

PRODUCER PLAN / APPLICATION FOR AGRICULTURAL JUSTICE PROJECT (AJP) PLEDGE

All clients seeking to participate in the Agricultural Justice Project pledge must: review and understand all the AJP guidance documentation, standards and additional documents; complete the application corresponding to their type of operation; include and attach all supporting documents outlined in the specific sections of the application. All the applicable sections of this application must be completed. You may use additional sheets if necessary. Significant changes to your operation's plan/application must be submitted in writing for approval before implementation. Note that any changes made to your operation's plan/application that have not been approved may jeopardize your pledge status. This application may be returned to you if it is not legible or understandable. Additional information may be requested from you if all the appropriate supporting documentation is not included. All references to producers include farmers, growers, producers and ranchers.

SECTION 1: General Information					
1.1. Owners' Name (List all owners):	1.2. Operation Name:			Date Received (for certifier use only):	
	1.3. Do you own in full or part any other businesses? <input type="checkbox"/> Yes <input type="checkbox"/> No				
	1.4. Do you intend to sell products under the same label or company/brand name for which you are submitting this application that you do not intend to label as AJP certified? <input type="checkbox"/> Yes <input type="checkbox"/> No				
1.5. PLEDGE CONTACT			1.6. BILLING CONTACT		
Contact person:			Same as pledge contact <input type="checkbox"/>		
Address:			Address:		
City:	State:	Zip:	City:	State:	Zip:
Phone:	Fax:		Phone:	Fax:	
Email:			Email:		
1.7 Legal status: <input type="checkbox"/> Sole proprietorship <input type="checkbox"/> Trust or non-profit <input type="checkbox"/> Corporation <input type="checkbox"/> Cooperative <input type="checkbox"/> Legal partnership <input type="checkbox"/> Other (specify)					

<p>1.8. Have you reviewed and understand the current AJP standards? <input type="checkbox"/> Yes <input type="checkbox"/> No</p> <p>1.9. Have you been previously certified to AJP standards? <input type="checkbox"/> Yes <input type="checkbox"/> No</p> <p>1.10. If yes, have you been issued non-compliances? <input type="checkbox"/> Yes <input type="checkbox"/> No</p> <p>If yes, list the non-compliances issued to your operations in the past:</p>	
<p>1.11. List previous AJP certifications by other certifiers, if applicable:</p> <p>1.12. Have you ever had AJP application denied, suspended, revoked or withdrawn? <input type="checkbox"/> Yes <input type="checkbox"/> No</p> <p>If yes, fully describe the details of your denial, suspension, revocation or withdrawal in an attachment. <input type="checkbox"/> Attached</p>	
<p>1.13. Is the/your operation farmed organically? <input type="checkbox"/> Yes <input type="checkbox"/> No</p> <p>1.14. If yes, do you participate in Farmer's Pledge or any other certification program?</p> <p>1.15. Name of Program?</p> <p>Copy of pledge / certification attached <input type="checkbox"/> Copy of organic / sustainable crop plan with list of approved materials attached <input type="checkbox"/></p> <p>1.16. Operation's annual gross sales on the last calendar year:</p>	<p>1.17. Mark the types of production occurring at your operation: <input type="checkbox"/> agricultural production <input type="checkbox"/> livestock production <input type="checkbox"/> processing <input type="checkbox"/> wild harvest</p> <p>1.18. Does the operation or do you conduct any processing? <input type="checkbox"/> Yes <input type="checkbox"/> No <i>If operation processes, you will need to fill out the food business application as well.</i></p> <p>1.19. Commercialization and sales: <i>Check all that apply</i> <input type="checkbox"/> Direct to the public sales <input type="checkbox"/> Direct to retailer sales <input type="checkbox"/> Broker <input type="checkbox"/> Export <input type="checkbox"/> Sale to manufacturer <input type="checkbox"/> Sale to marketing coop</p>

Section 2: Calculating Production Costs

Complete the following sections about your financial practices.

