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This template is in two parts.

Part “A” comprises notes out primarily for your information notes on your website or in your read by way of an introduction which of the notes you should before you use them.

Part “B” below is a template for introductory notes about how your own fair trade statement

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“fair trade”. These notes are include some or all of the etc for your customers to policy. You should consider to adapt any of the notes

t and policy, with some that template to produce

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What is “fair trade”?

The fair trade movement is popular arrangement designed to help producers in developing countries achieve better trading conditions. Members of the fair trade movement include fair trade exporters, as well as importers and consumer organizations, backed by consumer awareness raising and in contrast to conventional international trade.

World Fair Trade Organization

The WFTO was created in 1989 and has 401 member countries committed to improving the lives of producers. Its members are pre-qualified and verified by independent audit and it covers all aspects of the business. (WFTO verification should not be confused with commodity certification, which is only a component of the product label. Only products produced by verified fair trade enterprises, such as producer cooperatives and export marketing organizations, trade networks and Fair Trade Social Enterprises, can use the WFTO logo. WFTO members use commercial certification referred to as 'Fair Trade Social Enterprises'.

WFTO's stated mission is "to improve the lives of producers and their communities through fair trade".

1. be the leading network of fair trade organizations
2. provide an environment for fair trade
3. raise awareness of and promote fair trade in conventional trade.
4. create market access opportunities for fair trade
5. enhance WFTO's capacity to provide a wider range of services to its members.

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MENT AND POLICY

your business, you will need to draft a

- ment and Policy of << Insert name of
when drafting your own statement and

ow in square brackets as an option for
nplate is standard or is an alternative to
y part(s) is relevant to your business.
ternative words or phrases in square

of points when preparing to draft your
which of those points are to be covered

ints which are not covered by anything
d policy.

It should be included in your statement of work, or you can use or adapt the relevant information, otherwise amending that part to suit your needs.

in your statement and policy, and the needs of your business and you should include it.

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- ent to fair trade as the principal
 accordance with our fair trade policy
 y is [sourced] [and] [produced]
 trade policy and those ethical
 nce with current best practices,
 t dealing, without exploiting the
 working conditions, and with
 portation being reduced.
- s] [producers] and their sources
 at it is not possible to provide
 rs] will do so. Where we identify
 ry to work with them to develop
 ever we will stop using any
 travenes our fair trade policy or
 me.
- World Fair Trade Organization's

10. *Journal of the American Medical Association*, 2000; 283: 2686-2692.

- independent, but economically insert producer's country, region [skills] [skills not widely available] markets in economically developed [countries].
- [producers] are family firms and co-operatives that we buy from our [producers] [suppliers].
- develop and introduce new products, make them more suitable for [the] [countries].
- products that we source from << >> is the best available from << >> [suppliers].
- products that we source from such a difference to their business].
- create a happy, trusting and long relationship that our [producers] [suppliers]

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products by emphasizing to our
manship [, cultural influence] and

confidential, but, subject to that, I will be candid in all our dealings with our customers and our discussions with them about our and

for products a fair price which is
are adequately compensated for

ild capacity and create [greater
s].

our [producers] [suppliers].

as soon as shipped] [delivered] products to all of the price up front [where] [on time] [in full] as soon as shipped] [delivered] products to all of the price up front [where] [on time] [in full] as soon as shipped] [delivered] products to all of the price up front [where]

Employed

...ing of products that we sell. For
...d by the International Labour
...d", namely the age of 15 years,
...ed on in any country where the
...pling is greater than 15, then we

san skills involved in producing
ditionally passed down through
any children are involved in
apprenticeships and education-
ctioned in their country and that
y, education, or development.

who is under 18 but 15 or over (or compulsory schooling in their products that we sell, neither the which it is carried out is likely to

the form of prison, bonded or

do not discriminate or tolerate
any of our employees, regardless

S A M P L E

of age, sex, race, religion, or ethnicity, and expect our [producers] [suppliers] to do the same and to pay for all.

8. Ensuring Good Working Conditions

8.1 Our own employees enjoy good working conditions, and in particular a safe and healthy environment.

8.2 We require our [suppliers] to meet their local laws on working conditions, welfare health and safety, wages, hours of work, overtime and deductions.

8.3 We require our [suppliers] to make every effort to ensure that:

8.3.1 accidents or injury in the workplace are minimized;

8.3.2 health and safety procedures are followed and employees are regularly trained and tested in safety;

8.3.3 there is always adequate ventilation;

8.3.4 clean drinking water is available.

8.4 We do our best to both protect the health and safety of employee and encourage safety practices.

8.5 We require our own employees to be treated with dignity, and ensure that they are not subjected to physical punishment or abuse, or that [producers] [suppliers] do not abuse their colleagues with respect and dignity, and ensure that they are not subjected to threatening behaviour, or physical or verbal abuse. We also require our [producers] [suppliers] to ensure that their employees have the right to associate or unionize in that is legal in their country.

8.6 We require our [suppliers] to ensure that their employees have the right to associate or unionize in that is legal in their country.

9. Providing Capacity Building

9.1 We try to help our [suppliers] [producers] to develop their business by providing them with any advice, training, and by working with them to build capacity through development skill, [and] productions capabilities [and access to resources].

10. Promoting Fair Trade

10.1 We want to spread the word about fair trade, and we communicate this as much as we can.

10.2 We are a member of (or support) the (World Federation of Fair Trade) network of independent shops and promoting fair trade retail in the UK. We promote fair trade practices.

11. Respect for the Environment

11.1 We minimize our environmental impact by trying where possible to do the same [by trying where possible] [some][many] of our products are made from recycled materials, [returning to the manufacturer for recycling cardboard waste], [recycling cardboard waste], [and] [collecting plastic waste], [and] [reducing our use of plastic bags], [and] [reducing our use of energy].

11.2 We are continuing to develop and improve our environmental practices in the production of the items that we sell.

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This policy has been approved

Name: <<Insert Name>>

Position: <<Insert Position (e.g. Human Resources Manager)>>

Date: <<Date>>

Signature:

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