



Generic International Standard for Rug Producers
Version 3.0 – January 2016
GoodWeave International



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The official language of this Standard and supporting systems is English. In the case of inconsistency between versions, reference shall default to the English version.

GoodWeave International Generic International Standard for Rug Producers

GoodWeave is an international organization working to stop child labour in the carpet industry and to replicate its market-based approach in other sectors. Recognizing that the problem of child labour is intertwined with those of adult working conditions and environmental stewardship, GoodWeave promotes the production, labelling and marketing of rugs made in a socially and environmentally responsible manner. The GoodWeave certification label is issued to rug manufacturers that adhere to the GoodWeave Standard, agree to independent verification and voluntarily join as licensees.

The GoodWeave Generic International Standard for Rug Producers (the “Standard”) applies to licensed exporters in all countries where GoodWeave works. GoodWeave is guided by international human rights and labour laws, in particular the provisions of ILO Conventions 138 (Minimum Age), 182 (Worst Forms of Child Labour), and 29 (Forced Labour) as well as the United Nations Convention on the Rights of the Child in the implementation of this Standard. In order to ensure that the best international standards are met, GoodWeave is a full member of the International Social and Environmental Accreditation and Labeling (ISEAL) Alliance and meets the requirements of the ISEAL Standard Setting Code of Good Practice.

Objectives

The broad aims of the Standard are:

- To eliminate child labour, forced labour and bonded labour in the handmade rug industry by ensuring compliance with the Standard and implementing effective and sustainable remediation procedures;
- To provide a coherent and consistent Standard that may be applied across all rug producing countries, taking into account different production methods;
- To facilitate transparent monitoring and verification of working conditions in rug producing countries;
- To encourage positive changes in the community, particularly the reduction of child labour, forced labour and bonded labour and an increase in access to children’s education; and
- To provide an independent assurance (label) for rug consumers worldwide that producers meet the GoodWeave Standard.

These objectives are supported by three Certification Principles and their related Certification Requirements listed in Section A of this Standard. GoodWeave also aims to address the root causes of child labour by promoting other fundamental human rights in the workplace and creating a positive impact on rug workers’ lives, working conditions

and the industry as a whole. The Progress Principles described in Section B are designed to support this objective; however it should be noted that these fall outside the current scope of GoodWeave certification and are intended to encourage progressive improvement over time. GoodWeave will assess producers against these Progress Principles annually in order to monitor the feasibility of further expanding the Standard by incorporating them as additional Certification Principles in the future.

Scope

This Standard is a product standard and attests to the conditions under which the product was made. It applies to rug-making processes carried out in factory, homework and village-based cottage industry situations. It addresses issues related to child labour organized under three Certification Principles, which includes the transparency needed to verify compliance with the Standard. This Standard is generic and applicable to all countries of production and to production sites of differing sizes and levels of capabilities. GoodWeave will provide guidance on application of the standard where needed due to variations in local manufacturing conditions and types of workplaces.

This Standard covers all workers and workplaces in which rugs or carpets are produced. It applies to all operations involved in the manufacture of the carpet or rug. This includes all processing activities from receipt of raw material until the finished product and specifically includes all subcontracted processes. The producer is responsible for the operations of its subcontractors and is encouraged to monitor continuously the compliance of the Standard at all levels of the supply chain. The scope of the Standard does not include the raw material supply chain. The boundary of the Standard is those processes for which the producer and its subcontractors are directly responsible:

- Where the main material for manufacture is bought ready spun or dyed, the Standard is valid at the point of entry to the facility. The scope does include these processes where they are carried out within the production facilities of the producer or its sub-contractors.
- Where all processes are carried out at vertically integrated manufacturing sites, as well as for other sites which use subcontractors, the scope includes the main site plus all subcontracted weaving and wet processes.

Responsibilities for Adherence to the Standard

Producers must ensure that they and their subcontractors are made aware of and adhere to the GoodWeave Standard. The responsibility for adherence to the Standard lies with the producers themselves (licensees and their subcontractors). Where homework is carried out, the contractor that has employed the home workers is responsible for ensuring the requirements are met. Based on feedback from producers using the Standard, GoodWeave will determine whether producer technical support or capacity building programmes are needed to aid in its implementation.

