



2017 SUSTAINABILITY REPORT  
AMAVIDA COFFEE ROASTERS

Dear reader,

This report isn't the most exciting read, admittedly; however it is an outline and almost exact reflection of the B Corp Impact Assessment and the answers we provided to review our social and environmental performance. So while the outline may not make for a thrilling read, we are very excited about the details that are the heart of the content & are a translation of how we are working to B the Change. Here you can explore details of the core areas of focus for a sustainable business model under the B Corp framework: Governance, Employee, Community, and Environment; in addition to finding specifically what we are (or aren't yet) doing at Amavida Coffee to achieve our vision.

In the first quarter of 2017 this report was composed as we worked through our B Corp re-Certification. As a result of our performance we were selected to participate in a Virtual Site Review by B Lab. This level of review for B Corp Certification is extended to companies, like Amavida Coffee, who score in the top 10% of B Corps. The process was lengthier than expected, and though we have completed the Certification process we have not yet received our updated and verified score, so that will not be a part of this annual report. As wonderful as it is to qualify among the top 10% of B Corporations, this isn't at all about the points; but rather the "real life points" and positive impacts created through our actions.

We thank you for your continued support and for allowing us this opportunity to celebrate the successes of collective impact achieved in 2017, as well as addressing our challenges faced. The act of assessing and reporting our social and environmental performance each year & sharing it with you gives us great opportunity to find sustainable solutions within our organization, where they may be missing, and further opportunities to create positive impacts within our communities, for our producers, and for the environment. One of our core values at Amavida Coffee is "striving for excellence" which is something we cannot do if we are not consistently looking for areas of improvement and with your participation and support implementing those changes.

Sincerely,

Jennifer Pawlik & the Amavida Coffee team

# 1. GOVERNANCE: EVALUATES A COMPANY'S OVERALL MISSION, ETHICS, ACCOUNTABILITY, AND TRANSPARENCY.

## A. Mission and Engagement

- i. Social / Environmental Key Performance Indicators
  - *We measure KPI/metrics or outputs that we have identified and defined in order to determine if we are achieving our social and environmental objectives.*
  - *We measure social and environmental outcomes over time (examples: 3<sup>d</sup>-party impact assessments) and have since 2014.*
- ii. Stakeholder Engagement
  - *Online stakeholder forum to provide/report social or environmental concerns or feedback.*
  - *Meetings or other engagement mechanisms with local community members.*
  - *Meeting or other engagement with social or environmental advocacy groups.*
  - *Community/environmental representation on an advisory board.*
- iii. Social / Environmental Management Reviews
  - *100% of management had a formal written performance evaluation/review in the last year that included social and/or environmental goals.*
- iv. Board Reviews of Social / Environmental Performance
  - *At least on an annual basis*
- v. Mission Training:
  - *Specific, formal training integrated into new employee and new manager training.*
  - *Specific, formal training integrated into ongoing employee and manager training.*
  - *Workers articulate goals and achievements on social and environmental performance.*
  - *All supervisors and managers receive training on how to communicate social and environmental goals to employees and implement accountability for results.*

- vi. Mission Statement:
- *Amavida Coffee & Trading Company will strive to be the best sustainable coffee and tea provider in our communities by: Running a profitable and financially healthy company.*
    - a. *Helping our producers better their lives through continued support and trading practices*
    - b. *Improving the image and profits of our customers through our product offerings*
    - c. *Consistently producing and supplying quality products*
    - d. *Keeping our customers, employees and suppliers by earning their trust and loyalty.*
    - e. *Learning and adopting means to protect our environment*
    - f. *Improving our communities in a proactive manner and when called upon.*

- vii. Mission Statement Characteristics
- *A commitment to a specific positive social impact, a specific positive environmental impact, and to serve a target beneficiary group in need.*

- viii. Level of Impact Focus:
- *We treat our social/environmental impact as a primary measure of success for our business and prioritize it even in cases where it may not drive profitability.*

## B. Corporate Accountability

- i. Governance Structures
- *The company's highest level of corporate oversight is a Board of Directors.*
- ii. Governing Body Characteristics
- *The Board of Directors:*
    - a. *Meets at least twice annually*
    - b. *Oversees executive compensation*
- iii. Governing Body Stakeholder Representation
- *Executive Employee Representation*

## C. Ethics

- i. Financial Controls
- *Segregation of Accounts Receivable and Accounts Payable duties*
  - *Segregation of check writing and check signing privileges*
  - *Limited access to accounting software systems to appropriate personnel*

