



GEPA - Allocation of Fairtrade Order Volumes

1. Purpose and Scope

This document describes GEPA's internal regulations and processes for allocating Fairtrade volumes to trading partners. It serves to ensure transparency and traceability for contractual partners and interested parties.

2. Decision-Making Authority

The decision regarding the allocation of Fairtrade volumes rests with GEPA's purchasing team. The responsible individuals are named specifically and possess the appropriate authorization as outlined in their job descriptions.

3. Prohibition on Personal Gain in the Allocation of Order Volumes

No person, regardless of their position or role, may demand, accept, or be promised payments, gifts, benefits, or other advantages from a trading partner in order to influence decisions regarding the allocation of Fairtrade order volumes.

4. Reporting Suspected Violations

In the event that a person inside or outside GEPA demands a payment or other benefit in exchange for the allocation of Fairtrade volumes, it is possible to file a complaint anonymously.

Reports can be submitted via email to gf@gepa.de.

5. Criteria for Volume Allocation

The allocation of Fairtrade volumes is based on transparent criteria:

- Planning of purchasing volume based on sales forecasts
- Quantity available/offered by the trading partner
- Quality criteria
- Reasonableness of the price or quality premiums compared to the market, while complying with Fairtrade standards
- Results of the supplier evaluation
- Specific requirements of GEPA and GEPA customers (e.g. certifications)
- Long-term partnership and commitment to Fairtrade
- Diversification across multiple suppliers or origins to minimize risk

6. Availability and Distribution of the Document

This document is publicly available on the GEPA website and can be provided upon request at any time.