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GoodWeave International Policy
Expectations for GoodWeave Licensed Exporters

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1. Objective and Scope

This policy defines the requirements that GoodWeave licensed exporters must meet in order to maintain their status as licensees. The requirements outlined in this policy are programmatic requirements that must be met in addition to the requirements outlined in the GoodWeave Generic International Standard.

The objective of this policy is to clarify the obligations for all licensed exporters partnering with GoodWeave and provide details of the application and approval process to become a licensed exporter. The policy applies to applicant exporter licensees and licensed exporters.

2. General expectations

GoodWeave licensed exporters are expected to comply fully with the GoodWeave International Standard (the Standard), including:

2.1 There is no child labor or forced/bonded labor in the licensed exporter's supply chain, including their own production sites and all of their subcontractors and home-based workers. Detailed requirements and definitions are specified in the Standard.

2.2 Licensed exporters and their subcontractors and home-based workers have safe and healthy workplaces, follow relevant labor and environmental laws and endeavor to minimize harm to the environment.

2.3 Licensed exporters will notify their subcontractors and home-based workers of their relationship with GoodWeave and the requirements of the Standard.

2.4 GoodWeave will notify licensed exporters regarding new or updated standards and the timeframe for coming in compliance with any new/updated requirements.

3. Providing supply chain information

Licensed exporters are responsible for accurately disclosing and maintaining a complete list of production facilities associated with their operations, including distribution centers, subcontracted and home-based production sites.

3.1 The list must include the name, location and contact information of all production sites. This list is maintained, routinely updated and submitted to GoodWeave at least every six (6) months. If production sites are not removed from this list, they are considered active producers.

3.2 Any new production facility and new product varieties under scope must be reported immediately to GoodWeave upon incorporation in the supply chain. Failure to disclose a production site could result in suspension of the GoodWeave license. If the updated supply chain list is not received every six months, the last provided supply chain list by the licensed exporters is considered valid.

3.3 For programs that result in certification, GoodWeave certification labels are not issued if updated production site lists are not submitted at least twice a year - at the time of the annual audit and six months from the date of the annual audit.

3.4 The licensed exporter is liable for re-audit fees in cases of non-disclosure of relocated or new production sites that they own and operate.

4 Application to become a GoodWeave licensed exporter

Any legally registered company producing, selling, and/or exporting products covered by the GWI Standard is eligible to apply for a GoodWeave license.

4.1 Applicant exporters request an application form and submit the form and required documentation to the relevant GoodWeave country office.

4.2 An application is considered approved once an applicant exporter submits all required documents, including full disclosure of supply chain information, and pays all required fees. Specifically, applicants must disclose all production facilities owned by the company (whether owned in part or in whole), including distribution centers, subcontracted and home-based productions sites. Applicants must identify the products to be covered under the GoodWeave Standard, along with the varieties, in accordance with the GoodWeave Product Classification Guide, and pay all required fees. Once the application is approved, the applicant may move on to the next stage of initial audits and inspections.

4.3 The application process, from the submission of the application to the issuance of the license, should not exceed 45 days. Applicants must complete their application, submit all required documents and pay the necessary fees within this 45-day period. If the application is not completed within this period, the application will be rejected. If an

applicant wishes to apply again, they may do so after a period of six months from the date the first application was rejected.

5 Initial audits and inspections

5.1 Applicant exporters receive initial audits after their application is approved.

5.1.1 Initial audits will take place within 30 days after the application has been screened, approved, and the fee has been paid.

5.1.2 Initial audits cover all of the licensed exporters' own production site(s), between 50% to 100% of their subcontractor sites; 25% to 100% of their home-based work sites depending on the level of risk. If there are less than 100 facilities in the applicant's entire supply chain, and these are located within reasonable geographic proximity, then 100% of the applicant's subcontractors and home-based worker suppliers are covered as part of the initial audit.

5.1.3 The initial audits of subcontractors and home-based work sites are completed within 30 working days from the date of the initial audit at the exporter's own production sites.

5.1.4 During the initial audits and inspections, monitoring officers check compliance with the full GoodWeave standard-which includes the certification principles and progress principles.

