

**GoodWeave**

**GENERIC STANDARD  
FOR THE RUG INDUSTRY**

**Draft version 2.4.1**

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# **Section 1 Introduction and Explanation**

## **Development of the Standard**

This standard (the Standard) has been developed in response to a need identified by RugMark International (RMI), the international non-governmental organization committed to ending illegal and exploitative child labour in the handmade carpet industry through the GoodWeave™ certification programme. After extensive research, RMI determined that it could better serve its mission by expanding its standard focused solely on illegal child labour, to encompass broader criteria that address adult labour and environmental standards as well. Stakeholders in producer communities and in the marketplace agreed that a broader standard was needed and desirable.

RMI endeavors to ensure that this new standard and its associated inspection and monitoring systems in rug producing countries meet current best practices in inspection and certification, allowing RMI to expand its reach to western based importers and retailers seeking a more comprehensive standard, and to better serve the children and families in carpet-making communities.

## **New Standard Rationale and Initial Findings**

The GoodWeave (formerly RugMark) certification program has worked to end illegal child labour and promote ethical carpet and rug production since 1994. Guided by the principles of the United Nations Convention on the Rights of the Child since its inception, changes in the marketplace and a growing recognition of the interconnectedness between adult labor conditions, environmental factors and the social conditions underlying child labor pointed to the need for a more comprehensive standard.

A research paper commissioned by RMI in 2007, which was based on field research in India and Nepal, as well as desk top research of other existing standards, showed the following:

- The rug industry is still a ‘cottage industry’ in many areas, with wages being paid on a piece-work basis, and no regular employment being guaranteed
- In many of the smaller manufacturing units, there is no culture of management systems or record keeping, and therefore no accurate information on payment of minimum wages
- Environmental impacts include smoke emissions, untreated effluent from washing and dyeing plants, and incorrect waste disposal
- No other existing standard could adequately cover the social and environmental impacts of rug manufacturing in South Asia

Further, the Pilot Project carried out with exporters in Nepal between November 2008 and August 2009 has shown that:

- Nepal has adequate employment and environmental legislation in place, but there is virtually no government enforcement. Government Ministries have indicated that they would welcome voluntary compliance initiatives.
- The introduction of simple water treatment systems could reduce some of the harmful emissions. An initial environmental assessment has shown the main areas of impact to include discharge of acidic waste water from washing and dyeing plants, and damage to water quality from very high BOD and COD rates.
- There is the potential to introduce solar power in many of the work places, and this would help the efficiency of the producers who currently face severe electricity shortages and often turn to burning unclean fuel – further investigation is necessary.
- Existing social standards for workers in many weaving units are fairly low, and the whole industry could benefit from the introduction of basic management systems, proper recording of hours worked, as well as training on occupational health and safety.

Based on the above findings, this draft Standard has been prepared for consultation.

The Standard has been developed using the RMI Operating Procedure (OP) Development of GoodWeave Standards and the requirements of the ISEAL Code of Good Practice for Setting Social and Environmental Standards have been followed.

**Feedback on this draft is welcomed at [www.GoodWeave.net](http://www.GoodWeave.net)**

## **Objectives**

The broad aims of the new Standard are as follows:

- To end illegal child labor in the handmade rug industry and offer educational opportunities to children
- To have a positive impact on rug workers lives, working conditions and the industry as a whole
- To ensure there are changes in the community growing out of the program
- To provide a coherent and consistent standard which can be applied across all rug producing countries, and which takes account of different methods of production
- To facilitate transparent monitoring and verification of working conditions and environmental impact
- To provide an independent assurance (label) for rug consumers worldwide

The standard has been based on International Labour Laws and Environmental norms.

## **Scope**

This Standard applies to rug making processes carried out in factory and homework situations and addresses social and environmental issues and the transparency needed to ensure implementation.

At this point the Standard does not include the raw material supply chain for the producers, however it does include some elements where information from suppliers must be sought, for example Manufacturing Safety Data Sheets (MSDS).

The boundary of the standard are those processes for which the producer is 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, however the standard does include these processes where they are sub-contracted by the producer or carried out within the facility.
- All processes carried out at vertically integrated manufacturing sites, and for other sites which use subcontractors, the scope would be the main site plus subcontracted weaving and wet processes.

Producers will be expected to make efforts to ensure that suppliers are made aware of the GoodWeave standard.

The Standard is generic and is applicable to all countries of production. Variations in the local manufacturing conditions and evidence differences between countries will be covered in the inspection and monitoring documents.

The types of workplace in which rugs are produced vary from country to country, and therefore these top line criteria of the Standard will be adapted to reflect what they mean for different types of workers and workplaces. Different workplaces have different risks, meaning that some of these criteria will be higher risk in one type of workplace over another. This Standard covers all workplaces and workers.

The revised “Rugmark International Generic Standard for the Rug Industry” is applicable for all operations which the licensee is responsible for. This includes all processing activities from receipt of raw material until the finished product and includes sub-contracted processes.

The producer is liable for the operations of its subcontractors, and is encouraged to continuously monitor the compliance of the RMI standard at the subcontractor level.

The standard is a product standard and attests to the conditions under which that product was produced.

## Responsibilities

- the importer/trader
- the exporting company
- the producing company (might or might not be same as exporter)
- the contractor
- the loom-owner of a loom-shed with several looms
- the sub-contractor
- the single loom-owner (homeworker).

## Standard Structure

The structure of the Standard is designed to give clarity to the requirements for licensing for users, customers, inspectors and the general public.

- **Principles** - The Standard is based on 11 Standard Principles covering labour conditions, environmental management and transparency.

These principles are supported by the detailed standard requirements at two levels:

- **Core Requirements** - These are minimum entry level requirements, which all companies must meet from the moment they apply to be licensed.
- **Development / Progress Requirements** – These are requirements against which companies must demonstrate efforts towards long-term improvement and which should be developed according to a plan agreed by the company's management, within a specified period of time. A report on the achievement of progress requirements should be made available to the certification body each year.

The Standard is further supported by guidelines:

- **Guidelines** - The Standard also includes guidelines to aid interpretation, implementation and assessment. The Guidelines section outlines what the Standard may look like in the factory and homeworker environment. It is not however a checklist for assurance.
- **Supporting documents** – References, definitions and further documents for information are attached as Appendices

## References

Many other related standards have been referenced during the development of this standard along with relevant International Labour Standards in particular ILO Conventions.

A full list of references is provided in Appendix 1

## Definitions

A full list of definitions for all terms used in this Standard is provided in Appendix 2

## Application

This version of the Standard supersedes all previous versions. It becomes **applicable from xx/xx/20xx**.

Existing licensees will be given 1 year to implement the core requirements of the standard, this will allow time for awareness of the new standard to be disseminated, to allow producers time to implement the requirements and for monitoring to ensure compliance. The latest deadline for compliance with all core requirements, is xx/xx/20xx.

Where existing licensees experience difficulties addressing the standard in all subcontract levels they may apply for an extension if they can show good intent and real difficulties. Extension requests will be decided on a case by case basis by the certification committee (?) taking into account all considerations including the impact of the non-compliance on the GoodWeave Standard credibility.

All new licensees will be expected to comply before licenses are awarded.

## Standard Review

The Standard will be reviewed after 6 months, then annually for 2 years to ensure that initial feedback during implementation can be taken into account.

Following that, a review will take place at least every five years or:

- As circumstances change that require update
- To address complaints that have been upheld
- To reflect extension of the products included in the Standard
- When operations commence in new producing countries

RMI will follow the RugMark International (RMI) Operating Procedure (OP) Development of RMI Standards when updating following review. Requirements of the RMI standards may be added, deleted or otherwise modified.

Changes will be communicated to licensees, however those who have to meet RMI standards are responsible for monitoring pending and finalized revisions of RMI website.

## **Section 2 Standard Requirements**

The Standard is based on eleven principles covering issues of child labour, adult labour working conditions, environmental protection and transparency.