While all parties along the supply chain are responsible for ensuring the success of the Standard, it is not the function of the Standard to detail these responsibilities. GoodWeave will provide guidelines and policies accompanying the Standard to address specific aspects of implementation (e.g. remediation and homeworker guidelines). These will ensure that all parties involved in implementing the Standard are aware of their roles and responsibilities.

GoodWeave Certification Label

In order to receive the GoodWeave certification label, exporters must be licensed with GoodWeave and all producers and their subcontractors in the supply chain must adhere to the requirements contained in this Standard. Failure to adhere to the requirements is considered a breach of the Standard (non-compliance). Non-compliance with the Standard must be corrected by the producer; otherwise if not corrected this will lead to a suspension or revocation of the license to use the GoodWeave certification label. Licensed exporters must also pay all applicable fees for use of the certification label to GoodWeave according to current rates. Decisions relating to certification, including approval of new license applications, issuance of certification labels, corrective actions in cases of non-compliance and renewal of licenses are made by the GoodWeave International Certification Division (GWI-CD).

Standard Structure

The Standard is organized as follows:

- A. Certification Principles – The Standard is based on three Certification Principles covering child labour, forced and bonded labour, and the transparency needed to verify compliance. Each principle contains clarifications describing and linking its intent to the Certification Requirements. The Certification Principles are numbered A1 through A3.
 - Certification Requirements – Each Certification Principle is supported by several requirements. These are indicators of compliance with the principle, which producers must meet in order to demonstrate adherence to the Standard.
- B. Progress Principles – In addition to the requirements for certification, GoodWeave also sets criteria to measure progress against a broader set of related labour rights and environmental impacts. These Progress Principles are presently outside the scope of the certification, but GoodWeave intends to bring them into the scope in future revisions of the Standard. GoodWeave will assess producers against the Progress Principles annually in order to aid in identifying areas for improvement. The Progress Principles are numbered B1 through B4.

- Appendices:
 - Guidelines for Child Labour Prevention and Remediation – Useful information for producers regarding steps that can be taken to prevent and address child labour in supply chains, and the role of GoodWeave in carrying out child labour remediation.
 - Progress Principles Criteria – These are included for informational purposes only to provide an indication of the types of criteria that are planned to be added to the scope of certification in the future. These have not been finalized and GoodWeave is working with producers to pilot, assess and refine these criteria with the goal of bringing them into the scope of certification in the future.

Application and Review Timetable

GoodWeave follows the *Operating Procedure: Development of GoodWeave Standards* for the process of reviewing, revising and implementing changes to the Standard.¹ The latest draft version 2.5.2 was released for final public consultation in October 2014 and approved by the GoodWeave International Standards Committee in January 2015 without substantive changes. Based on its approval of the standard development process, the Executive Leadership Team adopted the Standard and approved it for use with a 12-month transition timeline. This version of the Standard supersedes all previous versions as of January 1st, 2016.

- Existing licensees shall be audited against this version of the Standard no later than December 31st, 2015.
- New licensees are audited against this version of the Standard upon their initial application.
- GoodWeave will inform licensees about timelines for completing any corrective actions according to guidelines set by the Standards Committee. Certification will be suspended if any corrective actions related to major non-compliances are not completed within the allowed timeline.
- A review of the Standard will take place initially one year after coming into force and then at least every five years thereafter.

¹ Please visit <http://www.goodweave.org/standard/standard-development> for more information about the standard development process.

CERTIFICATION PRINCIPLE A1: NO CHILD LABOUR IS ALLOWED

Clarification: The producer shall not engage in or support the use of child labour. Child labour is defined as any work which is likely to be harmful to the health or development of a child; or would prejudice their attendance at school, their participation in vocational or training programmes approved by the competent authority, or their capacity to benefit from the instruction received. This includes the sale and trafficking of children and all forms of slavery or practices similar to slavery of children. All practices must conform with the relevant ILO standards (Conventions 138 and 182) and national law at a minimum. Where national law or international conventions set a lower age limit for employment or work than the GoodWeave Standard, the higher age limit shall be observed. GoodWeave further recommends that the minimum age for entry to work is progressively raised from 14 to 15 years old. The producer shall use all available forms and documents (that includes birth certificate, dentist's report) of identification to verify the age of workers. In situations where child labour is found, remediation procedures shall be put in place and no further recruitment or replacement of children is allowed.

