

# **GoodWeave**

## **GENERIC STANDARD FOR THE RUG INDUSTRY**

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**GoodWeave Standards Committee**

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**Period for stakeholders' comments and enquiries on this version:**

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**[www.goodweave.net](http://www.goodweave.net)**

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

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# Section 1 Introduction

## Background

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.<sup>1</sup> 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.

The Standard and its principles are based on international labour laws and environmental norms and have been developed to be compatible with and support other standards, but to address those specific needs of the rug making industry.

The Public Summary, a more detailed introduction to the Standard, includes initial findings based on background research and field studies commissioned by GoodWeave, and can be found on [www.GoodWeave.net](http://www.GoodWeave.net). Users of this Standard and other stakeholders may request clarifications and interpretations, submit feedback and complaints on the process or content, as well as propose revisions by contacting [standards@goodweave.net](mailto:standards@goodweave.net).

In order to ensure that the best international standards are met, GoodWeave is an associate member of the International Social and Environmental Accreditation and Labelling (ISEAL) Alliance and through the development of the new international Standard is striving to meet the requirements of the ISEAL Standard Setting Code of Good Practice.

**Feedback on this draft is welcomed at [www.GoodWeave.net](http://www.GoodWeave.net)** This site also holds information on the standard development process, history and contact details.

## Objectives

The broad aims of the new Standard are as follows:

- To end illegal child labour 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 and to promote the application of other fundamental human rights in the workplace identified as root causes of child labour.

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<sup>1</sup> RMI re-branded its certification programme and label to GoodWeave in 2009. In 2010 the organization will also re-brand to GoodWeave and for the purposes of this Standard, the name GoodWeave will be used when referencing the certification programme, the label and the organization.

- To ensure there are changes in the community growing out of the programme, particularly reduction of child labour and increase of children's education.
- To provide a coherent and consistent standard that may be applied across all rug producing countries and takes into account different production methods.
- To facilitate transparent monitoring and verification of working conditions and environmental impact.
- To provide an independent assurance (label) for rug consumers worldwide.

## Scope

This Standard applies to rug making processes carried out in factory, homework and village-based cottage industry situations and addresses social and environmental issues as well as the transparency needed to ensure implementation.

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, e.g. Manufacturing Safety Data Sheets.

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.
- Where all processes are carried out at vertically integrated manufacturing sites, and for other sites which use subcontractors, the scope includes the main site plus subcontracted weaving and wet processes.

Producers are expected to ensure that suppliers are made aware of the GoodWeave Standard.

The Standard is generic and therefore applicable to all countries of production and to production sites of differing sizes and levels of capabilities. Variations in the local manufacturing conditions and types of workplaces, as well as differences between countries, are covered in the guidelines and inspection and monitoring documents. This will ensure that interpretation of the Standard is consistent while addressing the specific needs of different types of workers and workplaces, and recognizing certain criteria are higher risk in one type of workplace over another. This Standard covers all workers and workplaces in which rugs are produced.

The Standard applies to all operations for which the licensee is responsible. 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 Standard at the subcontractor level.

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

## **Responsibilities for Adherence to the Standard**

The responsibility for adherence to the Standard lies with the producers / license holders. 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.

More detail about these broader responsibilities is included in the Guidelines for the GoodWeave Generic Standard for the Rug Industry (the Guidelines), which will accompany the Standard. These will ensure that those implementing the Standard are aware of their roles and responsibilities.

## **Standard Structure**

The structure of the Standard is designed to specify the licensing requirements for producers, in order to be understood by users of the GoodWeave label, the certification body, partner organizations, customers and the general public.

- **Principles** - The Standard is based on seven Standard Principles covering labour conditions and the rights of workers, environmental management and transparency. The Principle Clarifications in Section 2 detail each Standard Principle.

These principles are supported by the detailed 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 and GoodWeave, within a specified period of time. A report on the achievement of progress requirements will be made available to GoodWeave each year.
- **Supporting documents** – References, definitions and further documents for information are attached as Appendices.

## **Guidelines and Support for Producers**

In order to produce a Standard that may be implemented globally, the language is by necessity very technical and not user friendly for a general audience. Those implementing the Standard may need additional support and in-depth explanation of how to implement it in practice.

To address this, two separate documents to aid interpretation and implementation of the Standard are available:

- The Synopsis Document outlines the practical implications of the Standard.
- The Guidelines to the GoodWeave Generic Standard for the Rug Industry help producers implement the Standard with specific instructions on how to use them in factory and homework situations.

Based on feedback from producers in implementing the Standard, GoodWeave will evaluate whether producer support programmes are needed to aid in the implementation of the Standard, and what type of programmes would be needed.

Auditing documentation will detail the requirements for inspectors and auditors.

## References

Many other related standards have been referenced during the development of this one, including international labour standards, in particular Conventions of the International Labour Organization (ILO). A full list of references is provided in Appendix 1.

## Definitions

A list of definitions for 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 are given one year to implement the core requirements of the Standard, allowing 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 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 demonstrate good intent and difficulties. Extension requests will be decided on a case by case basis taking into account all considerations including the impact of the non-compliance on the GoodWeave Standard's credibility.

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

## **Standard Review**

The Standard will be reviewed 6 months after coming into force, allowing for practicalities of implementation to be acknowledged and the Standard to be revised, if deemed necessary. The Standard will then be reviewed annually for two years to ensure feedback during implementation is taken into account in the initial phase.

