



## GoodWeave International Certification Methodology

### 1. Introduction

This document provides a detailed explanation of how to assess producers against the GoodWeave Standard for certification purposes. It includes (i) types of non-compliances, (ii) non-compliance classification guidelines, (iii) corrective actions, and (iv) enforcement guidelines. A flowchart depicting the process of certification decision, non-compliances and corrective actions can be found at the end of the document.

### 2. Certification Criteria

2.1 The criteria in the standard address the conditions under which a product was made. They address principles and requirements by which the standard objectives are fulfilled.

2.2 The criteria apply to all work premises where operations involved in the production of certifiable products occur.

2.3 The criteria cover all workers and workplaces in these locations regardless of if they are directly involved in the manufacturing of certifiable products.

2.4 The Standard is comprised of two components: Component 1: Principles and Requirements, Component 2: Sector-specific Scope, Claims, and Labeling

2.3 Three different levels of production are covered by the standard criteria:

<b>Exporter</b>	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.
<b>Subcontractors</b>	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).
<b>Home-based workers</b>	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.

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	Subcontractors include subcontracted factories and smaller production units such as Dedicated Centers (DCs).
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Refer to the table in Section 6 to see detailed certification criteria.

### 3. Types of Non-Compliances

3.1 Three types of issues can be found in audit and inspection reports in relation to the Certification Principles:

#### a) Major Non-Compliance (Major NC)

Failure to adhere to the most critical criteria of the Standard, including, but not limited, the use of child labor, engaging in practices that lead to forced or bonded labor, refusing to carry out remediation, or not giving access to production activities or for workers' interview or to verify relevant documents. In general, a Major NC requires immediate corrective action.

#### b) Minor Non-Compliance (Minor NC)

Failure to adhere to key criteria of the Standard under the Certification Principles A1-A3, which are not critical to the immediate safety or well-being of the individuals involved. Key criteria constitute measures that seek to prevent prohibited labor practices. Minor NCs could include the failure to maintain a policy, employment records or other documentation. Any Minor NC must be corrected within the time period given in the corrective actions timeline, which ranges from 1-6 months.

#### c) Risk Factors (RF)

Failure to adhere to criteria that seek to address the underlying causes of non-compliances, particularly employer and worker awareness of acceptable labor practices. For example, if factory management is not aware of, does not understand policies, or fails to inform workers of child labor policies.

### 4. Non-Compliance Classification Guidelines

- 4.1 Each question on the audit/inspection checklist approved by the GWI-CD Director corresponds to a Major NC, Minor NC or RF.
- 4.2 The audit questions are reviewed and updated periodically.
- 4.3 The guidelines in this section explain which types of findings should be classified Major or Minor NCs for each of the three Certification Principles.
- 4.4 Inspectors should also consult the [Standard Guidance document](#) for additional explanation of each of the Certification Requirements under the GoodWeave Standard's Certification Principles.
- 4.5 If there is any uncertainty about how to classify a particular issue, the GWI-CD Director should be consulted, and the CC decides in cases where interpretation is needed or new types of situations are found.
- 4.6 The below guidelines explain how audit/inspection findings should be classified for each of the three Certification Principles:

#### 4.6.1 Principle 1: No Child Labour is Allowed

- a) A.1.1 - All cases of child labour involving children working below the statutory minimum age

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are classified as a Major NC. The status of corrective actions for each child labourer identified (e.g. enrolled in a community-based or centre-based rehabilitation program or reunited with parents and ensured admission in a local school) should be indicated on the reports.

