

Section 2 Standard Requirements

The Standard is based on seven principles covering issues of child labour and related working conditions for of-age workers, environmental protection and transparency.

These principles have been identified as:

- supporting the accomplishment of GoodWeave’s mission to end child labor;
- reflecting identified areas requiring improvement in the carpet industry;
- ensuring GoodWeave’s intention to facilitate improvement in rug production;
- and areas in which GoodWeave can most effectively support improvement.

They also complement other similar improvement standards. The list of alignment with other standards is provided in Appendix 3.

The Standard Principles

- 1) No child labour is allowed**
- 2) No forced or bonded labour is allowed**
- 3) Freedom of association and collective bargaining are recognised**
- 4) No discrimination is practised**
- 5) Decent working conditions are respected**
 - a. Workplace conditions**
 - b. Wages**
 - c. Working hours**
 - d. No harsh or inhumane treatment**
- 6) Negative environmental impacts of production are identified and minimised**
- 7) Business processes are transparent and adhere to local regulations**

Principle Clarification

The “Principle Clarifications” in the following table describe the Principles in more detail. These are non-binding statements of intent linking the Principles to the related “Requirements,” which are described further on the following page. The Principle Clarifications allow for acceptable variations in implementation because of variations between different types of production. These are clarified in the separate Guidelines document (see explanation in Section 1, p.5-6).

Core Requirements

The “Core Requirements” in the following table are those aspects of the Standard, which are regarded as fundamental because they are necessary to ensure no child labour is used, that there is transparency, progress towards wider performance improvement and a commitment to protection of worker rights and the environment. The Core Requirements therefore represent the entry-level requirements.

The provisions of the Standard constitute minimum and not maximum levels of performance, and should not be used to prevent producers from exceeding these requirements. Companies applying this Standard are expected to comply with national and other applicable laws and, where the provisions of law and the Standard address the same subject, they are expected to apply the provision, which affords the greater protection.

When undertaking inspection and certification decisions, GoodWeave’s certification process will closely follow the exact wording of the Standard and the stated objectives. In cases where there is doubt over whether a company has correctly applied the Standard an assessment will be made according to the objectives.

Progress Requirements

The “Progress Requirements” in the following table represent the areas of the Standard, which are evolutionary and will be implemented over time. The Standard thus encourages continuous improvement in all inter-related areas of worker and environmental protection that support GoodWeave’s mission to end child labour. Through its implementation, the Standard is designed to help develop the capabilities and circumstances of individual producers and sites, ensuring that producers improve at a pace, which is achievable yet progressive.

GoodWeave recognizes that some of the progress requirements may be difficult to implement and will work with producers to help overcome challenges. This may include building capacity among producers at the start of their relationship with GoodWeave to ensure they are in the position to implement the Standard. The degree of progress expected depends on factors such as the company’s capability, size and the severity of any non-conformities found initially.

Table of Principles, Clarification, Core and Progressive Requirements

Note: For an explanation of the Principle Clarifications, Core and Progressive Requirements, please refer to p.8-9.

	Principle Clarification	Core Requirement	Progress Requirement
Principle 1 No child labour is allowed	<ul style="list-style-type: none"> Child labour is defined as that which is likely to be harmful to the health or development of a child; or would prejudice their attendance at school, their participation in vocational orientation or training programmes approved by the competent authority or their capacity to benefit from the instruction received. All practices must conform with the relevant ILO standards (Conventions 138 and 182) and national law at a minimum.² 	<ul style="list-style-type: none"> Children below the age of 14 are not employed or allowed to work (where the national legal limit or end of compulsory school age is above 14, the higher age limit will be followed). Producers have systems in place to ensure that no children are employed or work illegally. This includes participating and/or supporting community-based monitoring programmes that are initiated or supported by GoodWeave. There is a register of all workers under the age of 15 indicating their age and their work. Their conditions of work shall be compliant with ILO conventions for work given to children below the age of 15. 	<ul style="list-style-type: none"> Children below the age of 15 are not employed or allowed to work (where the national legal limit or the end of compulsory school age is above 15, the higher age limit will be followed). Note: This progress requirement must be achieved within one year.
	<ul style="list-style-type: none"> The producer will not engage in or support the use of child labour. 	<ul style="list-style-type: none"> The producer displays notices prominently declaring that they will not allow child labour in the production of carpets. 	