- 2.1 Are your farm revenues covering your farm's full cost of production?
- 2.2 Do you have a system for calculating your farm's costs of production? Describe. Do you feel the need for additional training and technical assistance?
- 2.3 What expenses do you include?
- 2.4 Are you, the farmer, receiving a living wage from your farm enterprise?
- 2.5 If not, what plans have you made for achieving a living wage?
- 2.6 Do you have health insurance?
- 2.7 Do you have a retirement plan or savings plan?
- 2.8 Do you have a fund for investment in the farm?
- 2.9 Do you have a fund for investment in improving your qualifications as a farmer and farm manager?
- 2.10 If your farm revenues do not cover full farm production expenses at this time, including living wage for you and farm employees, what is your plan to increase farm revenues?
- 2.11 For direct sales, how do you set the prices for your farm products?
- 2.12 If you participate in CSA, do you discuss pricing with the members? Do you share your farm budget with them?
- 2.13 If you sell at farmers markets, do you compare your prices with those of other farmers for similar products? Do you discuss pricing with the other farmers? With customers?
- 2.14 If renewing AJP Pledge, have you make any progress since last year towards economic viability?
- If not, what were the problems?
- 2.15 What is your plan to change for the future?
- 2.16 Do you pay cash/check for any work done on the farm on a regular basis? yes no
- 2.17 Do you pay cash/check for any work done on the farm for very short term work (even as little as one day in a season) yes no
- 2.18 Do you pay cash/check for help with the farm stand/farmers market? yes no
- 2.19 Do you barter/trade with neighbors or local people to help on farm? yes no

SECTION 3: Farm Employee Information

- 3.1. Do you pay cash/check for any work done on the farm on a regular basis? yes no
- 3.2. Do you pay cash/check for any work done on the farm for very short term work (even as little as one day in a season) yes no
- 3.3. Do you pay cash/check for help with the farm stand/farmers market? yes no
- 3.4. Do you barter/trade with neighbors or local people to help on farm? yes no
- 3.5. Have you obtained labor through a labor contractor in the past year? yes no
- 3.6. Do you plan to use a labor contractor this year? yes no

SECTION 4 List of Employees and Interns

Provide the following information regarding each employee over the age of 18 (regardless of immigration status), who works or has worked on the farm during the past year. List the entire operation's personnel including ALL employees who were fired, quit, or were laid off in the past year. Also include labor supervisors, farm employees, office staff, negotiators, temporary and permanent employees, and members of the farm family who work on the farm and/or receive cash or check for work on the farm. Copy and attach an additional blank form if necessary.

4.1. NAME OF EMPLOYEE	4.2. AGE	4.3. LANGUAGES SPOKEN BY EMPLOYEE	4.4. INTERN ("X" IF YES) IF YES: FILL OUT AND SUBMIT ATTACHMENT D	4.5. POSITION (MACHINE OPERATOR, SUPERVISOR, FIELD EMPLOYEE, ETC.)	4.6. NATIONAL ITY	4.7. INITIAL STARTING WAGE	4.8. CURRENT WAGE	4.9. SEASONAL EMPLOYEE	4.10. NUMBER OF SEASONS OR YEARS WORKING AT FARM	4.11. HEALTH AND SAFETY TRAINING RECEIVED (TRACTOR, CHEMICAL APPLICATION, ETC.)	4.12. LIVING IN PRODUCER - PROVIDED HOUSING IF YES: FILL OUT AND SUBMIT ATTACHMENT A.	4.13. IF LIVING IN PRODUCE R PROVIDED HOUSING- AMOUNT CHARGED ?	4.14. WORK ENDED ?	For certifier use: Interviewed during inspection
			<input type="checkbox"/> yes <input type="checkbox"/> Attached D			yr started wage then		<input type="checkbox"/> yes <input type="checkbox"/> no	seasons/ years		<input type="checkbox"/> yes <input type="checkbox"/> no		<input type="checkbox"/> yes <input type="checkbox"/> no	<input type="checkbox"/>
			<input type="checkbox"/> yes <input type="checkbox"/> Attached D			yr started wage then		<input type="checkbox"/> yes <input type="checkbox"/> no	seasons/ years		<input type="checkbox"/> yes <input type="checkbox"/> no		<input type="checkbox"/> yes <input type="checkbox"/> no	<input type="checkbox"/>
			<input type="checkbox"/> yes <input type="checkbox"/> Attached D			yr started wage then		<input type="checkbox"/> yes <input type="checkbox"/> no	seasons/ years		<input type="checkbox"/> yes <input type="checkbox"/> no		<input type="checkbox"/> yes <input type="checkbox"/> no	<input type="checkbox"/>
			<input type="checkbox"/> yes <input type="checkbox"/> Attached D			yr started wage then		<input type="checkbox"/> yes <input type="checkbox"/> no	seasons/ years		<input type="checkbox"/> yes <input type="checkbox"/> no		<input type="checkbox"/> yes <input type="checkbox"/> no	<input type="checkbox"/>
			<input type="checkbox"/> yes <input type="checkbox"/> Attached D			yr started wage then		<input type="checkbox"/> yes <input type="checkbox"/> no	seasons/ years		<input type="checkbox"/> yes <input type="checkbox"/> no		<input type="checkbox"/> yes <input type="checkbox"/> no	<input type="checkbox"/>
			<input type="checkbox"/> yes <input type="checkbox"/> Attached D			yr started wage then		<input type="checkbox"/> yes <input type="checkbox"/> no	seasons/ years		<input type="checkbox"/> yes <input type="checkbox"/> no		<input type="checkbox"/> yes <input type="checkbox"/> no	<input type="checkbox"/>
			<input type="checkbox"/> yes <input type="checkbox"/> Attached D			yr started wage then		<input type="checkbox"/> yes <input type="checkbox"/> no	seasons/ years		<input type="checkbox"/> yes <input type="checkbox"/> no		<input type="checkbox"/> yes <input type="checkbox"/> no	<input type="checkbox"/>

