



**WE General Questions**

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Name of applicant:

Address of applicant?

Name and contact information of responsible party completing application:

What is the legal standing and ownership structure of your business?

List the farms and facilities involved in production of potential **Well Earth** products with the address and the ownership of each.

How long have you been in business?

List the botanicals you grow or manufacture you produce?

**Standard 1 - Worker Safety and Fair Treatment**

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Well Earth partners are committed to providing a safe, clean, orderly and positive working environment for all workers. Partners are equal opportunity employers that do not discriminate on the basis of race, color, nationality, gender, religion, union or political affiliation, age or disability nor employ any type of forced or involuntary labor. Well Earth partners strive to improve the lives of workers and their families by providing access to basic life-supporting needs, ensuring sustainable livelihoods and opportunities for enrichment, education and growth.

**1.1 Working Conditions**

- a. Do you employ any workers (excluding immediate family)?
- b. If so, describe number, type and general duties. (seasonal, full-time, temporary, part-time, contract)
- c. Describe your employment practices. Include information regarding days worked in a week, breaks, hours worked each shift, number of shifts and overtime policies.
- d. Are workers allowed to take time off work during the regular work week or work schedule? If so, describe policies and situations.
- e. Describe your workers access to basic, everyday necessities such as food, potable water, toilet facilities and shelter from the elements during the workday.
- f. What workplace safety or injury prevention programs are in place? Please describe or attach written documentation.
- g. Does your operation use any hazardous substances? If so, please describe them and how they are used for this work.
- h. If yes above, describe training workers receive on the safe use of hazardous substances and any special protective gear used.
- i. Who, on the premises, is responsible for the health and safety of the workers and implementation of health and safety standards? Describe this person's qualification.



- j. Describe any training workers receive on the use of equipment and any special protective gear provided.
- k. Are there children at the worksite? If so, what provisions are made for their care and safety while there?

### 1.2 Wages

- a. How do the wages your employees earn compare to wages paid for similar jobs in your region?
- b. Is there a national wage law or standard for your country? If so what is it?
- c. What wage ranges are paid to workers and how are wage levels and rates determined?
- d. What is the national law or standard for the number of hours worked in a work day and work week and for overtime pay?
- e. What are standards for a work day and work week and for paying overtime?
- f. Do you employ any workers paid by the piece rate (amount produced, harvested or made)? If so, describe what is paid by piece rate, how pay amounts are determined and who are the workers paid in this manner.
- g. What benefits are offered to employees and which workers are eligible to receive benefits? For each benefit listed, include how much is paid for by the company and how much is covered by the employee.
- h. Are there any bonus or incentive monies paid to workers? If so, how are they earned?
- i. How are wage levels determined for different employees – seniority, job level, merit, family type or other?
- j. Are there any financial penalties for any reason applied to workers? If so, on what basis?

### 1.3 Child and Forced Labor

- a. What are the national and local laws or standards pertaining to employment of children under the age of 18? (include hours, age requirements, education requirements and working conditions)
- b. Do you employ any children under the age of 18? If so, how many and at what ages?
- c. Describe any jobs held by children, including hours worked, any special working conditions you provide for children, education requirements and reasons why children are working these jobs.
- d. Are any children indirectly employed as migrant or temporary workers as part of a head of family piece-rate compensation system?
- e. Are any employees procured or provided by an outside agent or agency? If so, how many and who is responsible for their work quality and output, hours worked and working conditions?
- f. Do you place any restrictions on any worker quitting their jobs at any time for any reason? If so, describe the restrictions.

### 1.4 Human rights

- a. Are there any prohibitions against employing people due to their religious or political affiliations?
- b. Are there certain jobs reserved only for men or women? If so, what are they and why are they so designated?
- c. Are there any restrictions on your workers ability to organize, join a union, or bargain collectively for their compensation or working conditions?



