

REPORTING & PRODUCT APPROVAL POLICY

REPORTING

Connect (Fairtrade Canada)

Consumer ready finished products sold bearing the Fairtrade Mark or a Fairtrade claim are reported to Fairtrade Canada in Connect. Consumer ready includes out of home products (café, office coffee, restaurant, catering, hotels etc.) which bear a Fairtrade Mark or for which a Fairtrade association is communicated.

Consumer ready sales are reported by SKU and country sold to. Licensees indicate the number of units sold or the volume sold. If the license fee is based on wholesale value, then the wholesale value of the sales must also be reported.

Sales are reported by calendar quarter.

Quarter	Period (inclusive)	Due date
Q1	January 1 st – March 31 st	April 20 th
Q2	April 1 st – June 30 th	July 20 th
Q3	July 1 st – September 31 st	October 20 th
Q4	October 1 st – December 31 st	January 20 th

Fairtrade Sourced Ingredient licensees as well as Gold licensees upon the request of Fairtrade Canada may be required to report purchases of relevant products if this is required to calculate or verify the licensee fee to be invoiced. Purchase reports, if required, include supplier name and FLO ID, a transaction identifying number, a date associated with the transaction and the total volume purchased.

Licensees who are late in reporting will be invoiced a late reporting fee of \$100.

Licensee who pay License fees after the due on the invoice will be will be invoiced \$100 late payment fee.

Fairtrace (FLOCERT)

Fairtrace is the purchase and sales reporting system of FLOCERT.

Operators report sales of unfinished products in Fairtrace.

Operators also report sales of anything that will be used as an ingredient in a Fairtrade product.

Example: A tea licensee sells a 1 kg bags of peppermint to restaurants and catering companies. They also sell the 1 kg bags to a Fairtrade licensee who uses it to make peppermint chocolates. The first case is a consumer ready sale and is reported to Fairtrade Canada in Connect and the second is a sale as an ingredient and so is reported to FLOCERT in Fairtrace.

In addition, operators report in Fairtrace purchases from the original producing country where you were responsible to pay the Fairtrade price and / or premium to the producer or exporter.

Your suppliers will report unfinished Fairtrade product sales to you in Fairtrace. These will appear in your Fairtrace account and you need merely to confirm them.

Please contact FLOCERT directly to confirm their reporting policy.

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PRODUCT APPROVAL

Before printing any product packaging bearing the FAIRTRADE Mark the product must be approved by Fairtrade Canada.

All product approvals are done through the online Fairtrade Product Registration system CONNECT, which covers the following areas:

References:	Name, organic status, product identification number et al.
Recipe:	Ingredient percentages and application for exceptions
Packaging:	Artwork approvals, pack size
Licensing:	Countries sold to and launch date

We are committed to a 2 working day turnaround for artwork approvals submitted in CONNECT.

Note that for products that are not 100% Fairtrade you will need to enter the product recipe in Connect in order for Fairtrade confirm the percentage Fairtrade on the back of the artwork.

Fairtrade Canada reserves the right to charge \$20 per SKU for any reference (product outline), recipe or packaging / artwork approval that is done outside Connect.

Fairtrade Canada reserves the right to charge \$50 per SKU when Licensees request expedited product approval.

Failure to get Prior Approval of Product

If you fail to get prior approval of your Fairtrade product you must apply for retroactive product approval and pay the retroactive product approval fee of \$100 for each SKU.

If there is a non-conformity in your retroactive product approval application, then you must also apply for an exception and pay the exception processing fee of \$50 for each SKU.

There is no guarantee that your request for an exception will be approved and potentially you could be asked to change the artwork or in egregious cases remove the product from the market.

Sales into the European Union

If a Licensee sells into the European Union it should become familiar with the basic principles and function of an EU-certification mark and, in particular the Fairtrade EU Fairtrade Certification Mark (No. 017959045) Regulation and / or the FSI EU Fairtrade Certification Mark (No. 018004220) Regulation. The Licensee should be aware that the latest versions of the Regulations are accessible at the online databases of the European Union Intellectual Property Office (EUIPO)
<https://euipo.europa.eu/eSearch/>.

PROMOTIONAL MATERIAL APPROVAL

Fairtrade Canada reserves the right to review Fairtrade related promotional materials in order to ensure compliance with the Mark Use Guidelines. Upon the request operators provide copies of promotional materials to Fairtrade Canada.

Before their audit, operators may request a letter from Fairtrade Canada outlining the approval status of their promotional materials.



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EXCEPTIONS

Fairtrade Canada follows the criteria for granting exceptions set out in the Fairtrade Trader Standard (e.g. unavailable ingredients section 2.2.4) and the Fairtrade International Exceptions Policy.

See: <https://www.fairtrade.net/standard/trader>

https://www.fairtrade.net/content/dam/fairtrade/fairtrade-international/standards/trader-standards/ASSU_ExceptionsPolicy_EN.pdf

Fairtrade Canada reserves the right to charge a \$100 processing fee for exceptions that are not outlined in the Standards. See Category B exceptions section of the Fairtrade International Exceptions Policy.