



## 4C GLOSSARY

(as of 25<sup>th</sup> of September 2023)

**Glossary of terms to ensure a common understanding.**

TERM	DEFINITION
<b>4C certificate</b>	These are attestations which confirm that the 4C Unit or Intermediary Buyer has met and complies with the 4C requirements described in the 4C Code of Conduct and related audit and certification procedures described in the 4C System Regulations. Certificates are issued to 4C Units or Intermediary Buyers that have successfully accomplished an audit. It is valid for three years and can be subject to surveillance or integrity audits within the three-year validity period. In case of violations, it can be withdrawn. Certificates are published on the 4C website.
<b>4C Certification Body Regulations</b>	A document that lays down the requirements for Certification Bodies (CBs) to become a cooperating CB of 4C, and the duties of CBs to perform certification services according to the 4C requirements. It also lays down the requirements and necessary qualifications for the staff of the CB to be appointed to perform specific tasks relating to 4C certification services.
<b>4C Code of Conduct</b>	4C System document that contains 4C principles and criteria for the production, processing, and trading of green coffee beans. Each 4C principle is made up of a list of criteria and check-points that must be fulfilled.
<b>4C Portal</b>	Online based tool accessible for 4C System users to follow procedures and record actions. Access is granted by 4C Services based on defined responsibilities regarding 4C. Provided features include but are not limited to: The certification process from application to certificate issuance; Annual Update (AU) evaluation; commercial reporting; upload of Business Partner Map (BPM) files for immediate automated analysis.
<b>4C System</b>	Certification system operated by 4C Services GmbH
<b>4C System user</b>	Any user of the 4C System, including 4C Units with their Managing Entities (ME), Intermediary Buyers (IBs), Final Buyers (FBs), and Certification Bodies (CBs).



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<b>4C System Regulations</b>	A document that describes all relevant aspects and requirements of the 4C System, including general principles according to which the 4C System is governed, its internal structure, the requirements for 4C certification which need to be applied by all participants of the 4C System, including 4C Units, Intermediary Buyers as well as Certification Bodies (CBs) cooperating with 4C. Furthermore, the requirements, procedures, and documents regarding the trading of 4C certified coffee are covered and the 4C communication guidelines
<b>4C Unit</b>	A green coffee producing group that includes any type of production and process facility and that produces a minimum of 20 tons of 4C certified green coffee per year. Each element of the supply chain, from the production of the coffee up to the sale of the green coffee bean (including farmers, wet mills, traders, dry mills, exporters, etc.), has to be covered within 4C certification by being part of a 4C Unit (see 4C System Regulations). A 4C Unit must be based in a coffee producing country and must include, as a minimum, BP Producers and a ME.
<b>Accreditation</b>	Accreditation is the procedure by which an authoritative body gives formal recognition that a body or person is competent to carry out specific tasks. Thus, accreditation is a third-party assessment and decision that a Certification Body formally demonstrates its competence, including its overall systems and procedures, its staffing levels, competence and experience, and its reporting ability to carry out specific conformity assessment (i.e., certification/registration) tasks.
<b>Accreditation body</b>	Organisation responsible for assessing and accrediting Certification Bodies that they operate according to international standards on conformity assessment. The accreditation body must operate in line with ISO/IEC 17011 and be Accreditation Body Members of the International Accreditation Forum (IAF).
<b>Addendum audit</b>	An addendum audit is a full audit, which applies if new BP Service Providers or new facilities or functions of BP Service Providers (e.g., new wet or dry mill, and/or new warehouse facilities or locations of already existing BP Service Providers in the 4C Unit) are going to be added to a 4C Unit within a three-year certification period. In case of BP Producers, it applies only if the turnover rate of BP Producers is above 10% per year. The turnover rate is the rounded ratio between new BP Producers or existing BP Producers with new plots and old net BP Producers (“Net” meaning BP Producers remaining after



