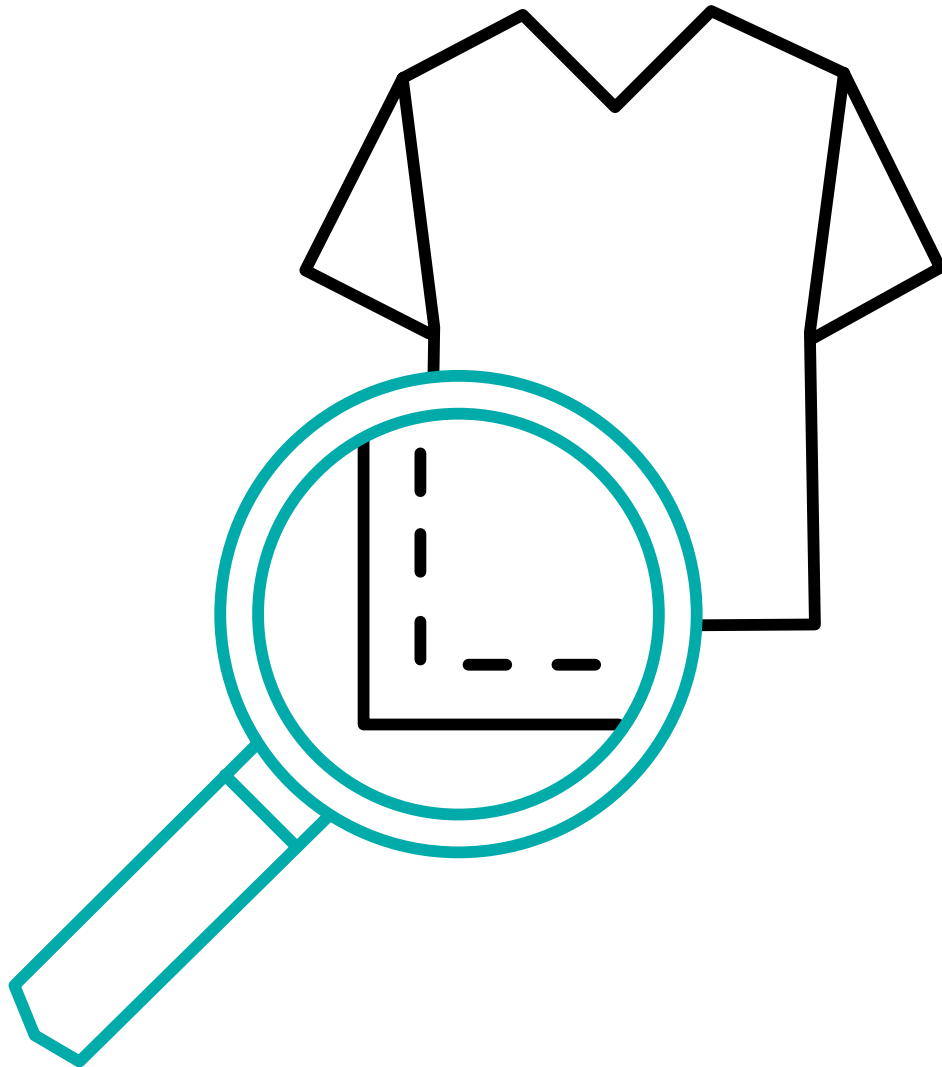


# **Fair Wear new membership guidelines**



version 01-2020



## Welcome

**Welcome to the Fair Wear New Membership application process. We are happy to see you are interested in working together with Fair Wear to improve the labour conditions of workers in the garment industry. So far, you completed the information form on our website, which will be received by our Fair Wear new membership team. In the meantime, we would like to inform you further on the process. In this document, we explain what the next steps are to become a Fair Wear member brand.**

The New Membership process of Fair Wear consists of two phases. After a quick summary, you can find a detailed description of what these phases entail.

### Phase 1: The lead phase.

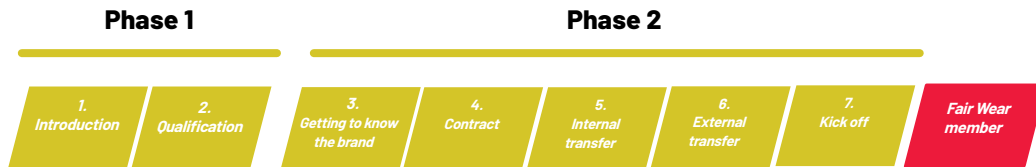
In this phase we would like to get to know each other better. To assess the eligibility of your brand, we ask you to fill out an application form and supplier register sheet.

