

ethical
clothing
AUSTRALIA

Accreditation Guidelines

Homeworker Code of Practice
PART 1
(Manufacturers Agreement)

Ethical Clothing Australia

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What is the Homeworkers Code of Practice (The Code)?

The Homeworker Code of Practice (Code) was established as a voluntary code in the clothing and fashion industries in 1996. Its aim is to make Australian supply chains transparent and to ensure that workers, including homeworkers (referred to as outworkers in the Award) receive their legal award wages and entitlements and are working in safe conditions.

The Code is one document but contains 2 parts:

- Part 1: Homeworker Code of Practice (Manufacturers) Agreement ; and
- Part 2: National Retailers Ethical Code (Retailers Code)

There are different obligations and processes applying to each.

Who are Ethical Clothing Australia?

Ethical Clothing Australia (ECA) was established to administer the Code. ECA is funded by the Victorian Government as represented by the Department of Economic Development, Jobs, Transport and Resources and has offices in Melbourne and Sydney. ECA's accreditation advisors assist textile, clothing and footwear businesses throughout Australia to achieve award compliance and accreditation.

These Accreditation Guidelines outline the process involved for businesses who are seeking accreditation with Part 1 only (i.e. textile, clothing and footwear businesses who are *not* solely retailers). The Guidelines are intended to be read alongside the Homeworker Code of Practice (Manufacturers) Agreement. You can download a copy of the Code from the ECA website or ask your Accreditation Advisor to send one to you.

Note: these guidelines are intended as a guide to Ethical Clothing Australia accreditation only, and are not legal advice.

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Part 1

Is my business eligible to become accredited?

- Any business which manufactures or arranges for the manufacture of textile, clothing and footwear products in Australia (including the value adding onto Australian made product) is eligible to apply for accreditation to Ethical Clothing Australia under Part 1 of the Code.
- However, businesses that also manufacture some of their products overseas will still be eligible to apply for accreditation in relation to their Australian CMT (Cut, Make and Trim) production.
- Value adding activities on Australian made garments *are* eligible for accreditation
- Value adding activities on imported garments thus will not, on their own, be eligible for accreditation.
- The license to use the Ethical Clothing Australia Trademark relates only to textile, clothing & footwear products that have been made in Australia.

My business does all manufacturing on our own premises. Am I still eligible for accreditation?

Yes. For businesses that perform work exclusively in house, the accreditation process is very straightforward, and a special in-house rate for the accreditation fee also applies.

What sorts of goods/garments/products are covered by the Code?

- Textile, Clothing or Footwear (TCF) products that are made in Australia will be eligible for accreditation under the Code. This includes garments or articles as well as all types of footwear and textile products.

How long does accreditation take?

- Applications for accreditation should be completed within a 12 month timeframe, at the most. In practice most applications will be completed well within 12 months. However, the compliance work of some businesses may take longer than 12 months depending on their circumstances, for example supply chain size.
- The length of time required to become ECA accredited is dependent on the cooperation of the applicant and the fulfilment of legal obligations by the principal applicant business and its supply chain.
- The specific nature of the applicant's manufacturing circumstances will impact on the time for accreditation, such as whether the business gives work out or does all of its work in-house, and the number of participants in its supply chain.

How much does accreditation cost?

- There are two main fee categories, which distinguish between applicant businesses that perform work exclusively 'in-house' at their own premises and those that give work out to a supply chain. For those performing work 'in-house', the rate will depend on how many TCF production employees (Full Time Equivalent) the business has.
- For those outsourcing production to a supply chain, the rate will depend on the annual value of work given-out.
- An additional category will cover 'start up' businesses that have been in operation for less than 3 years and sole traders that perform work themselves.
- Note that the 3 year discount **doesn't apply to businesses that restructure** themselves and apply for accreditation under a new name or to established businesses under new ownership.
- Fees range between \$300 for sole traders and new businesses up to \$6000 for larger businesses. There are additional discounts for smaller businesses, those using the ECA sewn-in label or who use accredited suppliers in their supply chain.
- Fees are paid annually. Each year they will reflect the accredited business's current manufacturing circumstances, so may vary if circumstances have changed.
- Fees are non-refundable.
- To work out where your business sits in the fee structure, please refer to the fees forms.