ILO Convention 177 on home work also applies throughout the standard regarding working conditions. Where children help their parents at home after school and during holidays, this is not considered as child labour under the following conditions:

- The child's work does not jeopardise her or his attendance at school, and is not so demanding as to undermine her or his educational attainment.
- The work does not jeopardise the child's social, moral or physical development and does not constitute a hazard to the child's general health and wellbeing.
- The child is supervised and guided by an adult member of the immediate family.

Certification Requirements:

A.1.1: Children below the age of 14 are not employed or allowed to work. (Where the national legal limit or end of compulsory school age is above 14, the higher age limit will be followed.)

A.1.2: The producer displays notices prominently declaring that they will not allow child labour in the production of carpets.

A.1.3: Producers verify the age of workers to ensure that no children are employed or allowed to work illegally.

A.1.4: Processes are in place for remediation where child labour is found. Producers work with GoodWeave and/or local remediation projects in cases where child labour is found.

Clarification: Children between the age of 15 and 18 years may also be referred to as “young workers” or “young persons,” and are restricted from certain kinds of work such as hazardous work. This is in line with international norms including ILO conventions and the UN Convention on the Rights of the Child. Where national law prescribes a lower age range for defining young workers, this higher range shall be followed. Where young workers are employed or allowed to work who are subject to local compulsory education laws, the producer shall ensure that no such young person works during school hours or other times of day that are prohibited by local law; and combined hours of transportation and time spent working do not exceed the maximum allowed by law. The producer shall not expose children or young workers to situations that are physically, psychologically or morally hazardous, unsafe or unhealthy. This includes the children of workers who live in or regularly visit the factory compound or worksite.

Certification Requirements:

A.1.5: There is a register stating the age of young workers under 18 years and the work they do. All legal requirements for young workers are followed and documentation kept as prescribed by local and national law and regulations as well as international conventions for work given to children below the age of 18.

A.1.6: A list of the tasks carried out by young workers is produced, identifying potential hazards to ensure that young workers are not engaged in hazardous work.

A.1.7: An education/employment plan is in place for young workers who are subject to compulsory education laws to ensure the work does not interfere with their schooling.

Clarification: Where work is carried out in homes (homework) children are covered by this principle. The responsibility for meeting the Certification Requirements in these situations rests with the employer who has contracted the work with the homework unit. GoodWeave will also provide homework guidelines to aid in the implementation of this principle. Wherever possible the producer or contractor should co-operate with local community initiatives to contribute to the establishment of social norms, good practice and/or functioning institutions to ensure that every child receives educational opportunities.

Certification Requirements:

A.1.8: Where work is carried out in homes, home workers are made aware of the limitations on hours and type of work in which children and young persons can be involved, and are made aware of the specific dangers to children in the workplace.

A.1.9: Where children or young workers who are subject to local compulsory education laws are engaged in homework, the contractor must show that no such child or young person is employed or allowed to work during school hours.

CERTIFICATION PRINCIPLE A2: NO FORCED OR BONDED LABOUR IS ALLOWED

Clarification: No one shall be forced or otherwise compelled to work. All practices must conform with the relevant ILO standards (C29 and C105) and national law at a minimum. The following situations suggest that bonded labour is taking place:

- There is no agreement with the workers for his/her work,
Producers must have an agreement with the workers on the terms and conditions of work, preferably a written agreement. Verbal agreements may be verified through worker interviews and other available documentation, e.g. pay records, general terms and conditions or publicly displayed job descriptions.
- The worker is not free to work for another employer
Producers must refrain from using any form of physical or psychological measures to prevent workers from leaving employment. Workers may not be recruited using loans to their families that pressure young workers to remain in employment to pay off family loans. This in effect constitutes debt bondage.
- The worker is not allowed to move outside the workplace
Producers must not restrict the movement of workers and allow workers to leave work premises at any time after a standard work day.

The producer shall not provide loans to workers with interest rates at a level which leaves them in difficulty of repayment and binds them to the job (see also Progress Principle B.3b: Wages). Wages shall not be withheld nor workers forced to work as a payment against a debt to the employer. Payment in kind is only permissible when they constitute partial payment for work performed and are allowed by law. Such payments must be correctly valued and appropriate for the use of the worker and his/her family. If workers are recruited through an intermediary, these same requirements apply to the recruiter or contractor.

Certification Requirements:

A.2.1: Workers are not forced or otherwise compelled to work.

