

GoodWeave

**GENERIC STANDARD
FOR THE RUG INDUSTRY**

Draft version 2.4.3

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GoodWeave Standards Committee

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

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SECTION 1: INTRODUCTION TO THE GOODWEAVE™ STANDARD

Overview

This Standard has been developed in response to a need identified by GoodWeave International (GWI), an international non-governmental organisation committed to ending exploitative child labour in the handmade carpet industry.¹ The GoodWeave certification label is issued to rug manufacturers that adhere to the GoodWeave Standard, agree to independent verification and voluntarily join as licensees.

GoodWeave has a track record of over 15 years of protecting children and promoting ethical carpet and rug production. However, research and consultation with stakeholders indicated that GoodWeave can better serve its mission by expanding its Standard to address the issue of child labour more holistically. As a result this Standard encompasses broader criteria addressing adult labour and environmental conditions.

The Standard is based on international labour laws and environmental norms. It is compatible with and supports other standards, but also addresses the specific needs of the rug making industry. 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 is striving to meet the requirements of the ISEAL Standard Setting Code of Good Practice² with this new international Standard.

Feedback on the GoodWeave Standard is welcomed at www.goodweave.net. This site also holds information on the organisation, the Standard development process and contact details. In addition, the *GoodWeave Standard Development Public Summary*, a more detailed introduction to the Standard, includes initial findings based on background research and field studies commissioned by GoodWeave.

To request clarification and interpretations, or to submit feedback or complaints about the process or content, contact standards@goodweave.net. See below, Standard Review, page 7 for proposed application and review timetables.

Objectives

GoodWeave is working to end to child labour in the carpet industry and to ensure every child has an opportunity to go to school. While GoodWeave's mission – guided by the principles of the United Nations Convention on the Rights of the Child – has not changed, there is a growing recognition that the problem of child labour is intertwined with those of adult working conditions and environmental stewardship. In order to better

¹ For the purposes of this Standard, the name GoodWeave will be used when referring to the GoodWeave programme, the label and the organisation.

² See <http://www.isealalliance.org>.

serve children and families in carpet weaving communities, while recognising the need to adapt to the changing marketplace, this Standard has a more comprehensive set of requirements that seek to address the root causes of child labour by improving lives in weaving communities.

The broad aims of this Standard are:

- To end child labour in the handmade rug industry and offer educational opportunities to children;
- To address the root causes of child labour by promoting other fundamental human rights in the workplace and creating a positive impact on rug workers' lives, working conditions and the industry as a whole;
- To ensure there are positive changes in the community, particularly the reduction of child labour and an increase in access to 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 impacts in rug producing countries; and
- To provide an independent assurance (label) for rug consumers worldwide.

The principles and requirements of this Standard (see Table 1) are designed to achieve these objectives.

Scope

This Standard applies to rug making processes carried out in factory, homework and village-based cottage industry situations. It 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. Material Safety Data Sheets (MSDS).

The boundary of the Standard is 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. Note that 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 subcontractors and 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 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 recognising certain criteria are higher risk in one type of workplace over another.

This Standard covers all workers and workplaces in which rugs or carpets 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 subcontracted processes. The producer is liable for the operations of its subcontractors and is encouraged to monitor continuously 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.

The GoodWeave Label

The Standard is a product standard and attests to the working conditions and environmental management of the production site of each rug bearing a GoodWeave label. The licensing of the label requires that all producers are performing in line with the core requirements of the GoodWeave Standard and are working towards achieving the progress requirements against an action plan identified during the auditing and verification.

The section above outlines the scope covered by the label.

Responsibilities for Adherence to the Standard

The responsibility for adherence to the Standard lies with the producers (licensees and their subcontractors). Based on feedback from producers using the Standard, GoodWeave will evaluate whether producer support programmes are needed to aid in its implementation.

While all parties along the supply chain are responsible for ensuring the success of the Standard, it is not the function of the Standard to detail these responsibilities. 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 Standard specifies the licensing requirements for producers such that they can be understood by licensees, subcontractors, workers, inspectors, importers, partner organisations, customers and the general public.

- **Principles** – The Standard is based on seven principles covering labour conditions and the rights of workers, environmental management and transparency. The principle clarifications in Section 2 detail each principle, also see Table 1.

These principles are supported by 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.
- **Progress Requirements** – These are requirements against which companies must demonstrate efforts towards long-term improvement and that should be developed according to an action plan agreed by the producer’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 information is attached as Appendices:

- **References** - Many related standards have been referenced during the development of this Standard, including international labour standards, in particular Conventions of the International Labor 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.

Guidelines for Producers and Supporting Documentation

In order to produce a Standard that may be implemented globally, the language is by necessity technical. Those implementing the Standard may need additional support or explanations about how to implement it in practice. There are two separate documents written in more user-friendly language to aid interpretation and implementation of the Standard. See:

- *The Synopsis of the GoodWeave Generic Standard for the Rug Industry* outlines the practical implications of the Standard.

- *The Guidelines to the GoodWeave Generic Standard for the Rug Industry* helps producers implement the Standard with specific instructions on how to use it in factory, homework and cottage industry situations.

Auditing documentation will also detail the requirements for inspectors and auditors.

Application Timetable

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, for producers 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 at all subcontract levels, they may apply for an extension if their good intent and specific difficulties can be demonstrated. 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 credibility of GoodWeave's certification programme.

Expert advice may be brought in to help producers set timetables for meeting progress requirements and taking corrective action, or to identify where the producers need further help to meet the Standard.

All new licensees are expected to comply with the Standard before a licence can be awarded.

Review Timetable

The Standard will be reviewed **six 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 which have been upheld;
- To reflect extension of the products included in the Standard; and
- 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 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, producers who have to meet the GoodWeave Standard are responsible for monitoring any revisions on the GoodWeave website (www.goodweave.net).

SECTION 2: STANDARD REQUIREMENTS

Overview

The Standard's objectives of ending child labour in the carpet industry and addressing the root causes of child labour described in Section 1 (see page 3) are supported by seven principles. These principles cover child labour and related working conditions for young people and adult workers, plus environmental protection and transparency, and complement other similar improvement standards. The list of alignment with other standards is provided in Appendix 4, *Table 2*.

