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Mandatory

July 2018

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Good Food, Good Life

Nestlé Responsible Sourcing Standard



Nestlé

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Mandatory

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Contents

Page		
3		Preamble
		Objective
		Guiding Principles
4		Scope and Timeline of Application
		The Big 5 Executive Summary Principles
5	1	Nestlé Sourcing
	1.1	Procurement
	1.1.1	Duty of Ownership
	1.1.2	Duty of Business Preference
	1.1.3	Duty of Transparency
	1.2	Direct Sourcing – defined as “Farmer Connect” in Nestlé
	1.2.1	Duty of Understanding
	1.2.2	Duty of Reliability
6	2	Nestlé Tier 1 Suppliers
	2.1	Compliance
	2.2	Labour and Universal Human Rights
	2.2.1	Responsible Recruitment
7	2.2.2	Responsible Employment
8	2.2.3	Freedom from Forced, Bonded or Prison Labour
	2.2.4	Freedom of Association, Collective Bargaining
9	2.2.5	Minimum Age for Employment
	2.2.6	Equal Remuneration
	2.2.7	Working Time and Rest Days
10	2.2.8	Respect
	2.3	Safety & Health
	2.3.1	Emergency
	2.3.2	Workplace Environment
11	2.3.3	Housing Conditions
	2.4	Environmental & Social Care
	2.4.1	Land Rights
	2.4.2	Nature Conservancy
12	2.4.3	Plastic Packaging Stewardship
	2.4.4	Hazards
	2.4.5	Sub-Contracting
	2.5	Business Behaviour
	2.5.1	Ethics
	2.5.2	Grievance Mechanism
	2.5.3	Conflict of Interest
	2.5.4	Entertaining
	2.5.5	End User and Knowledge Sharing
	2.5.6	Transparency
13	3	Upstream Intermediaries
	3.1	Duty of Transparency
	3.2	Duty of Care by Labour Brokers
	3.3	Duty of Care in Transportation
	3.3.1	People
14	3.3.2	Environment
	3.3.3	Animals
15	4	Origins
	4.1	Foundation
	4.2	Farm Specificities
	4.2.1	Family Farm Work – Parental Exception

	4.2.2	Agricultural Worker’s Food Security and Health
	4.2.3	Respect of Gender and Woman Empowerment Principles
16	4.2.4	Harvesting Periods and Other Peak Seasonal Work – Working Hours Waiver
	4.2.5	Territorial Management
	4.2.6	Nature Conservancy
	4.2.6.1	High Conservation Value
17	4.2.6.2	Air Quality
	4.2.6.3	Water Resource Management Practices
	4.2.6.3.1	Farm Water Management
18	4.2.6.3.2	Withdrawal
	4.2.6.3.3	Water Irrigation
	4.2.7	Responsible Forest Management
19	4.2.8	Biodiversity Management
	4.2.8.1.1	Tillage
	4.2.8.1.2	Crop Rotation & Intercropping
	4.2.8.1.3	Soil Health
	4.2.8.1.4	GMO – Identity Preservation
	4.2.8.2	Agrochemicals
20	4.2.8.3	Land Conversion
	4.2.9	Energy Management
	4.2.9.1	Farm Energy Generation
	4.2.9.2	Biomass Cultivation
	4.2.10	Animal Based Production
	4.2.10.1	Experience, Skills and Training
	4.2.10.2	Veterinary Drugs
21	4.2.10.3	Animal Feeding & Breeding
	4.2.10.4	Animal Welfare
	4.2.10.4.1	Freedom from Hunger, Thirst and Malnutrition
	4.2.10.4.2	Freedom from Fear and Distress
	4.2.10.4.3	Freedom from Physical and Thermal Discomfort
22	4.2.10.4.4	Freedom from Pain, Injury and Disease
	4.2.10.4.5	Freedom to Express Normal Patterns of Behaviour of Farmed Animals
	4.2.11	Seafood-Based Production and Aquaculture
	4.2.11.1	Wild Fisheries
23	4.2.11.2	Aquaculture
24	5	Reporting
	5.1	Demonstrating Continuous Improvement and Fulfillment
	5.2	Reporting Violations

Preamble

Nestlé's Responsible Sourcing Standard defines the way we source through care and respect for individuals, communities and the planet. It delivers on consumers expectations on where our products come from and how they are made.

Nestlé's approach to Responsible Sourcing is a fundamental pillar of our purpose, enhancing quality of life and contributing to a healthier future.

Objective

This Responsible Sourcing Standard [the Standard] describes the requirements and ways of working that we apply together with our upstream supply chain third parties to ensure sustainable long-term supply and to reach the ambition of our purpose, especially to continually reduce our impact on the planet's resources. The Standard sets out ways of working with regards to sourcing and production for our supply chain tiers, from Nestlé to suppliers, through intermediaries and all the way back to the origins of the goods and services we buy.

This Standard replaces previous versions of the Nestlé Supplier Code, the Nestlé Responsible Sourcing Guideline and the Nestlé Commitment on the Responsible Use of Materials from Agricultural Origin. It contributes to the implementation of our commitment to the OECD Guidelines for Multinational Enterprises, the Core Conventions of the International Labour Organization (ILO), and the United Nations Sustainable Development Goals (SDGs).

Guiding Principles

This Standard goes beyond industry norms and/or local regulations and is designed to encourage a dynamic transformation of our sourcing and related production activities. We acknowledge that this transformation takes time to implement. We want our supply chain third parties to behave transparently and to commit to continuous improvement in their operations to reach this Standard exhaustively. To help make this a reality, Nestlé will support the establishment of milestones to improve practices and contribute to intervention projects. Failure to continuously improve upon this can impact the ability of our supply chain to deliver to Nestlé, which could lead to, for example, delisting. Using this mindset, we base our approach on three fundamental guiding principles:

- Have a positive impact on people, communities and the planet as part of our sourcing activities.
- Together, support and contribute to creating shared value.
- Continuously improve practices to achieve the Standard requirements.

Scope and Timeline of Application

The Standard sets forth requirements for upstream supply chain third parties, including Nestlé sourcing teams, through to first tier suppliers (and all affiliates), sub tier suppliers (intermediaries) and origin service providers, farms or sea based raw material production defined as origin. It is the responsibility of sub tier suppliers to disseminate, educate and exercise due diligence in implementing requirements equivalent or similar to the Standard. The following requirements listed apply widely to the entire upstream supply chain and are organized by tiers to facilitate the reading of the document. In this spirit:

- Co-manufacturers of Nestlé are considered as Tier 1 suppliers.
- Joint Venture's partners are expected to meet equivalent Standard requirements and are asked to share their continuous improvement journey accordingly.

The requirements of the Standard are all classified as either Urgent or Important to give the reader a notion of time adherence versus the requirement.

