR AGRICULTURAL JUSTICE PROJECT (AJP) FOOD JUSTICE CERTIFICATION (FJC)

Thank you for your interest in Food Justice Certification! Please review all the AJP guidance documentation, standards and additional documents; complete the application corresponding to your type of operation; include and attach all supporting documents outlined in the specific sections of the application. All applicable sections of this application must be completed. You may use additional sheets if necessary. Significant changes to your operation's plan/application must be submitted in writing to OEFFA for approval before implementation. Note that any changes made to your operation's plan/application that have not been approved by OEFFA may jeopardize your certification status. Additional information may be requested from you if your application is incomplete or appropriate supporting documentation is not included. All references to producers include farmers, growers, producers and ranchers. OEFFA will treat all your data with the utmost confidentiality. If you lack any of the policies or practices, please request technical assistance from the Agricultural Justice Project - info@agriculturaljusticeproject.org

SECTION 1: GENERAL INFORMATION						
1.1. Owners' Name (List all owners):	1.2. Operation Name: 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:			Address:			
City:	State:	Zip:	City:	State:	Zip:	
Phone:	Fax:		Phone:	Fax:		
Email:			Email:			
1.7 Legal status: <input type="checkbox"/> Sole proprietorship <input type="checkbox"/> Trust or non-profit* <input type="checkbox"/> Corporation <input type="checkbox"/> Cooperative <input type="checkbox"/> Legal partnership <input type="checkbox"/> Other (specify)						
*An additional section relevant to non-profit operations will be sent as an addendum to this application and will need to be completed and submitted as part of the application						
1.8. Has your operation been previously certified to AJP standards? <input type="checkbox"/> Yes <input type="checkbox"/> No						
1.9. If yes, have you been issued non-compliances? <input type="checkbox"/> Yes <input type="checkbox"/> No						
If yes, list the non-compliances issued to your operations in the past: <div style="border: 1px solid black; height: 40px; width: 100%;"></div>						



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

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 Have you ever had AJP certification denied, suspended, revoked or withdrawn?

Yes No

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

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

1.13. If yes, who certifies your operation?

1.14. Under which standard/regulation?

Copy of certificate attached

Copy of organic list of approved materials attached

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

Is the operation a split operation? Yes No

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

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

agricultural production livestock production

processing wild harvest

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

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

1.17. Does the operation conduct any processing? Yes No

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

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

Direct sales to the public

Direct to retailer

Sales through Broker

For Export

Sales to manufacturer

Sales through marketing co-op

Sales to Food Co-op

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

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

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



SECTION 2: PRODUCER/BUYER AGREEMENTS

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

2.1. Name of Buyer:					
2.2. Long term relationship with buyer? (AJP Standards 2.5.a)	<input type="checkbox"/> Yes <input type="checkbox"/> No How long?	<input type="checkbox"/> Yes <input type="checkbox"/> No How long?	<input type="checkbox"/> Yes <input type="checkbox"/> No How long?	<input type="checkbox"/> Yes <input type="checkbox"/> No How long?	<input type="checkbox"/> Yes <input type="checkbox"/> No How long?
2.3. Is buyer Food Justice Certified?	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No
2.4. If you do not consider the original price the buyer offered to be fair, did you share your operation 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. Please attach documentation (emails, written contracts etc.) of terms of purchases with each of these buyers (AJP Standards 2.6.a). If no documentation exists, please explain.	<input type="checkbox"/> Attached If not attached, explanation:	<input type="checkbox"/> Attached If not attached, explanation:	<input type="checkbox"/> Attached If not attached, explanation:	<input type="checkbox"/> Attached If not attached, explanation:	<input type="checkbox"/> Attached If not attached, explanation:

SECTION 3: Producer Responsibilities to Buyers

3.1. Have you improved the operation of your business, quality of products, and your effectiveness in the past year in any of these areas? (AJP Standards 2.2.b) Describe all changes in each area:

Operation improvements

Quality of products improvements

Costs of production

3.2. 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



SECTION 4: EMPLOYEE INFORMATION

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

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

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

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

Attachment E: Attached.

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

Attachment E: Attached.