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

GoodWeave will follow the Operating Procedure (OP) Development of GoodWeave Standards for the process of reviewing and revising the Standard (The current version is available online at <http://www.goodweave.net/documents/13>). As a result of this process, requirements of the Standard may be added, deleted or otherwise modified.

Changes will be communicated to licensees; however, those who have to meet the GoodWeave Standard are responsible for monitoring pending and finalised revisions on the GoodWeave website (<http://www.goodweave.net>).

## **Section 2 Standard Requirements**

The Standard is based on seven principles covering issues of child labour and related working conditions for of-age workers, environmental protection and transparency.

These principles have been identified as:

- supporting the accomplishment of GoodWeave’s mission to end child labor;
- reflecting identified areas requiring improvement in the carpet industry;
- ensuring GoodWeave’s intention to facilitate improvement in rug production;
- and areas in which GoodWeave 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 child labour is allowed**
- 2) No forced or bonded labour is allowed**
- 3) Freedom of association and collective bargaining are recognised**
- 4) No discrimination is practised**
- 5) Decent working conditions are respected**
  - a. Workplace conditions**
  - b. Wages**
  - c. Working hours**
  - d. No harsh or inhumane treatment**
- 6) Negative environmental impacts of production are identified and minimised**
- 7) Business processes are transparent and adhere to local regulations**

### **Principle Clarification**

The “Principle Clarifications” in the following table describe the Principles in more detail. These are non-binding statements of intent linking the Principles to the related “Requirements,” which are described further on the following page. The Principle Clarifications allow for acceptable variations in implementation because of variations between different types of production. These are clarified in the separate Guidelines document (see explanation in Section 1, p.5-6).



## **Core Requirements**

The “Core Requirements” in the following table are those aspects of the Standard, which are regarded as fundamental because they are necessary to ensure no child labour is used, that there is transparency, progress towards wider performance improvement and a commitment to protection of worker rights and the environment. The Core Requirements therefore represent the entry-level requirements.

The provisions of the Standard constitute minimum and not maximum levels of performance, and 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.

When undertaking inspection and certification decisions, GoodWeave’s certification process will closely follow the exact wording of the Standard and the stated objectives. In cases where there is doubt over whether a company has correctly applied the Standard an assessment will be made according to the objectives.

## **Progress Requirements**

The “Progress Requirements” in the following table represent the areas of the Standard, which are evolutionary and will be implemented over time. The Standard thus encourages continuous improvement in all inter-related areas of worker and environmental protection that support GoodWeave’s mission to end child labour. Through its implementation, the Standard is designed to help develop the capabilities and circumstances of individual producers and sites, ensuring that producers improve at a pace, which is achievable yet progressive.

GoodWeave recognizes that some of the progress requirements may be difficult to implement and will work with producers to help overcome challenges. This may include building capacity among producers at the start of their relationship with GoodWeave to ensure they are in the position to implement the Standard. The degree of progress expected depends on factors such as the company’s capability, size and the severity of any non-conformities found initially.

## Table of Principles, Clarification, Core and Progressive Requirements

*Note: For an explanation of the Principle Clarifications, Core and Progressive Requirements, please refer to p.8-9.*

	Principle Clarification	Core Requirement	Progress Requirement
<b>Principle 1</b>  <b>No child labour is allowed</b>	<ul style="list-style-type: none"> <li>Child labour is defined as that 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 orientation or training programmes approved by the competent authority or their capacity to benefit from the instruction received.</li> <li>All practices must conform with the relevant ILO standards (Conventions 138 and 182) and national law at a minimum.<sup>2</sup></li> </ul>	<ul style="list-style-type: none"> <li>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).</li> <li>Producers have systems in place to ensure that no children are employed or work illegally. This includes participating and/or supporting community-based monitoring programmes that are initiated or supported by GoodWeave.</li> <li>There is a register of all workers under the age of 15 indicating their age and their work. Their conditions of work shall be compliant with ILO conventions for work given to children below the age of 15.</li> </ul>	<ul style="list-style-type: none"> <li>Children below the age of 15 are not employed or allowed to work (where the national legal limit or the end of compulsory school age is above 15, the higher age limit will be followed). Note: This progress requirement must be achieved within one year.</li> </ul>
	<ul style="list-style-type: none"> <li>The producer will not engage in or support the use of child labour.</li> </ul>	<ul style="list-style-type: none"> <li>The producer displays notices prominently declaring that they will not allow child labour in the production of carpets.</li> </ul>	

<sup>2</sup> The Core and Progress Requirements specify the age limits for employment or work; where national or international law sets a lower age limit than the GoodWeave Standard, the higher age limit shall be observed. Where children help their parents 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 health.
- The child is supervised and guided by a member of the family.