- Requirements classified as Urgent must be implemented within 6 months after being found as non-fulfilled
- Requirements classified as Important must be implemented within 36 months after being found as non-fulfilled

In both cases the continuous improvement mindset will prevail and guide Nestlé in assisting suppliers to meet the Standard in full.

The Big 5 Executive Summary Principles

- 1. Nestle staff sources with care and respect for the people, planet and oceans where materials and services are produced.**
- 2. Tier 1 Suppliers apply good labour standards in recruiting, compensating, and caring about their workforce. Preserving natural resources and conducting business in an ethical and collaborative way is ensured.**
- 3. Intermediaries operate with the same principles of value, transparency and respect as their suppliers and clients, nurturing traceability and preserving information.**
- 4. Origins, farmers and fishers, continuously improve their ways of working in:**
 - **Optimizing yield through conservative agriculture, preservation of soil biome and rationalization of agrochemical inputs,**
 - **Caring and respecting the workforce, animals, land, water and forests that they work with.**
- 5. Supply Chain Tiers work in compliance with applicable regulations, continuously monitor, disclose, and improve against the Standard**

We source via trade channels through our Procurement organisation or directly from farmers via our Nestlé Farmer Connect Team. In both cases, Responsible Sourcing is a mandatory

practice. The following chapter outlines the roles and responsibilities of Nestlé in upholding our Responsible Sourcing Standard.

1.1 Procurement

1.1.1 Duty of Ownership

<ul style="list-style-type: none"> Nestlé buyers shall be trained in Responsible Sourcing and lead their category's strategy execution accordingly. This includes the incorporation of the end-to-end Responsible Sourcing Standard implementation mechanisms. 	Important
<ul style="list-style-type: none"> The personal performance of Nestlé buyers shall be partly measured on Responsible Sourcing targets into the context of other business objectives. 	Urgent

1.1.2 Duty of Business Preference

<ul style="list-style-type: none"> Nestlé buyers source in full alignment with the business strategy and product specifications favouring shortest supply chains to origins. 	Important
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1.1.3 Duty of Transparency

<ul style="list-style-type: none"> Nestlé behaves in a fully transparent way, publicly disclosing Nestlé's biggest supply chains, related volumes and delisted supply chains that fail to deliver continuous improvements against the Responsible Sourcing Standard. 	Urgent
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1.2 Direct Sourcing – defined as “Farmer Connect” in Nestlé

1.2.1 Duty of Understanding

<ul style="list-style-type: none"> Nestlé Farmer Connect teams shall be trained on sustainable agriculture practices specified for the different crops as well as on the cultural and socio-economic context of the farmers we source from. They drive business relationships in harmony with local cultural environment, aiming to create long term sourcing connections for Nestlé that, in parallel, generate economic stability for farmers and enhanced livelihood outcomes. 	Important
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1.2.2 Duty of Reliability

<ul style="list-style-type: none"> Nestlé Farmer Connect teams shall ensure regular payment terms for farmers, which shall be at least monthly. 	Urgent
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Every year, Nestlé sources an average of 25 million tons of raw and packaging materials, along with services and indirect materials. The Standard applies to Tier 1 suppliers, upstream intermediaries and origins supplying these volumes or services. The following section

applies in particular to Tier 1 suppliers, defined as having a direct commercial relationship with Nestlé. In case of direct sourcing from farm, the requirements described below in § 2 are adjusted to take into account the farming context; these requirements are described under § 4.

2.1 Compliance

The Supplier shall

<ul style="list-style-type: none"> Comply with all laws and regulations in the countries in which the supplier operates for any chapter detailed in the Standard herein. 	Urgent
<ul style="list-style-type: none"> Comply with all applicable anti-bribery laws, including those based on OECD models which apply to Nestlé ultimate parent company and its operations globally. Nestlé Tier 1 suppliers shall not offer, make, solicit or accept improper payments from or for government officials, directly or indirectly, and shall not knowingly allow their contractual relations with Nestlé nor with sub-tiers, to be used as a vehicle for improper payments to government officials. 	Urgent
<ul style="list-style-type: none"> Comply with all other applicable international laws and regulations including those relating to international trade (such as those relating to sanctions, export controls and reporting obligations), data protection, confidentiality & privacy, intellectual property and anti-trust and competition laws.¹ 	Urgent
<ul style="list-style-type: none"> Meet the specifications set out in relevant Nestlé contractual documents when the delivering products and/or services. 	Urgent
<ul style="list-style-type: none"> Safeguard Product authenticity and transparency through the use of constant record keeping, enabling traceability, along with adequate counterfeiting management systems. 	Important

2.2 Labour and Universal Human Rights

Selected References: UN Universal Declaration on Human Rights, Worst Forms of Child Labour Convention, 1999 (No. 182), UNHRC Guiding Principles for Business and Human Rights, ILO Conventions on Core Labor Standard, ILO Convention No. 29 on Forced Labour, ILO Convention No. 105 on Abolition of Forced Labour as well as industry Standard and practices such as the ETI Base Code.

2.2.1 Responsible Recruitment

The Supplier shall

<ul style="list-style-type: none"> Conducts medical assessment only after an offer of employment has been made. It must be relevant to the safety & health of the individual and those around him/her. Every effort shall be made to ensure that there is no discrimination on the basis of results and appropriate adjustments at work are explored. 	Urgent
<ul style="list-style-type: none"> Not make use of pregnancy screening or testing at any time before or after the jobseeker signs an employment agreement, except where required by law. In such cases, the results of pregnancy screens or tests must only be used for official purposes in accordance with the law. 	Urgent

¹ See "Good practice guidance on internal controls, ethics, and compliance" of "Recommendation of the Council for Further Combating Bribery of Foreign Public Officials in International Business Transactions," 26 November 2009, available at: www.oecd.org/daf/anti-bribery/44176910.pdf

<ul style="list-style-type: none"> • Provide to the job seeker, in a language they understand, accurate details of working conditions in the host location, including worker’s legal rights, nature of work, wages and benefits and duration of contract at the time of recruitment. The details of working conditions described at the point of recruitment shall be consistent with the details of the employment contract at time of hiring or, if changes occur, are communicated prior to starting and in no way violate relevant laws. 	Urgent
<ul style="list-style-type: none"> • Provide the job seeker with a copy of the original employment contract, in a language they understand. 	Important
<ul style="list-style-type: none"> • Train the job seeker at no cost and in no cases place the job seeker in a position of physical or mental risk or peril, or other form of vulnerability. 	Important
<ul style="list-style-type: none"> • Not charge fees or costs nor request deposits for job placement services, from jobseekers, his/her employers, agents, nor subagents. The Supplier’s financial arrangements with agents and subagents shall not allow fees from job-seekers as part of the agents’ or subagents’ revenue for services provided. Should it become evident that recruitment fees have been paid, the supplier shall have to establish a plan to reimburse the worker of any fees, costs or deposits paid. 	Important
<ul style="list-style-type: none"> • Disclose charges or deductions for room and board to jobseekers, where permitted or required by law and shall verify to be consistent with market rates. 	Important
<ul style="list-style-type: none"> • Not discriminate through hiring practices in line with ILO Convention No. 111 on Discrimination. 	Urgent
<ul style="list-style-type: none"> • Have a Standard in place that requires recruitment agencies to uphold workers rights 	Important

