

NURTURE Module

NURTURE Certification Body Rules & Integrity Programme

English Version 11.2

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CB Rules and Integrity Programme

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1. INTRODUCTION

This document describes the rules for certification bodies operating or intending to operate the Tesco NURTURE Module Version 11.2 (hereinafter referred to only as NURTURE Module).

It is a normative document to be used together with the NURTURE Module Scheme Rules.

2. CERTIFICATION BODY APPROVAL

As a scheme under private ownership, to ensure a high level of integrity and consistency of application, Tesco reserves the right to apply a qualification process to the selection of Certification Bodies who are approved to perform Tesco NURTURE Module audits. These Certification Bodies are effectively representing the Tesco name and brand to the Industry.

Once selected, the NURTURE Certification Bodies will be subject to an ongoing integrity programme, *in addition to that* applied by the GLOBALG.A.P. CIPRO (Certification Integrity Programme), and the Certification Bodies will be expected to demonstrate compliance to the set criteria.

2.1 CB Approval process

- a) Tesco is responsible for the final approval of auditors, inspectors and CBs seeking to work with the NURTURE Module, and has assigned the administration of all applications to the GLOBALG.A.P. Secretariat.
- b) During the transition, NURTURE V10 approved CBs were automatically approved to conduct NURTURE Module V11 audits and certifications.
- c) Only CBs that are finally approved for GLOBALG.A.P. Certification of Fruit and Vegetables and/or Flower and Ornamentals are eligible to apply to the GLOBALG.A.P. Secretariat for NURTURE approval.
- d) Applicant CBs shall complete the application form and send it to the GLOBALG.A.P. Secretariat.
- e) Tesco will quarterly evaluate all applications received.
- f) The CB performance against the GLOBALG.A.P. Key Performance Indicator (KPI) criteria and the results of the Integrity Programme are factors that will determine the selection for a Certification Body within a given sourcing region.
- g) The final decision to register a Certification Body into the NURTURE programme will be made by the leadership team at the Tesco NURTURE Governance Meetings.
- h) A controlled list of NURTURE approved Certification Bodies will be kept and managed by GLOBALG.A.P. following the decisions made at the Tesco NURTURE Governance Meetings.
- i) CBs approved by Tesco shall:
 - a. Sign an extension of the GLOBALG.A.P. License and Certification Agreement for the NURTURE Module.
 - b. Pay an annual scope extension fee according to the NURTURE Module fee table.
 - c. Request Database access from the GLOBALG.A.P. Secretariat.

2.2 Requirements for NURTURE Approved CBs

- a) CBs intending to certify Option 1 producers shall have at least one inspector (for producer inspections) and one auditor (for the certification committee)
- b) CBs intending to certify Option 2 producer groups or Option 1 multi-site producers with QMS shall have at least one auditor (for QMS audits) and at least a second auditor (for the certification committee).
- c) CBs shall designate a Scheme Manager and In-house Trainer for the NURTURE programme. It is recommended that this is the same person(s) that performs the equivalent roles for the GLOBALG.A.P. FV/FO programme.
- d) CBs shall continually register all auditors and inspectors in the GLOBALG.A.P. Database.
- e) CBs shall pay the relevant training fees per registered auditor/inspector according to the latest version of the GLOBALG.A.P. fee table.

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2.3 Certification Body Request for Termination of Approval

In case a CB requests the termination of the GLOBALG.A.P. License and Certification Agreement or its NURTURE extension, the following actions shall be taken:

- a) The CB shall send a formal termination request to the GLOBALG.A.P. Secretariat at least 6 months prior to the requested date for termination.
- b) The CB shall inform all clients that the re-certification has to be carried out by another CB.
- c) There is no need for the CB to modify or update anything in the GLOBALG.A.P. Database. If the products are not re-accepted for the next cycle, once the current certificate expires, the new CB will be able to accept the GGN of the producers and re-certify.
- d) From a specific date onwards, the CB shall be blocked in the GLOBALG.A.P. Database and cannot register new clients or re-issue and extend their valid certificates.
- e) The CB shall contact the Customer Support Team for any changes such as modification of existing certificates, shortening of the certificate validity, changing the access rights of existing producers, amendments in the master data, complaints, etc.
- f) The CB shall be listed on the GLOBALG.A.P. website until the last certificate expires. A comment shall be added that the CB cannot contract/certify producers and will terminate its NURTURE approval on a specific date.
- g) It shall be decided by Tesco and GLOBALG.A.P. if the Certification Body License Fee applies for the current and/or following year and whether any further training shall be attended.