- Workers are free to leave employment after a reasonable and agreed notice period without penalty.
- Workers are free to leave work premises at any time after a standard work day.
- Workers are not required to lodge deposits or surrender original identity papers in return for work.

A.2.2: Producers have a written or verbal agreement in place with the workers on terms and conditions of employment, in whatever form is most suitable for the situation. Where workers are not literate or do not understand the language used by the producer, an explanation is also given in a form they can understand.

A.2.3: Workers are not bound to the job through their debt and are provided with clear individual wage records, including in-kind payments (if any) and payments against company loans.

CERTIFICATION PRINCIPLE A3: CONDITIONS OF WORK ARE DOCUMENTED AND VERIFIABLE

Clarification: In order to ensure that conditions of work are verifiable, producers must administer business practices, which are transparent towards GoodWeave and adhere to all relevant local and national laws and regulations at all levels of the supply chain. Exporters must meet all GoodWeave requirements for licensing, which includes:

- All company registration and tax documents (as applicable) are completed.
- All associated GoodWeave license fees are paid.

Licensees must be able to show a fully traceable supply chain for the production processes and register all production sites with GoodWeave. In the case where a producer directly, or through its contractor is hiring home workers, more detailed information should be provided (e.g. village name, number of family members and children per household). In the case of homework, the employer (producer or contractor) that has contracted work with the unit is responsible for ensuring the Certification Requirements are met with respect to every homework unit.

Producers at all levels of the supply chain must allow access to production sites for unannounced inspections by GoodWeave, as well as access to relevant documentation and personnel during verification visits. The necessary records and documentation to verify compliance with Certification Principles A1-A3 shall be required for certification purposes; producers are also recommended to maintain additional documentation of business practices related to the Progress Principles B1-B4.

Producers should ensure all workers covered by the Standard aware of its content and implementation processes, and share knowledge to help improvement in the industry.

Certification Requirements:

A.3.1: Producers disclose a fully traceable supply chain for all production processes.

A.3.2: All production sites are registered with GoodWeave, including individual looms and subcontractors used for specific elements of the whole rug-making process. Only production sites registered with GoodWeave are used.

A.3.3: Access is allowed to relevant documentation and personnel during verification visits.

A.3.4: Access is allowed to production sites for unannounced inspections by GoodWeave approved personnel.

A.3.5: Access is provided to workers for confidential interviews during verification visits.

B. PROGRESS PRINCIPLES

GoodWeave recognizes the problem of child labour is intertwined with those of adult working conditions and environmental stewardship. In order to better serve children and families in carpet weaving communities, GoodWeave has developed a set of Progress Principles that seek to address the root causes of child labour by improving lives in weaving communities. These are presently outside the scope of certification, thus they are not currently required to be met for certification purposes. However, GoodWeave is committed to working actively with all parties involved in the supply chains from importers in consumer countries to carpet producers and weavers to address the attendant issues and intends to bring these principles into the scope of the certification in future revisions of the Standard.

Progress Principles

- B1: Freedom of association and collective bargaining are recognised
- B2: No discrimination is practiced
- B3: Decent working conditions are respected
 - a: Workplace safety and health
 - b: Wages
 - c: Working hours
 - d: No harsh or inhumane treatment
- B.4: Negative environmental impacts of production are identified and minimised

The criteria associated with Progress Principles B1-B4 listed in Appendix 1 are provided for informational purposes only as an indication of the types of criteria that are planned be added to the Standard in the future. These criteria have not been finalized and GoodWeave is working with producers to pilot, assess and refine them. GoodWeave is also working with licensees to assess the current situation in carpet production supply chains across all producing countries, and identify opportunities for improvement through capacity building and technical assistance. GoodWeave will assess producers' progress against these criteria annually with the goal of further expanding the Standard to include these principles into the certification scope in the future.

Appendix 1: Progress Principles & Criteria

PROGRESS PRINCIPLE B1:

Freedom of association and collective bargaining are recognised

Clarification: All practices should conform with the relevant ILO standards (C87, C98, C135 and C154) and national law at a minimum. Workers, without distinction, have the right to join or form an association in the form of trade unions, workers' collectives or otherwise, and to bargain collectively. The producer should ensure that duly elected workers' representatives and workers involved in organizing activities are not the subject of discrimination and are free to carry out their representative function in the work place. Where unions do not exist, workers have the right to access a representative workers' committee and Grievance Cell, which should adhere to the following principles to be functional: it should be predictable, equitable, transparent and compatible with the rights of workers.

