

ADMINISTRATIVE PROCEDURES	
<i>Administrative Procedure Section</i> FINANCE	<i>Policy Number</i> 202
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ADMINISTRATIVE PROCEDURE TITLE

Fair Trade Purchasing for Student Clothing

1.0 ADMINISTRATIVE PROCEDURE

- 1.1 All agreements to purchase from or to issue an exclusive licence agreement to a supplier will require guarantees that the student clothing was produced in keeping with the provisions and procurement requirements of the Board's Fair Trade Purchasing for Student Clothing Policy.
- 1.2 All agreements to purchase student dress code clothing and "spirit wear" will include the completion of the Fair Trade Purchasing for Student Clothing form (Appendix A).
- 1.3 In the case of current/existing contracts with the Board or schools, suppliers/licensees will be advised of the Board's Fair Trade Purchasing for Student Clothing Policy and will be required to abide by it.
- 1.4 All suppliers of clothing to the Board shall be required to:
 - a) publicly disclose the sites/factories where the student clothing is produced;
 - b) provide annual, public reports on progress in achieving compliance with the Policy;
 - c) permit factory monitoring by third-party, independent monitors;
 - d) ensure the student clothing is manufactured under safe, just, and healthy working conditions, and, at a minimum, in accordance with the standards detailed in the Safe, Just and Health Employment Standards.

- 1.5 In the event of non-compliance, the Manager of Purchasing, Planning and Facilities Administration will send a letter to the supplier/licensee directing him to rectify the concerns within a period of six months from the review date. If the supplier/licensee fails or refuses to rectify the concerns to the satisfaction of the Manager of Purchasing, Planning and Facilities Administration, he or she will recommend that the Board terminate the contract.

2.0 TERMS AND DEFINITIONS

(Based on the United Nations Universal Declaration of Human Rights)

2.1 SWEATSHOP

A “sweatshop” is a factory where workers do piecework in a poor working environment for very low wages and are prevented from forming unions.

2.2 SUPPLIER

The term “supplier” shall include all persons or entities that manufacture apparel sold or distributed by or on behalf of the Board/schools.

2.3 LICENSEE

The term “licensee” shall include all persons or entities that have entered into an agreement with the Board/schools to manufacture items bearing the name, trademarks, and/or images of the Board/schools.

2.4 MANUFACTURING PROCESS

The term “manufacturing process” shall include the assembly, packaging, and decoration of apparel.

2.5 DISCRIMINATION

Factories shall employ workers on the basis of their ability to do the job, not on the basis of their personal characteristics or beliefs.

- The factory employs workers without regard to race, colour, gender, nationality, religion, age, maternity, or marital status.
- The factory pays workers’ wages and provides benefits without regard to race, colour, gender, nationality, religion, age, maternity, or marital status.

2.6 CHILD LABOUR

Factories shall employ only workers who meet the applicable minimum legal age requirement or are at least 14 years of age, whichever is greater. Factories must also comply with all other applicable child laws related to hiring, wages, hours worked, overtime, and working conditions.

2.7 WAGES AND HOURS

Factories shall set working hours, wages, and overtime pay in compliance with all applicable laws. Workers shall be paid at least the minimum legal wage or a wage that meets local industry standards, whichever is greater. While it is understood that overtime is often required in garment production, factories shall carry out operations in ways that limit overtime to a level that ensures humane and productive working conditions.

2.8 WORKING CONDITIONS

Factories must treat all workers with respect and dignity and provide them with a safe and healthy environment. Factories shall comply with all applicable laws and regulations regarding working conditions. Factories shall not use corporal punishment, threats of violence, sexual harassment, verbal abuse, or any other form of physical or psychological coercion. Factories must be sufficiently lit and ventilated, aisles accessible, machinery maintained, and hazardous materials sensibly stored and disposed of. Factories providing housing for workers must keep these facilities clean and safe.

2.9 INTERNATIONAL LABOUR ORGANIZATION (I.L.O.)

The International Labour Organization is the United Nations specialized agency which seeks the promotion of social justice and internationally recognized human and labour rights.

3.0 REFERENCES/RELATED DOCUMENTS

International Labour Organization
United Nations Universal Declaration of Human Rights
United Nations Convention on the Rights of the Child
Safe, Just and Health Employment Standards
Universal Declaration of Human Rights

4.0 RELATED ADMINISTRATIVE PROCEDURES

AP-FIN-201, Fund-raising in Schools
AP-FIN-204, Purchasing

5.0 RELATED FORMS

Form PUR. 4, Fair Trade Purchasing for Student Clothing

6.0 ADMINISTRATIVE PROCEDURE REVIEW DATE

October 2018

7.0 APPROVED BY BOARD

February 22, 2005

8.0 EFFECTIVE DATE

October 22, 2013

9.0 REVIEW BY

Purchasing, Planning and Facilities Administration Department

10.0 LAST REVISION DATE

October 22, 2013