	Principle Clarification	Core Requirement	Progress Requirement
<p><b>Principle 1</b></p> <p><b>No child labour is allowed</b></p> <p><b>(continued)</b></p>	<ul style="list-style-type: none"> <li>Producers must put in place remediation procedures for situations where child labour is found.</li> <li>No further recruitment or replacement of children is allowed.</li> </ul>	<ul style="list-style-type: none"> <li>Processes are in place for remediation where child labour is found.</li> <li>Producers work with GoodWeave and local remediation projects.</li> </ul>	<ul style="list-style-type: none"> <li>Employers should strive to link any child labourers found to the local school and put forward their best efforts to withdraw them from work in all forms.</li> </ul>
	<ul style="list-style-type: none"> <li>Children between the age of 15 years and 18 years of age may also be referred to as “young workers” or “young persons.”</li> <li>Where children and young workers are employed who are subject to local compulsory education laws, the producer must ensure that no such young person is employed during school hours and that combined hours of transportation and work time do not exceed 10 hours per week.</li> </ul>	<ul style="list-style-type: none"> <li>All national laws for young workers are followed.</li> <li>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.</li> <li>An education/employment plan is in place for young workers.</li> </ul>	
	<ul style="list-style-type: none"> <li>The producer will 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). On the basis of consultations, GoodWeave will determine which processes and conditions in the enterprise meet this definition.</li> </ul>	<ul style="list-style-type: none"> <li>A list of the tasks that are carried out by young workers and the hours worked is produced.</li> </ul>	<ul style="list-style-type: none"> <li>Children of workers have separate space and are protected from hazards.</li> <li>All legal requirements and documentation as prescribed by local and national law are implemented.</li> </ul>

	Principle Clarification	Core Requirement	Progress Requirement
<b>Principle 1</b>  <b>No child labour is allowed</b>  <b>(continued)</b>	<ul style="list-style-type: none"> <li>Wherever possible the producer will co-operate with local community initiatives in order to create the social norms and functioning institutions to ensure that every child receives educational opportunities.</li> </ul>		<ul style="list-style-type: none"> <li>The employer allows at least part-time education for young workers.</li> <li>The employer works with local community initiatives and groups to address any issues around access to schooling.</li> </ul>
	<ul style="list-style-type: none"> <li>Where homework is carried out children are covered by this principle.</li> </ul>	<ul style="list-style-type: none"> <li>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.</li> <li>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 during school hours.</li> </ul>	

	Principle Clarification	Core Requirement	Progress Requirement
<b>Principle 2</b>  <b>No forced or bonded labour is allowed</b>	<ul style="list-style-type: none"> <li>All practices must conform with the relevant ILO standards (C29: and C105) and national law at a minimum.</li> <li>No one shall be forced or otherwise compelled to work. Workers are free to leave employment after an agreed notice period without penalty.</li> <li>Workers are free to leave work premises at any time after a mutually agreed time of close of work.</li> </ul>	<ul style="list-style-type: none"> <li>Employers provide evidence of agreement to terms and conditions of employment for all workers (in whatever form is most appropriate for the situation). Where workers are not literate or do not understand the language used by the employer, an explanation is given in a form they can understand.</li> </ul>	
	<ul style="list-style-type: none"> <li>The company must also refrain from any form of physical or psychological measures requiring workers to remain employed by the company.</li> </ul>		<ul style="list-style-type: none"> <li>A confidential grievance procedure is in place.</li> </ul>
	<ul style="list-style-type: none"> <li>Workers are not required to lodge "deposits" or identity papers in return for work, including loans from a company to the worker with interest rates at a level which leaves the employee in difficulty of repayment (see also Principle 5 – wages).</li> </ul>	<ul style="list-style-type: none"> <li>No original documents are withdrawn from the worker or held by the employer, or deposits paid for work.</li> </ul>	<ul style="list-style-type: none"> <li>Records showing repayments of loans advanced and length of repayment remaining are kept.</li> <li>Loan agreements are signed and detailed with the percent interest, and regular reports are made to workers on outstanding balance.</li> </ul>
	<ul style="list-style-type: none"> <li>Wages will not be withheld or delayed as a means of coercion or work forced against debt.</li> </ul>	<ul style="list-style-type: none"> <li>Clear individual wage records, including payments against company loans are kept.</li> </ul>	
	<ul style="list-style-type: none"> <li>Payment in kind or paying workers in tokens for shops on site are only permissible when these constitute partial payments for work performed and they are correctly valued and are appropriate for the use of the worker and his/her family.</li> </ul>	<ul style="list-style-type: none"> <li>Wage records show where in kind payment or tokens are issued and that these are not a major proportion of wages as agreed with the employee.</li> </ul>	

	Principle Clarification	Core Requirement	Progress Requirement
<b>Principle 3</b>  <b>Freedom of association and collective bargaining are recognised</b>	<ul style="list-style-type: none"> <li>All practices must conform with the relevant ILO standards (C87, C98, C154 and C135) and national law at a minimum.</li> <li>Workers, without distinction, have the right to join or form trade unions or workers' collectives or other association and to bargain collectively.</li> </ul>	<ul style="list-style-type: none"> <li>Employers do not prohibit workers from associating &amp; bargaining collectively.</li> <li>Employers make verbal and written statements to workers that they have the right to join a union.</li> <li>Employers post their recognition of workers' right to organise in local languages in the workplace.</li> </ul>	<ul style="list-style-type: none"> <li>Employers allow unions access to the workplace and access to a meeting place.</li> </ul>
	<ul style="list-style-type: none"> <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> </ul>	<ul style="list-style-type: none"> <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.</li> <li>Both workers and their representatives have access to grievance processes.</li> <li>There is no discrimination against home workers' representatives or those who take up the task of organising home workers.</li> </ul>	
	<ul style="list-style-type: none"> <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> <li>Such forums are not used to undermine the ability of workers to form independent unions.</li> </ul>		<ul style="list-style-type: none"> <li>Worker/Management forums for social, environmental, educational, financial and industrial development are in place.</li> </ul>