SECTION 5: Employment Contract/ Personnel Policies/Employee Records

5.1. Do any employees at your operation also work at another business owned (in whole or part) by you/owner? Yes No

5.2. Have employees elected a representative to negotiate on their behalf in the past year? (AJP Standard 3.1.2.a) Yes No

If yes, who was the delegate chosen by the employees? Name: _____ Position: _____

5.3. Describe the negotiation process through which terms of employment are negotiated and approved for employees? (AJP Standards 3.1.2.a and 3.3.2.c)

5.4. Does the operation have a written personnel policy manual and/or written contracts/agreements? (AJP Standards 3.1.4.a) Yes No If yes, attached

Does employee contract, agreement, or manual include the following sections:

5.5. Right to freedom of association and collectively bargaining This refers to the right of employees to raise work-related concerns, negotiate terms of their employment, and lodge complaints or grievances without any employer reprisals. This can be on an individual basis, in small groups, or collectively. It can be informal, such as employees simply coming to the employer or supervisor with concerns or requests, or formal such as unionization and related collective bargaining, or anything in between - all based on the wishes and decisions of the employees themselves. (AJP Standards 3.1.1.a)	<input type="checkbox"/> Yes <input type="checkbox"/> No
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5.6. Working conditions (AJP Standards 3.1.4.a)	<input type="checkbox"/> Yes <input type="checkbox"/> No
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5.7. Disciplinary procedures/steps (AJP Standards 3.1.4.a)	<input type="checkbox"/> Yes <input type="checkbox"/> No
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5.8. Rights and responsibilities of employees (AJP Standards 3.1.4.b)	<input type="checkbox"/> Yes <input type="checkbox"/> No
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5.9. Wages (AJP Standards 3.1.4.b)	<input type="checkbox"/> Yes <input type="checkbox"/> No
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5.10. Method of payment (AJP Standards 3.1.4.b)	<input type="checkbox"/> Yes <input type="checkbox"/> No
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5.11. Other compensation or benefits (for example, free food) (AJP Standards 3.1.4.b)	<input type="checkbox"/> Yes <input type="checkbox"/> No
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5.12. Locations of work (AJP Standards 3.1.4.b)	<input type="checkbox"/> Yes <input type="checkbox"/> No
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5.13. Type of work (AJP Standards 3.1.4.b)	<input type="checkbox"/> Yes <input type="checkbox"/> No
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5.14. Hours of work (AJP Standards 3.1.4.b)	<input type="checkbox"/> Yes <input type="checkbox"/> No
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5.15. Overtime requirements and rates (AJP Standards 3.1.4.b, 3.3.4.g)	<input type="checkbox"/> Yes <input type="checkbox"/> No
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5.16. Access to trade unions (AJP Standards 3.1.4.b)	<input type="checkbox"/> Yes <input type="checkbox"/> No
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5.17. Health and safety procedures (AJP Standards 3.1.4.b)	<input type="checkbox"/> Yes <input type="checkbox"/> No
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5.18. Conflict resolution procedure as outlined in AJP Standard 3.1.3.a.	<input type="checkbox"/> Yes <input type="checkbox"/> No
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5.19. Commitment for disputes to be handled in a timely fashion and with imposition of penalty on employers or employees for actions not conducted in good faith by employers or employees (AJP Standards 3.1.2.b)	<input type="checkbox"/> Yes <input type="checkbox"/> No