These principles have been identified as:

- those elements that reflect the improvement needs of the rug making industry,
- RMI's intention to encourage improvement in rug production,
- and where RMI can most effectively support improvement.

They also complement other similar improvement standards. The list of alignment with other standards is provided in Appendix 3.

### **The Standard Principles**

- 1) **No illegal child labour**
- 2) **Employment is freely chosen**
- 3) **Freedom of association and collective bargaining**
- 4) **Working conditions are safe and hygienic**
- 5) **Fair wages will be paid**
- 6) **Working hours are not excessive**
- 7) **No discrimination is practised**
- 8) **No harsh or inhuman treatment is practised**
- 9) **Negative Environmental Impacts of Production are Identified and Minimised**
- 10) **Business processes are transparent and adhere to local regulations**

### **Core Requirements – entry level**

As RMI's main aim is to acknowledge producers using fair worker practices, it is not the intention of this standard to prevent the licensing of producers because of their lack of capacity at the start of their relationship with RMI and some flexibility of interpretation is required. However, some aspects of the standards must be regarded as fundamental in the sense that they are necessary to ensure transparency, progress towards wider performance improvement and the protection of human rights and the environment.

## **Progress Requirements**

The aim of the Standard is to encourage improvement in all areas. It should be implemented in such a way that the capabilities, and circumstances of the individual producers and sites are taken into account to ensure that producers are able to improve at a pace which is achievable and still progressive.

The provisions of the Standard constitute minimum and not maximum standards, and the Standard should not be used to prevent producers from exceeding these requirements. Companies applying this Standard are expected to comply with national and other applicable laws and, where the provisions of law and the Standard address the same subject, they are expected to apply the provision which affords the greater protection.

RMI is aware that some of these progress requirements may be very difficult to implement and will be open to discussions on how these difficulties can be overcome.

The degree of progress against the progress requirements by a company depends on the company's capability, size and the severity of any non-conformities found.

When undertaking inspections and certification decisions, the certification body will closely follow the exact wording of the Standard and the objectives given. In cases where there is doubt over whether a company has correctly applied the Standard, the certification body shall make its assessment according to the objectives.

## **Supplementary Requirements for Contractors working with home-based workers**

In the case of homeworkers there may be extra requirements specific to their needs. Where this is the case these will be included either in the core or progressive requirements as relevant.

## Table of Principles, Clarification, and details of Core and Progressive requirements

Principle	
1. No illegal child labour	
Requirements	Clarification
<p><i>Core Requirement</i></p> <ul style="list-style-type: none"> <li>▪ No children are employed illegally</li> <li>▪ Producers have systems in place to ensure that no children are employed illegally, this should include Internal Monitoring Committee/cell</li> <li>▪ Only sites registered with GoodWeave are used</li> <li>• Processes are in place for remediation procedures where child labour is found</li> <li>• The producer will not expose children or young workers to situations that are hazardous, unsafe or unhealthy. Note – this includes the children of workers who live in the factory compound</li> <li>• An education/employment plan is in place for young workers</li> <li>• All National controls for "young" workers are implemented</li> <li>• <i>The employer allows young workers at least one day a week (apart from a free day) for any form of education he/she would like to follow. The producer displays hoardings declaring that they will not allow child labour in the production of carpets.</i></li> </ul>	<ul style="list-style-type: none"> <li>• The producer will not engage in or support the use of illegal child labour</li> <li>• Children below the age of 15 are not employed. (where the National Legal limit is higher this will be followed)</li> <li>• No further recruitment of children is allowed.</li> <li>• Children must not be exposed to any working situation that is physically, psychologically or morally hazardous, unsafe and unhealthy conditions.</li> <li>• All policies and procedures shall least conform to the relevant ILO standards (Conventions 138 and 182).</li> <li>•</li> <li>• Producers will put in place remediation procedures where child labour is found</li> <li>• Where children or young workers are employed who are subject to local compulsory education laws, the producer must ensure that no such child or young person is employed during school hours and that combined hours of transportation and work time do not exceed 10 hours</li> <li>• The producer will not expose children or young workers to situations that are hazardous, unsafe or unhealthy. Note – this includes the children of workers who live in the factory compound</li> <li>• Where-ever possible the producer will co-operate with local community initiatives in order to create the social</li> </ul>

	norm and functioning institutions to ensure that every young child is in school and every young worker is protected from hazardous, unsafe, unhealthy work or work that is otherwise detrimental to his/her development.
<p><b>Supplementary requirements for Contractors working with home-based workers</b></p> <ul style="list-style-type: none"> <li>Workers must be made aware of the limitations in hours and type of work in which children and young persons can be involved and to make them aware of the specific dangers to children in the workplace. – Core requirement</li> <li>Where children or young workers are employed in homeworking who are subject to local compulsory education laws, the contractor must show that no such child or young person is employed during school hours and that combined hours of transportation and work time do not exceed 10 hours per week</li> <li></li> <li></li> </ul>	
<p><b>Principle</b>  <b>2. Employment is freely chosen</b></p>	
<p><b>Requirements</b></p>	<p><b>Clarification</b></p>
<p><i>Core Requirement</i></p> <ul style="list-style-type: none"> <li>All employees have a clear signed agreement* showing free choice of employment and that no original documents have been held or deposits paid for work.</li> <li>(*Where workers are not literate, an alternative explanation must be given).</li> <li>Workers are free to leave work premises at any time after a mutually agreed time of close of work.</li> <li></li> </ul>	<ul style="list-style-type: none"> <li>There will be no forced or bonded labour.</li> <li>Workers are not required to lodge ‘deposits’ or identity papers in return for work, this includes loans from a company to the worker with unreasonably high interest rates.</li> <li>The company must also refrain from any form of physical or psychological measures requiring workers to remain employed by the company.</li> <li>Workers are free to leave employment after a reasonable agreed notice period.</li> <li>Workers are free to leave work premises at any time.</li> <li>Wages will not be withheld or delayed or work forced against debt</li> <li>Payment in kind, paying workers in tokens for shops on site are all not permissible.</li> </ul>

<b>Supplementary requirements for Contractors working with home-based workers</b>	
None	
<b>Principle</b> <b>3. Freedom of association and collective bargaining</b>	
<b>Requirements</b>	<b>Clarification</b>
<p><i>Core Requirement</i></p> <ul style="list-style-type: none"> <li>• Employees must have a right to join a Union and / or a Worker committee</li> <li>• Where they exist, duly elected workers representatives are not the subject of discrimination and are free to carry out their representative function in the workplace and have access to grievance processes.</li> <li>•</li> </ul>	<ul style="list-style-type: none"> <li>• Employer must not prohibit workers from associating &amp; bargaining collectively</li> <li>• Workers, without distinction, have the right to join or form trade unions or workers collectives and to bargain collectively.</li> <li>• The employer shall ensure that duly elected workers representatives are not the subject of discrimination and are free to carry out their representative function in the workplace.</li> <li>• The employer shall, where Freedom of Association is restricted by law, facilitate parallel means of independent and free association and bargaining for all employees</li> </ul>
<p><i>Progress Requirement</i></p> <ul style="list-style-type: none"> <li>• Worker/Management forums for Social/Environmental/Educational/Financial and Industrial development are in place</li> </ul>	
<b>Supplementary requirements for Contractors working with home-based workers</b>	
<ul style="list-style-type: none"> <li>• There is no discrimination against home workers' representatives or those who take up the task of organising workers. – Core requirement</li> </ul>	
<b>Principle</b> <b>4. Working conditions are safe and hygienic</b>	
<b>Requirements</b>	<b>Clarification</b>
<p><i>Minimum Requirement</i></p> <ul style="list-style-type: none"> <li>• There is a general clean and tidy working environment with clear means of access</li> <li>• MSDS sheets are available for all chemicals used on site.</li> <li>• A simple risk assessment has been carried out taking into consideration</li> </ul>	<ul style="list-style-type: none"> <li>• A safe and hygienic working environment must be provided and the employers must take adequate steps to prevent accidents and injury to health arising out of in the course of work.</li> <li>• A member of the management team will be appointed with responsibility</li> </ul>

