REEL LINEN

Code of Conduct: Requirements for Processing

Version 2.0

May 2022

KINGDOM

KINGDOM HOLDINGS LIMITED
金達控股有限公司

COTTON CONNECT

REIMAGINING THE FUTURE FOR SUPPLY CHAINS

About REEL LINEN

Responsible Environment Enhanced Livelihoods Linen (REEL LINEN) is a business-driven initiative led by CottonConnect and Kingdom, for brands which are committed to sourcing more sustainable linen, including improving environmental, quality and traceability conditions in their supply chain factories and farms worldwide. CottonConnect and Kingdom unite committed brands and their supply chains around a development-oriented environment in the sourcing countries.

The present REEL LINEN Code of Conduct Version 1.0 aims at setting up the codes and conducts that the REEL LINEN stakeholders endeavour to implement in their supply chains. The present REEL LINEN Code of Conduct consists of three major sections: A. Introduction, Purpose, Scope and Applicability; B. Code of Conduct and C. Annexes, including a Glossary and List of Prohibited Chemicals, which are integral parts of the Code.

Where translations of this Code into different languages differ, this English version shall prevail.

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Foreword

CottonConnect is pleased to introduce the REEL Linen Code of Conduct, developed with Kingdom, as its first code for the sustainable production of linen. The REEL Linen Code follows the principles of the REEL Cotton Code, which is the core of agricultural training programmes for sustainable cotton and hemp production. These programmes have delivered positive results in the areas of increased yield and profits, and reductions in the use of water, chemical pesticides and chemical fertilisers.

The development of the REEL Linen Code began in 2019, with a CottonConnect project funded by Kingdom. CottonConnect drew on the expertise of agricultural and development experts in Europe and China, as well as flax producers in France to understand the sustainability challenges in the field.

The code consists of two parts: farming and processing, and outlines areas of good practice for traceability, quality, social and environmental impacts. Linen fibre produced according to the REEL Linen Code will be traceable from yarn to farm.

The REEL Linen Code can be used by all stakeholders from farmers to processors to brands, providing assurance of sustainable produced linen. It is hoped it will be chosen as part of brands' sustainable sourcing of textiles, contributing to sustainable and resilient supply chains.

Alison Ward, CEO
CottonConnect

Foreword

Established in 1978, dedicated to natural fiber manufacturing, Kingdom has become the largest linen yarn and hemp yarn supplier in the world. Today, we are proud of taking a lead role in promoting organic linen and hemp, and the sustainable development of the industry.

In order to further contribute to the United Nations' Sustainable Development Goals (SDGs), to combat climate change, and to support the "Paris Climate Agreement", we have closely worked together with CottonConnect -- a pioneer in sustainable agriculture – to develop the REEL Linen Code of Conduct, a tool to protect land resources and biodiversity, and to practise ecologically sustainable and climate-smart linen and hemp production.

The REEL Linen Code of Conduct creates an opportunity for all players in the sector to work together closely to shape a sustainable linen/hemp supply chain that is traceable from seed to yarn, therefore, making the production process more transparent and more integral, and improving the quality of the produce and the ultimate sustainability of the industry as a whole. Kingdom and CottonConnect are going to implement a pilot project to launch the REEL Linen Code of Conduct.

Our vision is 'to protect our environment, and to meet the needs of the people'. We are committed to promoting the REEL Linen Code, and urge brands and retailers to put REEL Linen products in their list of sustainably supplied products. To do so, we will work closely with our suppliers, buyers and other stakeholders to drive industry-wide transformation, in order to reduce the industry's adverse impacts on the world's water, soil and air, and the human beings themselves, while making it more sustainable.

Weiming Ren, Chairman and Executive Director
Kingdom Holdings Limited

Contents

A. Introduction

Purpose

The intent of the REEL LINEN Code is to provide a verifiable, private standard for sustainable linen from farm to yarn. The REEL LINEN Code contains good practice requirements for linen supply chain actors covering social, environmental and economic aspects of their operations.

It is envisaged that, by complying with the requirements of the REEL LINEN Code, linen supply chain actors contribute towards a sustainable development of their own business, while benefiting their workforce, local communities, customers and suppliers.

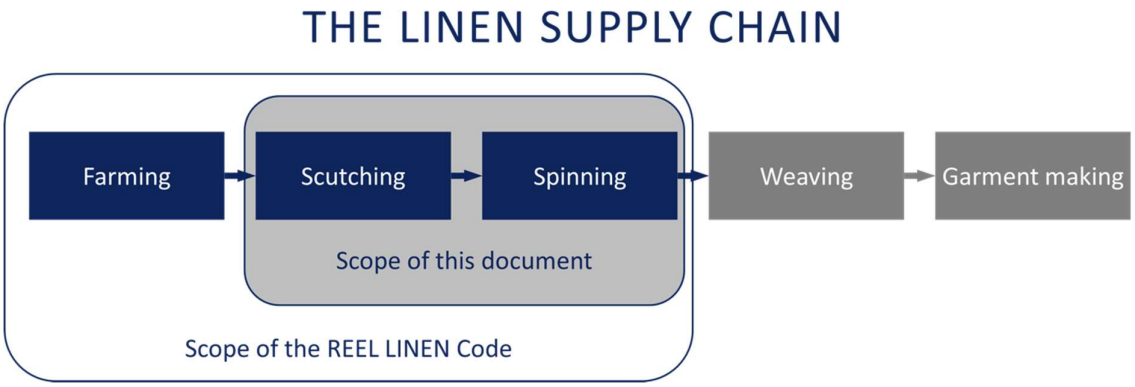
REEL LINEN, as produced to the requirements of this Code, enhances supply chain actors' economic resilience, fosters good relationships between supply chain actors, contributes positively to local communities in places where linen is produced and processed, and preserves natural resources like soils, water, biodiversity and our climate system.