You will receive an application package from us, including detailed information to help you get a better understanding of what Fair Wear membership entails. Once your company has been qualified for membership, and both parties agree to move forward with the application process you will proceed to the next phase.

### Phase 2: The opportunities phase.

In this phase, we review of the completed application package submitted back to Fair Wear after phase 1. After the payment of your application fee, your application will be discussed at length to ensure smooth collaboration between your company and Fair Wear.

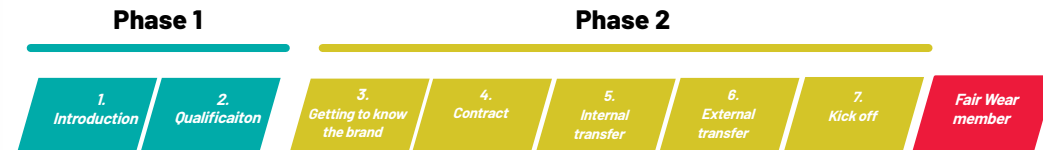
The phase consists out five steps and ends with signing of the contracts and having the first meeting with your assigned Brand Liaison manager. This person works in the capacity of an account manager and will be your point of contact for the duration of your Fair Wear membership.



## Phase 1: Leads phase

Phase 1 of the New Membership process contains of two steps: the introduction step and qualification step. In the introduction step, we would like to get to know each other better. You will receive our information package which includes informative and practical information about becoming a member of Fair Wear. We recommend you read this information carefully.

In the following section, we explain which documents are included in the package, what purpose they hold, why they are important, and how they should be filled out. Please read the transparency policy, application form and the supplier register sheet thoroughly because they are crucial to complete the Leads phase as this information is later needed to assess eligibility of your company.



### STEP 1: INTRODUCTION

After you have submitted the entry form on the Fair Wear website, you will immediately receive an automated confirmation email. After receiving the confirmation email, your company will be assigned to a New Membership representative who will contact you personally. Your New Membership representative is your main contact at Fair Wear and will guide you through the application process.

This entire phase can take between 5-10 working days, therefore please use this time to review the application package you received. You can also begin to fill out the application form, and gather your supplier data, which will be required at a later stage.

### »» Action: Read through application package and complete required application documents

Once your New Membership representative has reached out to you, this person is available to you throughout the application process to answer any questions you might have over the documentation needed. The information package includes the following documents:

#### 1. Transparency policy

The transparency policy outlines what Fair Wear expects of its members when it comes to transparency. As transparency promotes accountability, it is a crucial step towards change and therefore is a key element of Fair Wear's approach. The transparency policy comes into force when a brand signs the membership contract (step 4). Besides reading the transparency policy carefully, no other action is required for this document.

### »» Action: Read carefully, no further action required

#### 2. Supplier register

In the supplier register sheet, we ask you to list your production locations. This information helps us to get an impression of your supply chain and it shows us how much you already know about your suppliers.

### »» Action: Fill out the supplier register and send back to Fair Wear

#### 3. Membership fee structure

This document lays out the expenses related to Fair Wear membership. These expenses include the annual membership fee and several additional costs such as Fair Wear audits, trainings and services.

### »» Action: Read through, no further action required

#### 4. Sample workplan

Fair Wear requires members to write a workplan before the start of their financial year. The workplan provides you with a clear idea of what actions your company will need to take in the next year to make sustainable changes

in the production locations from which you source. In addition, the work plan allows Fair Wear to provide independent verification and to assess whether your company allocates the necessary time and resources to fulfil its requirements. The workplan is not a part of the application procedure. It is included in the package to give you an impression of our way of working.

### »» Action: Get acquainted with the document, no further action required

#### 5. Member guide

The member guide is an extended version of earlier guidelines. This guide outlines the commitments of Fair Wear members and aims to clarify the roles and responsibilities of Fair Wear members and Fair Wear itself. This guide is comprised of three parts:

1. A section of basic information for new members,
2. A record of members' activities and commitments, and
3. Fair Wear's verification of member commitments.