<p>MSDS data</p> <ul style="list-style-type: none"> <li>• Appropriate fire control procedures are in place, especially in accommodation.</li> <li>• There is a supply of potable water and clean toilet facilities</li> <li>• <i>Basic first-aid provisions &amp; training are in place</i></li> </ul>	<p>for health &amp; safety management.</p> <ul style="list-style-type: none"> <li>• An appropriate risk assessment will be carried out to identify workplace risks and address them</li> <li>• The employer must ensure a safe workload and ensure that employees do not take risks in the implementation of their work.</li> </ul>
<p><i>Progress Requirement</i></p> <ul style="list-style-type: none"> <li>• A member of the senior management team will be appointed with responsibility for Health &amp; Safety management</li> <li>• A formal H&amp;S Policy is in place that addresses all necessary measures, means and control points. The policy is based on a risk analysis that has been established jointly with the workers and their representatives. The policy is documented, signed by the management and communicated to the workers.</li> <li>• A management system is in place to ensure that safe workload and work processes and workplace facilities do not pose a health risk as identified by a risk assessment, regular Health and Safety monitoring and logging of accidents.</li> <li>• All new and current employees receive regular and appropriate training in Health &amp; Safety including PPE.</li> <li>• If the company provides the workers with accommodation, the conditions and the infrastructure of the building is such as to ensure decency, privacy and security.</li> </ul>	<ul style="list-style-type: none"> <li>• The employer shall ensure that all employees receive regular and appropriate training in health &amp; safety.</li> <li>• Where necessary the employer should provide the workers with PPE (Personal Protection Equipment) and require its usage.</li> <li>• If accommodation is provided for workers, the conditions and the infrastructure of the building must ensure decency, privacy and security and are provided at a reasonable rate.</li> </ul>
<p><b>Supplementary requirements for Contractors</b></p> <ul style="list-style-type: none"> <li>• Contractors provide advise for home workers of inherent hazards in rug manufacture and safe workloads and regular and appropriate training and/or information in health &amp; safety is be provided. – Core requirement</li> <li>• Information is provided in an appropriate format to allow, for example, for those workers who cannot read – Core requirement</li> </ul>	<p><b>Contractors working with home-based workers</b></p>
<p><b>Principle</b></p>	

<b>5. Living wages will be paid</b>	
<b>Requirements</b>	<b>Clarification</b>
<p><i>Core Requirement</i></p> <ul style="list-style-type: none"> <li>• A system is in place to record wages and local minimum wages (inc benefits). This should include the calculation in terms of piece work and how this compares to time worked and shown as pay per hour.</li> <li>• A time and motion study must be initiated to ensure reasonable piece work calculation</li> <li>• There is documented, Attendance/Wage/Production information.</li> <li>• Fixed or flexible hours are agreed with the labour force.</li> </ul>	<ul style="list-style-type: none"> <li>• All employees must be employed on the basis of a written* employment agreement that is legally binding. (*Where workers are not literate, an alternative explanation must be given)</li> <li>• Wages and benefits paid must 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.</li> <li>• Wages must be paid regularly in a manner agreeable to both employer and employee.</li> <li>• All employees will be provided with understandable information about their employment, conditions with respect to wages, before they enter into employment. The breakdown of wages for each pay period must be clearly explained.</li> <li>• Wages and benefits must be paid in full compliance with all applicable laws.</li> <li>• Workers who are paid by the hour must be paid a premium for overtime working, rest day working and working on public holidays.</li> <li>• Where loans given by employers as an advance on future wages, repayment deductions from wages must be kept at a reasonable level</li> <li>• Full time employees, piece rate, seasonal and permanent workers must receive equivalent benefits and employment conditions for equal work performed.</li> <li>• The employer must ensure that short term contracting arrangements and</li> </ul>
<p><i>Progress Requirement</i></p> <ul style="list-style-type: none"> <li>• Before workers enter into employment, a legally binding employment agreement must be in place. It must include understandable information about employment conditions with respect to wages,. The breakdown of wages for each pay period must be clearly explained. (*Where workers are not literate, an alternative explanation must be given). This includes explanation for deductions.</li> <li>• Clear individual wage records, including provident payments and tax (as appropriate) are kept</li> <li>• Wages must be paid regularly in a manner agreeable to both employer and employee.</li> <li>• Workers who are paid by the hour must be paid a premium for overtime working, rest day working and working on public holidays.</li> <li>• Where loans are provided by employers as an advance on future wages, the repayment deductions from wages must be kept at a reasonable level</li> </ul>	

	<p>false apprenticeship schemes are not undertaken in an effort to avoid fulfilling its obligations to employees under applicable laws pertaining to labour and social security legislation and regulations.</p> <ul style="list-style-type: none"> <li>•</li> </ul>
<p><b>Supplementary requirements for Contractors working with home-based workers</b></p> <ul style="list-style-type: none"> <li>• Home workers are given a clear explanation of terms and conditions of employment before starting work. (preferably a written agreement) – Progressive Requirement</li> </ul>	
<p><b>Principle</b>  <b>6. Working hours are not excessive</b></p>	
<p><b>Requirements</b></p>	<p><b>Clarification</b></p>
<p><i>Core Requirement</i></p> <ul style="list-style-type: none"> <li>• Daily attendance is recorded.</li> <li>• Employees should be provided with at least one day a week off in every seven days, this may be accrued and taken in block as per local law or in absence of legal requirement, as agreed between employer &amp; employee.</li> </ul>	<ul style="list-style-type: none"> <li>• Working hours must comply with applicable laws and industry standards however should not exceed 48 hours per week on a regular basis. Overtime shall be reimbursed at a premium rate.</li> <li>• Employees should be provided with at least one day a week off in every seven days, this may be accrued and taken in block as per local law or in absence of legal requirement, as agreed between employer &amp; employee</li> </ul>
<p><i>Progress Requirement</i></p> <ul style="list-style-type: none"> <li>• An employment agreement is in place that is legally binding, including understandable information about working hours and annual leave entitlement. The required minimum period of continuous service and minimum duration of annual leave will be determined by the National laws or collective agreement.</li> <li>• Working hours comply with applicable laws and industry standards, however they should not exceed 48 hours per week on a regular basis.</li> <li>• Agreements are in place to cover intermittent work patterns such as seasonal working.</li> <li>• Allowances are made for working mothers who are still nursing infants to take regular short breaks to feed their</li> </ul>	<ul style="list-style-type: none"> <li>• Overtime shall be voluntary and shall not exceed 12 hours per week, except under exceptional circumstances. It cannot be required on a regular basis and shall always be compensated at a premium rate.</li> <li>• Where the company is party to an agreement freely negotiated with worker organisations representing a significant proportion of the workforce, it may require overtime working in accordance with such agreement to meet short-term business demand such as seasonal working.</li> </ul>