² The Core and Progress Requirements specify the age limits for employment or work; where national or international law sets a lower age limit than the GoodWeave Standard, the higher age limit shall be observed. Where children help their parents after school and during holidays, this is not considered as child labour under the following conditions:

- The child's work does not jeopardise her or his attendance at school, and is not so demanding as to undermine her or his educational attainment.
- The work does not jeopardise the child's social, moral or physical development and does not constitute a hazard to the child's health.
- The child is supervised and guided by a member of the family.

	Principle Clarification	Core Requirement	Progress Requirement
Principle 1 No child labour is allowed (continued)	<ul style="list-style-type: none"> Producers must put in place remediation procedures for situations where child labour is found. No further recruitment or replacement of children is allowed. 	<ul style="list-style-type: none"> Processes are in place for remediation where child labour is found. Producers work with GoodWeave and local remediation projects. 	<ul style="list-style-type: none"> Employers should strive to link any child labourers found to the local school and put forward their best efforts to withdraw them from work in all forms.
	<ul style="list-style-type: none"> Children between the age of 15 years and 18 years of age may also be referred to as “young workers” or “young persons.” Where children and young workers are employed who are subject to local compulsory education laws, the producer must ensure that no such young person is employed during school hours and that combined hours of transportation and work time do not exceed 10 hours per week. 	<ul style="list-style-type: none"> All national laws for young workers are followed. The employer allows young workers at least one day a week (apart from a free day) for any form of education he/she would like to follow. An education/employment plan is in place for young workers. 	
	<ul style="list-style-type: none"> The producer will not expose children or young workers to situations that are physically, psychologically or morally hazardous, unsafe or unhealthy (this includes the children of workers who live in or regularly visit the factory compound). On the basis of consultations, GoodWeave will determine which processes and conditions in the enterprise meet this definition. 	<ul style="list-style-type: none"> A list of the tasks that are carried out by young workers and the hours worked is produced. 	<ul style="list-style-type: none"> Children of workers have separate space and are protected from hazards. All legal requirements and documentation as prescribed by local and national law are implemented.

	Principle Clarification	Core Requirement	Progress Requirement
Principle 1 No child labour is allowed (continued)	<ul style="list-style-type: none"> Wherever possible the producer will co-operate with local community initiatives in order to create the social norms and functioning institutions to ensure that every child receives educational opportunities. 		<ul style="list-style-type: none"> The employer allows at least part-time education for young workers. The employer works with local community initiatives and groups to address any issues around access to schooling.
	<ul style="list-style-type: none"> Where homework is carried out children are covered by this principle. 	<ul style="list-style-type: none"> Where work is carried out in homes, home workers are made aware of the limitations on hours and type of work in which children and young persons can be involved, and are made aware of the specific dangers to children in the workplace. Where children or young workers who are subject to local compulsory education laws are engaged in homework, the contractor must show that no such child or young person is employed during school hours. 	