2.2.2 Responsible Employment

Employment contract shall:

<ul style="list-style-type: none"> • Specify hours of work, including regular hours, requirements for overtime and days off. • Specify and comply with all legally required breaks, including breaks for prayer, and provide at least one day off in every seven days. • Indicate disciplinary and other procedures that can lead to termination, including a specified number of days of advanced notification required, as well as procedures for appeal mechanisms, as consistent with local law. No penalties shall be imposed for the termination of an employment situation that could be construed as involuntary labour. 	Urgent
<ul style="list-style-type: none"> • Uphold workers’ right to freedom of association and collective bargaining, and specify grievance mechanisms and how workers can use them. 	Urgent

The Supplier shall

<ul style="list-style-type: none"> • Commit to providing equal employment opportunities and promotion and not discriminate in employment, including hiring, compensation, advancement, discipline, termination or retirement, or on the basis of gender, race, religion, age, disability, sexual orientation, nationality, HIV/AIDS status, political opinion, social group or ethnic origin. 	Urgent
<ul style="list-style-type: none"> • Not engage in making personal loans to workers or jobseekers under circumstances where repayment terms could be defined as debt bondage or forced labour. 	Urgent
<ul style="list-style-type: none"> • Not require workers to participate in any form of forced saving scheme. 	Important
<ul style="list-style-type: none"> • Ensure that all work is voluntary, and that workers are free to leave work or terminate their employment upon reasonable notice. 	Urgent

<ul style="list-style-type: none"> • Not avoid obligations to employees under labour or social security laws and regulations arising from the regular employment relationship through the use of labour-only sub-contracting home-working arrangements, apprenticeship schemes where there is no real intent to impart skills or provide regular employment, nor shall any such obligations be avoided through the excessive use of fixed-term contracts of employment. 	Important
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2.2.3 Freedom from Forced, Bonded or Prison Labour

The supplier shall

<ul style="list-style-type: none"> • Not require workers to lodge “deposits” as a condition of employment (e.g workers’ passports or ID, work permits, bank books, ATM cards, or other personal documents), and workers are free to leave their employer after reasonable notice. Where presentation of these documents is required by law they shall be returned promptly, and in all cases immediately upon demand and cannot be confiscated from workers, even with individual worker or worker union consent. 	Urgent
<ul style="list-style-type: none"> • Pay related costs in full and workers shall not be recharged nor see their salary deducted in any form to pay back the associated costs. In case working permits are a legal requirement for workers in their workplace, supplier shall pay related costs in full and workers shall not be recharged nor see their salary deducted in any form to pay back the associated costs. 	Urgent
<ul style="list-style-type: none"> • Make Third-party remittances only at the workers’ initiative and with his or her full knowledge and consent. When the Supplier acts on a worker’s behalf in making such voluntary remittances, receipts are provided for all funds handled. 	Important
<ul style="list-style-type: none"> • Not conduct business using production targets or performance indicators that lead to forced labour or work above reasonable limits (ref. working hours and rest days). This includes targets that could force regular workers to call in additional illegal work force (defined as casual workers) in order to earn their regular wage. 	Urgent
<ul style="list-style-type: none"> • Not make use of violence, threats of violence, punishment, confinement, or any methods of intimidation to discipline or control workers that contradicts their human rights. 	Urgent

2.2.4 Freedom of Association, Collective Bargaining

The Supplier shall

<ul style="list-style-type: none"> • Adopt an open attitude towards the activities of trade unions and their organisational activities. As such, workers, without distinction, have the right to join or form trade unions of their own choosing to come together for the purposes of collective bargaining. 	Urgent
<ul style="list-style-type: none"> • Ensure that Workers’ representatives can carry out their representative functions in the workplace. 	Urgent
<ul style="list-style-type: none"> • Not discriminate, intimidate or put at the risk of job loss, workers who are members of worker organizations. 	Urgent
<ul style="list-style-type: none"> • Facilitate and shall not hinder the development of parallel means for independent and free association and bargaining where the right to freedom of association and collective bargaining is restricted under law. 	Important

2.2.5 Minimum Age for Employment

In accordance with international labour standards, no person shall be employed under the age of 15 or under the age for completion of compulsory education, whichever is higher, except in the strict frame of the Family Farm Work described in 4.2.1:	Urgent
<ul style="list-style-type: none"> If the Supplier employs young workers, defined as between the ages of 15 and 18, it shall demonstrate that the employment of young people contributes to their personal education and does not expose them to undue physical risks that can harm physical, mental or emotional development. 	
<ul style="list-style-type: none"> Young workers are not allowed to work night shifts or engage in work with hazardous conditions. 	Urgent

2.2.6 Equal Remuneration

It is mandatory that

<ul style="list-style-type: none"> Wage calculations are transparent, equitable and objective including for remuneration based on production, quotas, or piecework. Overtime hours are specified separately. 	Urgent
<ul style="list-style-type: none"> Benefits specified in employment contracts comply with mandatory benefits in the country of employment. Additional benefits for foreign contract workers, as appropriate, are clearly specified. 	Urgent
<ul style="list-style-type: none"> Wages and benefits paid for a standard working week meet binding collective agreements, including those pertaining to overtime work and other premium pay arrangements, whichever is higher. 	Urgent
<ul style="list-style-type: none"> For remuneration based on production, quotas, or piecework, the pay rate allows the worker to earn at least the minimum or collective agreement wage, whichever is higher, during normal working hours. 	Urgent
<ul style="list-style-type: none"> In any event, cash wages plus in-kind benefits (up to 30%) shall aim to meet basic needs for employees and their entitled official dependents and to provide some discretionary income. Where living wages have been objectively calculated, progress should be made to close any gaps between current wages and living wages. Wages shall under no circumstances fall below the legal minimum. 	Important
<ul style="list-style-type: none"> Recognition and promotion processes and practices are made based on worker performance, without discrimination on gender and with the aim to provide equal opportunities for women empowerment. 	Urgent
<ul style="list-style-type: none"> Deductions from wages as a disciplinary measure is prohibited, nor shall any deductions be made from wages without the expressed permission of the worker concerned. 	Urgent
<ul style="list-style-type: none"> All disciplinary remuneration measures are recorded. 	Important