How does the accreditation system work?

- The ECA Accreditation Advisor will discuss your business' situation with you, and assist you to complete the fees form and application form. They can provide information on your obligations under the Award, and the steps you need to take to begin the accreditation process. After you have paid your fee and completed the initial steps of the application process, ECA will advise the Textile, Clothing and Footwear Union of Australia ('TCFUA').
- The Accreditation Advisor will provide you with documents to help you understand your legal obligations, and which you can use for your business. These include ECA's Guide to the Award, which include templates of a Work Record and Work Agreement, current Info sheets such as the latest wage rate information and the Fair Work Commission Board of Reference forms and information if you need these.
- You will also receive an Accreditation Checklist to help understand the records you need for legal compliance and for accreditation. The Accreditation Checklist is included in the second part of these Guidelines.
- The Accreditation Advisor will also assist you to complete a series of schedules, (most of which are statutory declarations) that make up part of the application. These vary depending on your supply chain circumstance and are outlined in the Accreditation Checklist. You will be sent these once you have gained legal compliance.

- The TCFUA is responsible for undertaking compliance activities in relation to your business and its supply chain as part of your application for accreditation under the Code. TCFUA compliance staff will work with businesses applying for accreditation to assist them in meeting the requirements of the Code and the Textile, Clothing, Footwear and Associated Industries Award 2010 ('TCF Award'). They will also assist businesses to comply with the *Fair Work Act 2009* and other relevant federal and state legislation.
- The TCFUA will effectively map your entire supply chain, to ensure that *all* businesses in your supply chain are meeting their obligations to their workers under the Award and relevant legislation. The TCFUA will meet with you first and then with your suppliers (and homeworkers if you or your suppliers employ these).
- Once this process is complete, you will be asked to give sample work documents relating to your business and your suppliers' businesses to the TCFUA Compliance Officer, for your accreditation application.
- They will forward these to the ECA Accreditation Advisor to submit with your application for accreditation. The Accreditation Checklist (Attachment 1 at the end of this Guide) outlines the records you need to have for your workers and suppliers, and what needs to be in these records. Refer also to the Example Supply Chain Flowchart for a list of what's required (Attachment 3).

What are my responsibilities as the principal applicant business?

- Once you sign up for accreditation, it is your (applicant business's) responsibility to cooperate with the compliance process undertaken by the TCFUA and become legally compliant in a timely manner.
- Close cooperation and engagement between the applicant business and its suppliers is essential to successfully map the entire supply chain.
- Applicant businesses are legally responsible for their suppliers, therefore it is ultimately your responsibility to ensure your suppliers' cooperation and legal compliance. This includes second, third and subsequent tier's suppliers (i.e. those suppliers who make for your direct suppliers). It is advisable that your direct suppliers are aware of the need to make sure their suppliers co-operate.
- In some circumstances, suppliers are reluctant to disclose information or commit themselves to meeting certain standards. It may help to inform suppliers that the accreditation process does not require them to do anything above and beyond what their legal requirements already compel them to do. The benefits of legal compliance also include being added to ECA's award compliant manufacturers database, for referral to labels looking for relevant suppliers.
- ECA staff can work with businesses in your supply chain to address concerns, and assist them to understand their obligations and requirements under the TCF Award and the accreditation process. We can supply you with a letter for your suppliers that outlines the ECA accreditation process, the schedules we require from them and the benefits of being legally compliant. Ask your Accreditation Advisor if you would like one of these.

