



**FWF MEMBERSHIP
APPLICATION FORM**

WELCOME

Fair Wear Foundation (FWF) requires members to write a work plan before the start of their financial year. This applies to both brands that are applying for membership and current members. Without a work plan—plus the accompanying production location data for the upcoming year and an accountant’s statement for the past financial year—your company cannot be effective in improving working conditions in your supply chain. The work plan 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. The work plan also allows FWF to provide independent verification and to assess whether your company allocates the necessary time and resources to fulfil its requirements.



Apart from the introductory questions, the rest of the work plan closely mirrors the FWF Brand Performance Check. We recommend you have the latest Brand Performance Check Guide on hand. Many of the questions have a red indicator guide number listed beside them. Use this to refer to the specific indicator in the Brand Performance Check Guide.

You should prepare a projected supplier list with all production locations alongside your work plan. FWF uses a web-based information system for managing production location data. An Excel supplier register sheet is provided for brands that are applying for FWF membership. Please complete this and attach it to the application. Throughout the application form, you will see several boxes with an explanation of concepts or topics.

Some have links to extra information. If you have any questions or concerns while filling out the form, please get in touch with your FWF contact or brand liaison.

Best estimate

Please answer the questions to the best of your ability. If you are unsure about the current situation, please give your best estimate or use the most recent data (e.g. number of production locations from the previous year).

Confidential

Everything included in this application is kept strictly confidential. It will only be seen by Fair Wear Foundation staff. Its sole purpose is to aid your company in making the desired changes in the upcoming year.

FWF MEMBERSHIP APPLICATION FORM

Name of company:

as registered with the Chamber of Commerce

Type of company:

(trade firm/fashion/outdoor and sportswear/workwear/promotional wear)

Brands you produce

Products you make

Number of all production locations (including all subcontractors):

See the section 'Scope of FWF membership' in the [Brand Performance Check guide](#).

FWF uses 'supplier' or 'production location' to refer to the factories and locations where products are actually produced.

Address:

Country

Phone:

Website:

Company number

CONTACT PERSON AT COMPANY

Name:

Job title:

E-mail address:

Phone:

FINANCIAL INFORMATION

(based on your accounting statement for the last closed financial year)

Start date of your financial year:

Name of Bank branch:

Annual turnover:

Address of Bank branch:

VAT number:

Name of account holder/recipient:

Bank account number:

IBAN number:

Name of Bank:

BIC code:

Name of financial department contact:

Email address:

REASONS FOR JOINING

please outline your interest in becoming a member

PURCHASING PRACTICES

1. Indication of products and order volumes per country: please use as many as necessary.

The number of supplier locations should match the answer you gave in the section on basic information.

If your company sources from more than 13 different countries, please attach an excel or similar document outlining your production and order volumes per country. This list should include all the suppliers that you expect to work with. Please use a rough estimate for your FOB amounts.

Country	# Of Production Locations	% Of Total FOB Estimate	Product Category
China	36	16%	Jackets, knitwear

2. Do you have plans to change production countries in the next year?

Yes

No

If so, why is your company planning on switching production countries in the next year?

3. Do you have plans to change production locations within a particular country in the next year?

Yes

No

FWF has guidelines for responsible exit strategy.
<https://www.fairwear.org/resource/responsible-exit-strategy-guidelines/>

Why is your company planning on switching production locations in the next year?

FOB is the acronym for 'Freight on Board' or 'Free on Board'. It indicates the price a brand pays for a garment once it has been loaded on a ship for export. This is a common payment arrangement for the garment industry, and is one type of documentation used by FWF in assessing monitoring systems.

MONITORING AND REMEDIATION

4. Have your production locations been audited by other organisations? (2.6)

Yes

No

If yes, by whom?

Audits by other organisations may be accepted for the monitoring threshold under certain conditions. For more information on the monitoring thresholds please see the Brand Performance Check guide. Here you can also find the Audit Quality Assessment Tool.

Any system used to monitor progress on Corrective Action Plans (CAP) is accepted as long as it works and is being used. Many companies use the CAP excel sheet that FWF provides, but others, especially larger companies, develop their own data system to monitor the status of CAPs.

MONITORING THRESHOLD

FWF member companies are required to achieve monitoring targets in incremental stages each year. The monitoring thresholds, as seen below, differ for the first, second and subsequent years of membership. For more information on the monitoring thresholds please see the BrandPerformance Check guide. FWF currently offers audits in Bangladesh, Bulgaria, China, India, Indonesia, Macedonia, Myanmar, Romania, Tunisia, Turkey and Vietnam. Each FWF audit is valid for three years.



