

Fairtrade Standard for Sports Balls for Hired Labour

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For further information and standards downloads:

www.fairtrade.net/standards.html

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Introduction

How to use this Standard

Refer to the Standard for Hired Labour as a separate document as updated by Fairtrade International (FLO) on its website.

Please note that the Fairtrade Trade Standard also applies. In cases where the Product Standard below differs from the Fairtrade Trade Standard, the requirements presented in this Standard apply.

Application

The Fairtrade Product Standards for Hired Labour have been revised according to the New Product Classification (based on the Central Product Classification). The new Standards apply from 1 October 2012.

Monitoring of Changes

Fairtrade International reserves the right to amend Fairtrade Standards in accordance with Fairtrade International's Standard Operating Procedures (http://www.fairtrade.net/setting_the_standards.html). Requirements of Fairtrade Standards may be added, deleted, or otherwise modified. Those who have to meet Fairtrade Standards are required to monitor pending and finalized revisions on Fairtrade International's website.

Fairtrade Certification ensures the compliance with Fairtrade Standards. Revision of Fairtrade Standards may lead to a change in the requirements of Fairtrade Certification. Those who wish to be certified or have already undergone certification are required to monitor pending and finalized certification policies and compliance criteria on the certification body's website <http://www.flo-cert.net>.

Change history

Version number	Date of publication	Changes
16.02.2009_v1.0	16.02.2009	
16.02.2009_v1.1	28.09.2012	Reorganization of requirements according to New Standards Framework (NSF)
16.02.2009_v1.2	01.06.2014	- Updated reorganization of requirements and terminology according to NSF and revised Hired Labour Standard v. 15.01.2014_v.1.0

Definitions

Sports ball companies Companies that manufacture sports balls, either within their own premises and/or in units subcontracted by the company.

Factory A plant or premises consisting of one or more buildings in which workers manufacture sports balls. Factories are owned and managed by the sports ball company.

Factory-owned (or leased) stitching centres Centres that are outside the factory premises and that are managed by employees of the factory. Work carried out in these centres is part of the value chain that is covered by the sports ball company. The function of a stitching centre is the stitching of panels to produce a sports ball.

Subcontracted Units Subcontracted units are stitching centres that are owned/ leased and operated by independent agents who have entered into a subcontract with the sports ball company. Work carried out in these units is part of the value chain that is covered by the sports ball company. Subcontractors can work for more than one sports ball company at one time.

Piece-rate workers

Workers whose pay is based on a rate per unit produced or processed by the worker.

1. General Requirements and Commitment to Fairtrade

Intent and scope

All operators taking ownership of Fairtrade certified products and/or handling the Fairtrade Price and Premium are audited and certified.

This chapter applies to the certificate holder.

The Standard for Sports Balls applies to the manufacture of hand-made sports balls, which includes both stitched and moulded balls.

The Standard applies to **all workers** who carry out work in factories, stitching centres and subcontracted units where Fairtrade balls are produced. The premises are managed directly by the sports ball manufacturing company or by a second party, for example a subcontractor.

This Standard is applicable to all work that is within the value chain of the sports ball company (i.e. all stages of the production process from the acquisition of the raw materials to the export of the end product). The following core aspects of the value chain are covered by the company: lamination of casing (outside) material, drying of the casing material, cutting of panels, screen-printing of panels, kit preparation, stitching, quality control, and preparation for shipment. The company shall take responsibility for ensuring the compliance of any second party with both the Fairtrade Standard for Hired Labour and the Product Standard for Sports Balls.

The workers who participate in the Fairtrade Premium Committee (FPC) are employed in the factory, factory-owned (or leased) stitching centres and subcontracted units.

1.1 Certification

1.1.1 The sports ball company takes responsibility for ensuring that all parties who carry out work that is within the value chain of the sports ball company comply with the Fairtrade Standard for Hired Labour and this Standard for Sports Balls.

Guidance: The Standard applies to all enterprises producing Fairtrade balls and all forms of hired labour. Due to the industry-specific and culture-specific needs that exist in large parts of the sports balls industry subcontracting and time-limited contracts are permitted throughout the whole year.

Requirements 3.5.22 and 3.5.25 in the Fairtrade Standard for Hired Labour give further guidance on regular work, permanent workers and subcontracting.

1.1.2 The sports ball company maintains a record of all subcontracted units making Fairtrade balls.

Guidance: Records should include the name of each subcontracted unit, the name of the person in charge of the unit, its location, and the work contracts provided to the unit, which are updated on regular intervals.

1.1.3 The sports ball company establishes and operates an internal system for monitoring subcontracted units and factory-owned stitching centres that are off-site.

Guidance: The sports ball company should establish and operate a monitoring system that ensures compliance with Fairtrade Standards by its own off-site stitching centres and by all subcontracted units where Fairtrade balls are produced. An employee trained to carry out monitoring of stitching centres and subcontracted units shall be responsible for the operation and maintenance of the monitoring system.

Documentation should include records of inspections, findings and any action taken. Records must be made available on request to the certification body.

