



Model letter and questionnaire to be used for licensees or subsidiaries of FWF member companies that produce under member companies' logo, with own production

Dear

[Name of FWF Member] takes pride in following a socially responsible policy. Our company aims to be accountable to consumers, buyers and other stakeholders for the labour conditions under which our products are manufactured.

Our company has therefore adopted the Fair Wear Foundation (FWF) Code of Labour Practices, which you will find attached. This code contains a set of internationally accepted labour standards. These labour standards should be monitored and, if necessary, improved on in the workplaces where our products are manufactured. We have therefore established a monitoring system for our own supply chain.

As a licensee/subsidiary which is also producing products with our company's logo, we ask you for the following:

1. to endorse the Code of Labour Practices.
2. to have a monitoring system in place.
 - a. Send us a copy of your code of conduct and provide information as to whether there are independent organisations involved in verifying the implementation of this code.
3. to share information regarding your production locations.

For this purpose, we kindly ask you to answer the following questions, and then return the questionnaire to us.

Questionnaire

Fill in where appropriate

1) Details of your company

Company name:

Contact person (at management level):

E-mail address:

Address:

Postal code:

City:

Province:

Country:

2) Does your company endorse the Code of Labour Practices (attached)?



Fair Wear Foundation

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3) Does your company have a code of conduct? (if so, please include a copy)

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4) Does your company have a monitoring system in place to check the implementation of the code of conduct at production locations? If so, what monitoring system do you use?

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5) Does your company work with any other organisation for support or verification of codes of conduct? If so, which one? And what kind of activities has this organisation carried out at your production site?

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6) List the production locations that are used for manufacturing of products with **[Name of FWF Member]** logo.

Factory Name*	Factory Address*	Factory Zip code	Factory City*	Factory Region	Factory Country*

Name and function: _____

Signature: _____

Date and place: _____

Please fill out and return to: **[put name and address of FWF member in full here]**.

This information will be provided to FWF and will be kept strictly confidential.

Yours sincerely,