



BOARD ADMINISTRATIVE PROCEDURE	
<i>Administrative Procedure</i> Fair Trade Purchasing for Student Clothing	<i>Administrative Procedure Number</i> 608
<i>Directional Policy</i> 600 – Stewardship of Resources	

TITLE OF ADMINISTRATIVE PROCEDURE:

Fair Trade Purchasing for Student Clothing

DATE APPROVED:

February 2021

PROJECTED REVIEW DATE:

February 2026

DIRECTIONAL POLICY ALIGNMENT:

This Administrative Procedure aligns with the Stewardship of Resources Directional Policy – 600 by ensuring that clothing manufactured for students is made under humane working conditions in compliance with accepted international standards and local laws, and to foster improving the working conditions and labour practices in the clothing industry worldwide.

ALIGNMENT WITH MULTI-YEAR STRATEGIC PLAN:

The Fair Trade Purchasing for Student Clothing – 608 supports our Vision for Achieving Excellence in Catholic Education: Learn, Lead, Serve, by contracting the purchase of student clothing only if the supplier 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.



Strategic Priorities 2017-2020

Vision

Achieving Excellence in Catholic Education
LEARN • LEAD • SERVE

Mission

To educate students in faith-filled, safe, inclusive Catholic learning communities by nurturing the mind, body and spirit of all.

LEARN

Achieve excellence in instruction and assessment to enable all students to become reflective, self-directed, lifelong learners.

LEAD

Foster critical thinking, creativity, collaboration, and communication, to enable all students to realize their God-given potential.

SERVE

Inspire engagement and commitment to stewardship for creation to enable all students to become caring and responsible citizens.

ACTION REQUIRED:

1.0 General

- 1.1 The Board shall take reasonable measures to seek proof from suppliers providing student clothing, as well as subcontractors and agents of suppliers, that their goods are manufactured under safe, just and healthy working conditions.
- 1.2 The Board shall ensure that schools within the jurisdiction of the Board only purchase or grant licenses to those suppliers who agree to adhere to the Board's Administrative Procedure.

2.0 Student Clothing Contracts

- 2.1 Companies/suppliers shall be required to include a declaration of compliance to this Administrative Procedure in their tender agreement for the supply of student clothing

Should the Board require a review of detailed information concerning a prospective supplier, the Manager of Purchasing, Planning and Facilities Administration shall pursue compliance with this Administrative procedure.

- 2.2 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.
- 2.3 It is the supplier's responsibility to prove that the worker rights outlined in this Administrative Procedure are being respected. Suppliers shall be required to provide annual, public reports on their progress in achieving compliance with the Procedure. 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.
- 2.4 Clothing suppliers shall be required to allow factory monitoring by reputable third-party and independent monitors. The findings of third-party audits are to be made available to the Board.
- 2.5 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

3.0 Sports & Spirit Wear

- 3.1 All Suppliers providing Sports and Spirit Wear will be required to complete and sign a Fair Trade Purchasing for Student Clothing declaration form (Appendix A). Suppliers agree to comply and adhere to all the provisions of this Administrative Procedure.

RESPONSIBILITIES:

The Board of Trustees is responsible for:

- Ensuring alignment of the administrative procedure Fair Trade Purchasing of Student Clothing, with the Stewardship of Resources Directional Policy.

The Director of Education is responsible for:

- Ensuring compliance with the administrative procedure Fair Trade Purchasing of Student Clothing and the Stewardship of Resources Directional Policy.
- Designating resources to implement this Administrative Procedure.

Superintendents of Schools and System Portfolios are responsible for:

- Assigning resources to ensure the implementation of and compliance with the Administrative Procedure.

Manager of Purchasing, Planning and Facilities Administration is responsible for:

- Ensuring that systems and processes are in place so that the purchase of Student Clothing is compliant with the Fair Trade Purchasing of Student Clothing Administrative Procedure.
- Ensuring that Purchasing Department maintains overall responsibility for determining the terms and conditions for tendering and that any Student Clothing tender documents refer to and are compliant with this Administrative Procedure.
- Providing tools and supports to each principal, supervisor, manager and superintendent to ensure his or her staff are appropriately informed and comply with the Fair Trade Purchasing of Student Clothing Administrative Procedure.

Principals are responsible for:

- Ensuring all school and department purchases of student clothing, sports and spirit wear are compliant with the Fair Trade Purchasing of Student Clothing Administrative Procedure.
- Ensuring that student councils and school clubs are appropriately informed of this administrative procedure.

Managers and Supervisors are responsible for:

- Ensuring all department purchases of clothing and spirit wear for staff are compliant with the Fair Trade Purchasing of Student Clothing Administrative Procedure.

PROGRESS INDICATORS:

- PVNC Catholic will continue to require that the Purchase of Student Clothing be from approved suppliers that guarantee their clothing is made in compliance with acceptable international standards.

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

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.

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

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.

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

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.

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.

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.

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.

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.

REFERENCES:

[Universal Declaration of Human Rights](#)

[International Labour Organization](#)

[United Nations Convention on the Rights of the Child](#)

[Purchasing Handbook](#)