- b) A.1.4 - The licensee/sub-contractor is expected to provide access to the facilities and any relevant information that the GoodWeave inspectors or social program staff need in order to investigate cases of child labour. Any efforts to obstruct or hinder the activities of inspectors or social program staff in providing assistance to children and their families working to address child labour situations are classified as a Major NC. This includes extreme cases, such as verbal or physical threats or assaults against inspectors, social workers or other GoodWeave personnel.
- c) A.1.5 - If young workers are present in a factory operated by the licensee or sub- contractor, a systematic failure to meet the legal requirements related to young workers is classified as a Major NC. This includes young workers engaged in hazardous work, night shifts, and overtime hours, among others (note: please consult the country-specific guidelines which further explain the legal requirements). The inspector should consider whether the failure to meet the requirements is systematic or incidental, and if it is the latter then it would be classified as a Minor NC.
- d) A.1.7 - If any young workers who are subject to compulsory education laws are regularly working during school hours, this is classified as a Major NC. The inspector should consider whether this is systematic, i.e. happens consistently, or incidental, i.e. happens once but is not a regular occurrence and if it is the latter then it would be classified as a Minor NC.
- e) A.1.7 - In the case of homework, if any child or young person who is subject to compulsory education laws is not in school and working during school hours, this is classified as a Major NC. The inspector should consider whether this is systematic, i.e. happens consistently, or incidental, i.e. happens once but is not a regular occurrence and if it is the latter then it would be classified as a Minor NC.
- f) Other - All other non-compliances with the requirements of Principle 1 not mentioned above are classified as Minor NCs.

#### **4.6.2 Principle 2: No Forced or Bonded Labour is Allowed**

- a) A.2.1 - A detailed explanation of the criteria related to forced and bonded labour is provided in the Standard Guidelines. Any incidence of forced labour found are classified as a Major NC. This includes any employer that prevents workers from leaving the work premises or from leaving employment, using physical or psychological coercion, withholding deposits or identity papers, or threats of penalties. If the employer does not have the records necessary to demonstrate compliance with this requirement, such as terms and conditions of work, or time/wage records, this is classified as a Minor NC.
- b) A.2.2 - If a company or contractor's employment practices systematically fail to establish an agreement with workers for their labour, or if workers do not understand the terms and conditions of their employment, this is classified as a Major NC. If any such failures exist but are incidental, e.g. an agreement is established with the lead worker of a team, but some of the other workers on the team are not aware of some of the terms and conditions, then this is classified as a Minor NC. The inspector should assess the situation based on records and worker interviews and determine whether the failure is systematic or incidental, as the basis for determining whether it is a Major or Minor NC.

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- c) Other - If workers are bound to the job through significant amounts of debt/advances (see the Standard Guidelines) and/or there is evidence of any threat of penalty, sanctions, or coercion relating to the debt, this is classified as a Major NC. If evidence of debt/advances is present but other forms of coercion are not present, or if records of wage and loan payments are incomplete or not provided to workers, this is classified as a Minor NC.

#### 4.6.3 Principle 3: Business Practices are Documented and Verifiable

- a) A.3.1 - During initial and follow-up audits, licensees and sub-contractors must provide complete lists of their production sites and those of their respective sub-contractors. Each tier of sub-contractors are in turn inspected and required to provide this information, in order to ensure that all facilities in the supply chain – at all levels, including home weaving – have been identified. In the case of failure to provide documentation/records to verify this supply chain information during the audit, this is classified as a Major NC. If the licensee or sub-contractor provides a supply chain list but is not aware of all the tiers of sub-contracting beyond their immediate suppliers down to the lowest level where production is taking place, this is classified as a Minor NC.
- b) A.3.1 - Licensees are required to send updated lists of production sites and sub-contractors at least once every 6 months. If this information is not received within 6 months then this is classified as a Minor NC. The licensee is then required to provide an updated list at the time of the next audit, and if this is not provided then it is classified as a Major NC.
- c) A.3.2 - Supply chain information is routinely checked during the inspection process, which includes cross-checking information, which includes cross-checking information by verifying inward/outward challans, with sub-contractors, workers and members of the community, as applicable, in order to confirm that all production sites have been registered with GoodWeave. If evidence is found through any available means that there are additional unlisted facilities in the licensee’s supply chain list, then this is classified as a Major NC and the licensee is required to submit an updated supply chain list.
- d) A.3.2 - In case it is found that a licensee has requested certification labels for a product for which it has not provided to GoodWeave a corresponding production facility, it will be classified as a Major NC (e.g. if licensee applies for labels for jute carpet whereas no production facility of jute carpet is provided to GoodWeave).
- e) A.3.3 - Inspectors collect information relating to wages, working hours, working environment (health and safety), which fall under Progress Principles and are not currently related to the requirements for the purposes of certification. Compliance criteria for this broader range of issues will be covered under future revisions of the standard. However, if a licensee or sub-contractor does not provide access to the necessary documentation, records or personnel to verify this information, including wages, working hours, attendance, age verification, production details, etc. during audits or inspections, then this is classified as a Major NC.
- f) A.3.4 & A.3.5 - The licensee and their sub-contractors must willingly provide access to the facilities, workers and any information necessary for undertaking audits and