5.2 Applicant exporters are informed of any cases of child labor or forced and bonded labor identified at their own sites or within their supply chain within 1 business day.

5.3 Applicant exporters receive a written CAR report from audits of their own facilities within 10 working days of the audit.

5.4 Applicant exporters receive a summary report of the NCs from level 2/3 audits after they are completed.

5.5 Major Non-compliances against the GoodWeave standard identified during initial audits at the applicants' own production sites and within their supply chain must be corrected before a license can be issued.

5.6 **For programs that do not result in certification**, GoodWeave reviews the outcomes from the initial audits and determines whether the applicant conforms to the GoodWeave Standard and if there are non-compliances that must be addressed.

5.6.1 Any conditions that must be met before the GoodWeave license is granted are determined by GoodWeave and communicated to the applicant licensed exporter.

5.6.2 The applicant has the right to appeal GoodWeave's decision if a license is not granted.

5.7 **For Programs that result in certification** GoodWeave reviews the outcomes from the initial audits and determines if the applicant conforms to the GoodWeave Standard, or whether there are non-compliances that must be addressed. Certification is not granted if the initial audits show there are major non-compliances that are not corrected.

5.7.1 Any conditions that must be met before the GoodWeave license can be granted are determined by GoodWeave and communicated to the licensed exporter. Once the GoodWeave license is granted, the licensed exporter has the right to label certified products.

5.7.2 The licensed exporter has the right to appeal GoodWeave's decision if a license is not granted.

6 Licensing and certification decision

6.1 If all major NCs raised during initial audits (at all levels) are corrected and there have been follow up audits at all production sites with major NCs, a summary report is sent to the Certification Committee for review and a decision.

6.2 The Certification Committee review determines if the exporter and its suppliers meet the GoodWeave Standard. If they determine the GoodWeave Standards is met, a license is issued. The exporter is now considered a licensed exporter.

6.3 Subcontractors and home-based production worksites that were not audited during the application process have an initial audit within 3 months of the date of licensing. If the licensed exporter has a supply chain of more than 200 worksites, initial audits are completed within 6 months of the date of licensing.

7 Ongoing audits and inspections

7.1 As a condition of licensing, GoodWeave Monitoring officers are permitted to conduct planned and unannounced inspections at any time thereafter to ensure continued adherence to the Standard.

7.2 All production sites in the supply chain – including licensed exporter factories, subcontractors, and home-based production locations – are subject to periodic audits and unannounced inspections.

7.3 Annual audits are carried out once every year for the exporter's own production sites. If the annual audit is not carried out, the license of the exporter is not renewed.

7.4 Unannounced inspections are carried out regularly at all levels of the supply chain. All producers have at least one unannounced inspection every 12 months. Inspection frequency may increase where risks are identified through GoodWeave programs or prior evaluations.

7.5 Monitoring officers must be granted immediate and full access upon arrival at any production site. Monitoring officers arrive at the main entrance to the production site and must be granted access within a reasonable amount of time. If there are unreasonable delays of more than a few minutes, GoodWeave may not inspect the production site, and this may be considered a major non-compliance.

7.6 GoodWeave-approved monitoring officers are permitted to view the physical facilities, to review business records such as payroll and shipping data, legal licenses, and records which help in establishing compliance with the Standard, including information related to label usage. The audit and inspection process includes confidential interviews with managers and workers. GoodWeave Monitoring officers may take photos or videos relating to any non-compliance including child labor or forced or bonded labor.

7.7 Information gathered during audits and inspections is kept confidential, with the exception of information that is identified in SOP05 Escalation and Communication of Non-Compliances.

8 Non-compliances

8.1 When a producer fails to meet the requirements in the GoodWeave Standard, this is raised as a non-compliance. Non-compliances are categorized as major or minor as per the chart in Appendix A.

8.2 Major non-compliances are failures 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. Minor NCs are 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.

8.3 GoodWeave audits and inspections also identify risk factors. Risk factors are failure to adhere to criteria that seek to address the underlying causes of non-compliances, particularly employer and worker awareness of acceptable labor practices.

8.4 Non-compliances identified at subcontractor or home-based production sites are the responsibility of the licensed exporter to remediate. Compliance support is available in Guidance for Users: Complying with the GoodWeave International Generic Standard.