Progress Criteria:

B.1.1: The producers maintain an open attitude toward the organization of the workforce (in trade unions or otherwise) and workers' participation in union activities and take a positive approach towards dealing with any association that workers choose voluntarily to form or join.

B.1.2: Producers allow unions or other workers' organisations access to the work place.

B.1.3: Producers provide access to a meeting place for unions or other workers' organisations when needed.

B.1.4: Home workers are given the opportunity to elect a representative specifically for themselves.

B.1.5: Where they exist, duly elected workers' representatives and workers involved in organising activities are not discriminated against and are free to carry out their representative function in the work place.

B.1.6: Where unions do not exist, a grievance mechanism or Grievance Cell is established. Workers and their representatives have access to the Grievance Cell and protections for anonymity are in place.

B.1.7: A representative workers' committee or worker/management forums for social, environmental, educational, financial and industrial development are in place.

PROGRESS PRINCIPLE B2: No discrimination is practised

Clarification: All practices should conform with the relevant ILO standards (C100, C111, C156 and C183) and national law at a minimum. The producer should not engage in or support discrimination in hiring, remuneration, access to training, promotion or termination based on:

- race,
- caste,
- national origin,
- religion,
- disability,
- sex,
- sexual orientation,
- union membership,
- political affiliation,
- age, or
- other bases provided for in national law or collective agreements

Where migrant work is legally permitted the producer will not discriminate against migrant workers. The producer should be sympathetic to the needs of the workers relating to religion, disability, gender, and union membership. All forms of sexual or other harassment, workplace violence, physical or psychological abuse against women and other protected classes as described above is prohibited (see also B.3.d). Female workers should be entitled to maternity leave with full pay. This follows requirements of national law but should be at least 12 weeks. No pregnant worker should be required to undertake any type of work harmful to her in the period prior to her maternity leave, and no woman should be dismissed solely because she is pregnant.

Progress Criteria:

B.2.1: Producers have a written policy about their recruitment practices, employment terms and disciplinary practices.

B.2.2: Producers ensure that no discrimination is practised on the basis of any protected class, such as race, caste, ethnicity, nationality, religion, disability, sex or sexual orientation.

B.2.3: Processes are in place to ensure equal treatment and opportunities for male and female workers.

B.2.4: The producer stimulates the participation of disadvantaged groups at different levels in the company.

B.2.5: Reasonable accommodation for workers with disabilities is provided where relevant.

B.2.6: Processes are in place to address the needs of pregnant women workers. These cover maternity leave, guidance on the type of work that may be undertaken during pregnancy and assurance of job security while pregnant.

PROGRESS PRINCIPLE B3: **Decent working conditions are respected**

B.3.a: Workplace safety and health

Clarification: All practices should conform at a minimum to all the relevant ILO standards (C155, C170 and C187) and national laws and regulations. The producer should provide a safe and healthy working environment (on the basis of consultation, GoodWeave will determine which conditions meet these requirements). The management team is responsible for occupational health and safety (H&S), including at a minimum:

- A hazard assessment suitable to the work site should be carried out to identify workplace hazards and address them;
- The physical demands of the work should be adapted to be appropriate to the age and strength of the person concerned;
- The producer should ensure that all workers receive training in H&S, potential hazards in the workplace and personal protective equipment (PPE) as suitable to the work site;
- Where necessary the producer should provide the workers with PPE, supply educational materials on its importance and require its usage (e.g. for those handling waste water, toxic dyes and/or chemicals, or operating dangerous machinery);
- Chemicals should be labelled in language that is used by workers in the worksite. Safety Data Sheets should be in language understandable to supervisors and workers;
- If living accommodation is provided for workers, the H&S criteria apply to dwellings as well, and it should be safe, hygienic and segregated from the factory or production area and from materials storage areas.

Progress Criteria:

B.3.a.1: The factory floor is clean and organized.

B.3.a.2: Passageways and exits are available and are maintained unobstructed at all times during working hours.

B.3.a.3: If the producer provides the workers with living quarters, the conditions and the infrastructure of the building ensures health & safety, decency, privacy and security.

B.3.a.4: Appropriate fire alarm and safe evacuation procedures are in place, in the work-place and living quarters, if these are provided. Fire safety training is provided to all workers and management.