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	exclusions). Family members taking over a coffee plot that has already been part of the 4C Unit before but managed by another member of the family are also considered as new BP Producers.
<b>Annual Update (AU)</b>	Required for the maintenance of the 4C certificate within a three-year certification period. It is the process of annually updating the basic data of a 4C Unit and the status of the implementation actions described in the Improvement Plan. The Managing Entity (ME) must provide, a set of documents to the Certification Body (CB) to be evaluated and approved by the CB. The documents include the Business Partner Map (BPM), and the Improvement Plan (IP).
<b>Application</b>	Application of any 4C Unit or Intermediary Buyer seeking an audit must take place after contractual agreement with a Certification Body (CB) cooperating with 4C before the actual audit date. The CB registers the application for audit within the 4C portal which then needs to be confirmed by the Managing Entity or Intermediary Buyer.
<b>Audit</b>	Verification of the compliance with the sustainability requirements existing in the 4C System performed by a Certification Body (CB), by 4C or by a person commissioned by 4C. A distinction shall be made between certification audits performed by a CB with the aim of issuing certificates for the first time and/or of renewing them, surveillance and addendum audits performed by a CB verifying respectively the non-compliance issue(s) or expansion of BPs with the aim of confirming the validity of a certificate and integrity assessments as part of the 4C Integrity Program performed by 4C or a person commissioned by 4C.
<b>Audit checklist</b>	The audit checklist is a blank template which needs to be used for all 4C audits to be conducted. It provides detailed information on the audit criteria and check-points to be checked during the audit. 4C published the currently applicable audit checklist on the 4C website.
<b>Audit plan</b>	A document prepared by a 4C auditor prior to the actual on-site audit. The audit plan includes information on the auditor in charge, the audit team, the audit scope, the audit type, the risk analysis conducted, lists the locations to be visited and the corresponding dates.
<b>Audit report</b>	Audit checklist filled with the content of the respective audit conducted. It is a report on the certification evaluation process,



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	certification evaluation findings and conclusions, and certification decision recommendation.
<b>Auditor</b>	A person with competence necessary to conduct an audit. To conduct audits according to 4C, the auditor must work for a cooperating Certification Body (CB) of 4C. The auditor can be an employee of a CB or work as a freelance auditor contracted by a CB. Requirements for auditors to become 4C auditors are specified in the 4C Certification Body Regulations.
<b>Biodiversity</b>	Biological diversity means the variability of living organisms for all sources including inter alia, terrestrial, marine, and other aquatic ecosystems and the ecological complexes of which they are a part; this includes diversity within species, between species and of entire ecosystems. In the context of the good agricultural practice referred to in the 4C Code of Conduct, it applies to both agricultural fields and protected areas.
<b>Business Partner (BP)</b>	A BP is any actor within the 4C Unit up to the Managing Entity level who has physical contact with coffee cherries or beans. Those actors are typically coffee farmers, traders, warehouses, and mills.
<b>Business Partner (BP) Producer</b>	A coffee farmer recorded in the Business Partner Map (BPM) that owns or leases the fields from which he grows and sells 4C certified coffee.
<b>Business Partner (BP) Service Provider</b>	A person or company that either handles or that participates in the transformation of coffee cherry or green bean at any stage of the supply chain between the BP Producer and the Managing Entity (ME). This can be either a BP Trader, BP Storage, or BP Processor.
<b>Business Partner Map (BPM)</b>	There exist two BPMs, one for Managing Entities (MEs) and their 4C Units and one for Intermediary Buyers (Bs) and their facilities. It is a tool that enables MEs and IBs to manage the data and performance of individual BPs. MEs and IBs must complete the BPM before applying for an audit and keep it always up to date. The BPM is an excel sheet that MEs and IBs fill out with the basic data of BPs, which has to be updated at least on an annual basis. The BPM template is publicly available on the 4C website.



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<b>Buyer of Processed Coffee (BPC)</b>	A company that handles processed coffee (e.g. purchases, sells, repackages, and/or re-processes processed coffee). See also definition of “processed coffee”.
<b>Carbon stock</b>	The quantity of carbon contained in a “pool”, meaning a reservoir or system which has the capacity to accumulate or release carbon.
<b>Certificate holder</b>	An entity that holds a valid 4C certificate. This can be either the Managing Entity (ME) of a 4C Unit or an Intermediary Buyer (IB).
<b>Certificate number</b>	Numerical code stated on the 4C certificate to uniquely identify each 4C certificate.
<b>Certification</b>	An inspection procedure by means of which the prerequisites for issuing a certificate are assessed.
<b>Certification audit</b>	An audit conducted every three years based on the requirements of the 4C System and the related documents which is a prerequisite to receiving a 4C certificate, if audited compliant with 4C requirements. It is a series of activities carried out by an approved 4C auditor to verify the 4C Units compliance with the 4C System requirements (System Regulations and 4C Code of Conduct). Those activities include on-site audit using the 4C audit checklist, report review, and decision on the 4C Unit compliance with the 4C requirements.
<b>Certification Body (CB)</b>	An independent body that is recognized by the competent authority (national public authority) or an accreditation body to conduct audits according to the 4C System and which is cooperating with 4C. It needs to have the technical competence and a credible management system in place to secure the quality and credibility of 4C audits, needs to be a registered legal entity or a subsidiary of a legal entity, needs to be ISO/ IEC 17065 accredited for agricultural scope and must have accepted the 4C Terms of Use for Certification Bodies (CBs).
<b>Chain of custody</b>	Path taken by raw materials, processed materials, finished products, and co-products from production and harvest, to the end-user through each stage of transport, storage, handling, processing, packing, labelling, etc, along the supply chain.
<b>Child labour</b>	Is often defined as work that deprives children of their childhood, their potential, and their dignity, and that is harmful to physical and mental development. It refers to work that: is mentally,



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	physically, socially or morally dangerous and harmful to children; and interferes with their schooling by depriving them of the opportunity to attend school; obliging them to leave school prematurely, or requiring them to attempt to combine school attendance with excessively long and heavy work.
<b>Climate Friendly Coffee</b>	Sustainable production and processing of coffee that mitigates climate change by the use of climate-smart methods to cultivate and process low-carbon coffee, causing minimal harm to ecosystems. The 4C Climate Friendly Coffee trademark is a special 4C logo indicating a climate friendly coffee production and processing.
<b>Coffee commercial activities</b>	Any activity that involves the purchasing and selling of 4C certified coffee.
<b>Commercial reporting</b>	A requirement for all coffee supply chain actors, from Managing Entities (MEs) via Intermediary Buyers (IBs) up to the Final Buyer (FB), to report the traded volumes of 4C certified coffee. This requirement applies exclusively to commercial transactions of 4C certified coffee. The reporting must be done on an annual basis via the 4C portal. Commercial reporting requirements are described in the 4C System Regulations, chapter 9.
<b>Competent authority</b>	Public authority responsible for the recognition and surveillance of certification systems and/or Certification Bodies (CBs).
<b>Complaint</b>	A complaint is a formal (written) expression of dissatisfaction by any related party (complainant) about any other party intentionally not following specified rules or regulations or breaching agreement within the certification process.
<b>Compliance level</b>	The 4C requirements are divided into three compliance levels: 1 <sup>st</sup> , 2 <sup>nd</sup> , and 3 <sup>rd</sup> level. With each certification audit, the 4C Unit moves from one compliance level to the next level, starting with compliance level 1 and ending with compliance level 3. Continuous improvement is required and verified from one level to the next level. With each compliance level, the major check-points that need to be complied with increase. Once the compliance level 3 has been reached, all upcoming audits would need to be conducted according to the 3 <sup>rd</sup> level audit requirements.
<b>Continuous improvement</b>	A process whereby 4C Units gradually improve their performance through the increase of the adoption rate of the good agricultural and management practices described in the



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	4C Code of Conduct and 4C System Regulations. The aim is to support 4C Units to prepare for recertification and promote real and positive impact at farm level.
<b>Conversion factor</b>	The relation between product entering and product leaving an internal processing step controlled by the respective element in the supply chain.
<b>Critical catchment area</b>	The area from where springs, streams, rivulets, and water heads originate and serve or can potentially serve the water supply system of any village or town or a group of them and the preservation of which is so vital for the life and health of the community.
<b>Delivery note</b>	A statement that can be issued by elements of the coffee supply chain that provides information on the amount, origin, etc. of 4C certified coffee.
<b>Desk audit</b>	An examination of the 4C Units documents, records, or any other evidence that is done off site.
<b>Discrimination</b>	<p>Unfair treatment of a person or group for any reason such as being a girl or boy, belonging to a particular ethnicity or religion or sexual orientation, etc.</p> <p>Discrimination can be direct (e.g., in some countries women cannot legally own property or women are forbidden by law to do certain jobs), indirect (e.g., a certain job requires the person to have certain height, as a result women might not be able to do this job) or multiple/intersectional (e.g., women from ethnic minorities may feel double discrimination because of their ethnicity and because of gender norms).</p>
<b>Discrimination against girls and boys</b>	Means treating women and girls directly or indirectly differently in a way which prevents them from enjoying their full rights
<b>Double accounting</b>	Selling one batch of 4C certified coffee multiple times (“double accounting”), e.g., when being certified according to more than one sustainability certification system or being registered in different 4C Units. Double accounting is not allowed under 4C.
<b>Dry mill</b>	A BP Service Provider that carries the process of cleaning, hulling, parchment removal, drying, sorting, or grading (physical defects, colour, sizing, cupping profile, etc.), blending, bagging, labelling and storage of green coffee beans.