8.5 Cases of child labor or forced and bonded labor and other major NCs must be corrected immediately. Follow-up audits are conducted within one month to confirm that the non-compliance is corrected.

8.6 Minor non-compliances must be corrected within six (6) months. Closure of minor non-compliances may be done through a follow up audit or desktop review.

8.7 If the subcontractor or home-based production location does not directly remediate cases of child labor or forced and bonded labor, those cases become the responsibility of the licensed exporter to remediate or to fully support GoodWeave's remediation efforts.

8.8 Information about non-compliances is shared with producers, licensed exporters and importers as per SOP05 Escalation and Communication of Non-Compliances.

9 GoodWeave labels

Labelling is only applicable to programs that result in certification.

9.1 Once approved by GoodWeave, the licensed exporter may request certification labels by completing the label request form. These forms must be accompanied by copies of the relevant purchase order(s) received from the GoodWeave licensed importer, which should include details such as number of products (e.g., of carpets), size, variety and cost.

9.2 Requests for labels should be sent to the following email addresses:

India	labels@goodweave.net; support@goodweave.net
Nepal	label@goodweavenepal.org

9.3 All label requests must be submitted within 10 business days of receiving a Purchase order (PO) or 45 days prior to the anticipated date of shipment whichever is earlier.

9.4 On receipt of the label request, GoodWeave provides labels to the licensed exporter on a first-come-first-serve basis. Label requests received after 4 p.m. are considered on following working day. Licensed exporter's representatives may pick up labels in person if they have authorization letter from licensed exporter.

9.5 Labels are issued against the importer's PO and are used only on those products. For example, if five labels were issued against a PO that has an order for five carpets, those 5 labels can be pasted only on those carpets in the PO.

9.6 Upon receipt of labels, licensed exporters should confirm they have received the complete labels as per the serial numbers mentioned on the invoice/label note. In case of any discrepancy, the licensed exporter should inform GoodWeave within 7 days.

9.7 Products produced before signing the License Agreement (e.g. stock goods) cannot be certified with GoodWeave labels. Applicants may submit the certification label request and supporting documentation for products currently in production or that will be completed soon along with the application packet. However, purchase orders placed more than one week prior to the application may not be accepted.

9.8 Products made during the period when label issuance is suspended cannot be labelled.

9.9 GoodWeave labels are the property of GoodWeave and cannot be misused/applied on anything other than the products specified in the PO.

9.10 The labels issued to one licensed exporter cannot be used by another licensed exporter. If GoodWeave finds that a licensed exporter provides their labels to another exporter GoodWeave may suspend the exporter's license and right to use labels.

9.11 A record of labels received and issued must be maintained by the licensed exporter. Licensed exporters must allow GoodWeave access to these records.

10 License renewal

10.1 The GoodWeave license is valid for a period of one year (12 months). Renewals are not granted if:

- Exporters fail to complete their annual audit
- Exporters have overdue minor non-compliance's at their own (level 1) production sites
- Exporter's subcontractors or home-based workers have open major non-compliances
- Required fees are not paid

10.2 GoodWeave will initiate the renewal process by contacting the licensee prior to license expiry. The licensed exporter must provide a date for the annual audit at least two (2) months before the expiry of the license, so that the audit can be scheduled and completed within thirty (30) days prior to the expiry date. This allows GoodWeave to renew the license on time and before its expiry date.

10.3 If the license is not renewed before the expiry date, GoodWeave allows a grace period of three (3) months, from the date of license expiry, to renew the license.

10.4 For certification programs, label issuance is suspended during the grace period. The licensees may address or resolve any outstanding non-compliance during the grace period.

10.5 If the license is not renewed by the end of the grace period, the licensed exporter may re-apply as a new applicant after six (6) months from the date of expiry of the license or delicensing. Reapplication is contingent on the resolution of all previously identified non-compliances, payment of any outstanding fees and submission of a new application along with the fee for the new application.

