



Code of Conduct Audit Guide

Code of Conduct Audits (also known as a Social Audit) are being requested by our customers to ensure we are protecting the human rights and overall health and safety of the people who produce, process and/or harvest the citrus we provide them.

SEDEX and SMETA

The Supplier Ethical Data Exchange (Sedex) is a not-for-profit, membership organization that leads work with buyers and suppliers to deliver improvements in responsible and ethical business practices in global supply chains. The Sedex Advance platform is a portal where all audit reports will be managed and visible to all customers for review.

SMETA (Sedex Members Ethical Trade Audit) is the audit procedure created by the Sedex membership which is a compilation of good practice in ethical audit technique. Using SMETA, we are able to have one audit conducted and share it with multiple customers, rather than having a different audit conducted for each customer.

SMETA 4 Pillar Audit and Sedex Advance - This document will help suppliers understand what a SMETA 4-Pillar audit is and how the Sedex Advance platform supports the audit process.

Sedex SAQ Guidance - Sedex's Self-Assessment Questionnaire (SAQ) enables Sedex supplier members to share information about their business with their customers by completing a set of questions, tailored to different business types. It is required to be completed prior to the onsite audit.

SMETA Measurement Criteria - This is the measurement criteria for the audit. It is based on the Ethical Trading Initiative ETI Base Code, but can be adopted and tailored to use with other codes of conduct.

Code of Conduct Auditors - ELEVATE Limited

ELEVATE will partner with us to ensure we are meeting the SMETA requirements in addition to providing beyond audit assessment and improvement support. They perform over 12,000 assessments and audits per year with the geographic reach to 110 countries.

ELEVATE Responsible Sourcing Standard - This document outlines the ELEVATE Responsible Sourcing Standard and requirements that are used for code of conduct/social audits. Packinghouses are expected to implement the requirements in this standard to meet the minimum level of compliance.

ELEVATE Terms and Conditions - Identifies obligations of both the packinghouses and Elevate during any audit, including non-disclosure and confidentiality.

ELEVATE FAQ - Assessment/Audit process overview

ELEVATE Facility Profile - Facility information that needs to be provided to the auditors prior to the audit taking place. This provides ELEVATE with a basic understanding of the facility operations prior to arriving at the packinghouse.

Pre-Audit Assessment

To assist in preparation for the code of conduct audit, the checklist and best practice guide will help you identify any areas that need to be addressed prior to the audit taking place.

Pre Audit Checklist - This pre-audit checklist helps packinghouses evaluate their own performance against the SMETA 4-pillar criteria. By completing this pre audit self-assessment it will help packinghouse identify gaps in operations and/or opportunities for improvement.

SMETA Best Practice Guidance - This guide describes the key steps of planning, executing and documenting a SMETA Audit. This will help provide insight about what the auditor will be looking for in more detail.