The Standard is based in large part on relevant ILO standards. The requirements related to these are detailed in *Table 1: Principles, Clarification, Core and Progress Requirements* (see page 11). For clarity specific ILO conventions are quoted, however this does not imply producers working to meet the Standard are expected to be expert in international law as the Standard provides appropriate detail.

GoodWeave Standard Principles

Principle 1 No child labour is allowed

Principle 2 No forced or bonded labour is allowed

Principle 3 Freedom of association and collective bargaining are recognised

Principle 4 No discrimination is practised

Principle 5 Decent working conditions are respected:

- a) Workplace safety and health
- b) Wages
- c) Working hours
- d) No harsh or inhumane treatment

Principle 6 Negative environmental impacts of production are identified and minimised

Principle 7 Business processes are transparent and adhere to local regulations

Principle Clarifications (PC)

The principle clarifications in *Table 1* describe the principles in more detail. These are non-binding statements of intent linking the principles to the related core and progressive requirements.

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, page 6-7).

Core Requirements (CR)

The core requirements in *Table 1* represent the entry level requirements. These are the aspects of the Standard, which are regarded as fundamental to achieving its objectives and to the credibility of the GoodWeave certification programme. The provisions of the Standard constitute minimum (not maximum) levels of performance, and should never be used to prevent producers from exceeding these requirements.

Companies applying this Standard will 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.

Progress Requirements (PR)

The progress requirements in *Table 1* represent the areas of the Standard, which are evolutionary and will be implemented over time. The Standard thus encourages all producers to work towards continuous improvement in inter-related areas of worker and environmental protection that support GoodWeave's mission to end child labour. Through implementation of the Standard the capabilities and circumstances of individual producers and sites will be developed. This should ensure that producers improve at an achievable, progressive pace.

GoodWeave recognises 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 will depend on factors such as the producer's capability, size and the severity of initial non-conformities.

Table 1: Principles, Clarification, Core and Progress Requirements

Note: For an explanation of the principle clarifications, core and progress requirements, refer to page 9-10

| | Principle Clarification (PC) | Core Requirement (CR) | Progress Requirement (PR) |
|--|--|---|---|
| <p>Principle 1</p> <p>No child labour is allowed</p> | <p>1. PC1. The producer will not engage in or support the use of child labour. 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 or training programmes approved by the competent authority, or their capacity to benefit from the instruction received.</p> <p>1.PC 2. All practices must conform with the relevant ILO standards (Conventions 90, 138 and 182) and national law at a minimum.³⁴</p> <p>1.PC3. The producer will use all available forms of identification to verify the age of workers.</p> | <p>1.CR1. 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.)</p> <p>1. CR 2. There is a register of all workers under 15 years stating their age and the work they are expected to do. Their conditions of work are compliant with national law and international conventions for work given to children below the age of 15.</p> <p><i>Note: This register must be in place until the progress requirement is met.</i></p> <p>1.CR3. The producer displays notices prominently declaring that they will not allow child labour in the production of carpets.</p> | <p>1. PR1. Children below the age of 15 are not 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.)</p> <p><i>Note: This progress requirement must be achieved within one year.</i></p> |

³ The Core and Progress Requirements specify age limits for employment or work; where national law or international conventions set 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.

⁴ ILO Convention 177 on Home Work applies throughout the standard regarding working conditions.

| | Principle Clarification (PC) | Core Requirement (CR) | Progress Requirement (PR) |
|--|---|---|---|
| <p>Principle 1</p> <p>No child labour is allowed (continued)</p> | | <p><i>(continued)</i></p> <p>1.CR4. Producers have systems in place to ensure that no children are employed or allowed to work illegally. This includes participating and/or supporting community-based monitoring programmes that are initiated or supported by GoodWeave.</p> | |
| | <p>1.PC4. Producers must put in place remediation procedures for situations where child labour is found and no further recruitment or replacement of children is allowed.</p> | <p>1.CR5. Processes are in place for remediation where child labour is found.</p> <p>1.CR6. Producers work with GoodWeave and local remediation projects.</p> | <p>1.PR2. Producers strive to link any child found working to a school and put forward their best efforts to withdraw that child from any form of work.</p> |
| | <p>1.PC5. Children between the age of 15 and 18 years may also be referred to as “young workers” or “young persons.”</p> <p>1.PC6. Where young workers are employed or allowed to work who are subject to local compulsory education laws, the producer must ensure that no such young person works during school hours and that combined hours of transportation and time spent working do not exceed 10 hours a week.</p> | <p>1.CR7. All national laws for young workers are followed.</p> <p>1.CR8. An education/employment plan is in place for young workers.</p> | <p>1.PR3. The producer 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.</p> |

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| | <p>1.PC7. 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 or worksite.) On the basis of consultations, GoodWeave will determine which processes and conditions in the enterprise meet this definition.</p> | <p>1.CR9. A list of the tasks, and identification of potential hazards of the tasks carried out by young workers, and the hours they work, is produced.</p> <p>1.CR10. All legal requirements are followed and documentation kept as prescribed by local and national law .</p> | <p>1.PR4. Children of workers have separate space and are protected from hazards.</p> |
| | <p>1.PC8. Wherever possible the producer will co-operate with local community initiatives to contribute to the establishment of social norms and/or functioning institutions to ensure that every child receives educational opportunities.</p> | | <p>1.PR5. The producer allows at least part-time education for young workers.</p> <p>1.PR6. The producer works with local community initiatives and groups to address any issues around access to schooling.</p> |
| | <p>1.PC9. Where work is carried out in homes (homework) children are covered by this principle.</p> | <p>1.CR11. 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.</p> <p>1.CR12. Where children or young workers who are subject to local compulsory education laws are engaged in homework, the contractor must show that no such child or young person is employed or allowed to work during school hours.</p> | |

| | Principle Clarification | Core Requirement | Progress Requirement |
|--|---|--|---|
| Principle 2 No forced or bonded labour is allowed | 2.PC1. All practices must conform with the relevant ILO standards (C29 and C105) and national law at a minimum. 2.PC2. No one shall be forced or otherwise compelled to work. Workers are free to leave employment after a reasonable and agreed notice period without penalty. 2.PC3. Workers are free to leave work premises at any time after a standard work day. | 2.CR1. Producers provide evidence of agreement to terms and conditions of employment for all workers (in whatever form is most suitable for the situation). Where workers are not literate, or do not understand the language used by the producer, an explanation is given in a form they can understand. | |
| | 2.PC4. The producer must also refrain from any form of physical or psychological measures requiring workers to remain employed. | | 2.PR1. A confidential grievance procedure is in place. |
| | 2.PC5. Workers shall not be required to lodge deposits or identity papers in return for work, or provided with loans from a producer with interest rates at a level which leaves the worker in difficulty of repayment and binds them to the job (see also Principle 5b – wages). | 2.CR2. No original documents are withdrawn from the worker or held by the producer, or deposits paid for work. | 2.PR2. Records showing repayments of loans advanced and length of outstanding repayments are kept. 2.PR3. Loan agreements are signed and detailed with the percent interest, and regular reports are made to workers on their outstanding balance. |

