

**Fair Farms Rules – Log of changes to create V.3 of Fair Farms Rules**

Section	Change	New Section	Reason
Entire Document	Remove “Certification Body” and replace with “Auditing Body”		Auditing Bodies do not issue the Certificate. Scheme Owner issues the Certificate.
Entire Document	Capitalise M for “Management”		Correction
Page Footers	Remove Growcom Australia and replace with QFVG Ltd		Correct legal entity
<b>Fair Farms Training and Certification Program</b>			
Page 3	Replace “trading as Growcom Australia” with Queensland Fruit and Vegetable Growers Ltd as is the legal entity		Correct legal entity
Page 3	Following the words “horticulture industry” add “whilst extending the scope into other industries such as the agricultural, nursery industry, viticulture industry (wine industry) and the labour hire (on-hire) industry which provides a large portion of the workforce into the aforementioned sectors.		Extension of options of Membership and Certification into additional industries
Page 3	Following the words “other human rights” add “and modern slavery”		Modern slavery included to reflect legislative and reporting requirement
Page 3	Following the words “and other interested parties that their employment” remove “and workplace relations practices are fair” and add “workplace relations and work health and safety requirements comply with Australian workplace laws”		Inclusion of WHS requirements which is integral pillar of the program
<b>Fair Farms Rules</b>			
Page 3	Amend email fairfarms@growcom.com.au to fairfarms@fairfarms.com.au		Update to reflect current email address

Audit Pathway Participant			
Page 4 I.A	Insert new title “Audit Pathway Participant” (APP)	<b>1.A</b>	Detail Audit Pathway Participant
1.1	Following the words “within the Australian” add “agriculture, horticulture, viticulture and labour hire industry”	<b>1.1</b>	Identifies agriculture, horticulture, viticulture and labour hire as an in-scope industry.
1.1	Following the words ”grow produce for” insert “wholesale or”	<b>1.1</b>	Identifies wholesale agents are in-scope
1.1	Add the next bullet point and add the words “Supply on-hire labour to the agriculture, horticulture, nursery or viticulture industries”	<b>1.1</b>	Identifies Labour Hire Providers are now in-scope for Certification
1.4	Following the words “required to complete” remove “a Fair Farms online registration form as part of the registration process” and replace with “ the Fair Farms online registration process as part of the membership”	<b>1.4</b>	Clarify that there is a process for membership rather than completion of a form
1.5	At subparagraph (I). Following the words “employee numbers” add “employment status and gender”	<b>1.5</b>	Gender details to be included
1.8	Following the words ”provided on registration must be” remove “notified to Fair Farms administration in writing or by using the appropriate Change of Details Form on the Fair Farms website” and insert “updated in the Member Portal”	<b>1.8</b>	Reflect requirement to update details online in the Member portal
Non-Audit Pathway Participant			
IB	Insert new title “Non-Audit Pathway Participant” (NAPP)	<b>1B</b>	Details for Non-Audit Pathway Participant
1.13	Insert new clause 1.13 “The Fair Farms Program has introduced a non-audit pathway. Participants in the non-audit pathway will follow the same process as above, until such time as there is the requirement to schedule an Audit.	<b>1.13</b>	Details for introduction of non-audit pathway available for Members
1.14	Insert new clause 1.14 “The Participant will indicate at time of registration if they wish to be a Non-Audit Pathway Participant.	<b>1.14</b>	Member to identify at registration whether progressing to Audit

1.15	Insert new clause 1.15 “The Non-Audit Pathway Participant acknowledges and agrees to complete all the required steps in the pathway until such time as they are ready to convert their membership and schedule an Audit.	1.15	Member agrees to complete pathway steps in the required manner
1.16	Insert new clause 1.16 “Should a Non-Audit Pathway Participant wish to proceed to Audit at any stage in the future, the Participant must advise Fair Farms administration in writing that they wish to change their status to an Audit Pathway Participant.	1.16	Member conversion from Non-Audit Pathway Participant to Audit Pathway Participant
1.17	Insert new clause 1.17 “Fair Farms will update the Participants Status for Audit within 5 business days of receiving this request.	1.17	Insert timeframes for Fair Farms to action change
<b>Auditing Bodies and Auditors</b>			
3.5	At sub paragraph viii after the word “way” add the word “shape”.		Add the word shape for context
3.5	At sub paragraph xi after the words “audit report” add the words “and”		Clarification that Auditing bodies do not provide Fair Farms with the Fair Farms Certificate
3.5	After the words “supporting documentation” remove the words” and Fair Farms Certificate”		Clarification that Auditing bodies do not provide Fair Farms with the Fair Farms Certificate
3.7	Insert the word “that” after “that”		Correct grammatical error.
<b>Self-Assessment Process</b>			
5.1	Following the words “Fair Farms” insert “Membership or Fair Farms”		Clarifies that businesses may wish to seek Fair Farms Membership only, and others as Fair Farms Members seeking Certification
5.1	Following the words “of its” insert “current”		Clarifies that businesses may wish to seek Fair Farms Membership only, and others as Fair Farms Members seeking Certification

5.1	Following the words “employment” add “and work health and safety”		Clarifies that businesses may wish to seek Fair Farms Membership only, and others as Fair Farms Members seeking Certification
5.2	Delete the words “year” and insert “12 month period”		Confirms timeframe for the completion of the renewal OSA.
5.3	Following the word “OSA” insert the word “results”		Clarifies that results of the OSA determine the training needs
5.4	Unabbreviate OSA to On-line Self-Assessment		Clearer definition to the reader
5.4	Remove the word "not"		Allows the results of the OSA to be provided to Registered Buyers should the PBU Member provide explicit consent.
<b>Fair Farms Training</b>			
6.1	Remove the word “horticulture” and insert the words “relevant sectors in scope”		Remove limitation to just horticulture sector
6.2	Following the words “Participant’s employment” insert “and work health and safety” delete the words “will be” and insert “are”		Changes reflect new systems for assigning initial training modules through the Learning Management System.
6.3	Following the words” delivered by” remove “a” and following the words “Fair Farms” remove the words “approved trainer or training organisation”		Clarifies Fair Farms delivers training
6.4	Insert the words ”on-line” before the words “self-assessment”		Clarifies process

6.5	Following the words “All Fair Farms” remove “certified”		The review determined that ongoing training through CPD was a necessary component of the program regardless of whether the Member was Certified or not.
6.5	Following the words “In order to” insert “remain compliant with the Fair Farms rules, and/or maintain Fair Farms Certification”		As above
6.5	Following the words “year after initial” remove “certification” insert “registration”		As above
6.5	Following the words “relating to employment” insert “and safety” remove “and” insert “in” and following the words “pack houses” insert “and other supply chain members such as wholesale agents and the labour hire industry.”		Clarifies WHS inclusion and other members within scope
<b>Audit Process</b>			
7.1	Following the words “accessible via” remove “myfairfarms” and insert <a href="http://www.fairfarms.com.au">www.fairfarms.com.au</a>		Correction of location of resource
<b>Recertification Cycles</b>			
8.2	Following the words “(section19) for examples” insert “of”		Correction of grammar
8.4	Remove the words “Key customer” insert “Registered Buyer”		Provide consistency in terms
<b>Certified Participants</b>			
10.3	ii Remove “MyFairFarms” insert “Fair Farms Member Portal”		Provide consistency in terms
<b>Audit Deferral, Suspension and Withdrawal</b>			
11.1	Following the words “Participants” remove “not requiring” insert “unable to progress to”		Clarifies that a participant may be unable to progress to audit in the prescribed circumstances.

11.2	Participants with no audit scheduled or completed in accordance with these Rules will be given an 'Audit Pending' status.		Sentence taken from previous clause 11.1 and given its own line
11.3	Insert new Clause 11.3 "If the Participant is a Non-Audit Pathway Participant, then they will be given a Non-Audit Pathway status"	<b>11.3</b>	Non-Audit Pathway Participant Status to be reflected as "Non-Audit Pathway"
11.4	Old Clause 11.3 renumbered to 11.4		Correction of numbering
11.5	Old Clause 11.4 renumbered to 11.5		Correction of numbering
11.6	Old Clause 11.5 renumbered to 11.6		Correction of numbering
<b>Fees</b>			
12.5	Timely payment of all fees by Participants is a requirement for the Participant's continued Fair Farms Certification.		Created as standalone clause
12.6	Insert new Clause 12.6 : "Where a Participant has an outstanding payment of more than 90 days, Fair Farms will commence withdrawing the Participant from the Program"	<b>12.6</b>	Confirm required timeframe for payment prior to withdrawal action
<b>Communication</b>			
14.1	Correct "MyFairFarms" to "Fair Farms Member Portal"		Provide consistency in terms
14.3	Remove the word "MYFairFarms" and replace with the Fair Farms Member Portal" and remove MyFairFarms User Guide" and replace with Fair Farms Member User Guide		Provided consistency in terms
14.1	Correct "MyFairFarms" to "Fair Farms Member Portal" and insert "Fair Farms e-LMS"		Provide consistency in terms
<b>Use of Fair Farms corporate logo and certification logo by Participants only</b>			
15	Following the words "Use of the Fair Farms Corporate Logo and Certification Logo" and add the words "by Certified Participants only"		Clarifies only Certified Fair Farms Member have authorisation to use the Fair Farms Logo

15.1	Replace the words (available via MyFairFarms) with “ on the Member Dashboard		Clarifies location of logo pack
<b>Glossary of Terms</b>			
Glossary of Terms	Audit Pathway Participant - Pathway of a Participant who is progressing along the pathway to third party Certification		Introduction of new term due to divergent pathways
Glossary of Terms	Non-Audit Pathway : Pathway of a Participant who is progressing along the pathway but does not require Certification nor require a third-party Audit to be conducted		Introduction of new term due to divergent pathways
Glossary of Terms	Delete “MyFairFarms” and insert Fair Farms Portals which incorporates the following 5 portals : Fair Farms Member Portal Registered Buyer Portal Auditor Portal Administration Portal e-LMS Training Portal		Updated definitions to reflect changes made to the Database.