3. OPERATIONAL REQUIREMENTS

3.1 General Requirements

- a) The CB is responsible for communicating to its NURTURE registered clients all relevant updates, as well as the date of first application and grace period of any new version of NURTURE normative documents.
- b) GLOBALG.A.P. shall be entitled to participate, upon prior notice and at its own cost, in inspections or audits carried out by CBs.
- c) Tesco reserves the right to arrive unannounced and at its own cost at an inspection/audit to observe the progress and performance of a NURTURE audit / auditor / inspector
- d) Certification Bodies shall immediately inform GLOBALG.A.P. of changes in personnel relevant for the management of the NURTURE Scheme (e.g. change of the Scheme Manager, In-House Trainer, etc.) and of all changes that may affect their function as an independent CB, in particular corporate changes.
- e) Certification Bodies shall actively cooperate with GLOBALG.A.P. integrity activities and during management of complaints related to the CB or to the producers contracted by the CB.

3.2 Training and Qualification of Staff

All NURTURE CBs shall have sufficient qualified personnel to operate the NURTURE programme.

GLOBALG.A.P. is responsible for:

- a) Ensuring that the existing, regular GLOBALG.A.P. workshops for Scheme Managers (SM) and In-House trainers (IHT) include the NURTURE Module.
- b) Operating a transparent initial sign-off process with Tesco to qualify NURTURE related staff.

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- c) Operating a transparent competence maintenance process (to remain qualified) with Tesco.
- d) Assuring continuous update process of auditors/inspectors via IHT or consider regular exams/quiz questions.
- e) Organize voluntary or obligatory webinars for the NURTURE Module SM & IHT. Where obligatory, attendance will be tracked.
- f) Discussion of IPRO findings.
- g) Providing information and clarification on new rules/requirements.
- h) Ensuring the named SM and IHT, as well as all other individual names of assessors are identified on the Approved Auditor/Inspector List.

The CB is responsible to guarantee the following roles are represented in the company and the related staff comply with the respective training and qualification requirements:

	Must have GG IFA qualification requirements for the same role	Must have completed NURTURE training	Must be an approved NURTURE inspector	Must receive GLOBALG.A.P. QMS training
TN Scheme Manager	X	SM update training by GLOBALG.A.P. and Internal training		
TN IH Trainer	X	IHT Training by GLOBALG.A.P.	X	
TN Auditor	X	Internal training	X	X
TN Inspector	X	Internal training	X	

3.2.1 Scheme Manager

The NURTURE Scheme Manager will be the representative of the CB before the GLOBALG.A.P. Secretariat. This person:

- a) Shall be fluent in English.
- b) Shall be committed to assist in any harmonization activities performed by TESCO or the GLOBALG.A.P. Secretariat.
- c) Shall be available in-house; i.e. not hired occasionally by the CB, and be part of the operational and/or management decision-making process of the CB.
- d) Shall be responsible for returning to the GLOBALG.A.P. Secretariat the requested signed reception of any communication requiring written receipt.
- e) Shall be responsible for communication and administration of users within the NURTURE programme.
- f) Shall respond to NURTURE operational enquiries as required in the communication. If the NURTURE Scheme Manager is not available, a substitute shall assume these responsibilities.
- g) Shall distribute all communication received from the GLOBALG.A.P. Secretariat to all CB staff involved in NURTURE activities in all countries.
- h) Shall attend the annual Scheme Manager (Update) meeting. This is a yearly task of the CB. If the Scheme Manager changes in the middle of the year, attendance of the SMU meeting is not required again for that same year. If the Scheme Manager is on medical leave (e.g. maternity), the CB may send another competent NURTURE representative.
- i) Shall attend annually the NURTURE training provided by the NURTURE In-house trainer.
- j) The Scheme Manager may be the same person as the in-house trainer.