Several countries or regions pose higher occupational risks. In addition, some activities also are more dangerous for workers. If your company plans to source or is currently sourcing from one of the following countries or regions, or has other specific elevated risks in your supply chain, please check the box to indicate you have read and understood the guides for specific high-risk countries.

BANGLADESH

Due to specific risk factors, FWF requires its members to take extra steps when sourcing garment products from Bangladesh. For more information follow this link to the Bangladesh Enhanced Monitoring Programme.

www.fairwear.org/wp-content/uploads/2012/07/Enhanced-monitoring-programme-Bangladesh.pdf

MYANMAR

Due to specific risk factors, FWF requires its members to take extra steps when sourcing garment products from Myanmar. For more information follow this link to the Myanmar Enhanced Monitoring Programme.

www.fairwear.org/wp-content/uploads/2018/08/Enhanced-monitoring-programme-Myanmar-update-April-2018.pdf

TAMIL NADU, INDIA

Due to specific risk factors in the Tamil Nadu region of India, FWF asks its members to take extra precautions when sourcing garment products from India. For more information follow this link to the FWF Guide to Sumangali.

www.fairwear.org/wp-content/uploads/2011/12/Sumangali_update_2015_2017-changes.pdf

ITALY OR TURKEY

Due to specific risk factors in Turkey and Italy, FWF asks its members to take extra precautions when sourcing garment products from these regions. For more information follow these links to the *Risk Assessment Italy 2013* and the *Risks Related to Turkish Garment Production Locations Employing Syrian Refugees*.

www.fairwear.org/wp-content/uploads/2016/10/RiskassessmentItaly.pdf

www.fairwear.org/wp-content/uploads/2017/02/FWF-Syrian-Migrant-Refugee-Policy-in-Turkey.pdf

HOMEWORKERS

Homeworking refers both to individuals or family groups working together in their own home or groups of workers who come together in informal workshops, often home-based. Homework is common in the garment industry and includes the assembly of cut pieces, machine and handsewing, buttoning, craft work such as embroidery or other embellishments and inspecting, finishing and packing.

For more information, please refer to the [FWF Guidance on Home-Based Work](#).

ABRASIVE BLASTING

Abrasive sandblasting is a serious health hazard for workers in the garment industry. FWF has a ban on sandblasting and therefore requires its members to phase out sandblasting if they currently use it.

For more information, please refer to the [FWF Guidelines on Abrasive Blasting](#).

CHILD LABOUR

Child labour is a risk factor in many countries and regions around the world. FWF has developed a policy for the prevention of child labour. The policy also outlines the steps FWF requires its brands to take in cases where child labour has been found in their supply chain. To learn more, please follow this link to the [FWF Child Labour Policy](#).

COMPLAINTS HANDLING

FWF's complaints procedure enables FWF member companies to provide access to remedy for workers in their supply chains. It allows workers, their representatives, including trade unions and civil society organisations to present complaints about working conditions and violations of the FWF Code of Labour Practices at factories supplying FWF members. Please see FWF Complaints Procedure.

www.fairwear.org/resource/fwf-complaints-procedure-2018/

5. Is your company willing to cooperate with other brands in addressing workers complaints at shared production locations? (3.5)

Yes

No

TRANSPARENCY

31. How will the general public be informed about your company's FWF membership?
Please consider the following questions: (6.1 and 6.2)

According to FWF procedures, members must at least have information about their FWF membership on their websites and write an annual social report - to be published on their company's website. For this question, please describe any other communication and reporting activities that your company intends to carry out.

FWF's Communication Guide exists to ensure transparency for consumers and stakeholders, and to ensure that member communications about FWF are accurate. To learn more, follow this link to the FWF Communication Guide.
www.fairwear.org/wp-content/uploads/2019/08/FWF-Communication-Guide-Policy-2019-1.pdf

What mediums of communication will you use?

What information will be shared?

How often will information be shared?

FWF's communications policy exists to ensure transparency for consumers and stakeholders, and to ensure that member communications about FWF are accurate. To learn more, follow this link to the FWF Communications Policy.

32. Please indicate:

I agree that factories where I source from can be found on the FWF website without mentioning that I will be sourcing there.

I agree to share the factories where I source with other FWF members in the database.

APPLICATION CHECKLIST

Please make sure you attach the following documents to your application:

Application form, completed and signed

Suppliers register sheet: own production * *mandatory*

Suppliers register sheet: external production *only if applicable*

Accounting statement from the last closed financial year * *mandatory*

OWN PRODUCTION

describes all goods produced by you, directly (or through an agent/ intermediary) under your own brand name.

