



Guidelines for the social report 2011

1. General remarks

As required by the terms of membership of Fair Wear Foundation (FWF), each affiliate is obliged to report progress in implementing the Code of Labour Practices at the end of every calendar year. The company describes how it has implemented the previous year's work plan. The affiliates' social reports are an important tool in communicating the FWF affiliates' efforts towards fair labour standards.

This document gives guidelines for filling in the format for the social report. Each FWF affiliate must publish the contents of the social report on its website. Affiliates who publish their own (social) report are encouraged to integrate the answers to the questions in the FWF format into this report, rather than publishing two separate reports.

In case elements of your program to implement the Code of Labour Practices have changed in 201X, please explain why you have decided to do so. Affiliates are free to include additional information.

The deadline for submission of the social report is March 15th, 2012.

2. Summary

The summary of achievements should be based on your internal evaluation (see manual for affiliates, section 3.7) of the goals you set in the work plan.

3. Sourcing strategy

3.1. Sourcing strategy & pricing

Describe the sourcing strategy of your company: type of product, sourcing countries, division of production among different factories, average duration of relations with producers.

How are prices established? Did your company change its sourcing strategy over the past year? If so, why and how?

3.2. Organisation of the sourcing department

Describe the sourcing department; number of staff and responsibilities. When and by who is decided which manufacturers will get orders? Are buyers/ product managers assessed based on formal criteria such as margins, compliance with labour standards, quality?

Do you work via agents or other intermediaries? Which role do they play in sourcing?



3.3. Production cycle

Describe the production cycle and the number of collections per year. In which stage of the production cycle are manufacturers informed about orders? Which lead times are used?

3.4. Selection of new factories

Describe the selection process of new factories.

Which criteria are used for the selection of new factories? Who assesses potential new factories? Are working conditions in factories taken into account when placing orders? For example by linking orders or production guarantees to the level of execution of corrective action plans? Describe the selection process of new factories.

3.5. Integration monitoring activities and sourcing decisions

Describe the way in which (the outcomes of) your monitoring activities influenced your sourcing strategy in 201X.

Describe how your company ensures that its sourcing policy supports effective implementation of the Code of Labour Practices. Are suppliers that respect labour standards rewarded in any way? Do you rank manufacturers? If so, based on which criteria (compliance with labour standards, quality, and price)?

Why did you stop sourcing from certain suppliers in 201X? Did working conditions at a factory lead to a decision to end the business relationship or decrease production in 201X?

4. Coherent system for monitoring and remediation

4.1. Country A, B etc.

Describe per country (one country per paragraph) and per factory¹ your monitoring activities and outcomes.

For each factory¹, indicate:

- a) The percentage of your total production sourced from the factory in question;
- b) If the factory has been visited and by whom,
- c) Whether during the factory visit there has been discussion of code implementation, informing staff, upcoming or past audits, progress of corrective action plans etc.;
- d) If any complaints have been filed and how these were handled;
- e) Cooperation with other clients, for example on complaints or corrective actions;

¹ If you source from more than 15 factories in the same country, you have the option of summarising the outcomes a) through i) per country rather than per factory.



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- f) If the factory has been audited
- g) What the most important audit outcomes were;
- h) If there is a corrective action plan and what corrective actions have been taken.
- i) Any other monitoring activities (e.g. factory training).

4.2. External production

If applicable, describe which monitoring activities were conducted at suppliers of "external production". See Manual for Affiliate Members section 3.2.2 (external production), for further explanation.

5. Transparency & communication

Describe the activities undertaken to inform the public in general and consumers in particular about FWF membership and the progress made in the implementation of the FWF Code of Labour Practices. See Manual for Affiliates 3.6.