B.3.a.5: All workers have access to drinkable water and clean toilet facilities and workers are allowed to use these facilities as needed in the work-place and living quarters.

B.3.a.6: Workers are made aware of and provided instructions on occupational health and safety (H&S) measures taken by the factory in order to ensure overall support and engagement in H&S upkeep.

B.3.a.7: A manager is appointed with responsibility for occupational health and safety (H&S) management.

B.3.a.8: The producer reduces exposure to harmful materials by reducing the volume of such inputs in the production process and providing personal protective equipment (PPE), which is suitable and adequate for the work carried out, properly selected, fits, is well maintained and its use overseen.

B.3.a.9: Basic first aid provisions are in place.

B.3.a.10: The licensee and/or contractor has a programme in place or works with GoodWeave to assist homeworkers on identifying and mitigating potential hazards in rug manufacturing, safe workloads and providing regular training and/or information in H&S, which is suitable for the work site.

B.3.b: Wages

Clarification: All practices should conform with the relevant ILO standards (C95 and C131) and national law at a minimum. Wages and benefits paid should meet, at a minimum, national legal standards or industry benchmark standards, whichever is higher. In any event wages should always be enough to meet basic needs and to provide some discretionary income. Wages and benefits should be paid and in full compliance with all applicable laws, regularly and in a manner acceptable to both producer and worker.

Progress Criteria:

B.3.b.1: All wages and benefits are paid at or above the local minimum legal obligations. If the locally applicable minimum wages are less than a living wage calculated for the locality and/or industry, wages should at a minimum meet this living wage level. This is in accordance with guidance provided by GoodWeave on regularly reviewed and updated living wage benchmarks.

B.3.b.2: A system is in place to maintain and keep records of wages and benefits such as provident and state insurances including for in-house contract labour. Where piece rate workers are employed, the wage records include the calculation in terms of piece work and how this compares to time worked.

B.3.b.3: The facility is able to explain how the piece rate is determined ensuring that no piece rate worker should earn less than the legal minimum wage within legal working hours.

B.3.b.4: There is documented attendance/wage/production information.

B.3.b.5: Payment is made directly to the worker, or is overseen by a factory representative in case of payment made by in-house contractors.

B.3.b.6: Pay calculations are given to workers (e.g. in the form of pay-slips).

Clarification (cont.): All workers should be hired on the basis of agreement to terms and conditions of employment, preferably with a written employment agreement that is legally binding. Workers should be paid a premium for working overtime, working on rest days and working on public holidays. Where loans are given by producers as an advance on future wages, they should be made at reasonable interest rates and repayment deductions from wages should be kept at a level which does not leave the worker in difficulty. All workers, regardless of the form of the employment relationship, should be paid equal wages and benefits for work of equal value, taking into account experience, productivity and extra responsibilities. Short-term contracting arrangements and false apprenticeship schemes should not be undertaken to avoid fulfilling obligations to workers under applicable laws pertaining to labour and social security legislation and regulations, or to avoid child labour laws. Short breaks in contracts do not constitute an interruption of contract for seniority purposes and continuity of employment should be recognized. If living accommodation is provided for workers, these should be provided at a comparable local rate.

Progress Criteria:

B.3.b.7: Producers' agreement with the workers regarding terms and conditions of employment includes easy to understand information about employment conditions with respect to wages.

B.3.b.8: A true copy of a legally binding employment agreement should be provided to the worker at the latest within three days of employment.

B.3.b.9: Producers' agreement with the workers regarding terms and conditions of employment includes information the worker can understand about overtime work.

B.3.b.10: Wage records are kept, which show that where relevant a premium rate for working overtime, working on rest days and working on public holidays has been paid.

B.3.b.11: Producers' agreement with the workers regarding terms and conditions of employment includes information the worker can understand about loans and advances.

B.3.b.12: Loan agreements are signed and detailed with the percent interest, and regular reports are made to workers on outstanding balance.

B.3.b.13: A formal basic agreement between homemaker and direct employer is concluded and provided to homeworkers.

B.3.b.14: Information about the terms and conditions of apprenticeships should be made clear and provided in a form that the worker can understand.

B.3.b.15: Workers are not employed on repeated short-term contracts to avoid legal obligations under regular employment.

B.3.b.16: Records are available to show that accommodation costs match local rates.