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5.20. Employee's right to terminate employment (AJP Standards 3.1.4.b)	<input type="checkbox"/> Yes <input type="checkbox"/> No
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5.21. Holiday and sick leave and maternity/paternity leave and family	<input type="checkbox"/> Yes <input type="checkbox"/> No
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emergencies (paid or unpaid) (AJP Standards 3.1.4.b & 3.3.9.a)	
5.22. Compensation for injury (for example, worker's compensation) (AJP Standards 3.1.4.b)	<input type="checkbox"/> Yes <input type="checkbox"/> No
5.23. Employees' right to recover wages in case of bankruptcy of operation (AJP Standards 3.1.4.b)	<input type="checkbox"/> Yes <input type="checkbox"/> No
5.24. Employees' right to make any disputes public (with the exception of confidential or proprietary information) (AJP Standards 3.1.4.b)	<input type="checkbox"/> Yes <input type="checkbox"/> No
5.25. Layoff and recall policies and criteria (AJP Standards 3.1.4.b)	<input type="checkbox"/> Yes <input type="checkbox"/> No
5.26. Other benefits (AJP Standards 3.1.4.b)	<input type="checkbox"/> Yes <input type="checkbox"/> No
5.27. Have you presented these work conditions/benefits/expectations to each employee in:	
Oral presentation/discussion (AJP Standards 3.1.4.f)	<input type="checkbox"/> Yes <input type="checkbox"/> No
Written format (so they have a record of terms to which to refer)?	<input type="checkbox"/> Yes <input type="checkbox"/> No
5.28. Do you conduct regular performance reviews for all employees (at least one per year)? (AJP Standards 3.1.7.a.) <input type="checkbox"/> Yes <input type="checkbox"/> No	
5.29. Do you keep a file for each employee that includes: wages and benefits/compensation package, performance reviews, disciplinary actions taken, duration of employment? (AJP Standards 3.1.4.d) <input type="checkbox"/> Yes <input type="checkbox"/> No	
5.30. Can employees access their own file if requested? (AJP Standards 3.1.4.d) <input type="checkbox"/> Yes <input type="checkbox"/> No	
5.31. Have you laid off any permanent employees in the past year? <input type="checkbox"/> Yes <input type="checkbox"/> No	
5.32. Do you pay employees for meetings they are required to attend? (AJP Standards 3.1.4.g) <input type="checkbox"/> Yes <input type="checkbox"/> No	
5.33. Is the operation seeking certification directly responsible for all hiring of personnel? (AJP Standards 3.1.9) <input type="checkbox"/> Yes <input type="checkbox"/> No	
5.34. Do you contract or hire employees through an organization representing agricultural employees (not a labor contractor)? <input type="checkbox"/> Yes <input type="checkbox"/> No	
If yes, such organization must be interviewed as part of the audit. Which organization do you work with?	
List all the individuals who work on the farm that were hired through a worker organization in the past year:	
5.35. Does the operation employ personnel under the age of 18 (not including family) (AJP Standards 3.2.a., 3.2.b., 3.2.c., 3.2.d, 3.2.e and 3.2.f)? <input type="checkbox"/> Yes <input type="checkbox"/> No	
If yes complete Attachment B and submit with application. <input type="checkbox"/> Attached	
5.36. Do you hire independent contractors (AJP Standards 3.1.13.c and 3.1.13.d)? <input type="checkbox"/> Yes <input type="checkbox"/> No	
If yes, are terms with independent contractors negotiated in good faith? <input type="checkbox"/> Yes <input type="checkbox"/> No	
Do contracts with independent contractors include timeframe, fair pay payment method, deliverables, terms for terminating contract, resources to be provided to and by contractor and other benefits, as well as anti-discrimination clause? <input type="checkbox"/> Yes <input type="checkbox"/> No	
List for all independent contractors:	