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	Dry milling is a process that is applied to both wet processed such as washed or semi-washed coffees and dry processed coffee cherry such as natural or pulped natural coffees.
<b>Equal access</b>	Every human being, regardless of their sex, gender, ethnicity, age, or other characteristics prone to discrimination is given the same opportunity, possibility and active admission to resources such as education, training, healthcare, financial support or representation, e.g., leadership roles.
<b>Evaluator</b>	An evaluator is a CB staff who reviews and evaluates all information related to and results of a 4C audit, makes the final recommendation on certification decision based on audit results.
<b>Family members</b>	Refers to the immediate family, i.e., parents, siblings, spouse, and children of a natural person (BP or Managing Entity in case of a family-owned business) living on the premises (farm or property).
<b>Farm/plantation</b>	A farm/plantation consists of one or multiple fields/plots and buildings that could be owned or leased and are used for the purpose of agricultural production. Subject to certification is always the entire land (agricultural land, pasture, forest, any other land) of the farm/plantation.
<b>Field/plot</b>	A field/plot, always part of a farm, may be owned or leased and is used for the purpose of agricultural production and its perimeter defines the area of cultivation, whether it is at the formation or production stage. This cultivated area is used to calculate the yield.
<b>Final Buyer (FB)</b>	<p>Entity that first transforms the green coffee bean into processed coffee (e.g., roast, roast &amp; ground, soluble, caffeine). This may include roasters, instant coffee manufacturers, private label companies, retail companies with private labels, brand owners, coffee shop chains, or any other legal entity that claims sustainable sourcing through purchases of 4C certified green coffee beans.</p> <p>A Final Buyer who claims sustainable sourcing through 4C certified coffee purchases must possess a valid Service Agreement with 4C Services GmbH.</p>
<b>Food security</b>	Food security exists when all people, at all times, have physical and economic access to sufficient, safe, and nutritious food that





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	meets their dietary needs and food preferences for an active and healthy life.
<b>Free, Prior and Informed Consent (FPIC)</b>	<p><b>Free:</b> Consent is given voluntarily and without coercion, intimidation, or manipulation. A process that is self-directed by the community from whom consent is being sought, unencumbered by coercion, expectations, or timelines that are externally imposed.</p> <p><b>Prior:</b> Consent is sought sufficiently in advance of any authorization or commencement of activities.</p> <p><b>Informed:</b> Nature of the engagement and type of information that should be provided prior to seeking consent and also as part of the ongoing consent process.</p> <p><b>Consent:</b> Collective decision made by the right holders and reached through a customary decision-making process of the communities.</p>
<b>Gender</b>	<p>Describes the roles, behaviours, activities, and attributes that a given society at a given time considers appropriate for men and women.</p> <p>Gender is “socially constructed” meaning that gender differences are created by society, not nature. They are part of our culture, and they change over time.</p>
<b>Gender aware</b>	Examines gender considerations/differences and takes an approach to address them.
<b>Gender based violence</b>	Any harmful act that is perpetrated against a person’s will and that is based on socially ascribed (gender) differences between females and males. Examples include sexual violence, including sexual exploitation/abuse and forced prostitution, domestic violence, trafficking, forced/early marriage, harmful traditional practices such as female genital mutilation, honour killings and widow inheritance.
<b>Gender blind</b>	Ignores the set of economic, social, and political roles, responsibilities, rights, entitlements, obligations, and power relations associated with being female or male. Ignores gender considerations altogether.
<b>Gender disaggregated data</b>	Data collected and tabulated separately for women and men.



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<b>Gender equality</b>	The concept that women, girls, men and boys have equal conditions, treatment, and opportunities for realizing their full potential, human rights, and dignity, and for contributing to (and benefitting from) economic, social, cultural, and political development.
<b>Gender equity</b>	The process of being fair to women, girls, men and boys and more importantly the equality of the outcomes and results. Gender equity may involve the use of temporary special measures to compensate for historical or systemic bias or discrimination.
<b>Gender lens</b>	Working to make gender visible in social phenomena; asking <i>if</i> , <i>how</i> , and <i>why</i> social processes, standards, and opportunities differ systematically for women and men.
<b>Gender norms</b>	Social rules that govern the behaviour of girls, boys, women, and men in society. They may be enforced through social pressure, or through political or physical control.
<b>Gender relations</b>	Social relations uniting women and men as social groups in a particular community, including how power – and access to/control over resources – is distributed between the sexes.
<b>Gender roles</b>	Socially constructed behaviours, attitudes, and actions that society feels are appropriate or inappropriate for a man, woman, boy or girl, according to cultural norms and traditions.
<b>Gender socialization</b>	Process of learning cultural roles assigned to a person according to whether they are born male or female. It occurs throughout the life cycles and starts when people make judgement about what is appropriate for each. For example, from birth boys and girls are treated differently by members of society (toys, expectations, assignments, etc). The process of gender socialization is the foundation for gender norms, roles, stereotypes, and relations.
<b>Gender stereotypes</b>	Simplistic generalization about the gender attributes, differences and roles of women and men.
<b>Genetically Modified Organism (GMO)</b>	Any organism, except for human beings, in which the genetic material has been altered in a way that does not occur naturally by mating and/or natural recombination.