Scope

The REEL LINEN Code covers linen production from farm to yarn, with requirements for different supply chain actors set out in separate documents, as shown in the below diagram:

1. REEL LINEN Requirements for Farming
2. REEL LINEN Requirements for Processing (this document).

'Processing' here refers to scutching and spinning.



The REEL LINEN Code covers twelve areas of good practice for farmers and nine for processors:

Area of good practice	Farming	Processing
1. General Good Management Practices		
2. Field Management (farm only)		
3. Nutrient Management (farm only)		
4. Crop Protection (farm only)		
5. Chemicals and other Hazardous Substances		
6. Water Management		
7. Biodiversity		
8. Air Quality, Greenhouse Gas Emissions and Waste Management		
9. Traceability		
10. Human Rights and Labour Conditions		
11. Health & Safety		
12. Local Community		

External References

The REEL LINEN Code aligns with two global reference standards.

1. The SAI Platform's Farm Sustainability Assessment (FSA, https://saiplatform.org/fsa/), version 2.1 (March 2018 release). Farmers complying with the REEL LINEN Code would achieve the Silver level (or above) in an FSA assessment.
2. The ETI Basecode (as of November 2019, https://www.ethicaltrade.org/eti-base-code). Processors complying with the REEL LINEN Code also comply with the ETI Basecode and similar standards based on it.

The REEL LINEN Code is applicable globally, though it was developed with a strong focus on flax farming and scutching in France; and spinning in China, reflecting the global centres of these activities.

This is a voluntary Code of Conduct. It does not replace an organisation's obligation to ensure compliance with applicable legal and regulatory requirements or contractual obligations towards its business partners. As part of this Code, organisations following it need to demonstrate compliance with all applicable laws and regulations, including but not limited to labour practices, human rights, land rights and land title, the environment, anti-bribery and general business practices.

Type of Requirements

The REEL LINEN Code contains two levels of requirements:

Basic: These are requirements that are fundamental to running a sustainable business. Basic requirements must be met at all times. Any non-compliances must be remedied immediately.

Advanced: These are continuous improvement criteria of sustainable management of which verified organisations must meet an increasing percentage

in each verification cycle to demonstrate continuous improvement. Non-compliances may be remedied within a set period of time.

Continuous Improvement

The users of this Code are the forerunners of sustainable linen production and it is expected that they make continued efforts to further improve their practices, develop more sustainable ways of production and contribute to the overall sustainability of the industry. This Code includes specific continuous improvement requirements for processors. *The Scheme Rules for the REEL LINEN Code* set out further improvement requirements for all certified organisations.

Verification

A system for 2nd party verification will be developed for the REEL LINEN Code and published in a separate document, the *REEL LINEN Verification Guidelines*. Third party certification will be introduced when all the stakeholders reach such an agreement.

Revisions

This Code shall be reviewed every five years, in line with ISEAL Alliance's Code of Practice for Standard Setting, which includes a public consultation process. If you would like to be notified of the beginning of the Code review process, including the public consultation, please e-mail info@cottonconnect.org with your contact details and affiliation and "REEL LINEN Code review" in the subject line.

Translations

The REEL LINEN Code is available in English. Translations into other languages relevant to the linen industry may be published by CottonConnect. If you would like to translate the REEL LINEN Code into an additional language, please contact CottonConnect at info@cottonconnect.org for guidance on translations. All translations will be free to access at www.cottonconnect.org.

Where different language versions of this Code diverge, this English version shall prevail.

Related Documents

This Code is to be interpreted in conjunction with

1. The REEL LINEN Verification Guidelines in its current version
2. The REEL LINEN Guidance Notes in its current version.

The first version of both documents was published in 2020. Additional normative and supporting documents may be added to the REEL LINEN Scheme later, as need be.

Feedback

Comments and questions on the REEL LINEN Code Version 1.0 are welcome and can be sent to CottonConnect at info@cottonconnect.org.

CottonConnect

CottonConnect is committed to developing a more robust and resilient supply chain of natural fibres, such as cotton and flax, through connecting brands and retailers to farmers to create responsible supply chains, training farmers in agro-economic practices and supporting the enhancement of farmers' livelihoods and resilient farming communities. CottonConnect is a standard neutral organisation that works with a range of certification standards and verification codes, including its own REEL COTTON and REEL LINEN Codes of Conduct.

TraceBale

TraceBale is an online system owned by CottonConnect. It allows farmers, processors and buyers of linen yarn to participate electronically in the REEL LINEN supply chain for verified sustainable linen from farm to yarn. Access to the platform is restricted to verified participants of REEL LINEN supply chains, though key information like participating organisations and their certification status will be publicly available.

Acknowledgements

This Code has been developed with the help and support of

- Coopérative Agricole Linière du Nord de Caen (France)
- Dr Jun Zhao (China)
- Control Union (global)
- Christof Walter Associates (Germany/UK)
- CARAH

B.Code

Each requirement is labelled with 'Basic' or 'Advanced', depending on the type of requirement (see here).