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unannounced inspections. Any actions by a licensee or its subcontractors obstruct the audit or inspection process by impeding access to production sites or access to workers for confidential interviews are classified as a Major NC. Specifically, each supplier must:

1. Provide immediate and unhindered entry for audits and inspections of all activities within the facility premises;
2. Provide requested information including any applicable: worker employment data, wage records, attendance records, warehouse or shipping data, or other documents that indicate workplace standards and production capacity;
3. Co-operate with approved inspectors (do not verbally or physically threaten, abuse or otherwise interfere with the work of inspectors);
4. Provide access to all workers for confidential interviews; and
5. Allow photos and video to be taken of the facility by GoodWeave inspectors and its other approved personnel to document any non-compliances.

4.7 Note that administrative licensing requirements are handled separately from handling certification requirements/NCs. This includes completion of initial license application documents, furnishing copies of company registration (registration-cum-Membership Certificate and income tax return for the assessment year) and tax documents, regular payment of license fees and any other administrative requirements for the renewal of the license.

## 5. Corrective Actions

5.1 Audit reports include indication of all Major and Minor NCs found and are provided to the facility and to the exporter licensee.

5.2 The GoodWeave International Standards Committee sets guidelines on the timeline for corrective actions for each Major and Minor NC.

5.3 The certification criteria and corresponding timelines for corrective actions are outlined in detail in Section 6.

5.4 **Major NCs** - a follow up audit or inspection is scheduled between 24 hours and 1 month after its identification, depending on the timeline. If the corrective actions have not been implemented within the given time frame, the case is reported to the CC and certification label issuance is suspended. Those NCs that can be verified through emails do not need a follow up audit, but will be addressed through email communications.

5.5 **Minor NCs** - a follow up audit or inspection is scheduled 3-6 months after its identification, depending on the timeline. If the corrective actions have not been implemented within the given time frame, then the license of the company is not renewed until the corrective action is taken. Those NCs that can be verified through emails do not need a follow up audit, but will be addressed through email communications.

5.6 If a company has a valid reason for requiring additional time to complete corrective actions, this request may be forwarded to the CC for decision-making on approving an alternative timeline.

5.7 If a second case of child labour are found within 24 months period at the same subcontractor facility, then the licensee is required to de-list the subcontractor and cease further sourcing for a minimum of 12 months. If the licensee does not take action to remove the subcontractor, or if evidence is found that it continues to source from the sub-contractor, this is classified as a Major NC.

## 6. Timelines for Corrective Actions

6.1 The table below outlines certification criteria and the corresponding timelines for corrective actions to address non-conformities.

### Certification Criteria and Timelines for Corrective Action

- \* New Major Non-Compliance in GoodWeave Generic Standard
- \*\* New Minor Non-Compliance (12-month transition for existing licenses)
- + New Risk Factor