<p>child.</p> <ul style="list-style-type: none"> <li>Contracted agreed parameters must fall within National and International guidelines</li> <li>A documented Terms of Reference agreed by both employers and employees must be in place including hours of work, piece work terms and notification of notice for both workers and producers.</li> </ul>	<ul style="list-style-type: none"> <li>Employees shall be entitled to annual leave with full pay, after a period of continuous service with the same employer. 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.</li> <li>Working mothers who are still nursing infants should be allowed to take regular short breaks to feed their child.</li> </ul>
<p><b>Supplementary requirements for Contractors working with home-based workers</b></p> <ul style="list-style-type: none"> <li>None</li> </ul>	
<p><b>Principle</b> <b>7. No discrimination is practised</b></p>	
<p><b>Requirements</b></p>	<p><b>Clarification</b></p>
<p><i>Core Requirement</i></p> <ul style="list-style-type: none"> <li>Employers collect relevant personal data.</li> <li>The employer stimulates through affirmative action the participation of disadvantaged groups at different levels in the company (including staff level),</li> </ul>	<ul style="list-style-type: none"> <li>The employer must not engage in or support discrimination in hiring, remuneration, access to training, promotion or termination based on race, caste, national origin, religion, disability, gender, sexual orientation, union membership, political affiliation or age.</li> </ul>
<p><i>Progress Requirement</i></p> <ul style="list-style-type: none"> <li>Employers must have a written policy about their recruitment practices, employment terms, and disciplinary practices which is made available to all workers.</li> <li>Processes are in place to ensure equal treatment and opportunities.</li> <li>Processes are in place to address the needs of pregnant women employees. These will cover maternity leave, guidance on the type of work that may</li> </ul>	<ul style="list-style-type: none"> <li>The employer must be sympathetic to the needs of the employees to observe practices relating to religion, disability, gender, union membership.</li> <li>Female employees shall be entitled to maternity leave with full pay. This will follow requirements of National law but will be at least 12 weeks.</li> <li>No pregnant employee will be required to undertake any type of work harmful to her in the period prior to her maternity leave. No</li> </ul>

<p>be undertaken during pregnancy and assurance of job security while pregnant.</p> <ul style="list-style-type: none"> <li>• Employment data is collected and compiled to show proof of compliance</li> </ul>	<p>woman will be dismissed solely because she is pregnant.</p> <ul style="list-style-type: none"> <li>• Special care should be taken that such disadvantaged or socially discriminated groups to not face specific forms of group-related harassment and other discriminatory practices.</li> </ul>
<p><b>Supplementary requirements for Contractors working with home-based workers</b> None</p>	
<p><b>Principle</b> <b>8. No harsh or inhuman treatment is practised</b></p>	
<p><b>Requirements</b></p>	<p><b>Clarification</b></p>
<p><i>Core Requirement</i></p> <ul style="list-style-type: none"> <li>• The employer must ensure that deductions from wages are not made for disciplinary purposes. There is written policy how to deal with physical abuse, sexual or other harassment, caste, gender or other forms of discrimination as well as a formal mechanism to deal with complaints, including anonymous, complaints. This procedure should be communicated to all staff and workers. .</li> </ul>	<ul style="list-style-type: none"> <li>• Physical abuse or discipline, the threat of physical abuse, sexual or other harassment and verbal abuse or other forms of intimidation will be prohibited.</li> <li>• The employer must ensure that deductions from wages are not made for disciplinary purposes.</li> <li>• Reasons for disciplinary action or termination must be explained clearly.</li> </ul>
<p><i>Progress Requirement</i></p> <ul style="list-style-type: none"> <li>• A disciplinary process must be clearly written into the employment contract along with confidential means of complaint or grievance and the workers' rights to freedom from harsh treatment and monetary fines.</li> <li>• A clear policy and system to prevent improper disciplinary practice is in place. The policy is in line with the principle of non-discrimination. Workers should be aware of this policy.</li> <li>• An adequate system of records supporting this is in place.</li> </ul>	
<p><b>Supplementary requirements for Contractors working with home-based workers</b></p> <ul style="list-style-type: none"> <li>• None</li> </ul>	

<b>Principle</b>	
<b>9. Negative Environmental Impacts of Production are Identified and Minimised</b>	
<b>Requirements</b>	<b>Clarification</b>
<p><i>Core Requirement</i></p> <ul style="list-style-type: none"> <li>• No AZO dyes are used</li> <li>• Lists of all chemicals being used are made and MSDS (Material Safety Data Sheet) information sheets are available prior to initial assessment.</li> <li>• There is an agreement to effluent testing for waterborne and land soak away waste plus air borne emissions as required.</li> <li>• Effluent measurement is carried out at a level that is in line with national environmental regulations.</li> <li>• The work place is clean and tidy with correct segregation and disposal of solid waste</li> <li>• A simple risk assessment of environmental impacts has been carried out internally</li> </ul>	<ul style="list-style-type: none"> <li>• Processes should be ecologically sound, supporting sustainable methods at all production stages.</li> <li>• The use of hazardous solvents and colours should be minimised in the production process.</li> <li>• The use of energy and production of waste should be minimised in the production process.</li> <li>• An appropriate level of risk assessment of environmental impacts will be carried out and this will form the basis of environmental management.</li> <li>• Environmental impacts are monitored regularly and targets set for improvement.</li> </ul>
<p><i>Progress Requirement</i></p> <ul style="list-style-type: none"> <li>• A continuous improvement plan is in place, based on an independent risk assessment of the site and production processes, and the producer is working towards ecologically sound processes, supporting sustainable methods at all production stages.</li> <li>• 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.</li> <li>• Systems are in place to ensure compliance with all National Environmental requirements, whilst working toward International standards</li> <li>• Monitoring and measurement is carried out regularly and the results used to show improvement</li> <li>• A proactive approach to environmental</li> </ul>	

<p>improvement e.g. Solar power, Wind power, Improved filtration, Chemical measuring, has been introduced and encouraged</p> <ul style="list-style-type: none"> <li>• Training and awareness is in carried out to improve workers knowledge of environmental impacts and reduction of negative impacts.</li> <li>• Production processes should make use of the most environmentally responsible fuels, reduced transportation and in house process control based on effluent measurement results.</li> </ul>	
<p><b>Supplementary requirements for Contractors working with home-based workers</b></p> <ul style="list-style-type: none"> <li>• Agents identify the environmental impacts of rug manufacturing processes at home worker level. – Progressive Requirement</li> <li>• Agents promote production processes with positive community and environmental impacts. – Progressive Requirement</li> </ul>	
<p><b>Principle</b> <b>10. Business processes are transparent and adhere to local regulations</b></p>	
<p><b>Requirements</b></p>	<p><b>Clarification</b></p>
<p><i>Core Requirement</i></p> <ul style="list-style-type: none"> <li>• All company registration and tax documents (as applicable) are completed</li> <li>• All associated licence fees are paid</li> <li>• All production sites are registered with the inspection organisation including individual looms and sub-contractors for specific elements of the whole rug making process.</li> <li>• Supplier mapping has been carried out and the results available to auditors.</li> <li>• Access is allowed to relevant documentation and personnel during verification visits.</li> <li>• Access is allowed to production sites for unannounced inspections</li> <li>• All workers covered by the standard, are made aware of the standard and implementation</li> <li>• Confidential worker interviews are</li> </ul>	<ul style="list-style-type: none"> <li>• Producers must adhere to all relevant local and national laws and regulations</li> <li>• Licensees must be able to show a fully traceable supply chain for the production processes</li> <li>• All company registration and tax documents (as applicable) are completed</li> <li>• All associated licence fees must be paid</li> <li>• Confidential worker interviews must be permitted during inspections</li> <li>• Producers must register all production sites with the inspection organisation including individual looms and sub-contractors for weaving washing and dyeing etc</li> <li>• In the case where a licensee directly, or through its contractor is hiring</li> </ul>

<p>allowed as part of inspection</p>	<p>Homeworkers, then more detailed information should be provided(village, number of family members and children per household)</p>
<ul style="list-style-type: none"> <li>• <i>Progress Requirement</i>Documentation must be in place to allow the production of a rug to be traced from receipt of raw materials to shipping the final product</li> <li>• Wages and benefits are paid in full compliance with all applicable laws.</li> <li>• Only registered sites are used</li> <li>• Knowledge and chemical sharing with smaller suppliers and artisan groups should be encouraged</li> <li>• First tier raw material suppliers are made aware of the GoodWeave standard and asked to report and non-coforimities</li> <li>•</li> </ul>	<ul style="list-style-type: none"> <li>• Producers must allow access to relevant documentation and personnel during verification visits.</li> <li>• Producers must allow access to production sites for unannounced inspections</li> <li>• Producers should make all workers covered by the standard aware of the standard and implementation processes.</li> </ul>
<p><b>Supplementary requirements for Contractors working with home-based workers</b></p> <ul style="list-style-type: none"> <li>• None</li> </ul>	<p><b>Supplementary requirements for Contractors working with home-based workers</b></p>

## Section 3 Implementation

### Proposed Process

It is proposed that the Standard will be implemented by local organisations in rug producing countries. These organisations will be expected to implement their own licence application procedures, in line with local manufacturing conditions.