- TCFUA Compliance Officers will work closely with the parties to assist in the progress to accreditation and address any issues that are impeding an application or where reluctance to cooperate is due to a significant issue with a supplier's production chain.
- Where a supplier fails to meet the requirements of the ECA process to a point where the application cannot proceed, it is a matter for the applicant business to consider. In this instance you need to make a decision regarding whether to cease using the noncompliant supplier and using an alternate, award compliant cooperative supplier. An application will not succeed unless all supply-chain participants are compliant.

I employ people working from home. What are my responsibilities?

- Under the TCF Award, if a worker is working from home or at other premises that would not conventionally be regarded as business premises, whether they are engaged as an employee or contract outworker they both must be treated as an employee. Even where that individual has an ABN or a business name, for example, they still must be provided with Award wages, entitlements and conditions, the same as an employee in a factory.

What happens during a compliance check?

- Having first made a convenient time to meet with you, the TCFUA Compliance Officer will supply you with a compliance checklist (see Attachment 4) and ask to check your business's records including wages records and entitlements as per the TCF Award, superannuation and WorkCover.
- They will also conduct a comprehensive Occupational Health & Safety (OHS) audit of your business and they will arrange to meet with your employees at a convenient time.
- If you outsource to other suppliers or outworkers, they will check if you are registered with Fair Work Australia's Board of Reference and check your list of suppliers and the Work records and Work Agreements that you have with each. Homeworkers' wages, entitlements, superannuation & WorkCover will be checked, the same as occurs as with in-house employees, and the Compliance Officer will meet with them also.
- The same compliance check will be done on each of your suppliers, after your own initial compliance check has occurred. Depending on you and your suppliers' particular situation, there may be other information required based on your business's operation.
- The Compliance officer will liaise regularly with the ECA Accreditation Advisor to keep them updated of your progress.
- If there are any breaches of the Award or relevant legislation, the Compliance Officer will explain what these are and how they can be rectified. You will then be asked to remedy these within a suitable timeframe, and supply evidence to the Compliance Officer. The accreditation compliance audit process is about assisting businesses if any legal obligations are outstanding and giving you time and advice on how to do this.

For further information please refer to the Compliance Checklist (Attachment 4).

What happens if my business or suppliers do not cooperate or achieve legal compliance?

- It is a critical obligation of your application and any subsequent re-accreditation that you co-operate with ECA and TCFUA representatives to achieve and maintain your accreditation.
- The Compliance Officer will advise the ECA Accreditation Advisor of non-cooperation or any ongoing legal breaches.
- The Accreditation Advisor will contact you outlining any outstanding issues that need to be addressed, with a specified timeline for your business to respond.
- If your obligations, as required under the Code, are not met, your accreditation application will be closed.

Why are the schedules, in the application form statutory declarations, and who needs to witness these?

- The ECA Statutory Declarations are created under the Commonwealth Statutory Declarations Act. Statutory declarations are legal documents. ECA requires these to ensure that applicant businesses provide information that is true and correct.
- You are required to complete these once your business and supply chain achieve legal compliance. The Accreditation Advisor will send these to you with instructions, including a full list of who may witness these. If you or your supplier require help with completing the forms, contact your Accreditation Advisor.
- Aside from Schedule 3, the other four Schedules of the Code are Statutory Declarations. The people who can witness these include a Justice of the Peace, an Australian Lawyer, a pharmacist, a member of the police force, a registered medical practitioner, a veterinary practitioner, a school principal or teacher, bank manager, local councillor or member of the Institute of Chartered Accountants in Australia.
- The Accreditation Advisor can also send you a letter for your suppliers, which explains the Schedules and what they need to fill out. Ask your Accreditation Advisor if you would like one of these.

For a list of Statutory declaration signatories please visit www.ag.gov.au/Publications/Pages/Statutorydeclarationsignatorylist.aspx

Government tenders

Local manufacturers are no longer required to be accredited with ECA to be eligible to bid for TCF contracts with Commonwealth entities (e.g. Defence Department). However being ECA accredited can be viewed favourably by government officers who are responsible for clothing and footwear procurement in terms of risk management, as it demonstrates the business has a legally compliant supply chain.