Certification Criteria	Exporters and Subcontractors	Home-based work	Major NC	Minor NC	Risk Factor	Compliance Timeline
<b>A.1 No Child Labor Allowed</b>						
<b>A.1.1 Children below the age of 14 are not employed or engaged in labor</b>						
A.1.1 – The exporter/producer complies with the legal minimum age.			X			Immediate
A.1.1.1 – There is a written child labor policy that is in line with national legislation and GoodWeave Standard. **				X		3 months
A.1.1.2 – The child labor policy is effectively communicated so that management, employees, and workers understand the child labor policy.					X	
A.1.1.3 – The employer ensures that the home-based worker is in compliance with the legal minimum age for work in household production.			X			Immediate
A.1.1.4 – The employer informs home-based workers on the limitations on hours and type of work children and young workers are allowed to perform.					X	
A.1.1.5 – Children help their parents in the home only under extraordinary circumstances.*			X			Immediate
<b>A.1.2 Notices are provided declaring producers do not allow child labor</b>						
A.1.2.1 – The child labor policy (and the national child law, if required by law) is translated into relevant languages and displayed prominently in the workplace.				X		1 month
A.1.2.2 – The employer has a written commitment from home-based workers that they will not engage child labor per their child labor policy.**				X		1 month
<b>A.1.3 The age of workers is verified to ensure no children are employed or allowed to work illegally</b>						
A1.3.1 – The employer keeps copies or records of ID documents of workers or similar way to check age.				X		1 month
A1.3.2 – Employer and home-based worker keep copies of documents verifying ages of all children.**				X		6 months
<b>A.1.4: Processes are in place for remediation in case child labor is found</b>						
A.1.4.1 – A remediation plan is in place in case child labor is found.				X		3 months

Certification Criteria	Exporters and Subcontractors	Home-based work	Major NC	Minor NC	Risk Factor	Compliance Timeline
A.1.4.2 – Producers work with GoodWeave and/or local remediation projects in cases where child labor is found.			X			Immediate
A.1.4.3 – The licensed exporter works with the subcontractor, the home-based workers, the community, and GoodWeave on remediation if children are found performing home-based work that is beyond what is allowed by the child labor policy.			X			Immediate
<b>A.1.5: Records are kept of young workers and the work they perform</b>						
A.1.5.1 – There is a register for young workers with their names and age along with list of the tasks carried out.				X		3 months
A.1.5.2 – All the requirements prescribed by local and national law and regulations regarding record keeping and documentation for young workers are followed. **				X		6 months
A.1.5.3 – The employer keeps a record of young workers present in the home and the type of work they perform.				X		3 months
<b>A.1.6: Hazardous work is prohibited for young workers</b>						
A.1.6.1 – Employers ensure no hazardous work, night work, or overtime is performed by young workers.			X			Immediate
A.1.6.2 – A register for young workers (if present) include potential hazards to ensure that young workers are not engaged in hazardous work.				X		1 month
A.1.6.3 - A risk assessment has been performed to develop strategies to mitigate potential health hazards for young workers.**				X		3 months
A.1.6.4 – Permissible working hours for young workers displayed.**				X		1 month
A.1.6.5 – Young workers can refuse hazardous work without fear of retribution. *			X			Immediate
A.1.6.6 – The employer informs home-based workers that hazardous work, night work, and overtime is prohibited for young workers.				X		3 months
A.1.6.7 - Young workers engaged in home-based work are able to demonstrate an understanding of types of hazardous work. +					X	
<b>A.1.7: Education/employment plans are in place</b>						
A.1.7.1 – Education/employment plan in place for young workers who are subject to compulsory education laws.					X	
A.1.7.2 – The combined hours of daily transport, school and work time do not exceed the national or international limit.					X	
A.1.7.3 – The employer maintains documentation showing that no child or young worker who is subject to compulsory education laws is working in the home during school hours.			X			Immediate
<b>Principle A2: No Forced or Bonded Labor is Allowed Requirement</b>						