The following types of facilities may need to be inspected:

- A) Factory – a facility which includes some or all aspects of rug production from goods in, through, dying, weaving and finishing, and where all employees work at the facility.
- B) Sub-contract factory- a facility where part of the production takes place e.g. dying, weaving and/or washing, but where part of the production is sub-contracted out e.g. weaving. This type of facility also includes those sites that only have a few looms. The producer has direct contact with the sub-contractors.
- C) Village based home weavers – the case where the looms are actually sited in people's homes. These weavers may have one or two looms. These are home workers employed by an agent.
- D) Cooperative – This may be one facility or a group of home workers who work as a cooperative, sharing work and profits.

### Types of Inspection

It is envisaged that three different types of inspection will be carried out as follows:

#### 1. Initial Inspection

On receipt of an application to become licensed under the Standard, a preliminary inspection will be carried out to ensure that the applicant complies with all the entry requirements of the Standard. The initial inspection will normally take place within 3 weeks of a new application being received.

#### 2. Progress Inspection

Progress Inspections will normally be carried out annually, to check that the licensee is making progress against the requirements of the Standard in line with their individual roadmap.

The goals will be absolute but the process will be carefully managed, and sympathetic but informed inspectors must be used to assess situations and agree realistic timescales.

- a) **Factory** (see definitions) will be inspected annually. These inspections will be planned. The inspection visit will cover all the requirements of the Standard. The licensee or its sub-contractors shall furnish necessary information and co-operate

with inspection staff as regards to their responsibilities. The licensee will be informed of the content of the inspection at the time the visit is agreed. A synopsis of the findings and their performance will be given to corresponding licensees for improvement of overall situation of the factories/facilities. An action plan for improvement and timetable will be agreed with the licensee or its supplier.

**b) Sub-contract weavers and/or village based home weavers.** These weaving locations may also be inspected as part of the Progress Inspection, and visits will need to be pre-planned.

**3. Random Inspections:** In areas where there is a medium to high risk of finding illegal child workers, random unannounced inspections will also be carried out. The licensee or its sub-contractors shall permit immediate and unhindered entry for inspections of all activities within the factory premises. The licensee or its sub-contractors shall furnish necessary information and co-operate with inspectors.

Where children are found working by inspectors, locally agreed guidelines must be followed for their removal and rehabilitation in accordance with local legislation.

## **Compliance Criteria**

Compliance criteria are verifiable control points, equivalent to the RMI standards. Based on the nature of the CC, the CC are classified in one of following categories:

- Major Compliance Criteria
- Regular Compliance Criteria

### **Major Compliance Criteria**

Fulfilment of these criteria implies compliance with the key RMI principles, which are mainly linked to minimum requirements of the RMI Standards.

Non-conformity with a major CC is considered to be a major threat to the objectives and the reputation of the RMI system, and may lead to a suspension of the certificate at any time of the certification process.

### **Regular Compliance Criteria**

The majority of CC is classified as regular. Regular CC are linked to progress requirements of the RMI Standards.

A non-conformity with a regular CC needs to be corrected by the operator in a given timeframe in order to maintain certification, or in the case of a renewal certification, to qualify for re-certification.

### ***Identification of Non-conformities at the audit***

- (1) The operator can suggest corrective measures already during the closing meeting. The auditor is requested to inform the operator that these suggestions are

considered to be final which the operator is requested to sign. This definitely will speed up the entire certification process. The auditor is also required to inform the applicant that the corrective measures proposed will be confirmed by the certification body and that the certification body will define the objective evidence the operator needs to provide.

- (2) If non-conformities with **major compliance criteria** were identified during the audit, this may lead to the denial of the application or suspension of a current certification. In this case, the operator will not be asked to suggest corrective measures. The decision will be taken by the certification body

### **Identification of Corrective Measures**

- (3) The operator can suggest corrective measures already during the closing meeting. The auditor is requested to inform the operator that these suggestions are considered to be final which the operator is requested to sign. This definitely will speed up the entire certification process. The auditor is also required to inform the applicant that the corrective measures proposed will be confirmed by the certification body and that the certifier will define the objective evidence the operator needs to provide.
- (4) For reporting the auditor is required to complete the audit report which comprise the audit result list, the descriptive audit report format (only producer level) and the report checklist. These documents together with the signed closing report and evidence material of non-conformity must be send to the evaluator within 14 calendar days after completion of the audit cluster.
- (5) If the operator is not proposing corrective measures within 1 month, the certification body will require corrective measures. If the operator proactively requests more time to suggest corrective measures, an extension of 30 calendar days can be granted once and on a case by case evaluation.
- (6) The maximum time period to complete a corrective measure is to be agreed by the standards Committee
- (7) The evaluator is required to evaluate the proposed corrective measures (if provided) within 14 calendar days after receipt of proposed actions. Potential changes must be documented in the audit result list.

### **Verification of the implementation of Corrective Measures**

- (8) The evaluator is requested to define the objective evidence and time line per corrective measure which is also documented in the audit result list. The evaluator is requested to inform the operator about the confirmed corrective measures and the related objective evidence/timeline. If evaluators do not receive any reaction within 10 working days, the non-conformities are considered as acknowledged by the operator.
- (9) If the requested objective evidence is not received within the given deadline, the evaluator is required to recommend the denial of the application or suspension of a current certificate. This certification decision can only be taken by the certifier.

- (10) The evaluator is required to evaluate the received information and provide the certifier with a certification recommendation within 14 calendar days. In order to be initially certified, the operator must have fulfilled all non conformities. The evaluation is documented in the audit result list.
- (11) Some corrective measures require a **follow-up audit** to guarantee implementation by the operator. Non-fulfilment of the corrective measures after the specified timeframe will lead to a suspension of the certificate.
- (12) If a non-conformity with a major CC is identified during an audit at any point in time, this may lead to a suspension of the current certificate. A new certificate will only be issued or a suspension lifted after full compliance with all the valid CC.
- (13) A suspension may lead to a decertification if an operator can not demonstrate full compliance within the given deadline.

### **Agreeing time limits for corrective action**

Licensees/ sub-contractors should be encouraged to set themselves time scale for actions within certain boundaries. Where Licensees/ sub-contractors set their own time scale there is more compunction to work within it.

Expert advice may be needed to make this decision or to identify where the Licensees/ sub-contractors needs further help.

### **Communications**

RMI will act as the centr for communications. Retailers must informed of any areas of non compliance so that they are aware of potential problems in their supply chain, and can work with the supplier to improve and achieve compliance.

### **Specific Process for the response to discovery of illegal child labour**

Where a child / children are discovered to be working illegally and outside the the GoodWeave Standard, the inspector / auditor will follow the RMI Protocol for Dealing With Child Labour.

### **Certification Committee**

In order to implement a credible and transparent system of certification decision, there should be a Certification Committee (CC). The CC should be a body which controls and

advises on the quality of certification decisions, policies and procedures of a certification body.

The Central Certification Committee (the “Certification Committee”), should represent all RMI stakeholders and consist of members who have a high level of certification related knowledge are responsible for advising on certification decisions.

The Certification Committee must consist of at least six members. The members of the Certification Committee should be appointed by RMI for a period of two years. The Certification Committee should meet at least twice a year.

The Certification committee will consider a selection of Certification cases (the high risk cases, cases representing complex organizational structures, suspension or decertification cases), and advise the RMI Certification body.