- d. What types of medical services are available to workers and their families?
- e. What types of schooling or educational opportunities are available to workers and their families?
- f. Are there any workers who live on the farm or at the business? If so, describe the living conditions (congestion, sanitation, ventilation, heating or cooling, potable drinking water) made available, including any costs to them.
- g. Do you employ any migrant workers? If so, describe service they provide your company,
- h. If you employ migrant workers, where do they live? Describe the living conditions (congestion, sanitation, ventilation, heating or cooling, potable drinking water) made available, including any costs to the workers.
- i. Is there any type of corporal punishment employed against employees, either directly used or through the threat of punishment?
- j. What are the literacy rates among your workers? Describe any programs or support you provide to increase literacy rates among your workers.

### 1.5 Innovation

Are there any other program or actions you use to provide a safe, clean, orderly and positive working environment for all workers?

## Standard 2 – Sustainable Farming and Growing Practices

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Well Earth partners are certified organic operations by a USDA accredited organization. Non-organic partners are committed to sustainable farming and production practices that maximize the efficient use of energy and natural resources and minimize use of chemicals and harmful practices with an emphasis on managing for long term sustainability.

### 2.0 Organic Certification

Is your farm or the farms you purchase from certified organic? \_\_\_ Yes \_\_\_ No,

- a. If yes, by what organization?
- b. Is a copy of your organic certificate available? If not, please explain why not.

### 2.1 Soil Care and Conservation

- a. Describe how you maintain or increase your soil's fertility?
- b. List all soil inputs used and the frequency of use.
- c. What if any types of intercropping and crop rotation plans do you employ?
- d. What practices do you use to prevent soil erosion?
- e. Describe your tillage program.
- f. Describe the wind or water erosion problems you have and your erosion control program.

### 2.2 Pest/Disease Control

- a. What insect or animal pests do you commonly confront?



- b. What do you do to control each of those listed above?
- c. What disease and fungus problems do you commonly confront?
- d. Explain the control measures used for each.
- e. What preventative measures do you take to avoid outbreaks of pests or disease?
- f. Include a chart of the substances (natural or synthetic) used for pest or disease control along with the crops used, purpose for use and reason for choosing this substance over other options.

### 2.3 Weed Control

- a. What are the major weed species you have to control?
- b. What methods do you use to control these weed pests?
- c. Include a chart of the substances (natural and synthetic) used for weed control along with the crops used on and reason for choosing this substance over other options.
- d. Is fire or open flame used in any of your operations? If so, please explain where, when and how.

### 2.4 Sustainable Management

- a. What crops are irrigated and what method of irrigation do you use?
- b. What is the source of irrigation water?
- c. What methods do you use to manage and minimize the amount of irrigation water used?
- d. What is the source of any water used in processing, clean-up or other operation? Describe how this water is used.
- e. How is the waste water from operations handled or disposed of?
- f. How are organic wastes such as crop residues, by-products of processing or cleaning etc. handled or disposed of?
- g. What waste products such as metal, glass or plastic containers or other materials are generated regularly as part of your production?
- h. How are these waste products disposed of or handled?

### 2.5 Innovation

What other types of actions have you taken that demonstrate your commitment to organic and sustainable farming and production practices?

## Standard 3 Environmental Impact

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Well Earth partners strive to protect and restore the environment. They work to minimize the use of energy and natural resources and to decrease waste and harmful emissions.

### 3.1 Emissions

- a. What are the total direct and indirect greenhouse gas emissions (CO<sub>2</sub>e) generated by your facility? Please report in accordance with the Greenhouse Gas Protocol.



- b. Please list any other dangerous or toxic emissions at your facility.
- c. What energy types and their sources are used at your facility or in your operations (natural gas, hydro-electric, wind-generated electricity etc.)?

**3.2 Water Protection and Conservation**

- a. What waterways border or run through your property? Do you make use of them in anyway?
- b. Describe the type and size of any buffer zones along these waterways.
- c. What is the total amount of water used each year by your operation?

**3.3 Protection of Natural Ecosystems**

- a. Describe any natural ecosystems (lakes, wetlands, forests, etc.) that exist near your property or that you utilize for production purposes.
- b. List or provide a listing of any endangered, threatened or controlled species (plant or animal) on your property or in the surrounding areas.
- c. What impact do your operations have on these ecosystems or wildlife?
- d. Describe any programs or efforts you have made to protect or restore wildlife or ecosystems.