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

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

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



SECTION 5: LIST OF EMPLOYEES & INTERNS

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

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



SECTION 6: EMPLOYMENT CONTRACT/PERSONNEL POLICIES/EMPLOYEE RECORDS

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

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

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

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

If yes, attached

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

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

6.5. Working conditions (AJP Standards 3.1.4.a)

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

6.7. Non-discrimination clause per standards: (AJP Standards 3.1.5.a)

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

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

6.10. Wages (AJP Standards 3.1.4.b)

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

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

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

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

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

6.16. Overtime requirements and rates (AJP Standards 3.1.4.b, 3.3.4.e., f., h.)

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

6.18. Disputes or grievances are 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)



6.19. Employee's right to terminate employment (AJP Standards 3.1.4.b) <input type="checkbox"/>
6.20. Holiday and sick leave and parental leave and family emergencies (paid or unpaid) (AJP Standards 3.1.4.b & 3.3.9.a) <input type="checkbox"/>
6.21. Compensation for injury (e.g. workers' compensation) (AJP Standards 3.1.4.b) <input type="checkbox"/>
6.22. Employees' right to recover wages in case of bankruptcy of operation (AJP Standards 3.1.4.b) <input type="checkbox"/>
6.23. Employees' right to make any disputes public (with the exception of confidential or proprietary information) (AJP Standards 3.1.4.b) <input type="checkbox"/>
6.24. Layoff and recall policies and criteria (AJP Standards 3.1.4.b) <input type="checkbox"/>
6.25. Other benefits (AJP Standards 3.1.4.b) <input type="checkbox"/>
Operation Practices:
6.26. Have you presented these work conditions/benefits/expectations and all operation policies employees/interns need to know to all employees/interns: Oral presentation/discussion (AJP Standards 3.1.4.f) <input type="checkbox"/> Yes <input type="checkbox"/> No Written format (so they have a record of terms to which to refer)? <input type="checkbox"/> Yes <input type="checkbox"/> No
6.27. Have you laid off any permanent employees in the past year? <input type="checkbox"/> Yes <input type="checkbox"/> No If yes , attach a description of the reason and processed used. Attached <input type="checkbox"/>
Have you fired anyone in the past year? <input type="checkbox"/> Yes <input type="checkbox"/> No If yes , attach a description of the reasons and processed use. Attached <input type="checkbox"/>
6.28. Do you keep a file for each employee that includes: wages and benefits/compensation package, annual performance reviews, disciplinary actions taken, duration of employment? (AJP Standards 3.1.4.d and 3.1.7.c.) <input type="checkbox"/> Yes <input type="checkbox"/> No
6.29. Can employees access their own file if requested? (AJP Standards 3.1.4.d) <input type="checkbox"/> Yes <input type="checkbox"/> No
6.30. Do you pay employees for meetings they are required to attend? (AJP Standards 3.1.4.g) <input type="checkbox"/> Yes <input type="checkbox"/> No
6.31. Does the operation employ personnel under the age of 18 (not including family) (AJP Standards 3.2.a., b., c., d., e., f. and g.)? <input type="checkbox"/> Yes <input type="checkbox"/> No If yes , complete Attachment B and submit with application. <input type="checkbox"/> Attached
6.32. Does operation hire independent contractors (AJP Standards 3.1.13.c and 3.1.13.d)? <input type="checkbox"/> Yes <input type="checkbox"/> No If yes , do contracts with independent contractors include timeframe, 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:



6.33. Has any complaint been submitted to the operation 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:

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

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

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

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

Yes No

SECTION 7: EMPLOYEE & INTERN TRAININGS

Three trainings are required for AJP Certification.

Employee and Intern Rights under the AJP Standards Training

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

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

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

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

Yes No

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

Yes No

Dates of future training:

Training to be provided by:

Employee/Intern Legal Rights Training

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

If yes, training was provided by:

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

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

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

Yes No

Dates of future training:

Training to be provided by:



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

Health & Safety Training

7.7. Do all employees and interns receive appropriate safety training (must include legal rights for employee protection, proper lifting techniques and limits, ergonomic considerations, pesticide safety [EPA Worker Protection Standard requirements], label information on toxic materials, sanitation, food safety, emergency preparedness and specialized training for any employees assigned particularly hazardous tasks such as spraying or tractor or machine use) for 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). Attached

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

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

Dates of future training: Training to be provided by:

SECTION 8: WAGES AND BENEFITS

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

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

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

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

8.4. Do you pay piece rate? Yes No

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

Yes No

Outline your plan for phasing out piece rate:



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

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

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

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

IF YOU ARE UNABLE TO PAY A LIVING WAGE answer questions 8.9 – 8.16:

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

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

8.11. 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

8.12. What is the prevailing wage for region for positions on your operation? (AJP Standards 3.3.2.d)

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

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

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

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



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

If no, explain why these items are not provided.