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3.2.2 In-House Trainer

- a) The NURTURE In-house trainer shall be responsible for ensuring that all their registered NURTURE auditors and inspectors comply with the required qualification criteria.
- b) Needs to have passed the CB in-house trainer training exam for the relevant sub-scope and version. Failing any part of the exam twice will require re-attending a GLOBALG.A.P. CB in-house training course and successfully passing the exam.
- c) Shall be available in-house; i.e. not hired occasionally by the CB. The person may be the same person as the Scheme Manager and the CB may have more than one in-house trainer covering different sub-scopes (Fruit and Vegetables and Flowers and Ornamentals).
- d) Shall carry out annual internal refreshing/update training to inspectors/auditors and the scheme manager. Records of those trainings shall be maintained.
- e) The approved CB NURTURE In-House Trainer is accountable for the named approved NURTURE auditor/inspector's:
 - Training
 - Witnessing
 - Calibration
 - Consistency
 - Performance
 - Assessments
 - Inspections
 - Conduct
- f) Shall comply with at least NURTURE inspector qualification requirements for the respective sub-scope.
- g) Shall complete the required training within 3 months in case of a change in personnel. If this is not feasible, the new person shall register within 3 months for an upcoming course.

3.2.3 Inspectors and Auditors

3.2.3.1 Inspector/Auditor Approval

- a) Only GLOBALG.A.P. Integrated Farm Assurance (IFA) approved inspectors/auditors are eligible to apply to become NURTURE approved inspectors/auditors for the respective role.
- b) Applications to the programme are made via the GLOBALG.A.P. Secretariat using the NURTURE application form. GLOBALG.A.P. will present the applications to Tesco on a quarterly basis. Only in exceptional circumstances will applications be considered in-between quarters.
- c) The applications shall include the auditor profile, the sub-scope they will work with and justification for their on-boarding including but not exclusively the region for which approval is intended and languages spoken.
- d) When applying for the approval of new inspectors/auditors, the CB shall take into consideration the number of NURTURE approved inspectors/auditors they have and the minimum number of assessments these shall conduct every year to maintain competency. It is the CB responsibility to guarantee that all its NURTURE approved assessors are able to meet the minimum number of inspections per calendar year (as outlined in 3.2.3.2.a).e.
- e) The final consideration of accepting an application will be made by the leadership team at the Tesco NURTURE Governance Meetings.
- f) Following the acceptance of the application, the auditor/inspector shall fulfil the following training requirements:
 - a. Introductory training course of NURTURE requirements by the in-house trainer.
 - b. eLearning with final competency NURTURE online exam, if available in their respective working language.

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- c. for inspectors - Initial witness and sign-off inspection by an In-House trainer or another NURTURE auditor/inspector who has completed more than 10 NURTURE inspections in the previous 12 months.
- d. for auditors - Initial witness and sign-off audit by the NURTURE In-House trainer or another NURTURE auditor who has completed more than 10 QMS audits in the previous 12 months.
- g) The applying CB shall demonstrate to GLOBALG.A.P. that the auditor/inspector has fulfilled all the training requirements as outlined above prior the sign-off.
- h) NURTURE approved inspectors qualify as NURTURE approved auditors when they are also approved as GLOBALG.A.P. auditors.
- i) Contracting an approved NURTURE inspector/auditor does not grant NURTURE approval to the CB.
- j) A controlled list of 'applicant' and 'approved' auditors/inspectors will be kept and managed by GLOBALG.A.P. following the decisions made at the Tesco NURTURE Governance Meetings.
- k) The CB is responsible to give GLOBALG.A.P. a written notice if a NURTURE auditor/inspector would like to withdraw from the Tesco NURTURE Programme.