11 Suspension of labels

GoodWeave may suspend the issuance of GoodWeave labels in the following cases:

11.1 Major non-compliances, including child labor and forced labor, are found at the licensed exporter's own production sites (Level 1 production sites). In these cases, GoodWeave denies labels for the Purchase Order where child labor and/or forced labor was used in the production of products. GoodWeave will deny further labels issuance until the non-compliances are corrected.

11.2 Major non-compliances are found at subcontracted or home-based producers AND the licensed exporter refuses to take action or assist in remediation. In these cases, GoodWeave suspends label issuance until the non-compliance is corrected at the subcontractor or home-based producer.

11.3 Production sites that fail to correct non-compliances within the specified time frame are de-listed, meaning they are removed from the exporter's supply chain. If a licensed exporter continues to source from subcontractors or home-based workers who are de-listed for failure to correct non-compliances, label issuance is suspended for all products until it is demonstrated that the subcontractors/home-based workers are removed from the licensed exporter's supply chain.

11.4 In case of repeat major non-compliances or failure to take corrective action in the prescribed time, issuance of labels may be suspended or their GoodWeave license revoked.

12 Warning letters

For programs that do not use on-product labels, exporters are issued a warning letter in the following cases:

a. Major non-compliances, including child labor and forced labor, are found at the licensed exporter's own production sites (Level 1 production sites).
b. Major non-compliances are found at subcontracted or home-based producers AND the licensed exporter refuses to take action or assist in remediation.
c. Production sites that fail to correct non-compliances within the specified time frame are de-listed, meaning they are removed from the exporter's supply chain. If a licensed exporter continues to source from subcontractors or home-based workers who are de-listed for failure to correct non-compliances, a warning letter is issued.

13 Withdrawal of license

GoodWeave may withdraw the licensed exporter's GoodWeave license in the following cases:

13.1 For Level 1 (Licensees): Failure to meet the corrective action requests associated with a Major NC in the exporter site(s) results in the suspension of label issuance (in applicable sectors) and communication to their licensed importer. Exporters have up to 6 months to resolve major NCs after GWI has raised the issue with their licensed importer or expiration of a license (whichever comes first). Continued failure to meet corrective action requests associated with a Major NC may result in withdrawal of license.

13.2 For Level 2 and 3 (subcontractors and home-based worksites): Failure to meet the corrective action requests associated with a Major NC within the specified timeframe results in delisting. The licensed exporter must delist the producer from their supply chain and discontinue all future work orders. Procedures to relist may be considered within 12 months.

13.3 A licensed exporter that has two or more separate instances of child labor at their own production site within 24 months.

13.3.1 A licensed exporter who has three or more separate instances of child labor at the same production site within their supply chain within 24 months.

13.4 In cases where licenses are withdrawn, the company may apply again for a GoodWeave license after 12 months.

14 Dormant licensed exporters

This is only applicable to programs that result in certification

14.1 GoodWeave monitors label use patterns and works with importers and licensed exporters to label all products within their supply chains. When a licensed exporter does not request any certification labels for more than one year, GoodWeave will inform the importer concerned in order to encourage the use of certification labels.

14.2 Licensed exporters who do not use the GoodWeave label for one year are considered dormant and will be charged a dormant fee per the fee schedule in addition to renewal fees. The dormant licensed exporter fee is collected in order to meet the regular inspection expenses.

14.3 If no labels are used for two (2) consecutive years, the license is withdrawn.

14.4 Dormant licensees are audited less frequently than active licensees. However, unannounced inspections of all production sites (including subcontractors and home-based workers) may take place at any time, at the discretion of GoodWeave.

14.5 Whenever there is a certification label request from any dormant licensees, the labels may be issued only after audits/inspections have been done for a minimum of 30% of the production sites including an audit of the main factory.

14.6 If the dormant licensee is not willing to undergo random unannounced inspections/annual audits and take corrective actions, submit updated list of production sites or pay the applicable fees, the GoodWeave license is withdrawn.

15 Records

15.1 The licensed exporter must maintain the current GoodWeave License Certificate in its office (the office of record) at all times and be prepared to produce the Certificate for inspection upon the request of a GoodWeave representative.

16 Fees

16.1 Fees associated with GoodWeave licensing are outlined in the GoodWeave Fee Policy, provided in a separate document and available on request.