	Principle Clarification	Core Requirement	Progress Requirement
<b>Principle 4</b>  <b>No discrimination is practised</b>	<ul style="list-style-type: none"> <li>All practices must confirm with the relevant ILO standards (C187 and C155) and national law at a minimum.</li> <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, sex, sexual orientation, union membership, political affiliation or age, or other bases provided for in national law or collective agreements.</li> <li>The employer will not discriminate against migrant workers.</li> <li>The employer must be sympathetic to the needs of the employees relating to religion, disability, gender, and union membership.</li> </ul>	<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>Employers 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>Employment data is collected and compiled to show proof of compliance.</li> <li>Reasonable accommodation for workers with disabilities is provided where relevant.</li> </ul>
	<ul style="list-style-type: none"> <li>Female employees shall be entitled to maternity leave with full pay.</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.</li> <li>No woman will be dismissed solely because she is pregnant.</li> </ul>	<ul style="list-style-type: none"> <li>All employees are informed of their rights related to maternity and a list of tasks appropriate to pregnant women is drawn up.</li> </ul>	<ul style="list-style-type: none"> <li>Processes are in place to address the needs of pregnant women employees. These cover maternity leave, guidance on the type of work that may be undertaken during pregnancy and assurance of job security while pregnant. This follows requirements of national law but is at least 12 weeks.</li> </ul>

	Principle Clarification	Core Requirement	Progress Requirement
<b>Principle 5</b> <b>Decent working conditions are respected</b>	<b>5 a. Workplace conditions</b>		
	<ul style="list-style-type: none"> <li>All practices must conform with the relevant ILO standards and national law at a minimum.</li> <li>The employer will provide a safe and healthy working environment. On the basis of consultations, GoodWeave will determine which conditions meet these requirements.</li> </ul>	<ul style="list-style-type: none"> <li>There is a general clean and tidy working environment with clear means of access and egress.</li> <li>Appropriate fire control procedures are in place, especially in accommodation.</li> <li>There is a supply of potable water and clean toilet facilities and workers are allowed to use these facilities as needed.</li> </ul>	<ul style="list-style-type: none"> <li>A formal Health and Safety (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> </ul>
	<ul style="list-style-type: none"> <li>A member of the management team will be appointed with responsibility for H&amp;S management.</li> </ul>		<ul style="list-style-type: none"> <li>A member of the senior management team is appointed with responsibility for H&amp;S management.</li> </ul>
	<ul style="list-style-type: none"> <li>An appropriate risk assessment will be carried out to identify workplace risks and address them.</li> </ul>	<ul style="list-style-type: none"> <li>A simple risk assessment is carried out taking into consideration Manufacturing Safety Data Sheets (MSDS) data.</li> <li>MSDS sheets are available for all chemicals used on site.</li> </ul>	
	<ul style="list-style-type: none"> <li>The employer must ensure a safe workload and ensure that employees do not take risks in the implementation of their work.</li> </ul>		<ul style="list-style-type: none"> <li>A management system is in place (relevant to the size of the worksite) to ensure that safe workload and work processes and workplace facilities do not pose a health risk as identified by a risk assessment, regular H&amp;S monitoring and logging of accidents.</li> </ul>



	Principle Clarification	Core Requirement	Progress Requirement
<b>Principle 5</b> <b>Decent working conditions are respected</b> <b>(continued)</b>	<ul style="list-style-type: none"> <li>The employer shall ensure that all employees receive regular and appropriate training in health and safety.</li> </ul>		<ul style="list-style-type: none"> <li>All new and current employees receive regular and appropriate training in H&amp;S including Personal Protection Equipment (PPE).</li> <li>Contractors provide advice for home workers on inherent hazards in rug manufacture and safe workloads and regular and appropriate training and/or information in H&amp;S is provided.</li> <li>Information is provided to home workers in an appropriate format to allow, for example, for those workers who cannot read.</li> </ul>
	<ul style="list-style-type: none"> <li>Where necessary the employer must provide the workers with PPE and require its usage. For instance, those handling wastewater, toxic dyes, and/or chemicals or operating dangerous machinery.</li> </ul>	<ul style="list-style-type: none"> <li>Appropriate PPE is provided and its use overseen.</li> </ul>	
	<ul style="list-style-type: none"> <li>If living accommodation is provided for workers, the health and safety requirements apply to dwellings as well.</li> <li>Accommodation, if provided, is safe and hygienic and segregated from the factory or production area and from material storage areas.</li> </ul>		<ul style="list-style-type: none"> <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>

