



MAGEN TZEDEK

An Ethical Certification for Kosher Food

Magen Tzedek Certification Standard Applicant Self-Study Form

The following self-study will allow applicants the opportunity to gauge their current compliance with the requirements of the Magen Tzedek Certification Standard prior to their formal application. Prior compliance may expedite the audit process and reduce audit expenses. Once completed, the self-study should be submitted to the certification body along with the application and all relevant evidentiary documentation identified below.



Magen Tzedek Mission

The mission of the Magen Tzedek Commission is to bring the Jewish commitment to ethics and social justice directly into the marketplace and the home.

The Magen Tzedek seal of certification will help assure consumers that kosher food products were produced in keeping with Jewish ethical values and ideals for social justice in the areas of labor practices, animal welfare, consumer issues, corporate integrity and environmental impact.

The Magen Tzedek program is a comprehensive ethical certification for retail products and synthesizes the aspirations of a burgeoning international movement for sustainable, responsible consumption and promotes increased sensitivity to the vast and complex web of global relationships that bring food to our tables.

The standards identified in this document reflect the collective wisdom of the Magen Tzedek Board of Directors with the intent of combining Jewish ethics with a realistic, attainable program for implementation. These standards may be revised over time to reflect continual improvements in the certification program and of expectations of the food industry.

1. Labor Practices

The labor component of the program applies to non-exempt employees in US-based plants, i.e., employees who are subject to US federal wage and hour laws.

Entities that are certified to Social Accountability International Standard SA8000[®] are considered to meet the labor requirements of this standard, and can skip to Section 2, below, if they have been certified. Those wishing to demonstrate certification must provide a copy of that certificate as part of their application.

The applicant entity should monitor annual employee turnover in key work areas for their non-exempt employees as a general indicator of the labor environment at the entity's facilities. If comparative figures are available for your industry, please submit them with an appropriate documentation of the source of that information.

1.2.1. Wages

The entity shall respect the right of employees to earn a living wage and ensure that wages paid to the lowest level employee qualified as a legally full-time employee (32 hours or more) shall always be at least 15% higher than the highest mandated US federal, state or local minimum wage prevailing at the site of employment.

Response:

<i>Note Provide documentation evidencing compliance with wage requirements, which can include employee payroll logs or similar evidence. Please provide a description of which documents will be used.</i>

1.2.2. Working Hours

- The maximum number of hours worked by employees shall not exceed those mandated by US federal, state or local laws.
- In cases where overtime is required, overtime shall not exceed 20% of the normal working hours per week. Additionally, overtime premiums shall be paid in accordance with the most beneficial of the Fair Labor Standards Act, administered by the US Department of Labor, Wage and Hour Division or any state or local laws.

Response:

<i>Note: Provide copies of employee handbook and time logs along with a description of which documents will be used. Also provide a description of any additional company practices that support the above goals.</i>

1.2.3. Benefits

Employee benefits shall be clearly defined and documented and the total documentable value of the benefits shall be at least 35% of the base wage for all non-exempt employees. This shall include all US federal, state and local government-mandated benefit deductions. All employee benefits shall be vested within six months of employment.

Response:

<i>Note: Attach documentation of the benefits provided and define how the values of these benefits are calculated in relation to the hourly wage.</i>

1.3. Freedom of Association and the Right to Collective Bargaining

The entity shall develop and implement a policy of non-interference with the employee’s right to organize. Verified evidence of actively opposing the organization of the workforce by the management of the entity will disqualify the entity from the certification process.

Response:

<i>Note: Attach collective bargaining agreement, if available, and any company policies concerning employees’ right of freedom of organization. Include evidence of any labor complaints resolution process.</i>

1.4. Safety Training

The entity shall provide appropriate safety training to personnel on a regular basis. Such instructions shall be repeated for new and reassigned personnel and repeated in cases where accidents have occurred.

Response:

<i>Note: Attach copies of safety training manuals, attendance logs for training or other safety related sessions, and evidence demonstrating training and retraining has been delivered in all languages spoken by 5% or more of employees at a single plant. Please identify the languages covered.</i>

1.5. Discrimination

The entity should, to the extent possible, promote gender diversity in the workplace and shall not engage in or support illegal discrimination in hiring, remuneration, access to training, promotion, termination, or retirement based on race, national or social origin, immigration status, caste, birth, religion, disability, gender, sexual orientation, family responsibilities, marital status, union membership, political opinions or age. Additionally, entity must demonstrate that it does not engage in the employment of forced or underage labor.