17 Ethics

17.1 GoodWeave has zero tolerance for bribery and corruption and is committed to acting professionally, fairly and with integrity in all operations.

17.2 Applicants and licensed exporters may not attempt to influence the GoodWeave audit and inspection process by offering GoodWeave monitoring officers or staff gifts, money or other items of value in order to obtain favorable outcomes during an audit or inspection.

17.3 GoodWeave monitoring officers are expected to arrange for their own transportation to audit/inspection sites and to pay for their own meals.

17.4 Applicants and licensed exporters who witness any unethical behavior by a GoodWeave employee should contact ethics@goodweave.org.

APPENDIX A

1. Version History

Version #	Date (MM/YY)	Change Summary	Approved by
5.0		Added warning letters to escalation process for programs where labels are not issued	N/A
5.1	10/2023	Added additional details about licensing and certification process; added additional details on closing non-compliances; added information on renewals; added information on fee schedule	Director of Standards and Certification
5.2	2/2025	Aligned with IMC manual (SOP04) and Fee Policy (P09)	Senior Director of Programs
5.3	9/2026	Updated formatting Aligned with Escalation and Communications procedures (SOP05) and language in the Inspection, Monitoring and Certification manual (SOP04) to ensure consistent understanding and interpretations of GoodWeave rules. Revised timeline for label requests to align with Label Policy P10	Senior Director of Programs

2. Effective and Validity Dates

This section outlines the approval process that was undertaken and the dates that the document is published and effective. Transition periods and defined deadline for termination of applicability of the document is included if applicable.

Type	Definition	Date
Approval Date	The date that the version was approved by the person or group that has the authority to make changes.	October 06, 2026
Publication Date	The date that the document transitioned from draft to final version and made available to relevant stakeholders. For all publicly available documents, this is the date that the document is made available on the website.	October 10, 2026
Effective Date	The date on which the published document becomes applicable for use. This date does not necessarily match the date of publication.	October 10, 2026
Transition Period	The period of time after the effective date in which the new version of a published document is phased-in and in parallel the old version is phased-out. Both versions may be available for a specified period of time. Transition periods are not mandatory but recommended for documents that require new procedures or requirements that need a gradual introduction.	N/A
Period of Validity	Period of time for which a document is valid for use.	Until replaced or withdrawn

3. Other references used or consulted

The following documents were used as reference in the creation of this SOP

Title	Reference

GoodWeave Generic International Standard	https://goodweave.org/policies-procedures/
SOP05 Escalation and Communication of Non-Compliances	https://goodweave.org/policies-procedures/

4. Definitions

Exporter: The company selling the finished products to an importer abroad. 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.
Licensee: An exporter of finished goods licensed by GoodWeave International based on demonstrated compliance with the Standard. Also referred to as the "GoodWeave licensee" or "licensed exporter."
Producer: An individual or company that owns the production process and is responsible for ensuring compliance with the Standard. Exporters and their subcontractors and home-based worksites are all considered producers.

APPENDIX B

Certification Criteria

Certification Criteria	Exporters and Subcontractors	Home-based work	Major NC	Minor NC	Risk Factor
A.1.1 – The exporter/producer complies with the legal minimum age.			X		
A.1.1.1 – There is a written child labor policy that is in line with national legislation and GoodWeave Standard.				X	
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		
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		
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	
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	
A1.3.1 – The employer keeps copies or records of ID documents of workers or similar way to check age.				X	
A1.3.2 – Employer and home-based worker keep copies of documents verifying ages of all children.				X	
A.1.4: Processes are in place for remediation in case child labor is found					
A.1.4.1 – A remediation plan is in place in case child labor is found.				X	
A.1.4.2 – Producers work with GoodWeave and/or local remediation projects in cases where child labor is found.			X		
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		
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	
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	
A.1.5.3 – The employer keeps a record of young workers present in the home and the type of work they perform.				X	

