

BOARD POLICY	
<small>Policy Section</small> FINANCE	<small>Policy Number</small> 202
<small>Administrative Procedure Number</small> AP-FIN-202	<small>Page</small> 1 of 5

POLICY TITLE

Fair Trade Purchasing for Student Clothing

1.0 PURPOSE

The Peterborough Victoria Northumberland and Clarington Catholic District School Board is committed to reflecting Christ's values and abiding by the Social Teaching of the Church by ensuring that clothing manufactured for students is made under humane working conditions in compliance with accepted international standards and local laws, and to improving the working conditions and labour practices in the clothing industry worldwide.

2.0 POLICY

It is the policy of the Board to contract for the purchase of student clothing only if the manufacturer guarantees the clothing is made in compliance with acceptable international standards based on the principles of the Universal Declaration of Human Rights adopted by the General Assembly of the United Nations.

3.0 GUIDELINES

- 3.1 While factories throughout the world operate in different legal and cultural environments, the Board shall seek proof from suppliers providing student clothing that the goods are manufactured under safe, just, and healthy working conditions.
- 3.2 The Board shall take responsible measures to ensure that suppliers, including but not limited to subcontractors, servants, agents, and employees of suppliers, who provide student clothing do not contract or deal with 'sweatshops' but rather that student clothing is manufactured under safe, just, and healthy working conditions.

- 3.3 The Board shall ensure that schools within the jurisdiction of the Board shall only purchase or grant licences to those suppliers who agree to adhere to the Board's Policy.
- 3.4 Companies/suppliers shall be required to include in their tender agreement for purchase of student clothing a declaration of compliance to this Policy. Form PUR4, Fair Trade Purchasing for Student Clothing.
- 3.5 Should the Board require a review of detailed information concerning a prospective supplier, the Manager of Purchasing, Planning and Facilities Administration shall ensure compliance with Board Policy.
- 3.6 Prior to entering into a contract with the Board, suppliers shall be required to provide the names, addresses, telephone numbers, and other contact information of all workplaces where the clothing is being manufactured. This information will be considered public information. When companies make this information publically available, human rights organizations can investigate conditions and report violations when they occur.
- 3.7 It is the supplier's responsibility to prove that the worker rights outlined in this Policy are being respected. Suppliers shall be required to provide annual, public reports on their progress in achieving compliance with the Policy. Reports shall include: information on the supplier's monitoring and verification program; the name of the third-party auditing organization if they are using one; the findings of monitoring and third-party audits; and a summary of corrective action taken.
- 3.8 Clothing suppliers shall be required to allow factory monitoring by reputable third-party and independent monitors such as the International Labour Organization. The findings of third-party audits are to be made available to the Board, the people making the complaint, and the public.

4.0 TERMS AND DEFINITIONS

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

4.1 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.

4.2 SUPPLIER

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

4.3 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.

4.4 MANUFACTURING PROCESS

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

4.5 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.

4.6 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.

4.7 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.

4.8 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.

4.9 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.

5.0 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

6.0 RELATED POLICIES

Policy 201, Fund-raising in Schools
Policy 204, Purchasing

7.0 RELATED FORMS

Form PUR. 4, Fair Trade Purchasing for Student Clothing

8.0 APPROVED BY BOARD

February 22, 2005

9.0 EFFECTIVE DATE

October 22, 2013

10.0 POLICY REVIEW DATE

October 2018

11.0 REVIEW BY

Purchasing, Planning and Facilities Administration Department