	Principle Clarification	Core Requirement	Progress Requirement
Principle 2 No forced or bonded labour is allowed	<ul style="list-style-type: none"> All practices must conform with the relevant ILO standards (C29: and C105) and national law at a minimum. No one shall be forced or otherwise compelled to work. Workers are free to leave employment after an agreed notice period without penalty. Workers are free to leave work premises at any time after a mutually agreed time of close of work. 	<ul style="list-style-type: none"> Employers provide evidence of agreement to terms and conditions of employment for all workers (in whatever form is most appropriate for the situation). Where workers are not literate or do not understand the language used by the employer, an explanation is given in a form they can understand. 	
	<ul style="list-style-type: none"> The company must also refrain from any form of physical or psychological measures requiring workers to remain employed by the company. 		<ul style="list-style-type: none"> A confidential grievance procedure is in place.
	<ul style="list-style-type: none"> Workers are not required to lodge "deposits" or identity papers in return for work, including loans from a company to the worker with interest rates at a level which leaves the employee in difficulty of repayment (see also Principle 5 – wages). 	<ul style="list-style-type: none"> No original documents are withdrawn from the worker or held by the employer, or deposits paid for work. 	<ul style="list-style-type: none"> Records showing repayments of loans advanced and length of repayment remaining are kept. Loan agreements are signed and detailed with the percent interest, and regular reports are made to workers on outstanding balance.
	<ul style="list-style-type: none"> Wages will not be withheld or delayed as a means of coercion or work forced against debt. 	<ul style="list-style-type: none"> Clear individual wage records, including payments against company loans are kept. 	
	<ul style="list-style-type: none"> Payment in kind or paying workers in tokens for shops on site are only permissible when these constitute partial payments for work performed and they are correctly valued and are appropriate for the use of the worker and his/her family. 	<ul style="list-style-type: none"> Wage records show where in kind payment or tokens are issued and that these are not a major proportion of wages as agreed with the employee. 	

	Principle Clarification	Core Requirement	Progress Requirement
Principle 3 Freedom of association and collective bargaining are recognised	<ul style="list-style-type: none"> All practices must conform with the relevant ILO standards (C87, C98, C154 and C135) and national law at a minimum. Workers, without distinction, have the right to join or form trade unions or workers' collectives or other association and to bargain collectively. 	<ul style="list-style-type: none"> Employers do not prohibit workers from associating & bargaining collectively. Employers make verbal and written statements to workers that they have the right to join a union. Employers post their recognition of workers' right to organise in local languages in the workplace. 	<ul style="list-style-type: none"> Employers allow unions access to the workplace and access to a meeting place.
	<ul style="list-style-type: none"> The employer shall ensure that duly elected workers' representatives are not the subject of discrimination and are free to carry out their representative function in the workplace. 	<ul style="list-style-type: none"> Where they exist, duly elected workers representatives are not the subject of discrimination and are free to carry out their representative function in the workplace. Both workers and their representatives have access to grievance processes. There is no discrimination against home workers' representatives or those who take up the task of organising home workers. 	
	<ul style="list-style-type: none"> The employer shall, where freedom of association is restricted by law, facilitate parallel means of independent and free association and bargaining for all employees. Such forums are not used to undermine the ability of workers to form independent unions. 		<ul style="list-style-type: none"> Worker/Management forums for social, environmental, educational, financial and industrial development are in place.

	Principle Clarification	Core Requirement	Progress Requirement
Principle 4 No discrimination is practised	<ul style="list-style-type: none"> All practices must confirm with the relevant ILO standards (C187 and C155) and national law at a minimum. The employer must not engage in or support discrimination in hiring, remuneration, access to training, promotion or termination based on race, caste, national origin, religion, disability, sex, sexual orientation, union membership, political affiliation or age, or other bases provided for in national law or collective agreements. The employer will not discriminate against migrant workers. The employer must be sympathetic to the needs of the employees relating to religion, disability, gender, and union membership. 	<ul style="list-style-type: none"> Employers collect relevant personal data. The employer stimulates through affirmative action the participation of disadvantaged groups at different levels in the company (including staff level). 	<ul style="list-style-type: none"> Employers have a written policy about their recruitment practices, employment terms, and disciplinary practices which is made available to all workers. Processes are in place to ensure equal treatment and opportunities. Employment data is collected and compiled to show proof of compliance. Reasonable accommodation for workers with disabilities is provided where relevant.
	<ul style="list-style-type: none"> Female employees shall be entitled to maternity leave with full pay. No pregnant employee will be required to undertake any type of work harmful to her in the period prior to her maternity leave. No woman will be dismissed solely because she is pregnant. 	<ul style="list-style-type: none"> All employees are informed of their rights related to maternity and a list of tasks appropriate to pregnant women is drawn up. 	<ul style="list-style-type: none"> Processes are in place to address the needs of pregnant women employees. These cover maternity leave, guidance on the type of work that may be undertaken during pregnancy and assurance of job security while pregnant. This follows requirements of national law but is at least 12 weeks.