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<b>Good Agricultural Practices (GAP)</b>	A collection of principles to apply for on-farm production and post-production processes, resulting in safe and healthy food and non-food agriculture products, while taking into account economic, social, and environmental sustainability.
<b>GRAS index</b>	Overall risk score generated by the GRAS tool, which merges relevant data on biodiversity, land use change, carbon stock, and social indices on specific regions.
<b>Grievance procedure</b>	Grievance procedures are a means of dispute resolution that can be used by a company to address complaints by employees, suppliers, customers, and/or competitors. The procedure typically defines the type of grievance it covers, the stages through which the parties proceed in attempting to resolve matters, individuals responsible at each stage, the documentation required, and the time limits by which the grievance must be presented and dealt with at each stage.
<b>Harvest Season</b>	The picking of cherries is taking place. The coffee post-harvest operations may also occur in the harvest season, include pulping, processing, drying, hulling, cleaning, sorting, grading, storage, roasting, grinding, and cupping. There are temporary and seasonal workers involved in the harvest season activities.
<b>Hazardous waste</b>	Waste (generally inorganic) that by its nature can create short-term, long-term or irreversible damages (corrosiveness, poisoning, reactivity, ignitability, toxicity, etc.) to the environment and/or living beings such as pesticides, fertilizers, plastic packaging, engine oils or fuel, cleaning chemicals, old batteries, solvent based paints, lamps, fluorescent lamps and other mercury products and others.
<b>Improvement Plan (IP)</b>	To be set up during/right after the audit including measures for continuous improvement. The IP includes all non-conformities of the 4C Unit with minor check-points to be worked on until the recertification audit as well as other improvement criteria required to be complied with during the three-year validity period. The setup and annual update of the IP are required to maintain the 4C certificate during the three-year validity period.
<b>Infringement</b>	Failure to comply with one or more of the requirements specified in the 4C System.
<b>Integrated Pest Management (IPM)</b>	IPM is an ecosystem-based strategy that focuses on long-term prevention of pests or their damage through a combination of



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	<p>techniques such as biological control, habitat manipulation, modification of cultural practices, and use of resistant varieties. Pesticides are used only after monitoring indicates they are needed according to established guidelines, and treatments are made with the goal of removing only the target organism. Pest control materials are selected and applied in a manner that minimizes risks to human health, beneficial and nontarget organisms, and the environment.</p>
<p><b>Integrity Program</b></p>	<p>Program to ensure a consistent, objective, and reliable audit and certification process by all CBs cooperating with 4C. A tool to enable closer monitoring of the CBs' auditing and certification activities and companies' compliance with 4C requirements through integrity assessments. It consists of multiple CB office and 4C certificate holder assessments planned randomly or on a targeted basis after risk evaluations or complaints. The assessments are conducted by 4C integrity auditors and can cover all the countries where the CB carries out 4C audits.</p>
<p><b>Integrity assessment</b></p>	<p>An audit performed by 4C Services or by independent auditors commissioned by 4C Services on 4C Units and Certification Bodies as part of the 4C Services Integrity Program.</p>
<p><b>Integrity report</b></p>	<p>Summary report of the integrity assessment. It is prepared on the date of the integrity assessment at the System user's premises. It contains the basic data of the assessment and the findings of the 4C integrity auditor.</p>
<p><b>Intermediary Buyer (IB)</b></p>	<p>Traders, exporters, importers, or any other legal entity which trades 4C certified coffee and which is neither the Managing Entity (ME) of the 4C Unit the 4C certified coffee has been purchased from nor the Final Buyer (FB). An IB is not part of a 4C Unit but is operating as a trader outside of the 4C Unit. An IB does not need to be 4C certified in order to trade 4C certified coffee but can do so on a voluntary basis.</p>
<p><b>Internal Management System (IMS)</b></p>	<p>A documented set of internal procedures, rules, and processes that the 4C Units Managing Entity (ME) implements in order to manage the group of BP Producers and BP Service Providers registered in the Business Partner Map (BPM) and to ensure the 4C Units compliance with 4C requirements.</p>
<p><b>Land use change</b></p>	<p>Refers to changes in terms of land cover between forest, grassland, cropland, wetlands, settlements, and perennial crops, including tree crop plantations. Switching from grassland to cropland should be thus considered land use change. while</p>