Certification Criteria	Exporters and Subcontractors	Home-based work	Major NC	Minor NC	Risk Factor	Compliance Timeline
<b>A.2.1: Workers are not forced or otherwise compelled to work</b>						
A.2.1.1 – Employers do not use any form of physical or psychological measures to prevent workers from leaving employment. *			X			Immediate
A.2.1.2.1 – Workers are free to leave employment after a reasonable and agreed notice period without penalty. *			X			Immediate
A.2.1.2.2 – Workers are free to work for another employer. *			X			Immediate
A.2.1.3 – Workers are not required to lodge deposits or surrender original identity papers in return for work. *			X			Immediate
A.2.1.4 - Home-based workers are not bound to work with one employer or contractor, and are free to work with other employers. *			X			Immediate
A.2.1.5 – Home-workers are free from lodging deposits and surrendering original identity papers in return for work. *			X			Immediate
A.2.1.6 – Employers ensure that no part of any home-based worker’s salary, payments, or benefits is withheld to force such worker to continue working.			X			Immediate
<b>A.2.2: Workers do not endure harsh, inhumane, or inappropriate treatment</b>						
A.2.2.1 - 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. *			X			Immediate
A.2.2.2 - A grievance mechanism with a point of contact for workers to submit anonymous complaints is established. **				X		6 months
A.2.2.3.1 – Home-based workers do not endure harsh, inhumane or inappropriate treatment. *			X			Immediate
A.2.2.3.2 – The employer ensures home-based workers understand they should not endure physical, verbal, or sexual abuse or harassment. **				X		1 month
A.2.2.4 – A grievance mechanism with a point of contact for home-based workers to submit anonymous complaints is established. **				X		6 months
<b>A.2.3: Producers Do Not Restrict the Movement of Workers</b>						
A.2.3 – Producers do not restrict the movement of workers. *			X			Immediate
A.2.3.1 – Working hours are clearly specified. **				X		6 months
A.2.3.2 – There is a time recording system in place where the beginning and the end of the workday is registered for each individual worker. **				X		6 months
A.2.3.3 – Workers are free to leave work premises at any time after a standard workday.			X			Immediate
A.2.3.4 – Employers have a method to monitor the number of hours worked or pieces completed by home-based workers. **				X		3 months
<b>A.2.4: Employment agreements or contracts are provided in a written form and understood by all workers</b>						



Certification Criteria	Exporters and Subcontractors	Home-based work	Major NC	Minor NC	Risk Factor	Compliance Timeline
A.2.4.1 – Employers have a written agreement in place with the workers on terms and conditions of employment, including the job description, working hours, and pay rate. **				X		6 months
A.2.4.2 – The employment agreement is in a format and language the workers understand. +					X	
A.2.4.3 – Workers understand the terms and conditions of employment.				X		1 month
A.2.4.4.1 – Employers have a written agreement in place with home-based workers on terms and conditions of employment, including the type of work and piece rate, quota, or hourly wage. **				X		3 months
A.2.4.6 – This agreement is in a format and language the home-based worker understand. +					X	
A.2.4.4.2 – Home-based workers understand the terms and conditions of employment.				X		1 month
A.2.4.5 – The agreement includes the signature of the home-based worker and of the employer. +					X	
A.2.4.7 – Documentation of the employment agreement is kept by the employer and home-based worker. +					X	
<b>A.2.5: Workers are not bound to the job through their debt</b>						
A.2.5 – Workers are free to quit without debt forcing them to continue working.			X			Immediate
A.2.5.1 – The employer provides clear individual pay records to all workers that specify wages paid, hours worked and any deductions. **				X		6 months
A.2.5.2 – Pay records are understandable and accessible to workers. **				X		1 month
A.2.5.3 – Workers are not recruited using loans to their families that pressure them to remain in employment to pay off family loans. *			X			Immediate
A.2.5.4 – 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.			X			Immediate
A.2.5.5 – Wages are not withheld as a penalty or to force workers to work as a payment against a debt to the employer.			X			Immediate
A.2.5.6 – Payments are made in a form which is acceptable to workers. +					X	
A.2.5.7 – The employer provides pay records to all home-based workers that specify wages paid for work completed and any deductions. **				X		3 months
A.2.5.8 – Pay records are understandable and accessible to home-based workers. **				X		1 month
A.2.5.9 – 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.			X			Immediate
A.2.5.10 – Wages are not withheld from home-based workers as a penalty or to force workers to work as a			X			Immediate