	Principle Clarification	Core Requirement	Progress Requirement
Principle 5 Decent working conditions are respected	5 a. Workplace conditions		
	<ul style="list-style-type: none"> All practices must conform with the relevant ILO standards and national law at a minimum. The employer will provide a safe and healthy working environment. On the basis of consultations, GoodWeave will determine which conditions meet these requirements. 	<ul style="list-style-type: none"> There is a general clean and tidy working environment with clear means of access and egress. Appropriate fire control procedures are in place, especially in accommodation. There is a supply of potable water and clean toilet facilities and workers are allowed to use these facilities as needed. 	<ul style="list-style-type: none"> A formal Health and Safety (H&S) Policy is in place that addresses all necessary measures, means and control points. The policy is based on a risk analysis that has been established jointly with the workers and their representatives. The policy is documented, signed by the management and communicated to the workers.
	<ul style="list-style-type: none"> A member of the management team will be appointed with responsibility for H&S management. 		<ul style="list-style-type: none"> A member of the senior management team is appointed with responsibility for H&S management.
	<ul style="list-style-type: none"> An appropriate risk assessment will be carried out to identify workplace risks and address them. 	<ul style="list-style-type: none"> A simple risk assessment is carried out taking into consideration Manufacturing Safety Data Sheets (MSDS) data. MSDS sheets are available for all chemicals used on site. 	
	<ul style="list-style-type: none"> The employer must ensure a safe workload and ensure that employees do not take risks in the implementation of their work. 		<ul style="list-style-type: none"> A management system is in place (relevant to the size of the worksite) to ensure that safe workload and work processes and workplace facilities do not pose a health risk as identified by a risk assessment, regular H&S monitoring and logging of accidents.

	Principle Clarification	Core Requirement	Progress Requirement
Principle 5 Decent working conditions are respected (continued)	<ul style="list-style-type: none"> The employer shall ensure that all employees receive regular and appropriate training in health and safety. 		<ul style="list-style-type: none"> All new and current employees receive regular and appropriate training in H&S including Personal Protection Equipment (PPE). Contractors provide advice for home workers on inherent hazards in rug manufacture and safe workloads and regular and appropriate training and/or information in H&S is provided. Information is provided to home workers in an appropriate format to allow, for example, for those workers who cannot read.
	<ul style="list-style-type: none"> Where necessary the employer must provide the workers with PPE and require its usage. For instance, those handling wastewater, toxic dyes, and/or chemicals or operating dangerous machinery. 	<ul style="list-style-type: none"> Appropriate PPE is provided and its use overseen. 	
	<ul style="list-style-type: none"> If living accommodation is provided for workers, the health and safety requirements apply to dwellings as well. Accommodation, if provided, is safe and hygienic and segregated from the factory or production area and from material storage areas. 		<ul style="list-style-type: none"> If the company provides the workers with accommodation, the conditions and the infrastructure of the building is such as to ensure decency, privacy and security.

	Principle Clarification	Core Requirement	Progress Requirement
<p>Principle 5</p> <p>Decent working conditions are respected</p> <p>(continued)</p>	<p>5 b. Wages</p>		
	<ul style="list-style-type: none"> • All practices must conform with the relevant ILO standards and national law at a minimum. • Wages and benefits paid must meet, at a minimum, national legal standards or industry benchmark standards, whichever is higher. In any event wages must always be enough to meet basic needs and to provide some discretionary income. • Wages and benefits must be paid in full compliance with all applicable laws. 	<ul style="list-style-type: none"> • All wages and benefits are paid at or above the local minimum legal wage. • A system is in place to record wages and benefits. This must include the calculation in terms of piece work and how this compares to time worked, and must be shown as pay per hour. • A study must be completed by the licensee within six months to ensure piece work is in line with the minimum wage. • There is documented attendance/wage/production information. 	<ul style="list-style-type: none"> • A “living wage” is calculated for the locality and/or industry and this is the minimum paid to workers. This is in accordance with guidance provided by GoodWeave which is reviewed regularly. • Clear individual wage records, including provident and state insurance payments and tax (as appropriate) are kept.
	<ul style="list-style-type: none"> • Wages must be paid regularly in a manner acceptable to both employer and employee. • All employees are hired on the basis of a written* employment agreement that is legally binding. (*Where workers are not literate or do not understand the language used by the employer, an explanation must be given in a form they can understand.) 	<ul style="list-style-type: none"> • Payment is made directly to the worker. 	<ul style="list-style-type: none"> • Before workers enter into employment, a legally binding employment agreement is in place. It includes understandable information about employment conditions with respect to wages. • The breakdown of wages for each pay period is clearly explained. This includes explanation for deductions and the manner of payment.

