

Implementing the Sweatfree New York Schools Code of Conduct:
Code of Conduct Compliance Form

DIRECTIONS

Please complete this cover sheet in its entirety.

Then, in each section of the *Code of Compliance for the Manufacture of Apparel*, indicate whether or not you meet these Code requirements. Please make additional copies of the forms as needed for all of your factories and/or subcontractors. Failure to complete and send in the forms will prevent your company from being listed as “sweatfree.”

Finally, please complete the Statement of Compliance, which is also enclosed.

PURPOSE

The purpose of this policy is to ensure that apparel purchased, licensed, or required by schools in New York State is manufactured by responsible employers and not in sweatshop conditions. It is the intent of this policy to provide strong incentives to the producers of school apparel to ensure that decent conditions prevail in their factories. Where conditions are substandard, it is our purpose to be a positive influence toward raising standards.

We hope that, one day, all schools will use only manufacturers that comply with the terms and conditions defined below. Eligible companies must, of course, be able to meet competitive requirements in terms of price, quality, style, and service. However, companies that drive prices down on the basis of exploitative labor shall not set the standard of “competitive price” for New York school purchases.

PROFILE

Name of Company: _____

Address: _____

City: _____; State: _____; Zip: _____

Phone: _____; Fax: _____

Name of Contact Person: _____

Product Line: _____

CODE OF CONDUCT COMPLIANCE FORM – DOMESTIC
New York State Labor-Religion Coalition

Company/Subcontractor Name: _____
(Full legal name) _____

Plant Address: _____
(Street #, street, city, state, zip code, and phone #) _____

Labor Standards and Compliance Indicators for DOMESTIC Manufacturers and Subcontractors

1. **Compensation.** Manufacturers, including subcontractors, shall provide a living wage to their employees involved in the manufacture and distribution of apparel (such as school uniforms). A living wage enables a worker and his or her family to meet basic needs while providing some discretionary income. For production in the United States, a living wage is based on the standard of living in a specific geographic area. In no instance, however, shall the hourly wage in the US be less than \$7.50/hour, plus company-paid health and pension benefits worth at least \$1.50/hour.

Current hourly minimum wage rate: _____

Value of benefits package: _____

Check if you have included a plant management letter establishing the above: _____

2. **Working conditions.** Each contractor or subcontractor shall provide a safe and healthy working environment and have a safety program that proactively identifies and eliminates workplace hazards. Proper sanitation, including hygienic toilet facilities and drinkable water, shall be provided. Employees shall not be required to work more than the lesser of 48 hours/week or the limits on the regular hours allowed by US law. Overtime shall not exceed 12 hours/week or be, in any manner, required of workers.

Safety program (yes or no): _____

Sanitary conditions (yes or no): _____

Check if you have included a plant management letter regarding maximum # of working hours and overtime policy: _____

3. **Worker rights.** Employees of contractors or subcontractors shall have the right to speak up about working conditions without fear of retaliation and shall have an independent union or worker association. No employee may be subjected to physical, sexual, or verbal harassment. No employee may be discriminated against in employment in any way on the basis of sex, race, religion, age, disability, nationality, political opinion, or social/ethnic origin. Due-process procedures shall be in place for discipline or discharge.

Check if management has provided copies of policies, handbooks, or letters related to the following:

Existence of independent union or worker association (yes or no): _____

Nondiscrimination: _____

Non-harassment: _____

Due process on discipline and discharge: _____

4. **Child labor.** Child labor shall not be used. No person shall be employed at an age younger than 16.

Minimum age for plant workers: _____

Age of youngest worker in plant: _____

Check if you have included a management letter on hiring policies: _____

5. **Legal Compliance.** The company complies with all laws and regulations governing the workplace. Where there are differences or conflicts with this Code of Conduct and the applicable laws of the country of manufacture, the higher standard will prevail.

Check if you have included a verification letter from plant management regarding legal compliance: _____

CODE OF CONDUCT COMPLIANCE FORM – INTERNATIONAL

New York State Labor-Religion Coalition

Company/Subcontractor Name: _____
(Full legal name) _____

Plant Address: _____
(Street #, street, city or village, state _____
or province, country, zip code, and phone #) _____

Labor Standards and Compliance Indicators for INTERNATIONAL Manufacturers and Subcontractors

1. **Compensation.** Manufacturers, including subcontractors, shall provide a living wage to their employees involved in the manufacture and distribution of apparel. A living wage enables a worker and his or her family to meet basic needs while providing some discretionary income.

Current hourly minimum wage rate: _____

Value of benefits package: _____

Type of benefits: _____

Check if you have included a plant management letter establishing the above: _____

2. **Working conditions.** Each contractor or subcontractor shall provide a safe and healthy working environment and have a safety program that proactively identifies and eliminates workplace hazards. Proper sanitation, including hygienic toilet facilities and drinkable water, shall be provided. Employees shall not be required to work more than the lesser of 48 hours/week or the limits on the regular hours allowed by the law of the country of manufacture. Overtime shall not exceed 12 hours/week or be, in any manner, required of workers.

Safety program (yes or no): _____

Sanitary conditions (yes or no): _____

Check if you have included a plant management letter regarding maximum # of working hours and overtime policy: _____

3. **Worker rights.** Employees of contractors or subcontractors shall have the right to speak up about working conditions without fear of retaliation and shall have an independent union or worker association. No employee may be subjected to physical, sexual, or verbal harassment. No employee may be discriminated against in employment in any way on the basis of sex, race, religion, age, disability, nationality, political opinion, or social/ethnic origin. Due-process procedures shall be in place for discipline or discharge.

Check if management has provided copies of policies, handbooks, or letters related to the following:

Existence of independent union or worker association (yes or no): _____

Nondiscrimination: _____

Non-harassment: _____

Due process on discipline and discharge: _____

4. **Child labor.** Child labor shall not be used. No employee shall be younger than 15 (or 14 where the law of the country of manufacture allows it) or younger than the minimum age for completing compulsory education.

Minimum age for plant workers: _____

Age of youngest worker in plant: _____

Minimum age for completing compulsory education: _____

Check if you have included a management letter on hiring policies: _____

5. **Legal Compliance.** The company complies with all laws and regulations governing the workplace. Where there are differences or conflicts with this Code of Conduct and the applicable laws of the country of manufacture, the higher standard will prevail.

Check if you have included a verification letter from plant management regarding legal compliance: _____

REPORTING AND VERIFICATION

1. **Disclosure.** Companies shall report the name and location of every plant, including every subcontractor plant, engaged in the production of school apparel, along with a statement from each factory declaring the compliance of each site with the standards listed above. It is understood that to verify compliance, the New York State Labor-Religion Coalition will make this information public and will specify any areas of noncompliance with the above standards.
2. **On-Going Compliance.** Companies are asked to immediately notify the New York State Labor-Religion Coalition of any substandard practices found at plants producing school apparel.
3. **Reports of Monitoring Activity.** Manufacturers using reports of in-house or independent monitors to demonstrate compliance with the above standards shall make such reports available to the New York State Labor-Religion Coalition.

STATEMENT OF COMPLIANCE

In compliance with the requirements of the *Sweatfree New York Schools Code of Conduct Policy*, I have completed this Code of Compliance form in good faith and have made no willingly false or misleading statements. Further, I have disclosed the names and locations of all factories and subcontractors that produce school apparel. I have also included letters from the plant management indicating the degree of compliance with the *Code of Conduct for the Manufacture of Apparel*.

Signature of Representative: _____

Name and Title: _____

Date: _____