When can I use the ECA trademark logo and labelling?

- You can use the ECA trademark logo and labelling only after you have signed the Licensing Agreement and Trademark Usage Guidelines.
- Once your accreditation is approved, you will be sent the Licensing Agreement with your certificate of accreditation. You will also receive the Trademark Usage Guidelines with these, outlining which products the trademark can be used on and examples of how it can and cannot be used.
- Once you have signed and returned the licensing agreement, ECA's National Manager will co-sign the agreement and a copy will be returned to you for your records. We will then send you digital logos for use on your website and other materials.
- You can only use the ECA logo to promote Australian made TCF products (see Trademark Guidelines), not on any **other of your business's products**.
- You are now also eligible to purchase the labels and swing tags featuring the ECA logo, from Cash's Australia. Cash's Australia are authorised to provide these for ECA. It is highly recommended that swing tags are provided by an approved supplier however accredited brands may source from an alternative supplier as long as they have written permission from ECA to do so.
- You can choose to use the ECA trademark on your website and other materials, and our sewn in labels and swing tags if you wish. This is voluntary.

Is my accreditation ongoing?

- No, your accreditation is not ongoing. It is valid for 12 months only. Before the anniversary of your accreditation, ECA will send you a request to be re-accredited.

What is required to complete my re-accreditation?

- Before the anniversary of your accreditation, ECA will write to you asking for you to complete the relevant statutory declarations declaring a current list of your suppliers (i.e. Schedule 2 if using contractors and Schedule 4 if using homeworkers), or confirmation that you do not outsource (i.e. Schedule 1).
- We will also ask you to complete the fees form to reflect your current manufacturing circumstances. The fees form and schedules must be returned to ECA within 30 days.
- Once we receive these, we will send you an invoice for your annual accreditation fee. Your accreditation fee must be paid within 30 days. We will also advise the TCFUA Compliance Officer to arrange a compliance check with you and your suppliers.
- If you have new suppliers, you need to have in place your legally required documents such as Work Records (e.g. specification sheets) and Work Arrangements for the new supplier/s. We require a copy of the Work Record for your re-accreditation – the Compliance Officer will send this to us once you've provided it to them. ECA will also send you a Schedule 3 for you and your new suppliers to co-sign and return and other schedules for your suppliers to complete.

- Once we have received confirmation of legal compliance from the TCFUA, and the required documentation, and you have paid your annual fee, your current certificate of accreditation will be issued.

What are my responsibilities as an accredited business?

Your responsibilities as an accredited business include:

- Advising ECA within 7 days of any changes to your manufacturing circumstances for example, dropping or adding new suppliers or homeworkers, taking manufacturing offshore, moving location or changing contact details.
- Cooperating with the TCFUA Compliance Officer regarding ongoing legal compliance and auditing. This includes responding to requests in a timely manner and facilitating the cooperation of your suppliers
- Providing ECA with requested schedules and other documentation and the payment of fees within the requested timeframe.

Under what circumstances can my business be de-accredited?

- A business can be de-accredited if it fails to comply with the requirements of the Code.
- If this occurs then ECA will write to the business informing them of the grounds for non-compliance and request that the business complies by a designated date.
- If the business fails to comply, the de-accreditation process will be activated as at Clause 8.3 of the Code, with ECA writing to the business to inform them it has 28 days to comply.
- In addition a business will be de-accredited if
 - The business is no longer manufacturing in Australia
 - The business is only 'value adding' to imported garments
 - The business goes into administration, liquidation, receivership or is no longer trading
 - The business unable to pay its re-accreditation fee with a specified timeframe.
- Businesses can also choose to be de-accredited by writing to us with a formal request.
- Upon de-accreditation, ECA will write to confirm that it has proceeded to formally close the business's accreditation file and removed business details from all ECA public listings of accredited brands and secure government procurement listings.
- Businesses will also be requested to remove within 7 days all references to ECA accreditation, its name and logo, from all of their promotional and public listings, including online.