Certification Criteria	Exporters and Subcontractors	Home-based work	Major NC	Minor NC	Risk Factor
A.1.6: Hazardous work is prohibited for young workers					
A.1.6.1 – Employers ensure no hazardous work, night work, or overtime is performed by young workers.			X		
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	
A.1.6.3 - A risk assessment has been performed to develop strategies to mitigate potential health hazards for young workers.				X	
A.1.6.4 – Permissible working hours for young workers displayed.				X	
A.1.6.5 – Young workers can refuse hazardous work without fear of retribution.			X		
A.1.6.6 – The employer informs home-based workers that hazardous work, night work, and overtime is prohibited for young workers.				X	
A.1.6.7 - Young workers engaged in home-based work are able to demonstrate an understanding of types of hazardous work.					X
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		
A.2.1.1 – Employers do not use any form of physical or psychological measures to prevent workers from leaving employment.			X		
A.2.1.2.1 – Workers are free to leave employment after a reasonable and agreed notice period without penalty.			X		
A.2.1.2.2 – Workers are free to work for another employer.			X		
A.2.1.3 – Workers are not required to lodge deposits or surrender original identity papers in return for work.			X		
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		
A.2.1.5 – Home-workers are free from lodging deposits and surrendering original identity papers in return for work.			X		
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		

Certification Criteria	Exporters and Subcontractors	Home-based work	Major NC	Minor NC	Risk Factor
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		
A.2.2.2 - A grievance mechanism with a point of contact for workers to submit anonymous complaints is established.				X	
A.2.2.3.1 – Home-based workers do not endure harsh, inhumane or inappropriate treatment.			X		
A.2.2.3.2 – The employer ensures home-based workers understand they should not endure physical, verbal, or sexual abuse or harassment.				X	
A.2.2.4 – A grievance mechanism with a point of contact for home-based workers to submit anonymous complaints is established.				X	
A.2.3 – Producers do not restrict the movement of workers.			X		
A.2.3.1 – Working hours are clearly specified.				X	
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	
A.2.3.3 – Workers are free to leave work premises at any time after a standard workday.			X		
A.2.3.4 – Employers have a method to monitor the number of hours worked or pieces completed by home-based workers.				X	
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	
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	
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	
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	
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
A.2.5 – Workers are free to quit without debt forcing them to continue working.			X		

Certification Criteria	Exporters and Subcontractors	Home-based work	Major NC	Minor NC	Risk Factor
A.2.5.1 – The employer provides clear individual pay records to all workers that specify wages paid, hours worked and any deductions.				X	
A.2.5.2 – Pay records are understandable and accessible to workers.				X	
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		
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		
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		
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	
A.2.5.8 – Pay records are understandable and accessible to home-based workers.				X	
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		
A.2.5.10 – Wages are not withheld from home-based workers as a penalty or to force workers to work as a payment against a debt to the employer.			X		
A.2.5.11 - Payments are made in a form which is acceptable to workers.					X
A.2.6.1 - All workers receive wages directly from the licensed exporter or registered subcontractor. **				X	
A.2.6.2 - Employment contracts are directly between the producer and the worker, not the labor broker and the worker.				X	
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	
A.2.6.4 - The employer pays for all costs associated with worker recruitment.				X	
A.2.6.5 - All home-based workers receive wages directly from the licensed exporter or registered subcontractor.				X	
A.2.6.6 - Employment contracts are directly between the producer and the home-based worker, not the labor broker and the worker.				X	
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	
A.2.6.8 - The employer pays for all costs associated with home-based worker recruitment.				X	

Certification Criteria	Exporters and Subcontractors	Home-based work	Major NC	Minor NC	Risk Factor
A.3.1: Producers disclose a fully traceable supply chain for all production processes					
A.3.1.1 - The supply chain has been disclosed to the lowest level possible, including suppliers, subcontractors, intermediaries and home-based workers.			**X**		
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**		
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**
A.3.2 - Production only occurs at sites registered to GoodWeave.			**X**		
A.3.3 - Access is allowed to relevant documentation and personnel during verification visits.			**X**		
A.3.4 - Access is allowed to production sites, relevant and necessary documents, and personnel for unannounced inspections by GoodWeave approved personnel.			**X**		
A.3.5.1 – Access is provided to workers for confidential interviews during verification visits.			**X**		
A.3.5.2 - Employers do not retaliate against workers for providing information to GoodWeave about working conditions.			**X**		