**3.4 Resource reduction**

- a. What actions have you taken to reduce the amount of resources you consume in your operation? (Examples might include paper, energy reduction or conversion to renewable energy, carbon emission reduction and water use reduction)
- b. What is the composition of your packaging material? How much virgin content is used? Is it recyclable?
- c. What sustainability improvements have you made to your facilities and equipment and what impacts have they had?

**3.5 Innovation**

Are there any other practices you use that demonstrate your commitment to sustainable farming and production practices?

**Standard 4 Social and Community Impact**

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Well Earth companies are “good neighbors” who maintain an open relationship with the communities where they operate and are sensitive to the community’s culture and needs. They strive to make their communities better places to live and conduct business.

**4.1 Good Neighbor**

- a. How do you insure open communication between your business and your neighbors and community?
- b. Describe your business’s participation in and contributions to (other than employment) your local community.

**4.2 Community Resources**



- a. What areas within or near your property are accessed by the people in your community access (parks, shrines, waterways etc.)? What does your business do to insure free access to these areas?
- b. What are your communities' main sources of water and how does your business affect access to and cleanliness of that water?

#### **4.3 Land Use and Possession**

- a. Who holds title to the land or facilities you operate?
- b. If you are the owner, describe and document your legal right to ownership.
- c. If another entity, describe and document your legal right to operate there.

#### **4.4 Innovation**

Are there other actions that show your commitment to make your community a better place to live and conduct business?

### **Standard 5 Food Safety and Quality**

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Well Earth companies adhere to Good Manufacturing Practices so that all botanical products are prepared, packed and held under sanitary conditions. All reasonable precautions are taken to insure that products are pure, unadulterated, authentic, and meet quality standards.

#### **5.1 Farm Production**

- a. List all genetically engineered crops planted on the farm.
- b. How do you verify you obtained the desired species, strain or variety of each botanical you grow?
- c. Please provide a table or listing of each Frontier crop with method of harvest, any post-harvest treatment, including drying method and temperature, and typical time of harvest.
- d. How do you insure the water used either in on-farm processing or washing of botanicals product is sanitary?

#### **5.2 Processing/Treatment Facility**

- a. List all pieces of equipment used to process botanicals.
- b. Describe equipment and food contact surfaces cleaning procedures including substances used.
- c. How is excessive extraneous matter such as stones, dirt, weeds etc. removed from products?
- d. How are insect or other pests controlled in your facility?
- e. Please describe your sanitation program.
- f. Describe any fumigation or sterilization methods used.
- g. List any processing aids or other additives to the product and their function.
- h. How do you handle product that is not acceptable quality?
- e. How do you insure the water used either in on-farm processing or washing of botanicals product is sanitary?



**5.3 Management and Facilities**

- a. Is there a lot-control system in place? If so, how does it work?
- b. Describe the type of facilities you have (construction, size, etc.). Include a map or drawing of facilities.
- c. Do you have a GMP program in place? If so, please describe.
- d. Describe your hygiene training program for employees.
- e. Describe your food-handling program for employees. How do you insure products are not contaminated by employee handling?
- f. List key responsible individuals with title, area of responsibility and qualifications.
- g. Describe what toilet and hand-washing facilities are available.
- h. Describe where and under what conditions you store your raw materials and finished goods.

**5.4 Quality**

- a. Describe your quality assurance program?
- b. List key individuals responsible for ensuring compliance with quality standards with title, area of responsibility and qualifications.
- c. What quality tests do you regularly perform on our products and where are these conducted?
- d. Do you have written quality standards?
- e. How are quality problems with a product resolved?
- f. What types of packaging for Frontier do you use?
- g. How are containers for shipment labeled?
- h. Is your facility certified or managed under any GMP or control program (AIB, ISO, etc.)?

**5.5 Innovation**

What other types of programs do you have in place or actions do you take that demonstrate your commitment to Good Manufacturing Practices.

*The information contained in this application is accurate and truthful.*

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(signature)

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(date application submitted)