Part 2

What are the steps to becoming accredited?

Step 1

- Contact ECA to discuss your situation with an Accreditation Advisor.
- Read the Homeworker Code of Practice. This can be downloaded from our website or the Accreditation Advisor can send this to you. If you have any queries after reading the Code, ask the Accreditation Advisor for assistance.
- After you have understood your obligations under the Code, complete your business's details on page two of the Code Application form (this is included within the Code itself).
- Complete the fees form with the assistance of the ECA Accreditation Advisor. The Accreditation Advisor will then organise an invoice to be generated for you.
- Pay the Application fee upon receipt of the invoice.
- Co-operate with the accreditation process as outlined below.

You now have a formal, open application for Accreditation with ECA.

Step 2

- The ECA Accreditation Advisor will then advise the TCFUA to undertake compliance and provide them with your details. The TCFUA Compliance officer will identify any areas of non-compliance throughout the process.
- TCFUA compliance staff will contact you to make a convenient time to meet you and undertake compliance of your premises. They will also meet with your supply chain to undertake compliance checks, and where necessary, assist them to meet compliance with their legal obligations under the TCF Award and relevant legislation.
- It is your responsibility to ensure that areas of non-compliance are rectified with the assistance of the TCFUA Compliance officer.
- You should contact your suppliers at the outset of your accreditation application to let them know they will be contacted and audited by the TCFUA in due course.
- The Accreditation Advisor can provide assistance with respect the accreditation process and can also provide a letter which explains the process.

Step 3

- If your business gives work out to contractors or individuals outside of your own premises, then you are required to be compliant with all the obligations required under the 'Outwork and related provisions' of the TCF Award (for example, Board of Reference registration, the provision of Work Records and Work Agreements, minimum hours for homeworkers).
- If you or any of your suppliers employ homeworkers the Compliance Officer will request required homeworker documentation from you for your accreditation. Details of what is required are in the Accreditation Checklist in the following pages.

Step 4

- Once legal compliance of your business and supply chain has been confirmed by the TCFUA, your Accreditation Advisor will be in touch to arrange

collection of the series of schedules depending on you and your supplier's manufacturing circumstances. Once received they can submit all relevant documentation to the Accreditation Sub-Committee.

- The Sub-Committee is comprised of four members; one representative from the NSW Business Chamber, one representative from the Australian Industry Group, and two representatives of the TCFUA.
- The Committee has 14 days to consider and approve your application. Upon approval ECA will send you confirmation, with your accreditation certificate, and the Licensing Agreement to sign and return. Once we've received the signed Licensing Agreement, you are now licensed to use the ECA trademark on your website and Australian made products.

What documents are required for accreditation?

Please refer to the Accreditation Checklist on the following pages. These explain the documents that are:

- Sighted and collected by the TCFUA Compliance Officer such as Work Records (e.g. specification sheets). They then send these to the ECA Accreditation Advisor for your application for accreditation.
- Required by you to send directly to the ECA Accreditation Advisor. These are the Schedules in the Code that you and your suppliers must complete. The Accreditation Advisor will send these to you to be completed, once compliance has been confirmed by the TCFUA Compliance Officer.

Attachments

Attachment 1 – ECA Accreditation Checklist

Part A: Checklist

The following documentation is required for your ECA Accreditation.

The TCFUA Compliance officers will sight and collect the relevant work records paperwork from you, and your suppliers, when completing their routine compliance check. It is your responsibility as the applicant business to ensure that your entire supply chain maintains and supplies these records.

Once legal compliance has been confirmed, the ECA Accreditation Advisor will send you the relevant Schedules to complete, including those for your suppliers. These are all statutory declarations apart from Schedule 3. Once you have sent back all Schedules to ECA and given the TCFUA Compliance Officer the relevant documentation, your accreditation application can be submitted to the Accreditation Sub-Committee for consideration and approval.