- *Limited access to credit/ATM cards to appropriate personnel*
  - *Inventory management system with routine management or third-party reviews*
  - *IT systems have different password protection systems that are changed periodically with different access levels according to the position of the staff member accessing the data*
  - ii. Whistleblower Policy
    - *Yes, the company has a written policy*
- D. Transparency
- i. Reviewed / Audited
    - *Yes, the company produces financials that are verified annually through a review.*
  - ii. Financial Transparency with Employees
    - *Yes – the company shares financial information if employees ask for them*
    - *Yes – the company discloses all financial information (except salary info) at least yearly*
  - iii. Ownership Transparency with Employees
    - *Yes – all full-time employees have access to written information that identified material owners and investors in the company.*
    - *Amavida Coffee is owned and operated by its original founders and local family, Dan and Sally Bailey.*
  - iv. Impact Reporting
    - *Specific quantifiable social and/or environmental indicators or outcomes are made public*
    - *Company sets public targets and shares progress to those targets*
    - *Information is shared/updated annually*
    - *Information is presented in a formal report that allows comparison to previous time periods*
    - *Information adheres to a comprehensive third party standard (ex: B Impact Assessment)*
    - *A third party has validated the information shared*
  - v. Client Protection Warranty
    - *Our products and services are covered by a written customer protection warranty*
  - vi. Public Feedback Channel
    - *Yes, there is a mechanism where feedback is made transparent to the public*

#### E. Governance Metrics

- i. Last fiscal Year:
  - *Ended 12/31/2017*
- ii. Reporting Currency
  - *US Dollar*
- iii. Revenue Last Year
  - *\$3,782,994*
- iv. Revenue Year Before Last
  - *\$3,520,635.47*
- v. Earnings Before Interest & Taxes Last Year
  - *- \$15,000*
- vi. Earnings Before Interest & Taxes Last Year
  - *\$104,339*
- vii. Net Income Last Year
  - *- 15,000*
- viii. Net Income Year Before Last
  - *\$104,339*

#### F. Mission Locked

- i. Mission Locked
  - *To ensure that its social and environmental mission will be maintained over time regardless of company ownership, in 2014 Amavida Coffee became a Florida Benefit Corporation*
  - *"Legal entity/governance structure preserves mission and requires stakeholder consideration"*

## 2. WORKERS: EVALUATES THE COMPANY'S CONTRIBUTION TO EMPLOYEE WELL-BEING, INCLUDING TOPICS RELATED TO COMPENSATION AND BENEFITS, TRAINING, HEALTH AND SAFETY, OWNERSHIP AND JOB FLEXIBILITY.

#### A. Worker Metrics

- i. Majority Hourly v. Salaried Workers
  - *A majority of the employees at Amavida Coffee are paid on a daily/hourly wage, as opposed to a fixed salary*
- ii. # of Full Time Workers
  - *31*
- iii. # of Full Time Workers Last Year

- 25
- iv. # of Part Time Workers
  - 13
- v. # of Part Time Workers Last Year
  - 16
- vi. # of Temporary Workers
  - 6
- vii. # of Temporary Workers Last Year
  - 6

## B. Compensation and Wages

- i. Total Wages (including bonuses and tips and Chez Amavida)
  - \$1,357,449
- ii. Lowest Paid Wage
  - \$11.75
- iii. % Above Living Wage
  - *In 2017 all employees at Amavida Coffee earned above a living wage.*
- iv. Highest to Low Pay Ratio
  - *At Amavida Coffee the compensation of the highest paid individual compared to the lowest paid full-time worker is less than 5 times greater.*
- v. Market Compensation Comparison
  - *In previous years, we have referenced the Specialty Coffee Association Barista and Roaster Compensation Report, however this document is no longer current and is yet to be update.*
  - *This year market compensation comparison resource was PayScale.com.  
([https://www.payscale.com/research/US/Industry=Coffee,\\_Wholesale/Hourly\\_Rate](https://www.payscale.com/research/US/Industry=Coffee,_Wholesale/Hourly_Rate))*
  - *Amavida Coffee remains in the 3<sup>d</sup> quartile (50-74<sup>th</sup> percentile) on average when considering the range of functions and roles filled by our workforce.*
- vi. Bonus Plan Characteristics
  - *Annual and Wellness Bonuses are available to full-time employees at Amavida Coffee, after six months of employment in addition to other recognition bonuses available to be earned by all team members; however there is no formal plan for the "other bonuses".*
  - *Formal guidelines on the structure of the bonus plan are disseminated and accessible to all workers.*