### »» Action: Read through and get acquainted with the document, no further action required

## STEP 2: QUALIFICATION

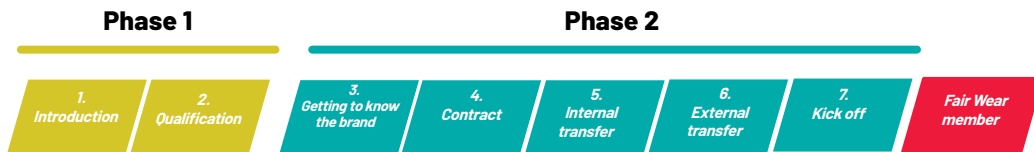
After reading these documents in the information package and when you have sent the filled-out supplier register sheet back to us, you will reach the next step: qualification. In this step, the eligibility of your brand is reviewed. You will be contacted by your assigned New Membership representative to discuss the next steps of your application. At this stage mutual beneficial outcomes of Fair Wear membership are discussed, including a review to see if your company is a good fit within our [Theory of Change](#). If your application is accepted, you enter phase 2 of the New Membership process.

### »» Action: No action required

**If you have questions about one of the documents mentioned above, do not hesitate to contact the New Membership team.**

## Phase 2: Opportunities phase

Congratulations! You are qualified to move forward with your Fair Wear membership application. This means you have now entered phase 2 of the New Membership process. This phase contains five steps and ends in a Fair Wear membership.



### STEP 3: GETTING TO KNOW THE BRAND

During phase 1, you received several documents, including two contract related documents. In this phase you will further discuss your application documents submitted as well as finetune the details of your contract and start date. However, in order to proceed with your application, we ask you to pay an application fee. Your New Membership representative will be in touch with you to discuss the details of your invoice and to arrange further meetings.

Once you have received and paid the invoice, the application procedures must be completed within one year, otherwise your fee will be voided. If your company successfully completes the application procedure, the application fee will cover the costs for you to send one employee to the membership seminar (which is usually an additional cost) that takes place for new members at the Fair Wear headquarters in Amsterdam.

»»» **Action: Meeting with New Membership representative and payment of application fee**

### STEP 4: CONTRACT

This is the membership agreement between Fair Wear and your company based on Fair Wear Code of Labour Practices. These are made up from eight labour standards derived from ILO Conventions and the UN's Declaration on Human Rights. The contract outlines the commitment to uphold these standards.

The contract includes a non-disclosure and confidentiality component, which will be upheld by both parties moving forward towards membership.

By signing the contract, you agree to implement the Fair Wear Labour standards in your practices.

»»» **Action: Sign the Code of Labour Practices and return to Fair Wear**

### STEP 5: INTERNAL TRANSFER

In the previous step you signed the contract, and the confidentiality and disclosure agreement. When we receive your signed documents in good order and in coordination with your own internal communication team, we will collaborate on publishing a press release to announce your official Fair Wear membership.

Furthermore, you will be assigned a Brand Liaison, a new contact person within Fair Wear for the duration of your membership. Your New Membership representative will arrange an internal transfer of your account details to your Brand Liaison. Step 5 is an internal step and thereby it does not require any actions from your side.

»»» **Action: No action required**

## STEP 6: EXTERNAL TRANSFER

Throughout your application period, your Brand Liaison is up to date with all the information you have shared with Fair Wear. We will schedule an introduction meeting between your brand, the Fair Wear representative, and your new Brand Liaison. Your Brand Liaison will guide you through the onboarding process into becoming a full-fledged member. You will receive the invoice of the membership fee and your logins for our IT systems including the Member Hub.

»» **Action: Meeting with Brand Liaison, pay invoice and explore the Member Hub**

### Member Hub

The Member Hub is an interactive platform where Fair Wear expertise, research and tools on the garment industry is gathered and shared. It also allows members to share experiences and exchange knowledge among each other; creating an influential movement of more than 130 like-minded garment brands.

»» **Action: Explore the Member Hub**

## STEP 7: KICK OFF

When we have received a confirmation that the invoice is payed you are at the end of the New Membership process. This means that you are now officially a member of Fair Wear. Congratulations! We look forward to work towards a new normal in the global garment industry.

**If you have questions about one of the documents mentioned above, do not hesitate to contact the New Membership team.**



***fairwear.org***