

<h2>Apparel Purchases and Fair Labour Practices</h2>	
Adopted: June 7, 2005	Last Reviewed/Revised: April 18, 2023
Next Scheduled Review: 2025-2026	
Associated Policies & Procedures: I-25 Purchasing VI-11 Purchasing II-41 School Uniform Dress Code – School Dress Code	

Purpose

To require the HCDSB to take all reasonable measures to ensure that clothing, be it school uniforms, physical education uniforms, athletic uniforms, spirit wear, corporate wear, employee uniforms, be acquired from vendors where goods are produced under just, safe and fair working conditions that are equal to or better than the standards set by the United Nations International Labour Organization.

Application and Scope

This policy applies to all apparel purchasing activities carried out by all departments, schools and services of the Halton Catholic District School Board (HCDSB).

References

[International Labour Organization \(ILO\)](#)

Principles

The requirement that clothing products supplied to or authorized by the HCDSB be produced under just, safe and fair working conditions that are equal to or better than the standards set by the United Nations International Labour Organization gives witness to our Catholic faith and the social teachings of the Catholic Church.

The dignity of the human person is contingent, in part, upon dignified conditions for human work.

All parties to any apparel purchase jointly bear the moral obligation to ensure that finished clothing and the products from which it is made, have been produced under safe, just and fair working conditions.

Vendors seeking to do business with the HCDSB will commit under contract to supplying apparel obtained and/or produced under safe, just, and fair working conditions as defined under the International Labour Organization (ILO) and/or local labour laws, whichever standard is higher.

Non-compliance with the labour standards mentioned above, on the part of vendors, their subsidiaries, sub-contractors and manufacturers whose apparel is sold under contract to the HCDSB constitutes sufficient cause for a determination of breach of contract between the HCDSB and the vendor.

Requirements

1. Preference in the awarding of contracts will be given to vendors which use the services of third-party monitoring agencies acceptable to the HCDSB, whose function is to monitor and report on the labour practices and conditions where the supply of raw material, textile products and finished apparel are produced.
2. Vendors shall be required to include and adhere to, in any purchase or purchase agreement, a declaration of compliance to this policy (Appendix A – Apparel Vendor Compliance Form).
3. Prior to the signing of any contract/license agreement, vendors shall disclose to the HCDSB information regarding each manufacturing facility and subcontractor including:
 - 3.1. The names, addresses, e-mail, fax numbers and other details relating to the sites/factories where the apparel is produced.
 - 3.2. The same information as in 3.1 when new sites/factories are used in the production of the apparel.

4. Prospective vendors must agree to conduct their own monitoring and review process to ensure that the manufacturing sites adhere to the ethical standards and labour codes agreed upon in this policy.

Vendors must provide the HCDSB with credible and transparent yearly reports indicating compliance with this policy. The reports shall include:

- 4.1. Information on vendors' monitoring and verification program(s).
 - 4.2. The name of the third-party auditing organization and the findings of monitoring and third-party audits including a summary of corrective action taken.
 - 4.3. The same information as in 4.2 when a change of third-party auditor is made by a vendor.
5. In any instance where an apparel vendor is found to be non-compliant with the provisions of the policy, the HCDSB will insist that corrective action be taken by the vendor in the shortest time period possible but not longer than six (6) months. If the vendor fails/refuses to rectify the concerns to the satisfaction of the HCDSB's designate, the HCDSB shall terminate the contract on 30 days' notice.
 6. Purchasing Services Department shall:
 - 6.1. Review legitimate non-adherence complaints to this policy.
 - 6.2. Inform HCDSB requisitioners of the policy requirements.

- 6.3. Assist HCDSB requisitioners to achieve compliance with this policy.
- 6.4. Inform apparel vendors of the requirements of this policy.
- 6.5. Address breeches of this policy with a view to terminate contracts with vendors that are unable or unwilling to comply with this policy.
- 6.6. Communicate with the Director and HCDSB Senior Staff regarding proposed contract terminations with apparel vendors.
7. All purchase agreements will include statements pertaining to the requirements of this policy which properly inform vendors of the conditions leading to possible termination of agreements.
8. All purchases of school apparel will comply with *Policy I-25 Purchasing* and *Procedure VI-11 Purchasing*.

APPROVED: Regular Meeting of the Board

AUTHORIZED BY: _____
Chair of the Board



APPAREL VENDOR COMPLIANCE FORM

 VENDOR NAME

 ADDRESS

 CITY

 POSTAL CODE

 TELEPHONE

 FAX

 EMAIL

 CONTACT NAME

 CONTACT POSITION

STATEMENT OF COMPLIANCE:

“The vendor hereby warrants, represents and agrees, that any of its subcontractors, servants, agents or suppliers will, at all times during the term of this agreement and extended term, comply and adhere to all the provisions of the HCDSB’s Policy I-31. Breach of any provision of this policy, or failure to reasonably satisfy the HCDSB of continual adherence to this policy during the term of this agreement will entitle the school/HCDSB in its sole and absolute discretion, to provide written notice of termination of this agreement effective immediately. Notwithstanding said written notice of termination, the vendor shall complete all existing orders with parents of the school/HCDSB but shall not accept or solicit any further orders from parents of the school/HCDSB after receipt of the written notice.”

 NAME OF SIGNING OFFICER (PRINT)

 SIGNATURE OF SIGNING OFFICER

 DATE