Certification Criteria	Exporters and Subcontractors	Home-based work	Major NC	Minor NC	Risk Factor	Compliance Timeline
payment against a debt to the employer.						
A.2.5.11 - Payments are made in a form which is acceptable to workers. +					X	
<b>A.2.6: Responsible Use of Labor Brokers</b>						
A.2.6.1 - All workers receive wages directly from the licensed exporter or registered subcontractor. **				X		3 months
A.2.6.2 - Employment contracts are directly between the producer and the worker, not the labor broker and the worker. **				X		3 months
A.2.6.3 - The worker is free from paying any fees or other types of payment to the broker during or as a condition of their recruitment. **				X		6 months
A.2.6.4 - The employer pays for all costs associated with worker recruitment. **				X		3 months
A.2.6.5 - All home-based workers receive wages directly from the licensed exporter or registered subcontractor. **				X		3 months
A.2.6.6 - Employment contracts are directly between the producer and the home-based worker, not the labor broker and the worker. **				X		3 months
A.2.6.7 - The home-based worker is free from paying any fees or other types of payment to the broker during or as a condition of their recruitment. **				X		6 months
A.2.6.8 - The employer pays for all costs associated with home-based worker recruitment. **				X		3 months
<b>Principle A3: Conditions of Work are Documented and Verifiable</b>						
<b>A.3.1: Producers disclose a fully traceable supply chain for all production processes</b>						
A.3.1.1 - The supply chain has been disclosed to the lowest level possible, including suppliers, subcontractors, intermediaries and home-based workers.			X			Immediate
EXPORTERS ONLY A.3.1.2 - The supply chain has been disclosed with GoodWeave as information changes or every 6 months, whichever comes first.			X			Immediate
A.3.1.3 - Detailed information is provided identifying the home-based worker, such as village name, number of family members, children per household, and the intermediary, if applicable. +					X	
<b>A.3.2 - All production sites are registered</b>						
A.3.2 - Production only occurs at sites registered to GoodWeave.			X			Immediate
<b>A.3.3 - Access is provided to relevant documentation and personnel during verification visits</b>						
A.3.3 - Access is allowed to relevant documentation and personnel during verification visits.			X			Immediate
<b>A.3.4 - Access is provided to facilities for unannounced inspections by GoodWeave</b>						
A.3.4 - Access is allowed to production sites, relevant and necessary documents, and personnel for unannounced inspections by GoodWeave approved personnel.			X			Immediate
<b>A.3.5 - Access is provided to workers for confidential interviews during verification visits</b>						
A.3.5.1 – Access is provided to workers for			X			Immediate