3.2.3.2 Inspector/Auditor maintenance of competency

- a) Once approved, every NURTURE inspector and auditor shall:
 - a. Take an online exam for the NURTURE module update, as soon as it is made available in their respective working language;
 - b. Conduct at least one annual witness inspection/audit with the IHT or another NURTURE qualified inspector/auditor who has conducted more than 10 NURTURE assessments in the previous 12 months. Records shall be kept by the CB and made available to GLOBALG.A.P. and Tesco on request;
 - c. Participate in webinars as defined by Tesco NURTURE Governance, including the discussion of the findings of the Integrity Programme;
 - d. Participate in annual internal trainings for harmonization, information and clarification on new rules/requirements;
 - e. Inspectors shall conduct a minimum of 5 NURTURE inspections or inspection days every calendar year. Additionally, auditors shall complete a minimum of 5 QMS audits or audit days per calendar year. GLOBALG.A.P. QMS audits are also acceptable.
- b) Tesco reserves the right to randomly ask for the proof of qualification of the inspectors and auditors approved by the CB. In the case that the CB is not able to submit such proof and/or the inspectors and auditors do not comply with the qualification requirements, Tesco reserves the right to request GLOBALG.A.P. to block those persons in the GLOBALG.A.P. Database.
- c) The CB shall verify, record and monitor the compliance with the requirements set for inspectors/auditors both for initial training and for maintenance of competency.
- d) CBs shall hold a list of approved auditors/inspectors, and up to date versions shall be provided to GLOBALG.A.P. and Tesco on request.
- e) GLOBALG.A.P. shall check for each calendar year that all approved NURTURE inspectors/auditors comply with the minimum number of inspections. For those approved NURTURE inspectors/auditors, who fail to reach the minimum number of inspections, the CB shall provide a written justification, which will be discussed by the NURTURE Governance Committee at their quarterly meetings.
 - a. If justification is accepted, the inspector/auditor will be allowed to keep the NURTURE approval. The CB is required to re-train the inspector/auditor following the procedure outlined in 3.2.3.1.f.
 - b. If justification is not accepted, the inspector/auditor will lose the NURTURE approval. The CB must then re-apply for NURTURE approval following the

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procedure outlined in 3.2.3.1., which implies that the CB shall submit a re-application for that inspector/auditor.

3.2.3.3 Subcontracting of NURTURE inspectors/auditors

By definition, this refers to inspectors/auditors working for more than one NURTURE Certification Body.

In this scenario, the following rules apply:

- a) The principle is that a NURTURE approved assessor must be contracted by a NURTURE approved Certification Body.
- b) Only NURTURE approved CBs may subcontract NURTURE assessors for NURTURE certification activities.
- c) Both CBs shall register the auditor in the GLOBALG.A.P. Database.
- d) Both CBs shall notify to GLOBALG.A.P. in writing that they are 'sharing' the inspector/auditor.
- e) The auditor shall follow mandatory internal NURTURE training with both CBs to ensure consistency with each CB procedures.
- f) It is not permitted within the NURTURE scheme, that a NURTURE auditor may be working for a non-NURTURE CB for the GLOBALG.A.P. Certification and a NURTURE CB for NURTURE Certification of the same producer, i.e. the same CB shall issue GLOBALG.A.P. and NURTURE certificates.

4. PRODUCER REGISTRATION AND ACCEPTANCE

The NURTURE certification granting procedure shall be clearly identified in the CB operational documentation, and shall follow the NURTURE Rules.

4.1 General

- a) All production sites to be NURTURE certified shall be registered in the GLOBALG.A.P. Database.
- b) During the registration the CB registers products of the producer for the NURTURE Module. The following product status can be assigned:
 - Product not confirmed = product registered but not yet confirmed
 - Product accepted = Product is accepted by the CB
 - Certified
 - Open non-conformity = audited but open non-conformities
 - Self-declared suspension = a producer identifies a non-compliance and asks the CB for a self-declared suspension of a product
 - Product suspended = product is no longer certified to Tesco NURTURE
 - Product annulled = product is no longer grownProduct attributes:
 - Gold/Silver/NURTURE Pass
 - Organic/conventional
- c) The CB shall establish and implement procedures for collecting data updates of the accepted producers, such as production site or product area changes and inclusion/de-listing of members within a producer group.
- d) The CB shall update the GLOBALG.A.P. Database whenever there is a change. It shall be updated at the latest with the re-acceptance of products for the next certificate cycle and/or the re-certification.

4.2 NURTURE Fees

- a) Each CB sets up and explains to its prospective clients its own detailed fee structure, which should specify the relevant NURTURE fees. Each CB invoice to producers/producer

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groups, or an accompanying document to each invoice, shall clearly identify the NURTURE registration fee that is paid to GLOBALG.A.P.

- b) Tesco requires transparency of the NURTURE fees charged by CBs to producers. CBs shall inform Tesco about the fees charged to the producer, on request.

5. ASSESSMENT PROCESS

5.1 General

- a) Only NURTURE approved inspectors/auditors may carry out NURTURE inspections and audits.
- b) Every inspector/auditor has to fulfil all sub-scope specific requirements (i.e. it is not permitted to send two people to an audit/inspection to complete amongst them the competence of one auditor or one inspector).
- c) Only NURTURE auditors may carry out QMS audits (Option 2 or Option 1 multisite with QMS) to NURTURE producers.
- d) CBs shall guarantee that a producer/producer group is not audited more than 4 consecutive times by the same inspector/auditor. This rule does not apply retrospectively to assessments done before the first introduction of this rule in October 2017.