8.18. If you answered no to question 8.17 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

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

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

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

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

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

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

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

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

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

Overtime pay rate? Yes No

Plan for eventually reaching time and a half overtime pay rate if not possible now?

Yes No

Are overtime hours worked documented and documentation available to employee?

Yes No

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

Yes No

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

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

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



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

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

SECTION 9: HEALTH & SAFETY

9.1. Does the operation have a health and safety plan (in other words, policies; 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 operation, including instructions for extra breaks during excessively hot, cold, or smoky conditions (AJP Standard 3.5.1.d) and safety instructions for hazardous materials and mixing pesticides and required use of protective equipment. (AJP Standards 3.5.1.i., j., k.) This may be part of the personnel policies already requested in this 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. 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

9.4. 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

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

9.6. Are all required uniforms paid for by the operation? (AJP Standards 3.5.4.e)

Yes No

9.7. Are toxic materials or inputs for which EPA requires safety gear used on the operation? (EPA required personal protective equipment and instructions for use is on product labels)

Yes No

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

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

Yes No

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



Names of employees or interns (present or past) hurt in serious accidents in the past year (AJP Standard 3.5.10.d)

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

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

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

9.12. If there are 10 employees/interns or more, is there a Workplace Health and Safety Committee? Yes No

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

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

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

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

SECTION 10: ADDITIONAL LABOR/INTERN AGREEMENTS/COMMITMENTS

I agree and abide by the following on my operation:

10.1. There will be no deductions from wages as a disciplinary measure, retention of employees'/interns' salaries or withholding of payment until end of season and no deposits required of employees/interns, or retention of employees'/interns' legal documents for a period longer than required by law. (AJP Standards 3.1.6.e.) (AJP Standards 3.1.6.f.) (AJP Standards 3.1.6.d and 3.3.8.a) Agree

10.2. Operation does not obtain employees through voluntary programs such as h2A and h2B that do not allow full compliance with the standards. (AJP Standards 3.1.13.a) Agree
(Notify certifier if you currently use h2a or h2B programs and want to explore the limited exemption that can be granted.)

10.3. Operation does not hire and fire employees on a continual basis to avoid providing regular employment. (AJP Standards 3.1.13.b) Agree

10.4. Operation does not use independent contractors to avoid providing regular employment and direct hiring. (AJP Standards 3.1.13.c) Agree

10.5. Operation policies are in compliance with all federal, state, and local laws covering working conditions, health and safety, and terms of employment. (AJP Standards 3.1.13.e)

Agree



- 10.6. Employees/interns' have the right to have an employee representative or union representative of their choice present for any disciplinary interview if they so choose. (AJP Standards 3.1.14.b) Agree
- 10.7. Employees/interns will not be forced to work in dangerous conditions (e.g., hazardous weather/smoke). (AJP Standards 3.5.1.g) Agree
- 10.8. Employees will only be terminated for just cause following the operation's disciplinary process, except for cases of extreme behavior. (AJP Standards 3.1.14.a) Agree
- 10.9. Spouses/domestic partners who work on the operation are not direct supervisors of one another. (AJP Standards 3.1.12.b) Agree
- 10.10. If a worker is injured and seeks workers' compensation and the owner/operator does not believe the injury is work related and disputes the claim, before taking legal action to prevent those benefits, the owner/operator will engage in a mutually agreeable mediation process. (AJP Standards 3.5.5.d) Agree
- 10.11. Operation will operate in good faith with all employees, interns, buyers, and contractors. Agree

SECTION 11: CONFIRMATION OF COMMITMENT & ACCURACY

I have read all the standards for farms and understand that this application is not inclusive of all the standards that I agree to comply with in being granted Food Justice Certification. I understand that those not addressed in this application are addressed in the inspection, public consultation, and complaints processes. All the information I have provided is accurate to the best of my knowledge.