## **Section 4 – Measurement of achievements and outcomes**

### **Approach**

Rugmark International is very aware that in order to ensure that the objectives of the standard are achieved systems and procedures must be in place to identify Key Performance Indicators, monitor performance and measure impacts and outcomes.

These will aim to assess both implementation and outcomes to identify both benefits and gaps in the effects of the standard.

Supporting processes will be put in place to:

- Capture results from the auditing process
- Capture wider feedback
- Identify relevant KPIs
- Report on the results

Monitoring and inspections can be much more impactful if carried out in a way that includes the local community rather than relying only on outside inspectors. Thus, it can become an instrument for development. RMI will aim to be as inclusive as possible in the monitoring and measuring of outcomes evaluating the best methods relevant to local conditions.

## Section 5 Guidelines

These guidelines are intended as explanatory notes rather than detailed criteria or requirements and are aimed at clarifying some of the requirements with reference to the type of production sites and processes.

Standard Criteria	Factory	Village Based Home Workers
<p><b>(1) No Child Labour</b></p>	<p>A key responsibility for producers / licensees is to ensure a minimum age limit is in place both at the main site and for sub-contractors. Where children are found to be working, this is a situation where RMI will work with the company to address the issue. Good systems in place to monitor workers through contracts and records will help to minimise risks. Where children have worked or been employed in the past it is expected that the company has put in place a remediation policy to fully comply with the standard requirement within one year of certification. The objectives of the remediation policy are to ensure that any children who once worked for the employer and who no longer do so not enter into worse forms of work. It is expected that there is a register of all workers under the age of 15 indicating their age and their work. Their conditions of work should be compliant with ILO conventions for work given to children below the age of 15. ‘Work’ also relates to adults bringing children to the workplace, either in order to assist them or to do other work. It is also expected that such a policy would include how to ensure and enable access to education for the said child until he/she is no longer a child. This</p>	<p>Children should only help with homework out of school hours. Awareness of the issues is important.</p> <p>Where children help their parents after school and during holidays this is not considered as child labour under the following conditions:</p> <ul style="list-style-type: none"> <li>· 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.</li> <li>· The work does not jeopardize the child’s social, moral or physical development and does not constitute a hazard to the child’s health.</li> <li>· The child is supervised and guided by a member of the family.</li> </ul>

	means that the company ensures that the child can afford to go to school. The company covers the costs of education, and/or hires members of the family so that the family can cover the cost of education, and/or pays to the family the equivalent in lost income.	
<b>Specific Process Guidelines</b>		
<p>There are many dangers in the workplace for children and young people and they must not be involved in processes that pose these dangers this includes:</p> <ul style="list-style-type: none"> <li>- Dying – The use of hot water, the inhalation of powdered dyes</li> <li>- Packing – Lifting of heavy weights, the use of sharp tools</li> <li>- Weaving - Inhalation of fibres and dust</li> <li>- Poor natural light</li> <li>- Repetitive work leading to health problems</li> </ul> <p>Work requiring a constant pose leading to joint and posture problems</p>		
<b>Standard Criteria</b>	<b>Factory</b>	<b>Village Based Home Workers</b>
<b>(2) Employment is Freely Chosen</b>	As defined by ILO conventions 29 and 105, forced labour includes work that is exacted from any person under the menace of any penalty and for which the said person has not offered him or herself voluntarily.	<p>Worker involvement in homeworking systems must be on a voluntary basis.</p> <p>Involvement of a worker in home working is not conditional on the employment of their spouse. Spouses have the right to work elsewhere.</p>
<b>Specific Process Guidelines</b>		
None		
<b>Standard Criteria</b>	<b>Factory</b>	<b>Village Based Home Workers</b>
<b>(3) Freedom of Association and Collective Bargaining</b>	<p>The term ‘workers’ organizations’ is used in reference to ILO Convention 110. The ILO defines the term as any organization of workers for furthering and defending the rights and interests of workers.</p> <p>The membership of unions is a key issue and is strongly influenced by local laws and regulations. The standard aims to ensure that workers are free to participate in</p>	Home workers have the right to establish or to participate in local worker groups and to engage in collective bargaining on issues related their work.

	<p>unions or other workers representation groups. However where this is not allowed by law that other forms of workers representation relevant to the local conditions are put in place by democratic means and supported by the management.</p> <p>Representation may mean, workers committee, cooperative groups. They may represent workers at a local or a National level.</p>	
<b>Specific Process Guidelines</b>		
<b>Standard Criteria</b>	<b>Factory</b>	<b>Village Based Home Workers</b>
<b>(4) Working Conditions are Safe and Hygienic</b>	<p>A risk assessment would high light processes and conditions that pose a danger to health or high safety risks.</p> <p>Many of these may be just good housekeeping e.g. regular cleaning will reduce dust hazards and a tidy workplace will reduce trip hazards. However in some instances there may be a need for specific protective clothing e.g. the use of masks when using dye powders.</p> <p>Training is an important element of good health and safety management and should be regular, especially with new workers or any changes in process.</p> <p>Good signage of dangers and good practice instruction signs should be prominent.</p>	<p>Implementing health and safety in home working situations may be difficult.</p>
<b>Specific Process Guidelines</b>	<ul style="list-style-type: none"> <li>- Booking in yarn and weighing – Lifting heavy weights</li> <li>- Dyeing – The use of hot water and steam, the inhalation of powdered dyes. Incorrect storage and lack of chemical control and H&amp; S training</li> <li>- Weaving – Repetitive work, inhalation of chemicals, fibres and</li> </ul>	

	<ul style="list-style-type: none"> <li>dust</li> <li>- Washing - The use of hot water and detergents, slippery surfaces</li> <li>- Finishing – Sharp tools</li> <li>- Packing – Lifting heavy weights</li> <li>- General – fire safety, adequate lighting and ventilation</li> </ul>	
<b>Accommodation</b>	<ul style="list-style-type: none"> <li>- Decent accommodation means hygienic and healthy (dry, access to daylight, ventilation) conditions. If sanitary facilities are shared, an acceptable number of users per toilet and shower should be defined. Drinking water facilities should be made available at an acceptable proximity to the houses.</li> <li>- With regard to privacy, worker representatives and management shall agree on how the exact requirements of workers need to be realised in order to meet workers’ privacy needs.</li> <li>- Problems may lie both with the factories for not understanding fire risk (cooking in rooms) and the workers general disregard toward their responsibility for general hygiene and cleanliness. (especially in shared toilets, showers and washing areas)</li> <li>- As health and safety covers these facilities, it requires focused education to help workers to transition to the use of communal facilities and achieve acceptable levels of hygiene and cleanliness.</li> </ul>	
<b>Standard Criteria</b>	<b>Factory</b>	<b>Village Based Home Workers</b>
<b>(5) Fair Wages will be Paid</b>	<p>Benefits take into account situations when, for example, a pension scheme or social security cannot be made available to a set of workers. In these cases workers should receive the equivalent/an alternative through other means.</p> <p>The industry uses ‘piece work’ as the sole payment method for rug weavers, and therefore to date there has not been any requirement for record keeping, other than ‘metres produced’.</p> <p>As rugs can take 2-3 months to complete, workers can draw wages against their piece work as required.</p>	<p>Home workers are at risk of being paid low rates or less than factory workers.</p> <p>There are rarely systems for keeping records or determining quality, so rates of pay may be further lowered through unfair deductions for quality, miscounting of pieces and so on or payments may be delayed. Record keeping should cover all these issues to ensure clarity for the worker and agent.</p> <p>Home workers may be unclear of their employment status. Very few are legally employees, and therefore most do not have employee status.</p> <p>Where there is no minimum wage defined for homework, the rates should be equated to the minimum wage defined for a factory worker doing the same task.</p> <p>Home workers should be paid</p>