5.2 Off-site evaluation

- a) The evaluation off-site of some control points for Option 1 announced inspections is not possible for any of the control points of the NURTURE Add-on.
- b) However, off-site evaluation is possible for the GLOBALG.A.P. IFA control points following the rules defined in GLOBALG.A.P. IFA General Regulations.

5.3 Inspection duration

- a) A sufficient inspection duration shall allow the auditor/inspector to inspect all applicable control points, complete the checklist with sufficient comments and present the results to the producer right after the inspection has finished.
- b) There is no minimum or maximum duration established, but an increase of 30 minutes to the duration of the GLOBALG.A.P. IFA assessment is considered sufficient to cover the evaluation of NURTURE module in most cases.

5.4 Unannounced Reward Programme

Option 1 producers participating in the GLOBALG.A.P. IFA Unannounced Reward Programme may also apply for NURTURE Certification. In this case, NURTURE inspections/audits will also be unannounced as defined under the Unannounced Reward Programme in GLOBALG.A.P. IFA General Regulations.

6. CERTIFICATION PROCESS

6.1 General

- a) The person who makes the certification decision or at least one member of the certification committee of the CB shall comply with NURTURE auditor qualifications. It is not necessary that this person conducts a minimum number of NURTURE assessments per year to maintain competency.
- b) In case the certification decision is related to Option 1 and does not include a QMS, the CB still needs to have one person of the certification decision committee complying with auditor qualification. This person does not need to attend and pass the face-to-face QMS auditor training or to have 10 days experience in Management Systems audits.
- c) Inclusion of new sites/producers to an existing NURTURE certificate may be done following GLOBALG.A.P. General Regulations Part II.

6.2 Paper Certificate Requirements

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- a) After a positive certification decision, the CB may issue a certificate according to the latest version of the NURTURE certificate template.
- b) The paper certificate may only be issued based on the information available at that time in the GLOBALG.A.P. Database for that unique GGN.

7. TESCO NURTURE INTEGRITY PROGRAMME

The NURTURE Certification Bodies are subject to an ongoing integrity programme, *additional to the one they are subjected to as GLOBALG.A.P. approved CBs.*

By extending the GLOBALG.A.P. Integrity Programme to the Tesco NURTURE Module, it is expected that high quality audits will be consistently performed, and knowledge and capacity building transfer within the Certification Bodies and their different branch offices will take place.

7.1 General Rules for CB integrity

- a) As an overarching principle, the NURTURE Module will be integrated into planned CIPRO activities. That is, if a CB being assessed is also an approved NURTURE CB, then their NURTURE activities will be added to that assessment.
- b) All NURTURE CBs shall have a CB office assessment within the first two years of operation of the NURTURE Module, thereafter on a risk-based frequency.
- c) The CB is expected to demonstrate compliance to the NURTURE Scheme Rules, Certification Body Rules and associated requirement documents.
- d) Several activities may be carried out as part of the CB surveillance in addition to the ones part of the GLOBALG.A.P. IFA Integrity Programme. These may include, but are not limited to the following activities focused on NURTURE certifications:
 - a. Office assessments to check CB certification performance.
 - b. Producer assessments or witness CB assessments to check CB inspection and audit performance.
 - c. Check of audit report quality.
- e) A risk-based approach will be taken to the checking of audit reports to determine frequency and volume of reports checked, and will take into consideration:
 - a. Country
 - b. Product
 - c. CB performance
- f) The checking of reports will include, but not exclusively:
 - a. Audit timing
 - b. Sampling of Producer Group members
 - c. Correct auditing process
 - d. Correct interpretation of module questions
 - e. Implementation of NURTURE in QMS
- g) Any complaints made to GLOBALG.A.P. from producers, primary suppliers, other stakeholders about a GLOBALG.A.P. CB who is also approved for NURTURE, will be brought to the attention of the Tesco NURTURE Governance Committee.
- h) Appropriate number of webinars will be performed by GLOBALG.A.P. with all CBs for the purpose of harmonising and achieving consistency across the programme.
- i) GLOBALG.A.P. will periodically report the CB performance back to the Tesco NURTURE Governance Committee using an agreed format.