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| | <p>2.PC6. Wages will not be withheld nor workers forced to work as a payment against a debt.</p> | <p>2.CR3. Clear individual wage records, including payments against company loans are kept.</p> | |
| | <p>2.PC7. Payment in kind, or paying workers in tokens for use in shops on site, is only permissible when they constitute partial payments for work performed and are allowed by law. Such payments must be correctly valued and appropriate for the use of the worker and his/her family.</p> | <p>2.CR4. 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 worker.</p> <p>2.CR5. Prices at shops on site that redeem tokens are no more than local prices</p> | |

| | Principle Clarification | Core Requirement | Progress Requirement |
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| Principle 3 Freedom of association and collective bargaining are recognised | <p>3.PC1. All practices must conform with the relevant ILO standards (C87, C98, C135 and C154) and national law at a minimum.</p> <p>3.PC2. Workers, without distinction, have the right to join or form trade unions or workers' collectives, or other association, and to bargain collectively.</p> | <p>3.CR1. The producers maintain an open attitude toward the unionisation of the workforce and its workers' participation in union activities and take a positive approach towards dealing with any association that workers choose voluntarily to form or join.</p> <p>3.CR2. Producers make verbal and written statements to workers that they have the right to join an association.</p> <p>3.CR3. Producers post their recognition of the workers' right to organise in the work place in local languages.</p> <p>3.CR4. Producers allow unions or other workers' organisations access to the work place.</p> | <p>3.PR1. Producers provide access to a meeting place for unions or other workers' organisations.</p> <p>3.PR2. Home workers are given the opportunity to elect a representative specifically for homeworking.</p> |
| | <p>3.PC 3. The producer shall ensure that duly elected workers' representatives and workers involved in organising activities are not the subject of discrimination and are free to carry out their representative function in the work place.</p> | <p>3.CR5. Where they exist, duly elected workers' representatives and workers involved in organising activities are not the subject of discrimination and are free to carry out their representative function in the work place.</p> <p>3.CR5. Workers and their representatives have access to grievance processes.</p> <p>3.CR6. There is no discrimination against home workers' representatives, or those who take up the task of organising home workers.</p> | |

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| | <p>3.PC4. The producer shall, where freedom of association is restricted by law, support parallel means of independent and free association and bargaining for all workers.</p> <p>3.PC5. Such forums shall not be used to undermine the ability of workers to form independent unions.</p> | | <p>3.PR3. Worker/management forums for social, environmental, educational, financial and industrial development are in place.</p> |
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| | Principle Clarification | Core Requirement | Progress Requirement |
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| <p>Principle 4</p> <p>No discrimination is practised</p> | <p>4.PC1. All practices must confirm with the relevant ILO standards (C100, C111, C156, C159 and C183) and national law at a minimum.</p> <p>4. PC2. The producer must not engage in or support discrimination in hiring, remuneration, access to training, promotion or termination based on:</p> <ul style="list-style-type: none"> - race, - caste, - national origin, - religion, - disability, - sex, - sexual orientation, - union membership, - political affiliation, - age, or - other bases provided for in national law or collective agreements. <p>4.PC3 Where migrant work is legally permitted the producer will not discriminate against migrant workers.</p> <p>4.PC4. The producer must be sympathetic to the needs of the</p> | <p>4.CR1. Producers have a written policy about their recruitment practices, employment terms and disciplinary practices which is made available to all workers.</p> <p>4.CR2. Producers collect relevant personal data for the purpose of demonstrating that discrimination is not practised.</p> | <p>4.PR1. Processes are in place to ensure equal treatment and opportunities for workers.</p> <p>4.PR2. The producer stimulates through affirmative action the participation of disadvantaged groups at different levels in the company (including staff level).</p> <p>4.PR3. Employment data is collected and compiled to show proof of compliance.</p> <p>4.PR4. Reasonable accommodation for workers with disabilities is provided where relevant.</p> |

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| | workers relating to religion, disability, gender, and union membership. | | |
| | <p>4.PC5. Female workers shall be entitled to maternity leave with full pay.</p> <p>4.PC6. No pregnant worker will be required to undertake any type of work harmful to her in the period prior to her maternity leave.</p> <p>4.PC7. No woman will be dismissed solely because she is pregnant.</p> | <p>4.CR3. All workers are informed of their rights relating to maternity and a list of tasks appropriate to pregnant women is drawn up.</p> <p>4.CR4. Processes are in place to address the needs of pregnant women workers. These cover maternity leave, guidance on the type of work that may be undertaken during pregnancy and assurance of job security while pregnant. This follows requirements of national law but is at least 12 weeks.</p> | |

| | Principle Clarification | Core Requirement | Progress Requirement |
|--|--|--|---|
| | 5 a. Workplace safety and health | | |
| Principle 5 Decent working conditions are respected | <p>5a.PC1. All practices must conform with the relevant ILO standards (C155, C170 and C187) and national law at a minimum.</p> <p>5a.PC 2. The producer will provide a safe and healthy working environment. On the basis of consultations, GoodWeave will determine which conditions meet these requirements.</p> | <p>5a.CR1. There is a clean and tidy working environment.</p> <p>5a.CR2. There are clear means of entry and exit.</p> <p>5a.CR3. Appropriate fire alarm and safe evacuation procedures are in place, especially in accommodation.</p> <p>5a.CR4. All workers have access to potable water and clean toilet facilities and workers are allowed to use these facilities as needed.</p> | <p>5a.PR1. A formal Occupational Health and Safety (H&S) policy is in place that has been established jointly with the workers and their representatives. The policy is documented, signed by the management and communicated to the workers.</p> |