2.2.7 Working time and rest days

It is mandatory that

<ul style="list-style-type: none"> Regular working hours, excluding overtime, shall be defined by contract and shall not exceed 48 hours per week or the legal limit, whichever is more stringent. 	Urgent
<ul style="list-style-type: none"> All overtime shall be voluntary and shall not exceed 12 hours per week. Overtime shall be used responsibly, taking into account the extent, frequency and hours worked by individual workers and the workforce as a whole. Overtime shall always be compensated in accordance with local laws. 	Urgent

• The total hours worked in any 7-day period shall not exceed 60 hours	Urgent
• Workers shall be provided with at least one day off in every 7-day period	Urgent

2.2.8 Respect

The Supplier shall

<ul style="list-style-type: none"> Operate with dignity, respect and integrity regarding the treatment of its workers: <ul style="list-style-type: none"> Any form of psychological, physical, sexual or verbal abuse, intimidation, or harassment is not tolerated. The privacy rights of its employees whenever it gathers private information or implements employee-monitoring practices are fully respected. 	Urgent
<ul style="list-style-type: none"> Ensure that security personnel apply the same Standard. Have an anti-harassment and non-discrimination policies that are provided to all employees. 	Important

2.3 Safety & Health

Selected References: ILO Convention 155 Occupational Safety and Health Convention and OHSAS 18001 Occupational Health and Safety.

2.3.1 Emergency

The Supplier shall

• Document and implement emergency arrangements, including emergency exits, first-aid supplies, fire detection and suppression equipment, training and drills.	Urgent
• Practice Emergency drills at least once per year.	Urgent
• Put in place contingency measures for dealing with work related illnesses and injuries.	Urgent
• Covers any treatment costs or health insurance fees linked to work-related injuries or illnesses in accordance with local worker compensation laws.	Urgent

2.3.2 Workplace Environment

The Supplier shall

• Identify, assess and effectively manage key risks to prevent harm. Adequate steps shall be taken to prevent work-related injuries and illnesses.	Important
• Equip production and utilities equipment with machine guards and emergency stops and ensure routine preventive maintenance.	Urgent
• Provide a hygienic working environment with adequate lighting, ambient temperature, ventilation, sanitation, potable drinking water to respect human right to water, sanitary facilities and food storage.	Urgent
• Provide workers with appropriate and recorded safety & health training prior to starting work and on a regular basis thereafter. Such training includes the awareness of the risks and working procedures related to the task, adequate usage of work related tools, machines, stations and Personal Protective Equipment.	Important
• Make available to workers, Personal Protective Equipment, tools and equipped work stations, that are kept in good conditions or replaced if damaged, with no deduction of wages for usage or damage.	Urgent
• Analyse all work-related injuries and illnesses and ensure corrective and preventive actions are implemented to prevent recurrence. Any work-related fatality Nestlé shall be notified of any work-related fatality within 24 hours.	Important

2.3.3 Housing Conditions

When provided by the Supplier or its related partners, dormitory facilities shall:

<ul style="list-style-type: none"> • Be clearly segregated from factory and production area and have clearly segregated housing for males and females for respect of privacy. 	Urgent
<ul style="list-style-type: none"> • Be safety Built and maintained and be regularly cleaned. Workers shall be able to enter and leave the dormitory buildings freely at any hour. 	Urgent
<ul style="list-style-type: none"> • Have automatic fire detection and alarm systems and have a minimum of two exits (of opposite direction) in case of emergency. 	Urgent
<ul style="list-style-type: none"> • Respect personal floor space and a minimum cubic content of air: aim of 10 cubic metres of air per person. 	Important
<ul style="list-style-type: none"> • Provide with adequate lighting and ventilation: <ul style="list-style-type: none"> • windows are large enough to enable the workers to read by natural light, are constructed to allow the entrance of fresh air whether or not there is artificial lighting or ventilation turned on, • Heating systems and ventilation are installed and properly functioning and maintained. 	Important
<ul style="list-style-type: none"> • Be equipped with sleeping facilities with beds and mattresses above the floor and quiet and dark enough to allow for good quality of sleep. 	Important
<ul style="list-style-type: none"> • Enable access to potable water, electricity, clean shower and toilet facilities respecting the right of privacy, sanitary food preparation and storage facilities. 	Urgent
<ul style="list-style-type: none"> • Have personal storage equipment with lockable lockers. 	Urgent

2.4 Environmental & Social Care

Selected References: The Rio Declaration on Environment and Development (UN 1992), The Johannesburg UN World Summit on Sustainable Development (UN 2002) the ISO 14001:2015 Environmental Management system. FAO Voluntary Guidelines on Governance of Land and Land Tenure.

2.4.1 Land rights

The Supplier shall

<ul style="list-style-type: none"> • Demonstrate evidence of respect for community land rights and free, prior and informed consent of the local community regarding the Supplier's operations. 	Urgent
<ul style="list-style-type: none"> • Demonstrate legal right to use the land. 	Urgent

2.4.2 Nature Conservancy

An environmental management system (based on or equivalent to ISO 14001:2015) to identify, and mitigate environmental effects, shall be implemented by the Supplier, aiming to minimise environmental impacts. As such;

<ul style="list-style-type: none"> • Consumption of natural resources, especially water and energy is monitored and continuously optimised as much as food loss or waste is minimized. 	Important
<ul style="list-style-type: none"> • Pollution and the generation of solid waste, wastewater and air emissions are prevented, monitored and decreased over time. 	Important
<ul style="list-style-type: none"> • Wastewater and solid waste are treated prior to discharge or disposal. 	Urgent
<ul style="list-style-type: none"> • Preservation of Biodiversity on and around the site is subject to a special management plan including restoration of biodiversity losses from the past, along with special care for future expansion plans including the protection of high conservation value areas that may exist in the community. 	Urgent

2.4.3 Plastic Packaging Stewardship

Supplier shall

<ul style="list-style-type: none">• Demonstrate leadership in decreasing the use of plastics and increasing the recyclability of packaging material supplied• Contribute to plastic's collection, sorting and recycling solutions to mitigate plastics ending up in landfill or as litter	Important
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2.4.4 Hazards

<ul style="list-style-type: none">• Hazardous materials, chemicals and dangerous substances shall be safely stored, handled, recycled, reused and disposed of per manufacturer's recommendations. Only legally approved chemical substances shall be used.	Urgent
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2.4.5 Sub-Contracting

<ul style="list-style-type: none">• There is no sub-contracting unless previously agreed with Nestlé which will not in any case release the supplier from its responsibilities regarding this Standard.	Urgent
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2.5 Business Behaviour

2.5.1 Ethics

<ul style="list-style-type: none">• Business shall be conducted without bribery, corruption, or any type of fraudulent behaviour. Exchange of gifts is forbidden; if it does take place, it shall be made known or duly recorded.	Urgent
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2.5.2 Grievance Mechanism

<ul style="list-style-type: none">• Independent systems shall be implemented in order to enable anonymous grievances by the workforce, including reporting & management.	Important
<ul style="list-style-type: none">• Supplier shall follow a non-retaliation Standard towards grievance or any employee's union activity, which includes protection for whistle blowers.	Urgent