7.2 Operational rules of NURTURE integrity programme

- a) The performance against the Scheme and CB Rules will form the basis of the Tesco NURTURE Governance Meetings held quarterly where there will be GLOBALG.A.P. leadership representation.
- b) Tesco, GLOBALG.A.P. and Food Experts will have regular communication in addition to joint Tesco NURTURE Governance Meetings to ensure efficient running of the programme.

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- c) Tesco may report details of potential non-conformances, such as MRL exceedances, non-PPPL detections, and similar issues identified by testing programmes to GLOBALG.A.P., to enable follow up activities with CBs as required.

7.3 Sanctioning of Certification Bodies

- a) The NURTURE Governance Committee will evaluate the results of the integrity programme activities and decide the corresponding sanctions according to the rules described in IFA General Regulations Part III and the NURTURE CB Rules.
- b) CBs, auditors and inspectors who pose a brand reputational risk to Tesco may be sanctioned. This may include removal from the NURTURE programme.

7.4 Benchmark KPI score and maintenance of CB performance

- a) The NURTURE Governance Committee will set yearly minimum benchmark KPI scores that have to be achieved by all NURTURE approved CBs.
- b) These benchmark KPI scores will be communicated to all NURTURE approved CBs and during application for NURTURE approval.
- c) NURTURE approved CBs that fail to meet the minimum benchmark KPI score will be put under surveillance by the NURTURE Integrity Program and shall show improvement within the 12 months following the notification from GLOBALG.A.P. Secretariat. GLOBALG.A.P. will be responsible for assigning additional integrity assessments and additional evaluations to give the CB the possibility to improve its KPI score.
- d) The NURTURE Governance Committee can decide to extend the surveillance period.
- e) If the CB does not sufficiently improve its performance by the end of the surveillance procedure, the NURTURE Governance Committee reserves itself the right to terminate the approval of the CB for the NURTURE Programme.

8. NURTURE SANCTIONS PROCESS

As a private label programme, the NURTURE Governance Committee reserves the right to operate a sanction process independently, but not exclusively, from the GLOBALG.A.P. Integrity Programme. The NURTURE sanctions process is applicable to CBs and their employees and/or contractors representing or operating on behalf of the CB, and can ultimately result in suspension from the Tesco NURTURE programme. Tesco reserves the right to inform their suppliers and producers of sanctioned CBs.

8.1 Investigations

- a) If an allegation has been made against a CB and/or representative(s), or if there are areas of concern regarding conduct, this will be investigated by the NURTURE Governance Committee. A thorough investigation will be carried out and the most appropriate steps agreed to address any issues identified. The Committee will start this investigation as soon as it is made aware of the allegations and conclude as soon as possible, within a reasonable timeframe. There will be a justifiable reason for any delay. The investigation will require the CB representatives involved to provide information, and it is important that full cooperation is given, as they will be given the full opportunity to explain their point of view and any mitigating circumstances. To establish the whole situation, the investigation may also look at information provided by other people, e.g. other CB representatives, producers, Produce Marketing Organisations (PMOs) and primary suppliers. The investigation may also take into account CIPRO activity and guidance.
- b) Examples of unacceptable conduct may include but are not limited to:
 - Fraud
 - Bribery
 - Contravention of NURTURE Scheme Rules / Certification Body Rules or other obligatory guidelines published by Tesco and GLOBALG.A.P.

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- Misleading / deception
- Misinterpretation
- c) Whilst the investigation is ongoing, the NURTURE Governance Committee reserves the right to temporarily suspend a CB and/or representative(s). This is when they stop carrying out NURTURE assessments (or associated activities) for a period of time. Examples of reasons for the temporary suspension may include, but are not limited to:
 - to protect them, Tesco, GLOBALG.A.P., other colleagues, or the integrity of the investigation;
 - there is evidence to suggest that a serious offence has been committed
 - to provide time for a full and fair investigation to be carried out.