Below is an outline of the paperwork that will be collected dependant on your supply chain circumstances.

Applicant **business's** documents

When a business completes all manufacturing in-house

- Schedule 1
- No documentation is required

When a business gives work out to contractors

- Schedule 2 and Attachment
- Schedule 3 co-signed with each contractor
- One sample work record

When a business gives work directly to homeworkers

- Schedule 4 and Attachment
- Work agreement with each homeworker
- Work record for each homeworker
- Work cover insurance evidence for each homeworker
- Superannuation payments evidence for each homeworker
- Wages records for each homeworker

Contractor's documents

When a contractor completes all manufacturing in-house

- Schedule 1
- No documentation is required

When a contractor receives work from a business and gives it to sub-contractors

- Schedule 2 and Attachment
- Schedule 3 co-signed with each sub-contractor

When a contractor receives work from a business and gives it to homeworkers

- Schedule 5 and Attachment
- Contractor's Work agreement with each homeworker
- Contractor's Work record for each homeworker
- Contractor's Work cover insurance evidence for each homeworker
- Contractor's Superannuation payments evidence for each homeworker
- Contractor's Wages records for each homeworker

Part B: Additional Documentation Information

Please refer below for a detailed description of information that must be included in your businesses records, for example how wages records, work agreements, superannuation evidence etc. should be set out.

This Information explains what needs to be in the records you keep and provide to the Compliance Officer and ECA.

The records include:

- Wages records
- Work records (e.g. specification sheets)
- Work Agreements
- Superannuation evidence
- Work Cover insurance evidence

These records are required to be sighted and samples collected by the TCFUA Compliance Officer as part of the ECA Accreditation Process.

Time and Wages records

The following is the minimum requirements in relation to employee time and wages records (including homeworkers) required to be made and retained for 7 years:

- Employer's name and ABN
- Employee's name
- Date employee started work
- Whether employee full time or part time
- Employment status (eg permanent)
- Employee's pay rate including gross and net amounts, any deductions from gross amount (eg taxation), loadings, allowances, penalty rates or other paid entitlements
- Hours of work worked at ordinary rate

- Number of hours of overtime worked (start and finish)
- Number of hours worked if an averaging arrangement
- Date of Payment
- Pay Period
- Job Title and Skill Level
- Superannuation details (Fund Name, amount paid, pay period, date(s) paid)
- Leave accruals and leave taken

Pay Slips

The following is the minimum requirements of details to be included on pay slips to be provided to employees (including homeworkers).

- Employer's name and ABN
- Employee's name
- Date of payment and pay period
- Gross pay and net pay
- Loadings, allowances, bonuses, penalty rates and other paid entitlements
- Employee's ordinary hourly rate and number of hours worked at that rate
- Number of hours of overtime worked (start and finish)
- Any deductions from the employee's pay including amount and details of each deduction
- Superannuation details (name and number of fund, amount of contributions paid during the pay period or the amount of contributions that need to be made).

Work records

The following is the minimum requirements to be included on work records supplied to contractors or homeworkers. Source: TCF Award 2010

- The principal's name, address, ABN/ACN and or registered business number
- The principal's board of reference number
- The name and address of the person to whom the arrangement applies to
- The address(es) where work is to be performed
- The time and date for commencement and completion of the work
- A description of the nature of the work required and the garments, articles or material to be worked on (including diagrams where available and details of the type of garment or article, seam type, fabric, manner of construction and finishing)

- The number of garments, articles or materials of each type
- The time (including sewing time) required for the work required on each garment, article or material

Where the arrangement is with a homemaker, additional information must be included in the work record as follows:

- The time and date for the garments, articles or materials to be provided to and picked up from the worker (commencement and completion of the work).
- The time standard applied to determine the appropriate time (including sewing time).
- The number of working hours that will be necessary to complete the work (calculated by multiplying the number of garments by the time (including sewing time) per garment, article or material.
- The number of hours and days within the ordinary working week necessary to complete the work in order to determine the appropriate time and date of commencement and completion of the work.
- The total amount to be paid to the worker for the hours and days necessary to complete the work, applying the appropriate rates of pay.