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	changing from one crop to another, such as from maize to rapeseed, should not.
<b>Living wage</b>	The remuneration received for a standard workweek by a worker in a particular place sufficient to afford a decent standard of living for the worker and her or his family. Elements of a decent standard of living include food, water, housing, education, health care, transportation, clothing, and other essential needs including provision for unexpected events.
<b>Major check-points</b>	Major check-points are requirements stated in the audit checklist that must be fulfilled for a successful audit and in order to receive a certificate. In general, 4C audit check-points are differentiated between minor and major check-points, whereas major check-points always need to be fully complied with. Major check-points differ depending on the compliance level of the 4C Unit.
<b>Managing Entity (ME)</b>	The Managing Entity of a 4C Unit is legally registered, responsible for implementing the 4C System requirements and managing a 4C Unit, monitoring, evaluating, and reporting of the 4C unit, which is the 4C certificate holder and responsible for trading 4C certified coffee.
<b>Migrant worker</b>	A person who migrates (from one country to another or from one region within a country to another) to pursue work and be employed.
<b>Minor check-points</b>	4C minor check-points are requirements stated in the audit checklist that must not yet be fulfilled for a successful audit and in order to receive a certificate. Minor check-points might become major check-points over time, at future certification audits, when moving up from compliance level 1 to compliance level 2 and compliance level 3. Minor check-points that are not complied with need to be included into the Improvement Plan (IP) and worked on in order to be compliant during the recertification audit where those minor check-points become major check-points.
<b>National minimum wage</b>	Minimum wages have been defined as the minimum amount of remuneration that an employer is required to pay wage earners for the work performed during a given period, which cannot be reduced by collective agreement or an individual contract.



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	The national minimum wage must be understood in relation to the specific regulations of each country depending on its domestic economy.
<b>Non-conformity</b>	Failure to comply with one or more of the check-points specified in the 4C audit checklist.
<b>Non-organic/inorganic waste</b>	All the waste including materials other than animal or vegetal, which are not considered to be biodegradable.
<b>Organic waste</b>	All the waste which is considered to be all animal or vegetal waste that is generally biodegradable (can be decomposed by microorganisms).
<b>Permanent worker/employee</b>	An employee with paid leave entitlements in jobs or work contracts of unlimited duration, including regular workers whose contract lasts for twelve months and over.
<b>Personal data</b>	All particulars about the personal or factual circumstances of a specific or identifiable natural person. This includes such data by means of which the identity of a person can be determined, e.g. name, address email address, or IP address.
<b>Pesticide</b>	A pesticide is any substance used to kill, repel, or control certain forms of plant or animal life that are pests. Pesticides include herbicides for destroying weeds and other unwanted vegetation, insecticides for controlling a wide variety of insects, fungicides used to prevent the growth of moulds and mildew, disinfectants for preventing the spread of bacteria, and compounds used to control mice and rats sprayed or in traps.
<b>Physical segregation</b>	Traceability option in which the 4C certified coffee remains physically separated from non-4C certified coffee.
<b>Piece rate worker</b>	Those employees who are paid a set amount of money per number of unit output or per number of completed tasks. The “piece” wage varies depending on the type of performed work or outcome. With regard to the measurement of the piece rate work, ILO states: “The daily pay of groups or individuals is determined by accurate measurements. There must be a system of accurately measuring work in order to ensure that pay is given according to work accomplished. When the task or piece work system is being used, workers and their representatives may insist and demand that accurate measurements are taken periodically.”



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<b>Plantation</b>	See Farm/plantation
<b>Plot</b>	See Field/plot
<b>Post-harvest processing</b>	Describes the stage of coffee processing that can be performed in two distinct methods: the dry method and the wet method. The dry method is the oldest and most frequently used one. It means the berries sorting, cleaning, and exposing them in the sun on specific patios. In order to avoid the fermentation, the coffee beans are regularly raked. The wet method provides a faster pulp removing way and different procedures of processing like pulping, fermentation, and washing. The scope of post-harvesting is to prepare the coffee beans for the next stage (roasting) and to prevent the beans from fermenting and deteriorating while in storage.
<b>Primary forest</b>	A relatively intact forest that has been essentially unmodified by human activity for the past sixty to eighty years; an ecosystem characterized by an abundance of mature trees. Human impacts in such forests have been limited to low levels of artisanal hunting, fishing, and harvesting of forest products, and, in some cases, low density migratory agriculture.
<b>Processed coffee</b>	Processed coffee refers to any product that is produced out of green coffee beans (e.g., roasted, roast & ground, soluble, caffeine free, caffeine or products containing caffeine (drinks, energy bars, etc.).
<b>Protected area</b>	A protected area is a clearly defined geographical space, recognised, dedicated, and managed, through legal or other effective means, to achieve the long-term conservation of nature with associated ecosystem services and cultural values.
<b>Red List Pesticides</b>	A list of pesticides provided by 4C which must be phased out after a period of three years after initial 4C certification.
<b>Registration number</b>	Unique number which is assigned to each 4C Unit or Intermediary Buyer (IB) applying for a 4C audit for the first time and which will be included on any certificate issued to the 4C Unit or IB and remain valid as long as the 4C Unit exists.
<b>Renewable energy source</b>	Energy that is derived from natural processes (e.g., sunlight and wind) that are replenished at a higher rate than they are consumed. Solar, wind, geothermal, hydro, and biomass are common sources of renewable energy.