| | Principle Clarification | Core Requirement | Progress Requirement |
|---|---|---|---|
| <p>Principle 5</p> <p>Decent working conditions are respected (continued)</p> | <p>5a.PC3. The producer shall ensure that the management team will be responsible for Occupational Health and Safety (H&S).</p> | <p>5a.CR5. A member of the senior management team is appointed with responsibility for Occupational Health and Safety (H&S) management.</p> | <p>5a.PR2. Workplaces with more than 20 workers establish a worker-management committee that oversees Occupational Health and Safety (H&S).</p> |
| | <p>5a.PC4. A hazard assessment suitable to the work site will be carried out to identify workplace hazards and address them.</p> | <p>5a.CR6. A basic level hazard assessment is carried out taking into consideration Material Safety Data Sheets (MSDS).</p> <p>5a.CR7. A list of all chemicals used on site, and their suppliers, is available.</p> | <p>5a.PR3. The producer reduces exposure to harmful materials by reducing the volume and toxicity of such inputs in the production process.</p> <p>5a.PR4. Material Safety Data Sheets (MSDS) sheets are available for all chemicals used on site.</p> |
| | <p>5a.PC5. The physical demands of the work shall be adapted to be appropriate to the age and strength of the person concerned</p> | | <p>5a.PR5. 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 hazard as identified by a risk assessment, regular H&S monitoring and logging of accidents.</p> |

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| | <p>5a.PC6. The producer shall ensure that all workers receive regular training in health and safety in Personal Protective Equipment (PPE) and other hazards suitable to the work site.</p> | <p>5a.CR8. Basic first aid provisions are in place</p> <p>5aCR9. All new and current workers receive training in the Personal Protection Equipment (PPE) which they use.</p> | <p>5a.PR6. Comprehensive training (e.g. methods for preventing and mitigating workplace hazards) is in place for H&S, including updates to Personal Protection Equipment (PPE) and other hazards suitable to the work site.</p> <p>5a.PR7. Contractors provide advice for home workers on potential hazards in rug manufacture and safe workloads and regular training and/or information in H&S is provided, which is suitable for the work site.</p> <p>5.PR8. Information is provided to home workers in a suitable format to allow, for example, for those workers who cannot read to be kept informed.</p> |
| | <p>5a.PC7. Where necessary the producer must provide the workers with PPE and require its usage (e.g. for those handling waste water, toxic dyes and/or chemicals, or operating dangerous machinery).</p> | <p>5a.CR10. PPE is provided, which is suitable for the work carried out and its use overseen.</p> <p>5a.CR11. PPE is adequate, properly selected, fits, and well maintained.</p> | |

| | Principle Clarification | Core Requirement | Progress Requirement |
|--|---|-------------------------|--|
| | <p>5a.PC8. If living accommodation is provided for workers, the health and safety requirements apply to dwellings as well.</p> <p>5a.PC9. If accommodation is provided it shall be safe, hygienic and segregated from the factory or production area and from material storage areas.</p> | | <p>5a.PR9. If the producer provides the workers with accommodation, the conditions and the infrastructure of the building ensures decency, privacy and security.</p> |

| | Principle Clarification | Core Requirement | Progress Requirement |
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| <p>Principle 5</p> <p>Decent working conditions are respected (continued)</p> | <p>5 b. Wages</p> | | |
| | <p>5b.PC1. All practices must conform with the relevant ILO standards (C95 and C131) and national law at a minimum.</p> <p>5b.PC2. 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.</p> <p>5b.PC3. Wages and benefits must be paid and in full compliance with all applicable laws.</p> | <p>5b.CR1. All wages and benefits are paid at or above the local minimum legal wage.</p> <p>5b.CR2. A system is in place to record wages and benefits. This includes the calculation in terms of piece work and how this compares to time worked, and must be shown as pay per hour.</p> <p>5b.CR3. A study is completed by the licensee to ensure piece work is in line with the minimum wage.</p> <p><i>Note: This study must be done within six months.</i></p> <p>5b.CR4. There is documented attendance/wage/production information.</p> | <p>5b.PR1. 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.</p> <p>5b.PR2. Clear individual wage records, including provident and state insurance payments and tax (as relevant) are kept.</p> |

| | Principle Clarification | Core Requirement | Progress Requirement |
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| <p>Principle 5</p> <p>Decent working conditions are respected (continued)</p> | <p>5b.PC4. Wages must be paid regularly in a manner acceptable to both producer and worker.</p> <p>5b.PC5. All workers should be hired on the basis of a written employment agreement that is legally binding.</p> <p><i>Note: Where workers are not literate, or do not understand the language used by the producer, an explanation must also be given in a form they can understand.</i></p> | <p>5b.CR5. Payment is made directly to the worker.</p> <p>5b.CR6. Pay calculations are given to workers</p> <p>5b.CR7. Producers provide evidence of agreement to terms and conditions of employment for all workers (in whatever form is most suitable for the situation). It includes easy to understand information about employment conditions with respect to wages.</p> | <p>5b.PR3. Before workers enter into employment, a legally binding employment agreement is in place.</p> <p>5b.PR4. The breakdown of wages for each pay period is clearly explained. This includes explanation for deductions and the manner of payment.</p> <p>5b.PR5. Record keeping for in-kind compensation is separate from wages, e.g. accommodation is charged as rent and not deducted directly from wages</p> |
| | <p>5b.PC6. Workers must be paid a premium for working overtime, working on rest days and working on public holidays.</p> | <p>5b.CR8. Producers provide evidence of agreement to terms and conditions of employment for all workers (in whatever form is most suitable for the situation). It includes information the worker can understand about overtime work.</p> | <p>5b.PR6. 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.</p> |
| | <p>5b.PC7. Where loans are given by producers as an advance on future wages, they must be made at reasonable interest rates and repayment deductions from wages must be kept at a level which does not leave the worker in difficulty.</p> | <p>5b.CR9. Producers provide evidence of agreement to terms and conditions of employment for all workers (in whatever form is most suitable for the situation). It includes information the worker can understand about loans and advances.</p> | <p>5b.PR7. Records are kept, which show repayments of loans advanced and length of repayment remaining.</p> <p>5b.PR8. The accounting for wages is kept separate from loans and in-kind services.</p> <p>5b.PR9. Loan agreements are signed and detailed with the percent interest, and regular reports are</p> |