1.1.4 The sports ball company monitors compliance with the defined standards by ensuring that the management of factory-owned stitching centres and subcontracted units maintains sufficient records.

Guidance: These records should be kept in the stitching centres and subcontracted units and include the following:

- name, address, age of workers
- daily attendance
- number of sports balls stitched on each working day per worker
- wages paid per worker (and all deductions made)
- advances paid to workers and the current balance of advance payments provided
- number of balls received for stitching per day
- total number of balls stitched per day

1.1.5 The sports ball company establishes an inspection system to assure the compliance of subcontracted units with the defined standards.

Guidance: Inspectors from the sports ball company will regularly (on a monthly basis at least and without prior notice to the contractor) inspect the premises and records of its subcontractors.

These inspections and their results are recorded, documented and made available to Fairtrade inspectors as and when required.

1.1.6 In addition to the sports ball company's internal monitoring and inspection system the company ensures that impartial monitoring of subcontracted units is carried out on a regular basis.

Guidance: While the certification body is the primary organization responsible for carrying out independent monitoring and inspection against this Standard, it may allow a third party to carry out some additional monitoring of subcontracted units. This may be needed if the number of premises that need to be monitored and inspected by the certification body becomes too large to ensure regular monitoring.

Independent monitoring of subcontracted units should take place several times a year.

The certification body and the sports ball company shall come to an agreement as to what type of third party monitoring is required (which agent, frequency of visits, scope, etc).

1.1.7 In the case of a subcontractor committing serious and repeated violations of Standards the sports ball company shall end its contract with the subcontractor.

Guidance: A serious violation would mean that the sports ball company could itself be de-certified if it continues the contract with the subcontractor, for example when a contractor does not pay the stipulated wages. Repeatedly means twice in less than 12 months.

The Fairtrade Premium Committee is expected to develop a workplan to ensure that workers will have access to Premium benefits for a certain period of time in the case of the contract between the sports ball company and subcontractor being discontinued.

1.1.8 Within one year after the application of this Standard, the sports ball company signs a contract with subcontractors in which all relevant requirements are specified.

Guidance: The contract between the sports ball company and each subcontractor includes Fairtrade Standard requirements, relevant national laws and the procedures to be followed by the subcontractor

1.1.9 Within two years after certification the sports ball company will establish and operate a supplier assurance scheme.

Guidance: The sports ball company should appoint a supplier assurance manager who is responsible for maintaining appropriate criteria and procedures to evaluate and select suppliers of raw materials and components that are critical to the production of Fairtrade sports balls. The supplier assurance manager is not necessarily hired exclusively for this task but may have other duties and responsibilities within the company.

1.1.10 The supplier assurance manager ensures that suppliers provide sufficient evidence to demonstrate that they adhere to key aspects of national labour and environmental laws.

Guidance: As part of the supplier assurance schemes suppliers have to show that they adhere to the labour laws of their country on key issues at least, such as wages, social services and benefits.

The supplier assurance scheme shall also contain an environmental policy for ensuring the sound sourcing of raw materials.

The supplier provides the supplier assurance manager with documentation on, for example, relevant industry norms, internationally recognized social and environmental certification schemes, etc.

1.1.11 The sports ball company will ensure that PVC and other potentially dangerous synthetics used in Fairtrade sports balls are sourced from suppliers who can demonstrate that the synthetics have been produced and waste has been disposed of in a sound manner.

Guidance: The main risk to the environment and to health emerges from the release of chlorine during the production of PVC. The supplier assurance manager will ensure that the supplier has taken appropriate measures to minimise the risk to health and the environment.

1.2 Labelling and Packaging

There are no additional requirements.

1.3 Product Description

This Standard applies to all hand-made sports balls, which includes both stitched and moulded balls.

1.4 Other product requirements

There are no additional requirements.

2. Social Development

Intent and scope

This chapter outlines the requirements that are unique to Fairtrade and intends to lay the foundations for producer empowerment and development to take place.

2.1 Management of Fairtrade Premium

2.1.1 As well as compensating for lost income when workers, including subcontracted workers, need to attend Fairtrade Premium Committee (FPC) meetings, their travel costs and other FPC related expenditures are reimbursed.

2.1.2 When choosing a venue for FPC meetings the needs of workers whose work is based away from factories and who would have difficulty travelling are taken into account.

Guidance: Since the mobility of female workers in large parts of the sports ball industry is constrained, the needs of female workers in particular should be considered when choosing a venue for a FPC meeting.

2.1.3 The FPC composition should have a majority representation of workers. Of this worker representation at least 50% should be workers from stitching centres and subcontracted units. The number of FPC representatives from stitching centres and subcontracted units should be proportional to the number of workers they represent (see also requirement 2.1.10 in the Fairtrade Standard for Hired Labour).

2.2 Capacity Building

There are no additional requirements.

3. Labour Conditions

Intent and scope

This section intends to ensure good working conditions for workers. Fairtrade International regards the core ILO conventions as the main reference for good working conditions.

