



# Supplier Internal Monitoring System

## Introduction

Where our outsource suppliers are not accredited by an external organization like the World Fair Trade Organization, we use our own system to verify that our outsource partners meet minimum Fair-Trade standards.

This monitoring system contains three elements:

- A schedule that outlines how often visits should be done.
- A form for the assessor from Joyya to complete.
- A description of the filing and reporting system that should be undertaken following the visit.

Outsource partners are given a rating by us:

High Risk Organizations are those that have achieved a 60% rating or lower.

Joyya Certified Organizations are those that have achieved a 61% rating or higher.

## Schedule

After the initial visit outsource partners should be visited every 2 years if they are High Risk and every 3 years if they are Joyya Certified.

A schedule of visits is held in the company Document Management System under:

Product Management Hub >> 5. Certifications >> 1. Supplier Information >> Internal Monitoring System

## Assessment Form

The assessment form is contained at the end of this document.

## Filing System

Please file your document from the site visit in the Document Management System under:

Product Management Hub >> 5. Certifications >> 1. Supplier Information >> Internal Monitoring System >> Audit Reports

Please update the schedule with the results of your visit.

Joyya Internal Monitoring System for Outsource Suppliers	
Name of outsource supplier:	
Date of assessment:	
Person conducting the assessment:	
Date of last assessment:	
Score of last assessment:	
<p>Introduction:</p> <ul style="list-style-type: none"> <li>You must visit the supplier without announcing your visit.</li> <li>There are 10 principles of Fair Trade. The questions are grouped under each principle.</li> <li>We recognize that at Joyya, our intention is to empower community transformation which is a bigger aim than fair trade. This audit, is only about fair trade.</li> <li>We have a supplier code of conduct which is located in our Certifications folder. Please take a copy of the code of conduct with you and give it to the outsource supplier at the end of the visit.</li> <li>Read through the report first, before commencing the visit.</li> <li>Give each area of observation a score: <ul style="list-style-type: none"> <li>1 Everything is OK</li> <li>2 Needs Improvement</li> <li>3 Non-compliant</li> </ul> </li> <li>At the end of each section write actions that you think the organization needs to take to improve a category.</li> <li>Insert the scores into the table below.</li> </ul>	
Score Sheet	
Principle One, Overall Score:	
Principle Two, Overall Score:	
Principle Three, Overall Score:	
Principle Four, Overall Score:	
Principle Five, Overall Score:	
Principle Six, Overall Score:	
Principle Seven, Overall Score:	

Principle Eight, Overall Score:			
Principle Nine, Overall Score:			
Principle Ten, Overall Score:			
<b>Total Score:</b>			
<b>Score &lt; 45 = Supplier is in compliance</b> <b>Score 45 – 90 = Supplier needs improvement</b> <b>Score &gt; 90 = Non-compliant</b>			
<b>Principle One: Creating Opportunities for Economically Disadvantaged Producers</b>			
Ref	Area of observation	Observations	Score
Questions for a member of the management team:			
1.1	How does the organization empower individuals to have income security?	High levels of income security = 1 Low levels of income security = 2 No income security = 3	
1.2	What percentage of the producers come from an economically disadvantaged background?	More than 75% = 1 From 50%-74% = 2 Less than 60% = 3	
1.3	What is your plan to help your producers move towards economic self-sufficiency?	Effective plan = 1 Plan that needs improvement = 2 No plan = 3	
Questions for a producer:			
1.4	Ask what difference working here has made to their lives?	Producer enthusiastic about economic change = 1 Producer saying that they still struggle financially = 2 Producer saying that it has made no economic difference to their lives = 3	
Actions need:			

Principle Two: Transparency and Accountability			
Ref	Area of observation	Observations	Score
Questions for a member of the management team:			
2.1	How does the organization involve the producers in making decisions about the business?	High levels of involvement = 1 Low levels of involvement = 2 No involvement = 3	
2.2	How often does the business communicate with others in the supply chain about their values?	More than once a year= 1 Less than once a year = 2 Never = 3	
Questions for a producer:			
2.3	How does the organization involve you in making decisions that affect the business and its direction?	Producer enthusiastic the level of involvement they have = 1 Producer feels they could have more say in business decisions = 2 Producer saying that they have no influence on the direction of the business = 3	
Actions need:			
Principle Three: Fair Trading Practices			
Ref	Area of observation	Observations	Score
Questions for a member of the management team:			
3.1	Do you usually meet orders on time and on specification?	Yes = 1 Mostly = 2 Not very often = 3	
3.2	If a customer cancels an order do your producers still get paid?	Yes = 1 A proportion of the value = 2 No = 3	
3.3	Do you have cooperative working relationships with other fair-trade organizations in the area?	Excellent working relationships = 1 Some working relationships = 2 No working relationships = 3	