Arrangements/Work Agreements

The following are the minimum requirements to be included as part of an arrangement between a principal (applicant business or contractor) and another contractor to have work carried out for the principal.

- Contractor's business details including ABN, BOR number (if applicable) and address where the work is to be performed.
- Contractor's signature
- Principal business's details including ABN, BOR number and address
- Principal business's signature
- The arrangement contains a term requiring the other business to:
 - Have a written agreement with any other person who performs any work which is the subject of the arrangement;
 - Make sure that the written agreement contains all of the matters set out in the relevant Work Records; and
 - Make sure the written agreement provides for wages and conditions no less favourable than those provided to workers under the Award.

Work Agreements (with a homemaker)

Where the arrangement is made between the principal (applicant business or contractor) and a home worker, there are additional requirements (to those above). The principal must make a signed written agreement with the worker

which includes:

- Homeworker's name and signature
- Principal's name and signature
- Address where the work is to be performed
- Number of hours of t per week to be provided to to home worker
Either full time (38 hours per week or permanent part-time
(minimum 15 hours per week as agreed between the principal and the
home worker; or 10 hours per week as agreed between the principal
and the home worker and with the consent from TCFUA).

Note: If homeworker is employed on a permanent part time basis, the minimum hours may be averaged over a period not exceeding 4 consecutive weeks

Work Cover Evidence

Evidence of a principal (applicant business or contractor) business's Work Cover Insurance must be provided in the form of a Certificate of Currency (or similar).

Superannuation Evidence

Evidence of superannuation payments must be provided in the form of a statement from the superannuation fund outlining payments paid by the employer on behalf of the homeworker.

Very occasionally a superannuation business provides no ongoing statements. In this instance, you must either request one from the Superannuation business or supply a bank statement showing ongoing deposits to the Superannuation fund. The deposit amounts must tally with those in the wages slip.

Do you have any questions concerning the above?

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Attachment 2 – Compliance check list for companies pending accreditation

After you apply for accreditation with ECA, a compliance officer from the Textile, Clothing & Footwear Union (TCFUA) will contact you to arrange a compliance visit to check that the following matters are in place and that you are compliant with legal minimum conditions including the Award the Fair Work Act, work health & safety, workers compensation and superannuation.

In-house manufacturing

- Copy of the Certificate of Currency for work cover insurance.
- Details of Superannuation compliance including evidence of the last payment made to the superannuation funds.
- OH&S check – amenities (toilet, kitchen), housekeeping & storage etc.
- Fire extinguisher service date & Electrical check service date.
- Checking employee wages & entitlements as per the TCF Award 2010.

Outsourcing to external manufacturers:

- Registration with Fair Work Australia’s Board of Reference** and list of suppliers submitted.
- Award compliant Work agreement signed with each supplier.
- Award compliant garment specification sheet with each supplier.

If homeworkers are being used:

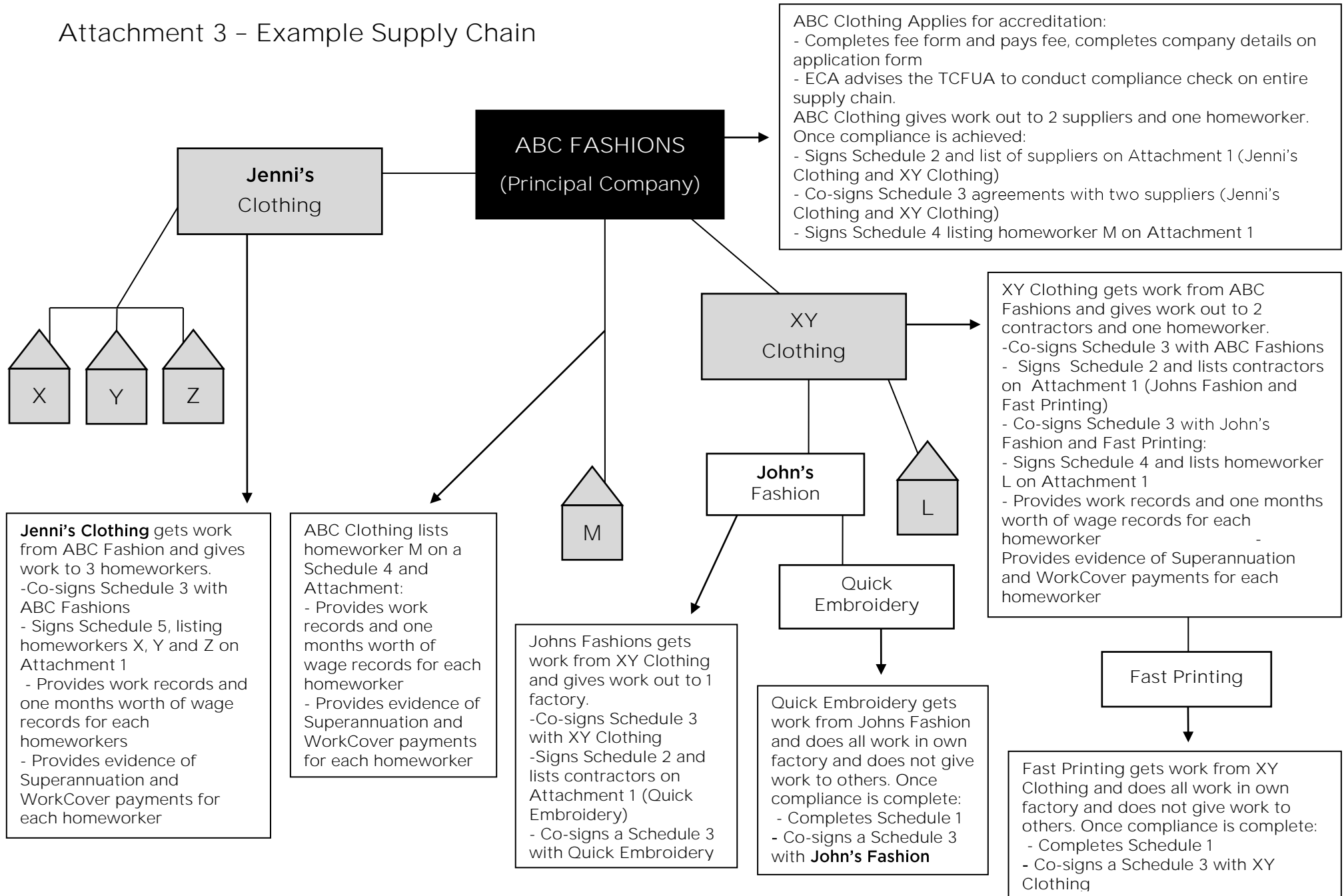
- Wages slips.
- Superannuation evidence.
- WorkCover evidence.
- Award compliant Work agreement signed with each homeworker.
- Award compliant Garment spec sheet signed with each homeworker.

Further information

- If you outsource, the compliance checklist above is also conducted with each of your suppliers.
- If any of the areas listed are not yet compliant with the Award, the TCFUA Compliance officer will advise on what needs to be done and how to go about it. Once you have remedied any outstanding matters, you will need to forward evidence of this to the TCFUA.
- The TCFUA will advise ECA when your manufacturing situation is legally compliant. You can then complete the ECA application form’s series of schedules to attest this. The TCFUA will also supply any supporting homeworker documentation to ECA for us to submit to the Management Committee with your application for accreditation.

The accreditation compliant audit process is about assisting businesses if any legal obligations are outstanding, and giving you time and advice on how to do this.

Attachment 3 – Example Supply Chain



Further Information

ECA Accreditation

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NOTE This is general guide. There may be other information required based on a particular company's operation.

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