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<b>Risk assessment</b>	A risk assessment is the identifying and analysing of potential incidents that may impact individuals, assets, and the environment; and making judgments "on the tolerability of the risk on the basis of risk analysis" while considering influencing factors.
<b>Risk-based sampling</b>	An activity within the audit process, whereby a 4C auditor determines which Business Partners will be inspected during the audit using a risk assessment approach. The same approach can be applied to the internal audit procedures.
<b>Risk indicators</b>	The risk indicators form the basis for the assessment and evaluation of the risk prior to and during conducting 4C audits. A risk indicator can be a situation or condition that poses a threat to the 4C Units compliance with the 4C requirements.
<b>Risk management</b>	<p>Involves the identification of risk indicators, the determination of risk factors, risk assessment, and risk evaluation.</p> <p>Includes the overall risk management approach where management strategies, a risk management plan and activities are developed, implemented and documented to monitor, address and minimize the risk associated with each risk factor and to ensure comprehensive, consistent, and transparent implementation of the 4C requirements</p>
<b>Risk mitigation</b>	Actions taken to lessen the probability, negative consequences, or both, associated with risk.
<b>Seasonal worker/ Temporary worker</b>	Workers in seasonal employment are workers who hold implicit or explicit contracts of employment where the timing and duration of the contract are significantly influenced by seasonal factors such as the climatic cycle, public holidays, and/or agricultural tasks or harvests. These workers may be classified as employees or own-account workers according to the specific characteristics of the employment contract.
<b>Sector minimum wage</b>	The minimum sum of a salary paid to a worker, determined by specific conditions related to the sector where the worker is performing the activity. Thus, this type of wage can vary from sector to sector. Minimum salaries in the coffee sector are not globally fixed ones, they may differ depending on the country.
<b>Sensitive areas</b>	Refers to areas that are vulnerable in terms of loss of natural habitats and biodiversity. In the specific context of the 4C Code of Conduct, this includes slopes, riverbanks, and wetlands.





TERM	DEFINITION
<b>Service Agreement</b>	A Service Agreement is the contract concluded between 4C and its Final Buyers (FBs).
<b>Service contract</b>	A service contract is the contract concluded between 4C users (MEs, IBs, and FBs) and the cooperating CB that performs any 4C certification activities.
<b>Sex</b>	Describes biological and genetic differences between men and women of all ages.
<b>Smallholder</b>	A smallholder is a BP Producer whose workforce consists primarily of family and/or household labour or workforce exchange with other members of the community and whose coffee farm is normally not larger than five hectares. “Primarily” means that the contracted workforce should not be more than or replace the family workforce. The contracted workforce should only complement the family workforce to a small extent and not replace it. Exemptions to this definition are only allowed for countries or regions where an official definition of the term “smallholder” is available for coffee growers or similar crops to coffee. Prior to applying for this exemption, 4C must be contacted and asked for approval.
<b>Soil conservation</b>	A set of management strategies to prevent the soil from eroding or becoming chemically altered by overuse, acidification, salinization, or other chemical soil contamination.
<b>Standard setting organisation</b>	The organisation responsible for managing the standard and its development or revision.
<b>Subcontractor</b>	<p>A subcontractor is a person or firm that has a contract to do part of a job that another person or firm is responsible for.</p> <p>Subcontractors within a 4C Unit might be transporting companies, chemical sprayers. Warehouses and coffee processing facilities such as wet and/or dry mills are not considered as subcontractors.</p>
<b>Supply chain</b>	The series of processes/steps from the first production unit to the end product. This includes all steps from cultivation and harvest of coffee, all processing and conversion steps, storage and transport all the way to the production of the end product and includes all parties involved throughout this chain.
<b>Surveillance audit</b>	A surveillance audit is an oversight audit. It can be required by the Certification Body (CB) or 4C to verify compliance with the