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| | | | made to workers on outstanding balance. |
| | <p>5b.PC8. All workers, regardless of the form of the employment relationship, shall be paid equal wages and benefits for work of equal value, taking into account experience, productivity and extra responsibilities.</p> <p>5b.PC9. Short-term contracting arrangements and false apprenticeship schemes must not be undertaken to avoid fulfilling obligations to workers under applicable laws pertaining to labour and social security legislation and regulations, or to avoid child labour laws.</p> <p>5b.PC10. Short breaks in contracts do not constitute an interruption of contract for seniority purposes and continuity of employment must be recognised.</p> | <p>5b.CR10. Home workers are given a clear explanation of terms and conditions of employment before starting work (preferably a written agreement).</p> <p>5b.CR11. Producers provide evidence of agreement to terms and conditions of employment for all workers (in whatever form is most suitable for the situation). It includes information the worker can understand about employment conditions with respect to apprenticeships.</p> | <p>5b.PR10. Wage records are kept, which show that workers are not kept on short-term contracts for lengthy periods and show details of apprenticeships.</p> <p>5b.PR11. Wage records show that home workers are afforded the same benefits, e.g. health care and insurance, as employees working on the producer's premises.</p> |
| | <p>5b.PC11. If living accommodation is provided for workers, these must be provided at a comparable local rate.</p> | <p>5b.CR12. Records are available to show that accommodation costs match local rates.</p> | |

| | Principle Clarification | Core Requirement | Progress Requirement |
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| <p>Principle 5</p> <p>Decent working conditions are respected (continued)</p> | <p>5 c. Working hours</p> | | |
| | <p>5c.PC1. All practices must conform with the relevant ILO standards (C1, C14, C30, C89 and C90) and national law at a minimum.</p> <p>5c.PC2. Working hours must comply with applicable laws; they should not exceed 48 hours per week on a regular basis. Overtime shall be voluntary and reimbursed at a premium rate.</p> <p>5c.PC3. Workers should be provided with at least one day a week off in every seven days. This may be accrued and taken in a block if provided by national law or in absence of legal requirement, as agreed between producer and worker.</p> | <p>5c.CR1. Producers must provide evidence of agreement to terms of employment, which includes working hours (in whatever form is most appropriate for the situation).</p> <p>5c.CR2. Where workers are not literate or do not understand the language used by the producer, an explanation is also given in a form they can understand.</p> <p>5c.CR3. Daily attendance and working hours are recorded.</p> <p>5c.CR4. Fixed or flexible hours are agreed with the labour force.</p> | <p>5c.CR1. An employment agreement (preferably in writing) is in place that is legally binding, including easy-to-understand information about working hours and annual leave entitlement.</p> <p>5c.CR2. A documented agreement is in place including hours of work, piece work terms and notification of notice for both workers and producers.</p> |
| | <p>5c.PC4. 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.</p> <p>5c.PC5. Workers are free to refuse overtime without penalty.</p> | <p>5c.CR5. Hours worked fall within national and international guidelines at a minimum and do not exceed 48 hours per week on a regular basis.</p> <p>5c.CR6. Producers must provide evidence of agreement to terms of overtime (in whatever form is most appropriate for the situation).</p> | |

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| | <p>5c.PC6. Workers shall be entitled to annual leave with full pay, after a period of continuous service with the same producer. The required minimum period of continuous service and minimum duration of annual leave will be determined by the national laws or collective agreement. The annual leave is in addition to public holidays, weekly rest days and absenteeism due to illness or accidents.</p> | | <p>5c.CR3. The required minimum period of continuous service and minimum duration of annual leave determined by national laws or collective agreement is documented.</p> |
| | <p>5c.PC7. Overtime to meet short-term business demand may be extended by collective agreement.</p> | | <p>5c.CR4. Agreements are in place to cover intermittent work patterns such as seasonal working.</p> |
| | <p>5c.PC8. Working mothers who are nursing infants shall be allowed to take regular short breaks to feed their child.</p> | | <p>5c.CR5. Allowances are made for working mothers who are nursing infants to take regular short breaks to feed their child.</p> <p>5c.CR6. As prescribed under national laws, affordable access to daycare or crèche facility is provided for the children of working mothers.</p> |

| | Principle Clarification | Core Requirement | Progress Requirement |
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| <p>Principle 5</p> <p>Decent working conditions are respected (continued)</p> | <p>5 d. No harsh or inhumane treatment</p> | | |
| | <p>5d.PC1. All practices must conform with the relevant ILO standards (C29, C105 and C158) and national law at a minimum.</p> <p>5d.PC2. The threat of physical abuse, sexual or other harassment, verbal abuse or other forms of intimidation are prohibited.</p> | <p>5d.CR1. There is a written policy on how to deal with physical abuse, sexual and other harassment, e.g. caste, gender or other forms of discrimination. There is also a formal mechanism to deal with grievances, including anonymous complaints. This procedure shall be communicated to all staff and workers.</p> | <p>5d.PR1. A disciplinary process must be clearly agreed upon, along with a confidential means of grievance and the workers' rights to freedom from harsh treatment and monetary fines.</p> |
| | <p>5d.PC3. Reasons for disciplinary action or termination must be explained clearly.</p> <p>5d.PC4. The disciplinary system should be progressive, not punitive.</p> <p>5d.PC5. The producer must ensure that deductions from wages are not made for disciplinary purposes.</p> <p>5d.PC6. Disciplinary actions should not be in the form of public notices.</p> | | <p>5d.PR2. 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.</p> <p>5d.PR3. An adequate system of records supporting this is in place.</p> |