B.3.c: Working hours

Clarification: All practices should conform with the relevant ILO standards (C1, C14, C30, C89 and C90) and national law at a minimum. Working hours should comply with applicable laws and should not exceed 48 hours per week on a regular basis. Overtime should be voluntary and not to exceed 12 hours per week, except under exceptional circumstances. It cannot be required on a regular basis and should always be compensated at a premium rate. Workers are free to refuse overtime without penalty. Overtime to meet short-term business demand may be extended by collective agreement.

Workers should be provided with at least one day a week off in every seven days. This may be accrued and taken in a block if provided by national law or in absence of legal requirement, as agreed between the employer and worker. Workers should be entitled to annual leave with full pay, after a period of continuous service with the same producer. The required minimum period of continuous service and minimum duration of annual leave will be determined by the national laws or collective agreement. The annual leave is in addition to public holidays, weekly rest days and absenteeism due to illness or accidents.

Working mothers who are nursing infants should be allowed to take regular short breaks to feed their child.

Progress Criteria:

B.3.c.1: Producers' agreement with the workers regarding terms and conditions of employment includes information about working hours.

B.3.c.3: Daily attendance and working hours are recorded accurately in a verifiable manner.

B.3.c.4: Working hours schedule in the factory, whether based on fixed hours or flexible working hours, are acceptable to the workforce and do not force them to remain on factory floors for longer than the legal limits.

B.3.c.5: Regular working hours worked fall within national and international limits and do not exceed 48 hours per week on a regular basis.

B.3.c.6: Overtime shall be voluntary and shall not exceed 12 hours per week, except under exceptional circumstances.

B.3.c.7: Producers' agreement with the workers regarding terms and conditions of employment includes information about overtime work.

B.3.c.8: Annual leave is provided as per the national laws or collective bargaining agreement.

B.3.d: No harsh or inhumane treatment

Clarification: All practices should conform with the relevant ILO standards (C29, C105 and C158) and national law at a minimum. The threat of physical abuse, workplace violence against women, young workers and other protected classes, sexual or other harassment, verbal abuse or other forms of intimidation are prohibited. Reasons for disciplinary action or termination should be explained clearly. The disciplinary system should be progressive, not punitive. The producer should also ensure that deductions from wages are not made for disciplinary purposes.

Progress Criteria:

B.3.d.1: There is a written policy on how to deal with physical abuse, and sexual and other harassment.

B.3.d.2: There is a formal mechanism to deal with grievances, along with a confidential means of grievance including anonymous complaints (see also B.1.6 re: Grievance Cell).

B.3.d.3: A disciplinary process is clearly agreed upon, which is in line with the workers' rights to freedom from harsh treatment and monetary fines.

B.3.d.4: A clear policy and system to prevent improper disciplinary practice by management is in place, in line with the principle of non-discrimination.

B.3.d.4: These policies and procedures are communicated to all management and workers and an adequate system of records supporting these policies is in place.

PROGRESS PRINCIPLE B.4: Negative environmental impacts of production are identified and minimised

Clarification: At a minimum the environmental impacts of production should be in line with national regulations. Processes should be ecologically sound, supporting sustainable methods at all production stages. In addition:

- The use of hazardous solvents and colours should be minimised in the production process.
- The use of energy and production of waste should be minimised in the production process.
- Producers should carry out environmental training to ensure workers understand the negative environmental impacts of rug making.
- An environmental impact assessment, relevant to the work site, should be carried out, which will form the basis of an environmental management system.

Environmental impacts should be monitored regularly and targets set for improvement.

B.4.1: Producers are aware of national regulations on environment impacts.

B.4.2: The workplace is clean and tidy with correct segregation and disposal of all waste.

B.4.3: Effluent measurement is carried out at a level that is in line with national environmental regulations and creates the basis for in-house process control.

B.4.4: Improvement covers all environmental impacts and includes as a minimum: energy minimisation and sources, water-use minimisation and recycling, waste reduction and responsible waste disposal.

B.4.5: A proactive approach to environmental improvement is introduced and encouraged (e.g. renewable energy, improved filtration, chemical measuring, etc.), including providing training to workers.

B.4.6: No azo dyes are used.

B.4.7: Lists of all chemicals used are made and Safety Data Sheet information are available. This information is available in languages used by the workers and supervisors.