Name: Contact Information: Task Contracted to do:

5.37. Do you facilitate attendance of children of employees in school (such as allowing parents time to transport their children to school or arrange for a school bus to stop at the farm for those who live on the farm)? (AJP Standards 3.2.d). Yes No

5.38. Has any complaint been submitted to farm owner/manager or supervisors by an employee or intern during the past year? (AJP Standards 3.1.3.a) Yes No

If yes, describe the situation in detail :

5.39. Have you been cited for a minor or major labor violation in the past? Yes No

If yes, describe fully including date of incident and citation, issue, remedy or settlement.

5.40. Have you had to hire a lot of replacement employees this year? In other words, does the farm have a high employee turn-over rate? Yes No

SECTION 6: Employee Trainings

Three trainings are required for AJP Certification.

Training on Employee Rights under the AJP Standards

6.1. Have you provided employees and interns with training on their rights under the AJP standards in a language they can understand? Yes No

Attach documentation of training for employees on their rights under AJP (for example, sign in sheet). Attached

6.2. Did the employees have an opportunity to ask questions during such training? (AJP Standards 3.1.15.e) Yes No

6.3. Were employees provided the AJP employee's rights pamphlet (downloadable from www.agriculturaljusticeproject.org) as part of this training? (AJP Standards 3.1.15.a)

Yes No

If no training has occurred, have you made arrangements for training to take place?

Yes No

Dates of future training:

Training to be provided by:

Training on Farm Employee Legal Rights

6.4. Have all your employees and interns been provided with training on their legal rights related to working for an operation such as a farm or livestock, wild harvesting or processing facility? (AJP Standards 3.1.15.a) Yes No

If yes, training was provided by:

Attach documentation of this training (for example, sign in sheet) Attached

6.5. Did the employees have an opportunity to ask questions during such training? (AJP Standards 3.1.15.e) Yes No

If no training has occurred, have you made arrangements for this training to take place?

Yes No

Dates of future training:

Training to be provided by:

6.6. Are employees' rights under the AJP program and contact info for local and regional worker advocate groups and AJP trained worker groups posted in a place frequented by employees? (AJP Standards 3.1.15.d) Yes No

Training on Health and Safety on the Farm

6.7. Do all employees and interns receive appropriate safety training (must include legal rights for employee protection, proper lifting techniques and limits, ergonomic considerations, pesticide safety [EPA Worker Protection Standard requirements], label information on toxic materials, sanitation, food safety, and specialized training for any employees assigned particularly hazardous tasks such as spraying or tractor or machine use) for farm operations and before exposure to hazards? (AJP Standards 3.5.2.a - 3.5.2.e) Yes No

If yes, attach documentation of this training (for example, sign in sheet).

6.8. Did the employees have an opportunity to ask questions during such training? (AJP Standards 3.1.15.e) Yes No

If no training has been conducted yet on health and safety training has occurred, have you made arrangements for this training to take place?

Yes No Dates of future training:

Training to be provided by:

SECTION 7: WAGES AND BENEFITS

7.1. Do you pay all employees a living wage-which can include non-monetary fringe benefits (in other words, a wage that covers need for an average family of nutrition, clothing, healthcare, education, potable water, childcare, transportation, housing and energy, plus savings of 10% of income and access to culture and recreation)? (AJP Standards 3.3.1.a and 3.3.1.b)

Yes No

If yes list such additional non-monetary fringe benefits provided:

7.2. Do you pay hourly wages? Yes No

7.3. Do you pay salaries? Yes No

7.4. Do you pay piece rate? Yes No

If yes, is piece rate pay always equivalent to living wage? (AJP Standards 3.3.1.c)

Yes No

7.5. Do employees receive pay stubs that report wage rate, legally required deductions, and other mutually agreed upon deductions. (AJP Standards 3.3.1.d) Yes No

7.6. Are the criteria for receiving a pay increase known to employees and listed in the employee manual? (AJP Standards 3.3.1.g) Yes No

7.7. Do you provide childcare or additional compensation in wages and benefits that allows for payment of childcare during work hours for employees who live on the farm and have?