| | Principle Clarification | Core Requirement | Progress Requirement |
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| <p>Principle 6</p> <p>Negative environmental impacts of production are identified and minimised</p> | <p>6.PC1. At a minimum environmental impacts shall be in line with national regulations.</p> | <p>6.CR1. Producers are aware of national regulations on environment impacts.</p> <p>6.CR2. The workplace is clean and tidy with correct segregation and disposal of all waste.</p> | <p>6.PR1. Effluent measurement is carried out at a level that is in line with national environmental regulations.</p> <p>6.PR2. 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.</p> <p>6.PR3. Systems are in place to ensure compliance with all national environmental requirements, whilst working toward international standards.</p> |

| | Principle Clarification | Core Requirement | Progress Requirement |
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| <p>Principle 6</p> <p>Negative environmental impacts of production are identified and minimised (continued)</p> | <p>6.PC2. Processes should be ecologically sound, supporting sustainable methods at all production stages.</p> | <p>6.CR3. Producers agree to effluent testing for waterborne and land soakaway waste, plus airborne emissions as required.</p> | <p>6.PR4. A plan is in place to show how improvements will be made. This may be based on an independent hazard assessment of the site and production processes.</p> <p>6.PR5. A proactive approach to environmental improvement is introduced and encouraged, e.g. renewable energy, improved filtration, chemical measuring, etc.</p> <p>6.PR6. Production processes make use of the most environmentally responsible fuels and reduced transportation.</p> |
| | <p>6.PC3. The use of hazardous solvents and colours shall be minimised in the production process.</p> | <p>6.CR4. No azo dyes are used.</p> <p>6.CR5. Lists of all chemicals used are made and Material Safety Data Sheet (MSDS) information sheets are available prior to initial assessment.</p> <p>6.CR6. A list of rug-making ingredients and processes is made and ingredients are stored in a manner suitable for the type of material.</p> | |
| | <p>6.PC4. The use of energy and production of waste should be minimised in the production process.</p> | | <p>6.PR7. In-house process control is based on effluent measurement results.</p> <p>6.PR8. Processes are in place to reduce energy use.</p> |

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| | <p>6.PC5. Producers will carry out environmental training to ensure workers understand the negative environmental impacts of rug making.</p> | | <p>6.PR9. Training and awareness are carried out to improve workers' knowledge of environmental impacts and reduction of negative impacts.</p> <p>6.PR10. Contractors/agents working with home workers promote production processes with positive community and environmental impacts.</p> |
| | <p>6.PC6. An environmental impact assessment, relevant to the work site, will be carried out. This will form the basis of an environmental management system.</p> | | <p>6.PR11. An environmental impact assessment is carried out internally at a level relative to the size of the site.</p> <p>6.PR12. Contractors/agents working with home workers identify the negative environmental impacts of rug manufacturing processes for home workers.</p> |
| | <p>6.PC7. Environmental impacts will be monitored regularly and targets set for improvement.</p> | | <p>6.PR13. Monitoring and measurement is carried out regularly and the results used to show improvement. Records are kept about energy and water use and amount of waste.</p> |

| | Principle Clarification | Core Requirement | Progress Requirement |
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| Principle 7 Business processes are transparent and adhere to local regulations | 7.PC1. Producers must administer transparent business practices, which adhere to all relevant local and national laws and regulations. 7.PC2. All requirements for licensing have been carried out. | 7.CR1. All company registration and tax documents (as applicable) are completed. 7.CR2. All associated licence fees are paid. 7.CR3. Wages and benefits are paid in full compliance with all applicable laws. | |
| | 7.PC3. Licensees must be able to show a fully traceable supply chain for the production processes. 7.PC 4. Producers must register all production sites with GoodWeave. 7.PC5. In the case where a licensee directly, or through its contractor is hiring home workers, then more detailed information should be provided (village name, number of family members and children per household). | 7.CR3.All production sites are registered with GoodWeave including individual looms and subcontractors for specific elements of the whole rug-making process. 7.CR3. Only production sites registered with GoodWeave are used. | 7.PR1. Documentation is in place to allow the production of a rug to be traced from receipt of raw materials to shipping the final product. 7.PR2. Supply chain mapping has been carried out and the results available to GoodWeave and/or its inspection bodies. |

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| | <p>7.PC6. Producers must allow access to relevant documentation and personnel during verification visits.</p> <p>7.PC7. Producers must allow access to production sites for unannounced inspections.</p> | <p>7.CR4. Access is allowed to relevant documentation and personnel during verification visits.</p> <p>7.CR5. Access is allowed to production sites for unannounced inspections.</p> <p>7.CR6. Access is provided to workers for confidential interviews during inspections.</p> | |
| | <p>7.PC8. Producers shall make all workers covered by the Standard aware of its content and implementation processes.</p> <p>7.PC9. Producers share knowledge to help improvement in the industry.</p> | <p>7.CR7. All workers covered by the Standard are made aware of the Standard and implementation processes.</p> | <p>7.PR3. Knowledge-sharing with smaller subcontractors, suppliers and artisan groups is encouraged.</p> <p>7.PR4. Raw material suppliers are made aware of the Standard and asked to report non-conformities.</p> |

SECTION 3: IMPLEMENTATION

Overview

The Standard will be implemented by rug and carpet producers participating in the GoodWeave certification programme, in partnership with national GoodWeave offices in rug producing countries. The national initiatives implement the licence application procedures, in line with local manufacturing conditions, as well as labelling and support programmes to assist producers in implementing the Standard. Inspections are carried out by in-house and third-party teams, which report to a central international inspections team.

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 facility 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 (or some) work is carried out 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 subcontractors.
- C) **Village-based home weavers** – the looms are located in weavers' homes. These weavers may have one or two looms. These are home workers working for an agent.
- D) **Co-operative** – This may be one facility or a group of home workers who work as a co-operative, sharing work and profits.

Types of Inspection

In general three different types of inspection will be carried out:

1. Initial Inspection

On receipt of an application to become licenced under the Standard, a preliminary inspection will be carried out to ensure that the applicant complies with all the core requirements of the Standard. An individual action plan to come into compliance with the progress requirements is to be agreed upon between the licensee and GoodWeave at the initial inspection and subsequent progress inspections (see below). The initial inspection will normally take place within three weeks of a new application being received.

2. Progress Inspection

Annual progress inspections are carried out to check that the licensee is making progress against the requirements of the Standard in line with their individual action plan. The goals will be absolute but the process will be carefully managed. Sympathetic but informed inspectors must be used to assess a situation and agree on realistic timescales.