Signature: _____

Print Name: _____

Operation Representing: _____

Date: _____



Attachment A: Employee/Intern Housing

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

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

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

Weatherproof Yes No

Solid Yes No

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

Has lighting Yes No

Has electricity Yes No

Has at least 1 toilet Yes No

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

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

Has fire escapes or well-marked exits Yes No

Has fire extinguishers Yes No

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

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

A.8. If any employees /interns living in operation-provided housing do not have their own transportation, does the producer 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 operation-provided housing and that employee chooses to appeal this termination through the operation's official conflict resolution procedure, the employee will be allowed to remain in operation-provided housing until the appeal is decided upon. The only time this does not apply is when there is a documented risk to the safety of others. (AJP Standards 3.4.1.g) Yes No

A.10. How do you prevent contamination of housing area from hazards such as manure, dust, natural dangers, and hazardous materials allowed in organic production? (AJP Standards 3.4.2.a)

A.11. If you are not a 100% certified organic operation; describe the buffer zone that protects on-operation housing and water supplies. (AJP Standard 3.4.2.b)

A.12. Are any pesticides stored on the operation stored in locked area, off the ground, at least 400 feet from drinking water and 200 feet from surface water? (AJP Standard 3.4.2.c.) Yes No

A.13. Do you have a system for workers and neighbors to report pesticide or chemical exposures from the operation's activities? (AJP Standard 3.4.2.d) Yes No

A.14. If you charge rent, what is typical rent charged in the region for equivalent housing to that provided on the operation? (AJP Standards 3.4.3.a.i)

A.15. Please attached your written drift management plan. Attached.



Attachment B: Labor Information for Employees under 18 Years Old

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

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

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

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

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



Attachment C: Chemical, Synthetic, Biological Materials

Provide the following information regarding all toxic material used on the operation 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 operation? (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 operation? (AJP Standards 3.5.8.a) Yes No

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

C.9. Are employees/interns 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

Livestock questions:

C.11. Is there a lack of access to organic feed? (AJP Standard 3.5.9.3.) Yes No

Please explain access issues:

C.12. Is there a lack of certified organic slaughterhouse within a reasonable distance? (AJP Standard 3.5.9.3.) Yes No

Please explain access issues:

C.13. Operation does not use GMOs, cloned animals, or nanotechnology, or growth hormones. (AJP Standards 3.5.9.3) Correct



Attachment D: Interns and Apprentices

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

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

D.3. Intern/apprenticeship compensation is valued at least at minimum wage (AJP Standard 3.6.1.b.): Yes No

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



Attachment E: Labor Contractor

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

I am submitting with this application 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 under:

Scenario #1

Scenario #2

Scenario #3

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

Documentation that must be included in request for variance:

Documentation that we have advertised locally for employees and have been unable to find qualified local employees.

Documentation that we have convened a labor committee (of employees) to discuss solutions to labor needs. If no labor committee could be formed:

Documentation that we have contacted an organization representing agricultural workers first to find employees:

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

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

Documentation that labor contractor to be used is a legally licensed labor contractor.

I have not and will not use workers' status as employees of labor contractor to interfere with their use of the conflict resolution process of the operation. Agree

Scenario #1- additional requirements:

All workers hired through contact with a worker organization are hired directly by the farm
or

Documentation that worker organization serving as an intermediary to provide labor agrees to be part of the farm audit to verify compliance to AJP standards for those workers.

or

Documentation that labor contractor to be used is certified under the AJP standards (copy of certificate).

Scenario #2- additional requirements:

Labor contractor to be used will be for a temporary transition period only (2 farming seasons or 18 months, whichever is shorter) if approval is granted.

Labor obtained through the labor contractor does not or will not represent more than 20% of farm labor needs.

Signed affidavit from the contractor that all pertinent laws related to working conditions and terms of employment are complied with throughout their business (not just in their work contracted with the certified operation in question).



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.

Documentation that the labor contractor we plan to use has agreed to be audited for compliance with the AJP standards when the operation is audited and we agree to pay to the additional costs in time and travel for this audit to take place

- Contact information for labor contractor:

If you have previously obtained a variance for direct hire from an AJP approved certifier: I received approval from my certifier for a variance under these circumstances on (date):

- I ended use of the labor contractor as part of this transition period on (date): _____ or I intend to end use of the labor contractor at (date): _____.
- The labor I obtain through the labor contractor represent _____ % of my total labor hours and _____ days annually.

Scenario #3: additional requirements:

An emergency labor situation during the past year that resulted in a sudden and unexpected need for labor due to severe weather, natural disaster or another unexpected calamity or loss of labor. Date of emergency:

Attached is the explanation of the situation, the labor contractor used, the laborers used and the timeframe they worked on the operation.

Attached is the plan of how I will avoid such need for non-compliant labor contractor in the cases of such emergencies in the future.