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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 of 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 28 countries committed to improve the lives of producers. Its members are producers who are verified by independent audit agencies and it covers all aspects of the business. It should not be confused with commodity certification, which is only a component of the product. WFTO members include verified fair trade enterprises, export marketing organizations, trade associations, export marketing organizations, trade networks and Fair Trade Social Enterprises'.

WFTO's stated mission is "to improve the lives of producers and 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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**1. How do we Engage in a**

1.1 As a fair trade organization, we are committed to fair trade as the principal core of our mission.

1.2 We make every effort to ensure that our products and to the highest ethical standards.

1.3 We aim to ensure that our products are [sourced] [and] [produced] [and] [obtained] in accordance with our fair trade policy and those ethical standards, in an acceptance with current best practices, and in particular lawfully and ethically, without exploiting the people who made the products, and with environmental impact duly considered.

1.4 We endeavour to ensure that our suppliers [producers] and their sources adhere to our fair trade policy. We cannot provide absolute assurance that our suppliers [producers] will do so. Where we identify transgressions by any [supplier] [producer] who fails to implement an appropriate remedial action, we will stop using any [supplier] [producer] who fails to implement an appropriate remedial action.

1.5 Our fair trade policy, as set out in our Fair Trade 10 principles.

**2. Creating Opportunities**

2.1 We aim to create opportunities for disadvantaged, producer-led businesses in [Insert producer's country, region or other area] [with trade skills] [skills not widely available] [who would not normally be able to compete in economically developed countries]].

2.2 [Some][Many][all] of our suppliers [producers] are [entirely] [partly] [family] firms and co-operatives. [Some][Many] of our suppliers [producers] are [entirely] [partly] [family] firms and co-operatives.

2.3 We work with our [producer] [suppliers] to develop and improve [their] [the] products for [the] [UK] [European] market.

2.4 We aim to ensure that the products that we source from [Insert producer's country] [Insert producer's country] are the best available from [Insert producer's country] [Insert producer's country].

2.5 The quantities of [some] [many] [all] of our [producers] [suppliers] are [sufficient] [adequate] [adequate] to meet our demand.

2.6 We work with our [producer] [suppliers] to create a happy, trusting and long-term relationship with them.

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2.7 We work with our [producer] [suppliers] to create a happy, trusting and long-term relationship with them.

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have a dependable and secure and stable lifestyle

me which helps them create a

2.7 We help market our [p products by emphasizing to our customers and prospect customers and prospect relationship [, cultural influence] and skills involved which mak

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

**3. Transparency and Acc**

3.1 Certain commercial infor we aim to act with trans [producers] [suppliers] a their business plans and

confidential, but, subject to that, ability in all our dealings with our ssions with them about our and

**4. Paying a Fair Price**

4.1 We agree and pay our acceptable to them and v their work and skill.

or products a fair price which is are adequately compensated for

4.2 [We also consider extra quantities of their produc

ild capacity and create [greater s].

**5. Fair Trading Practices**

5.1 We adopt fair trade pract

our [producers] [suppliers].

5.2 We make payment to o [their work on products i us] (if not before). [We necessary to fund their p

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

**6. Ensuring no Child Labor**

6.1 We ensure that no child this purpose, we adop Organization Convention or, where any such prod minimum age for comple apply that greater age in

**Employed**

king 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

6.2 We are aware that [son [some of] our products generations. However, learning any such skills, related work which are le it will not adversely affect

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

6.3 Further, we make sure th if greater, the minimum country) is involved in p nature of their work nor jeopardise their health, s

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

6.4 We ensure that forced uncompensated labour is

the form of prison, bonded or

**7. Commitment to Non Di**

7.1 We believe in equality a discrimination of any typ

do not discriminate or tolerate ny of our employees, regardless

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of age, sex, race, religion  
to do the same and to pro

expect our [producers] [suppliers]  
and pay for all.

**8. Ensuring Good Working**

8.1 Our own employees enjoy  
safe and healthy environ

g conditions, and in particular a

8.2 We require our [suppli  
conditions, welfare health  
and deductions.

t their local laws on working  
wages, hours of work, overtime

8.3 We require our [suppliers

every effort to ensure that:

8.3.1 accidents or injury in

nted;

8.3.2 health and safety pro  
trained and tested in

ed and employees are regularly

8.3.3 there is always adeq

tations;

8.3.4 clean drinking water

on;

8.4 We do our best to both  
and safety of employee  
safety practices.

[suppliers] [producers] of health  
em to improve their health and

8.5 We require our own em  
dignity, and ensure tha  
physical punishment or a  
[producers] [suppliers] to

their colleagues with respect and  
ed with threatening behaviour,  
rbal abuse. We also require our

8.6 We require our [supplie  
right to associate or unio

e that their employees have the  
n that is legal in their country.

**9. Providing Capacity Bu**

9.1 We try to help our [supp  
with any advice, training  
build capacity through  
capabilities [and access

their business by providing them  
n, and by working with them to  
ement skill, [and] productions

**10. Promoting Fair Trade**

10.1 We want to spread the  
communicate this as muc

the best way to trade, and we

10.2 We are a member of  
independent shops and  
UK. We promote fair trade

tion of Fair Trade) network of  
romoting fair trade retail in the  
active part in BAFTS.

**11. Respect for the Environ**

11.1 We minimize our enviro  
the same [by trying whe  
[some][many] of our pro  
[returning to the manufa  
[recycling cardboard was  
paper], [and] [collecting p

our [suppliers][producers] to do  
by using] recycled materials in  
g to reuse] packing materials],  
om laser printers that we use],  
stic bags], [reducing our use of

11.2 We are continuing to de  
items that we sell.

actices in the production of the

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**This policy has been approved**

**Name:** <<Insert

**Position:** <<Insert Resources Manager>>

**Date:** <<Date

**Signature:**

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