	Principle Clarification	Core Requirement	Progress Requirement
<p><b>Principle 5</b></p> <p><b>Decent working conditions are respected</b></p> <p><b>(continued)</b></p>	<p><b>5 b. Wages</b></p>		
	<ul style="list-style-type: none"> <li>All practices must conform with the relevant ILO standards and national law at a minimum.</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 must always be enough to meet basic needs and to provide some discretionary income.</li> <li>Wages and benefits must be paid in full compliance with all applicable laws.</li> </ul>	<ul style="list-style-type: none"> <li>All wages and benefits are paid at or above the local minimum legal wage.</li> <li>A system is in place to record wages and benefits. This must include the calculation in terms of piece work and how this compares to time worked, and must be shown as pay per hour.</li> <li>A study must be completed by the licensee within six months to ensure piece work is in line with the minimum wage.</li> <li>There is documented attendance/wage/production information.</li> </ul>	<ul style="list-style-type: none"> <li>A “living wage” is calculated for the locality and/or industry and this is the minimum paid to workers. This is in accordance with guidance provided by GoodWeave which is reviewed regularly.</li> <li>Clear individual wage records, including provident and state insurance payments and tax (as appropriate) are kept.</li> </ul>
	<ul style="list-style-type: none"> <li>Wages must be paid regularly in a manner acceptable to both employer and employee.</li> <li>All employees are hired on the basis of a written* employment agreement that is legally binding. (*Where workers are not literate or do not understand the language used by the employer, an explanation must be given in a form they can understand.)</li> </ul>	<ul style="list-style-type: none"> <li>Payment is made directly to the worker.</li> </ul>	<ul style="list-style-type: none"> <li>Before workers enter into employment, a legally binding employment agreement is in place. It includes understandable information about employment conditions with respect to wages.</li> <li>The breakdown of wages for each pay period is clearly explained. This includes explanation for deductions and the manner of payment.</li> </ul>

	Principle Clarification	Core Requirement	Progress Requirement
<b>Principle 5</b> <b>Decent working conditions are respected</b> <b>(continued)</b>	<ul style="list-style-type: none"> <li>Workers must be paid a premium for working overtime, working on rest days and working on public holidays.</li> </ul>		<ul style="list-style-type: none"> <li>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.</li> </ul>
	<ul style="list-style-type: none"> <li>Where loans given by employers as an advance on future wages, repayment deductions from wages must be kept at a level which does not leave the employee in difficulty.</li> </ul>		<ul style="list-style-type: none"> <li>Records are kept, which show repayments of loans advanced and length of repayment remaining.</li> <li>Loan agreements are signed and detailed with the percent interest, and regular reports are made to workers on outstanding balance.</li> </ul>
	<ul style="list-style-type: none"> <li>All workers, regardless of the form of the employment relationship, shall be paid equal wages and benefits for work of equal value. Short term contracting arrangements and false apprenticeship schemes must not be undertaken to avoid fulfilling obligations to employees under applicable laws pertaining to labour and social security legislation and regulations.</li> <li>Short breaks in contracts do not constitute an interruption of contract for seniority purposes and continuity of employment must be maintained.</li> </ul>		<ul style="list-style-type: none"> <li>Wage records are kept, which show that employees are not kept on short term contracts for lengthy periods.</li> <li>Home workers are given a clear explanation of terms and conditions of employment before starting work (preferably a written agreement).</li> <li>Wage records show that home workers are afforded the same benefits, e.g. health care and insurance, as employees working on the employer's premises.</li> </ul>
	<ul style="list-style-type: none"> <li>If living accommodation is provided for workers, these must be provided at a comparable local rate.</li> </ul>	<ul style="list-style-type: none"> <li>Records are available to show that accommodation costs are on par with local rates.</li> </ul>	

	Principle Clarification	Core Requirement	Progress Requirement
<p><b>Principle 5</b></p> <p><b>Decent working conditions are respected</b></p> <p><b>(continued)</b></p>	<p><b>5 c. Working hours</b></p>		
	<ul style="list-style-type: none"> <li>• All practices must conform with the relevant ILO standards and national law at a minimum.</li> <li>• Working hours must comply with applicable laws and industry standards; they 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 if so provided by national law or in absence of legal requirement, as agreed between employer and employee.</li> </ul>	<ul style="list-style-type: none"> <li>• Employers must provide evidence of agreement to terms of employment, which includes working hours (in whatever form is most appropriate for the situation).</li> <li>• Where workers are illiterate or do not understand the language used by the employer, an explanation is given in a form they can understand.</li> <li>• Daily attendance and working hours are recorded.</li> <li>• Fixed or flexible hours are agreed with the labour force.</li> </ul>	<ul style="list-style-type: none"> <li>• An employment agreement (preferably in writing) is in place that is legally binding, including understandable information about working hours and annual leave entitlement.</li> <li>• A documented agreement is 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>• 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>• Workers are free to refuse overtime without penalty.</li> </ul>	<ul style="list-style-type: none"> <li>• Hours worked fall within national and international guidelines at a minimum and do not exceed 48 hours per week on a regular basis.</li> <li>• Employers must provide evidence of agreement to terms of overtime (in whatever form is most appropriate for the situation).</li> </ul>	

	Principle Clarification	Core Requirement	Progress Requirement
<p><b>Principle 5</b></p> <p><b>Decent working conditions are respected</b></p> <p><b>(continued)</b></p>	<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> </ul>		<ul style="list-style-type: none"> <li>The required minimum period of continuous service and minimum duration of annual leave determined by the national laws or collective agreement is documented.</li> </ul>
	<ul style="list-style-type: none"> <li>Collective agreements may provide for overtime working to meet short-term business demand.</li> </ul>		<ul style="list-style-type: none"> <li>Agreements are in place to cover intermittent work patterns such as seasonal working.</li> </ul>
	<ul style="list-style-type: none"> <li>Working mothers who are still nursing infants shall be allowed to take regular short breaks to feed their child.</li> </ul>		<ul style="list-style-type: none"> <li>Allowances are made for working mothers who are still nursing infants to take regular short breaks to feed their child.</li> <li>As prescribed under national laws, access to daycare or crèche facility is provided for the children of working mothers.</li> </ul>