Yes No If yes explain what is provided:

IF UNABLE TO PAY A LIVING WAGE:

7.8. Attach documentation and justification of inability to pay a living wage. (AJP Standards 3.3.2.a) Attached.

7.9. Has documentation (such as financial records) and justification of inability to pay a living wages been shared with employees (AJP Standards 3.3.2.b)? Yes No

7.10. Do wages always stay above prevailing wage for equivalent work in region and only drop to prevailing wage on temporary basis due to economic hardship? (AJP Standards 3.3.2.d)
 Yes No

7.11. What is prevailing wage for region for positions on your farm? (AJP Standards 3.3.2.d)

7.12. What is the ratio of lowest paid employee to highest paid employee (including wage paid to farm owners/employers)? (AJP Standards 3.3.2.e)

7.13. Describe your plan for the operation to reach a living wage for employees (and farm owner). (AJP Standards 3.3.2.f) or Attached

7.14. Describe how employees were involved in development of the plan to reach a living wage (AJP Standards 3.3.2.f)?

7.15. Describe how will progress towards being able to pay a living wage will be measured? (AJP Standards 3.3.2.f)

7.16. Do all employees have worker compensation, disability, unemployment, social security? (AJP Standards 3.3.3.a)? Yes No

If no, explain why these items are not provided.

7.17. If you answered no to question 8.16, do you have an alternative to worker's compensation that covers employees in the case of work-related accidents or injuries? (AJP Standards 3.3.3.e) Yes No

7.18. For worker compensation, are employees allowed to consult/be examined by doctors of their choice? (AJP Standards 3.5.11.a) Yes No

7.19. Do all employees receive sick leave and paternity or maternity leave (unpaid at a minimum)? (AJP Standards 3.3.3.a)? Yes No

7.20. Explain the regional laws regarding overtime for agricultural employees: (AJP Standards 3.3.4.a) Explanation: or Attached

7.21. Do all employees receive at least one 24 hour day off/week? (AJP Standards 3.3.4.b)

Yes No

7.22. Is overtime beyond 48 hours/week voluntary? (AJP Standards 3.3.4.d) Yes No

7.23. Are employees paid for time they are required to be at work but cannot work due to machine stoppage and other unpredictable eventualities (other than adverse weather)? (AJP Standards 3.3.4.c) Yes No

7.24. Do you attempt to provide work if at all possible during unproductive times due to poor weather? (AJP Standards 3.3.4.f) Yes No

7.25. Do you currently pay time and a half for overtime worked by employees on the farm? (AJP Standards 3.3.4.e). Yes No

If no, What is your plan to work towards being able to pay time and a half for overtime?
(AJP Standards 3.3.4.e)

7.26. Is all overtime worked by each employee documented and shared with the employee if they request to see it? (AJP Standards 3.3.4.e) Yes No

7.27. Are employees who are parents given special consideration regarding overtime requirements when they must be home to care for their children? (AJP Standards 3.3.4.h)

Yes No

7.28. Describe the way in which seniority is considered on the farm (can be for benefits, pay, hours, types of jobs/responsibilities and can be considered in combination with other factors such as skill, experience, etc.). (AJP Standards 3.3.5.a)

7.29. Do seasonal employees have the right to return for additional season unless there is a just cause for denying re-hire? (AJP Standards 3.3.7.a) Yes No

7.30. What is the operations payment schedule? (AJP Standards 3.3.10.a)

SECTION 8: Health and Safety on the Farm

8.1. Does farm have a health and safety plan (in other words, policies; safety equipment such as fire extinguishers, first aid kits, eye washing area, etc; required trainings; and designated responsibilities to maintain safety and prevent injuries or accidents)? (AJP Standards 3.5.1.a and 3.5.1.b) Yes No

If yes, attach a copy of all health and safety policies, safety and first aid equipment, training documents, job descriptions with health and safety responsibilities, and other documentation of the health and safety plan for the farm. This may be part of the personnel policies already requested in this application. Attached.

