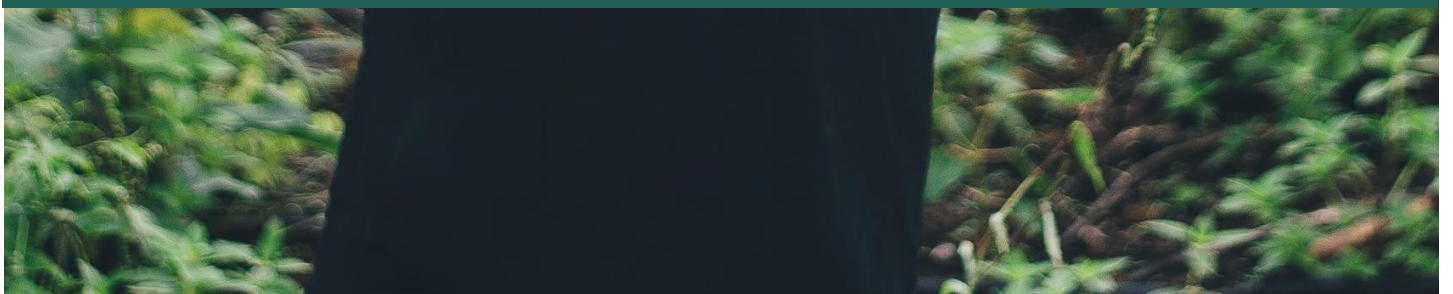




# 4C Gender Equality Add-On Regulations

Version 1.1



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Version 1.1

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## History of changes

Version	Effective as of	Details of change
1.1 (2024)	01 January 2024	<p>The revision process was based on a public consultation conducted from January to April 2023 that involved 4C system users and stakeholders. The feedback and recommendations that were obtained effectuated the following changes to the document in the form of additional explanations and further clarifications added to the respective Chapters:</p> <ul style="list-style-type: none"> <li>• Term definitions of gender equity and gender equality in the context of this Add-On certification (Chapter 2)</li> <li>• Implications on the subject of equal rights to access leadership positions (Chapter 3.1.5)</li> <li>• Examples for continuous improvement framework (Chapter 3.2.1)</li> <li>• Guidance on the separate handling of the Improvement Plan for the 4C core certification and the Improvement Plan for the 4C GE Add-On (IP_GE) (Chapter 4.1)</li> <li>• Monitoring of the IP_GE (Chapter 4.1.2)</li> <li>• Split of 4C Units to obtain the GE Add-On certification (Chapter 5)</li> <li>• Preparation of the GE audit (Chapter 5.1) and in particular on how to fill in the BPM_GE (Chapter 5.1.1)</li> <li>• Identification of GE vulnerable groups to define the risk level for GE audits (Chapter 5.2.1)</li> <li>• Individual steps of the on-site GE audit process (Chapter 5.3.4)</li> <li>• Requirements for the use of the 4C GE logo (Chapter 6)</li> </ul> <p>The structure of the document was not altered apart from merging the former subchapter 5.1.1 into the Chapter 5.1 (content remained unchanged).</p>
1.0 (2023)	10 January 2023	<p>The 4C Gender Equality Add-On Regulations were developed based on the analysis of needs and requirements to address gender inequality in the coffee sector altogether with experience gained from pilot audits and consultations with external gender experts. Therefore, the GE Add-On was developed with more specific and verifiable criteria on gender equality on top of the 4C core sustainability criteria.</p> <p>The main structure contained six Chapters with various subchapters covering the rationale, certification process, background and maintenance of the 4C GE Add-On certification. The main Chapters addressed the Background and Objectives, Definitions and Applications, Addressing Gender Equality Add-On, Improvement Plan to Strengthen Gender Equality, Gender Equality Add-On Certification and “4C Gender Equality Certified” Logo and Declarations.</p>

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**Abbreviations**

AU	Annual Update
BP	Business Partner
BPM	Business Partner Map
BPM_GE	Business Partner Map for Gender Equality
CB	Certification Body
CEDAW	Convention on the Elimination of all Forms of Discrimination against Women
FAO	Food and Agriculture Organization
FB	Final Buyer
FPIC	Free Prior Informed Consent Process
GE	Gender Equality
GII	Gender Inequality Index
IB	Intermediary Buyer
IMS	Internal Management System
IGWG	Interagency Gender Working Group
ILO	International Labour Organization
IP	Improvement Plan
IP_GE	Improvement Plan for Gender Equality
ME	Managing Entity
NC	Non-conformity
NGO	Non-Governmental Organization
SP	Service Provider
SDG	Sustainable Development Goals
UN	United Nations
USAID	United States Agency for International Development
WEAI	Women's Empowerment Index in Agriculture
WECF	Women Engage for a Common Future

## 1 Background and Objectives

4C is an independent, stakeholder-driven, internationally recognized certification system for the entire coffee sector, aiming at anchoring sustainability in coffee supply chains across environmental, social, and economic dimensions.<sup>1</sup> As a leading certification scheme for coffee, 4C has one of the strongest linkages to the United Nations (UN) Sustainable Development Goal 5 (SDG) on gender equality.<sup>2</sup> The 4C Code does not allow for discrimination and requires that equal rights are secured with respect to gender. Yet, 4C sees further potential to address existing disparities on a deeper level and promote women empowerment on a global scope.

*The 4C  
certification  
system*

According to the UN, gender equality is not only a fundamental human right, but a necessary foundation for a peaceful, prosperous, and sustainable world. But gender-based inequalities persist around the world and stagnate societal progress. Coffee production is no exception in this sense.

*Gender equality*

Women play a significant role in the coffee industry. The International Coffee Organization reported in 2018 that, depending on the region, up to 70% of labour in coffee production is provided by women.<sup>3</sup> While men tend to control activities like transport and selling, women are involved in planting, picking, processing, and sorting of coffee berries. Despite this, women tend to have little say in farm decision-making processes and lack access to essential resources, such as land, finance, and education. For example, in relation to land rights women are significantly disadvantaged compared to men: Globally, less than 15% of landholders are women.<sup>4</sup> Among 4C Units only 23% of the 4C certified farms are registered under female coffee growers and 18% of Service Providers (SPs) registered as private persons are women. This has implications not only for the income, health, food security, and education of coffee growing families, but also for the coffee yields and quality. According to the Food and Agriculture Organization (FAO), if in developing countries women were granted the same access to agricultural resources on their farms as men this could help women to increase their yield level (which is for the moment lower than men's by 20 to 30%).<sup>5</sup>

*Women in the  
coffee industry*

With the newly developed “**Gender Equality Add-On**” (GE Add-On) 4C provides a solution for its system users to address the need and increasing demand for improving gender equality in coffee supply chains. The GE Add-On is a set of practical principles and criteria on gender equality for coffee producing groups.

*The Gender  
Equality Add-On*

<sup>1</sup> More information is provided here: <https://www.4c-services.org/about/what-is-4c/>.

<sup>2</sup> Bissinger, K., Brandi, C., Cabrera de Leicht, S., Fiorini, M., Schleifer, P., Fernandez de Cordova, S., Ahmed, N., *Linking Voluntary Standards to Sustainable Development Goals*. International Trade Centre, Geneva, Switzerland. 2020.

<sup>3</sup> International Coffee Organization, *Gender equality in the coffee sector, an insight report from the International Coffee Organization*, London, United Kingdom, 2018.

<sup>4</sup> Food and Agriculture Organization of the United Nations, *The gender gap in land rights*, Rome, Italy, 2018.

<sup>5</sup> Food and Agriculture Organization of the United Nations, *The state of food and agriculture 2010-11*, Rome, Italy, 2011.

This document has the following main purposes:

*Purposes*

- describing how gender equality conditions in 4C Units can be assessed and defining improvement measures to address gender inequalities (see Chapter 3 & 4).
- explaining the prerequisites and processes for becoming certified under the GE Add-On (see Chapter 5).
- clarifying the requirements which shall be fulfilled to make respective claims of “4C Gender Equality Certified Coffee” to market participants (see Chapter 6).

## 2 Definitions and Applications

**Gender** describes the roles, behaviours, activities, and attributes that a given society at a given time considers appropriate for men and women. Therefore, gender is socially constructed<sup>6</sup> and even if laws treat women and men as equals, gender inequalities are still embedded in our society.

*Definition of gender*

Gender equality means equal outcomes for women and men and it is globally recognized as a core human right included in international conventions and agreements, such as the 1948 Universal Declaration on Human Rights and the 1979 Convention on the Elimination of all Forms of Discrimination against Women (CEDAW). Gender equity, on the other hand, refers to the provision of fairness and justice in the distribution of benefits and responsibilities to between women and men. In this sense, **gender equality is the end goal, while equity is the means to get there.**

*Gender equality and equity*

The GE Add-On of 4C aims to **strengthen gender equality** and **empower women** within coffee producing groups.

*Objectives of GE Add-On*

Strengthening gender equality means addressing gender-based discrimination by ensuring equal conditions, treatment, and opportunities for women, girls, men, and boys. A person's gender shall not influence their access to realize their full potential, as it is their human right.

*Strengthening gender equality*

Empowering women entails the process of supporting and enabling them to control their own lives and decision making.<sup>7</sup> Women empowerment is key to ensure gender equality, as across the globe women and girls still face disproportionate discrimination and systematic constraints. Among others, these systematic constraints include adverse social norms, discriminatory laws, the failure to recognize unpaid household work and care, and gender gaps in access to financial, land and property assets. The GE Add-On includes requirements on women empowerment that aim to address unbalanced power relations and promote women's opportunities.

*Women empowerment*

<sup>6</sup> World Health Organization, more information provided here: [https://www.who.int/health-topics/gender#tab=tab\\_1](https://www.who.int/health-topics/gender#tab=tab_1), 2022.

<sup>7</sup> UN Commission on the Status of Women, *Agreed Conclusions on eradicating poverty, including through the empowerment of women throughout their life cycle, in a globalising world*, 2002



Gender equality and women empowerment are directly linked to other social issues, such as poverty reduction and food security. Equal access to capacity and skill development opportunities, for example, is key for achieving agricultural development, as women's access to education and training programs can have a major impact on their potential to benefit from income-generating opportunities and improve the overall well-being of themselves and their families.