P 1. General Good Management Practices

P 1.1. Processors comply with all applicable national and local laws and regulations.	Basic
P 1.2. Processors conduct their business with integrity, respecting applicable laws and avoid all forms of bribery, conflicts of business interest and fraudulent practices.	Basic
P 1.3. Processors keep themselves informed of relevant national and local laws and regulations and their updates.	Basic
P 1.4. Processors plan their activities to support the long-term economic viability of their business.	Basic
P 1.5. Processors keep records of productivity, costs, income and profitability of their business.	Basic
P 1.6. Processors have a social and environmental management system and related up-to-date management plan that address all relevant production-related environmental and social risks and opportunities.	Basic
P 1.7. Processors put in place management systems and structures that ensure compliance with this Code, including the appointment of a responsible and sufficiently trained person, documentation and record keeping and adequate resourcing for activities related to the compliance with this code.	Basic
P 1.8. Processors regularly evaluate their business and operational records to identify opportunities for improvement, take actions to implement identified improvements and track their progress.	Basic
P 1.9. Processors maintain their equipment and machinery to ensure their proper, efficient functioning.	Basic
P 1.10. Processors have a business plan to optimise the long-term economic viability of their business.	Advanced
P 1.11. Processors regularly seek advice, training and collaboration on more effective production, technologies and human resource management.	Advanced

P 2. Chemicals and other Hazardous Substances

P 2.1. Processors ensure that anyone who handles or is exposed to chemicals or other hazardous substances, including agro-chemicals, is provided with effective instructions and training.	Basic
P 2.2. Processors provide and ensure the use of appropriate personal protective equipment to all those who handle or are exposed to chemicals or other hazardous substances, including agro-chemicals.	Basic
P 2.3. Processors handle and store chemicals and other hazardous substances safely for humans and environment with accurate labelling.	Basic
P 2.4. Processors will not use any chemicals in the list of prohibited chemicals in Annex II.	Basic
P 2.5. Processors safely clean and store equipment and empty containers contaminated with chemicals and other hazardous substances, including agro-chemicals, to minimise the risk to humans and environment.	Basic
P 2.6. Processors store fuel in a way that is safe and secure for humans and environment.	Basic
P 2.7. Processors manage and dispose waste, including hazardous materials and agro-chemicals and their containers, in a manner to avoid risks to humans and the environment.	Basic
P 2.8. Processors have procedures and equipment to deal with accidents and spills of chemicals and other hazardous substances, including dyes and fuels.	Basic
P 2.9. Processors ensure that everyone who uses or is in close proximity to chemicals or other hazardous substances, such as dyes and fuels receives training on procedures to deal with accidents and spills.	Basic
P 2.10. Processors avoid the use of pesticides classified as Highly Hazardous Pesticides (HHP) by PAN International and where they use such pesticides, have a plan to phase out their use within six years from their first verification.	Advanced

P 3. Water Management

P 3.1. If incoming water is treated in the factory, processors ensure that the water use complies with applicable regulations including water supply and national legislation.	Basic

P 3.2. Processors take measures to avoid water and soil pollution from waste water, including the treatment of any waste water and effluent to standards that comply with legal requirements.	Basic
P 3.3. Processors employ practices to prevent the run-off of any chemical, mineral and organic substances, which may pollute the environment.	Basic
P 3.4. Processors should develop and implement water-saving plans.	Basic

P 4. Biodiversity

P 4.1. If having built or extended factory premises, processors ensure that they acted legally and that they had the necessary permits.	Basic
P 4.2. If working next to or in protected areas, processors work with legal permits and ensure that their activities do not harm the integrity or biodiversity values protected.	Basic
P 4.3. Processors will not operate in areas on their premises that have been subject to habitat destruction or deterioration. Any past destruction will be analysed and compensated for.	Basic

P 5. Air Quality, Greenhouse Gas Emissions and Waste Management

P 5.1. Processors take measures to maximise energy use efficiency such as optimising their processing equipment, optimising electricity use, etc.	Basic
P 5.2. Waste materials are properly and legally stored on the premises (for wastewater treatment see P 3.2).	Basic
P 5.3. Processors reduce, reuse, and recycle waste.	Basic
P 5.4. Processors periodically assess the risks to humans and the environment of air pollution and take appropriate measures to mitigate possible risks.	Advanced
P 5.5. If there is a significant risk that their business activities may cause air pollution, processors identify sources and monitor the air quality at their premises and its surroundings.	Advanced
P 5.6. Processors identify sources of greenhouse gas emissions and measure and monitor emissions caused by their operations.	Advanced
P 5.7. Processors make a commitment to achieving zero-waste, backed by a practical plan.	Advanced

P 6. Traceability

P 6.1. Processors have written procedures and an internal control system (ICS) in place that ensure the traceability of REEL LINEN at any point.	Basic
P 6.2. Processors ensure that all linen fibre purchased as REEL LINEN verified can be tracked back to the field of origin at a REEL LINEN verified farm. Consignments where this cannot be ensured are rejected or stored separately from REEL LINEN verified materials until their origin is verified and confirmed as REEL LINEN verified.	Basic
P 6.3. Processors have a traceability system in place that ensures that (a) the volumes of REEL LINEN verified purchases, stocks and sales are recorded and consistent with physical stocks and (b) REEL LINEN verified materials in their custody are identified and not mixed with non-verified materials.	Basic
P 6.4. Processors handle REEL LINEN verified materials separately and maintain separate storage for REEL LINEN verified materials and products. If handling both REEL LINEN verified materials and conventional materials, a physical segregation in space and/or time and/or identification shall be put in place.	Basic
P 6.5. Processors must ensure that only REEL LINEN verified materials from verified suppliers are used as inputs in verified products. In other words, all REEL LINEN verified materials or products sold by processors must be composed of 100% REEL LINEN verified materials supplied by REEL LINEN verified suppliers, and can be traced back to the farm level.	Basic
P 6.6. The claims about, and actual physical volumes of REEL LINEN verified materials or products sold by processors must match the volume of REEL LINEN verified materials or products they have purchased, accounting for the turnout ratio.	Basic
P 6.7. No mixing or substitution between REEL LINEN verified materials and/or products and conventional linen materials and/or products is permitted at any point.	Basic
P 6.8. At each step of purchasing, storage, processing, transport and handling, processors must clearly label and identify REEL LINEN verified materials and/or products to ensure that REEL LINEN verified materials and/or products are not contaminated.	Basic
P 6.9. Processors ensure that all their staff and employees handling REEL LINEN verified materials and products are aware of the system for segregating, labelling and identifying the REEL LINEN.	Basic