8.2 Sanctions

The purpose of any sanction is to make CBs / representative(s) aware of unacceptable conduct and how to improve. Sanctions will be chosen on a case-by-case basis and will depend on the severity of the offence. Sanctions can also be applied for unacceptable CB KPI performance. Examples of possible sanctions are, but not limited to:

- Formal warning of improvement
 - Re-training
 - Witness assessments at the cost of the CB
 - Withdrawal of producer / producer group NURTURE certification
 - Re-assessment of producers / producer groups at the cost of the CB
 - Suspension (either regionally or globally)
- a) Suspension of a CB and / or representative(s) will be for as short a period of time as possible, although this will vary depending on the individual circumstances of the case. Factors that will be taken into account are:
- severity of the issue
 - previous sanctions
 - cooperation during the investigation and management of consequences of any suspension
 - KPI performance
 - CIPRO activity / guidance
- b) Once the period of suspension has been completed, the CB / representative(s) may apply to re-join the programme. The application will be subject to the same criteria and costs as if they were applying to join the programme for the first time.

8.3 Appeals process

All decisions will be made without discrimination. In addition, the Committee will endeavour to make fair and consistent decisions, while bearing in mind that no two cases are ever exactly alike. If the CB / representative(s) do not agree with the outcome of an investigation, they can appeal in writing, explaining why they are dissatisfied, within 14 calendar days of receiving the written decision. If they appeal after 14 days, then they will be asked to provide an explanation as to why the appeal was submitted late. The detailed reason for the appeal must be provided.

The NURTURE Governance Committee is authorised to make a different decision if they deem it appropriate. For example, options open to them are, but not limited to:

- uphold the appeal, giving a lower level of sanction or no sanction;
- uphold the appeal and reinstate the CB / representative(s) if suspended, giving a lower level of sanction or no sanction; or
- agree that the sanction was correct in all the circumstances.

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The CB / representative(s) will be advised of the outcome of the appeal as soon as reasonably practical (there will be a justifiable reason for any delay). This is the final stage of the sanctions process, and the Nurture Governance Committee reserves the right to conclude and end the process, and make their decision final.

9. IMPARTIALITY OF THE CB

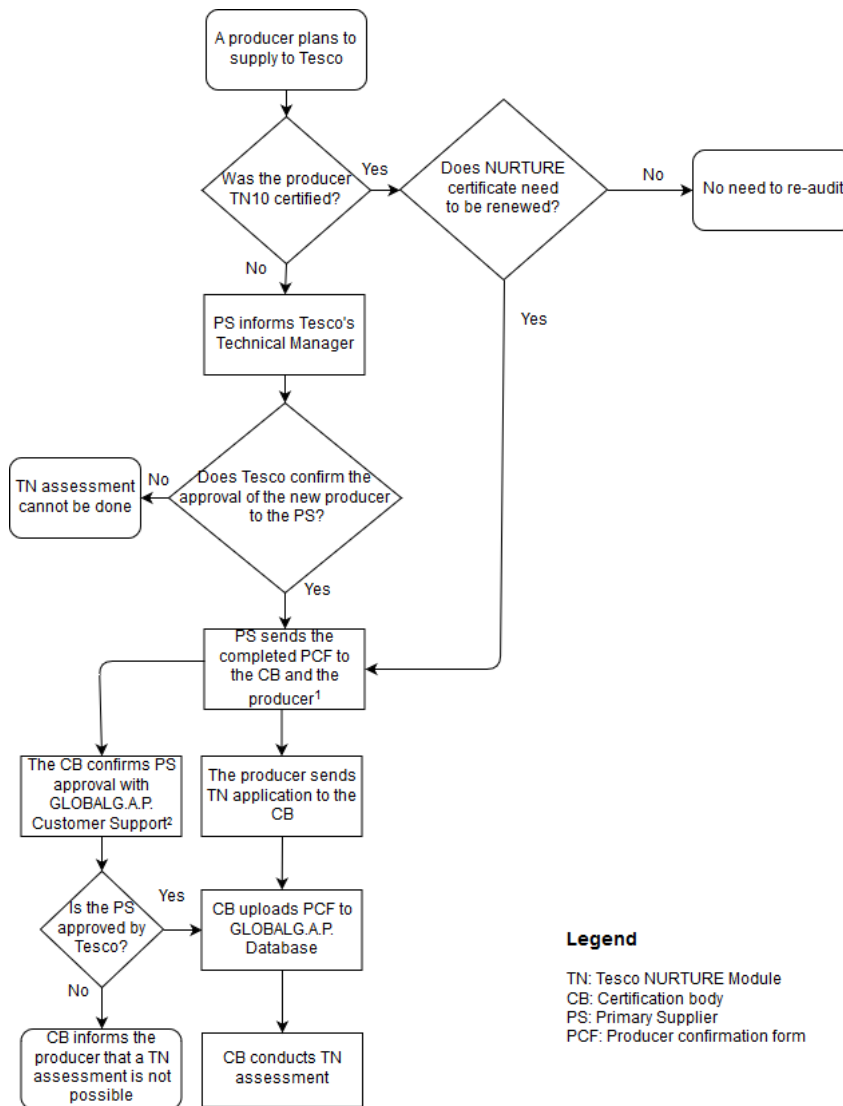
- a) The CB shall not undertake a NURTURE inspection/audit at any assessment site where the CB has carried out consultancy services relating to the content of the GLOBALG.A.P. IFA Standard, Crops Base, Fruit & Vegetables and/or Flowers & Ornamentals sub-scopes or the NURTURE Module in the past 2 years.
- b) The CB shall not solicit or undertake consultancy services at any assessment site where the CB has carried out a NURTURE inspection/audit relating to the content of the GLOBALG.A.P. IFA Standard, Crops Base, Fruit & Vegetables and/or Flowers & Ornamentals sub-scopes and/or the NURTURE Module in the past 2 years.
- c) Certification bodies acknowledge that conducting consultancy services at producers for the GLOBALG.A.P. IFA Standard, Crops Base, Fruit & Vegetables and/or Flowers & Ornamentals sub-scopes and/or the NURTURE Module may reduce the number of NURTURE Module inspections/audits available to them to conduct.
- d) Consultancy services conducted by the NURTURE Approved Certification Bodies shall not relate in any shape or form to any GLOBALG.A.P. IFA Standard, Crops Base, Fruit & Vegetables and/or Flowers & Ornamentals sub-scopes and/or the NURTURE Module.
- e) Any exceptions to this section need to be agreed with Tesco in writing, whose consent will be granted on a case-by-case basis and will not be unreasonably withheld.