*Interlinking  
social issues*

While conversations about gender equality often focus on addressing women, both men and women have important roles to play in working toward eradicating gender-based discrimination. The GE Add-On therefore applies to female and male actors in 4C unit who are:

*Auditee's scope*

- Workers (permanent, temporary, and migrant) for the Managing Entity (ME) and for the Business Partners (BPs),
- Coffee producers and service providers (Business Partners),
- Immediate family members of a BP and ME, in the case they are not a legal entity.

The GE Add-On is not mandatory – 4C system users can opt in voluntarily to assess and address (potential) gender inequalities in their supply chain and be able to be certified to confirm their compliance with requirements on gender equalities. The 4C GE Add-On certification program is aligned with existing certification requirements and procedures under the 4C system. All terms that are relevant for the GE Add-On can be found in the 4C Glossary published on the 4C website. Once all requirements for GE Certified Coffee are successfully fulfilled, a 4C GE certificate will be issued to confirm the successful application of the Add-On.

*4C GE  
Certificate*

The GE Add-On certification can be used by 4C system users to demonstrate and communicate their efforts and progress towards ensuring gender equality and women empowerment in their production of green coffee beans. The GE Add-On can be applied globally, independent of the type of coffee produced and the cultivation practices.

*Global  
application*

### 3 Addressing Gender Inequalities

The 4C certification system enables a credible and efficient due diligence process. On one side, by collecting information about economic, environmental and social aspects to identify risks. On the other side, by setting up requirements for 4C system users to comply with human and labour rights and supporting to put in place improvement plans to prevent and address negative impacts.

*Due diligence  
system*

The GE Add-On allows to strengthen 4C's due diligence process to assess and address gender inequalities in coffee producing units. Assessing gender equality means understanding the relationships between women, girls, men, and boys, their access to resources, their activities, and the constraints they face relative to each other. Information obtained through a gender equality

*Assess and  
address*

assessment is essential in defining actions to prevent, mitigate and eliminate bad practices as well as to ensure that the different needs of everyone are met and that people can benefit equally from the work they undertake.

### 3.1 Gender Equality Requirements

When assessing and addressing gender equality requirements within 4C Units, the following indicators need to be evaluated:

*Indicators*

#### 3.1.1 Integration of Gender Equality into Internal Management System

The Internal Management System (IMS) is the core element of the 4C Unit. It is a documented set of internal procedures and concrete measures that the 4C Unit's ME implements to achieve compliance with the 4C requirements. It is therefore key to make sure the IMS integrates a comprehensive gender perspective.

*Internal  
Management  
System*

As a first step, ME's written commitments shall include gender equality requirements and a clear implementation plan, supervised by a gender dedicated responsible person/committee, to monitor progress towards this objective. Additionally, the ME's workers and family members so as the BPs, the BPs' family members and the BPs' workers shall be aware of and in agreement with these gender commitments.

*Gender equality  
commitments*

Secondly, any intervention to address gender inequalities should consider gender specific risks, barriers, and opportunities. It should ensure that interventions understand and cover both women's and men's needs and concerns. In this sense, an internal risk and needs assessment with regards to gender inequality and gender-based violence must be conducted, either separately or integrated with general risk and needs assessment of the 4C Units, by the ME.

*Risks and needs  
assessment*

To understand the impact of gender inequalities in coffee production and to adequately integrate gender into the IMS, disaggregated data based on gender shall be collected, regularly updated (at least on annual basis, via annual updates) and managed by the ME with support of the BPs. The collection of gender-disaggregated data is essential to increase the understanding of the contributions of women and men to coffee production, to measure differences between them in various social and economic dimensions and to monitor and report on gender equality outcomes. In addition, these data facilitate the identification of vulnerable groups (e.g., female-headed households, single fathers, men belonging to an ethnic minority or migrant female workers) and to report on the development and implementation of relevant improvement measures.

*Gender  
disaggregated  
data*

#### 3.1.2 Access to Capacity and Skill Development Opportunities

According to FAO, female-headed households receive in most countries, including coffee producing countries, less education than their male

*Access to  
trainings and  
education*

counterparts<sup>8</sup>. This reality is also true regarding access to agricultural trainings and knowledge dissemination services. It is therefore crucial for MEs and BPs to take measures to address barriers that prevent equal access to trainings and formal/informal education.

Low participation by women in agricultural trainings can root in various factors. For example, in most cases men are the only ones invited to trainings and/or visited by extensionist, while women are typically excluded. This can be a result from the perception that women are merely the household caretaker or farm helper, while men are more commonly regarded as the main responsible for the farm activities.

*Invitations to trainings*

Another limiting factor is that besides farm work, women are usually heavily involved in domestic and care taking tasks. In many cases training and extension services are provided at times that conflict with women's household tasks, for example, in the evening when women are unable to leave their children. Consequently, it needs to be ensured that timely organizational barriers that impede the participation of women in trainings are removed.

*Household and farm work*

In addition, women's and girls' access to educational opportunities has in many places been restricted because of beliefs that their social roles and responsibilities are limited to household caring responsibilities which demand little or no education. As a result, rural women in poor countries commonly lack even the most basic skills like literacy and numeracy, and therefore face difficulties to learn more specific skills. It must therefore be guaranteed that the training materials used during agricultural training programs allow participants to follow, even if they only have basic literacy skills.

*Illiteracy*

### 3.1.3 Respect for Equal Human and Labour Rights

When assessing if equal human and labour rights are respected within 4C Units, MEs and BPs shall assess and address gender discrimination, equal opportunities to access agricultural resources, as well as equal access to complaint handling mechanisms and remediation actions.

*Equal human and labour rights*

Gender discrimination may take many forms, including gender-based violence, sexual harassment, pregnancy discrimination, and unequal pay for doing the same jobs. In addition, besides direct and indirect discrimination, women, and girls are more likely to suffer from multiple discrimination which refers to discrimination against one person based on more than one characteristic<sup>9</sup>. Examples of indirect, direct, and multiple discrimination against women and girls are presented in Figure 1.

*Gender discrimination*

<sup>8</sup> Food and Agriculture Organization of the United Nations, *The state of food and agriculture 2010-11*, Rome, Italy, 2011.

<sup>9</sup> International Labor Organization (ILO), *Multiple Discrimination in the World of Work*, 2011.

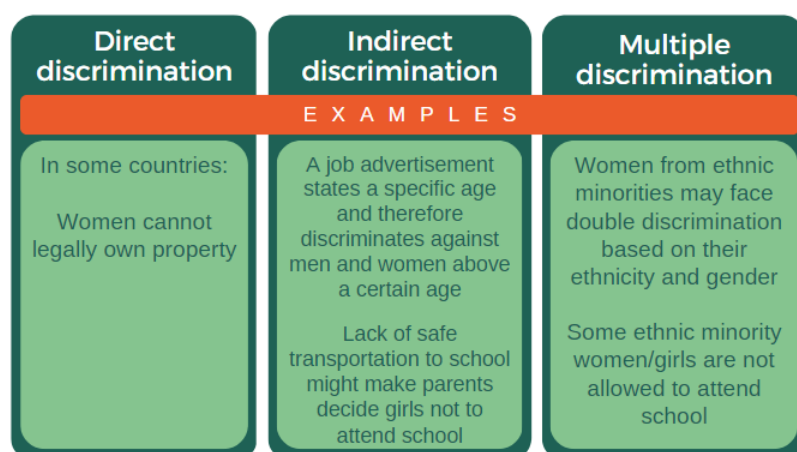


Figure 1: Direct, indirect, and multiple discrimination

Equal access to agricultural resources must also be ensured to tackle potential gender inequalities. This includes agricultural inputs and financial credits, as well as land ownership or land use rights. Women and men shall equally be supported to access trainings, tools, technologies, technical assistance, seedlings, fertilizers etc. and facilitated to access financial services like bank account, loans, mobile payments, etc. In addition, land co-ownership to ensure equal benefits from land should be promoted. Insecure land rights, for example, have prevented women in many places from developing and growing enterprises, improving productivity, keeping bank accounts, or entering business contracts. In contrast, stronger women's rights to land and equal access to agricultural inputs and financial resources are linked to improved living conditions, more stable nutrition and food security, improved health and education outcomes, higher incomes, and better protection from gender violence. Moreover, FAO estimates, that closing the gender gap in access to resources may increase overall agricultural output in developing countries by up to 4%.<sup>10</sup>

*Equal access to agricultural resources*

Equal payment and equal opportunities to participate in paid work are further important aspect of human and labour rights. MEs and BPs shall ensure that neither women nor men are discriminated when searching for work. They also shall make sure that workers receive their pay directly and can decide themselves how to use their salary.

*Equal opportunities to work and payment*

Furthermore, ME's and BPs' workers, regardless of gender, shall have equal access to effective complaint handling mechanisms and remediation processes. For a complaint handling mechanism to be accessible, efficient, safe, and fair to everyone, it must consider the gender-specific barriers workers may face.

*Complaint handling mechanism*

Similarly, when addressing negative impacts by providing remediation it is important for MEs and BPs to consider the requirements of those affected and recognizing that the remediation needs of women and men may differ.

*Remediation processes*

<sup>10</sup> Food and Agriculture Organization of the United Nations, *The state of food and agriculture 2010-11*, Rome, Italy, 2011.

### 3.1.4 Access to Equal Working Conditions

When assessing the equality of working conditions, equal availability of housing, sanitation facilities and a health and safety program are essential requirements.

Adequate housing and sanitation facilities, suitable for women and men must be equally provided for the workers of the ME and BPs. This means that housing and sanitation facilities consider gender differences and the marital or family status, where they are applicable and relevant. Furthermore, adequate facilities can also comprise childcare during the working hours of women and men.

Health and safety programs must be in place and equally available for men and women. Hence, specific gender needs are to be covered. This refers to the existence of safe and comfortable conditions for pregnancy, nursing period or child delivery. Regarding nursing women, dedicated nursing spaces and adequate breaks during working hours need to be guaranteed. Moreover, the safety program of the ME and BPs needs to include documented evidence on accident insurance for workers and on payment of treatment costs for workers where an accident has been reported. This also entails the documentation of remediation actions related to accidents and the monitoring of their implementation.

*Equality of working conditions*

*Adequate housing and facilities*

*Health and safety program*

### 3.1.5 Women's empowerment

Achieving equality between women and men requires a comprehensive understanding of the ways in which women have traditionally experienced discrimination and or denied equality. Hence, empowerment of women should focus on identifying and redressing power imbalances and giving women more autonomy. Consequently, all requirements mentioned before foster gender equality by empowering women. However, the principle of women's empowerment puts a special focus on policies that promote the consultation and participation of women in decision making and leadership, as well as raising awareness and building self-confidence.