P 6.10. When outsourcing any handling of the REEL LINEN verified materials and/or products (excluding transportation) to a subcontractor or independent business entity, processors shall: a. Require all subcontractors buying, selling, or handling the REEL LINEN verified materials and/or products to sign a declaration agreeing to comply with this Code and to provide access to their premises and records for contracted auditors; b. Ensure that all subcontractors are trained and competent to comply with relevant requirements; and c. Ensure that only processors (not subcontractors) have access to the traceability system and are responsible for entering data into the system.	Basic
P 6.11. Processors are responsible for data entry into TraceBale and ensure that all data entered into the platform is accurate and can be verified against corresponding documentation (i.e. purchase receipt, invoice, production records), including at least: • Purchase and sale volumes; • Weight of raw materials used to produce REEL LINEN verified materials and/or products; and • Type of raw materials used. Processors have appointed a designated representative(s) to be responsible for entering data into the platform.	Basic
P 6.12. Processors maintain an up-to-date list of all their suppliers and buyers of REEL LINEN verified materials and the volumes bought from/sold to them. These volumes need to be consistent with the total balance of purchase, stocks and sales.	Basic
P 6.13. Processors have a complete and accurate documentation of their traceability.	Basic

P 7. Human Rights and Labour Conditions

To ensure good working conditions for workers, the Code regards the core ILO conventions as the main reference for good working conditions. The following criteria apply to all growing and processing stages which are employing workers.

P 7.1. Processors prevent discrimination of workers in hiring, compensation, access to training, promotion, termination or retirement, based on race, caste, national origin, religion, age, disability, gender, marital status, sexual orientation, union membership or political affiliation.	Basic
P 7.2. Processors ensure that workers are not exposed to behaviour, gestures, language, and physical contact that are sexually abusive, coercive, threatening or intimidating. Physical punishment or discipline is prohibited.	Basic

P 7.3. Processors provide workers with written labour contracts and understandable information about their employment conditions and particulars, including wages and pay periods, before they enter employment, in accordance with national laws.	Basic
P 7.4. Processors ensure that they are not using any form of forced, involuntary, prison or bonded labour.	Basic
P 7.5. If employing people, workers are not required to lodge "deposits" or their identity papers with their employer and are free to leave their employer after reasonable notice.	Basic
P 7.6. Processors that have identified cases of forced labour in their organisation (a) take remediation steps and ensure the safety of the affected workers and (b) implement policies and procedures to prevent future cases of forced labour.	Basic
P 7.7. Processors ensure that daily and weekly working hours for workers do not exceed the maximum number of hours set by national law, collective agreements or international labour standards, whichever provides greater protection.	Basic
P 7.8. Processors ensure that working (a) hours are defined by contract (b) hours, excluding overtime, do not exceed 48 hours per week, and (c) the total hours worked in any seven-day period do not exceed 60 hours, except under in exceptional circumstances (see definition in Glossary).	Basic
P 7.9. Provision of short breaks during the working day/shift without penalty should be offered.	Basic
P 7.10. Processors give workers at least one day off in every seven-day period or, where allowed by law, two days off in every 14 day period.	Basic
P 7.11. Processors ensure that overtime work is voluntary, used responsibly and not to replace regular employment, and is compensated at a premium rate, which is recommended to be not less than 125% of the regular rate of pay.	Basic
P 7.12. Processors ensure that wages and benefits meet or exceed the minimum national legal standards or industry benchmark standards, whichever is higher, and that they are paid on a regular basis.	Basic
P 7.13. Processors pay their workers a Living Wage (see Glossary for a definition).	Basic
P 7.14. Female workers' pay is equal to male workers pay for the same type of work provided.	Basic

P 7.15. Where deductions from wages are made, their use is transparent for the workers, allowed by national law and never used for disciplinary purposes. All disciplinary measures should be recorded.	Basic
P 7.16. Processors allow all workers the right to establish, join or actively participate in an association of their choice.	Basic
P 7.17. Processors ensure that effective functioning of labour organisations is not opposed.	Basic
P 7.18. If employing people, workers, without distinction, have the right to join or form trade unions of their own choosing and to bargain collectively.	Basic
P 7.19. Processors ensure that workers' representatives are not discriminated against and have access to carry out their representative functions in the workplace.	Basic
P 7.20. Where the right to freedom of association and collective bargaining is restricted under law, processors facilitate, and do not hinder, the development of parallel means for independent and free association and bargaining.	Basic
P 7.21. Processors do not employ children under 16 years or a higher minimum age set by national law. Under no circumstances is there new recruitment of child labour.	Basic
P 7.22. Processors prohibit the worst forms of child labour, according to ILO 182. There must be no evidence of trafficked, bonded, forced or abused labour.	Basic
P 7.23. Incidences of the worst of regular forms of child labour shall be documented. An action plan to prevent, monitor and remediate child labour must be implemented, documented and followed up.	Basic
P 7.24. Processors ensure that children and workers between 16 and 18 years of age do not conduct hazardous work or any work that jeopardises their physical, mental or moral well-being, even more so than any other workers.	Basic
P 7.25. Processors ensure that any child found to be performing child labour in their business can transition to attending school and remain in education until no longer a child.	Basic
P 7.26. Processors provide regular employment where possible, and do not avoid obligations to workers that arise in regular employment relationships, such as social security, tenure or benefits.	Basic