	Principle Clarification	Core Requirement	Progress Requirement
<b>Principle 5</b>  <b>Decent working conditions are respected</b>  <b>(continued)</b>	<b>5 d. No harsh or inhumane treatment</b>		
	<ul style="list-style-type: none"> <li>All practices must conform with the relevant ILO standards and national law at a minimum.</li> <li>Physical abuse or discipline, the threat of physical abuse, sexual or other harassment and verbal abuse or other forms of intimidation are prohibited.</li> </ul>	<ul style="list-style-type: none"> <li>There is written policy on 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 and grievance, including anonymous, complaints. This procedure shall be communicated to all staff and workers.</li> </ul>	<ul style="list-style-type: none"> <li>A disciplinary process must be clearly agreed upon along with a confidential means of complaint or grievance and the workers' rights to freedom from harsh treatment and monetary fines.</li> </ul>
	<ul style="list-style-type: none"> <li>Reasons for disciplinary action or termination must be explained clearly.</li> <li>The employer must ensure that deductions from wages are not made for disciplinary purposes.</li> </ul>		<ul style="list-style-type: none"> <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 shall be made aware of this policy.</li> <li>An adequate system of records supporting this is in place.</li> </ul>

	Principle Clarification	Core Requirement	Progress Requirement
<b>Principle 6</b>  <b>Negative environmental impacts of production are identified and minimised</b>	<ul style="list-style-type: none"> <li>At a minimum environmental impacts are in line with national regulations.</li> </ul>	<ul style="list-style-type: none"> <li>Producers are aware of national regulations on environment impacts.</li> <li>The work place is clean and tidy with correct segregation and disposal of all waste.</li> </ul>	<ul style="list-style-type: none"> <li>Effluent measurement is carried out at a level that is in line with national environmental regulations.</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> </ul>
	<ul style="list-style-type: none"> <li>Processes should be ecologically sound, supporting sustainable methods at all production stages.</li> </ul>	<ul style="list-style-type: none"> <li>There is an agreement to effluent testing for waterborne and land soak away waste plus air borne emissions as required.</li> </ul>	<ul style="list-style-type: none"> <li>A plan is in place to show how improvements will be made. This may be based on an independent risk assessment of the site and production processes.</li> <li>A proactive approach to environmental improvement has been introduced and encouraged, e.g. solar power, wind power, improved filtration, chemical measuring.</li> <li>Production processes make use of the most environmentally responsible fuels and reduced transportation.</li> </ul>

	Principle Clarification	Core Requirement	Progress Requirement
<p><b>Principle 6</b></p> <p><b>Negative environmental impacts of production are identified and minimised</b></p> <p><b>(continued)</b></p>	<ul style="list-style-type: none"> <li>The use of hazardous solvents and colours should be minimised in the production process.</li> </ul>	<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>A list of rug-making ingredients and processes is made and ingredients are stored appropriately.</li> </ul>	
	<ul style="list-style-type: none"> <li>The use of energy and production of waste should be minimised in the production process.</li> </ul>		<ul style="list-style-type: none"> <li>In house process control is based on effluent measurement results.</li> <li>Processes are in place to reduce energy use.</li> </ul>
	<ul style="list-style-type: none"> <li>Employers carry out environmental training to ensure an understanding of impacts and requirements.</li> </ul>		<ul style="list-style-type: none"> <li>Training and awareness are carried out to improve workers knowledge of environmental impacts and reduction of negative impacts.</li> <li>Contractors/agents working with home workers promote production processes with positive community and environmental impacts.</li> </ul>
	<ul style="list-style-type: none"> <li>An appropriate level of risk assessment of environmental impacts will be carried out and this will form the basis of an environmental management system.</li> </ul>		<ul style="list-style-type: none"> <li>A risk assessment of environmental impacts is carried out internally at a level relative to the size of the site.</li> <li>Contractors/agents working with home workers identify the environmental impacts of rug manufacturing processes for home workers.</li> </ul>



	<ul style="list-style-type: none"> <li>Environmental impacts are monitored regularly and targets set for improvement.</li> </ul>		<ul style="list-style-type: none"> <li>Monitoring and measurement is carried out regularly and the results used to show improvement. This means keeping records of energy and water use and amount of waste.</li> </ul>
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	Principle Clarification	Core Requirement	Progress Requirement
<b>Principle 7</b>  <b>Business processes are transparent and adhere to local regulations</b>	<ul style="list-style-type: none"> <li>Producers must administer transparent business practices, which adhere to all relevant local and national laws and regulations.</li> <li>All requirements for licensing have been carried out.</li> </ul>	<ul style="list-style-type: none"> <li>All company registration and tax documents (as applicable) are completed.</li> <li>All associated license fees are paid.</li> <li>Wages and benefits are paid in full compliance with all applicable laws.</li> </ul>	
	<ul style="list-style-type: none"> <li>Licensees must be able to show a fully traceable supply chain for the production processes.</li> <li>Producers must register all production sites with GoodWeave.</li> <li>In the case where a licensee directly, or through its contractor is hiring home workers, then more detailed information should be provided (village, number of family members and children per household).</li> </ul>	<ul style="list-style-type: none"> <li>All production sites are registered with GoodWeave including individual looms and sub-contractors for specific elements of the whole rug making process.</li> <li>Only production sites registered with GoodWeave are used.</li> </ul>	<ul style="list-style-type: none"> <li>Documentation is in place to allow the production of a rug to be traced from receipt of raw materials to shipping the final product.</li> <li>Supplier mapping has been carried out and the results available to GoodWeave and/or its inspection bodies.</li> </ul>

