



**Fair Farms Rules – log of changes to V.1 of Rules**

Section	Change	New Section	Reason
1.5	<p>Replace the word “customers” with Registered Buyers wherever appearing. Capitalise the word “Data” wherever appearing.</p> <p>Following the word “including” add “but not limited to: Information relating to direct and indirect supply arrangements, employee numbers, use of labour hire (including the identity and contact details of labour hire providers), use of piece rates, use of overseas workers, provision of accommodation and transport to workers; Details of Fair Farms training assigned to, or completed by, the Participant “</p> <p>Following the words “status of the Participant’s certification pathway” add “including any related correspondence”.</p> <p>Following the word “audit”, delete the words “outcomes summary” and add, “reports, Findings and Finding Alerts, and information relating to the closing of Findings”.</p> <p>Following the words “status of the Fair Farms Certification” add “including any suspension or withdrawal of certification or registration; Correspondence relating to deferral of audits”.</p>	N/A	<p>The term “customer” is not defined in the Glossary of terms. The term “Registered Buyer” is defined and the change is directed toward consistency of terminology.</p> <p>These changes clarify the information that will be provided to Registered Buyers where a Participant has agreed to share Data with Registered Buyers. Ensures consistency with Fair Farms Privacy Policy and removes any element of ambiguity.</p>

	<p>Following the words “A Participant” add “agrees that the Data will be provided to nominated Registered Buyers. However, Participants”. After the words “authorisation to share Data” add the words “or any part of it” .</p> <p>At the conclusion of the section add “If a Participant decides to withdraw consent for the sharing of the Data or any part of the Data the Participant acknowledges that this may affect the way the nominated Registered Buyers rate the risk to its supply chain posed by the Participant”.</p>		The addition alerts Participants to the possible ramifications of withdrawing consent for the sharing of Data with Registered Buyers
3.3	<p>At sub paragraph iii after the word “Company” add the words “or entity”. Following the words “details – name” add “(s), ABN(s)”</p> <p>At sub paragraph (iv) after the words “Preferred audit date” add the words “within peak period (if any)”.</p>	N/A	Clarification that some Participants operate through trusts, partnerships or as sole traders and that audits must be conducted within peak employment periods.
3.6	Replace “4.5 I – xiii” with “3.5 I – xiii”	N/A	Correct numbering error.
3.8	At subparagraph i add an “s” to the word “believe”.	N/A	Correct typographical error.
5	<p>Add new sub paragraphs as follows:</p> <p>“5.4 The results of the OSA are not provided to Registered Buyers.</p> <p>5.5 A Participant must complete the OSA within one month of registration.”</p>	5.4 & 5.5	<p>Clarifies that OSA results are confidential and are not provided to Registered Buyers.</p> <p>Introduces a timeframe for the completion of the initial OSA.</p>

6.2	Delete the words “The available training modules can be viewed and booked through the Fair Farms website” and replace with “Initial training modules will be assigned to a Participant following completion of the Online Self –Assessment”.	N/A	Changes reflect new systems for assigning initial training modules through the Learning Management System.
6.4	At the end of the section add the following sentence: “The required training modules must be completed within three (3 months) of being advised of the requirement to complete assigned training modules.”	N/A	Introduces a timeframe for the completion of assigned training.
6.5	At the end of the section delete the words “The requirement for ongoing training under this clause 6.5 is subject to review following the initial roll-out and evaluation of the Program”.	N/A	The review determined that ongoing training through CPD was a necessary component of the program.
7	Insert a new clause 7.4 as follows:  7.4 The initial Fair Farms audit must be scheduled at the earliest opportunity (i.e. next harvest or peak employment period) following completion of Fair Farms training. It is expected that Participants will undertake an initial audit within six months of registration. A participant may seek an extension of this timeframe such that an audit is completed within 12 months of registration.	7.4	Introduces a timeframe for the scheduling of the initial Fair Farms Audit.
7.7	Renumber the clause to 7.8.  Following the words “qualify as a Critical Non-Compliance” delete “as indicated in the Audit Checklist”.	7.8	Version 2 of the audit checklist removed the column indicating which findings qualified as a Critical Non- Compliance and this is now a matter for auditors to determine with

	At the end of the section add the words “Where there is any inconsistency between the Audit Checklist and the Standard the Standard shall prevail”.		reference to the definition of Critical Non-Compliance.  Clarifies that the Standard takes precedence over the Checklist in the event of inconsistency.
7	Insert a new sub section 7.10 as follows:  “A half day audit: 1. May be appropriate for recertification audits of Participants with a single controlled site, no labour hire workers, and less than 25 directly hired workers during harvest or peak employment period. 2. Is generally not appropriate for an initial audit.	7.10	The addition provides further guidance for certifying bodies as to when a half day audit may be appropriate.
7.8	Renumber to 7.11	7.11	Renumbering required by insertion of new sub sections.
11.4	After the words “the Participant’s registration(s)” add “ and/or certification(s)”	N/A	Clarifies that a participant may have either or both registration and certification withdrawn in the prescribed circumstances.
11.5	After the words “Participant’s Fair Farms Certification” add the words “or registration”.	N/A	Clarifies that Fair Farms may inform authorities of changes to either or both registration and certification status.
Glossary of Terms	Certification Anniversary Month  Delete the letter “s” from the word “months”.	N/A	Correcting a typographical error.

Glossary of Terms	Data  Insert a new term “Data”  Add “Has the meaning given in section 1.5”	N/A	Defines the term “Data”.
Glossary of Terms	Finding Alert  Following the words “Certification Body communicates to Fair Farms and” insert the text “Fair Farms communicates to”	N/A	Clarifies the process for communication of Finding Alerts to ensure consistency with Finding Alert Protocol.
Glossary of Terms	MyFairFarms  Following the words “support the administration of all aspects of the Fair Farms Program.” Insert the text “ The database”.  At the end of the defined term add the text:  “a Registered Buyer Dashboard which gives Registered Buyers access to Data-  a Certifying Body (Auditor) Dashboard which allows Certifying Bodies to report audit outcomes and other information.”	N/A	Updated definition to reflect changes made to the Database.
Glossary of Terms	Registered Buyer  Following the text “where a supply relationship has been confirmed” delete the words “by both parties”.	N/A	The supply relationship is advised to Fair Farms by the Participant only.