2.5.3 Conflict of Interest

<ul style="list-style-type: none">• Any case of conflict of interest, whether involving a Nestlé employee or not, must be duly reported.	Urgent
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2.5.4 Entertaining

<ul style="list-style-type: none">• Any business entertaining with Nestlé is forbidden. In the case of business lunches, as per standard practice, Nestlé shall cover supplier costs, or if suppliers cover the costs, Nestlé shall make it known internally or duly reported.	Urgent
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2.5.5 End user and Knowledge Sharing

The Supplier shall

<ul style="list-style-type: none">• Work with upstream business partners to fully disclose Nestlé as the end user.	Important
<ul style="list-style-type: none">• Inform employees of similar Standard requirements and run procedures that are equivalent in content and format of the Standard herein.	Important

2.5.6 Transparency

Transparency of business activities, especially pertaining to traceability back to the potential sources of primary origin (harvesting locations) associated with deliveries made to Nestlé, shall be made under non disclosure agreements	Important
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Nestlé Tier 1 suppliers are responsible for applying the following duties to their upstream intermediaries. Upstream intermediaries are defined as any entities involved in the making of, sourcing or producing services or materials

contracted by Nestlé with its tier 1 commercially binding suppliers. It can range from trader, labour brokers, semi-finished manufacturers, collectors and cooperatives etc.

3.1 Duty of Transparency

In the case of raw or packaging materials, upstream intermediaries shall ensure: <ul style="list-style-type: none"> the identification of the origins of the materials supplied to Nestlé, the application of requirements that are equivalent to the Standard in their own operations, including sourcing activities, through their own management systems. 	Important
In the case of procured services, upstream intermediaries, subcontractors or outsourced agencies shall behave like a direct commercial Supplier to Nestlé, including assuming full duties regarding the verification of the Standard (Chapter 5.1).	Urgent

3.2 Duty of Care by Labour Brokers

In the case of employment of domestic migrant workers or coming from abroad, the Supplier and its labour brokers shall comply with ILO Convention No. 181 on Private Employment Agencies and in particular with the Responsible Sourcing Standard chapters on Responsible Recruitment and Employment.	Important
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3.3 Duty of Care in Transportation

3.3.1 People

Logistics management shall be driven by performance indicators safeguarding the safety of workers and communities. In particular, for road transportation, at a minimum logistics 3rd party and/or drivers shall:

<ul style="list-style-type: none"> Maintain vehicle in legal, road worthy and safe conditions according to manufacturer requirements. Carry out daily visual checks to keep vehicles in good working order, including checking breaks, lights, mirrors, tires and engine leaks. 	Urgent
<ul style="list-style-type: none"> Hold a valid driving licence for the type of vehicle driven and be subject to regular medical checks, including eyesight tests as well as health and safety training. 	Urgent
<ul style="list-style-type: none"> Adopt and maintain safe driving behaviours, Comply with local traffic rules and road signs Take a break for every 5 hours of continuous driving. 	Urgent
<ul style="list-style-type: none"> Not accumulate more than 60 cumulative working hours in 6 consecutive working days. Driver shall take at least one continuous rest period of 24 hours after 6 consecutive working days. 	Urgent
<ul style="list-style-type: none"> Wear seat belts, safety footwear and high visibility clothing and shall ensure any passengers wear their seatbelt. 	Urgent
<ul style="list-style-type: none"> Not be under the influence of alcohol or illicit drugs and shall not use mobile phones while driving (hand held or hands free are allowed), 	Urgent
<ul style="list-style-type: none"> Respect full truck load prescription limits. 	Urgent

3.3.2 Environment:

<p>The management of logistics shall be carried out using performance indicators that aim to minimize the environmental impact of the transportation method chosen. Ratio transportation cost versus distance is not the sole indicator for strategy allocation. In particular, for ocean transport, at a minimum:</p> <ul style="list-style-type: none">• Transshipments at sea when sourcing seafood are forbidden• Degassing is practiced only with registered certificates and compliance verification.	Important
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3.3.3 Animals:

<p>When carrying live animals, supplier shall comply with the five freedoms of the World Organisation for Animal Health [OIE], to protect the welfare of the animals (ref to chapter 4.2.10.4). At a minimum:</p> <ul style="list-style-type: none">• Equipment: Vehicles used for the transport of animals are constructed, fitted, regularly cleaned as appropriate, to the size and weight of the animals to be transported, to minimize the risk of discomfort (including allowing sufficient ventilation and maintaining an appropriate temperature), injuries or diseases.• Space: The number of animals transported on a vehicle and their allocation to compartments is determined based on the needs of animals to express normal behaviour patterns and, at a minimum, ensures enough space for animals to assume a natural position for transport without coming into contact with the roof or upper deck of the vehicle.• Water and Feed: Suitable water and feed is available as appropriate for the species, age, and condition of the animals for the duration of the journey and climatic conditions.• Loading: Care is taken in the loading of animals, and electrical prods are, if used, progressively phased out within a specific timeframe.	Urgent
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For raw and packaging materials (of agricultural origin) origin is defined as the location of the primary production or harvest of the materials, i.e. forest, land or sea. For services, it is the entity

executing the creation or the physical delivery of the services contracted by Nestlé (cf. outsourcing between agencies).

4.1 Foundation

The requirements detailed in Chapter 4 apply as references to farms. The farm context, in particular its size and structure (i.e. family farms, smallholders, estates), are taken into consideration for adequate, on the ground, translation of the Chapter 3 requirements taking the below farm specificities as requirements to aspire to. In any cases;

- Small-scale producers do not face undue or disproportionate obstacles to becoming a Nestlé supplier as a result of the implementation of these requirements.
- Nestlé will prioritise interventions that deliver improved livelihood outcomes for farmers first.

4.2 Farm Specificities

4.2.1 Family Farm Work – Parental Exception:

In accordance with international labour standards, a minor, between the age of 12 and 15 may work, in parallel with studying, on a farm owned or operated by that parent or person standing in place of their parents [a guardian] as long as the following conditions are met:

- The minor freely reports their wish to help and learn at the family farm if interviewed outside the farm
- Work takes place outside of schooling
- Work is supervised at all times by a parent or guardian
- Work does not take place at night, does not consist of heavy lifting duties or hazardous work conditions, defined as:
 - Operating or assisting to technically operate any type of machine, including tractor and power engines
 - Felling, bucking, skidding, loading, or unloading timber
 - Working from a ladder or scaffold (painting, repairing, or building structures, pruning trees, picking fruit, etc.) at a height of over 2 metres,
 - Working in a confined space (example silo or a storage designed to retain an oxygen deficient or toxic atmosphere)
 - Handling or applying any type of agricultural chemicals

The above requirements apply as well to agricultural schools – apprentices and students that can be present on farms.