	Principle Clarification	Core Requirement	Progress Requirement
Principle 5 Decent working conditions are respected (continued)	<ul style="list-style-type: none"> Workers must be paid a premium for working overtime, working on rest days and working on public holidays. 		<ul style="list-style-type: none"> Wage records are kept, which show that where relevant a premium rate for working overtime, working on rest days and working on public holidays has been paid.
	<ul style="list-style-type: none"> Where loans given by employers as an advance on future wages, repayment deductions from wages must be kept at a level which does not leave the employee in difficulty. 		<ul style="list-style-type: none"> Records are kept, which show repayments of loans advanced and length of repayment remaining. Loan agreements are signed and detailed with the percent interest, and regular reports are made to workers on outstanding balance.
	<ul style="list-style-type: none"> All workers, regardless of the form of the employment relationship, shall be paid equal wages and benefits for work of equal value. Short term contracting arrangements and false apprenticeship schemes must not be undertaken to avoid fulfilling obligations to employees under applicable laws pertaining to labour and social security legislation and regulations. Short breaks in contracts do not constitute an interruption of contract for seniority purposes and continuity of employment must be maintained. 		<ul style="list-style-type: none"> Wage records are kept, which show that employees are not kept on short term contracts for lengthy periods. Home workers are given a clear explanation of terms and conditions of employment before starting work (preferably a written agreement). Wage records show that home workers are afforded the same benefits, e.g. health care and insurance, as employees working on the employer's premises.
	<ul style="list-style-type: none"> If living accommodation is provided for workers, these must be provided at a comparable local rate. 	<ul style="list-style-type: none"> Records are available to show that accommodation costs are on par with local rates. 	

	Principle Clarification	Core Requirement	Progress Requirement
<p>Principle 5</p> <p>Decent working conditions are respected</p> <p>(continued)</p>	<p>5 c. Working hours</p>		
	<ul style="list-style-type: none"> • All practices must conform with the relevant ILO standards and national law at a minimum. • Working hours must comply with applicable laws and industry standards; they should not exceed 48 hours per week on a regular basis. Overtime shall be reimbursed at a premium rate. • Employees should be provided with at least one day a week off in every seven days. This may be accrued and taken in block if so provided by national law or in absence of legal requirement, as agreed between employer and employee. 	<ul style="list-style-type: none"> • Employers must provide evidence of agreement to terms of employment, which includes working hours (in whatever form is most appropriate for the situation). • Where workers are illiterate or do not understand the language used by the employer, an explanation is given in a form they can understand. • Daily attendance and working hours are recorded. • Fixed or flexible hours are agreed with the labour force. 	<ul style="list-style-type: none"> • An employment agreement (preferably in writing) is in place that is legally binding, including understandable information about working hours and annual leave entitlement. • A documented agreement is in place including hours of work, piece work terms and notification of notice for both workers and producers.
	<ul style="list-style-type: none"> • Overtime shall be voluntary and shall not exceed 12 hours per week, except under exceptional circumstances. It cannot be required on a regular basis and shall always be compensated at a premium rate. • Workers are free to refuse overtime without penalty. 	<ul style="list-style-type: none"> • Hours worked fall within national and international guidelines at a minimum and do not exceed 48 hours per week on a regular basis. • Employers must provide evidence of agreement to terms of overtime (in whatever form is most appropriate for the situation). 	

