

# Fair Wear's policy setting process

Fair Wear has a policy process in place for drafting and reviewing policies. This process enables us to diligently draft and approve policies, allow stakeholders to provide feedback and establish a review cycle.

The process involves a draft phase, during which we expect a total of 3 rounds of reviewing and providing feedback. After this point, the policy will be approved through our formal MSI (multistakeholder initiative) governance structure. More information can be found [here](#).

A targeted stakeholder consultation will form part of the 1<sup>st</sup> draft and a public consultation will be carried out between finalising the 2<sup>nd</sup> draft and starting the final draft.

## Process

### First draft

1. Stakeholder consultation (targeted approach)
2. 1<sup>st</sup> draft is completed
3. Internal and external reviewers provide feedback

### Second draft

1. Feedback on 1<sup>st</sup> draft is integrated
2. 2<sup>nd</sup> draft is completed and reviewed by Fair Wear's management team (MT)
3. Internal reviewers provide feedback

### Public consultation

Fair Wear posts a call for ongoing public consultation on our website for any interested stakeholders to provide input.

### Final draft

1. Feedback provided by MT, internal reviewers, and the public consultation is integrated
2. Final draft is completed and sent to MT for approval
3. Fair Wear's communications team review and edit approved final draft

### Committee of Experts and Board

Once the final draft is prepared and approved by MT, the policy document will be shared with the Commission of Experts for advice. Pending their positive advice and feedback, the policy document will be shared with the Fair Wear Board for final approval.

## Policy review

All policy documents are reviewed at least once every 5 years. An overview of our policy documents is kept in our internal database. During the annual planning of each year, Fair Wear will decide which policy documents will be reviewed following the process above. In the situation where Fair Wear believes a policy document has become obsolete, the Fair Wear Board will be informed and their approval will be requested.