- vii. Employees Receiving a Bonus
    - *Between 75-99% of full-time and part-time employees, excluding founders and executives received a bonus in the last fiscal year.*
- C. Compensation and Wages (Hourly)
- i. % Above the Minimum Wage
    - *As of January 1<sup>st</sup>, 2018 the state minimum wage for Florida was reported at \$8.25. No matter what role employees are working at Amavida Coffee they are earning greater than 25% above the state minimum wage.*
  - ii. Paying a Living Wage
    - *100% of the workforce is earning a local living wage. This is based off a general view of our local living wage rates for individual adults with no dependents.*
  - iii. Bonus Plan Characteristics
    - *In the last fiscal year bonuses for non-executives represented 0.024% of the company's salary base.*
- D. Benefits
- i. Healthcare Plan
    - *"None of the above." There is no healthcare plan offered through Amavida Coffee, at this time.*
  - ii. Supplementary Benefits
    - *No additional benefits*
- E. Worker Benefits (Hourly)
- i. Healthcare Eligibility for Hourly Workers
    - *"No benefits beyond what is provided under national law."*
  - ii. Number of Paid Days Off
    - *"0-8 work days"*
  - iii. Paid Primary Caregiver Leave for Hourly Workers
    - *Our Maternity/Paternity Policy offers "two weeks at half-day pay" for eligible employees.*
  - iv. Financial Assistance for Hourly Workers
    - *"Issue paychecks off schedule on a need basis*
    - *Other (please describe): Financial counseling available*
- F. Training & Education
- i. Intern Hiring Practices
    - *There is a formalized policy/program outlining the objectives of internships or internship programs for participants*

- *Company partners with education institutions to provide internship opportunities*
- *Interns receive formal performance reviews*
- *Interns have a formal opportunity to provide feedback on experience*
- ii. Internal Promotions (last 12 months)
  - *75+% of positions above entry level have been filled with internal candidates in the last 12 months (4/14/18).*
- iii. Internal Promotions (last 12 months)
  - *More than 6-15% of employees have been internally promoted within the last 12 months.*

#### G. Training & Education (Hourly)

- i. Skills Based Training Participation
  - *50% of full and part-time employees, excluding newly hired workers, participated in skills-based training to advance core job responsibilities in the last 12 months.*
  - *Examples of trainings include: Advanced Brewing, Loring and Rancilio trainings, GMP training, marketing consulting, cuppings and roasting, and accounting education.*
- ii. Cross-Job Skills Training Participation
  - *50% of full and part-time employees, excluding newly hired workers, participated in cross-job training to advance core job responsibilities in the last 12 months.*
  - *Examples of trainings include: Friday cuppings, GMP training, and accounting lessons.*
- iii. Life Skills Training Participation
  - *25-49% of full and part-time employees, excluding newly hired workers, participated in cross-job training to advance core job responsibilities in the last 12 months.*
  - *For example: People benefiting from Financial Counseling and Personal Financial Planning guidance.*
- iv. External Professional Development Participation
  - *25-49% of full and part-time employees, excluding newly hired workers, participated in external professional development opportunities in the last 12 months*
  - *Examples include: SCA event and trainings, Serving on Coop Coffees Committees, Coop Coffees AGM, Serving with St Andrews Independent Business Alliance.*
- v. Hours Spent on Training

- *On average employees spent 21+ hours on dedicated, job-related training/education in the past 12 months.*

#### H. Worker Ownership

- i. % Participation in Employee Ownership
  - *Between 1-24% of full-time employees have been granted stock, stock options, or stock equivalents (including participation in an ESOP or other qualified ownership plans) in the company.*
  - *This response is a result of Dan's working full-time with Amavida Coffee as an owner/operator.*
- ii. Employee Ownership
  - *"75-99%" of the company is owned or formally reserved as part of a written plan for full-time workers and management (including founders/executives)?*
- iii. % of Company Owned by Non-Executive Employees
  - *"0%"*

#### I. Management and Worker Communication

- i. Employee Review Process
  - *Is conducted on at least an annual basis*
  - *Includes peer and subordinate input*
  - *Provides written guidance for career development*
  - *Includes social and environmental goals*
  - *Clearly identifies achievable goals*
  - *Follows a 360-degree feedback process*
- ii. Employee Handbook Information
  - *A non-discrimination statement*
  - *An anti-harassment policy*
  - *Statement on work hours*
  - *Pay and performance issues*
  - *Policies on benefits, training and leave*
  - *Grievance resolution*
  - *Disciplinary procedures and possible sanctions*
  - *Statement regarding workers' right to bargain collectively and freedom of association*
  - *Prohibition of child labor and forced/compulsory labor*
- iii. Employee Satisfaction
  - *"N/a", as no satisfaction or engagement survey is formally conducted.*
- iv. Employee Metric Transparency

