



# The Equitable Food Initiative Scope Adjustment Policy

VERSION 1.1, DECEMBER 15<sup>TH</sup>, 2017

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## Responsibility for these Requirements

The EFI Standards Committee has responsibility for this document, and will periodically review and update it.

Users should verify that they are using the latest copy by checking on the EFI website at:

[www.equitablefood.org](http://www.equitablefood.org).

### Versions Issued

| Version No. | Date                             | Description of Amendment   |
|-------------|----------------------------------|--|
| v1.0        | July 1, 2015                     | First public-facing version  |
| v1.1        | December 15 <sup>th</sup> , 2017 | The branding of this document was updated to meet current EFI requirements. The meaning or intent of the guidance was not changed. |

## **About the Equitable Food Initiative (EFI)**

EFI is a non-profit skill-building and certification organization that brings growers, farmworkers, retailers, and consumers together to create a safer, more equitable food system. This unique approach sets standards for labor practices, food safety and pest management while engaging workers at all levels to address issues and challenges in the produce industry.

## **Our Mission Statement**

To bring together growers, farmworkers, retailers and consumers to transform agriculture and the lives of farmworkers.

## **We Believe:**

- That being a farmworker is a valuable and honorable profession.
- The skills and contributions of farmworkers create a healthier work environment and produce safer food.
- The future of agriculture lies within the collaboration among growers, farmworkers, retailers and consumers.
- By transforming agriculture, we will transform lives.

## **1 Introduction**

The purpose of the EFI Scope Adjustment Policy [this document] is to codify procedures for adjusting the scope of a current certification to include a crop that was not auditable at the time of auditing.

## **2 Pre-Conditions for Adjusting the Scope of Certification**

- 2.1 The certification must be in good standing and not subject to any suspensions or withdrawals.
- 2.2 The crop to be added is not more resource intensive in terms of workforce or acreage than crops already included on the certification.
- 2.3 The workforce engaged in the production and harvesting of the crop to be added must:
  - 2.3.1 Have representation on the Leadership Team,
  - 2.3.2 Have been counted towards the total farm workforce in the application of the farmworker interview sampling methodology,
  - 2.3.3 Be managed in accordance with EFI Standards.
- 2.4 All management and operational practices on the certified operation remain in conformity with EFI Standards.

## **3 Required Documentation**

- 3.1 The following documents specifically related to the crop to be added shall be provided to the certifying body (CB) who issued the certification:
  - 3.1.1 A repetitive motion injury elimination plan and other documents that demonstrate compliance with Standard HS-7,
  - 3.1.2 An IPM plan and PRT risk analysis and other documents that demonstrate compliance with Standard PM-1.
  - 3.1.3 A current food safety plan that includes the crop to be added.

## **4 Auditing Procedure**

- 4.1 The Grower will make a request in writing to the CB and EFI that the scope of the current certification be adjusted.
- 4.2 If the crop to be added is auditable during a verification audit then the required documentation will be reviewed in-person in addition to the required verification audit processes.
- 4.3 If the crop to be added cannot reasonably be assessed during a verification audit then the CB may perform a desk review of the required documentation, request further evidence of conformity with EFI Standards or perform an on-site audit.

- 4.4 Once the CB is satisfied that the production and harvesting of the crop to be added is in conformity with EFI Standards the CB shall amend the certificate.
  - 4.4.1 The validity period of the certificate shall not change.
  - 4.4.2 All crops on the certificate, including the added crop, shall be included in subsequent verification audits.
- 4.5 Within five days of amending a certificate the CB shall provide EFI with the updated certificate.

## **5 Labelling Crops that have been Added to a Certification**

- 5.1 Crops that have been added to a current certification through this procedure can be labelled as EFI certified upon an amendment to the Licensing Agreement held between the Grower and EFI and in accordance with the EFI Brand Guidelines.