



Agenda

COMMITTEE-OF-THE-WHOLE

Monday, March 9, 2020
OPEN MEETING – 7:00-8:30 P.M.
CATHOLIC EDUCATION CENTRE – BOARDROOM

Chairperson: Linda Ainsworth

Trustees who are unable to attend are asked to please notify
Andrea Bradley, Administrative Assistant
(705) 748-4861 ext. 1243 or by email: abradley@pvnccdsb.on.ca

A. Call to Order:

1. Opening Prayer.
2. We acknowledge that we are meeting on the traditional and treaty territory of the Mississauga Anishinaabe.
3. Approval of Open Meeting Agenda.
4. Declarations of Conflicts of Interest.
5. Approval of the Minutes of the Open Meeting of the Governance Committee held on January 13, 2020 – deferred.
6. Business Arising from the Minutes.

B. Recommended Actions/Presentations:

C. Information Items:

1. Fair Trade Purchasing (AP 608). Page 3
2. Pre-Budget Benchmarks and Historical Data.

D. Old Business:

E. New Business:

F. Next Meeting:

1. Tuesday, April 14, 2020 – 6:30 p.m.

G. Conclusion:

1. Closing Prayer.
2. Adjournment.



BOARD POLICY	
<i>Policy Section</i> FINANCE	<i>Policy Number</i> 202
<i>Administrative Procedure Number</i> AP-FIN-202	<i>Page</i> 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



ADMINISTRATIVE PROCEDURES	
<i>Administrative Procedure Section</i> FINANCE	<i>Policy Number</i> 202
<i>Administrative Procedure Number</i> AP-FIN-202	<i>Page</i> Page 1 of 4

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

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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



Peterborough Victoria
Northumberland and Clarington
Catholic District School Board

APPENDIX A

PUR. 4

FAIR TRADE PURCHASING FOR STUDENT CLOTHING

NAME OF COMPANY

ADDRESS

CITY

POSTAL CODE

PHONE NUMBER

FAX

EMAIL

CONTACT PERSON

POSITION

STATEMENT OF COMPLIANCE:

“The supplier hereby warrants, represents and agrees, that it, and any of its subcontractors, servants, agents or suppliers will, at all times during the term of the agreement and any extended term, comply and adhere to all of the provisions of the Board’s policy, attached hereto and forming part of this agreement. Breach of any provision of the Board policy, or failure to reasonably satisfy the Board that the suppliers continually adhere to the policy during the term of this agreement (or any extensions thereof) will entitle the Board, in its sole and absolute discretion to provide written notice of termination of this agreement effective immediately. Notwithstanding said written notice of termination, the supplier shall complete all existing orders with parents of the school but shall not accept or solicit any further order from parents of the school after receipt of the written notice.”

SIGNATURE OF SIGNING OFFICER

DATE

MANAGER OF PURCHASING, PLANNING, AND FACILITIES ADMINISTRATION

DATE

COPIES: 1. SUPPLIER 2. PURCHASING DEPARTMENT