GOODWEAVE INTERNATIONAL GENERIC STANDARD

VERSION: 1.0
DATE: MAY 1, 2019
REVISION DATE: MAY 1, 2020

Contact: Standards@goodweave.org
For further information: www.goodweave.org/standard

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.

TABLE OF CONTENTS

INTRODUCTION

About GoodWeave 3

Objectives of the Standard 4

Application and Review Timetable 4

GoodWeave Certification 5

Compliance with the Standard 5

Structure and Organization 6

GOODWEAVE INTERNATIONAL GENERIC STANDARD:
COMPONENT 1: PRINCIPLES AND REQUIREMENTS

CERTIFICATION PRINCIPLES AND REQUIREMENTS

Principle A1:
No child labor is allowed 8

Principle A2:
No forced or bonded labor is allowed 12

Principle A3:
Conditions of work are documented and verifiable 16

PROGRESS PRINCIPLES AND CRITERIA

Principle B1:
No Discrimination is practiced 19

Principle B2:
Freedom of association and collective bargaining are recognized 21

Principle B3:
Health and Safety 22

Principle B4:
Working hours, Wages and Benefits 25

Principle B5:
Environmental Impact 26

Terms and Definitions 27

Resources and Links 29

INTRODUCTION

- About Goodweave
- Objectives
- ApplicationandReviewTimetable
- Compliance with the Standard
- Standard Structure

ABOUT GOODWEAVE

GoodWeave – a nonprofit organization founded in 1994 by Nobel laureate Kailash Satyarthi – is the leading global institution with a mission to end child labor, forced labor, and bonded labor in global supply chains. GoodWeave has innovated and pioneered a holistic certification system that is transferrable to other sectors based on authenticity, proximity, and transparency to someday realize its vision of a world free of child labor. The GoodWeave System is based on harnessing the power of the market, cleaning up supply chains, creating educational opportunities for children, and improving working conditions.

GoodWeave drives impact by bringing visibility to global supply chains, giving voice to informal and marginalized workers, providing assurance that certified products are free of child labor, and restoring childhood to vulnerable children so they can laugh, learn, and play.

OBJECTIVES OF THE STANDARD

THE AIM OF THE GOODWEAVE INTERNATIONAL GENERIC STANDARD IS TO:

- Eliminate child labor, forced labor, and bonded labor in high risk production sectors by ensuring compliance with the Standard and implementing effective and sustainable remediation procedures;
- Provide a coherent and consistent Standard that may be applied across all countries within the scope of the Standard, taking into account different production methods;
- Bring benefits to workers, particularly home-based workers who are often the most vulnerable in the supply chain;
- Facilitate transparent monitoring and verification of working conditions;
- Encourage positive changes in communities by reducing child labor, forced labor, and bonded labor, and increasing children's access to education; and
- Provide an independent assurance through the GoodWeave certification for consumers worldwide that producers meet the Standard.

APPLICATION AND REVIEW TIMETABLE

This is the first issuance of the GoodWeave International Generic Standard. This Standard enters into force as of May 1, 2019. The GoodWeave International Generic Standard exists concurrently with the Generic International Standard for Rug Producers Version 3.0.

Existing licensees are approved to use this Standard with a 12-month transition timeline. Existing licensees are those who are approved to label woven home textiles under the certification waiver and who have a related home textiles agreement with GoodWeave prior to May 1, 2019. Those licensees shall be audited against this version of the Standard no later than April 30, 2021.

Producers seeking certification for products covered under this Standard are audited against this version of the Standard upon their initial application.

A review of the Standard will take place initially one year after coming into force and then at least every five years thereafter.

GOODWEAVE CERTIFICATION

The Standard addresses the conditions under which a product was made. It defines the principles and requirements by which the Objectives are fulfilled. It applies to all work premises where operations involved in the production of certifiable products occur. It covers all workers and workplaces in these locations regardless of if they are directly involved in the manufacturing of certifiable products.

For a product to receive GoodWeave certification exporters must be licensed with GoodWeave and all producers and their subcontractors in the supply chain must comply with the requirements contained in the Standard. Compliance is verified by GoodWeave.

GoodWeave will inform licensees about timelines for completing any corrective actions according to guidelines set by the Standards Committee.

Certification will be suspended if any corrective actions related to non-compliances are not completed within the allowed timeline.

COMPLIANCE WITH THE STANDARD

The responsibility for compliance with the Standard lies with the license holders and their subcontractors. Producers at all levels in the supply chain must be aware of and comply with the Standard. Where home-based work is carried out, the contractor who assigned work to the home-based worker is considered the employer and is responsible for ensuring compliance with the requirements of the Standard. The license holder is also responsible for continuously monitoring compliance with the Standard at all levels of their supply chain.