P 7.27. Processors have a written and publicly available human rights policy, in which they commit to upholding the principles laid down in the ILO's Declaration on Fundamental Principles and Rights at Work: freedom of association and the right to collective bargaining, the elimination of forced or compulsory labour, the abolition of child labour and the elimination of discrimination, harassment and abuse in the workplace.	Basic
P 7.28. Processors ensure that their workers have the right to freely practice their religion and fulfil needs relating to cultural background, disability, gender and sexual orientation.	Basic
P 7.29. Processors ensure that workers can safely and without facing repercussions report complaints and that appropriate action is taken.	Basic
P 7.30. Processors follow national law and/or international standards (ILO Conventions) for paid holiday leave, paid sick leave and paid parental leave for their workers.	Basic
P 7.31. Workers receive appropriate payment for their tasks and abilities while having equal work opportunities.	Basic
P 7.32. Processors ensure that all children under 16 years living on the premises can go to school or receive schooling at home.	Basic
P 7.33. Processors compensate workers that became ill due to work related activities.	Advanced
P 7.34. Processors encourage and support their workers to have health insurance.	Advanced
P 7.35. Processors consider language and cultural barriers in the communication in the workplace.	Advanced

P 8. Health & Safety

P 8.1. Processors provide a safe and hygienic working environment, taking into account prevailing industry knowledge of health and safety risk and hazards.	Basic
P 8.2. Processors have identified health and safety risks posed to workers and visitors and take adequate steps to prevent accidents, injuries or health issues.	Basic
P 8.3. Processors assign responsibility for health and safety to a senior management representative.	Basic

P 8.4. Processors organise regular and recorded health and safety training for all people working on the premises, including workers (own and agency), suppliers and contractors. Training is repeated for new or reassigned workers. Visitors receive health and safety instructions to the extent necessary to safeguard them and others.	Basic
P 8.5. Processors ensure that all people in the workplace have access to safe drinking water, hygienic toilet and hand-washing facilities and, if appropriate, sanitary facilities for food storage.	Basic
P 8.6. Processors provide workers and their families living on the premises with access to appropriate cooking facilities and safe accommodation. Accommodation, where provided, is clean, safe, and meets the basic needs of the workers.	Basic
P 8.7. Processors ensure the effective participation of workers in the assessment of hazards and risks, e.g. through a workers' representative for health and safety issues.	Basic
P 8.8. When hazardous work is in progress on the premises, processors display all information, safety instructions, re-entry intervals and hygiene recommendations clearly and visibly in the workplace in the local language(s) and with pictograms.	Basic
P 8.9. Processors ensure adequate first aid supplies are available and easily accessible to meet all reasonably foreseeable emergency medical situations.	Basic
P 8.10. Processors ensure that all accidents are reported, that appropriate medical treatment was received, and that corrective action is taken to prevent similar accidents in the future.	Basic
P 8.11. Someone with first aid skills is present at all times when people are working in the factory.	Basic
P 8.12. Processors ensure that workers who handle hazardous materials are not younger than 18 years old, pregnant or breastfeeding, and do not suffer from chronic or respiratory diseases.	Basic
P 8.13. Processors ensure that anyone who has been injured or is ill, does not perform activities that are detrimental to their health and safety or that of the others in the workplace.	Basic
P 8.14. Processors provide regular medical checks for all people working on their premises that have a higher risk of health issues associated with their work.	Advanced
P 8.15. Processors undertake activities to promote the prevention of diseases and encourage personal hygiene (including themselves and family labour).	Advanced

P 9. Local Community

P 9.1. Processors ensure that acquiring their land did not involve involuntary resettlement and coercion, that they have legitimate land use rights according to formal and customary laws and that they used Free, Prior and Informed Consent with any communities affected by their land acquisition.	Basic
P 9.2. Processors contribute actively to the neighbouring communities.	Advanced
P 9.3. Processors take measures to reduce disturbance from noise and odour to the neighbouring community.	Advanced

C. Annexes

Annex I: Glossary

Biodiversity: The variability among living organisms from all sources including, *inter alia*, terrestrial, marine and other aquatic ecosystems and the ecological complexes of which they are part; this includes diversity within species, between species and of ecosystems (UN Convention on Biological Diversity, Article 2).

Biodiversity Action Plan: A plan that captures a farm's effort to preserve and enhance biodiversity on its land and on land affected by its operations. The plan can be a separate plan or a chapter in an overall farm management plan. It can apply to a single farm or a group of farms under one management system. Small-scale farmers in lower income countries should be able to explain their plan verbally or, if they are organised in a group, could have a collective plan for the group. A biodiversity action plan should include:

- A map of the farm location and fields, showing important natural features on and around the farm, such as protected areas, natural areas, water courses, bogs and wetlands, individual landscape elements (such as hedgerows, large single trees, large rocks, banks) as well as infrastructure (building, roads, reservoirs).
- Details of any protected or ecologically sensitive areas on and around the farm, including High Conservation Values (HCV)[1], Key Biodiversity Areas (KBA)[2], High Carbon Stocks (HCS).[3]
- Measures to avoid destruction, degradation and deforestation of such areas.
- Details of any rare, endangered or threatened species or that might be found on and around the farm.
- Measures to protect such species.
- How provision is made for wildlife habitats and food sources through hedges, field margins, extensive pasture, etc.
- Assessment of possible disruption of biological corridors because of farm activities and if required, based on the assessment mitigation measures.

This plan can be managed at landscape or group level and the review can be made by public or private bodies.

Business plan: A formal statement of businesses goals and how they will be met. A business plan could have a number of purposes such as setting out goals, securing investment or documenting progress. It can apply to a single farm or a group of farms under one management system. Small-scale farmers in lower income countries should be able to explain their plan verbally or, if they are organised in a group, could have a collective plan for the group. A business plan can include:

- A short statement how the business makes money (business model).

[1] For an introduction to High Conservation Values see https://hcvnetwork.org/.
[2] For an introduction to Key Biodiversity Areas see http://www.keybiodiversityareas.org/.
[3] For an introduction to High Carbon Stocks see https://highcarbonstock.org/.

- Goals for production and sales revenue over the next 3 to 7 years (goals may be monthly, quarterly, per season or annual, depending on the type of business).
- An explanation of who are the business's customers, what requirements each of these customers has with regards to the linen, and how important each customer is to the business.
- An explanation how the business reaches these customers.
- An explanation what makes the business a valuable supplier to each of these customers, and how this might distinguish the business from others.
- If credit is required (e.g. for buying inputs), a computation how much money the business needs to borrow, how and when the business can repay the borrowed money plus any interest, and who it could borrow the money from.
- A risk mitigation strategy to survive shocks such as environmental shocks (e.g. drought), social shocks (e.g. riots) and economic shocks (e.g. price fluctuations).

Child(ren): Persons under the age of 18.

Child labour: Work that is mentally, physically, socially or morally dangerous and harmful to children or their development; or that interferes with their schooling, e.g. by depriving them of the opportunity to attend school; obliging them to leave school prematurely; or requiring them to attempt to combine school attendance with excessively long and heavy work. *Hazardous child labour* is work which, by its nature or the circumstances in which it is carried out, is likely to harm the health, safety or morals of children.

Children helping on farms, supporting the family business or earning money outside school hours or during school holidays is not child labour, unless it meets the above definition.

Employ, employment: to hire or engage the services of a person, whether formally or informally, in exchange for payment. According to the ILO's definition, a person is employed of working for any amount of time, if only for one hour, in the course of the reference week (ILO Definition, Publication date: 13 Oct 2016).

Endangered species: Species of plants, animals, and fungi designated as threatened or endangered by national laws or classification systems or listed as endangered or critically endangered by the IUCN Red List of Threatened Species™ and/or listed in Appendices I, II, or III of the Convention on International Trade in Endangered Species of Wild Fauna and Flora (CITES).

Exceptional circumstances (with regards to working hours): Working hours may exceed 60 hours in any seven-day period only when all of the following are met:

a) this is allowed by national law
b) this is allowed by a collective agreement freely negotiated with a workers' organisation representing a significant portion of the workforce
c) appropriate safeguards are taken to protect the workers' health and safety; and
d) the employer can demonstrate that exceptional circumstances apply such as unexpected production peaks, accidents or emergencies.

Farmer: Supply chain actor who grows, harvests, rets and cures linen (flax) fibres to flax straw that is ready for scutching.

Free, Prior and Informed Consent (FPIC): The right of indigenous peoples and other local communities to make free and informed choices about the use or development of their lands and resources. FPIC is implemented through a participatory process involving all affected groups that is carried out prior to the finalisation or implementation of any development plans. An FPIC process ensures that communities are not coerced or intimidated; that decisions are reached through communities' own chosen institutions or representatives; that communities' consent is sought and freely given prior to the authorisation or start of any activities; that communities have full information about the scope of any proposed development and its likely impacts on their lands, livelihoods and environment; and that ultimately their choices to give or withhold consent are respected.

Integrated Pest Management (IPM): The careful consideration of all available pest control techniques and subsequent integration of appropriate measures that discourage the development of pest populations and keep pesticides and other interventions to levels that are economically justified and reduce or minimise risks to human health and the environment. IPM emphasises the growth of healthy crops and cattle with the least possible disruption to agro-ecosystems and encourages natural pest control mechanisms[4]. Application of pesticides is based on documented thresholds for disease or pest infestations.

Invasive species: A plant or vertebrate species or subspecies that is not native to a given place, and whose presence or introduction in that place causes or is likely to cause economic harm, environmental harm, or harm to human health. For the purpose of this standard, invasive species are the ones referenced by IUCN/SSC Invasive Species Specialist Group (ISSG) as 100 of the World's Worst Invasive Alien Species (http://www.issg.org/worst100_species.html) and crop or cattle species are not considered invasive species.

Hazardous work (in relation to children working): see *Child labour*.

Highly Hazardous Pesticides (HHP): Pesticides that have particularly harmful properties for humans or the environment, specifically: High acute toxicity; Long term toxic effects; Endocrine disruptor; High environmental concern; Hazard to ecosystem services; Known to cause a high incidence of severe or irreversible adverse effects. The list is compiled and published by Pesticide Action Network (PAN) and regularly updated. HHPs are also included in PAN International's Consolidated List of Banned Pesticides (CL), which contains a column that identifies HHPs. The latest versions of both lists can be downloaded from the PAN International website (https://pan-international.org/).