Questions for a producer:			
3.4	Do you ever have any problems being paid?	Producer enthusiastic about being paid on time = 1 Producer saying that sometimes they are not paid on time = 2 Producer saying that pay is always late= 3	
Actions need:			
Principle Four: Fair Payment			
Ref	Area of observation	Observations	Score
Questions for a member of the management team:			
4.1	Are people in your organization paid the same for the level of work, regardless of their gender or marital status?	Yes = 1 Mostly = 2 Not very often = 3	
4.2	How do you assess and pay for a local living wage?	Yes = 1 A proportion of the value = 2 No = 3	
4.3	How long is your normal working week, not including lunch breaks?	Up to 48 Hours = 1 48-50 Hours = 2 Over 50 hours = 3	
Questions for a producer:			
4.4	How does working in this organization affect your life?	Producer enthusiastic about positive life change = 1 Producer not so enthusiastic about changes to their life = 2 Producer hates their life since working here = 3	

Actions need:

Principle Five: Ensuring no Child Labor or Forced Labor

Ref	Area of observation	Observations	Score
Questions for a member of the management team:			
5.1	Do you employ Children under 16?	No = 1 Yes = 3	
5.2	Do you have ways of checking if there is child labor in your supply chain?	Yes = 1 Nothing formal but we check = 2 No = 3	
5.3	Do you have ways of checking if there is any bonded or forced labor in your supply chain?	Yes = 1 Nothing formal but we check = 2 No = 3	
Questions for a producer:			
5.4	Do you know of any children being employed by your organization?	No = 1 Yes = 3	

Actions need:

## Principle Six: Commitment to Nondiscrimination, Gender Equity and Women's Economic Empowerment, and Freedom of Association

Ref	Area of observation	Observations	Score
Questions for a member of the management team:			
6.1	What percentage of the organizations management team are women.	50% or over = 1 25%-49% = 2 Less than 24% = 3	
6.2	Is there support for women who are pregnant and have small children?	Maternity leave, and childcare = 1 Maternity leave OR childcare = 2 No extra provision = 3	
6.3	Does the organization allow producers to become part of a union?	Yes all members of staff = 1 Some members of staff = 2 No members of staff = 3	
Questions for a female producer:			
6.4	Do you feel you have the same opportunities as the men do to become part of the management team?	Producer enthusiastic about the possibility = 1 Producer not so enthusiastic about the possibility = 2 Producer unhappy about the prospects of promotion = 3	

Actions need:

## Principle Seven: Ensuring Good Working Conditions

Ref	Area of observation	Observations	Score
Questions for a member of the management team:			
7.1	How would you rate the organizations implementation of Health and Safety rules	Good = 1 Medium = 2 Poor = 3	
7.2	Do your staff work less than 47 hours a week?	Yes = 1 No= 3	

7.3	Do you have a mechanism that staff can report concerns about their Health and their Safety?	Yes = 1 No = 3	
Questions for a producer:			
7.4	Does the organization look after your safety and your health?	Producer enthusiastic about organizations care = 1 Producer not so enthusiastic about the organizations care = 2 Producer unhappy about the organizations care = 3	
Actions need:			
<b>Principle Eight: Providing Capacity Building</b>			
Ref	Area of observation	Observations	Score
Questions for a member of the management team:			
8.1	Do you help you producers develop their skills in things like Management, Business and Community Development?	Yes = 1 No = 3	
8.2	When was the last time you ran a training event in Business Management or Community Development?	Within the last 12 Weeks = 1 Within the last 3 months to a year = 2 Over a year ago = 3	
8.3	Do you try and buy your raw products from other small fair trade suppliers?	As much as possible = 1 Some = 2 Never = 3	
Questions for a producer:			
8.4	Does the organization help you to develop your abilities in producing your products with training?	Producer enthusiastic about organizations provision of training = 1 Producer not so enthusiastic about the organizations provision of training = 2 Producer unhappy about the organizations provision of training = 3	

Actions need:

Principle Nine: Promoting Fair Trade			
Ref	Area of observation	Observations	Score
Questions for a member of the management team:			
9.1	Do you advertise that you are a fair trade business?	Yes = 1 No = 3	
Actions need:			

Principle Ten: Respect for the Environment			
Ref	Area of observation	Observations	Score
Questions for a member of the management team:			
10.1	How much of your raw material comes from sources that take care of the environment?	100%-70% = 1 69-40% = 2 Less than 39% = 3	
10.2	What initiatives have you introduced energy reduction over the past two years?	More than three = 1 Less than three = 2 None = 3	
10.3	How much of your packaging is recyclable?	As much as possible = 1 Some = 2 None = 3	
Actions need:			