



Continuous Improvement Action Plan

COMPANY NAME

PREPARED BY

DATE CREATED

WHY THIS FORM IS USED

This plan focuses on the continuous improvement of one **management system** you have identified as a priority — the policies, day-to-day practices, and documentation that turn an Ethical Charter commitment into how your operation actually runs.

WHEN THIS FORM IS USED

This Action Plan is used when you have identified a **management system** in Grower LAB or Supplier LAB as a priority for continuous improvement.

HOW THIS FORM IS USED

Complete this form with the team closest to the work, keep it with your continuous-improvement records, and upload it to [LAB](#) as evidence that you have begun the work. Your responses remain private to your organization. Customers can see your Engagement Profile; some may ask about your continuous improvement plans and accomplishments. ECIP administrators may scan the form for completeness and credible engagement.

THE MANAGEMENT SYSTEM WE ARE IMPROVING

“*Legal requirements are maintained, tracked and met through a formal, documented process.*”

EXAMPLE — REPLACE WITH THE ASSESSMENT STATEMENT YOU HAVE PRIORITIZED

FROM YOUR GROWER LAB OR SUPPLIER LAB ASSESSMENT CHANNEL

PART 1 START WITH YOUR STRENGTHS — DETERMINE

ECIP's Appreciative Inquiry approach builds your plan from your existing strengths: *"the positive core."* Even if this management system needs improvement, parts of it, and of the systems around it, may already be strong.

What are we already doing well?

e.g., for a worker-feedback system: supervisors hold regular tailgate talks; workers know who to ask when something goes wrong; the documentation discipline we built for food safety could be applied here; experienced workers return year after year

What does good look like?

e.g., a written procedure signed by leadership; every worker and supervisor knows the system exists and how to use it; records show it working season after season; leadership reviews it regularly; the practice survives staff turnover because it is documented

PART 2 THE ACTION PLAN — DO

Strong action plans build on four elements: **(A)** a written policy or procedure endorsed by leadership; **(B)** documentation and record-keeping that show the system working; **(C)** worker awareness — workers know the system exists and how to use it; **(D)** regular review and follow-through.

A worked example appears in the first row. Add the steps that make sense for your business, then **check the box where a step is a Continuous Improvement Priority for your business**, assign an owner, and set a target date.

PRIORITY	ACTION STEP	WHO IS RESPONSIBLE?	TARGET DATE	RESOURCES NEEDED
☐	EXAMPLE Map how this system works today — step by step, from the worker's point of view — and identify every point where it could break down. Then draft or update the written procedure and have leadership sign it.	<i>e.g., HR Director</i>	<i>e.g., 90 days</i>	<i>LAB Learning Channel resources for this statement; ECIP Marketplace service providers</i>
YOUR STEPS Add steps below that make sense for your business and workforce.				
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PART 3 SUSTAINING SUCCESS — DELIVER

To ensure this becomes a habit and not just a one-time task:

How will we know we are making progress?

e.g., the written procedure is communicated in 100% of onboarding; workers and supervisors can describe the system when asked; records are reviewed each season; issues raised are resolved and documented

What support does the team need to keep this going?

I COMMIT TO UPDATING THIS ACTION PLAN ON

THE MANAGEMENT SYSTEM I AM IMPROVING

Copy the assessment statement from the box on page 1.

I WILL UPDATE MY SELF-ASSESSMENT RESPONSE TO THIS MANAGEMENT SYSTEM IN THE LAB ONCE WE HAVE ACHIEVED:

PART 4 FOR YOUR RECORDS — DEFEND

PRO TIP

As buyer expectations around responsible labor practices grow, the likelihood of being asked about your practices and your continuous-improvement accomplishments is increasing. A robust documentation package to keep at the ready includes: **(1)** a written policy or procedure endorsed by leadership; **(2)** records that show the system operating — logs, ledgers, training rosters, meeting notes; **(3)** evidence that workers know about and use the system; and **(4)** an action plan like this one that documents continuous improvement.

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REVIEW DATE

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