- *Retention and turnover metrics are regularly collected and made transparent to all employees.*
  - v. Termination Policy
    - *Included in our company termination policy is a requirement for written notice of worker performance and a stated probationary period. This “excludes situations requiring immediate dismissal / with cause.”*
- J. **Management and Worker Communication (Hourly)**
  - i. Average Tenure
    - *The average tenure at Amavida Coffee is between 2-3 years.*
    - *We have a range of folks on our team from new members since the start of 2018, as well as, others who have been with the company for as long as 8 years.*
- K. **Job Flexibility / Corporate Culture**
  - i. Health and Wellness
    - *Other (please describe): Wellness Bonus*
- L. **Job Flexibility / Corporate Culture (Hourly)**
  - i. Flexible Scheduling for Hourly Employees
    - *There is a written policy that worker preference must be incorporated into scheduling (e.g. self-scheduling or honoring worker preferences to work certain shifts or certain days)*
    - *Workers schedules are kept consistent week to week.*
    - *Management (or enabling technology) facilitates exchange of hours if the employee is not able to commit to his/her shift*
  - ii. Worker Flexibility Options
    - *Part-time work schedules at the request of workers*
    - *Flex-time work schedules (allowing freedom to vary start and stop times)*
    - *Telecommuting (working from home one or more days per week)*
  - iii. Supplementary Benefits
    - *Health & wellness program*
    - *Other (please describe): Counseling supported based on individual need.*
- M. **Occupational Health & Safety**
  - i. Workplace Safety Practices
    - *There are written policies and practices to minimize on-the-job employee accidents and injuries*

- *Injury/accident/lost/absentee days are measured and transparent*
- *A worker health and safety committee helps monitor and advise on health and safety programs*

3. COMMUNITY: EVALUATES THE COMPANY'S COMMUNITY ENGAGEMENT AND IMPACT, INCLUDING TOPICS RELATED TO DIVERSITY, JOB CREATION, SUPPLIER RELATIONS, CHARITABLE GIVING/COMMUNITY SERVICE, AND LOCAL INVOLVEMENT. IN ADDITION, THIS SECTION ALSO INCLUDES OPTIONS FOR COMPANIES WHOSE BUSINESS MODEL IS DESIGNED TO ADDRESS SPECIFIC COMMUNITY-ORIENTED PROBLEMS, SUCH WORKFORCE DEVELOPMENT FOR UNDERSERVED GROUPS, POVERTY ALLEVIATION THROUGH FAIR TRADE SUPPLY CHAINS, ETC. IMPORTANT: WE CONSIDER "SUPPLIERS" TO INCLUDE THE COMPANY'S SUPPLIERS TANGIBLE OBJECTS, AS WELL AS SERVICE PROVIDERS SUCH AS ACCOUNTING OR LEGAL FIRMS.

A. Job Creation

- i. New Jobs Added Last Year
  - *18*
- ii. New Jobs Added Year Before Last
  - *7*
- iii. Job Growth
  - *"0% (Has not grown on a net basis)"*
- iv. Departed Employees
  - *8*
- v. Attrition Rate
  - *"0-2.4%" for full-time and part-time workers for the last 12 months*
- vi. Workers from Low Income Areas
  - *"Don't know"*
- vii. Workers from Under Employed Groups
  - *At least "1-9%" of workers are verified/self-identified to be from chronically underemployed populations (e.g. individuals who are formerly incarcerated or homeless)*
- viii. Facilities in Low Income Communities
  - *Over 30% of our workers are employed in company facilities located in the Historic St Andrews, which is recognized as an area of redevelopment.*
- ix. Suppliers in Low Income Communities

- *To the best of our knowledge, less than 10% of our Significant Suppliers are located in low-income communities or create employment opportunities for other chronically underemployed populations.*

**B. Diversity and Inclusion**

- i. Female Employees
  - 25
- ii. Ownership Diversity
  - *50%+ of the company is woman-owned*
- iii. Non Profit Ownership
  - 0%
- iv. Non-Accredited Investor Ownership
  - 0%
- v. Female Ownership
  - *Approximately 51% is woman-owned*
- vi. Low-income Ownership
  - 0%
- vii. Ownership from Underrepresented Groups
  - 0%
- viii. Board of Directors Diversity
  - *50%+ of the members of our Board of Directors are women or individuals from other underrepresented populations*
- ix. Female Directors
  - *Approximately 66.6% of our Board of Directors are women.*
- x. Directors from Low-income Communities
  - 0%
- xi. Minority Directors
  - 0%
- xii. Directors from low-income Communities
  - 0%
- xiii. Ethnic Diversity Compared to Area
  - "No"
- xiv. Managing Gender Pay Equity Mangers
  - *Yes – the average compensation for men and women is equal in comparable managerial and non-managerial roles.*
- xv. Managing Gender Pay Equity Non-Managers
  - *Yes – the average compensation for men and women is equal in comparable managerial and non-managerial roles.*

- xvi. Supplier Ownership Diversity
    - *We do not know what % of our Significant Suppliers are majority owned by women or individuals from underrepresented populations.*
  - xvii. Supplier Diversity Policy
    - *Yes the company has a written policy giving preference to suppliers owned by women or individuals from underrepresented populations.*
  - xviii. Diversity and Inclusion Training
    - *"None of the above"*
- C. Civic Engagement and Giving
- i. Corporate Citizenship Program
    - *Statement on the intended social or environmental impact of company's charitable contributions*
    - *Cash and in-kind donations (excluding political causes)*
    - *Volunteer and pro bono services*
    - *Formal donations commitment (e.g. 1% for the planet)*
    - *Allowing workers and/or customers to select charities to receive company's donations*
  - ii. Volunteer Service Policies
    - *"20 hours or more a year of paid time off"*
  - iii. % of Employees Volunteer Service
    - *25-49% of eligible employees "took paid time off for volunteer service last year" (At least 11 out of 25 full-time people)*
  - iv. Total Amount of Volunteer Service Hours
    - *"Our company monitors hours contributed and has specific increase targets."*
    - *In 2017 we targeted to serve at least 500 hours serving our local and coffee communities*
  - v. Volunteer Service Per Capita
    - *32,000 / 500 = "0.1 -0.5%" of time*
  - vi. Total Amount of Charitable Donations
    - *\$17,783*
    - *\$10,829 to OTG*
    - *\$6,954 local non-profit organizations*
  - vii. % of Revenue Donated
    - *Less than 1% of revenue. (0.0045%)*
  - viii. Charitable Organizations Supported
    - *Some not all supported charitable (501c3) organizations supported by Amavida Coffee*

- a. *On The ground Global*
  - b. *Specialty Coffee Association*
  - c. *Seaside Neighborhood School & Sea Coast Collegiate High School*
  - d. *The Ohana Institute*
  - e. *Seaside Repertory Theatre*
  - f. *Rosemary Beach Foundation*
  - g. *The Seaside Institute*
  - h. *Synfonia*
  - i. *Bay Elementary*
  - j. *Cultural Arts Alliance*
  - k. *South Walton Montessori Academy*
  - l. *Floriopolis*
  - m. *Lake Powell Community Alliance*
  - n. *The Pour*
  - o. *Caring and Sharing*
  - p. *Eden State Park*
  - q. *South Walton Turtle Watch*
  - r. *Habitat for Humanity*
  - s. *Girl Scouts*
  - t. *Point Washington Medical Clinic*
  - u. *The Alys Beach Foundation*
  - v. *Alaqua*
- ix. Community Service and Charitable Practices
- *Company Contributed the majority of its cash, service and in-kind donations to local markets it sourced from or operates in*
  - *Company has public facing partnership with a service/charitable organizations*
    - a. *On the Ground Global*
    - b. *The Seaside Institute*
    - c. *The Rosemary Beach Foundation*
    - d. *St Andrews Independent Business Alliance*
    - e. *B Lab*
  - *Company provided facilities for community events or trainings*
    - a. *Gulf Health Restoration Network*
    - b. *Student Art Shows*
- x. Advocacy for Social and Environmental Practices

- *Yes, company has offered support in name and/or signed petitions*
  - a. *Gulf Health Restoration Network*
- *Yes, company has provided active staff time or financial support*
  - a. *Cooperative Impact Committee*
- *Yes, company has directly introduced, testified, made recommendations or provided expertise to advance standards*
- *Yes Company has worked with other industry players on a cooperative initiative*
  - a. *On the Ground Global and Cooperative Coffees +*

#### D. Local Involvement

- i. Geographic Structure and Scope
  - *Amavida is located in the panhandle of Florida between Santa Rosa Beach and Panama City. We have four retail locations and a coffee roasting and distributing location; all of our locations are in geography of 50 miles.*
- ii. Local Purchasing and Hiring Policies
  - *Written preference at each facility to purchase from local suppliers.*
  - *Written preference for hiring and recruiting local managers*
- iii. Spending on Local Suppliers
  - *50% of our expenses (excluding labor) in 2017 were spend with local, independent suppliers*
- iv. Local Ownership
  - *100% of the company's ownership is located locally.*
- v. National Sourcing
  - *80%+ of our Cost of Goods Sold was spent within the USA*
- vi. Impactful Banking Services
  - *A Certified B Corporation*
  - *A member of the Global Alliance for Banking on Values*
  - *A local bank committed to serving the community*
  - *An independently owned bank*

#### E. Suppliers, Distributors & Product

- i. Significant Supplier Descriptions
  - *Product Manufactures*
  - *Professional Service Firms (Consulting, Legal, Accounting)*
  - *Independent Contractors*
  - *Office Supplies*
  - *Raw Materials*

- ii. Social or Environmental Screening of Suppliers
    - *Yes – Company screen and/or evaluate Significant Suppliers for social and environmental impact*
  - iii. Supplier Screen Topics
    - *Screened for negative practices or regulatory non-compliance (e.g. no child labor)*
    - *Screened for positive practices beyond what is required by regulations (environmentally-friendly manufacturing process; excellent labor practices, etc.)*
  - iv. Supplier Evaluation Practices
    - *Significant Suppliers are evaluated based on company's own criteria*
  - v. Length of Supplier Relationships
    - *37-60 month*
  - vi. Supplier Code of Conduct
    - *Yes – There is a formal written Supplier Code of Conduct policy that specifically holds the company's suppliers accountable for social and environmental performance.*
  - vii. Supplier Quality Assurance Reviews
    - *78% of Significant Suppliers are subjected to regular quality assurance reviews of audits.*
  - viii. Independent Contractor Practices
    - *Independent contractors are verified to either work on a time-bound basis, or else split their time with work for other clients. Contractors not meeting either criteria have been offered employment.*
  - ix. Social or Environmental Purchases
    - *At least 28% of materials or products purchased are from suppliers that are purpose driven or have third party company level certification or approval.*
  - x. Revenue from Certified Products
    - *Between 75-99% of our revenues are generated from products that have a certification that assesses the product or production process for the product (including certifications related to social and environmental performance).*
  - xi. Quality Assurance Methodology
    - *Yes, we use an established methodology to manage quality assurance issues.*
- F. **Local Economic Development**
- i. Local Community Based Business

- *Yes – our company is a community based business, focused on serving our local economy*
- ii. Local Practices
  - *More than 75% of the company's ownership is located locally to at least 2/3 of the workforce*
  - *Company's headquarters or main production facility is located locally to where 75% of the end product is used.*
  - *The company banks with a local and independent institution or a local institution that has at least 50% of their loans/deposits coming from or to local sources*
  - *The company contributes 5% of profits or more to local charities*
- iii. Local Practices Summary
  - *4 of the 7 previous statements*
- iv. Purchases from Local Suppliers
  - *\$1,179,610 was spent with local, independent suppliers*
- v. Selling to Local Customers
  - *We do not track this.*
- vi. Verification of Local Development Model
  - *We cannot provide verification of our outcomes at this time.*
- vii. Efficacy of Local Business Model
  - *N/A – No direct research conducted*
- viii. Negative Impact Management
  - *No – company does not measure and manage negative or unintended outcomes by this business model*

#### G. Supply Chain Poverty Alleviation

- i. Supporting Underserved Suppliers
  - *Yes*
- ii. Purchasing from Underserved Suppliers
  - *Yes, I purchase directly from underserved suppliers*
- iii. Types of Underserved Suppliers
  - *Worker or Producer-Owned Cooperatives*
  - *Small-Holder Small Scale Farms/Suppliers in Underserved Markets (less than 50 employees)*
  - *Micro-entrepreneurs/artisans in underserved markets*
- iv. Beneficial Trade Terms for Underserved Suppliers
  - *A premium is paid beyond market price for community support and development*

- *Input materials come from relationship where contracts are signed and executed for the next year*
- *Input materials come from a relationship where the contract price was partially or fully paid in advance to significant suppliers (including loans through a partner organizations)*
- *Pricing of product is determined collaboratively with suppliers*
- v. % Purchases with Beneficial Trade Terms
  - *14%*
- vi. Purchases from Suppliers with Beneficial Trade Terms
  - *\$409,104*
- vii. Tracking Supplier Premiums
  - *Yes*
- viii. Premium Paid to Suppliers
  - *We do not track this.*
- ix. Methodology to Determine Premium Paid
  - *We have a a formula that is set with each coffee producer as follows: NYC price +10 cents Fair Trade Premium + 30 cents for Organic Premium +15 cents Quality Premium or a of Minimum 2.00 per lb FOB. This can be verified at fairtradeproof.org*
- x. Innovative Supply Chain Poverty Alleviation
  - *Cooperative Coffees Impact Committee is working in unique ways to go beyond general trade and to help improve social, economic, and environmental challenges faced by farmers and their communities.*
- xi. Support for Small-Scale Suppliers
  - *Capacity building to improve the efficiency of operations for the supplier*
  - *Capacity building to improve the social or environmental practices of the supplier*
  - *Support and training to improve quality and maintain quality assurance for the supplier*
- xii. % of Purchases from Supported Small-Scale Suppliers
  - *14%*
- xiii. Verification of Fair Wages and Working Conditions
  - *Suppliers meet third party certification standards (such as Fair Trade Certification)*
- xiv. Purchasing from Underserved Suppliers
  - *14%*
- xv. Wage and Working Conditions Screening

- *Suppliers are verified or certified by a third party to meet standards*
- xvi. Third Party Certification of Supply Chain
  - *Fair Trade International*
  - *Other (please describe): Fairtradeproof.org*
- xvii. Tracking Impact on Workers
  - *Yes*
- xviii. Tacking Impact Explanation
  - *We track some but not all. We have a Coop Impact Fund for coffee growers that we monitor and track results. In addition, our company is integrated with On The Ground Global bringing special needs projects such as water, education, healthcare, gender equity. We track the results of those projects and their impact on the community.*
  - *We do not have this level of cooperation with all suppliers and there is always so much more that needs to be done. Transparency is also sometimes difficult to confirm. We continually strive too.*
- xix. Supply Chain Transparency
  - *Customers have access to information about suppliers being sourced from, including their location*

#### H. Designed to Give

- i. Designed to Give Description
  - *We are formally committed to donate more than 20% of profits to charity each year.*
- ii. Total Donations
  - *\$17,783*
- iii. % Revenue Donated to Charity
  - *0-1.9%*
- iv. Charitable Giving Practices
  - *Play a leadership role with recipient charitable organization (e.g. board or advisory board participation)*
  - *Company screens charitable partners based on their own criteria.*
- v. Defining Outcomes
  - *Yes – the company has defined the outcomes it seeks through donations.*
- vi. Meeting Outcomes
  - *We have a track record of successful, verified positive outcomes and have created case studies based on these*
  - *There is a secondary research that supports the link between our type of product and the stated outcome.*

- vii. Efficacy of Charitable Giving
  - *N/A – No direct research conducted*
- viii. Negative Impact Management
  - *No*

**4. ENVIRONMENT: EVALUATES A COMPANY’S OVERALL ENVIRONMENTAL STEWARDSHIP INCLUDING ITS FACILITIES, RESOURCE USE, EMISSIONS, AND (WHEN APPLICABLE) ITS SUPPLY CHAIN AND DISTRIBUTION CHANNELS. THIS SECTION ALSO INCLUDES OPTIONS FOR COMPANIES WHOSE PRODUCT OR SERVICE IS DESIGNED TO ADDRESS A SPECIFIC ENVIRONMENTAL PROBLEM, FOR INSTANCE BY REDESIGNING TRADITIONAL MANUFACTURING PRACTICES OR BY PRODUCING PRODUCTS THAT CREATE RENEWABLE ENERGY, REDUCE CONSUMPTION OR WASTE, CONSERVE LAND OR WILDLIFE, OR EDUCATE ABOUT ENVIRONMENTAL PROBLEMS.**

**A. Inputs**

- i. Monitoring Energy Usage
  - *We monitor and record usage, and have specific reduction targets*
- ii. Monitoring Water Usage
  - *We do not currently monitor and record our usage*
- iii. Total Energy Use
  - *1010.358 gigajoules*
- iv. Total Renewable Energy Use
  - *1010.358 gigajoules*
- v. Total Water Use
  - *We do not track this*
- vi. Energy Use Reductions
  - *“Don’t know”*
- vii. Low Impact Renewable Energy Use
  - *75-99%*
- viii. Increasing Renewable Energy
  - *Yes*
- ix. Facility Energy Efficiency
  - *Equipment: Energy Star Appliances / Automatic Sleep Modes / After-Hour Timers / etc.*
  - *Lighting: Natural Light / CF Bulbs / Occupancy Sensors / Daylight Dimmers / Task Lighting / etc.*

- *HVAC: Programmable Thermostat / Timers / Occupancy Sensors / Shade Sun-Exposed Walls / Double-Paned Windows / etc.*
- x. Water Harvested Onsite or From Recycled Sources
  - *0%*
- xi. Water Conservation Practices
  - *Low-flow faucets/taps, toilets/urinals, showerheads*
- xii. Water Use Practices
  - *None of the above*
- xiii. Life Cycle Assessments
  - *No, formal life cycle study, but life cycle considerations taken into materials selection*
- xiv. Cradle to Cradle Certification
  - *0%*
- xv. Environmentally Preferred Materials
  - *50-74%*
- xvi. Source Reduction
  - *Yes*

#### B. Outputs

- i. Monitoring Greenhouse Gas Emissions
  - *Company does not currently monitor and record emissions*
- ii. Monitoring and Reporting Air Emissions
  - *Company does not currently monitor and record emissions*
- iii. Monitoring and Reporting Hazardous Waste
  - *Company does not currently monitor and record emissions*
- iv. Monitoring and Reporting Non-Hazardous Waste
  - *Company monitors and records emissions (no reduction targets)*
- v. Monitoring Toxic Wastewater
  - *Company does not currently monitor and record emissions*
- vi. Intensity Reduction Targets
  - *None of the above*
- vii. Total Waste Disposed
  - *We do not track this*
- viii. Total Waste Recycled
  - *Cardboard – 15,264lbs in 2017*
  - *Newspaper – 6,178lbs in 2017*
  - *TOTAL – 21,442 (10.721 tons)*
- ix. Total Scope 1 GHGs