8.2. Is all electrical equipment, wiring and outlets properly placed and grounded and do you check it or have it checked for overloading and leakage on a regular basis by a qualified individual? (AJP Standards 3.5.1.e) Yes No

8.3. Is all producer -provided transportation for employees safe and in compliance with legal requirements? (AJP Standards 3.5.1.f) Yes No

8.4. Are employees encouraged/told/trained to take sufficient breaks and required to take legally-required breaks, to drink water, use sanitation facilities and prevent heat-related ailments? (AJP Standards 3.5.4.a) Yes No

8.5. Describe the location or provide map of all sanitary facilities on the farm sufficiently for the inspector to visit them. map attached

8.6. Are all sanitary facilities within ¼ mile or 15 minute walk of fields or for legally exempt situation do employees have access to transportation to travel to sanitation facilities as needed? (AJP Standards 3.5.4.b and 3.5.4.d) Yes No

8.7. Does water for drinking, household use, and washing comply with the safe drinking water act (AJP Standards 3.5.4.c) Yes No

8.8. Are all required uniforms paid for by farm? (AJP Standards 3.5.4.e) Yes No

8.9. Are toxic materials or inputs for which EPA requires safety gear used on the farm (EPA required personal protective equipment and instructions for use is on product labels)?
 Yes No

If yes, fill out and submit Attachment C with this application. Attached

8.10. Have there been any accidents on the farm in the last year? (AJP Standards 3.5.5.a)
 Yes No

Explain in detail the nature of the accidents/injuries, the response by the farm (including actions taken by producer to help employee receive injury compensation from workers' comp or equivalent insurance, and the plan to lower work-place accidents. (AJP Standards 3.5.5.b)

8.11. Does farm make an effort to retain employees injured on the farm by providing them with jobs/tasks they are able to do considering their injury? (AJP Standards 3.5.10.a) Yes No

8.12. If an employee has been permanently injured on the farm and was provided alternative work on the farm is their pay/benefit package based on their seniority in previous position? (AJP Standards 3.5.10.a) Yes No

8.13. List all employees who have been injured on the farm during the past year who were unable to continue working on the farm and who received workers compensation or disability payments (AJP Standards 3.5.10.b):

8.14. Do all employees have access to medical care (from care providers not dictated by employer)? (AJP Standards 3.5.3.a) Yes No

8.15. Does the producer provide transportation to medical care or arrival of medical personnel to the farm or producer housing in the event of injuries or illness at the workplace or in farm-provided housing? (AJP Standards 3.5.3.b and 3.5.5.e) Yes No

8.16. If there are 10 employees/interns or more: Is there a Workplace Health and Safety Committee? Yes No

Does such committee meet regularly to discuss health and safety issues on the farm?

Yes No

How are employee representatives on this committee selected? (AJP Standards 3.5.7.b)

8.17. If there are less than 10 employees/interns does the producer or supervisor meet regularly with these employees to discuss health and safety issues? (AJP Standards 3.5.7.a and 3.5.7.d) Yes No

8.18. Does this committee or do employees and interns have access to all documents and information related to health issues? (AJP Standards 3.5.7.c and 3.5.7.d) Yes No

For renewal applications:

9.1 Describe the way in which your operation has improved in the past year regarding employment practices related to the principles of the AJP standards. (AJP Standards 3.7.a)

9.2. If improvements planned were not accomplished describe:
The efforts made:

9.3. The reasons improvements were not achieved:

9.4. A revised continual improvement plan for employment practices for the next year:

9.5. Also describe any of the optional standards (in italics) that you choose to implement in addition to that described above:

Attachment A: Employee/Intern Housing

A.1. LOCATION OF HOUSING UNITS (PHYSICAL DESCRIPTION SO THAT INSPECTOR MAY VISIT- OR MAP ATTACHED)	A.2. NUMBER OF UNITS/SEPARATE DWELLINGS AT THIS LOCATION	A.3. NUMBER OF EMPLOYEES HOUSED IN THIS LOCATION

A.4. Are all housing facilities safe and sanitary and in compliance with legal requirements? (AJP Standards 3.4.1.a and b) Yes No

A.5. Indicate if the house complies with the following requirements: (AJP Standards 3.4.1.b and 3.4.1.c)

Weather proof Yes No

Solid Yes No

Spacious enough to comfortably accommodate the number living there (including room for socializing during non-work hours) Yes No

Has lighting Yes No

Has electricity Yes No

Has at least 1 toilet Yes No

Has cooking facilities (unless all meals are provided by employer) Yes No

Able to be maintained between 60 and 80 degrees if tenants so choose Yes No

Has fire escapes or well marked exits Yes No

Has fire extinguishers Yes No

A.6. Are employees /interns living in farm-provided housing allowed to have visitors? (AJP Standards 3.4.1.d) Yes No