	Principle Clarification	Core Requirement	Progress Requirement
<p>Principle 5</p> <p>Decent working conditions are respected</p> <p>(continued)</p>	<ul style="list-style-type: none"> Employees shall be entitled to annual leave with full pay, after a period of continuous service with the same employer. The required minimum period of continuous service and minimum duration of annual leave will be determined by the national laws or collective agreement. The annual leave is in addition to public holidays, weekly rest days and absenteeism due to illness or accidents. 		<ul style="list-style-type: none"> The required minimum period of continuous service and minimum duration of annual leave determined by the national laws or collective agreement is documented.
	<ul style="list-style-type: none"> Collective agreements may provide for overtime working to meet short-term business demand. 		<ul style="list-style-type: none"> Agreements are in place to cover intermittent work patterns such as seasonal working.
	<ul style="list-style-type: none"> Working mothers who are still nursing infants shall be allowed to take regular short breaks to feed their child. 		<ul style="list-style-type: none"> Allowances are made for working mothers who are still nursing infants to take regular short breaks to feed their child. As prescribed under national laws, access to daycare or crèche facility is provided for the children of working mothers.

	Principle Clarification	Core Requirement	Progress Requirement
Principle 5 Decent working conditions are respected (continued)	5 d. No harsh or inhumane treatment		
	<ul style="list-style-type: none"> All practices must conform with the relevant ILO standards and national law at a minimum. Physical abuse or discipline, the threat of physical abuse, sexual or other harassment and verbal abuse or other forms of intimidation are prohibited. 	<ul style="list-style-type: none"> There is written policy on how to deal with physical abuse, sexual or other harassment, caste, gender or other forms of discrimination as well as a formal mechanism to deal with complaints and grievance, including anonymous, complaints. This procedure shall be communicated to all staff and workers. 	<ul style="list-style-type: none"> A disciplinary process must be clearly agreed upon along with a confidential means of complaint or grievance and the workers' rights to freedom from harsh treatment and monetary fines.
	<ul style="list-style-type: none"> Reasons for disciplinary action or termination must be explained clearly. The employer must ensure that deductions from wages are not made for disciplinary purposes. 		<ul style="list-style-type: none"> A clear policy and system to prevent improper disciplinary practice is in place. The policy is in line with the principle of non-discrimination. Workers shall be made aware of this policy. An adequate system of records supporting this is in place.

	Principle Clarification	Core Requirement	Progress Requirement
<p>Principle 6</p> <p>Negative environmental impacts of production are identified and minimised</p>	<ul style="list-style-type: none"> At a minimum environmental impacts are in line with national regulations. 	<ul style="list-style-type: none"> Producers are aware of national regulations on environment impacts. The work place is clean and tidy with correct segregation and disposal of all waste. 	<ul style="list-style-type: none"> Effluent measurement is carried out at a level that is in line with national environmental regulations. Improvement covers all environmental impacts and includes as a minimum - energy minimisation and sources, water use minimisation and recycling, waste reduction and responsible waste disposal. Systems are in place to ensure compliance with all national environmental requirements, whilst working toward international standards.
	<ul style="list-style-type: none"> Processes should be ecologically sound, supporting sustainable methods at all production stages. 	<ul style="list-style-type: none"> There is an agreement to effluent testing for waterborne and land soak away waste plus air borne emissions as required. 	<ul style="list-style-type: none"> A plan is in place to show how improvements will be made. This may be based on an independent risk assessment of the site and production processes. A proactive approach to environmental improvement has been introduced and encouraged, e.g. solar power, wind power, improved filtration, chemical measuring. Production processes make use of the most environmentally responsible fuels and reduced transportation.

	Principle Clarification	Core Requirement	Progress Requirement
Principle 6 Negative environmental impacts of production are identified and minimised (continued)	<ul style="list-style-type: none"> The use of hazardous solvents and colours should be minimised in the production process. 	<ul style="list-style-type: none"> No AZO dyes are used. Lists of all chemicals being used are made and MSDS (Material Safety Data Sheet) information sheets are available prior to initial assessment. A list of rug-making ingredients and processes is made and ingredients are stored appropriately. 	
	<ul style="list-style-type: none"> The use of energy and production of waste should be minimised in the production process. 		<ul style="list-style-type: none"> In house process control is based on effluent measurement results. