

# ECO

By  expocacer

**EXCEPTION EVALUATION PROCEDURES**

## **1. Introduction**

EXPOCACER's Being Sustainable Protocol was designed to ensure compliance with the criteria of the Global Coffee Platform (GCP), aiming to promote sustainable and responsible practices in coffee production in the Cerrado Mineiro region. The protocol establishes requirements that must be met by all producers by the end of the first certification cycle.

However, recognizing that certain exceptional conditions may temporarily prevent the implementation of some criteria, the protocol provides for the possibility of granting exceptions. This report aims to assess the impact of these exceptions and ensure that, even in exceptional situations, sustainability objectives are maintained.

This is the first exception impact report since the implementation of the protocol, covering the period from January 2023 to September 2024.

## **2. Objective**

This document aims to establish the procedure for determining, evaluating and monitoring exceptions to the sustainability criteria or the EXPOCACER evaluation process. This procedure aims to ensure that exceptions are applied objectively, transparently and with a defined term, considering variables such as region, size of the property, specific crop and other particularities that may impact the application of the established criteria.

## **3. Definition of Exceptions**

Exceptions are temporary adjustments to certain sustainability requirements or the assessment process that, due to extraordinary circumstances, cannot be applied in the usual way. Exceptions may be granted based on factors such as:

- Specific regional conditions;

- Size of the property;
- Cultivated coffee varieties;
- Agricultural practices particular to the region;
- Climatic or phytosanitary conditions;
- Other relevant factors identified by the Sustainability sector.

#### **4. Requesting Exceptions**

Requests for exceptions must be formalized through a specific form, which must contain the following information:

- Name of the applicant (producer or representative);
- Description of the criterion or requirement for which the exception is requested;
- Detailed justification for the request;
- Estimated period for the application of the exception;
- Expected impacts on sustainability and other operations.

#### **5. Evaluation and Approval**

The Sustainability sector will be responsible for evaluating all requests for exceptions, based on the following criteria:

- Analysis of the justification presented;
- Assessment of environmental, social and economic impacts;
- Compatibility with other applicable standards;
- Definition of deadlines and conditions for monitoring;
- Approval or denial based on established guidelines.

## 6. Communication of Exceptions

Upon approval, exceptions must be communicated to all those involved in EXPOCACER's sustainability scheme, including:

- Internal and external evaluators;
- Warranty providers;
- Customers and partners of the cooperative.

Communication should be clear and transparent, ensuring that exceptions are applied consistently by all those responsible for implementing and monitoring them.

## 7. Monitoring Exceptions

The Sustainability sector must monitor all exceptions granted, in order to ensure that:

- There are no unintended or harmful consequences;
- The conditions established for the exception are being met;
- Any negative impact on local communities, natural resources or other producers is avoided.

Examples of situations to monitor include:

- Temporary use of banned pesticides, ensuring that it does not affect human or environmental health;
- Temporary changes in working hours, checking that they do not generate undue pressure on other groups.

## 8. Documentation

All exceptions granted must be properly documented, with records that include:

- When and why the exception was granted;
- Who requested and approved;
- The period of validity of the exception;
- Results of the monitoring carried out.

This documentation will serve for future learning and to adjust EXPOCACER's sustainability scheme as needed.

## **9. Review and learning**

Sustainability should periodically review the exceptions granted to identify potential areas for improvement in the sustainability criteria or evaluation process. This analysis will also help identify where further guidance, training, or adjustments to the procedure are needed.

## **10. Validity of Exceptions**

Each exception will be granted for a certain period, with the possibility of review at the end of this period. The applicant must commit to return to normative practices as soon as the exceptional conditions cease.

## **11. Exceptions as an Example of Good Practice**

EXPOCACER reinforces that the use of exceptions should be the last alternative, always being based on a solid justification and closely monitored to ensure the maintenance of the sustainability principles that guide all the cooperative's activities.

## **12. Final Provisions**

This procedure comes into force on the date of its approval by the Sustainability sector and may be revised at any time, according to the needs of the cooperative or adjustments in the sustainability certification scheme.

# **SUSTAINABILITY CRITERIA EXCEPTION REQUEST FORM**

## 1. Applicant Information

Name: \_\_\_\_\_

CPF/CNPJ: \_\_\_\_\_

Property/Area: \_\_\_\_\_

Position/Function: \_\_\_\_\_

Request Date: \_\_\_\_ / \_\_\_\_ / \_\_\_\_

Contact (email/phone): \_\_\_\_\_

## 2. Description of the Requested Exception

Sustainability Criterion or Requirement for which the exception is requested:

Detailed description of the situation that requires the exception:

Justification for requesting the exception:

Identify the variables that justify the exception (check the applicable ones):

- Specific geographic region
- Property size
- Type of crop (coffee variety)
- Climatic or phytosanitary conditions

Other (please specify):

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### 3. Impacts and Benefits

Description of the expected impacts of the exception on operation and sustainability:

As this exception will benefit the property or producers:

### 4. Term and Conditions

Estimated time for the application of the exception:

Proposal for monitoring to ensure compliance with the conditions of the exception:

### 5. Signature of the Requester

Signature:-----

Date:\_\_\_\_/\_\_\_\_/\_\_\_\_\_

6. Evaluation by the Sustainability Sector (Internal Use)

Evaluation Date: \_\_\_\_ / \_\_\_\_ / \_\_\_\_\_

Exception approved?  Yes  No

Validity period of the exception:

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Additional conditions or recommendations:

Name and Signature of the Appraisal Officer:

Name:-----

Signature:-----

7. Monitoring (Indoor Use)

Monitoring date: \_\_\_\_ / \_\_\_\_ / \_\_\_\_\_

Exception evaluation results:

Name and Signature of the Monitoring Officer:

Name:-----

Signature:-----



Version	Revised Topic	Prepared by:	Reviewed by:	Approved by	Approval
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