Living wage: Remuneration received for a standard 48 hours work week by a worker in a particular place sufficient to afford a decent standard of living for the worker and her or his family. Elements of a decent standard of living include food, housing, education, health care, water, transport, clothing, other essential needs

[4] *FAO definition: http://www.fao.org/agriculture/crops/thematic-sitemap/theme/pests/ipm/en/.*

including provision for emergencies and unexpected events (*Global Living Wage Coalition,* www.globallivingwage.org).

Management plan: A documented plan listing business opportunities, risks and targets where possible. Risks and opportunities may refer to:

- Legal requirements
- Worker welfare and health and safety
- Natural habitat degradation and destruction
- Rare and endangered species (including hunting and wild collection by farm workers and visitors)
- Soil pollution and erosion (storm events or dust from cultivation, steep slopes)
- Water pollution (soil, leakage or run-off from storing or applying nutrients and pesticides and from fuel or waste storage/disposal)
- Water availability (prevent loss of water, respecting the water requirements of the surrounding area)
- Pesticide drift
- Air pollution, including fire and smoke
- Potential off-site contaminants (e.g. pollutants or invasive species; Protection against off-site contaminants can be managed through buffer zones).

Premises: Generic term used to mean a farm, a scutching mill or spinning mill, including all areas, building and fields belonging to it, whether owned or rented or otherwise under its control.

Processor: Supply chain actor who process linen (flax) fibres, referring in this Code to actors who cover the scutching and spinning stages of the linen supply chain.

Protected area: An area of land declared or designated by local authorities as protected because of its recognised natural, ecological and/or cultural values to achieve the long-term conservation of nature with associated ecosystem assets and cultural values. Examples include national parks, wildlife refuges, biologic, forestry or private reserves, and areas within UNESCO Biosphere reserves or World Heritage Sites.

Rotterdam Convention: Formally, the Rotterdam Convention on the Prior Informed Consent Procedure for Certain Hazardous Chemicals and Pesticides in International Trade, is a multilateral treaty to promote shared responsibilities in relation to importation of hazardous chemicals. The convention promotes open exchange of information and calls on exporters of hazardous chemicals to use proper labelling, include directions on safe handling, and inform purchasers of any known restrictions or bans. Signatory nations can decide whether to allow or ban the importation of chemicals listed in the treaty, and exporting countries are obliged to make sure that producers within their jurisdiction comply. See Annex II.

Stockholm Convention: Stockholm Convention on Persistent Organic Pollutants is an international environmental treaty, that aims to eliminate or restrict the production and use of persistent organic pollutants (POPs), see Annex II.

WHO I-a and I-b: Groups of pesticides classified by the World Health Organization (WHO) as extremely hazardous (class I-a) and highly hazardous (class I-b). See Annex II.

Worker: Any person who works for a farmer, scutcher or spinner and is paid for his or her work. Encompasses all types of workers, including permanent, temporary, documented, undocumented, migrant, and transitory, and also persons temporarily absent from a job or enterprise at which they recently worked for illness, parental leave, holiday, training, or industrial dispute.

Annex II: List of Prohibited Chemicals

WHO Class 1a and 1b Chemicals

There is no officially published list of chemicals with their WHO chemical classification. Rather, the WHO publishes its criteria for classifying pesticide formulations in the WHO Recommended Classification of Pesticides by Hazard.

Secondary publications, such as the Pesticide Action Network (PAN) List of Highly Hazardous Pesticides list a large number of active ingredients with their respective WHO classification (along with other hazard classifications, including the Rotterdam and Stockholm Conventions).

Rotterdam Convention on the Prior Informed Consent Procedure for Certain Hazardous Chemicals and Pesticides in International Trade (PIC). All currently listed substances can be found on the Rotterdam Convention website. The following version was current as of 21 November 2019 and is printed for convenience. However, relevant for this Code is the official list of PIC substances in its current version.

Annex III Chemicals

Chemical	CAS number	Category
2,4,5-T and its salts and esters	93-76-5 (*)	Pesticide
Alachlor	15972-60-8	Pesticide
Aldicarb	116-06-3	Pesticide
Aldrin	309-00-2	Pesticide
Azinphos-methyl	86-50-0	Pesticide
Binapacryl	485-31-4	Pesticide
Captafol	2425-06-1	Pesticide
Carbofuran	1563-66-2	Pesticide
Chlordane	57-74-9	Pesticide
Chlordimeform	6164-98-3	Pesticide
Chlorobenzilate	510-15-6	Pesticide
DDT	50-29-3	Pesticide
Dieldrin	60-57-1	Pesticide
Dinitro-ortho-cresol (DNOC) and its salts (such as ammonium salt, potassium salt and sodium salt)	534-52-1	Pesticide
Dinoseb and its salts and esters	88-85-7 (*)	Pesticide
EDB (1,2-dibromoethane)	106-93-4	Pesticide
Endosulfan	115-29-7	Pesticide
Ethylene dichloride	107-06-2	Pesticide
Ethylene oxide	75-21-8	Pesticide
Fluoroacetamide	640-19-7	Pesticide
HCH (mixed isomers)	608-73-1	Pesticide
Heptachlor	76-44-8	Pesticide
Hexachlorobenzene	118-74-1	Pesticide
Lindane (gamma-HCH)	58-89-9	Pesticide
Mercury compounds, including inorganic mercury compounds, alkyl mercury compounds and alkyloxyalkyl and aryl mercury compounds	Various	Pesticide
Methamidophos	10265-92-6	Pesticide
Monocrotophos	6923-22-4	Pesticide
Parathion	56-38-2	Pesticide
Pentachlorophenol and its salts and esters	87-86-5 (*)	Pesticide
Phorate	298-02-2	Pesticide
Toxaphene (Camphechlor)	8001-35-2	Pesticide