Response:

<i>Note: Attach copies of employee handbooks, human resources manuals, and other relevant materials that help establish a discrimination-free environment. Provide description of complaints management procedure. Discuss any legitimate business requirements that may appear to result in discrimination. Thus, meeting this requirement would not be impacted by such a consideration.</i>

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2. Animal Welfare

The entity shall provide evidence that it participates in and complies with a Magen Tzedek-approved second or third party protective animal welfare audit program. Such audit programs shall provide auditing of standards for facilities, veterinary care, human oversight, humane conditions, and appropriate diets. For additional information concerning animal welfare, including a list of Magen Tzedek-approved audit programs, refer to the Magen Tzedek Program Guidance Document as well as www.magentzedek.org/animal.

Response:

<i>Note: Provide evidence of compliant standard certification and/or animal handling procedures for those animal products used. Describe audit procedures and certificates here. Companies that do not use any animal products should simply indicate that below.</i>

3.1.1. Third Party Food Quality and Nutritional Certification

The entity shall have a food safety audit conducted by a recognized second or third party auditing firm or should be certified to voluntary food safety standards such as GFSI and/or SQF 1000/2000.

Response:

<i>Note: Attach copies of all food safety certifications and provide a description of the entity's food safety system.</i>

3.2 Product Safety and Recalls

The entity shall maintain records of product recalls at any level, be it federal, state or local, including the class and scope of the recall. Records shall include the cause and any actions resulting from the recall, including any disciplinary actions.

The entity should use interventions beyond those required by law to assure the safety of raw products or products that do not normally receive a recognized heat treatment leading to microbial lethality.

Response:

<i>Note: Provide recall management program documentation and evidence of past recalls within the last three (3) years. Provide the number and a short description of these past recalls here. Please also indicate any changes in procedures that have been implemented to improve food safety.</i>

3.3 Kosher Related Recalls

The entity shall maintain records of any kosher alerts and/or recalls that have occurred within the past three years and records of any actions taken as a result of the alerts/recalls.

3.4 Halal-related Recalls

The entity shall maintain records of any halal alerts and/or recalls for products that are dual certified (kosher and halal) that have occurred within the past three years and records of any actions taken as a result of the alerts and/or recalls.

Response:

<i>Note: Attach evidence of kosher and halal recalls and provide descriptions of such recalls here. Please also indicate any changes in procedures that have been implemented to avoid kosher and/or halal recalls.</i>

4. Corporate Integrity

The applicant entity shall have appropriate anti-bribery and whistle-blower policies and shall not act as a willing party to wrongdoing, corruption, kickbacks, bribery, financial impropriety or other illegal acts.

The entity shall take prompt and firm action whenever wrongdoing of any kind is found among its employees, and ensure that there is no retaliation against employees who utilize complaint mechanisms.

Response:

<i>Note: Identify all appropriate corporate policies.</i>

4.2. Legal Compliance

The entity shall maintain records of any notice of investigations and/or settlements with the following agencies within the past three years, including pending investigations and/or settlements: the Securities and Exchange Commission, the US Department of Justice, the US Attorney’s Office, and/or any State Attorney General’s Office.

Response:

<i>Note: Provide a list of any violations in the past three (3) years and provide descriptions of the issues, current status of the violation, and any follow-up here.</i>

4.3. Corporate Charity

The entity should participate in charitable giving, or Tzedakah, to the extent of its ability to do so without affecting the wages and benefits of the workforce.

Response:

<i>Note: provide a description of entity's corporate giving practices. During the audit cycle, the entity may be required to provide additional details about charitable contributions.</i>

5.2.1 Environmental Management Plan

The entity shall have an environmental management plan in place which includes reduction goals of at least 2% (by volume) per year for each issue identified below. The entity shall provide data for each of the six areas of consumption and waste indicated below for at least the three years prior to application for certification as baseline data. The entity shall implement the environmental management plan within the first two years of certification with quantitative evidence of compliance with reduction goals.