GoodWeave requires producers to comply with national legislation and regional or sector-specific regulations on the topics covered by the Standard. When national legislation or sector regulations set higher requirements or ensure more favorable conditions for workers than the Standard, those requirements prevail.

GoodWeave provides compliance support through policies and examples. A separate guidance document[1], available on the GoodWeave website, provides supplemental support and clarification. This support, especially regarding remediation and home-based workers, helps producers apply the Standard and enables all parties involved in implementing the Standard to be aware of their roles and responsibilities.

1 The Standard Guidance document : https://goodweave.org/goodweave-international-generic-standard/

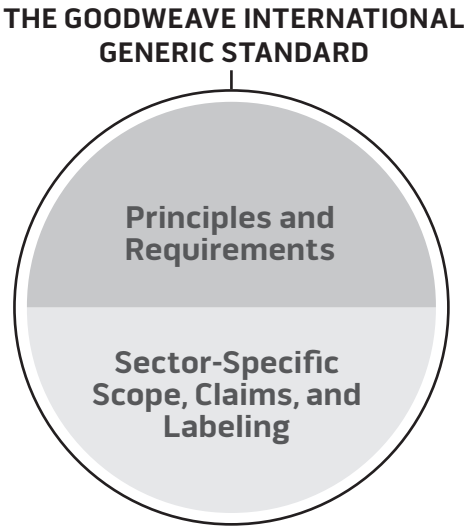
STRUCTURE AND ORGANIZATION

The Standard is comprised of two components:

Component 1: Principles and Requirements

Component 2: Sector-specific Scope, Claims, and Labeling

The following graphic represents the structure of the Standard.



Producers must comply with both components of the Standard.

The Standard is organized as follows:

COMPONENT 1: PRINCIPLES AND REQUIREMENTS

A. Certification Principles – The Standard is comprised of three Certification Principles: **no child labor, no forced or bonded labor**, and **verifiable and documented conditions of work (transparency)**. The intent and the aim of the Principles are further discussed within each. The Certification Principles are numbered A1 through A3.

Certification Requirements – Each Certification Principle is supported by Certification Requirements. These are **indicators of compliance** with the Principle.

B. Progress Principles – In addition to the requirements for certification, GoodWeave sets criteria to measure progress against a broader set of related labor rights and environmental impacts.

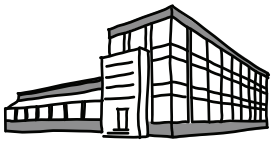
Progress Criteria – Each Progress Principle is supported by Progress Criteria. These are indicators of compliance with the Principle. The Progress Principles are verified during the audit, but their fulfillment is not a requisite for certification. They are intended to guide producers in self-assessed progress on labor rights and environmental practices.

COMPONENT 2: SECTOR-SPECIFIC SCOPE, CLAIMS, AND LABELING

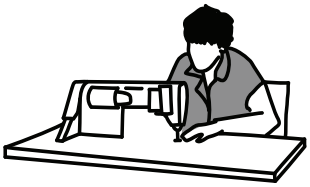
Sector-specific Scope, Claims, and Labeling[2] – Each product category is governed by a sector-specific section which defines the unique conditions applicable to each. Current product categories include: **woven home textiles**.

2 Scope, Claims, and Labeling webpage: https://goodweave.org/goodweave-international-generic-standard/

The different levels of production covered by the Standard are represented by the following icons for easy identification:



Exporter: Criteria in this section are applicable to the exporter, which is also the license holder, and may be factories, finishing centers, or distribution centers. The exporter has a direct relationship with the importer and is the recipient of purchase orders from the importer.



Subcontractors: Criteria in this section are applicable to subcontractors; entities providing the exporter with specialized inputs integral to, utilized in, or for the production of the final product through one or more links in the supply chain. Subcontractors include subcontracted factories and smaller production units such as Dedicated Centers (DCs).

Home-based workers: Employers of home-based worker production are responsible for the criteria in this section. Home-based workers have a contract or agreement to work either with the exporter or with a subcontractor, directly or through intermediaries.

GOODWEAVE INTERNATIONAL
GENERIC STANDARD

COMPONENT 1: PRINCIPLES AND REQUIREMENTS

CERTIFICATION PRINCIPLES AND REQUIREMENTS

- **Principle A1:** No child labor is allowed
- **Principle A2:** No forced or bonded labor is allowed
- **Principle A3:** Conditions of work are documented and verifiable

PRINCIPLE A1:
NO CHILD LABOR IS ALLOWED

Intent: The producer shall not engage in or support the use of child labor. All practices must, at a minimum, conform to ILO Minimum Age Convention, 1973 (No. 138), ILO Worst Forms of Child Labor Convention, 1999 (No. 182), as well as national law. Where national law or international conventions set a lower age limit for employment or work than the GoodWeave Standard, the higher age limit shall be observed. In situations where child labor is found, remediation procedures shall be put in place and no further recruitment or replacement of children is allowed. Wherever possible the producer or contractor should cooperate with local community initiatives to contribute to the establishment of social norms, good practice, and/or functioning institutions to ensure that every child receives educational opportunities.

Where young workers are employed, the producer must ensure safe conditions for these workers. Young workers should not be involved in hazardous work and should benefit from education/employment plans. The producer shall not expose young workers to situations that are physically, psychologically, or morally hazardous, unsafe, or unhealthy. This is in line with international norms including ILO standards and the UN Convention on the Rights of the Child. Where national law prescribes a lower age range for defining young workers, national law shall be followed.

Safeguarding for young workers also applies to the children of workers who live in or regularly visit the factory compound or worksite.

A.1.1

CHILDREN BELOW THE AGE OF 14 ARE NOT EMPLOYED OR ENGAGED IN LABOR. WHERE THE NATIONAL LEGAL LIMIT OR END OF COMPULSORY SCHOOL AGE IS ABOVE 14, THE HIGHER AGE LIMIT WILL BE FOLLOWED.

The exporter has a written policy on child labor which is in compliance with national legislation or this Standard - the more rigorous criteria will prevail.

The policy is effectively communicated and all employees, management, and workers, including in subcontracted units, are aware of, understand, and follow this policy.

The producer has a policy on child labor which is in compliance with national legislation and this Standard.

The policy is effectively communicated, and all employees, management, and workers are aware of, understand, and follow this policy.

The employer ensures home-based workers understand and follow the policy on child labor and national legislation.

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

Children may help their parents in the home only under the following circumstances:

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

A.1.2

NOTICES ARE PROVIDED DECLARING PRODUCERS DO NOT ALLOW CHILD LABOR

The policy on child labor (and the relevant provisions of national legislation, if required by law), is displayed prominently in the workplace, and in languages understood by all employees.

The employer has written commitment from the home-based worker that they will not engage children in production beyond what is allowed in A.1.1.

A.1.3

THE AGE OF WORKERS IS VERIFIED TO ENSURE NO CHILDREN ARE EMPLOYED OR ALLOWED TO WORK ILLEGALLY

Verifiable records are kept of all workers in all production sites.

All available forms and documents, including but not limited to birth certificates and dental reports, may be used as identification to verify the age of workers.

Ages of all children living on the premises of home production sites are recorded and verifiable.

The employer and home-based worker keep copies of these records.

A.1.4

PROCESSES ARE IN PLACE FOR REMEDIATION IN CASE CHILD LABOR IS FOUND[3]

There is a remediation plan in place in case child labor is found.

If child labor is found, producers work with GoodWeave and/or local organizations specializing in remediation to support the child.

If children are found to be working in the home performing work beyond that which is allowed in A.1.1, the license holder works with the subcontractor, the home-based worker, the community, and GoodWeave on remediation.

3 GoodWeave Child Labor Remediation Policy can be found here: https://goodweave.org/policies-and-procedures/

A.1.5

RECORDS ARE KEPT OF YOUNG WORKERS AND THE WORK THEY PERFORM

There is a register stating the name and age of young workers under 18 years and the work they do.

All legal requirements for young workers are followed and documentation is kept as prescribed by local and national law and regulations.

Where there are young workers present in the home, the employer keeps a record of young workers and the work they perform.

A.1.6

HAZARDOUS WORK IS PROHIBITED FOR YOUNG WORKERS

Young workers are prohibited from performing hazardous work (at a minimum from the tasks defined as hazardous by national law), night work, and overtime.

There is a list of the tasks carried out by young workers, and potential hazards are identified to ensure young workers are not engaged in hazardous work.

A risk assessment is performed to identify and mitigate potential hazards and create awareness on health and safety issues for young workers.

Permissible working hours for young workers are clearly displayed.

Young workers are allowed to refuse hazardous work without fear of retribution.

The employer ensures home-based workers understand young workers are prohibited from performing hazardous work (at a minimum from the tasks defined as hazardous by national law), night work, and overtime.

Where there are young workers present in the home, the young worker is able to demonstrate that he or she understands what is considered hazardous work and explain or provide examples of the kind of work they perform to ensure that no hazardous work is performed.

A.1.7

EDUCATION/EMPLOYMENT PLANS ARE IN PLACE

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

The combined hours of daily transport, school, and work time do not exceed the limit allowed by law.

Where there are children or young workers who are subject to local compulsory education laws present in the home, the employer shows that no child or young person is working during school hours.

PRINCIPLE A2:
NO FORCED OR BONDED LABOR IS ALLOWED

INTENT: No one shall be forced or otherwise compelled to work. All practices must conform to the ILO Forced Labor Convention, 1930 (No. 29), the ILO Abolition of Forced Labor Convention, 1957 (No. 105), the ILO Protection of Wages Convention, 1949 (No. 95), and national law at a minimum.

The following situations suggest that bonded labor may be taking place:

- There is no agreement with the workers for his/her work;
- The worker is not free to leave employment and work for another employer;
- The worker is not allowed to move outside or leave the workplace; and/or
- The worker is not paid directly but pay goes to an agent, recruiter, or parent.

The Certification Requirements below outline the practices that ensure forced or bonded labor does not occur. If workers are recruited through an intermediary or labor broker, these same requirements apply to them as well.

A.2.1

WORKERS ARE NOT FORCED OR OTHERWISE COMPELLED TO WORK

Employers do not use any form of physical or psychological measures to prevent workers from leaving employment.

Workers are free to leave employment after a reasonable and agreed notice period without penalty and to work for another employer.

Workers are not required to lodge deposits or surrender original identity papers in return for work.

Home-based workers are not bound to work with one employer or contractor, and are free to work with other employers.

Home-based workers are not required to lodge deposits or surrender original identity papers in return for work.

The employer ensures that no part of any home-based worker's salary, payments, or benefits is withheld to force such worker to continue working for the employer.

A.2.2

WORKERS DO NOT ENDURE HARSH, INHUMANE, OR INAPPROPRIATE TREATMENT

Physical abuse, violence, sexual or other harassment, verbal abuse or other forms of intimidation of workers, are prohibited on the work premises, including housing that is provided by the employer.

A mechanism is in place to deal with grievances, including a point of contact to whom workers can submit complaints in anonymity.

The employer ensures home-based workers understand they should not endure physical, verbal, or sexual abuse or harassment.

A mechanism is put in place to deal with grievances, including a point of contact to whom workers can submit complaints in anonymity.

A.2.3

PRODUCERS DO NOT RESTRICT THE MOVEMENT OF WORKERS

Working hours are clearly specified.

There is a time recording system in place where the beginning and the end of the workday is registered for each individual worker.

Workers do not have their freedom of movement restricted and are free to leave work premises at any time after a standard workday.

Employers have a method to monitor the number of hours worked or pieces completed by home-based workers.

A.2.4

EMPLOYMENT AGREEMENTS OR CONTRACTS ARE PROVIDED IN A WRITTEN FORM AND UNDERSTOOD BY ALL WORKERS

Employers have a written agreement in place with the workers on terms and conditions of employment.

This agreement is in a format and language the workers understand.

The employment agreement includes at least the job description, working hours, and pay rate, and meets at least the minimum wage as required by local and national law.

Employers have a written agreement in place with the home-based worker on terms and conditions of employment.

The agreement includes the signature of the home-based worker and of the employer.

This agreement between employers and home-based workers is in a format and language the workers understand.

The agreement includes at least the type of work and piece rate, quota, or hourly wage. Documentation of these terms, including the piece rate, are kept by the employer and the home-based worker.

A.2.5

WORKERS ARE NOT BOUND TO THE JOB THROUGH THEIR DEBT

The employer provides clear individual pay records to all workers that specify wages paid, hours worked, and any deductions.

Pay records comply with national legislation and are understandable and accessible to workers.

Workers are not recruited using loans to their families that pressure young workers to remain in employment to pay off family loans.

The producer does not provide loans to workers with interest rates at a level which leaves them in difficulty of repayment and binds them to the job.

Wages are not withheld as a penalty or to force workers to work as a payment against a debt to the employer.

Payments are made in a form which respects the national law and is acceptable to workers.

The employer provides pay records to all home-based workers that specify wages paid for work completed and any deductions.

Pay records comply with national legislation and are understandable and accessible to home-based workers.

The employer ensures if loans are provided to home-based workers, interest rates are not at a level which leaves them in difficulty of repayment and binds them to the job.

Wages are not withheld as a penalty or to force workers to work as a payment against a debt to the employer.

Payments are made in a form which respects the national law and is acceptable to workers.

A.2.6

RESPONSIBLE USE OF LABOR BROKERS

All production workers receive wages directly from the licensed exporter or registered subcontractor.

Even if the producer hires workers through a labor broker, contracts are directly between the producer and the worker.

The producer is responsible for paying wages and benefits.

The labor broker does not hold the contract with workers and is not responsible for paying wages and benefits to the workers.

The labor broker does not collect fees or take payment (cash, documents, wages, etc.) from the worker as a condition for their recruitment.

All costs associated with recruitment are borne by the employer.

PRINCIPLE A3:
CONDITIONS OF WORK ARE DOCUMENTED AND VERIFIABLE

INTENT: To ensure conditions of work are verifiable, producers must administer business practices that are transparent and adhere to all relevant local and national laws and regulations at all levels of the supply chain.

Exporters must meet all GoodWeave requirements for licensing, which include:

- All company registration and tax documents (as applicable) are complete;
- All associated GoodWeave license fees are paid; and
- Licensees must maintain documentation of and be able to show a fully traceable supply chain for the production processes and register all production sites with GoodWeave.

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

The information provided by producers must respect data protection laws, business confidentiality, and the privacy and security of workers.

A.3.1

PRODUCERS DISCLOSE A FULLY TRACEABLE SUPPLY CHAIN FOR ALL PRODUCTION PROCESSES

At the exporter level, all processes covered in the scope, including all subcontractors, intermediaries, and home-based workers, are listed and submitted to GoodWeave.

This list is kept up to date. Any changes in the supply chain are recorded and shared with GoodWeave as information changes.

A current list is provided to GoodWeave every 6 months regardless of whether any changes have occurred.

Producers provide information to GoodWeave identifying all subcontractors and intermediaries used.

In the case where an employer directly or through an intermediary employs home-based workers, detailed information identifying the home-based worker, such as village name, number of family members, children per household, and the intermediary, if applicable, is provided to GoodWeave.

A.3.2

ALL PRODUCTION SITES ARE REGISTERED

All production sites are registered with GoodWeave, including individual home-based workers, Dedicated Centers, and subcontractors used for specific elements of the whole process. Only production sites registered with GoodWeave are used.

A.3.3

ACCESS IS PROVIDED TO RELEVANT DOCUMENTATION AND PERSONNEL DURING VERIFICATION VISITS

Producers at all levels of the supply chain allow GoodWeave inspectors access to all relevant and necessary documents and personnel in order to verify compliance with the Principles, Requirements, and Criteria in this Standard.

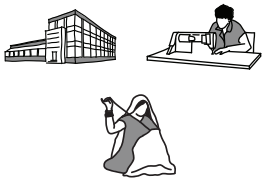
A.3.4

ACCESS IS PROVIDED TO FACILITIES FOR UNANNOUNCED INSPECTIONS BY GOODWEAVE

Producers at all levels of the supply chain allow access to production sites and to all relevant and necessary documents and personnel for unannounced inspections by GoodWeave approved personnel.

A.3.5

ACCESS IS PROVIDED TO WORKERS FOR CONFIDENTIAL INTERVIEWS DURING VERIFICATION VISITS



GoodWeave inspectors are able to interview workers in all factories, subcontractors, DCs, and home-based worker households without the presence of management to ensure confidentiality.

Employers do not retaliate against workers for providing information to GoodWeave about working conditions.

PROGRESS PRINCIPLES AND CRITERIA

- **Principle B1:** No Discrimination is practised
- **Principle B2:** Freedom of association and collective bargaining are recognised
- **Principle B3:** Health and Safety
- **Principle B4:** Working hours, Wages and Benefits
- **Principle B5:** Environmental Impact

PRINCIPLE B1:
NO DISCRIMINATION IS PRACTICED

INTENT: The producer should not engage in or support discrimination. All practices should conform to the ILO Equal Remuneration Convention, 1951 (No. 100), ILO Discrimination (Employment and Occupation) Convention, 1958 (No. 111), ILO Workers with Family Responsibilities Convention, 1981 (No. 156), ILO Maternity Protection Convention, 2000 (No. 183), and national law at a minimum.

B.1.1

NO DISCRIMINATION IS PRACTICED ON THE BASIS OF RACE, COLOR, CASTE, NATIONAL ORIGIN, SOCIAL EXTRACTION, RELIGION, EDUCATION LEVEL, GENDER, AGE, MARITAL STATUS, SEXUAL ORIENTATION, PREGNANCY, CHILDBIRTH, DISABILITY, DISEASE, UNION MEMBERSHIP, POLITICAL AFFILIATION

No discrimination is practiced in recruitment, promotion, access to training, remuneration, allocation of work, or termination of employment of workers.

Producers must ensure equal opportunity and treatment in employment, and ensure equal opportunities for male and female workers.

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

Producers keep a record of all terminated contracts, including the reason for termination.

Workers are free to submit grievances or complaints if they feel they have been discriminated against for any reason (see A.2.2).

There is no discrimination in the recruitment, remuneration, allocation of work, or termination of work for home-based workers.

Workers are free to submit grievances or complaints if they feel they have been discriminated against for any reason (see A.2.2).

B.1.2

THE SPECIAL NEEDS OF WORKERS ARE ACCOMMODATED

Producers make reasonable accommodation for the needs of pregnant and nursing workers.

Reasonable accommodation for workers with disabilities is provided where relevant.

PRINCIPLE B2:

FREEDOM OF ASSOCIATION AND COLLECTIVE BARGAINING ARE RECOGNIZED

INTENT: Workers, without distinction, have the right to join or form an association in the form of trade unions, workers' collectives or otherwise, and to bargain collectively. Where unions do not exist, workers have the right to access a representative workers' committee, which should adhere to the following principles to be functional: it should be democratic, predictable, equitable, transparent, and compatible with the rights of workers. All practices should conform to the ILO Freedom of Association and Protection of the Right to Organize Convention, 1948 (No. 87), ILO Right to Organize and Collective Bargaining Convention, 1949 (No. 98), ILO Workers' Representatives Convention, 1971 (No. 135), ILO Collective Bargaining Convention, 1981 (No. 154), and national laws at a minimum.

B.2.1

ALL WORKERS HAVE THE RIGHT TO JOIN OR FORM TRADE UNIONS AND TO BARGAIN COLLECTIVELY

Producers respect the right of all workers to form or join trade unions and to bargain collectively. They do not interfere in these processes.

No categories of workers are denied the right of association.

Elected worker representatives and workers involved in organizing activities are not discriminated against. They are free to carry out their representative functions in the work place.

Home-based workers have the right to establish or join organizations of their own choosing, participate in the activities of such organizations, and elect representatives.

B.2.2

PRODUCERS MAINTAIN AN OPEN ATTITUDE TOWARD TRADE UNIONS/WORKERS ASSOCIATIONS AND COMMUNICATE TO WORKERS THEIR RIGHTS TO ASSOCIATE FREELY

Producers ensure that the right of association is communicated to workers through understandable language and forms.

Producers allow unions or other workers' organizations access to the work place.

Producers provide access to a meeting place for unions or other workers' organizations when needed.

Employers ensure home-based workers know their right to association.

PRINCIPLE B3:
HEALTH AND SAFETY

INTENT: Workers' health and safety shall be protected. All practices should conform to the ILO Occupational Safety and Health Convention, 1981 (No. 155), ILO Chemicals Convention, 1990 (No. 170), ILO Promotional Framework for Occupational Safety and Health Convention, 2006 (No. 187), ILO Occupational Safety and Health Recommendation, 1981 (No. 164), and national laws and regulations at a minimum. Work-related accidents should be prevented by minimizing hazards in the work place. No hazardous processes should occur in or nearby residential areas.

B.3.1

RISK ASSESSMENT, TRAINING AND PPE

A risk assessment is performed to identify and mitigate potential hazards and create awareness on health and safety issues.

Producers ensure all workers receive training on health and safety.

A first-aid kit is available on site.

Appropriate personal protective equipment (PPE) is provided and workers are trained on its use and importance (e.g. for those handling waste water, toxic dyes and/or chemicals, or operating dangerous machinery).

Workers handling chemicals have access to regular medical checks.

The employer ensures no hazardous work, especially handling chemicals, is performed in or near homes.

The employer ensures home-based workers understand potential hazards.

B.3.2

SAFETY, SECURITY AND EVACUATION PROCEDURES

Producers ensure the production floor is clean and free of hazards.

Passageways and exits are available and unobstructed during working hours.

Producers ensure there are functioning fire alarms and all employees are trained regularly on safe evacuation procedures.

Electrical equipment is safe and inspected on a regular basis.

Workplaces have adequate lighting, heating, and ventilation

First-aid kit is available and medical checks are made regularly.

B.3.3

VULNERABLE WORKERS

Work should be appropriate to the age, strength, and ability of the worker.

No hazardous work, especially handling chemicals, is performed by vulnerable workers (pregnant or nursing women; people with mental disabilities, or people with chronic and respiratory diseases.)

The employer ensures home-based workers understand vulnerable workers must not be engaged in hazardous work.

Where there are vulnerable workers present in the home, the vulnerable worker is able to demonstrate they understand what is considered hazardous work and explain or provide examples of the kind of work they perform to ensure that no hazardous work is performed.

B.3.4

SANITARY FACILITIES AND SAFE DRINKING WATER

All workers have access to safe drinking water and sanitary facilities.

Clean toilet facilities are provided for workers. These are separate for men and women.

Workers are allowed to use these facilities as needed in the workplace and in residential accommodations, when provided by the employer.

B.3.5

RESIDENTIAL ACCOMMODATIONS

If producers provide workers with residential accommodations, they are safe and clean and allow for privacy and security..

Sufficient and functioning fire alarms and safe evacuation procedures are in place and trainings are conducted regularly.

PRINCIPLE B4:
WORKING HOURS, WAGES AND BENEFITS

INTENT: All practices regarding working hours, wages, and benefits should conform to the ILO Hours of Work (Industry) Convention, 1919 (No. 1), ILO Weekly Rest (Industry) Convention, 1921 (No. 14), ILO Hours of Work (Commerce and Offices) Convention, 1930 (No. 30), ILO Night Work (Women) Convention (Revised), 1948 (No. 89), ILO Night Work of Young Persons (Industry) Convention (Revised), 1948 (No. 90), and national law at a minimum.

B.4.1

WAGES AND BENEFITS

All wages, including overtime and benefits (social security, sick leave, maternity leave, etc.) are paid at or above the local minimum legal requirements.

Producers make payments to workers at regularly scheduled intervals in a convenient way for workers.

Payments are documented with clear and understandable payment records, records are shared with the workers, and records of wages and benefits are maintained.

Where piece rate workers are employed, wage records show the calculation of rate per piece and that it is in compliance with minimum wage regulations.

B.4.2

WORKING HOURS ARE REGULATED

Producers comply with national and local legislation regarding working hours, overtime, and leave, and mention these in their agreement with workers.

PRINCIPLE B5:
ENVIRONMENTAL IMPACT

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

B.5.1

ENVIRONMENTAL IMPACTS ARE MANAGED

The use of chemicals is in alignment with the ZDHC's Manufacturing Restricted Substances List (MRSL)[4].

Emissions are controlled and reduced.

Chemicals are properly labelled, handled, used, stored, cleaned, and disposed.

Information on chemicals is provided to workers in an understandable language/form.

Wastewater is treated, and water consumption is reduced.

Waste is properly collected and separated.

Energy consumption is monitored and reduced.

Greenhouse gas emissions are monitored and reduced.

Chemicals are properly labelled, handled, used, stored, cleaned, and disposed.

Information on chemicals is provided to workers in an understandable language/form.

4 ZDHC's Manufacturing Restricted Substances List: https://www.roadmaptozero.com/mrsl_online/

TERMS AND DEFINITIONS

AUDIT:
An annual, announced process that includes review of documents and records, as well as physical inspection of the facilities by GoodWeave Inspection, Nomitoring, and Certification team. It focuses n legal compliance, the complete GoodWeave Standard, and follow-up on previous non-compliances.

BONDED LABOR OR DEBT BONDAGE:
The practice of requiring someone to work to pay off a loan, when the value of his or her work greatly exceeds the value of the original loan. It arises from a pledge by a debtor of his or her personal services or of those of a person under his control as security for a debt, when the value of those services as reasonably assessed is not applied towards the liquidation of the debt or the length and nature of those services are not respectively limited and defined.[5]

CHILD:
Any person less than 18 years of age.

CHILD LABOR:
Any work or economic activity which is harmful to the health or development of a child; or would prejudice their attendance at school, their participation in vocational or training programs approved by the competent authority, or their capacity to benefit from the instruction received. This includes the sale and trafficking of children and all forms of slavery or practices similar to slavery of children.

CHILD WORK:
The participation of children in an economic activity which is not detrimental to their health or mental and physical development and does not interfere with their schooling, often carried out under the guidance of parents or guardians.

DEDICATED CENTER (DC):
A centralized space where work is conducted; designed to offer workers a working environment in close proximity to their homes. Dedicated Centers employ workers onsite and may issue work to home based workers.

EMBELLISHMENT:
The addition of decorative details or features such as, but not limited to, beading, embroidery, printing, or sequins.

EMPLOYMENT:
The condition of being paid to carry out work. Employment may be formal or informal.

EMPLOYMENT AGREEMENT:
A written legal contract or agreement stating at least the job description, working hours, and terms of compensation.

EMPLOYER:
The person or entity responsible for providing employment.

EXPORTER:
The company selling the finished products overseas. An exporter is eligible to be a GoodWeave license holder, responsible for meeting the GoodWeave licensing requirements, and responsible for ensuring the requirements of the GoodWeave Standard are met throughout its supply chain.

FORCED LABOR:
All work or service which is exacted from any person under the menace of any penalty and for which the said person has not offered himself voluntarily.[6]

HAZARDOUS WORK:
Work which, by its nature or the circumstances in which it is carried out, is likely to harm the health, safety, or morals of the worker.