Chemical	CAS number	Category
Tributyl tin compounds	1461-22-9, 1983-10-4, 2155-70-6, 24124-25-2, 4342-36-3, 56-35-9, 85409-17-2	Pesticide
Trichlorfon	52-68-6	Pesticide
Dustable powder formulations containing a combination of benomyl at or above 7%, carbofuran at or above 10% and thiram at or above 15%	137-26-8, 1563-66-2, 17804-35-2	Severely hazardous pesticide formulation
Methyl-parathion (Emulsifiable concentrates (EC) at or above 19.5% active ingredient and dusts at or above 1.5% active ingredient)	298-00-0	Severely hazardous pesticide formulation
Phosphamidon (Soluble liquid formulations of the substance that exceed 1000 g active ingredient/l)	13171-21-6	Severely hazardous pesticide formulation
Actinolite asbestos	77536-66-4	Industrial
Anthophyllite asbestos	77536-67-5	Industrial
Amosite asbestos	12172-73-5	Industrial
Crocidolite asbestos	12001-28-4	Industrial
Tremolite asbestos	77536-68-6	Industrial
Commercial octabromodiphenyl ether (including Hexabromodiphenyl ether and Heptabromodiphenyl ether)	36483-60-0, 68928-80-3	Industrial
Commercial pentabromodiphenyl ether (including tetrabromodiphenyl ether and pentabromodiphenyl ether)	32534-81-9, 40088-47-9	Industrial
Hexabromocyclododecane	134237-50-6, 134237-51-7, 134237-52-8, 25637-99-4, 3194-55-6	Industrial
Perfluorooctane sulfonic acid, perfluorooctane sulfonates, perfluorooctane sulfonamides and perfluorooctane sulfonyls	1691-99-2, 1763-23-1, 24448-09-7, 251099-16-8, 2795-39-3, 29081-56-9, 29457-72-5, 307-35-7, 31506-32-8, 4151-50-2, 56773-42-3, 70225-14-8	Industrial

Chemical	CAS number	Category
Polybrominated Biphenyls (PBBs)	13654-09-6, 27858-07-7, 36355-01-8	Industrial
Polychlorinated Biphenyls (PCBs)	1336-36-3	Industrial
Polychlorinated Terphenyls (PCTs)	61788-33-8	Industrial
Short-chain chlorinated paraffins (SCCP)	85535-84-8	Industrial
Tetraethyl lead	78-00-2	Industrial
Tetramethyl lead	75-74-1	Industrial
Tributyltin compounds	1461-22-9, 1983-10-4, 2155-70-6, 24124-25-2, 4342-36-3, 56-35-9, 85409-17-2	Industrial
Tris(2,3 dibromopropyl)phosphate	126-72-7	Industrial

* Only the CAS numbers of parent compounds are listed. For a list of other relevant CAS numbers, reference may be made to the relevant Decision Guidance Document.

Stockholm Convention on Persistent Organic Pollutants (POPs). All currently listed substances can be found on the Stockholm Convention website. The following version was current as of 21 November 2019 and is printed for convenience, However, relevant for this Code is the official list of POPs in its current version.

Annex A (Elimination)

Parties must take measures to eliminate the production and use of the chemicals listed under Annex A. Specific exemptions for use or production are listed in the Annex and apply only to Parties that register for them.

- Aldrin
- Alpha hexachlorocyclohexane
- Beta hexachlorocyclohexane
- Chlordane
- Chlordecone
- Decabromodiphenyl ether (commercial mixture, c-decaBDE)
- Dieldrin
- Endrin
- Heptachlor
- Hexabromobiphenyl
- Hexabromocyclododecane (HBCDD)
- Hexabromodiphenyl ether and heptabromodiphenyl ether
- Hexachlorobenzene (HCB)
- Hexachlorobutadiene
- Alpha hexachlorocyclohexane
- Beta hexachlorocyclohexane
- Lindane
- Mirex
- Pentachlorobenzene
- Pentachlorophenol and its salts and esters
- Polychlorinated biphenyls (PCB)
- Polychlorinated naphthalenes
- Short-chain chlorinated paraffins (SCCPs)
- Technical endosulfan and its related isomers
- Tetrabromodiphenyl ether and pentabromodiphenyl ether
- Toxaphene

Annex B (Restriction)

Parties must take measures to restrict the production and use of the chemicals listed under Annex B in light of any applicable acceptable purposes and/or specific exemptions listed in the Annex.

- DDT
- Perfluorooctane sulfonic acid, its salts and perfluorooctane sulfonyl fluoride

Annex C (Unintentional production)

Parties must take measures to reduce the unintentional releases of chemicals listed under Annex C with the goal of continuing minimisation and, where feasible, ultimate elimination.

- Hexachlorobenzene (HCB)
- Hexachlorobutadiene (HCBD)
- Pentachlorobenzene
- Polychlorinated biphenyls (PCB)
- Polychlorinated dibenzo-p-dioxins (PCDD)
- Polychlorinated dibenzofurans (PCDF)
- Polychlorinated naphthalenes

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