Urgent

4.2.2 Agricultural Worker's Food Security and Health

- Farmers and fishermen shall ensure that agricultural workers have access to a healthy, quality and affordable diet.

Urgent

4.2.3 Respect of Gender and Woman Empowerment Principle

Farmers shall

- recognize the unique position and needs of women, and that women are often impacted by working conditions differently than men, and that interventions will therefore need to be designed and operated accordingly.
- respect the rights to women on farm and ensure that any work assigned to women is properly remunerated and recognized as for men.

Important

Urgent

<ul style="list-style-type: none"> • identify opportunity for inclusion of women in farm work to promote worker diversity and equal opportunity in the community. 	Important
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4.2.4 Harvesting Periods and Other Peak Seasonal Work – Working Hours Waiver:

<p>During harvesting periods, working hours limits shall be waived in the following conditions:</p> <ul style="list-style-type: none"> • Additional working hours are previously agreed, properly planned and reward is provided in monetary terms (at extra rate) or time compensation, • Working hours do not put the health and safety of workers in danger. 	Important
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4.2.5 Territorial management

<ul style="list-style-type: none"> • Land rights Farmers shall demonstrate a legal entitlement to the use of land, with official documents stating the physical farm boundaries • Land expansion <ul style="list-style-type: none"> • Agricultural and forestry developments and activities on local peoples’ land are subject to the free, prior and informed consent [FPIC] of the affected local communities, including indigenous peoples, with or without governmental consent for expansion • Farmers shall not expand or produce on: <ul style="list-style-type: none"> • Areas converted from High Carbon Stock forests and habitat such as peatland, wetlands, savannas after 31st December 2015, • Peatlands of any depth, except where farming practices protect peat, • High Carbon Stock forests as defined in the High Carbon Stock Approach Toolkit, • IUCN protected areas categories I-IV, UNESCO World Heritage Sites and wetlands on the Ramsar List. 	Urgent
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4.2.6 Nature Conservancy

4.2.6.1 High Conservation Value

Farmers shall

<ul style="list-style-type: none"> • Identify, protect and avoid producing on High Conservation Values [HCV] lands in and around their territory. Cut-off date is 31st December 2015. High Conservation Values are defined by the High Conservation Value Resource Network as: <ul style="list-style-type: none"> • Concentrations of biological diversity including endemic species and rare, threatened or endangered species, that are significant at global, regional or national levels. • Landscape-level ecosystems. Intact forest landscapes and large landscape-level ecosystems that are significant at global, regional or national levels, and that contain viable populations of the great majority of the naturally occurring species in natural patterns of distribution and abundance. • Rare, threatened, or endangered ecosystems, habitats or refuges including peatland and mangrove areas. • Basic ecosystem services in critical situations, including protection of water catchments and control of erosion of vulnerable soils, slopes and carbon storage. • Sites and resources that are fundamental for satisfying the basic necessities of local communities or indigenous peoples (for livelihoods, health, nutrition, water, etc...), as identified through engagement with these communities or indigenous peoples. 	Urgent
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<ul style="list-style-type: none"> • Sites, resources, habitats and landscapes of global or national cultural, archaeological, or historical significance, and/or of critical cultural, ecological, economic, or religious/sacred importance for the traditional cultures of local communities or indigenous peoples as identified through engagement with these local communities or indigenous peoples. 	
<ul style="list-style-type: none"> • prevent anyone from hunting, fishing or gathering rare, threatened or endangered species on their territories. 	Important
<ul style="list-style-type: none"> • maintain or create wildlife corridors as feasible given their farm size. 	Important
<ul style="list-style-type: none"> • create (using native species) or maintain buffer zones along field margins and near bodies of water, and identify and maintain areas not fit for cultivation to be protected, maintained and used as a sanctuary for precious species and wildlife, and prevention of erosion or use as windbreaks. 	Important
<ul style="list-style-type: none"> • prevent negative impacts to neighbouring primary and semi-natural ecosystems and protected areas. 	Important
<ul style="list-style-type: none"> • prevent the introduction and spread of non-native invasive species 	Important

4.2.6.2 Air Quality

<ul style="list-style-type: none"> • Nestlé does not recommend land burning because of soil organic matter, pollution, and feed/food contamination. In case it is absolutely necessary and allowed by authorities, farmers shall: <ul style="list-style-type: none"> • Allow the field several days of drying time for a more effective burn and reduced smoldering. • Not burn to the ends of the field, setting boundaries, “back burning” and keeping the fire off fence rows to prevent uncontrollable burning. • Watch for favourable weather conditions and safe wind speeds. Wind speeds of 5 to 15 mph, steady from a desirable direction are preferred. • Use a smoke and surveillance management plan that mitigates any potential effects on nature and people and demonstrates strong means of controlling and managing fires within the limit of their territory. • In the case of livestock production, effluents and manure are sold or recycled on lands or leveraged on farm for the production of energy through biogas digesters 	Urgent
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4.2.6.3 Water Resource Management Practices

4.2.6.3.1 Farm Water Management

Farmers shall manage and protect water sources by:

<ul style="list-style-type: none"> • Maximizing water retention and minimizing soil erosion by: <ul style="list-style-type: none"> • using farm drains, • cultivating cover crops, • planting vegetation to act as windbreakers, • practicing mulching, • Treating farm effluents before discharge by flushing wash water (toilets, water used for cleaning milking parlours, livestock yard washing-water) away from water sources, recycling it if feasible and handling it before discharge (e.g. milk fat trap) if not. Residue water used for cleaning pesticide application devices is discharged on the field or in a place especially made for this use. • Protecting natural springs • Collecting and storing rainfall for use on farm. 	Important
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4.2.6.3.2 *Withdrawal*

Farmers shall monitor water withdrawals, and systems shall be in place to meet the needs of other water users, including communities, wildlife and ecosystems in the catchment.	Important
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4.2.6.3.3 *Water Irrigation*