5 UN Supplementary Convention on the Abolition of Slavery, the Slave Trade, and Institutions and Practices Similar to Slavery (1956)
6 ILO Forced Labor Convention, 1930 (No. 29).

HOME-BASED WORK:
Work carried out by a person in his or her home or in other premises of their choice, other than the workplace of the employers.

HOME-BASED WORKER:
A person who carries out work in his or her home or in other premises of their choice, other than the workplace of the employer. This includes subcontracted workers who are dependent on others for their work - including those who work for an employer, intermediary, or subcontractor for a piece rate.[7]

INFORMAL EMPLOYMENT:
Includes all remunerative work (i.e. both self-employment and wage employment), that is not registered, regulated or protected by existing legal or regulatory frameworks, as well as non-remunerative work undertaken in an income-producing enterprise. Informal workers do not have secure employment contracts, worker's benefits, social protection or workers' representation.[8]

INSPECTION:
An unannounced physical assessment of a supplier by the GoodWeave Inspection, Monitoring, and Certification team. It occurs multiple times a year and focuses on compliance with the certification principles of the GoodWeave Standard.

INTERMEDIARY:
An individual or entity who acts as an agent for producers, supplying unfinished goods from the exporter or their contractors for subcontractors or home-based workers to finish. They generally do not take ownership of the product.

LABOR BROKER:
A person or entity who provides workers to a production site, but is not responsible for the manufacturing processes.

LICENSE HOLDER:
An importer or exporter of finished goods certified and licensed by GoodWeave International based on demonstrated compliance with the Standard. Also referred to as the "GoodWeave licensee" or "licensee."

PRODUCER:
An individual or company that owns the production process and is responsible for ensuring compliance with the Standard. Both exporters and their subcontractors are considered producers.

PIECE RATE:
Compensation based on a worker's quantitative output or production, usually an agreed sum per article of work turned out.

REMEDIATION:
All corrective actions and measures to support rehabilitation, including physical and mental well-being.

UNANNOUNCED INSPECTIONS:
Audits which occur without giving advanced notice to anyone associated with the work premises.

SEXUAL HARASSMENT:
Behavior characterized by the making of unwelcome and inappropriate sexual remarks or physical advances in a workplace or other professional or social situation.

STANDARDS COMMITTEE:
A permanent committee responsible for providing guidance and input to facilitate the drafting of standards; reviewing, incorporating, and responding to stakeholder comments on draft standards; providing guidance and feedback to the Executive Leadership Team and GWI Certification Division on implementation and interprestation of GoodWeave Standards; and making final decisions on the content of new or revised standards.

SUBCONTRACTOR:
Any external entity or individual(s) in the supply chain that directly or indirectly provides the exporter with a particular service integral to, utilized in, or for the production of the final product.

7 ILO Home Work Convention, 1996 (No. 177) applies throughout the Standard regarding working conditions.
8 ILO Guidelines concerning a statistical definition of informal employment, 2003

WORKER:
Any individual who works, especially at manual or industrial labor. It includes individuals who perform work on a temporary, seasonal, part-time, subcontracted, or permanent, basis. The term is not limited to persons employed in a factory setting but includes all hired labor personnel. The term normally excludes middle and senior management. It includes those working full- or part-time on a fixed hourly, daily, weekly, or monthly basis and also includes those who are paid on a piece rate for the amount produced.

YOUNG WORKER:
Children or youth under the age of 18 who are above the statutory minimum age for employment (14 or 15 years old). They are restricted from certain working conditions, such as hazardous work.[9]

RESOURCES AND LINKS

1. GoodWeave policies and procedures: https://goodweave.org/policies-and-procedures/
2. GoodWeave International Generic Standard Guidance https://goodweave.org/goodweave-international-generic-standard/
3. SOP Development of GoodWeave Standards v.5: http://comments.goodweave.org/wp-content/uploads//GWI-SOP-Development-of-Standards-v_5-9-Aug-2016.pdf
4. GoodWeave Forced, Bonded and Child Labor Remediation Policy: http://comments.goodweave.org/wp-content/uploads//GWI-Remediation-Policy-v.4-Jan-2016.pdf
5. Online ZDHC Manufacturing Restricted Substances List (ZDHC e-MRSL) Version 1.1: https://www.roadmaptozero.com/mrsl_online/

GoodWeave follows the Standard Operating Procedure (SOP) Development of GoodWeave Standards Version 5.0, 9 August 2016 for the process of publishing, reviewing, revising, and implementing changes to the Standard.[10]

9 ILO Minimum Age Convention, 1973 (No. 138)
10 Please visit http://goodweave.org/proven-approach/standard/development/ for more information about the standard development process.