		<p>promptly in a manner agreeable to both agent and worker and be given an itemised payment record indicating the piece rate of pay and the amount, cause and nature of any deductions.</p> <p>Terms of agreement for home workers should include the amount of work that can be expected so that they are prepared and should not be forced to work more hours than they wish or coerced into working excessive hours.</p>
<b>Specific Process Guidelines</b>	- Weaving – Piece rate calculations must be clear and any variations between worker piece rates for example to reflect expertise, must be agreed with workers	
<b>Standard Criteria</b>	<b>Factory</b>	<b>Village Based Home Workers</b>
<b>(6) Working Hours are Not Excessive</b>	<p>Excessive hours raise the likelihood of accidents and physical strain.</p> <p>For employees paid on an hourly rate overtime must be voluntary and not exceed 12 hours per week, unless exceptional circumstances apply. It cannot be required on a regular basis and must always be compensated at a premium rate. Exceptional circumstances are for example peak production periods agreed in advance. If overtime is partly or entirely compensated by time-off work, the premium factor must be applied as extra pay in addition to the time compensation e.g. a factor of 1.5 for Sundays or public holidays.</p>	<p>Although home workers may wish to work extra hours to earn more money they should be made aware of the hazards of working excessive hours.</p> <p>Terms of agreement for home workers should include the amount of work that can be expected so that they are prepared and should not be forced to work more hours than they wish or coerced into working excessive hours.</p>
<b>Specific Process Guidelines</b>		
<b>Standard Criteria</b>	<b>Factory</b>	<b>Village Based Home Workers</b>
<b>(7) No</b>	Discrimination can take many	ILO Convention 177 on Homework

<p><b>discrimination is practised</b></p>	<p>forms making an unfair distinction in the treatment of one person over another on grounds that are not related to ability or merit.</p> <p>Discrimination against women - women are often relegated to lower paid work, with better paid work the domain of male workers.</p> <p>Women are often paid less for the same work than their male counterparts.</p> <p>Terms of employment should be the same in terms of pay, hours, training and opportunities for all workers and good record keeping will support this.</p>	<p>(1996) lays down a legal framework under which home workers receive conditions that are fair and equal to those enjoyed by other workers.</p>
<p><b>Specific Process Guidelines</b></p>		
<p><b>Standard Criteria</b></p>	<p><b>Factory</b></p>	<p><b>Village Based Home Workers</b></p>
<p><b>(8) Regular Employment is Provided</b></p>	<p>This area causes the most concern in Industrial Relations terms.</p> <p>Although relevant for full time employees there are many cases where the workers have very flexible working patterns to combine the rug making with other work and family demands.</p> <p>Where terms of agreement are put in place that are appropriate to the circumstances and agreed by both sides including terms of notice, this element of the standard can be used to develop understanding and cooperation.</p>	<p>Few home workers have enough work to occupy them on a full-time basis. Wherever possible agents should endeavour to ensure a regular supply of work and to communicate the expectations of the business.</p> <p>Agreements should exist for minimum hours of work guaranteed, and where work is no longer available, appropriate notice of termination and payment are made.</p> <p>Regularity of work should be agreed with the home worker prior to employment.</p>

<b>Specific Process Guidelines</b>	Weaving – This is the main area of work affected by this element of the standard, with problems on both sides. Insufficient notice of lack of work on the part of the agent and inability to commit to regular hours on the part of the workers.	
<b>Standard Criteria</b>	<b>Factory</b>	<b>Village Based Home Workers</b>
<b>(9) No Harsh Treatment is used and Disciplinary Practices are Clear</b>	Terms of Employment should include clear reasons under which disciplinary action may be taken and what that action may be. Supported by record keeping for discipline and grievances.	This would include any form of coercion related to work at the household level.
<b>Specific Process Guidelines</b>		
<b>Standard Criteria</b>	<b>Factory</b>	<b>Village Based Home Workers</b>
<b>(10) Negative Environmental Impacts of Production are Identified and Minimised</b>	<p>An impact assessment would highlight processes and conditions that pose a risk to the environment.</p> <p>All dye houses visited during the pilot used Swiss dyes which are Azo free, this is the minimum requirement from EU and US retailers.</p> <p>All improvements in terms of environmental practice should be celebrated and employees motivated to make improvements.</p> <p>The carpet washing process uses various chemicals such as sulphuric acid, caustic soda, bleaching agents, ammonium sulphate and zinc in various concentrations and mixtures. Waste water contains varying amounts of chemicals which pollute water bodies.</p>	<p>Information for home workers on the use of hazardous chemicals, energy and the minimisation of waste and water should be provided in a suitable format along with awareness raising and training.</p> <p>In many cases the improvement of environmental management will also improve the circumstances for the community.</p>
<b>Specific Process Guidelines</b>	<p>Dyeing and washing –</p> <ul style="list-style-type: none"> <li>- The use of water in dyeing and washing processes should be minimised through water reuse systems</li> <li>- Effluent should be treated prior to discharge into local water courses</li> <li>- The use of energy should be minimised, and where fuel used produces thick smoke, emissions should be filtered prior to release</li> </ul>	

	<p>to atmosphere</p> <ul style="list-style-type: none"> <li>- The use of hazardous solvents and colours should be minimised in the production process.</li> </ul> <p>Throughout all processes -</p> <ul style="list-style-type: none"> <li>- The production of waste should be minimised through recycling</li> <li>- Waste from production processes should be carefully disposed of</li> </ul>	
<b>Standard Criteria</b>	<b>Factory</b>	<b>Village Based Home Workers</b>
<b>(11) Business Processes are Transparent and Adhere to Local Regulations</b>	Record keeping and maintaining of documentation both internal and official is the key to demonstrating transparency and building trust.	<p>Employee-employer relationships between home workers and producers may not be clear.</p> <p>Supply chains between home workers and exporters vary and may not be clear.</p> <p>Production is often organised by middlemen and contractors who form the crucial links between the supplier and the home worker.</p> <p>Due to the variability of the Rug Industry supply chain, traceability back to home sites is vital.</p>
<b>Specific Process Guidelines</b>	The key issue is the need to know exactly which processes within the whole rug making production are being carried out on factory sites and which are carried out by home workers. RMI can then be clear about some of the difficulties and issues, and discussions between RMI and producers regarding improvements and problems can be carried out on an open basis.	

## Section 6 - Appendices

### Appendix 1 - References

The standard has been developed with reference to the following documents:

#### Internal Documents

- Researching the Content of a Comprehensive New Standard for the Hand Made Rug Industry – Research Paper March 2007
- The Rug Industry Certification Standard - Draft for Pilot March 2007
- RMI International New Standard Pilot Project in Nepal – Maurice Hitchen Final Report Sept 2009
- RugMark International Child Labour Policy (2009)

#### External Documents

RMI has referred to other related standards, reports and guidelines to ensure consistency of approach, these include:

- STEP label
- FLO standards **Generic Fairtrade Standards for Hired Labour** -Current version: 01.12.2008 and **Generic Fairtrade Standard for Small Producers' Organizations** - Current version: 01 January 2009
- SA 8000:2008
- **ETI home worker guidelines: recommendations for working with home workers** Published by ETI (July 2006)
- WRAP (Worldwide Responsible Apparel Production) + Facilities Handbook
- Clean Clothes Campaign
- Sedex requirements
- **Home workers Code of Practice Committee (2001)** *Changing fashion: the story of the No Sweatshop label.*  
[www.nosweatshoplabel.com/downloads/NoSweatReport.pdf](http://www.nosweatshoplabel.com/downloads/NoSweatReport.pdf)
- **Unni, Jeemol and Rani, Uma (2005)** *Impact of recent policies on home-based work in India.* UNDP HRDC Discussion Paper Series 10, UNDP.
- **ISO/DIS 26000**

**The Standard also follows the relevant ILO conventions:**

**Child Labour**

C138: Minimum Age Convention 1973 and R146: Minimum Age Recommendation 1973

C182: Worst Forms of Child Labour Convention 1999 and R190: Worst Forms of Child Labour Recommendation 1999