- a) **Factories** (see Definition, page 34). These inspections will be planned and announced in advance. The inspection visit will cover all the requirements of the Standard. The producer shall provide necessary information and co-operate with inspection staff. The licensee will be informed of the content of the inspection at the time the visit is agreed. A synopsis of the findings and performance will be given to the licensee to use to improve the factories/facilities. An action plan and timetable for improvement will be agreed upon with the licensee or its subcontractor.
- b) **Subcontract weavers, village-based loom sheds and home weavers.** These weaving locations will also be inspected as part of the Progress Inspection, and taken into account as part of the action plan for the licensee or its subcontractor.

Progress inspections will normally be carried out annually.

3. Random Inspections

To ensure there is no use of child labour, random, unannounced inspections will also be carried out. The licensee or its subcontractors shall permit immediate and unhindered entry for inspections of all activities within the loom or factory premises. The licensee or its subcontractors shall provide necessary information and co-operate with inspectors.

Rescue and rehabilitation of child labourers is a focal point of GoodWeave's work and systems have been developed to deal with the remediation of child labour that will support implementation of the Standard. Where children are found working outside the conditions permissible under the GoodWeave Standard, the inspector/auditor will follow locally agreed guidelines for their removal and rehabilitation in accordance with local legislation following the *GoodWeave Protocol for Dealing With Child Labour*.

Random inspections may also be carried out where a major non-compliance has been identified with any Standard principle.

Compliance Criteria

Compliance criteria are verifiable control points, equivalent to the GoodWeave Standard requirements. Compliance criteria are classified in either of the following categories:

- **Major Compliance Criteria (MCC)**

Fulfilment implies compliance with the key GoodWeave principles, linked to core requirements of the Standard.

Non-conformity with an MCC is a serious threat to the objectives and the reputation of the GoodWeave system and the human rights of a community. It may lead to a suspension of the certificate at any time of the certification process.

The process is defined below.

- **Regular Compliance Criteria (RCC)**

These are linked to progress requirements of the Standard.

A non-conformity with an RCC 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.

The process is defined below.

Identification of Non-conformities and Corrective Measures

Auditors generally carry out Type 1 and 2 inspections. Inspectors carry out Type 3 inspections.

The GoodWeave Standards Committee is responsible for setting standards and guidelines and a Certification Committee (see below) is responsible for making certification decisions.

Identification of non-conformities at the audit

- (1) If non-conformities with **major compliance criteria** are identified during the audit or inspection, the application may be denied, or lead to 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 Committee (see below).
- (2) If non-conformities with **regular compliance criteria** are identified during the audit or inspection, the licensee or producer can suggest corrective measures during the closing meeting, held at the end of each audit or inspection. The licensee shall be requested to sign an agreement to the effect that these suggestions are considered to be final. The auditor/inspector will inform the licensee that the proposed corrective measures will need to be agreed by the Certification Committee.

Identification of corrective measures

- (3) For reporting the auditor/inspector is required to complete an audit or inspection report. Together with the signed closing agreement and evidence of non-conformity, this report will be sent to the Certification Committee, the licensee (in the case of subcontractors) and the respective national initiative within 14 calendar days after completion of the audit or inspection.
- (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, on a case-by-case basis.
- (5) The maximum time period to complete a corrective measure follows guidelines set by the Standards Committee.
- (6) GoodWeave will evaluate the proposed corrective measures (if provided) within 14 calendar days after receipt of proposed actions. Potential changes must be documented in the audit or inspection report.

Verification of the implementation of corrective measures

- (7) GoodWeave will define the objective evidence and timeline for each corrective measure documented in the audit or inspection report. The GoodWeave national initiative will inform the licensee about the confirmed corrective measures and the related objective evidence and timeline. If GoodWeave does not receive any response 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 Certification Committee is considered to have grounds to deny the application or suspend a current certificate.
- (9) GoodWeave will evaluate the received information and provide the Certification Committee 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 or inspection 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 an MCC is identified during an audit or inspection (either during the audit, from a complaint or as a result of feedback from community-based monitoring), this may lead to a suspension of the current certificate, as determined by the Certification Committee. In this case a licensee will be notified at least twice over a 10 day's grace period before decertification takes place.

- (12) A new certificate will only be issued, or a suspension lifted, after full compliance with all the valid compliance criteria is demonstrated.
- (13) A suspension may lead to withdrawal of existing certification if a licensee can not demonstrate full compliance within the given deadline, based on a determination made by the Certification Committee.

Time Limits for Corrective Action

Licensees/subcontractors will be required to set a timetable for their actions, within boundaries defined by the Standards Committee. These maximum time periods will be stated in the *Guidelines* and other supporting documentation as determined by the Standards Committee.

If deemed necessary by GoodWeave, expert advice may be brought in to help producers set timetables, or to identify where the licensees/subcontractors need further help to meet the Standard.

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 importer/subcontractor to improve and achieve compliance.

Certification Committee

GoodWeave's Certification Committee will ensure the implementation of a credible and transparent system of certification decisions. The Certification Committee will directly receive all reports from inspectors in all producer countries. It will approve whether a company can become or remain a licensee. Decisions will be passed to producer country offices for implementation, and based on those decision labels will be issued to licensees by the producer country offices.

The Certification Committee will represent all GoodWeave stakeholders and consist of members who have a high level of certification-related knowledge. It will consist of at least six members appointed by GoodWeave to serve for two year terms.

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

SECTION 4: MEASURING ACHIEVEMENTS AND OUTCOMES

Approach

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 be used to assess both implementation and outcomes, as well as 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 key performance indicators (KPIs)
- Report on the results

GoodWeave recognises that monitoring and inspections is particularly impactful when 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)
- *New Standard Pilot Project in Nepal - Final Report* (September 2009)
- *GoodWeave Child Protection Policy* (2009)

External Documents

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

STEP Label

FLO standards *Generic Fairtrade Standards for Hired Labour* (December 2008) and *Generic Fairtrade Standard for Small Producer Organizations* (January 2009)

Social Accountability International Standard *SA 8000* (2008)

ETI home worker guidelines: recommendations for working with home workers (July 2006)

WRAP (Worldwide Responsible Apparel Production) Standard and *Facilities Handbook*

Clean Clothes Campaign

Sedex requirements

Home workers Code of Practice Committee *Changing fashion: the story of the No Sweatshop label* (2001)

Unni, Jeemol and Rani, Uma *Impact of recent policies on home-based work in India*. UNDP HRDC *Discussion Paper Series 10*, UNDP (2005).