Workers are defined as all workers including migrant, temporary, seasonal, sub-contracted and permanent workers. 'Workers' is not limited to field workers but includes all hired labour personnel, such as employees working in the company's administration. However, the term is restricted to personnel that can be unionised and therefore normally excludes middle and senior management.

For technical reasons the certification body may focus on permanent workers during audits.

3.1 Freedom from Discrimination

There are no additional requirements.

3.2 Freedom of Labour

There are no additional requirements.

3.3 Child Labour and Child Protection

3.3.1 The sports ball company ensures that no children are engaged in work in the factories, stitching centres or subcontracted units.

Guidance: Children are not permitted to carry out any type of work, regardless of length of time (see also the Fairtrade Standard for Hired Labour requirement 3.3.1).

3.4 Freedom of Association and Collective Bargaining

There are no additional requirements.

3.5 Conditions of Employment

3.5.1 The sports ball company ensures that piece-rate workers in factories, factory-owned stitching centres and subcontracted units receive social benefits that are the equivalent of those received by permanent workers.

Guidance: Piece-rates and daily wages are a mode of payment. Casual workers have workers'

rights and access to social benefits equal to permanent workers.

With regard to social security a company may choose to provide health care services to all workers by itself. These services should be equal to or better than services provided by local government.

3.5.2 With reference to the Fairtrade Standard for Hired Labour requirements 3.5.1 and 3.5.3 the sports ball company ensures that all workers within the value chain receive at least the minimum wage stipulated by the government or earn the relevant industry average (whichever is higher) for whichever ball made (Fairtrade or otherwise). Piece-rate workers receive a rate that is calculated on the assumption that an average worker working 'normal hours' per month will be able to earn the minimum wage.

Guidance: Minimum wages are not subject to change on the basis of the quality of work done. They are applicable to piece-rate workers in that the piece-rate is calculated to ensure that at the end of the month/day the worker receives at least the minimum wage on a normal working hour basis. This means that the total sum paid to a worker can be less than the minimum wage only if the worker works on average less than 8 hours a day. No deductions for quality, disciplinary or other reasons can bring the actual wage received below the minimum. If the money earned from piece-rate work is higher than the minimum wage, workers will get the higher amount.

The management ensures that in factories, factory-owned stitching centres and subcontracted units, charts of piece-rates and a chart of the official minimum wage(s) are placed. The charts should be easily visible and printed in the local language. If the piece rates or the official minimum wage(s) change, the charts must be updated.

3.5.3 Within two years after certification the management ensures that all workers, including workers in subcontracted units will be provided with access to childcare facilities where required.

Guidance: Childcare facilities are intended for children who have not yet reached the age for attending primary school.

3.5.4 Over time, the sports ball company will offer long-term piece-rate workers in factories and factory-owned or leased stitching centres permanent work contracts. The company will also encourage subcontractors to offer permanent work contracts to piece-rate workers more frequently.

Guidance: Full-time workers who have worked for the sports ball company or subcontractor for more than three consecutive months or 180 days per year should be offered a permanent contract more frequently. This means that in the future more workers should be offered permanent work contracts.

3.6 Occupational Health and Safety

3.6.1 With regard to the Fairtrade Standard for Hired Labour requirements on Occupational Health and Safety (3.6) the sports ball company is responsible for the safety of all people working in factories, stitching centres and subcontracted units.

Guidance: The Health and Safety Officer and Medical Officer of the sports ball company ensure that workers in subcontracted units and factory-owned stitching centres also work in a healthy and safe environment.

4. Environmental Development

There are no additional requirements.

5. Trade

Intent and scope

This chapter outlines the requirements that operators need to comply with when they sell Fairtrade

products.

5.1 Traceability

There are no additional requirements.

5.2 Sourcing

There are no additional requirements.

5.3 Contracts

There are no additional requirements.

5.4 Pre-finance

The Fairtrade Trade Standard requirements on pre-financing (section 4.2) do not apply.

5.5 Pricing and Payment Terms

Fairtrade Minimum Prices and Fairtrade Premium levels for Fairtrade products are published separately to the product Standards.

5.5.1 The paid price is a negotiated price between the seller and the buyer.

5.5.2 On top of the negotiated price or market price a Fairtrade Premium must be paid based on the FOB-value as paid by the importer.

5.5.3 For sports balls, as defined in the product description, the Fairtrade Premium is set globally at 10% of FOB-value.

5.5.4 To cover the cost of complying with Fairtrade Standards the sports ball company may invoice a surcharge up to a maximum of 5% of the negotiated price as Compliance Costs Compensation. The Compliance Costs Compensation is invoiced separately from the negotiated Price and the Fairtrade Premium.

5.5.5 The sports ball company must document how the Compliance Costs Compensation has been used (e.g. investments for developing and maintaining monitoring and inspection systems, additional administration costs to maintain standard compliance, etc.).

5.5.6 Payment shall be **net cash** against a full set of documents on first presentation. The documents to be presented will be those stipulated in the contract and the ones customary in the sports balls trade.

5.5.7 For contracts involving Fairtrade payers and producers, payment must be made according to the international customary conditions and no later than 30 days after the receipt of the documents transferring ownership.