EXTERNAL PRODUCTION

describes finished, branded goods that are bought by member companies from other brands, for resale in a retail or wholesale (web) shop owned or operated by the member.

DATE OF APPLICATION:

NAME

SIGNATURE

GLOSSARY

Apparel

FWF membership covers garments, footwear, bags, belts, tents, sleeping bags, luggage, home textiles and related products made from fabric, leather, or other textile materials serving the same purpose. For ease of use, all these products are included whenever apparel is mentioned in this guide.

Code of Labour Practices

The 'world of work' includes traditional and non-traditional workplaces, transport and public places, and also takes women's burden of care work into account

Also known as The Code, or CoLP, the Code of Labour Practices is FWF's version of a Code of Conduct. It's the core of our work. At the heart of our Code are the eight labour standards. But the Code is more: it's the agreement between FWF and its member brands, our common goal. The Code lists the things your company has agreed to work towards. The CoLP elements are:

1. Employment is freely chosen
2. Freedom of association and the right to collective bargaining
3. No discrimination in employment
4. No exploitation of child labour
5. Payment of a living wage
6. Reasonable hours of work
7. Safe and healthy working conditions
8. A legally binding employment relationship

Complaints procedure

Ideally, grievances about working conditions would be resolved at the factory level, with formal worker representation embedded in social dialogue processes. In practice, however, factory workers often lack access to fair and effective complaints channels at the local level. And that is why FWF has set up a complaints procedure. FWF's complaints procedure serves as a safety net. It is designed to ensure workers in member companies' supply chains always have access to remedy in instances of noncompliance – but only in instances where workers are not able to access local complaint systems. When a complaint is filed and found admissible, FWF conducts an investigation and requires the affiliate to implement corrective actions with the supplier. Whenever possible, local workers' representatives (e.g. trade unions or NGOs) are involved in the investigation and remediation process.

Except for low-risk countries, where other resources are available to workers, FWF has a local complaints handler in the countries where it is active. This ensures that workers making products for FWF member companies can safely and fairly seek redress for violations of the Code of Labour Practices.

Consolidation

Member companies are advised to look for consolidation. To limit the number of production locations where member companies have a small volume of production means that they will have more leverage to influence working conditions. This also means they will be less exposed to risks regarding social compliance.

Cut-Make-Trim

Cut-Make-Trim is the main process where products are actually assembled – normally by sewing, but sometimes using other techniques (like gluing).

Due Diligence

In human rights compliance, as in finance, a certain degree of investigation and evaluation should be undertaken before entering into or continuing a business relationship. Due diligence requires an understanding of national/regional risks, product-specific risks, and, significantly, the ways in which brand management choices either reduce or increase those risks. FWF expects member companies to conduct adequate human rights due diligence with its suppliers before and during business relationships.

First tier supplier

Normally CMT factories who brands buy finished garments from. They commonly have a role in both production, and orchestrating subcontractors for certain processes when needed.

Brands may have a direct relationship with main factories – where they directly exchange money for finished goods – or a mediated relationship, where brands contract with a main factory via an agent or intermediary, but the exchange of money for goods with the factory can still be documented.

Garment

FWF membership covers garments, footwear, bags, belts, tents, sleeping bags, luggage, home textiles and related products made from fabric, leather, or other textile materials serving the same purpose. For ease of use, all these products are included whenever garment is mentioned in this guide.

Leverage

For the purposes of remediation, leverage is partly defined by the share of the production volume the brand buys from a factory and the length of the business relation, but is not a static concept. It can be influenced by a range of mechanisms, including by inserting contractual provisions, but also through collaboration with other customers or parties.

Low-risk countries

These are determined by the presence and effective functioning of institutions such as trade unions, worker committees, labour legislation and labour inspection, which can guarantee compliance with national and international standards and laws. FWF considers all present member states of the European Union and the European Free Trade Association to be low-risk countries, except for Bulgaria and Romania.

Own Production

'Own production' goods are commissioned from a factory by the FWF members, directly or through an agent or other intermediary, normally to the design of the FWF affiliate. Member companies have a direct responsibility for the working conditions at site making 'own production' goods.

'Own Production' includes:

- Any production bearing the name or mark of a brand owned or controlled by the affiliate.
- Any unbranded product designed for resale to another (apparel) brand. Any so-called 'Private Label' items.
- Any product rebranded for an end consumer (e.g. promotional wear or corporate/government end users).

See also External Production.

Remediation

Includes all activities undertaken by the brand towards improving working conditions. This can be based on due diligence, the results of audits, or the suggestions that emerge from a complaint resolution.

Supplier/production location

the factory and other locations where garments are actually produced.