The ME and its BPs are, therefore, required to set conditions that promote equal rights for women and men to access leadership positions. This may directly refer to the coffee business but can also go beyond by addressing other activities within the 4C Unit and/or community which might be carried out in parallel to coffee production, for example, trading, production of honey, handcraft. Female leadership comprises, for example, that women are enabled to establish and lead farmer groups working on these activities. Decision making implies that women and men are equally involved in making decisions for the community as well as their households.

Also, it is vital that the ME and its BPs ensure that women are included in stakeholder consultation processes involving the communities where they live e.g., conservation efforts and natural resource management, such as biodiversity and/or water conservation, or other environmental sustainability activities, construction endeavors such as roads, buildings, industries,

*Power imbalances*

*Leadership positions and decision making*

*Stakeholder consultations*



cultivation of other crops, coffee roastery, rural tourism, health care and education services, or any other. Stakeholder consultation processes also include the FPIC (Free Prior Informed Consent Process), respecting indigenous people's rights and/or customary laws.

When assessing interventions conducted by the ME and its BPs that aim at empowering women, awareness raising actions like information sharing and dissemination, public education, trainings, and campaigns should be evaluated. These activities should be conducted by competent professionals with relevant experience in the topic of gender, while addressing both: men and women.

*Awareness  
raising*

## 3.2 Continuous Improvement Framework and Three Levels of Compliance

### 3.2.1 Continuous Improvement Framework

Gender equality cannot be achieved overnight. On the contrary, the journey towards the goal of gender equality takes time, strong dedication, and good planning. Improvements towards gender equality will therefore be achieved through an ongoing and continuous process.

*Journey towards  
gender equality*

The GE Add-On's continuous improvement framework and corresponding levels of gender awareness and action apply the "Gender Equality Continuum" tool as a basis to monitor progress. This tool was developed by the [Interagency Gender Working Group \(IGWG\)](#) – a network of non-governmental organizations (NGOs), the U.S. Agency for International Development (USAID) and other cooperating agencies. The tool illustrates different levels of gender integration and allows to determine whether interventions are gender blind or gender aware. It therefore facilitates to evaluate the potential of interventions to enable a continuous progress towards the transformative stage of the continuum.

*Gender equality  
continuum*

The term "gender blind" refers to the failure to recognise that the roles and responsibilities assigned to women/girls and men/boys are imposed upon them in specific social, cultural, economic, and political contexts. As illustrated in Figure 2, gender blindness refers to exploitative interventions that reinforce and take advantage of gender inequalities and stereotypes. In contrast, "gender aware" refers to interventions which acknowledge that inequality arises from the power imbalance between women and men. Gender aware interventions are further distinguished as conscious, sensitive, responsive, and transformative (see Figure 2).

*Gender blind vs.  
gender aware*

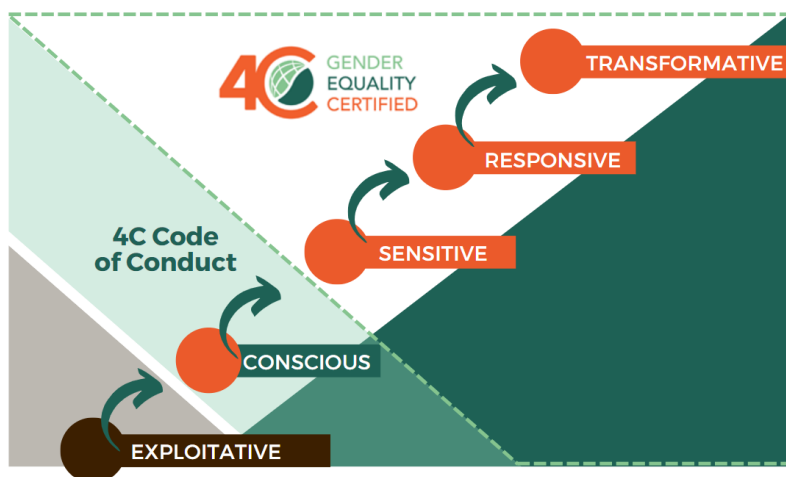


Figure 2: The GE Add-On levels of awareness and actions

The GE Add-On continuous improvement framework recognizes that compliance with the 4C Code of Conduct already entails achievement of a gender conscious level, as the Code requires non-discrimination practices, provision of basic decent working conditions, respect, and protection of equal rights for all workers (in line with national laws and international regulations).

The GE Add-On goes further by including criteria which allow to achieve a gender sensitive level and then move forward to become gender responsive and consequently gender transformative. The first two levels of compliance are considered levels of gender awareness and the third level is a level of gender action as it aims to address gender norms.

- **Gender sensitive** interventions identify and acknowledge gender inequalities and take the first steps towards ensuring gender equality. Measures in this level of gender awareness can bring short-term benefits, but they still do not address the gender norms that contribute to the gender differences and inequalities.
- **Gender responsive** interventions consider gender norms and challenge them considering women's and men's specific needs. It includes outcomes that demonstrate an understanding of gender norms and inequalities resulting from them. Gender responsive interventions encourage equal participation and equal and fair distribution of benefits.
- **Gender transformative** interventions are actions that work towards changing gender norms and addressing the root causes of gender inequality. Gender norms are 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. Gender transformative actions include critical examination of gender norms and aim to address power inequalities between men and women.

Figure 3 shows an example on how gender sensitive interventions lead to gender responsive and consequently gender transformative actions. In this example, a needs assessment is carried out as part of a gender sensitive

*Gender  
conscious level*

*Gender  
awareness and  
action level*

*Gender sensitive*

*Gender  
responsive*

*Gender  
transformative*

*Interventions in  
the gender  
continuum*

intervention. As a result, it is found that women with infants are not able to attend trainings on labour rights. Therefore, a gender responsive intervention provides childcare facility, and the training is provided at a feasible day time, outside household chores. Lastly, as women become trained and aware of their human and labour rights, they are encouraged to actively take part in decision making and equally represented in leadership positions. As a transformative intervention it is to be ensured, for example, that 50% or more women vote in decision making processes within the 4C Unit.

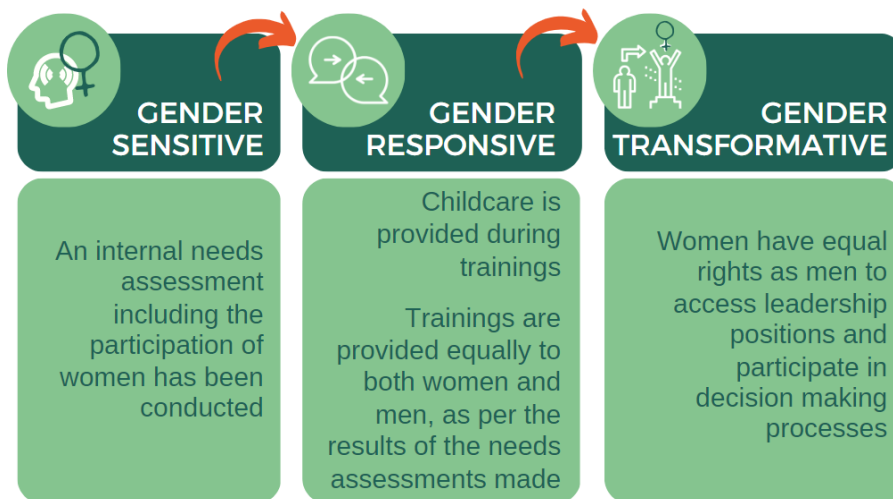


Figure 3: Example of gender sensitive, responsive, and transformative interventions

Due to the complexity of prevailing inequalities, developments towards gender equality are not always linear. The targeted interventions must regard the influence of culture and might be multitemporal, implemented at different time scales and directed towards the different mechanisms available for the participation of women and men.

*Measuring continuous improvement*

### 3.2.2 Levels of compliance

GE Add-On requirements therefore are classified in the three levels of compliance.

*Three levels of compliance*

- Level 1 - Gender sensitive: identifies and acknowledges gender inequalities and takes the first steps towards ensuring gender equality.
- Level 2 - Gender responsive: acknowledges gender norms and considers women and men's specific needs.
- Level 3 - Gender transformative: works to change social norms and addresses the root causes of gender inequality.

## 4 Improvement Plan to Strengthen Gender Equality

The Improvement Plan for Gender Equality (IP\_GE) is a tool to provide information on how gender inequalities in the coffee supply chain will be addressed, monitored and reported using the GE Add-On continuous improvement framework. The IP\_GE determines how to move along the continuum towards more gender transformative interventions.

*Objective*

## 4.1 Elements of the Improvement Plan

The IP\_GE compiles all non-conformities to minor check points identified in the GE audit, alongside with their respective improvement measures, measurable results and deadlines. The IP\_GE is a document that is separate from the Improvement Plan for the 4C core certification. Hence, even in the case a GE audit and a 4C core audit are combined, the non-conformities to minor check points reported should be listed in two separate documents: the IP for the 4C core certification and the IP\_GE. If in the core certification audit no minor non-conformities were reported, but in the GE audit there were, the respective 4C unit will only have one IP\_GE and no IP for the core certification - and vice versa.

The timeframe for the implementation of certain measures depends on the type and scope but should be at least one year. The development, update, and submission to the Certification Body (CB) of the IP\_GE shall follow the requirements and steps described in Chapter 4.3.3 of the 4C System Regulations for certified 4C Units.

As stated in chapter 5.3.1, the timeframe of AUs for the core and for the GE certification should be aligned. This entails that both IPs (IP\_GE and IP for core certification) are to be updated at the same time. In addition, both IPs are to be uploaded to the respective process on the 4C Portal.

### 4.1.1 Improvement Measures

The IP\_GE shall describe clear improvement measures including:

- Description of the activities: including the objective of the activity with clear and measurable targets, specific information on the target groups, location, parties involved in the implementation and planned schedule.
- Deadlines: each activity should have a deadline considering that checkpoints that were minor during the last audit might become major checkpoints during the next certification audit and hence should be addressed in a maximum timeframe of three years.

The list of examples for GE improvement measures in chapter 4.2 shall be consulted while developing the IP\_GE.