<p>Farmers shall optimize irrigation to minimise the transport of chemicals, nutrients, or sediment from the soil surface or root zone to protect water quality and avoid water spillage. In this respect, the following variables shall be assessed:</p> <ul style="list-style-type: none"> • Soil type, moisture and slope <ul style="list-style-type: none"> • Determining the relative leaching potential of soil and site. • Monitoring soil moisture by tensiometers or other acceptable methods, before and after each irrigation. • Crop root zone and water use <ul style="list-style-type: none"> • Scheduling of irrigation according to crop needs, soil water depletion, and water availability, accounting for precipitation and chemigation. • Applying only enough irrigation water to fill the effective crop root zone. • Frequency, amount, timing of irrigation <ul style="list-style-type: none"> • Timing irrigations to individual crop needs and weather forecasts (avoiding evaporation, favouring watering at night) to eliminate unnecessary applications. • Calculating the date of the final irrigation of the season to ensure the soil profile is largely depleted by crop harvest. • Irrigation system efficiency <ul style="list-style-type: none"> • Evaluating the efficiency of the total irrigation system from the pump or diversion to return flow or tailwater. Upgrading irrigation equipment to improve delivery accordingly. • Monitoring irrigation application and uniformity of water applied. • Irrigation techniques: <ul style="list-style-type: none"> • Flood: Maximise efficiency and uniformity on surface irrigated fields by installing surge flow irrigation, decreasing set time, levelling fields, or using tail water recovery systems as appropriate. • Sprinkler: Minimise deep percolation below the crop root zone on sprinkler irrigated fields by applying water according to crop evapotranspiration and soil moisture. Minimise surface runoff and increase uniformity on sprinkler irrigated fields by decreasing application depth or by changing nozzle and pressure configuration, height, or droplet size status • Drip: Schedule irrigations when available water has been depleted and needs to be replenished. Match the irrigation event duration with the ability of soil to hold the amount of water applied. Ensure that irrigation application uniformity is at least 85%. 	Important
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4.2.7 Responsible Forest Management

<p>In the case of agricultural production of timber, pulp and paper, land owners and farmers shall have a forest management plan in place articulated towards the following 8 core principles:</p> <ul style="list-style-type: none"> • Pre-harvest planning (planting, skid trails and landings) • Streamside management zones (Riparian Management Zones) • Forest wetlands protection • Road construction and maintenance • Timber harvesting • Erosion control • Fire management • Forest chemical management <p>Forest owners and managers shall follow best management practices for the relevant forest biome (boreal, temperate, tropical), forest type (planted or natural) and scale of operation taking into consideration that our forest derived products originate from large scale operations to smallholder farmers around the world.</p>	Important
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4.2.8 Biodiversity Management

4.2.8.1.1 Tillage

<p>To safeguard soil microbiome, water infiltration, Soil Organic Matter (SOM) and maximize yield while lowering inorganic inputs, farmers have to promote conservation tillage, which depending on the context will be:</p> <ul style="list-style-type: none"> • No-tillage, to be equivalent to one pass during which a part of the soil surface is opened and the seeds are placed concurrently in the prepared zone. Or • Minimum tillage, to be equivalent to a one-pass tillage operation at sowing synchronous with seed placement, achieved using full cut-out points, or full cut-out one-way or offset discs to break up the entire soil surface. It may include a shallow cultivation between seasons to control weeds. 	Important
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4.2.8.1.2 Crop Rotation & Intercropping

<ul style="list-style-type: none"> • Farmers shall rotate and intercrop crops, in particular arable, with legume, livestock or permanent grassing to improve soil structure porosity and fertility and to disrupt pest and disease lifecycles. 	Important
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4.2.8.1.3 Soil Health

Farmers shall

<ul style="list-style-type: none"> • conserve ground cover to maximise wind erosion control and standing stubble 	Urgent
<ul style="list-style-type: none"> • spread mature composted products, recycled organic materials and harvest residues at the right moment back to the soils. 	Urgent
<ul style="list-style-type: none"> • In case of tree crops, apply inter row pastures, alley or silvi pastures (animals). Use of sludge is not recommended. 	Important

4.2.8.1.4 GMO – identity preservation

Farmers shall

<ul style="list-style-type: none"> • Not use Genetically Modified Organisms or species unless specifically authorised by local law 	Urgent
<ul style="list-style-type: none"> • Maintain in any case (whether GMO seeds are used or not) documentation, segregation and traceability of the seeds used in alignment with regulations and when requested, shall be able to testify on GMO or Conventional/non-GMO status. 	Urgent

4.2.8.2 Agrochemicals

Farmers have to minimise the use of agrochemicals to deliver against good conservation agriculture and shall apply the following requirements:

<ul style="list-style-type: none"> • Pesticides not legally approved for use in the country are not used. 	Urgent
<ul style="list-style-type: none"> • Chemicals on the Stockholm POP or Rotterdam PIC lists, or categorized as WHO class 1a or 1b, are not used. 	Urgent
<ul style="list-style-type: none"> • Apply legally registered pesticides for the sole need to control weeds, diseases or invasive species and pests. Aside of usage based on monitoring or forecasting, there is no prophylactic use of pesticides. 	Urgent
<ul style="list-style-type: none"> • Have a year round nutrient management plan in place, preferring the use of recycled organic materials, and as necessary complement with inorganic fertilisers in response to appropriate soil testing, crop needs and in ways that minimise the run-off of nutrients and GHG emissions. 	Important

4.2.8.3 Land Conversion

Farmers shall not convert new peat soils for agricultural purposes.

• Peat soils are clearly identified and managed to avoid peat related GHG emissions.	Urgent
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4.2.9 Energy Management

4.2.9.1 Farm Energy Generation

Farmers shall

• Engage into using as much as possible renewable sources of energy available on the farm, such as solar or biogas digesters.	Important
• Maintain energy generation equipment according to manufacturer's instructions.	Important

4.2.9.2 Biomass Cultivation

• Farmers shall ensure that energy cropping is not threatening the food security of the local community.	Important
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4.2.10 Animal Based Production

Farmers shall

• Maintain an overall farm management tool (record keeping, etc.) that minimizes bio, chemical and physical risks for animals and workers	Important
• Preserve sanitation, prevent pathogen build-up and minimize disease transmission pathways in their farm.	Urgent
• Enable effective and fast traceability of animal products along the supply chain through effective animal identification	Urgent

4.2.10.1 Experience, Skills and Training

Farmers shall

• Explain responsibilities, rules and practices to all individuals in contact with animals.	Important
• Be experienced, skilled and trained in humane handling, animal behaviour and welfare.	Important
• Train workers in contact with animals in humane handling animal behaviour and welfare.	Urgent

4.2.10.2 Veterinary Drugs

Farmers shall

• Ensure good husbandry systems and practices to prevent occurrence of diseases so as to minimise the use of veterinary drugs.	Important
• Use antimicrobials under veterinary prescription for therapeutic purpose. Prophylactic use is limited to the strictest minimum amount and time to prevent outbreaks of contagious diseases. We also oppose the use of antimicrobials categorised by the World Health Organization (WHO) as "critically important" or "highly important" for human use, unless clearly authorised for veterinary use as per local legislation. The use of antimicrobials for growth promotion is not permitted.	Urgent

<ul style="list-style-type: none"> • Use performance enhancers only for therapeutic use under veterinarian advice and only when authorised by local law. Otherwise such use is prohibited and a long-term phase-out is implemented. 	Important
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4.2.10.3 *Animal Feeding & Breeding*