- *We do not track this*
- x. Total Scope 2 GHGs
  - *We do not track this*
- xi. Total Scope 3 GHGs
  - *We do not track this*
- xii. Greenhouse Gas Emissions Reduced
  - *Don't know*
- xiii. % GHG Emissions Offset
  - *Don't know*
- xiv. Waste Reduction Programs
  - *No*
- xv. Hazardous Waste Disposal
  - *Yes*
- xvi. Hazard Exposure Assessments
  - *None of the above*
- xvii. End-of-life- Product Reclamation
  - *Yes*
- xviii. % Water Returned to Table with Same Quality
  - *Don't know*

#### C. Transportation, Distribution & Suppliers

- i. Minimizing Impact of Supply Chain Distribution
  - *Other*
- ii. Ton Miles Reduction
  - *Not tracked/unknown*
- iii. Sourcing % of COG from Local Suppliers
  - *37% ("30+" )*
- iv. Sourcing % of Raw Materials from Local Suppliers
  - *Identify raw materials – Milk, Honey, Kambutcha, Green Coffee*
  - *30%+*
- v. Tracking Chemicals in the Supply Chain
  - *Require suppliers to disclose specified chemicals of concern*
  - *Ask suppliers if they know all the chemical ingredients intentionally added to their product and all residuals of high concern present in the product (asking if they know only, not to provide the data to you)*
  - *Require suppliers to provide chemical information to a third party*
  - *Disclose all by-products, contaminants or trace materials to the public*

- vi. Suppliers Tracking Energy Use
  - *Don't know*
- vii. Suppliers Tracking Water Use
  - *Don't know*
- viii. Suppliers Tracking Water and Air Emissions
  - *Don't know*
- ix. Suppliers Tacking Waste and Recycling
  - *Don't know*
- x. Suppliers Tracking Hazardous Waste
  - *Don't know*
- xi. Suppliers Tacking Greenhouse Gases
  - *1-24%*
- xii. Suppliers Using Renewable Energy
  - *1-24%*
- xiii. Suppliers Reducing Greenhouse Gases
  - *Don't know*
- xiv. Suppliers Reducing Water Use
  - *Don't know*
- xv. Suppliers Responsibly Disposing Hazardous Waste
  - *Don't know*

#### D. Designed to Conserve Manufacturing Processes

- i. Designed to Conserve Manufacturing Introduction
  - *Yes*
- ii. Designed to Conserve Manufacturing Practices
  - *At least 15% of energy is from onsite renewables or 75% of energy is derived from purchased renewables sources (including RECs)*
  - *Core manufacturing process substitutes a critical chemical intensive manufacturing step that is of concern in the industry (i.e. toxic chemical elimination)*
- iii. Designed to Conserve Manufacturing Summary
  - *3 or fewer of the 10 statements*
- iv. Tons of Carbon Offset
  - *We do not track this.*
- v. Revenues from Designed to Conserve Manufacturing Methods
  - *Coffee Revenue = 866,920*

#### E. Toxin Reduction / Remediation

- i. Toxin / Pollution Reduction Overview

- *Amavida purchases coffee and tea from Organic fair trade producers that do not use pollutants to produce their crops. In addition, Amavida uses only green products for serve wear, cleaning supplies and pest control.*
- ii. Toxin / Pollution Description
  - *Product/services use less toxic/hazardous chemicals or materials than market alternatives (i.e. non-toxic cleaners, organic food, integrated pest management for agriculture)*
- iii. % Toxin Reduction
  - *We do not track this*
- iv. Revenue from Toxin Reduction / Remediation
  - *Coffee Revenue = 866,920*
- v. Tons of Carbon Offset
  - *We do not track this*
- vi. kWh Saved
  - *We do not track this*
- vii. Wasted Diverted
  - *We do not track this*
- viii. Water Saved
  - *We do not track this*
- ix. Verification of Toxin Reduction
  - *We have third party certifications or verifications that verify the efficacy of our product/service in delivering outcomes*
- x. Efficacy of Toxin Reduction / Remediation
  - *N/A – No direct research conducted*
- xi. Negative Impact Management
  - *No*

## 5. CHALLENGES 2017

- A. Coffee Grinds for Compost
- B. Availability of Local Recycle Programs
- C. Colocation / move of Roastery

## 6. GOALS 2018 – 2019

- A. Carbon Offsets

- B. Expand Employee Benefits & Explore Retirement Plan
- C. Employee Ownership
- D. Improve Supplier Screening and Deeper Understanding of Current Supply Chain

## 7. CONTACT US

Contact us with your feedback on Amavida Coffee & Tea's social and environmental performance.

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