C90: Night Work of Young Persons (Industry) Convention (Revised) 1948

**Forced Labour**

C29 :Forced Labour Convention 1930

C105 :Abolition of forced Labour Convention 1957

**Freedom of Association and the right to collective bargaining**

C87: Freedom of Association And Protection of the right to Organise Convention 1948

C98: Right to Organise and Collective Bargaining Convention 1949

C154: Collective Bargaining Convention 1981

C135: Workers' Representative Convention 1971

**Safe and Hygienic Conditions**

C155: Occupational Health & Safety Convention 1981

C184: Health & Safety in Agriculture Convention 2001 and 1981

R164: Occupational Health & Safety in Agriculture

C187: Promotion Framework for Occupational Safety and Health Convention 2006

*C170: Chemicals Convention 1990*

*C77: Medical Examination of Young Persons (Industry) Convention 1946*

**Minimum Wage**

C131 Minimum Wage Fixing Convention 1970

C95 Protection of Wages 1949

**Working Hours**

C1: Hours of work (Industry) Convention 1919

C30: Hours of work (Commerce & Office) Convention 1930

*C89: Night Work (Women) Convention (Revised) 1948*

P89: Protocol of 1990 to the convention above

C14: Weekly Rest (Industry) Convention 1921

### **Discrimination**

C100: Equal Remuneration Convention 1951 and R90: Equal Remuneration Recommendation 1951

C111: Discrimination (Employment & Occupation) Convention 1958 and R111: Discrimination (Employment & Occupation) Recommendation 1958

C156: Workers with Family Responsibilities Convention 1981

### **Regular Employment**

C95 Protection of Wages Convention 1949

C158: Termination of Employment Convention 1982

C175: Part Time Work Convention 1994

C177: Homework Convention 1996

### **Harsh and Inhumane treatment**

C29: Forced Labour Convention 1938

C105: Abolition of forced Labour Convention 1957

### **Benefits**

C175: Part Time Work Convention 1994

C183: Maternity Protection Convention 2000

C177: Home work Convention 1996 and R184: Home Work Recommendation 1996

C159: Vocational Rehabilitation & Employment (Disabled Person) Convention 1983

And R168: Vocational Rehabilitation & Employment (Disabled Person) Recommendation 1983

## **Appendix 2 - Definitions**

### **Child**

ILO Conventions 138 and 182 and UN Child Rights Convention defines 'Child' as any person less than 18 years of age.

GoodWeave standard follows these by imposing a minimum limit of 15 years on any work unless local minimum age law stipulates a higher age for work or mandatory schooling, in which case the higher age shall apply.

The standard also follows The ILO convention 182 and prohibits any work, which harms health, safety and morals of children under the age of 18 years.

See also Young Workers

### **Young Workers**

Children between the age of 18 years and 15 years of age may also sometimes be referred to as Young Person.

### **Registered Looms**

**This includes all looms used to produce GoodWeave rugs, all sites associated with any/every stage of the production process All looms must be registered as a requirement of the licensing process and when there are changes.**

### **Rug / Carpet**

For the use in this standard the term rug or carpet means a stand alone article. This can be any size or material. Wall-to-wall tufted carpeting cut to size would be included because how it's made is more important than how it's used.

The Standard also only refers to hand made rugs or carpets not those produced on a wholly mechanical process.

The raw material from which rugs are manufactured is not specified and can include wool, cotton or silk.

### **Factory**

A facility which includes some or all aspects of rug production from goods in, through, dying, weaving and finishing, and where all employees work at the facility.

### **Forced Labour**

All work or service that is extracted from any person under the menace of any penalty for which said person has not offered himself/herself voluntarily or for which such work or service is demanded as a means of repayment of debt.

## **Homework**

### **The definition of homework is based upon the ILO definition (1996, C177, Article 1) which states:**

- (a) the term homework means work carried out by a person, to be referred to as a home worker,
1. in his or her home or in other premises of his or her choice, other than the workplace of the employer;
  2. for remuneration;
  3. which results in a product or service as specified by the employer, irrespective of who provides the equipment, materials or other inputs used, unless this person has the degree of autonomy and of economic independence necessary to be considered an independent worker under national laws, regulations or court decisions;
- (b) persons with employee status do not become home workers within the meaning of this Convention simply by occasionally performing their work as employees at home, rather than at their usual workplaces;
- (c) the term employer means a person, natural or legal, who, either directly or through an intermediary, whether or not intermediaries are provided for in national legislation, gives out home work in pursuance of his or her business activity.

## **Home Workers**

United Nations Development Programme (UNDP) distinction between home-based work and homework is used.

Under this distinction, the term home-based workers is a comprehensive term which encompasses all those who work at home. This group is divisible into three broad categories including:

1. Business people and well-paid professionals working from home;
  2. Own-account workers - workers who design and market their own products, but cannot be considered to be running small businesses;
  3. Subcontracted or dependent workers - those who work for an employer, intermediary or subcontractor for a piece rate, who are not responsible for designing or marketing the product, but simply contribute their labour.
- Home workers then are a subset of home-based workers, those found in the third grouping.

## **Living Wage**

Wages paid for a normal work week shall always meet at least legal or industry minimum standards and shall be sufficient to meet the basic needs of personnel and to provide some discretionary income.

## **Inspection**

A visit made to a workplace by an authorised organisation or individual for the purpose of checking whether a code of practice is being applied. The essence of an inspection is that it is a discrete activity (rather than a continuous one) conducted in a thorough, critical manner.

## **Verification**

In the context of codes of labour practice, verification concerns the impartial examination and certification of claims made about the actual observance of code provisions by suppliers or of claims made about the activities that a company undertakes to give effect to its code. The essence of verification is about the credibility of public claims. Verification implies a re-examining of the evidence in order to establish that previously reported results are accurate). The terms audit and assurance may also be used in this way.

## **Workers**

The term 'workers' refers to all workers including migrant, temporary, seasonal, subcontracted and permanent workers. 'Workers' is not limited to factory workers but includes all other hired labour personnel, e.g. employees working in the company's administration. However, the term is limited to personnel that can be unionized and therefore normally excludes middle and senior management.

Employees include those working full or part time on a fixed hourly, weekly or monthly basis but under permanent continuous contract or terms. It will also include those who are paid on a piece rate, being paid by the amount produced.

## **Employment Agreement**

This may also be known in individual facilities as an Employment Contract or Appointment Letter. Whatever term is used, as a written document this is a legal contract of agreement to the roles and responsibilities of both employees and management. The document must be signed by both parties to show agreement to terms.

## **Glossary of Terms**

H&S – Health and Safety

ILO – International Labour Organisation

MSDS – Material Safety Data Sheet

## PPE – Personal Protective Equipment

### Appendix 3 – Overview of RMI Standard against other related standards

Std Element	ETI	SA 8000	FLA	LABEL STEP	FLO Hired worker	MPS	WRAP	ISO 26000
<b>No Child labour</b>	x	x	x	x	x	x	x	x
<b>Employment is freely chosen</b>	x	x	x	x	x	x	x	x
<b>Freedom of association and collective bargaining</b>	x	x	x	x	x	x	x	x
<b>Working conditions are safe and hygienic</b>	x	x	x	x	x	x	x	x
<b>Fair wages will be paid</b>	x	x	x	x	x	x	x	x
<b>Working hours are not excessive</b>	x	x	x	x	x	x	x	x
<b>No discrimination is practised</b>	x	x	x	x	x	x	x	x
<b>Regular employment is provided</b>	x							
<b>No harsh or inhuman treatment is practised</b>	x	x	x	x	x	As part of discrimination	x	x
<b>Environmental impacts of production are identified and minimised</b>				x	x		x	x
<b>Business processes are transparent and adhere to local regulations</b>	as implementation principle		responsibility is on retailer	in terms of transparency with workers	x	Documentation included	x	x

An more in-depth comparison of the principles of the Goodweave standard against other major standards is available.