Farmers shall

<ul style="list-style-type: none"> • select animals of robust breeds adapted to local conditions and farming systems and avoid breeds associated with health and welfare problems (e.g conformation and excessive growth rate). 	Important
<ul style="list-style-type: none"> • not use cloned or genetically modified animals and their derivatives in the feed/ food chain. 	Urgent
<ul style="list-style-type: none"> • manage the stocking rate and rotation of on farm forage production to maintain healthy and productive livestock feeding and reduce parasite contamination. 	Urgent
<ul style="list-style-type: none"> • for off farm forage, source feed from traceable sources, ensure that animal protein is not used in feed, and that sourcing and storing avoid contamination and early deterioration. 	Important
<ul style="list-style-type: none"> • ensure that drinking water and feeding sources are not contaminated by on farm effluents. 	Urgent

4.2.10.4 *Animal Welfare*

Farmers are committed to the OIE 5 Freedoms and run farm management improvement plans accordingly. It is mandatory that:

4.2.10.4.1 *Freedom from Hunger, Thirst and Malnutrition*

Animals shall have access to sufficient feed and water suited to the animals' age and needs, to maintain normal health and productivity and to prevent prolonged hunger, thirst, malnutrition or dehydration.	Urgent
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4.2.10.4.2 *Freedom from Fear and Distress*

<ul style="list-style-type: none"> • Kicking, throwing, stomping, or otherwise maliciously harming animals at any stage of life and at any facility from birth to slaughterhouse is strictly forbidden. Electric shock devices shall be phased out in favour of alternative non painful devices to handle animals. • Staff is continuously trained in animal behaviour, humane handling and animal welfare. • A positive relationship between humans and animals that does not cause injury, panic, lasting fear or avoidable stress is fostered. • Social grouping of animals allowing positive social behaviours and minimising injury, distress and chronic fear is made. 	Urgent
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4.2.10.4.3 *Freedom from Physical and Thermal Discomfort*

<ul style="list-style-type: none"> • The physical environment, including the substrate (walking surface, resting surface, etc.) and shelter shall be suited to the species so as to minimise risk of injury and transmission of parasites to animals. Substrate such as litter shall be changed whenever required to prevent animal health and welfare deterioration (e.g. footpad dermatitis, lameness). • The physical environment and animals shall be monitored on a regular basis to detect conditions negatively affecting the health and welfare of the animals. Immediate corrective actions are taken in such cases. For housed animals, air quality, temperature and humidity shall support good animal health and welfare and not be aversive. Where extreme conditions occur, animals shall not be prevented from using natural methods of thermos-regulations. 	Urgent
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4.2.10.4.4 *Freedom from Pain, Injury and Disease*

<ul style="list-style-type: none"> • Painful procedures are avoided. Alternatives are carefully reviewed and preferred. • Where painful procedures cannot be avoided, veterinarian support shall be obtained. The resulting pain is managed to the extent that available methods allow (e.g. use of anaesthesia and analgesia). • Farmers shall phase out tail docking (cattle & pigs), dehorning, disbudding without anaesthesia and analgesia, castration without anaesthesia and analgesia (cattle & pigs), and non-therapeutic beak trimming (laying hens). • Animals with serious health problems shall be handled appropriately, individually, treated promptly or killed humanely if treatment is not feasible or recovery unlikely. • For chickens, farmers shall stop live shackle slaughter and implement Low Atmospheric Pressure Stunning or Controlled Atmosphere Killing – multi-stage or with inert gas 	Urgent
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4.2.10.4.5 *Freedom to Express Normal Patterns of Behaviour of Farmed Animals*

<ul style="list-style-type: none"> • The physical environment shall allow comfortable resting, safe, natural and comfortable movement including normal postural changes and the opportunity to perform types of natural and social behaviours that animals are motivated to perform. • Litter is provided in appropriate quantity and quality to animals. • Confinement and permanent tethering systems such as cages, crates or tie stalls shall be progressively phased out in favour of groups / free housing in pens, barns, free access stalls or free range. 	Urgent
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4.2.11 *Seafood Based Production and Aquaculture*

4.2.11.1 *Wild Fisheries*

Fishers shall

<ul style="list-style-type: none"> • Not source any wild marine or freshwater species assessed as critically endangered or endangered by the IUCN Red List, or listed under CITES Appendix 1. Products traded under CITES Appendix II shall meet the following requirements: i) the proper permits and certificates as well as ii) a transparent NDF (non-detriment finding) according to a good standard are available. • Not acquire or capture seafood in a way that falls under the category of illegal, unregulated or unreported (IUU) fishing according to FAO. • Not use highly destructive fishing gear or fishing methods including bottom trawling or dredging fishing methods, dynamite, cyanide, muro-ami or high seas drift nets. • Not source from no-take zones or Marine Protected Areas. • Not engage in fisheries with bycatch of Endangered, Threatened and Protected Species as defined by national legislation or international agreements. No fishing and seafood processing practices involving shark finning. • Not practice transshipment at sea unless for emergency procedures. • Consider renovating their vessels to ensure a minimum of 1.6meters height in the sleeping cabin for the crew to rest in. <p>Large vessels shall be equipped with radios and vessel monitoring systems such as GPS.</p>	Important
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4.2.11.2 *Aquaculture*

<ul style="list-style-type: none"> • For Aquaculture, farmers shall aspire to reach Best Aquaculture Practices as defined by the Best Aquaculture Practices Certification, Global GAP, Aquaculture Stewardship Council, or Global Aquaculture Alliance’s Best Aquaculture Practices Certification and/or are under an Aquaculture Improvement Project (AIP). 	Important
<ul style="list-style-type: none"> • No aquaculture operations in protected and/or sensitive habitats. 	Urgent

5.1 Demonstrating Continuous Improvement and Fulfilment

Upon Nestlé request, suppliers, including intermediaries and farms, shall make visible the internal program they have in place demonstrating continuous improvement or fulfilment against the Standard's requirements or its equivalence

- If no program exists, embark in the demonstration of improvements or fulfilment by considering using some of the mechanisms listed below

Mechanism	Objective	Example
Traceability Systems Declaration Forms	Map supply chain	Chain of custody, Traceability Declaration Form
Remote Assessment	Demonstrate practices against Standard without verification on the ground	Satellites Ecovadis
Internal and 3rd party Verification and Certification schemes based on risk assessments	Demonstrate practices against Standard to support Monitoring and Capacity Building	Sedex Member for Ethical Trade Audit Common Code for the Coffee Community
Monitoring and Capacity Building	Demonstrate practices against Standard and continuous improvement plans	Special Projects
Landscape / jurisdictional approaches	Address issues where regional approaches and collaboration are required	Special Projects

5.2 Reporting Violations

The supplier shall report any suspected violations of regulations, laws and the Standard. Violations shall be reported to the Nestlé contact person, or can be reported confidentially using one of the available channels:

- Web URL: www.nestle.com/tell-us
- Tell us hotline: Local country phone numbers can be found on www.nestle.com/tell-us
- Switzerland: +41 800 561422