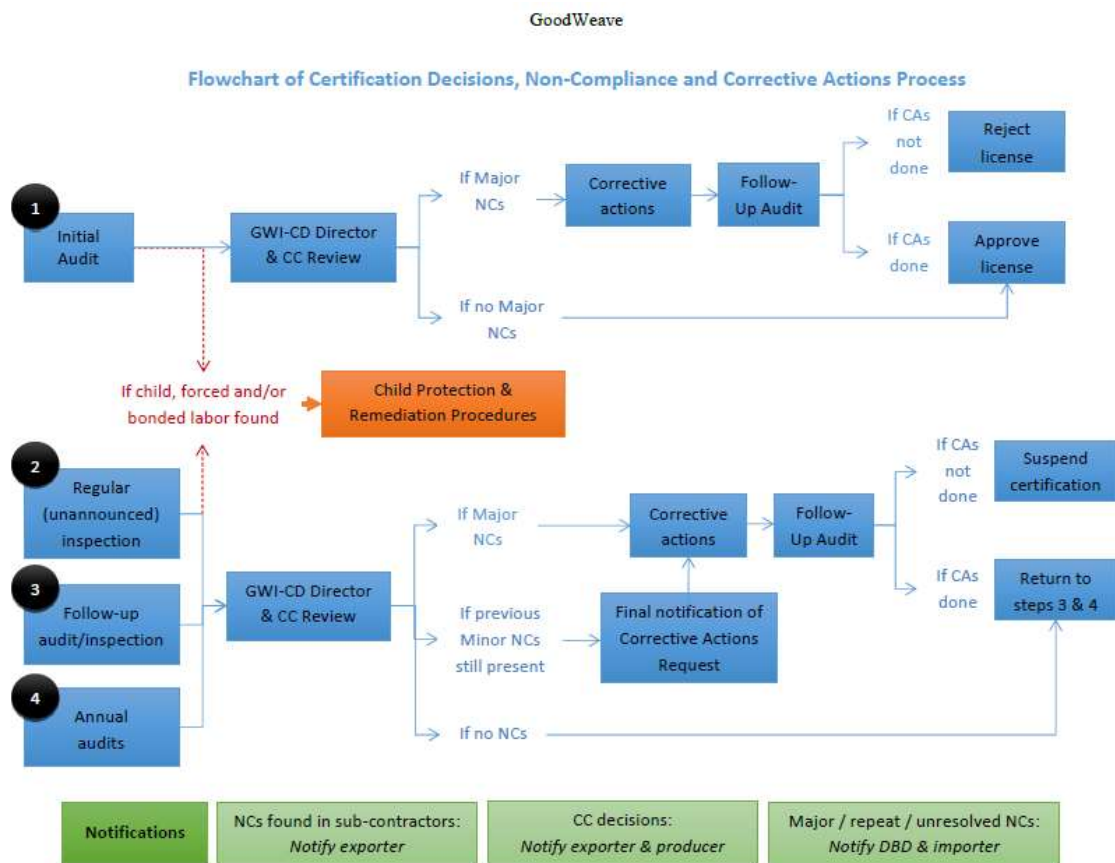
Certification Criteria	Exporters and Subcontractors	Home-based work	Major NC	Minor NC	Risk Factor	Compliance Timeline
confidential interviews during verification visits.						
A.3.5.2 - Employers do not retaliate against workers for providing information to GoodWeave about working conditions. *			X			Immediate
<b>PROGRESS PRINCIPLES</b>						
<b>Principle B.1: No Discrimination is Practiced</b>						
<b>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.</b>						
B.1.1.1 – No discrimination is practiced in recruitment, promotion, access to training, remuneration, allocation of work, or termination of employment of workers. +						
B.1.1.2 – Producers must ensure equal opportunity and treatment in employment, and ensure equal opportunities for male and female workers.						
B.1.1.3 – Producers have a written policy about their recruitment practices, employment terms, and disciplinary practices.						
B.1.1.4 – Producers keep a record of all terminated contracts, including the reason for termination. +						
B.1.1.5 – Workers are free to submit grievances or complaints if they feel they have been discriminated against for any reason (see A.2.2). +						
B.1.1.6 – There is no discrimination in the recruitment, remuneration, allocation of work, or termination of work for home-based workers. +						
B.1.1.7 – Workers are free to submit grievances or complaints if they feel they have been discriminated against for any reason (see A.2.2). +						
<b>B.1.2 – The special needs of workers are accommodated</b>						
B.1.2.1 – Producers make reasonable accommodation for the needs of pregnant and nursing workers.						
B.1.2.2 – Reasonable accommodation for workers with disabilities is provided where relevant.						
<b>Principle B2: Freedom of Association and Collective Bargaining are Recognized</b>						
<b>B.2.1 – All workers have the right to join or form trade unions and to bargain collectively</b>						
B.2.1.1 – Producers respect the right of all workers to form or join trade unions and to bargain collectively. They do not interfere in these processes.						
B.2.1.2 – No categories of workers are denied the right of association. +						
B.2.1.3 – Elected worker representatives and workers involved in organizing activities are not discriminated against. They are free to carry out their representative functions in the workplace.						