Response:

<p><i>Note: Provide evidence of an environmental management plan for the following areas:</i></p> <ul style="list-style-type: none"> • <i>Energy consumption;</i> • <i>Water consumption;</i> • <i>Solid waste;</i> • <i>Hazardous waste;</i> • <i>Air pollution;</i> • <i>Water pollution;</i> <p><i>If significant improvement has been made in this area in the three (3) years prior to this application, please describe here.</i></p>

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5.2.2. Recycling and Reuse

The entity shall have established programs to promote the recovery, reuse, recycling and related activities. The entity shall establish and track metrics for the amount of materials saved/recycled through each method.

Response:

<i>Note: Provide descriptions of recycling and reuse policy and provide documentary evidence of the program and its impact.</i>

5.3 Supply Chain Environmental Improvement

The entity shall develop and implement programs to encourage ingredient manufacturers to participate in programs that meet the standards of the Magen Tzedek program.

Response:

<i>Note: Attach a copy of the policy that affirms the organization's supply chain management program and any attestations from your suppliers to indicate implementation of various aspects of this program. If a supplier wishes to fill out this form and submit it directly to Magen Tzedek that would be acceptable at this time.</i>

5.5 Carbon Footprint Analysis

The entity should obtain a carbon footprint analysis. The measurement should be on the basis of carbon footprint per product produced. The measurement should be obtained

through completion of a PAS2050 analysis (or acceptable equivalent) for the initial certification and for each recertification.

Response:

<i>Note: Attach a copy of carbon footprint analysis.</i>

5.6 Water Footprint Analysis

The entity should conduct a water footprint analysis that identifies total water input, how the water is used, and water use per product produced.

Response:

<i>Note: Attach a copy of water footprint analysis.</i>

5.7 Hazardous Wastes and Other Discharges

The entity shall implement programs to reduce hazardous discharges, including reductions on their Toxic Release Inventory (TRI) reportable compounds. The entity shall maintain records of any US federal, state or local violations that have led to fines or other legal action for environmental law violations.

Response:

<i>Note: Attach a copy of the company's hazardous materials handling policies and list environmental regulatory violations, if any, for the past three (3) years and provide descriptions of the issues, current status of the violation, and any follow-up here.</i>

6. Traceability

The entity shall develop, document and implement a traceability plan to ensure that key ingredients provided by their supply chain are sourced in compliance with the requirements of this Standard.

All slaughtered animal products shall come from a plant meeting a Magen Tzedek-approved audit program for both kosher and non-kosher slaughter processes, no matter where that process falls in the supply chain. Covered slaughtered animal products include all meat products constituting 2% or more of the final product and all poultry products constituting 3% or more of the final product.

Response:

<i>Note: Describe the company's traceability plan and attach a copy of the company's sourcing programs, where available. Please clearly indicate which if any products are (or are not) covered by the slaughtered animal products concern.</i>

Nonconformity Policy

The Magen Tzedek Standard contains a set of critical core criteria, identified as “shall” requirements, compliance with which is fundamental to the system. A major, systemic nonconformity to such a critical core criteria means a facility cannot receive certification until that critical core criteria is satisfactorily addressed.

Where a facility receives a notice of nonconformity for one of these critical core criteria in a minor or non-systemic fashion, a plan to comply with that requirement and proof of compliance based on an agreed-upon timeline must be established.

In addition to these critical core criteria, the Magen Tzedek Standard contains a set of core criteria, identified as “should” criteria. Because the Magen Tzedek Standard requires continuous, incremental improvement over time, facilities must strive to increase their compliance with these core criteria with every certification cycle. While full compliance with every “should” criteria is not required and in some cases may not be relevant, a demonstration of improvement over a timeline defined between the auditor and the facility is required.

The rate and scope of improvement shall be established during a facility’s initial certification audit to account for the facility’s unique circumstances, such as industry, location, and complexity of operations. Where a nonconformity with respect to a “should” criteria is found, observations and/or opportunities for improvement shall be raised, to be addressed in conjunction with the rate and scope of improvement plan for “should” criteria.

Document Checklist

- Copies of all certificates, including kosher certification
- Human Resource Department manuals
- Employee handbooks
- Documents detailing benefits packages
- Documents detailing employee salaries
- Collective Bargaining Agreements
- Safety training manuals
- Animal welfare, handling and slaughter policy
- Recall and complaint management procedures
- Environmental management policies
- Waste reduction policies
- Recycle and reuse policies
- Supply chain management policies