



## Policy Manual – Finance

### F.P.03 Sweatshop Free Purchasing of Uniform Apparel Policy – PROCEDURES

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The purpose of the following procedures is to ensure that any agreement to purchase from, or to issue an exclusive license agreement with a supplier of either school uniforms or physical education uniforms, includes assurances, prior to any contract signing, that the said uniforms were, and will continue for the life of the contract, to be produced in keeping with the provisions and procurement requirements of the Board’s Sweatshop Free Purchasing Policy.

1. Guarantees

Any agreement to purchase from, or to issue an exclusive license agreement to a supplier will require guarantees (provide assurances) that the school and physical education uniforms were/are produced in keeping with the provision and procurement requirements of the Board’s Sweatshop Free Purchasing Policy. An agreement to purchase shall set out the standards expected by the Board to be followed by its licensees. Suppliers agree to have the apparel manufactured under safe, just and healthy conditions and, at a minimum, in accordance with the standards detailed in the Safe, Just and Healthy Employment Standards.

2. Company Monitoring and Public Reporting on Implementation

Suppliers will agree to conduct their own monitoring and review process to ensure that the manufacturing factories/sites adhere to the ethical standards and labour codes agreed upon in the Board’s policy. Suppliers/companies will provide the Board with yearly reports that ensure that progress is being made on compliance with the policy. This reporting shall include:

- a) Information on supplier’s monitoring and verification program;
- b) The name of the third-party auditing organization, if they are using one;
- c) The findings of monitoring and third-party audits; and,
- d) A summary of corrective action taken.

3. Responding to Complaints

If an apparent violation of this policy is reported to the Board, the Board administrators will contact the supplier who will be required to provide, within 60 days, verified evidence that the violations have either not occurred or corrective action has been taken.

If the Board requires an additional review of a reported non-compliance and if a site audit is required, the Board shall designate a third party to carry out an investigation and report their findings to the Board. The results of the investigation will be made public.

4. Corrective Action

The Board will exercise its mandate to insist that corrective action be taken by the company in the shortest period of time possible but not longer than 6 months. If the supplier/licensee fails and/or refuses to rectify the concerns to the satisfaction of the Board’s designate, the Board or school principal shall terminate the contract without penalty.

5. Current/Existing Contracts

In the case of current/existing contracts with the Board or schools, suppliers/licensees shall be advised of the Board's Sweatshop Free Purchasing Policy and will be encouraged to abide by it. Renewal of contracts will require adherence to this policy. **All schools are required to submit a copy of current/new contracts to the purchasing department.**

6. Annual Letter to Uniform Suppliers

At the end of each calendar year, the Board shall send a letter to all suppliers of Catholic school uniforms known to the Board for the purpose of explaining the Board's requirements and procedures to be followed in order to be approved as an authorized supplier of uniforms. The said letter shall explain the process for granting licenses and forms to be used to gather information about the manufacturers and contractors producing the uniforms sold to the schools and Catholic school families within the Board. **Vendors will be required to sign a declaration yearly and remit any updated paperwork as requested by the Board.**

7. List of Approved Suppliers to Schools

At the beginning of March each year, the Board shall release the list of **suppliers** who have met the requirements of this policy to all school communities through the principals.