ISO/DIS 26000

California Gold Sustainable Carpet Standard prepared by Department of General Services (25 April 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.

ILO Declaration on Fundamental Principles and Rights at Work - 86th Session, Geneva, June 1998

1998 Declaration on Fundamental Principles and Rights at Work

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

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

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' Representatives Convention, 1971

C154: Collective Bargaining Convention, 1981

Discrimination

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

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

C156: Workers with Family Responsibilities Convention, 1981

Note: also see C159 and C183

Safe and Healthy Working Conditions

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

C170: Chemicals Convention, 1990

C187: Promotion Framework for Occupational Safety and Health Convention, 2006

Wages

C95: Protection of Wages Convention, 1949

C131: Minimum Wage Fixing Convention, 1970

Working Hours

C1: Hours of Work (Industry) Convention, 1919

C14: Weekly Rest (Industry) Convention, 1921

C30: Hours of Work (Commerce and Offices) Convention, 1930

C89: Night Work (Women) Convention (Revised), 1948 and P89: Protocol of 1990 to Convention 89

Disciplinary Measures

C158: Termination of Employment Convention, 1982

Note: Also see C29 and C105

Benefits

C159: Vocational Rehabilitation and Employment (Disabled Persons) Convention, 1983
and R168: Vocational Rehabilitation and Employment (Disabled Persons)
Recommendation, 1983

C175: Part-Time Work Convention, 1994

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

C183: Maternity Protection Convention, 2000

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 micro-organisms 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 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 as a core requirement a minimum limit of 14 years 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 182 and prohibits any work which harms health, safety and morals of children under the age of 18 years. *See also Young Workers.*

Employed/Employment

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. This Standard identifies producers, including licensees and subcontractors, as being responsible down the supply chain for those being paid to carry out work - regardless of formal/informal work arrangements and/or subcontracting of employment relationships or whether occurring with or without a written contract. *See also Workers.*

Employment Agreement

This may also be known in individual facilities as an Employment Contract or Appointment Letter. Whatever the term used, as a written document this is a legal contract of agreement stating 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 (or some) employees work at the facility. The term includes 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.

Grievance

An actual or supposed circumstance regarded as just cause for complaint. Grievances are concerns, problems or complaints that might be raised with an employer concerning treatment at work.

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 if it is:
 - 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. 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 homework in pursuance of his or her business activity.

Home worker

United Nations Development Programme (UNDP) distinction between home-based work and homework is used. Under this distinction, 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 who are dependent on others for their work - including those who work for an employer, intermediary or subcontractor for a piece rate, and/or are not responsible for designing or marketing the product, but simply contribute their labour.

Home workers are a subset of home-based workers, those found in the third grouping above. 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.

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 who are exporters participating in the GoodWeave certification programme and who are licensed based on demonstrating compliance with the GoodWeave standard.

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 provide some discretionary income.

Producer

The producer is the individual or company that owns the production process and is responsible for putting in place the requirements of the GoodWeave Standard. Both licensees and their subcontractors are considered producers. See the Standard scope on page 4 for the scope of these responsibilities. The producer is also considered the employer for the purposes of this Standard, regardless of the formal/informal work arrangements and/or subcontracting of employment relationships whether occurring with or without a written contract.

Registered looms

This includes all looms used to produce GoodWeave rugs, at all sites associated with any/every stage of the production process (regardless of whether individual looms are in active use at a given time). All looms must be registered as a requirement of the licensing process and any time 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 or Carpet

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 the relevant factor is how it is made, rather than how it is used. The Standard refers only to handmade rugs or carpets, not to those produced by a wholly mechanical process. The raw material from which rugs are manufactured is not specified but can include wool, cotton, silk, or other materials.

Supplier

External entity that supplies standard goods or services, as opposed to a contractor or subcontractor who commonly adds specialised input to deliverables. Also called a vendor. This does not include other sites owned by the producer from which goods are transferred.

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. The essence of verification lies in 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 join an association (e.g. union) 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 for the amount produced. *See also Employ.*

Young workers

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

Appendix 3: Glossary of Terms

H&S – Occupational Health and Safety
ILO – International Labour Organization
KPI – Key Performance Indicators
MSDS – Material Safety Data Sheet
PPE – Personal Protective Equipment

Appendix 4: Table 2: GoodWeave Standard Compared with Related Standards

Note: For a comparison of the GoodWeave Standard against the relevant ILO conventions, see Appendix 1: References, page 41.

| STANDARD ELEMENT | ETI | SA 8000 | FLA | LABEL STEP | FLO hired worker | MPS | WRAP | ISO 26000 |
|--|-----------------------------|---------|-------------------------------|---------------------------------------|------------------|---------------------------|------|-----------|
| No child labour | Yes | Yes | Yes | Yes | Yes | Yes | Yes | Yes |
| No forced or bonded labour | Yes | Yes | Yes | Yes | Yes | Yes | Yes | Yes |
| Freedom of association and collective bargaining | Yes | Yes | Yes | Yes | Yes | Yes | Yes | Yes |
| No discrimination | Yes | Yes | Yes | Yes | Yes | Yes | Yes | Yes |
| Workplace health and safety | Yes | Yes | Yes | Yes | Yes | Yes | Yes | Yes |
| Wages | Yes | Yes | Yes | Yes | Yes | Yes | Yes | Yes |
| Working hours | Yes | Yes | Yes | Yes | Yes | Yes | Yes | Yes |
| Regular employment | Yes | No | No | No | No | No | No | No |
| No harsh or inhumane treatment | Yes | Yes | Yes | Yes | Yes | As part of discrimination | Yes | Yes |
| Environmental impacts | No | No | No | Yes | Yes | No | Yes | Yes |
| Business processes are transparent and adhere to local regulations | As implementation principle | No | Responsibility is on retailer | In terms of transparency with workers | Yes | Documentation included | Yes | Yes |
| Rug Industry | No | No | No | Yes | No | No | No | No |