B.4.8: A list of rug-making ingredients and processes is made and ingredients are stored in a manner suitable for the type of material.

Appendix 2: Guidelines for Child Labour Prevention and Remediation

GoodWeave maintains a zero tolerance policy towards child labour in any and all production sites because it is harmful for the overall growth and development of the child. A key responsibility for licensees is to ensure that a minimum age limit is in place both at the main site and for subcontractors. All children have the right to education and must be encouraged and provided opportunities to attend full-time formal day schools. Any child out of school is at risk of becoming a child labourer. Where child labour is found, GoodWeave will work with the producer to address the issue and ensure appropriate steps for remediation including removal of the child from work and providing rehabilitation and educational opportunities to prevent a recurrence of child labour. These are carried out in line with GoodWeave's *Child Protection Policy* and *Child Labour Remediation Policy*.

This section provides guidelines on the actions, steps and tools related to preventing and addressing child labour when it is found. GoodWeave aims to achieve the objectives of this Standard through programmes to combat child labour in the handmade rug industry by working with other stakeholders and partnering with other local organisations. In order to comply with the GoodWeave Standard, when child labour is found producers are responsible for supporting the action plan for remediation, which is adapted to regional circumstances as well as those of the individual child. The following is not an exhaustive list but provides an indication of the kinds of actions that should be taken by producers towards attaining a child-labour-free workplace.

Some of the preventive and corrective actions suggested for producers:

- Producers maintain a complete, updated record of their entire supply chain and disseminate information about compliance with the requirements of the GoodWeave Standard.
- Producers ensure that their own work sites as well as those of their suppliers at all levels of the supply chain are fully aware and adhere to the principles of the GoodWeave Standard, including the requirements relating to minimum age, maintaining employment data (including all workers whether directly or indirectly employed through a contractor) along with wage and attendance records, and requirements related to young workers.
- When homework is employed, producers ensure that the contractor is responsible for implementing the requirements of the GoodWeave Standard with respect to home workers.
- When child labour has been identified in the supply chain, producers notify the local GoodWeave office within 24 hours about the status of the child so that remediation and rehabilitation process can be initiated with immediate effect.
- Producers cooperate with GoodWeave inspectors on creating a social profile of the child, including a background analysis of the child, his/her family background and the village/area the child belongs to, in order to aid in the remediation process.
- Producers maintain a log of complaints received and dealt with related to child labour identification and rehabilitation, or any other related provisions of the GoodWeave Standard.

GoodWeave conducts inspection and monitoring of all production facilities in the supply chain, including sub-contractors, factories, loom centres and home-based looms through ongoing random, unannounced inspections. GoodWeave also carries out prevention programs including awareness raising and community-based interventions to promote children's education. When child labour is found, GoodWeave follows the provisions of the *Child Protection Policy* and *Child Labour Remediation Policy* (available at www.goodweave.org/about/governance/policies-and-procedures). The following is a brief summary of some of the key steps taken by GoodWeave in responding to child labour cases identified by GoodWeave inspectors.

Actions carried out by GoodWeave:

- GoodWeave will assess each child's situation individually in order to determine an appropriate action plan that is in the best interests of the child. All parties involved in the remediation process are required to adhere to the *Child Protection Policy*.
- When a child labourer is identified, he/she is offered rehabilitation and related support, such as clothing, food and shelter, as well as educational opportunities. GoodWeave's first priority is to return children to their families wherever possible and ensure their rehabilitation in their own communities.
- GoodWeave ensures appropriate measures are taken to remove children from work, which may include removal of the child from the work place (as appropriate to the situation), providing counselling and care, to return them to their respective families where possible and encourage and assist them to go to school.
- GoodWeave provides ongoing support wherever possible, follow up and tracking to ensure that children removed from work do not go back into the work force. Collaboration is established with civil society organisations and local NGOs, as well as with various regional government departments and community governing bodies.
- GoodWeave ensures that children who are trafficked or otherwise brought from other places are provided appropriate rehabilitation and reunited with their families as per the *Child Labour Remediation Policy*.
- If producers do not comply with the Standard, any necessary corrective actions, and/or do not cooperate with GoodWeave in carrying out child labour remediation procedures, GoodWeave will apply a variety of enforcement actions, including notification of the respective buyers (exporter and importer licensees), and leading to suspension of certification label issuance, de-listing and/or revoking the license as per the current certification procedures.