	Principle Clarification	Core Requirement	Progress Requirement
<p><b>Principle 7</b></p> <p><b>Business processes are transparent and adhere to local regulations</b></p> <p><b>(continued)</b></p>	<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> </ul>	<ul style="list-style-type: none"> <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>• Access is provided to workers for confidential interviews during inspections.</li> </ul>	
	<ul style="list-style-type: none"> <li>• Producers shall make all workers covered by the Standard aware of its content and implementation processes.</li> <li>• Producers share knowledge to help improvement in the industry.</li> </ul>	<ul style="list-style-type: none"> <li>• All workers covered by the Standard are made aware of the Standard and implementation processes.</li> </ul>	<ul style="list-style-type: none"> <li>• Knowledge sharing with smaller suppliers and artisan groups is encouraged.</li> <li>• First tier raw material suppliers are made aware of the Standard and asked to report non-conformities.</li> </ul>

## **Section 3 Implementation**

### **Proposed Process**

The Standard will be implemented by rug producers participating in the GoodWeave certification programme, in partnership with local GoodWeave offices in rug producing countries. These offices implement their own license application procedures, in line with local manufacturing conditions, as well as monitoring, inspections, labelling and support programmes to assist producers in implementing the Standard. The following sections describe the implementation process in broad terms. More detailed policies for implementation of the Standard are developed by GoodWeave and documented in its Operating Procedures (OP).

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 dyeing, 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. dyeing, weaving and/or washing), but where part of the production is sub-contracted out (e.g. weaving). This type of facility also includes cottage industry village-based loom sheds as well as sites that have only a few looms. The producer has direct contact with the sub-contractors.
- C) Village based home weavers – the looms are 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, which is to be agreed upon between the licensee and GoodWeave at the Initial Inspection and subsequent Progress Inspections, as described below.

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 on realistic timescales.

- a) **Factories** (see definitions) will be inspected annually. These inspections will be planned and announced in advance. 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 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 the factories/facilities. A roadmap 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 will also be inspected as part of the Progress Inspection, and taken into account as part of the roadmap for the licensee or its supplier.

### **3. Random Inspections**

To ensure there is no use of child labour, 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 loom or 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 (CC) are verifiable control points, equivalent to the GoodWeave Standard. Based on the nature of the CC, the CC are classified in one of the following categories:

- Major Compliance Criteria
- Regular Compliance Criteria

### **Major Compliance Criteria**

Fulfillment of these criteria implies compliance with the key GoodWeave principles, which are mainly linked to Core Requirements of the Standard.

Non-conformity with a major CC is considered to be a major threat to the objectives and the reputation of the GoodWeave 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 Standard.

A non-conformity with a regular CC needs to be corrected by the licensee 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) If non-conformities with **regular compliance criteria** are identified during the audit, the licensee can suggest corrective measures during the closing meeting, which takes place at the end of each inspection. The auditor shall inform the licensee that these suggestions are considered to be final, and the licensee is requested to sign an agreement to this effect. This outcome will speed up the certification process. The auditor is also required to inform the licensee that the corrective measures proposed will be confirmed by the certification body, which will define the objective evidence the licensee needs to provide.
- (2) If non-conformities with **major compliance criteria** are identified during the audit, this may lead to the denial of the application or suspension of a current certification. If non-conformity is sufficiently grave to lead to non-certification, the licensee will not be asked to suggest corrective measures. The decision will be taken by the certification body.

### **Identification of corrective measures**

- (3) For reporting the auditor is required to complete the audit report, which includes 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 of non-conformity must be sent to the evaluator within 14 calendar days after completion of the audit.
- (4) If the licensee does not propose corrective measures within one month, GoodWeave will determine required corrective measures. If the licensee proactively requests more time to suggest corrective measures, an extension of 30 calendar days can be granted once and on a case by case basis.
- (5) The maximum time period to complete a corrective measure is to be agreed by the Standards Committee
- (6) 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**

- (7) The evaluator is requested to define the objective evidence and time line for each corrective measure, which is documented in the audit result list. The evaluator is requested to inform the licensee 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 to be acknowledged by the licensee.
- (8) 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 decision can only be taken by the certifier.
  - (9) 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 licensee must have corrected all non-conformities. The evaluation is documented in the audit result list.
  - (10) Some corrective measures require a **follow-up audit** to guarantee implementation by the licensee. Non-fulfillment of the corrective measures after the specified timeframe will lead to a suspension of the certificate.
  - (11) If non-conformity with a Major CC is identified during an audit at any point in time, whether during or outside of the audit itself, 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.
  - (12) A suspension may lead to a decertification if a licensee can not demonstrate full compliance within the given deadline.