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ANNEX 1 PROCESS OF PRODUCER CONFIRMATION

Only producers who have been confirmed by Tesco Primary Suppliers may apply for NURTURE certification. This annex explains how this confirmation is given and how certification bodies shall validate it in every audit.

1- Process of Producer Confirmation



Legend

TN: Tesco NURTURE Module
 CB: Certification body
 PS: Primary Supplier
 PCF: Producer confirmation form

¹Certification bodies and producers shall keep records of the PCF sent by the PS

²Certification bodies shall validate Tesco's approval of each primary supplier with GLOBALG.A.P. Customer Support team at least once a year. CBs shall keep records of these validations.

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1.1 Tesco

Informs GLOBALG.A.P. who the approved primary suppliers are by *providing a list of approved primary suppliers to GLOBALG.A.P.*

1.2 Primary Supplier

Confirms producer by filling in the producer confirmation form. In the form, the primary supplier provides its O-Key and confirms the producers' GGN(s).

The primary supplier shall send a copy of the producer confirmation form to the producers' certification body.

If the producer was not certified under Tesco NURTURE V10 (TN10), the primary supplier shall first consult Tesco's Technical Manager in order to receive authorization for the inclusion of the producer in the NURTURE system.

In this case, the Primary Supplier shall send a copy of the authorization by Tesco together with the producer confirmation form to the CB.

1.3 Producer

The producer shall provide to the primary supplier all information necessary to fill in the producer confirmation form, including the certification body chosen and its contact details.

1.4 Certification Body

Shall not conduct any NURTURE inspection/audit if it has not previously received the corresponding producer confirmation form from the primary supplier.

The CB shall also validate the approval of the primary supplier with GLOBALG.A.P. Customer Support at least once every year and keep evidence of this verification.

The CB shall upload the producer confirmation form onto GLOBALG.A.P. Database.

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EDITION/VERSION UPDATE REGISTER

New document	Replaced document	Date of publication	Description of Modifications
170910_NURTURE-CB_Rules_Integrity_Programme-V_11_2_en	171006_NURTURE-CB_Rules_Integrity_Programme-V_11_2_en	10.09.2018	2.3 Added a 6-month notification deadline for CBs 3.2.3 Changes to inspector/auditor application procedure and maintenance of competency requirements 7. Changes and clarifications to NURTURE Integrity programme 8. NURTURE Sanctions process added 9. Impartiality of the CB added Annex 1 Producer confirmation process adapted to new procedure Alignment of several NURTURE rules to IFA rules Minor formatting and spelling corrections

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