TERM	DEFINITION
	<p>4C requirements during the validity period of a certificate issued by the respective CB. Surveillance audits may focus only on the implementation of specific aspects of 4C requirements and can be either on-site or desk-audit, depending on the means required to fully check compliance with the relevant 4C requirements. For voluntarily certified Intermediary Buyers (IBs), an annual on-site surveillance audit conducted by the CB is mandatory in order to keep the certificate, which is valid for three years.</p>
<p><b>Sustainability requirements</b></p>	<p>Requirements for a socially, environmentally, and economically sustainable production of coffee. The 4C standard for sustainable production comprises several principles with their respective criteria and check-points and does not only aim at the prevention of ecological shortcomings but also at the safekeeping of adequate working conditions and the protection of employee's health on farms.</p>
<p><b>System standards</b></p>	<p>The standards and requirements defined in the 4C System Regulations and 4C Certification Body Regulations and the 4C Code of Conduct in their currently relevant specification by way of System Updates and audit checklists.</p>
<p><b>System Updates</b></p>	<p>System Updates are a means of informing 4C System users of any adjustments or changes to the 4C System requirements, prior to including them in the 4C System documents (4C System Regulations, 4C Code of Conduct, 4C Certification Body Regulations). It is the responsibility of the Managing Entity (ME) and Certification Body (CB) to take the System Updates into account and inform all relevant members of staff and Business Partners (BPs) about such updates. An archive of all System Updates is published on the 4C website.</p>
<p><b>Temporary worker/ Seasonal worker</b></p>	<p>See seasonal worker</p>
<p><b>Terms of Use for Certification Bodies (ToU CB)</b></p>	<p>General Terms and provisions for the use of the 4C System that have been agreed upon between the Certification Body (CB) and 4C.</p>
<p><b>Terms of Use for Intermediary Buyers (ToU IB)</b></p>	<p>General Terms and provisions for the use of the 4C System that have been agreed upon between the Intermediary Buyer (IB) and 4C.</p>



TERM	DEFINITION
<b>Terms of Use for Managing Entities (ToU ME)</b>	General Terms and provisions for the use of the 4C System that have been agreed upon between the Managing Entity (ME) and 4C.
<b>Threatened species</b>	An umbrella term for any species categorised as critically endangered, endangered, or vulnerable by the International Union for Conservation of Nature (IUCN) Red List of Threatened Species.
<b>Traceability</b>	According to ISO the term “traceability” describes the possibility to trace production, use, or location of a certain element. Traceability does not only cover the basic requirements that products can be traced back and forth throughout the supply chain from origin to the point of final delivery, but also the possibility to specify what their properties are, e.g. what they are made from and how they have been processed.
<b>Trade union</b>	A trade union is an organization formed by workers from related fields that work for the common interest of its members. They help workers in issues like fairness of pay, good working environment, hours of work, and benefits. They represent a cluster of workers and provide a link between the management and workers.
<b>Trader</b>	Participant in the supply chain who purchases and sells coffee.
<b>Trafficking</b>	Trafficking in Persons as the recruitment, transportation, transfer, harbouring or receipt of persons, by means of the threat or use of force or other forms of coercion, of abduction, of fraud, of deception, of the abuse of power or of a position of vulnerability or of the giving or receiving of payments or benefits to achieve the consent of a person having control over another person, for the purpose of exploitation. Exploitation shall include, at a minimum, the exploitation of the prostitution of others or other forms of sexual exploitation, forced labour or services, slavery, or practices similar to slavery, servitude or the removal of organs.
<b>Turnover rate</b>	<p>The turnover rate: is the ratio between NEW BPs and OLD NET BPs</p> <p>A turnover rate is applied for the addition of new Business Partner producers, during the three-year 4C certificate validity.</p>



TERM	DEFINITION
	<p>When the rounded turnover rate is equal to or greater than 11% (<math>\geq 11\%</math>) of turnover rate of BPs per year, an addendum audit is required.</p> <p>When the rounded turnover rate is equal to or less than 10% (<math>\leq 10\%</math>) of turnover rate of BPs per year, no addendum audit is required.</p>
<b>Unacceptable Pesticides List</b>	A list of pesticides provided by 4C. The use of pesticides listed in the Unacceptable Pesticides List is prohibited.
<b>Voluntary certification schemes/systems</b>	National or international schemes, not compulsory by law, that set standards for the production of sustainable coffee, and make sure that those standards are met.
<b>Vulnerable group</b>	A group of human individuals that share specific characteristics that make them prone to discrimination. These characteristics can be multidimensional and intersectional, which implies that a combination of specific e.g., of gender and ethnicity (women of an ethnic minority), multiplies risks for discrimination and unequal treatment.
<b>Wet mill</b>	<p>A BP Service Provider processing coffee cherry. This includes both the ferment-and-wash method of wet processing and the machine-assisted method wet processing which leaves the coffee bean surrounded by the parchment.</p> <p>The dry parchment is then removed during the dry milling process. Producers can also have their own wet mills.</p>
<b>Women empowerment</b>	<p>Process by which women gain power and control over their own lives and acquire the ability to make strategic choices.</p> <p>It involves raising awareness, building self-confidence, expanding choices, increasing access to and control over resources, working towards structures and institutions.</p>
<b>Yellow List Pesticides</b>	A list of pesticides provided by 4C: 4C Units are required to have minimised the use of the pesticides listed and, if possible, phase out their use completely by replacing them with Integrated Pest Management (IPM) alternative techniques.
<b>Yield</b>	Refers to the measure of the harvest of a crop per unit area of land cultivation. Yield can be estimated when the harvest has not yet been completed or real once the harvest has been concluded and corresponding goods weighed.