A.7. If employer needs to have repairs done, are tenants given proper notice if at all possible (non-emergency situations) (AJP Standards 3.4.1.e) Yes No

A.8. If any employees /interns living in farm-provided housing do not have their own transportation, does the producer make an effort to help them have access to transportation to and from shopping and other necessary facilities? (AJP Standards 3.4.1.f) Yes No

A.9. I understand that if I terminate an employee who lives in farm provided housing and that employee chooses to appeal this termination through the farm's official conflict resolution procedure, the employee will be allowed to remain in on-farm housing until the appeal is decided upon. The only time this does not apply is when there is a documented risk to the safety of others. (AJP Standards 3.4.1.g) Yes No

A.10. How do you prevent contamination of housing area from hazards such as manure, dust, and hazardous materials allowed in organic production? (AJP Standards 3.4.2.a)

A.11. If you are not a 100% certified organic farm; describe the buffer zone that protects on-farm housing and water supplies. (AJP Standards 3.4.2.b)

A.12. If you charge rent, what is typical rent charged in the region for equivalent housing to that provided on the farm? (AJP Standards 3.4.3.a.i)

Attachment B: Labor Information for Employees under 18 Years Old

B.1. Do employees under 18 work only part time? (AJP Standards 3.2.a.) Yes No

B.2. Do employees under 18 go to school? (AJP Standards 3.2.c) Yes No

B.3. Are employees under 18 protected from hazardous machinery and materials? (AJP Standards 3.2.b) Yes No

B.4. Are employees under 18 supervised carefully and given tasks appropriate for their age? (AJP Standards 3.2.b) Yes No

Attachment C: Toxic Materials on the Farm

Provide the following information regarding all toxic material used on the farm during the past year (both allowed under organic production and not allowed):

C.1. PRODUCT/MATERIAL	C.2. BRAND NAME OR SOURCE	C.3. NOP *STATUS: APPROVED (A) RESTRICTED (R) PROHIBITED (P)

C.4. Are all employees and interns who are exposed to toxic materials provided with work clothes/protective equipment paid for by the farm? (AJP Standards 3.5.4.f) Yes No

C.5. Are employees and interns instructed to never take this equipment home? (AJP Standards 3.5.8.d) Yes No

C.6. Is there a dedicated area for changing clothes and washing with lockable storage facilities for employees who must use toxic materials? (AJP Standards 3.5.4.g) Yes No

C.7. Do employees and interns have access to information (including label information re toxicity) for all toxic materials used on the farm? (AJP Standards 3.5.8.a) Yes No

C.8. Is all this information provided orally to employees and interns who are not fully literate and is it provided in a language they can understand? (AJP Standards 3.5.8.c) Yes No

C.9. Are employees/interns exposed to toxic materials given medical exams by a physical on regular basis that are paid for by employer? (AJP Standards 3.5.8.e) Yes No

C.10. Are these medical exam records (for example, evidence of payment of exam) kept in employee files? (AJP Standards 3.5.8.e) Yes No

C.11. How do all toxic materials used on the farm meet the least toxic alternative requirement that complies with bio-intensive IPM criteria?

C.12. Describe your tiered least toxic alternative pest management plan (including list of potential pest problems, first tier response using non-pesticide controls, second tier response using least toxic alternative that reducing risk to pesticides and minimizes risk to ecological balance of farm and to employees and interns) (AJP Standards 3.5.9.b.i):

C.13. Describe your plan to reduce use of these materials (AJP Standards 3.5.9.b.ii):

C.14. Farm does not use GMOs, cloned animals, or nanotechnology. (AJP Standards 3.5.9.b.iv, 3.5.9.b.v, and 3.5.9.b.vi) correct

Attachment D: Interns and Apprentices

D.1. What are the internship learning opportunities that you provide on your farm? (AJP Standards 3.6.1.b)

D.2. Provide a copy of a written contract or agreement with an intern on your farm that includes working conditions, method of mutual evaluation and feedback on internship, disciplinary procedures on the farm, stipend, housing if provided, expectations for work hours and labor, subjects about which intern will learn/educational goals, and the educational approach of the farm. (AJP Standards 3.6.2.a) Attached