## **Time Limits for Corrective Action**

Licensees/sub-contractors will be encouraged to set a time table for their actions, within certain boundaries defined by the Standards Committee. Where Licensees/sub-contractors set their own time scale there is more incentive to work within it.

If deemed necessary by the evaluator, expert advice may be brought in to make this decision or to identify where the licensees/sub-contractors need further help.

## **Communications**

GoodWeave will act as the centre for communications. Importers/retailers must be 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.

## **Response to the Discovery of Child Labour**

Where children are discovered to be working illegally and/or outside the conditions permissible under the GoodWeave Standard, the inspector/auditor will follow the GoodWeave Protocol for Dealing With Child Labour.

This is a focal point of the Standard and complex responses have been developed to deal with the remediation of child labour. GoodWeave has processes in place that have been developed over the years which will support the Standard.

## **Certification Committee**

A GoodWeave Certification Committee will ensure the implementation of a credible and transparent system of certification decisions.. The Certification Committee will control and advise on the quality of certification decision and recommend policies and procedures for certification.

The Certification Committee will represent all GoodWeave stakeholders and consist of members who have a high level of certification-related knowledge.

The Certification Committee will consist of at least six members who will be appointed by GoodWeave to serve for a period of two years.

The Certification Committee should meet at least twice a year and consider a selection of certification cases (high risk cases, cases representing complex organizational structures, suspension or decertification cases), and advise the GoodWeave certification body.

## **Section 4 – Measurement of Achievements and Outcomes**

### **Approach**

GoodWeave acknowledges that to ensure that the objectives of the Standard are achieved systems and procedures must be in place to identify Key Performance Indicators (KPIs), monitor performance and measure impacts and outcomes.

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

Supporting processes will:

- 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 becoming an instrument for development. GoodWeave will aim to be as inclusive as possible in the monitoring and measuring of outcomes while evaluating the best methods relevant to local conditions



## Section 5 - 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
- RMI Child Labour Policy (2009)

#### External Documents

GoodWeave 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**
- **California Gold Sustainable Carpet Standard** Prepared by Department of General Services April 25, 2006
- **Transfair USA Standard Apparel and Textiles**
- **FLO Child Labour Position Paper**

## **The Standard also follows the relevant ILO standards:**

Note: Whenever these ILO standards have been ratified by the country, they form international obligations on the country and become part of national law.

### **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

C135: Workers' Representative Convention, 1971

C154: Collective Bargaining Convention, 1981

### **Safe and Healthy Working Conditions**

C155: Occupational Safety and Health Convention, 1981 and its Protocol of 2002

C184: Safety and Health in Agriculture Convention, 2001

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

### **Wages**

C131: Minimum Wage Fixing Convention, 1970

C95: Protection of Wages Convention, 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 Convention 89  
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

### **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 Persons) Convention, 1983 and R168: Vocational Rehabilitation & Employment (Disabled Persons) Recommendation, 1983

## **Appendix 2 - Definitions**

### **AZO Dyes**

Azo dyes or azocolourants are dyes which when broken down release aromatic amines. They are known to be easily broken down by intestinal microorganisms into their constituents, some are restricted by the EU as they contain one of 22 carcinogenic amine groups. (The azo bond can be cleaved by a wide variety of bacteria.)

### **Child**

ILO Conventions Nos. 138 and 182 and the UN Convention on the Rights of the Child define “child” as any person less than 18 years of age.

This Standard follows the requirements of ILO C138 by imposing a minimum limit of 14 years age on any work unless local minimum age law stipulates a higher age for work or the end of mandatory schooling, in which case the higher age shall apply.

The Standard also follows ILO Convention No. 182 and prohibits any work, which harms health, safety and morals of children under the age of 18 years.

See also Young Workers

### **Employed**

The position of being paid to carry out work. Other terms may also be used such as “engaged.” Employment may be formal or informal, and may occur with or without a written contract.

### **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 demonstrate agreement to its terms.

### **Factory**

A facility which includes some or all aspects of rug production from goods in, through dyeing, weaving and finishing, and where all employees work at the facility. To include any production facility outside the home.

### **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, including such work or service which is imposed as a means of repayment of debt.

### **Homework**

The definition of homework is based upon the ILO definition (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. Home workers for the use in this Standard, will be deemed to be workers (a more general term than employee) and entitled to the same rights and benefits as other workers, a worker who is dependent on others for their work.

### **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.

### **Licensee**

In this Standard the term “licensee” is used to refer to rug producers/manufacturers participating in the GoodWeave certification programme.

### **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.

### **Registered Looms**

This includes all looms used to produce GoodWeave rugs, at 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.

### **Rights**

In this case the rights referred to are those outlined under the UN Declaration of Human Rights and in the international Conventions and Recommendations cited in the Standard.

### **Rug / Carpet**

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

The Standard refers only to hand-made rugs or carpets, not to those produced by a wholly mechanical process.

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

### **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.

### **Wet Processes**

Any part of carpet production processes in which water is consumed and/or waste water is generated.

### **Workers**

The term “workers” refers to all types of workers, including migrant, temporary, seasonal, part-time, 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.

Workers 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.

## **Young Workers**

Children between the ages of 15 years and 18 years of age may also sometimes be referred to as Young Persons, when they are admitted to the regular work force. Restrictions are still placed on their working conditions (in particular with regard to hazardous work).

## **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 GoodWeave Standard against other related standards

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