### 4.1.2 Monitoring and Reporting of the Improvement Plan for Gender Equality

The implementation of the IP\_GE shall be monitored and reported to assess the effectiveness of the improvement measures, gaps, and the inclusion of the lessons learned to improve the plan. The monitoring system should include regular checks that can be done by an internal team or by an external organization experienced in gender equality, at least on annual basis, via required annual update. As an on-going process, it should involve MEs, BPs, and their workers, as well as worker unions, community groups and parents.

There should be a monitoring plan of the IP\_GE including an overall description of the procedure, activities and targets that will be monitored. The

*GE  
Improvement  
Plan*

*Improvement  
Plan  
requirements*

*Updating the  
IP\_GE*

*Description of  
improvement  
activities*

*Regular checks*

*Monitoring the  
IP\_GE*

monitoring plan should also include information on any data collection and involved parties. Furthermore, the monitoring plan should clearly state how and by whom results and progress will be reported, analysed and used to ensure any difficulty or barrier for improvement is addressed in time.

## 4.2 Gender Equality Improvement Measures

Addressing gender inequalities by establishing improvement measures that can be achieved over time allows to generate a wide range of social and economic benefits. Figure 4 provides examples of GE improvement measures:

*Improvement  
measures  
examples*

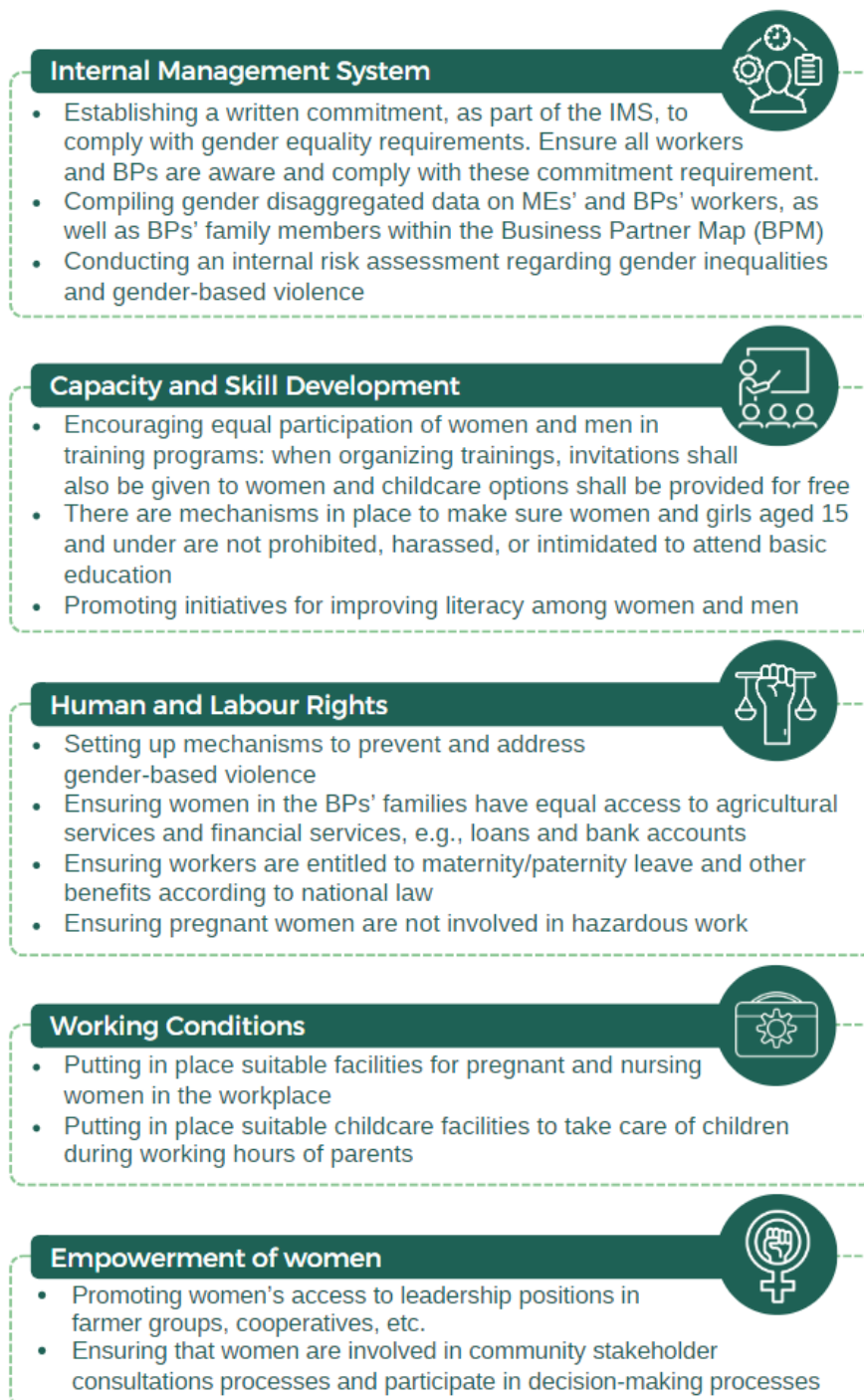


Figure 4: GE improvement measures examples



## 5 Gender Equality Add-On Certification

The audit and certification process for the core 4C certification as described in the Chapters 5, 6 and 7 of the 4C System Regulations shall be fully applied for the GE Add-On certification.

All operations and facilities responsible for coffee production covered by a 4C core certificate are eligible for the GE Add-On certification. In other words, MEs of 4C Units can apply and benefit from the GE Add-On certification. The GE Add-On certification is aligned with existing 4C certification requirements and procedures under the 4C System.

In case an existing 4C Units intends to apply the GE Add-On only to a part of its BPs (and not all BPs of the unit), the unit must be split in two. As 4C does not allow the certification of a subgroup, two separate units must be created. This allows for the newly created unit to maintain their 4C core certificates while simultaneously apply the 4C GE Add-On. This process entails the creation of a new unit in the 4C Portal. This newly created unit will maintain its 4C core certificate with the same validity as the initial core certification.

The steps illustrated below lead to the certificate issuance and maintenance of the GE Add-On certification (see Figure 5).

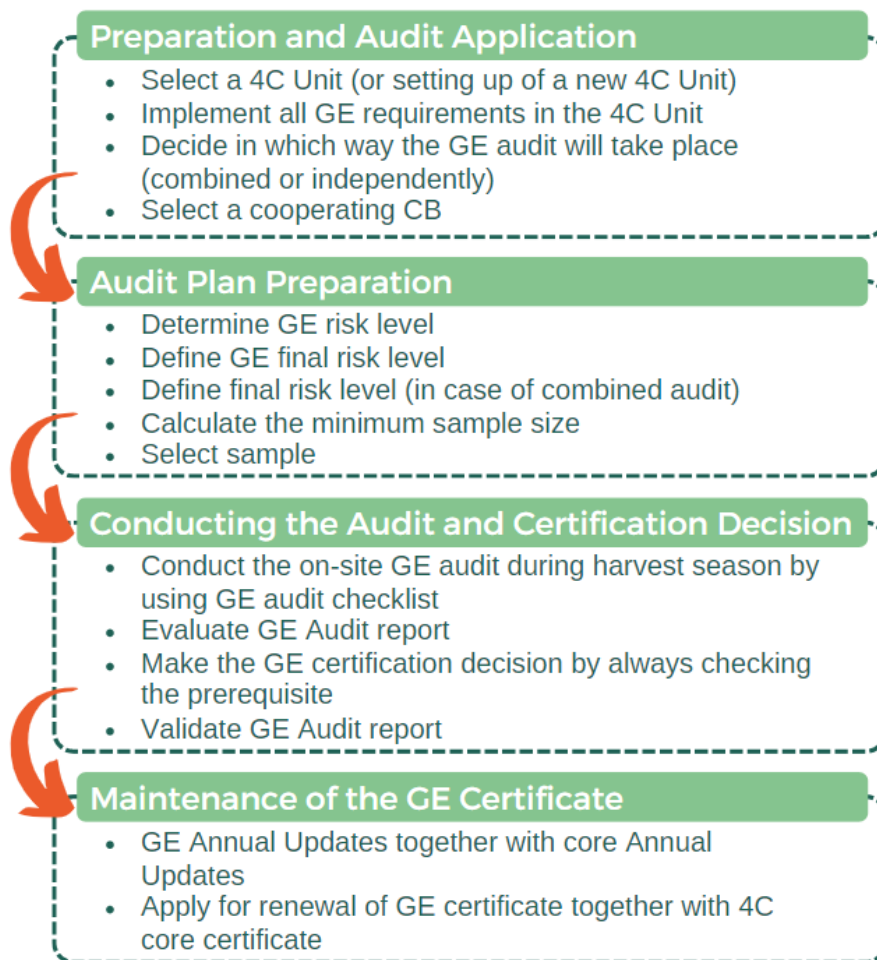


Figure 5: GE Add-On certification process

4C certification process

Eligibility for a GE certification

Split of existing 4C Units

Certification steps

## 5.1 Preparation and Application for Gender Equality Add-On Audit

After the ME decides in which way the 4C GE audit will be conducted (see Chapter 5.2) a CB approved by 4C to conduct GE audits shall be selected and informed about the inclusion of the GE Add-On certification. An up-to-date list of cooperating CBs approved to conduct GE audits is available on the 4C website.

*CB selection*

To be able to audit against the GE Add-On, CBs need to comply with the following requirements:

*GE related requirements for CBs*

- CB shall be approved as a 4C cooperating CB (according to the requirements set out in the “4C Certification Body Regulations”)
- CB shall be approved by 4C to conduct GE audits
- All assigned CB staff who are involved in GE audit services shall attend the formal GE Add-On training
- CB shall have a gender-balanced auditing team to conduct GE audits (at least one female and one male auditor shall be part of the auditing team in a GE audit)
- Assigned CB staff should have knowledge about international/national/regional employment laws (regulations on gender issues, parental leave, gender-related work accommodations and benefits, and childcare.), labour laws (on discrimination and harassment and abuse, including gender-based violence and sexual harassment) and the common context (specific gender-related issues such as requiring proof on non-pregnancy, standing requirements, rest periods, and work termination due to pregnancy)
- Assigned CB staff should preferably have experience in gender-related or other social auditing
- The auditing team should preferably include some women from different socio-economic, ethnic, etc. backgrounds that can relate to vulnerable groups and multiple discrimination.

To start the application process, the ME needs to send the application documents to the CB. This includes the BPM\_GE with disaggregated data and the IP\_GE (in case of GE recertification). The information provided through these documents will be checked by the CB before conducting the next steps, i.e., risk assessment, preparation, and registration of the audit plan on the 4C Portal as described for the core 4C certification.

*Application documents*

To prepare the audit, the CB shall perform a risk assessment as described in Chapter 5.2 and send the audit plan to 4C through the 4C Portal. The audit plan, provided by the CB to the ME prior to the audit, shall follow all requirements as described in Chapter 6.4 of the 4C System Regulations. Besides that, when conducting a 4C GE audit, the audit plan shall be adapted as follows:

*Audit plan*

- Specify the scope of the audit, whether it will be only a GE audit or a combination with another type of 4C core audit, as explained in Chapter 5.2.
- Describe the number of GE vulnerable groups identified for BP Producers and BP Service Providers, as well as their estimated risk levels.
- Include the BPs that need to be selected additionally to attain the scope of a full GE certification audit in case it will be a combined audit with an addendum or surveillance audit.

To conduct a GE Add-On audit, the GE audit checklist was developed additionally to the 4C core audit checklist. The other functionalities in the 4C Portal and templates used for the 4C core certification have been adapted to ensure that relevant data related to gender equality is compiled.

*Specific  
templates for GE  
audits*

An additional checklist to the core 4C audit checklist is to be used by auditors during the audits (see Chapter 5.3.3). The GE audit checklist provides four separate sheets for MEs, BP Producers, BP Service Providers and a summary of the audit results.

*GE audit  
checklist*

### Business Partner Map for GE (BPM\_GE)

The BPM\_GE includes a specific tab to collect disaggregated data of the BPs, the BPs' immediate family members and the BPs' workers in the 4C Unit. 4C auditors shall check the BPM and the gender disaggregated data for completeness, coherency, and consistency before carrying out the risk assessment procedures, sample size calculation and selection. The disaggregated data collected via the BPM\_GE supports to obtain information on potentially vulnerable groups, but it should not constitute the only source of information for the risk assessment.

*Business  
Partner Map for  
GE*

During the audit, the BPM\_GE shall be checked for correctness. Table 1 shows the required disaggregated data of the ME and BPs, their workers and family members.

*Disaggregated  
data*

Table 1: Disaggregated data

ME and BPs	BPs' workers (permanent and temporary) and family members
<ul style="list-style-type: none"> <li>• Name and ID (already present in the BPM for 4C core certification)</li> <li>• Gender (already present in the BPM for 4C core certification)</li> <li>• Marital status</li> </ul>	<ul style="list-style-type: none"> <li>• Gender</li> <li>• Age (through indication of birth date)</li> <li>• Marital status</li> <li>• Affiliation with ethnic group susceptible to discrimination</li> <li>• Disability</li> <li>• Migration status</li> </ul> <p>Note: Data per worker shall be linked to the respective BP, making it identifiable which BP hires the respective worker</p>

To fill in tab 1, 2 and 3 of the BPM\_GE the same observations apply as for the BPM of the 4C core certification for Coffee Production. A guidance on how to input the data can be found in tab 0. Guidance. In addition, the BPM upload and analysis tool can be used as assistance to verify the data input. Furthermore, in regard to how to fill in the tabs with disaggregated data an example file can be found in the [document library](#) of the 4C website.

*Guidance to fill  
in BPM\_GE*

### Improvement Plan for GE

The IP\_GE is an additional tool to the core 4C certification Improvement Plan (IP) where the ME includes the improvement actions to the minor non-conformities (NCs) identified during the gender equality audit, as well as expected measurable results and deadlines (see Chapter 4.1.1). The IP\_GE will be automatically generated and partially completed by the 4C Portal, based on NCs to minor checkpoints identified during the GE audit.

*Improvement  
Plan for GE*

A 4C GE certified 4C Unit must in parallel develop improvement actions for an IP\_GE which is different from the IP of the 4C core certification. The IP for GE accompanies the ME and its 4C Unit throughout the certification period of three years or whatever period of validity of the 4C GE certificate. On top of the IP\_GE, the IP for core certification remains required.

*Management of  
separate IPs*

### Gender Equality Audit Report

The auditor prepares the 4C GE audit report by inserting the audit results in the GE audit checklist. The audit result page of the GE audit checklist automatically indicates non-compliant checkpoints, as per the data from the other tabs of the audit checklist. The auditor uploads the 4C GE audit report into the 4C Portal to automatically generate the IP\_GE, based on the non-conformities with minor checkpoints identified during the audit.

*GE audit report*

## 5.2 Risk Assessment, Sample Size Calculation and Selection

The GE Add-On has specific requirements on GE risk assessment to ensure that potential risks of gender inequality are analysed and considered when deciding the sample size and selecting BPs for the GE audit. The GE risk assessment will differ depending on if the audit is conducted independently or in combination with any type of 4C core audit (4C certification, surveillance, or addendum audit). The following guidelines must in all cases be followed:

*GE risk  
assessment*

- a complete GE risk assessment process must always be conducted to define the **GE final risk level**, regardless of if the GE audit is conducted independently or in combination with a 4C core audit.
- when the GE audit is conducted in combination with any type of 4C core audit, all **4C requirements on risk assessment, sample size and sample selection as stated in Chapter 7 of the 4C System Regulations** must be compliant.

- when the GE audit is conducted in combination with any type of 4C core audit, **specific consideration for the sample size and sample selection** must be considered.

This Chapter provides guidance on how to conduct the risk assessment when a GE audit is conducted independently and when it is conducted in combination with a 4C core audit. The results of each step of the process must be documented and kept at the CB's office as stated in the 4C Certification Body Regulations.

*Documentation  
of the GE risk  
assessment  
process*

### 5.2.1 GE Audit Conducted Independently

When a GE audit is conducted independently, the procedure in Figure 6 for risk assessment, sample size calculation and sample selection must be followed:

*GE risk  
assessment for  
independent  
GE audit*

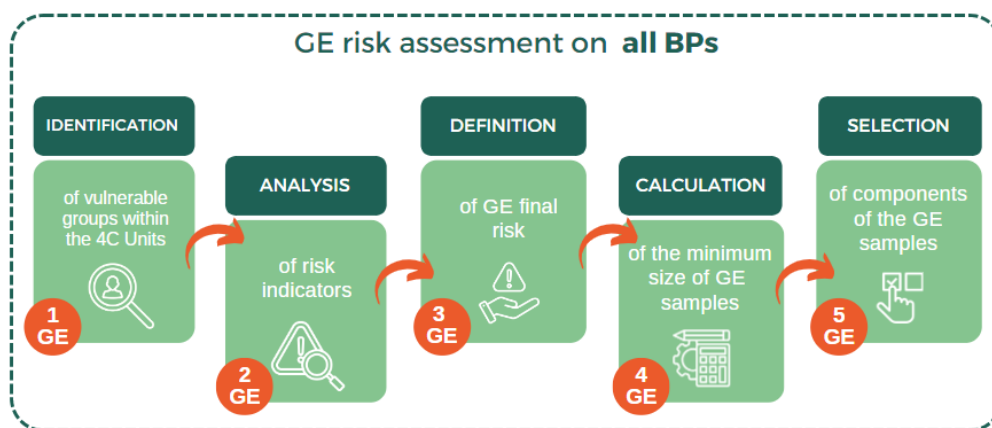


Figure 6: GE audit conducted independently

#### Step 1 GE. Identification of GE vulnerable groups

As a first step, auditors need to identify the different vulnerable groups within the 4C Unit where a potential risk of gender inequality might or is known to exist. The term vulnerable group refers to a group of people that have specific characteristics that put them at a higher risk of being excluded or discriminated. GE vulnerable groups within a 4C Unit would therefore be actors with shared characteristics which may lead to an increased risk of being affected by gender inequality.

*Vulnerable  
groups*

An example of a vulnerable group that might be found in a 4C Unit are individuals who might suffer from multiple discriminations, because they are women belonging to a marginalized ethnic group. But also, young female family members aged between 16-17, single male workers with children, elderly men or widows would be categorized as potentially vulnerable in the context of gender-based discrimination and inequality.

*Examples of  
vulnerable  
groups*

Potential GE vulnerable groups shall be identified using the disaggregated data provided by the ME in the BPM\_GE. The BPM\_GE can be uploaded to the BPM upload and analysis tool on the 4C Portal to develop a starting point for the identification of GE vulnerable groups. The data display in the BPM analysis provides a high-level overview of the data which facilitates a first

*Identification of  
vulnerable  
groups*



estimation of the vulnerabilities within the 4C Unit which will then be complemented by additional sources of information. For example, if the BPM analysis tool reveals that a large percentage of temporary workers are migrants, additional information on the relevant laws and human rights situation of the country helps to define if this should be considered a vulnerable group and to estimate the risk of this group (see Step 2 GE).

Publicly available information on reported cases of abuse, harmful gender norms in the region, public scandals in the media, etc. shall be used to support the identification of potential vulnerable groups.

*Publicly  
available  
information*

Vulnerable groups must be identified separately for BP Producers and BP Service Providers.

*Separate  
analysis*

## Step 2 GE. Analysis of risk indicators

The 4C GE auditor shall review at least the following indices and data, at national and regional levels (whichever is available for the area where the 4C Unit is located) to understand the risk of gender inequality in a particular site:

*National indices  
and data*

- The [Gender Inequality Index](#) (GII) measures the human development costs of gender inequality. GII measures gender inequalities within three aspects of human development: reproductive health, empowerment, and the labour market, assigning a score between 0 and 1. The higher the GII value, the more disparities between females and males are present and the more loss to human development is expected. The index was introduced in 2010 by the United Nations Development Program as a new index to replace previous indicators (Gender Development Index and Gender Empowerment Index). Since then, it is being updated on a yearly basis.
- The [Women's Empowerment Index in Agriculture](#) (WEAI) measures the roles and extent of women's engagement in the agriculture sector in five domains: decisions about agricultural production, access to and decision-making power over productive resources, control over use of income, leadership in the community and time allocation. Countries are ranked according to their WEAI scores and divided into high (0.85 or higher), medium (0.73-0.84) or low (0.72 or lower). The index was developed by the International Food Policy Research Institute.
- The Global Gender Gap Index is designed to measure gender-based gaps in access to resources and opportunities in countries compared to the actual level of the available resources and opportunities in those countries. The index is published every year in the [Global Gender Gap Report](#) by the World Economic Forum.
- The ratification of ILO conventions related to gender equality in the [Information System on International Labour Standards](#) should be viewed for the country where the 4C Unit is located. ILO Conventions related to gender equality are listed in the Annex.

*Gender  
Inequality Index*

*Women's  
Empowerment  
Index in  
Agriculture*

*Global Gender  
Gap Index*

*Information  
System on  
International  
Labour  
Standards*

- [Shadow Reports](#) have been developed by the NGO Women Engage for a Common Future (WECF) and its partners belonging to the United Nations programme Women2030, comprising 20 countries and four region reports. The objective of the Shadow Reports is to estimate the implementation of the Sustainable Development Goals (SDGs) regarding gender equality. In terms of the 4C GE risk assessment, the respective report for the country where the audit is to be conducted shall be reviewed by the auditor.
- Relevant reports from NGOs, research institutes, local authorities on gender related issues (i.e., poverty reduction, ethnic people rights, land use rights, etc.)

*Shadow Reports*

*Other relevant reports*

*General 4C risk indicators*

The GE 4C auditor shall, in addition to the analysis of the risk indicators above, follow the procedure used for the 4C core audit as indicated in Chapter 7.2 “Risk Indicators for BP Producers and BP Service Providers” of the 4C System Regulations.

After reviewing all risk indicators, the auditor shall define the GE risk level (either low, medium, or high) for each identified vulnerable group of BP Producers and BP Service Providers.

*Risk level for each vulnerable group*

### Step 3 GE. Definition of GE final risk levels

The auditor is required to define one GE final risk level for BP Producers and one GE final risk level for BP Service Providers, which may differ from each other.

*GE final risk levels*

This final GE risk level is defined by aggregating the risk levels of all vulnerable groups identified within BP Producers and within BP Service Providers (from Step 2). The highest risk level shall overwrite the lower ones during the aggregation process. For example, if the risk level for one vulnerable group of the BP Producers was defined as “medium”, but for another group it was defined as “high”, the highest level shall prevail. Therefore, the GE final risk level for the BP Producers in this example shall be defined as “high”. The same rule applies for defining the GE final risk level for BP Service Providers.

*Aggregation of risk levels*

### Step 4 GE. Calculation of the minimum sample size

Depending on the final GE risk level identified, a minimum square root factor shall be applied (see Table 2).

*Minimum sample size*

Table 2: Factors square roots

Risk levels	Factors square root
Low	minimum 0.5 times the square root
Medium	minimum 1.0 times the square root
High	minimum 1.5 times the square root

The minimum sample size must be calculated for BP Producers and for BP Service Providers separately. The same guidance on deciding the sample size described in Chapter 7.4 of the 4C System regulations applies.

*Decision on sample size*

## Step 5 GE. Selection of components of the samples

The selection of the sample composition shall consider the requirements for sample selection as defined in Chapter 7.5 of the 4C System Regulations, as well as the following requirements specific to GE audits:

- Samples shall represent the vulnerable groups identified.
- Samples shall cover BPs with family members and workers.
- Samples shall have both female and male BP Producers, female and male BP Service Providers (in case they are natural persons and not a legal entity), and female and male workers.
- Samples shall cover BPs where both, female and male family members of different ages, and female and male workers of different ages are available for interviews during the audit.

It is possible to increase the size of the sample to contemplate all identified vulnerable groups. The reason for this shall be documented.

*Composition of the samples*

*Increase sample size*

### 5.2.2 GE Audit Combined with 4C Core Audits

The GE Add-On certification audits can be combined with the core 4C certification audits, i.e., the CB can conduct both audits simultaneously provided that the requirements for both audits are met. GE Add-On audits must be conducted onsite and during harvest season. The following options for the initial GE Add-On certification audit are possible:

- a. Combined with the core 4C certification audit, and during the harvest season.
- b. Combined with a 4C addendum certification audit, and during the harvest season.
- c. Combined with the 4C surveillance certification audit, and during the harvest season.

As mentioned, for the GE Add-On certification audit, the GE risk assessment process must always be implemented to define the **GE final risk levels** for BP Producers and for BP Service Providers, regardless of if the GE audit is conducted separately or combined with a 4C core audit. All steps stated in the Chapters 5.2.1. shall be fully implemented.

The Figures 7 - 10 below show the different sequences of steps for the risk assessment procedure, sample size calculation and selection for different situations in which the GE audit may take place, i. e., in combination with an 4C core certification, addendum and surveillance audit.

*Combining GE audit with core audit*

*GE final risk level*

*Step-by-step on combination*

### a. Combination of GE audit and 4C core certification audit

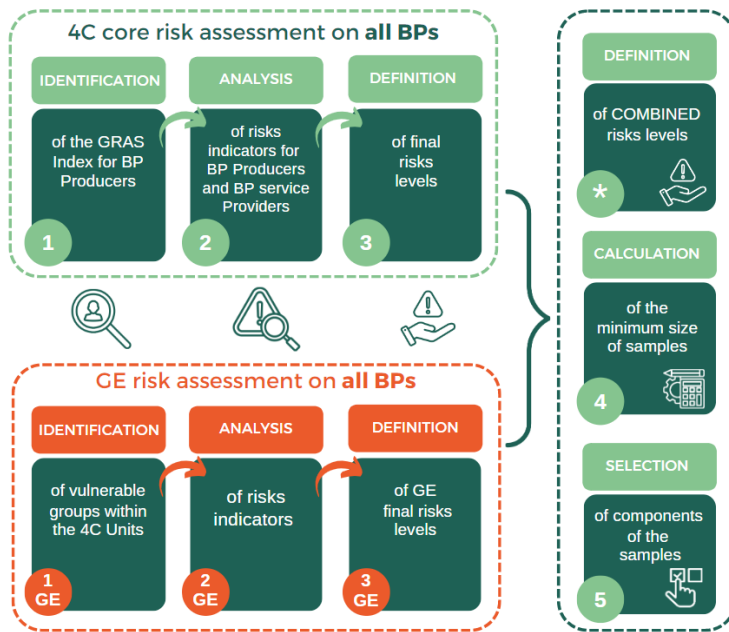


Figure 7: GE audit combined with a 4C core certification audit

When a 4C GE audit takes place in combination with a 4C core certification audit, a “**combined risk level**” for BPs Producers and for BP Service Providers needs to be defined. These combined risk levels will now be defined from the “core final risk levels” and the “GE final risk levels”. The outcome will be one combined final risk level for BP Producers and one for BP Service Providers of the 4C Unit. The following requirements shall be considered:

- GE final risk levels do not overwrite the 4C core audit final risk levels, however the GE final risk levels do influence the combined risk levels.
- The GE final risk levels may increase the combined levels but can never lower the 4C core audit final risk levels.

*Combining risk levels*

Figure 8 shall be used as a reference to define the combined risk levels using the 4C core final risk levels and the GE final risk levels.

*Final combined risk level*

4C core and GE combined risks levels		
4C core final risk level	GE final risk level	Combined risk level
low ●	medium ●	low* or medium
low ●	high ●	medium
medium ●	low ●	medium
medium ●	high ●	medium* or high
high ●	low ●	high
high ●	medium ●	high

\*Decision based on auditors' judgement. Justification shall be documented

Figure 8: 4C core and GE certification audit combined risk levels

To calculate the minimum sample size, the square root factors shall be applied on the two combined risk levels (one for BP Producer and one for BP Service Providers).

*Sample size for combined risk levels*

### b. Combination of GE and 4C core addendum

When conducting a GE audit in combination with a 4C core addendum it is not necessary to calculate a combined risk level (see Figure 9). Therefore, for the cases where a GE audit is combined with a 4C core addendum, or surveillance audit or conducted independently, square root factors on the two GE final risk levels (defined in step 3-GE) shall be applied (one for BP Producers and one for BP Service Providers).

*Separate GE sample size*

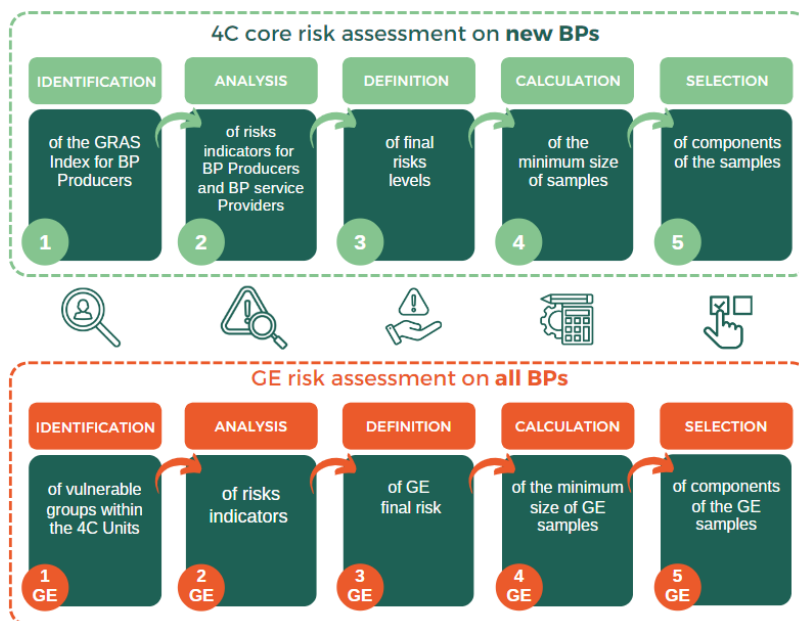


Figure 9: GE audit combined with a 4C core addendum audit

### c. Combination of GE and 4C core surveillance

If a GE audit is combined with a core surveillance audit, likewise no combination of risk levels is required (see Figure 10). To determine the GE sample size the square root factors shall be applied directly on the GE final risk level for BP Producers and the GE final risk level for BP Service Providers.

*Separate GE sample size*

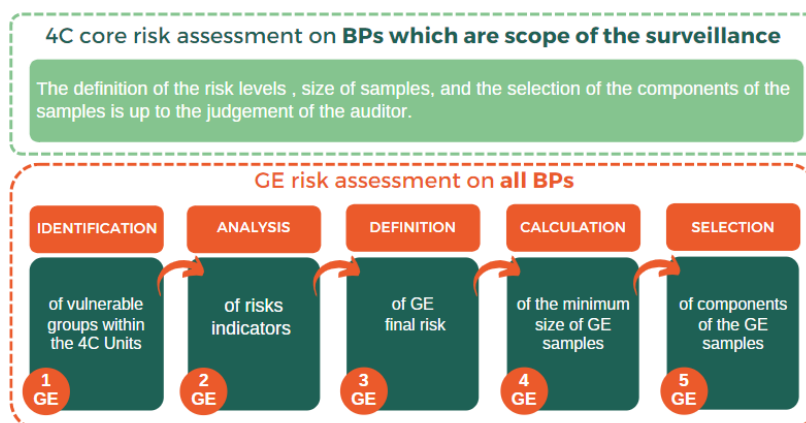


Figure 10: GE audit combined with a 4C core surveillance audit



## 5.3 Audit and Certification Process

### 5.3.1 General Requirements

The audit and certification process for the core 4C certification as described in Chapters 5, 6 and 7 of the 4C System Regulations shall be carried out for the GE Add-On certification. All 4C system updates shall also be considered as a general requirement whenever they are relevant to the audit and certification process.

*Mandatory procedure*

The 4C core certification is a pre-requisite to become 4C GE certified. However, a 4C GE certification audit can be conducted in combination with a 4C core audit. A positive GE Add-On certification decision can only be issued if the 4C core audit was successful. The GE certification audit shall be done during the harvest season and onsite. When the GE certification is combined with an addendum or surveillance audit the GE audit shall also be conducted onsite and during harvest season. The GE audit follows a separate risk assessment procedure, sample size calculation and selection (see Chapter 5.2).

*General GE audit requirements*

Interruptions between GE certification periods and the addition of new BPs to the 4C Unit will be treated in the same way as for the 4C core certification. Once a GE audit has been conducted, no matter how many new BPs join the 4C Unit at a later stage in the certification period, the GE re-certification audit shall be conducted according to the next compliance level. 4C does not certify individual producers but a whole 4C Unit, therefore compliance levels should be continued. The same logic applies in case there is a break between two certification periods. The GE re-certification audit should be conducted according to the next compliance level.

*Certification periods interruption*

A GE certification decision is taken based on the results of the 4C core audit, and the GE audit. The positive 4C core certification is a pre-requisite for a positive GE certification decision. In case of positive results in both certifications, two certificates will be issued: one for the 4C core certification and one for the GE certification. In case of a negative result in the 4C core certification and a positive one in the GE certification, no certificates will be issued. If the GE audit was a combined one (see Chapter 5.2.2), the CB shall first make the certification decision on the 4C core certification, and then the decision on the GE certification.

*GE certification decision*

The GE certification requires Annual Updates (AUs) on the same dates as the AUs are due for the 4C core certification. In cases where an initial GE audit is conducted separately from any core certification, an early AU1\_GE should take place to align the AU with the one required for the 4C core certificate.

*Annual Updates of GE*

The 4C GE certificate expires together with the 4C core certificate. A GE audit yields a separate 4C GE certificate, which will have the same end validity date as the 4C core certificate of the ME for the same 4C Unit. In case the 4C core certificate is withdrawn, the 4C GE certificate is also automatically withdrawn.

*Validity of a GE certificate*

The GE Add-On certification has three levels of compliance (see Chapter 3.2.2). It follows the same continuous improvement framework of the 4C core certification, requiring that the ME and its 4C Unit comply with the next level of requirements at GE re-certification, i.e., is not possible to remain in the same compliance level or re-start at compliance level 1 after an interruption period. The compliance levels to be verified for each certification audit (core and GE Add-On) may differ, depending on the compliance level applied in the last audit of each certification.

*Continuous improvement in GE*

### 5.3.2 Audit types

During a GE Add-On certification audit, the necessary evidence is gathered to verify compliance with the requirements described in this document and future system updates which support the GE Add-On certification decision. The first certification audit is called initial GE Add-On audit and the following audits to be conducted with the purpose of renewing the GE Add-On certifications are called re-certification GE Add-On audits.

*GE Add-On certification audit*

All existing requirements on the types of 4C core audits will apply to a GE certified unit. That means, the GE certification also includes GE certification audits, GE surveillance audits and GE addendum audits. Furthermore, the related type of GE audit must be conducted altogether with the same type of core audits when the unit meets the condition Specific descriptions and conditions of each type of audit may be found in Chapter 6.1 of the 4C System Regulations. In addition, the GE certification is also subject to integrity audits, announced and/or unannounced, as stated in Chapter 3.9 of the 4C System Regulations.

*GE Add-On audit types*

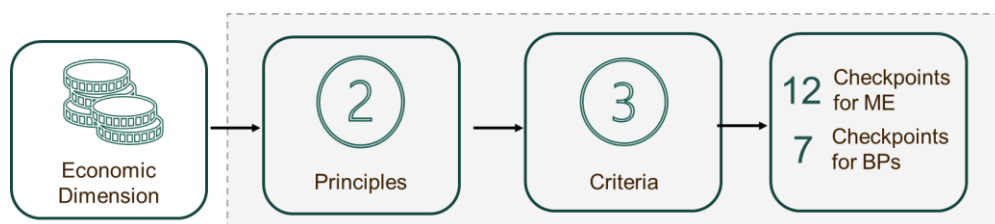
### 5.3.3 Gender Equality Add-On Checklist

In line with the procedures applicable for the 4C core certification, 4C provides a GE audit checklist to CBs which shall be used during the GE Add-On certification audits to verify the compliance with the 4C GE requirements. The GE audit checklist is in line with all relevant international conventions and declarations as listed in the Annex.

*GE audit checklist*

The GE Add-On audit checklist is structured in 2 dimensions (economic and social) and consists of a set of principles, criteria, and checkpoints (see Figure 11). Each checkpoint is explained through a verification guidance.

*Checklist composition*



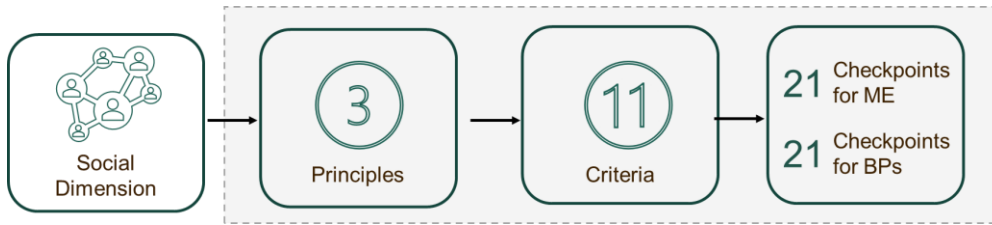


Figure 11: GE Add-On audit checklist

The GE audit checklist also follows the continuous improvement framework of the 4C System. This means that each checkpoint shall be achieved at a particular level of compliance called “levels of gender awareness and action”. The third and highest level may be achievable by the producing group and Managing Entity over a period of six years.

*Continuous improvement*

### 5.3.4 Steps for On-site GE Audit

Figure 12 illustrates the steps to be followed for the on-site GE audit.

*GE audit step-by-step*

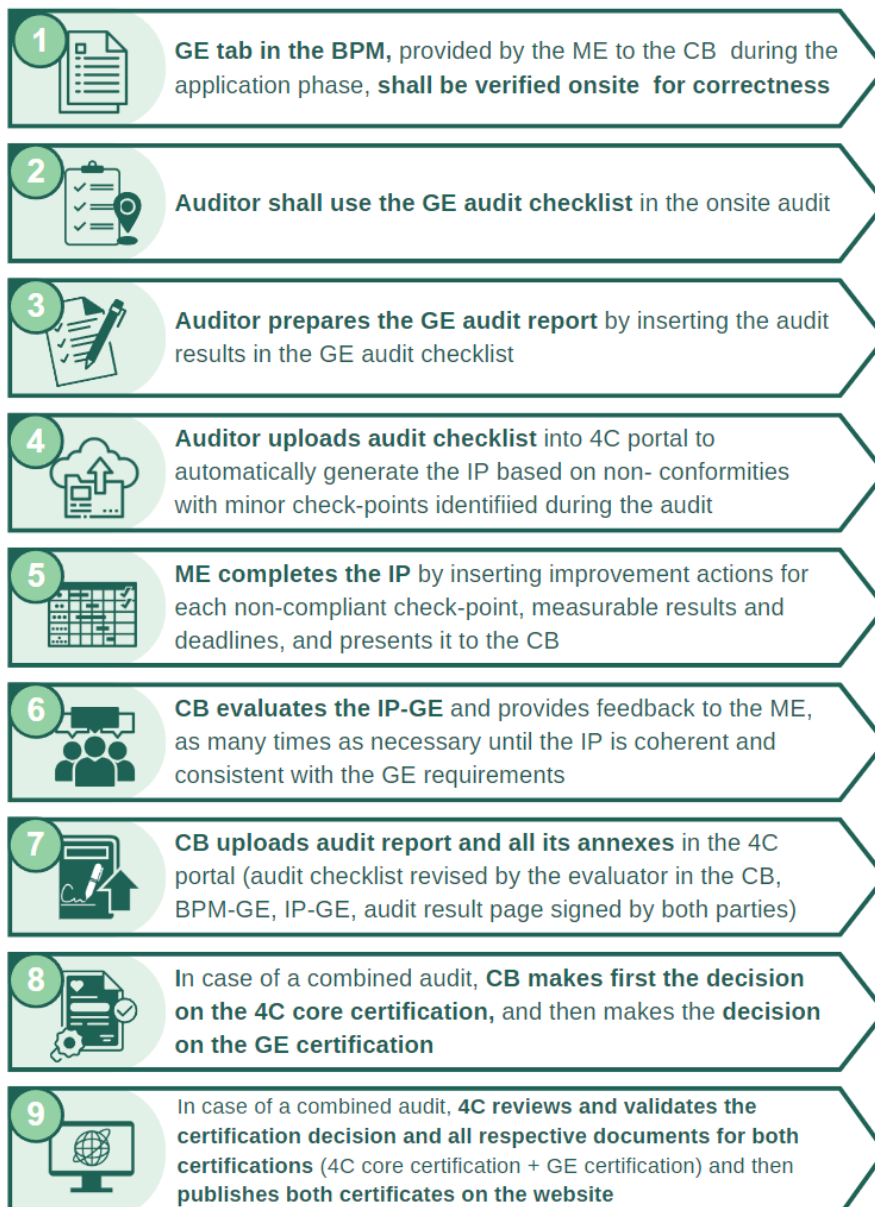


Figure 12: Steps for conducting GE audits

## 5.4 Maintenance of the 4C Gender Equality Add-On

In addition to the procedures and requirements described in Chapter 5.3 of the core 4C System Regulations, the following requirements shall be complied with. As for the core 4C certification of producing groups, the annual update procedure is also mandatory to maintain the GE Add-On certification. After the first and second year of the GE Add-On certification, the ME must submit an updated set of documents respectively called AU1 and AU2 to its contracted CB, which includes the BPM\_GE and IP\_GE. The content of the IP\_GE is detailed in Chapter 4 of this document.

*Annual Updates*

The CB then evaluates and approves the AU1 and AU2 by checking if all documents have been handed in correctly and filled in completely. In case of doubts, a surveillance audit may follow to ensure the implementation of the GE Add-On requirements. Approved AU documents must be uploaded to the 4C Portal by the CB.

*Approval of Annual Updates*

The AU-GE due dates are the same as the AUs for the 4C core certification. When a GE audit is not conducted in combination with a 4C core certification audit, it is preferable to align GE audits to an already scheduled AU of the core certification. However, if this is not possible, then the first GE AU will be due less than a year apart from the GE audit to ensure the alignment with the AU for the core certification.

*Alignment of AUs*

## 6 “4C Gender Equality Certified” Logo and Claims

The use of the 4C Gender Equality Certified logo is meant to allow users of the 4C System to communicate and signify their achievements regarding implementing measures to contribute to gender equality in the coffee sector.

*Marketing claims*

Compliance with the GE Add-On requirements is the basis for possible claims on final products (e.g., on-pack labels) and off-product claims (e.g., website, social media, etc.). Therefore, a valid GE Add-On amendment substantiated by the respective level of implementation is the prerequisite for the on-product and off-product use of the GE Certified logo and related text claims by all 4C certificate holders.

*Compliance and Claims*

Companies can start to promote their efforts to mitigate gender inequality from level of compliance 1, which can be communicated by certificate holders using the term "4C Gender Equality Certified" or similar claims.

*Applicable claim*

Other 4C users such as CBs and other stakeholders can also use the logos and claims referred to in this Chapter if the conditions described within this document are met.

*Logo use by stakeholders*

The general requirements regarding the core 4C logo use and claims described in Chapter 10 of the 4C System Regulations shall also be complied with for the 4C Gender Equality Certified logo. The 4C Gender Equality Certified logo (see *Figure 13*) holds copyright protection and is a registered trademark. The use of the GE logo itself is not linked to any fees claimed by

*Requirements for logo use*

4C. However, to sell 4C coffee as such the regular rules described in Chapter 10 of the 4C System Regulations apply.



*Figure 13: Logo for 4C Gender Equality Certified*

General sustainability-related claims which do not directly reference “4C Gender Equality Certified Coffee” (e.g., “gender equal coffee or product”, “coffee or product which values gender equality”, etc.) are not subject to approval by 4C. As no “official approval” of such general claims by 4C is required, companies can freely decide to use such claims. When making such general claims, it shall be avoided that third parties are given the impression that the claim directly relates or references to “4C Gender Equality Certified Coffee”.

*Claims requirements*

To obtain approval by 4C and to receive the logo file, interested parties should send a request to 4C via the official 4C e-mail address ([info@4c-services.org](mailto:info@4c-services.org)). It should be clearly stated in the request for which use or application the logo and claims are intended and where they will be placed. 4C is also happy to further support on individual requests.

*Logo use application*

Any direct claim, statement or reference made to “4C Gender Equality Certified Coffee” that is not in line with the respective rules outlined in this Chapter will be regarded as “unauthorized”.

*Unauthorized claims*

On the quantity/volume of 4C GE certified coffee purchased and/or packaged by a given coffee brand, the same conditions described in the 4C System Regulations (see Chapter 10.5) shall be complied with.

*Guideline for off-product claims*

## Annex: Relevant International Conventions and Declarations

Conventions	Description and examples of relevant articles
<b>Beijing Declaration and Platform for action (BPfa), 1995</b>	<p>It clearly established gender mainstreaming as the major global strategy for ensuring the incorporation of gender perspectives in all areas of societal development and the promotion of gender equality.</p> <p>Retrieved from: <a href="#">Declaration on the Elimination of Violence against Women</a></p>
<b>Convention on the Elimination of All forms of Discrimination Against Women (CEDAW)</b>	<p>International document which lists the rights of all girls and women</p> <p>The provisions on employment in Article 11, economic and social benefits in Article 13, and rural women in Article 14, as well as the general recommendations No. 12 and No. 19 on violence against women are of particular relevance.</p> <p>Retrieved from: <a href="#">CEDAW</a>, <a href="#">CEDAW General Recommendation No. 12: Violence against women</a> and <a href="#">CEDAW General Recommendation No. 19: Violence against women</a></p>
<b>Declaration on the Elimination of Violence against Women</b>	<p>It was the first international instrument explicitly addressing violence against women, providing a framework for national and international action.</p> <p>Retrieved from: <a href="#">Declaration on the Elimination of Violence against Women</a></p>
<b>ILO Violence and Harassment Convention, 2019 (C190)</b>	<p>Art 1: “... violence and harassment ... in the world of work refers to a range of unacceptable behaviours and practices, or threats thereof, whether a single occurrence or repeated, that aim at, result in, or are likely to result in physical, psychological, sexual or economic harm, and includes gender-based violence and harassment”</p> <p>Retrieved from: <a href="#">ILO Violence and Harassment Convention</a></p>
<b>ILO Discrimination (Employment and Occupation) Convention, 1958 (C111)</b>	<p>Art 1: “... includes any distinction, exclusion or preference made on the basis of race, colour, sex, religion, political opinion, national extraction or social origin, which has the effect of nullifying or impairing equality of opportunity or treatment in employment or occupation”</p> <p>Art 2: “... designed to promote, by methods appropriate to national conditions and practice, equality of opportunity and treatment in respect of employment and occupation”</p> <p>Retrieved from: <a href="#">ILO Discrimination (Employment and Occupation) Convention</a></p>
<b>ILO Equal Remuneration Convention, 1951 (C100)</b>	<p>Art 1: “... remuneration includes the ordinary, basic or minimum wage or salary and any additional emoluments whatsoever payable directly or indirectly, whether in cash or in kind, by the employer to the worker and arising out of the worker's employment;”</p> <p>“... equal remuneration for men and women workers for work of equal value refers to rates of remuneration established without discrimination based on sex.”</p> <p>Retrieved from: <a href="#">ILO Equal Remuneration Convention</a></p>



Conventions	Description and examples of relevant articles
<b>ILO Workers with Family Responsibilities Convention, 1981 (C156)</b>	<p>Art 1:</p> <p><i>“... applies to men and women workers with responsibilities in relation to their dependent children ...”</i></p> <p><i>“... also be applied to men and women workers with responsibilities in relation to other members of their immediate family who clearly need their care or support, ...</i></p> <p><i>... where such responsibilities restrict their possibilities of preparing for, entering, participating in or advancing in economic activity.”</i></p> <p>Art 3: <i>“...enable persons with family responsibilities who are engaged or wish to engage in employment to exercise their right to do so without being subject to discrimination and, to the extent possible, without conflict between their employment and family responsibilities.”</i></p> <p>Art 4: <i>“... to enable workers with family responsibilities to exercise their right to free choice of employment; and to take account of their needs in terms and conditions of employment and in social security.”</i></p> <p>Art 5: <i>“... to take account of the needs of workers with family responsibilities in community planning; and to develop or promote community services, public or private, such as child-care and family services and facilities.”</i></p> <p>Art 8: <i>“Family responsibilities shall not, as such, constitute a valid reason for termination of employment.”</i></p> <p>Retrieved from: <a href="#">ILO Workers with Family Responsibilities Convention</a></p>
<b>ILO Maternity Protection Convention, 2000 (C183)</b>	<p>Health protection (Art 3): <i>“... appropriate measures to ensure that pregnant or breastfeeding women are not obliged to perform work which has been determined ... to be prejudicial to the health of the mother or the child ...”</i></p> <p>Maternity leave (Art 4): <i>“...entitled to a period of maternity leave of not less than 14 weeks”</i></p> <p>Leave in case of illness or complications (Art 5): <i>“...leave shall be provided before or after the maternity leave period in the case of illness, complications or risk of complications arising out of pregnancy or childbirth”</i></p> <p>Benefits (Art 6-7): <i>“... cash benefits shall be provided, in accordance with national laws and regulations, or in any other manner consistent with national practice, to women who are absent from work on leave”</i></p> <p>Employment protection and non-discrimination (Art 8-9)</p> <p><i>“... unlawful for an employer to terminate the employment of a woman during her pregnancy or absence on leave.”</i></p> <p><i>“... guaranteed the right to return to the same position or an equivalent position paid at the same rate at the end of her maternity leave...”</i></p> <p><i>“... maternity does not constitute a source of discrimination in employment...”</i></p> <p><i>“... prohibition from requiring a test for pregnancy or a certificate of such a test when a woman is applying for employment, ...”</i></p> <p>Breastfeeding mothers (Art 10): <i>“... right to one or more daily breaks or a daily reduction of hours of work to breastfeed her child”</i></p> <p>Retrieved from: <a href="#">ILO Maternity Protection Convention</a></p>

Conventions	Description and examples of relevant articles
<b>International Covenant on Economic, Social and Cultural Rights</b>	<p>It upholds the equal right of men and women to the enjoyment of all economic, social and cultural rights set forth in it. It specifically calls for fair wages and equal remuneration for work of equal value without distinction of any kind, in particular women being guaranteed conditions of work not inferior to those enjoyed by men, with equal pay for equal work.</p> <p>Retrieved from: <a href="#">International Covenant on Economic, Social and Cultural Rights</a></p>
<b>Universal Declaration of Human Rights (UDHR)</b>	<p>The UDHR constitutes gender equality in its preamble: “...<i>Whereas the peoples of the United Nations have in the Charter reaffirmed their faith in fundamental human rights, in the dignity and worth of the human person and in the equal rights of men and women and have determined to promote social progress and better standards of life in larger freedom...</i>”</p> <p>Retrieved from: <a href="#">Universal Declaration of Human Rights</a></p>