Certification Criteria	Exporters and Subcontractors	Home-based work	Major NC	Minor NC	Risk Factor	Compliance Timeline
B.2.1.4 – 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>B.2.2 – Producers maintain an open attitude toward trade unions/workers associations and communicate to workers their rights to associate freely</b>						
B.2.2.1 – Producers ensure that the right of association is communicated to workers through understandable language and forms. +						
B.2.2.2 – Producers allow unions or other workers’ organizations access to the workplace.						
B.2.2.3 – Producers provide access to a meeting place for unions or other workers’ organizations when needed.						
B.2.2.4 – Employers ensure home-based workers know their right to association. +						
<b>Principle B3: Health and Safety</b>						
<b>B.3.1 – Risk Assessment, Training, and PPE</b>						
B.3.1.1 – A risk assessment is performed to identify and mitigate potential hazards and create awareness on health and safety issues. +						
B.3.1.2 – Producers ensure all workers receive training on health and safety.						
B.3.1.3 – A first-aid kit is available on site and it is easily accessible to workers.						
B.3.1.4 – Appropriate personal protective equipment (PPE) is provided and workers are trained on its use and importance (e.g. for those handling wastewater, toxic dyes and/or chemicals, or operating dangerous machinery).						
B.3.1.5 – Workers handling chemicals have access to regular medical checks. +						
<b>B.3.2 – Safety, Security and Evacuation Procedures</b>						
B.3.2.1 – Producers ensure the production floor is clean and free of hazards.						
B.3.2.2 – Passageways and exits are available and unobstructed during working hours.						
B.3.2.3 – Producers ensure there are functioning fire alarms and all employees are trained regularly on safe evacuation procedures.						
B.3.2.4 – Electrical equipment is safe and inspected on a regular basis. +						
B.3.2.5 – Workplaces have adequate lighting, heating, and ventilation. +						
B.3.2.6 – Medical checks are made regularly.+						
<b>B.3.3 – Vulnerable Workers</b>						
B.3.3.1 – Work should be appropriate to the age, strength, and ability of the worker. +						
B.3.3.2 – No hazardous work, especially handling						

Certification Criteria	Exporters and Subcontractors	Home-based work	Major NC	Minor NC	Risk Factor	Compliance Timeline
chemicals, is performed by vulnerable workers (pregnant or nursing women; people with mental disabilities, or people with chronic and respiratory diseases.) +						
B.3.3.3 – The employer ensures home-based workers understand vulnerable workers must not be engaged in hazardous work. +						
B.3.3.4 – 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>B.3.4 – Sanitary Facilities and Safe Drinking Water</b>						
B.3.4.1 – All workers have access to safe drinking water and sanitary facilities.						
B.3.4.2 – Clean toilet facilities are provided for workers. These are separate for men and women.						
B.3.4.3 – Workers are allowed to use these facilities as needed in the workplace and in residential accommodations, when provided by the employer.						
<b>B.3.5 – Residential Accommodations</b>						
B.3.5.1 – If producers provide workers with residential accommodations, they are safe and clean and allow for privacy and security.						
B.3.5.2 – Sufficient and functioning fire alarms and safe evacuation procedures are in place and trainings are conducted regularly.						
<b>Principle B4: Working Hours, Wages and Benefits</b>						
<b>B.4.1 – Wages and Benefits</b>						
B.4.1.1.1 & B.4.1.1.2 – All wages, including overtime and benefits (social security, sick leave, maternity leave, etc.) are paid at or above the local minimum legal requirements.						
B.4.1.4 – 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.4.1.5 – Where a living wage calculation is available, producers make efforts to pay the living wage rate for the locality and/or industry.						
<b>B.4.2 – Working Hours are Regulated</b>						
B.4.2.1.1, B.4.2.1.2 & B.4.2.1.3 – Producers comply with national and local legislation regarding working hours, overtime, and leave, and mention these in their agreement with workers. ++						
<b>Principle B5: Environmental Impact</b>						
<b>B.5.1 – Environmental Impacts are Managed</b>						
B.5.1.1 – The use of chemicals is in alignment with						

Certification Criteria	Exporters and Subcontractors	Home-based work	Major NC	Minor NC	Risk Factor	Compliance Timeline
the ZDHC’s Manufacturing Restricted Substances List (MRSL). +						
B.5.1.2 – Emissions are controlled and reduced. +						
B.5.1.3 – Chemicals are properly labelled, handled, used, stored, cleaned, and disposed. +						
B.5.1.4 – Information on chemicals is provided to workers in an understandable language/form.						
B.5.1.5 – Wastewater is treated, and water consumption is reduced.						
B.5.1.6 – Waste is properly collected and separated.						
B.5.1.7 – Energy consumption is monitored and reduced.						

**Graphic A: Flowchart of Certification Decisions, Non-Compliance and Corrective Actions Process**



**Change History**

Revision #	Description of Changes
1.1	Correction - A.1.6.6 changed from major NC to minor NC