CODE OF CONDUCT FOR USERS OF SMART-FARM

Version 08.02.2019

1. The SMART method was designed to assess the sustainability performance of agricultural businesses in a uniform and comparable way. It supports - both intrinsically and extrinsically - the motivation for the development of sustainable agricultural production on the analysed farms, and serves the purpose of assessing the compliance of suppliers with specified production standards. Nonetheless the analysis is not intended to provide any certification.

2. A complete SMART analysis and evaluation involves; (1) on-farm data collection including a tour of the farm, (2) data analysis with the SMART software, (3) preparation of a sustainability report for the farm manager, which incorporates the results derived from the assessment and their determinant factors, from which improvement measures can be indirectly suggested.

3. Farmer's participation to the SMART assessment is voluntary. No one may be forced to participate in the interview, to disclose information, to continue with the interview or to implement measures.

4. SMART auditors must have a very good knowledge of agricultural production, experience in sustainable agriculture, and be trained in order to have a full understanding of the SMART method. For this purpose, a special SMART training must be completed. Moreover, SMART auditors should ideally be able to communicate and discuss SMART with farmers in their native language.

5. A few days before the interview farmers must be informed on the following issues: (1) Project context and objectives, participating institutions and/or companies, (2) intended data uses (3) the principles of SMART, (4) the voluntary nature of their participation, (5) the expected duration of the interview, (6) the information required during the assessment. On this basis, farmers can decide whether to participate or not in the assessment and to prepare specifically for the interview. Moreover, at the beginning of the interview the farmer has to be made aware of his rights that are stated within the Code of Conduct.

6. In addition, a mutual confidentiality agreement between the farmer and the SMART auditor must be signed. In accordance to the EU data protection regulation, the following procedure must be followed:

   o The SMART-confidentiality-agreement must be explained to the farmers BEFORE the interview.

   o The farmer should take sufficient time to read, consider whether he agrees – partly or fully – with the agreement and sign two copies of it (one version is kept by the farmer).

   o The document must be scanned and saved as follows (in pdf format): *[ProjectId]_[QuestionnaireId] _[Date in YYYYMMDD format]_PrivacyAgreement.pdf*

   o After the completion of a survey phase or at the latest after 2 weeks, all signed confidentiality agreements must be sent to the following email-address: smart@fibl.org

Note: Auditors are obliged to inform their project manager, if the agreement for individual farms has not been signed or parts of the agreement have been deleted by the farmer.

7. The duration of the data collection process depends on the complexity of the farm, the data availability, the farmer and SMART-Auditor. Nevertheless, a time frame for the assessment should be clearly defined.

8. A friendly and constructive atmosphere between interviewer, farmer and all other persons involved is a precondition for good data quality and reliability, which in turn is essential for stimulating sustainable farm development.

9. The SMART analysis uses the best available information. The farmer is recognized as the expert for his/her farm and all answers have to be taken seriously. The interviewer professionally scrutinizes the provided information, but does not modify data without the farmer's accord. Before the generation of the final report, the results of the assessment might be reviewed based on the feedback given by the farmer, and eventually corrected.

10. All collected data and results are treated confidentially by all parties. No information is communicated, neither inside nor outside of the participating organizations, which would allow the identification of the farm (e.g. farmers' name, address, coordinates).

11. All data handling is to be done with due diligence by all persons involved. SMART users and administrators prevent access to electronic or written information by unauthorized third parties to the greatest extent possible. Computers on which the SMART application is installed must be protected with a secure password to prevent unauthorized access. Both the computer access passwords as well as the SMART users password need to be kept secret and be renewed at least every 3 months. Identifying information that allows the identification of farms or persons (such as addresses or coordinates) may be recorded only in case the farm manager declared his consensus. Otherwise, identification data must be recorded under an anonymous form (i.e. use abbreviations or codes), and access to this data by unauthorized parties must be prevented by the use of a password when possible.

12. In case of practices that conflict with effective law and/or voluntary production standards, violation of human rights and/or acts of war are discovered during the SMART process, the SFS management board must be immediately informed and provided with sufficient details, even when these circumstances do not affect the SMART assessment.

I herewith declare to have read this Code of Conduct and that I am committed to respect it.

Surname: .... Name: ....

Place/Date: .... Signature: ....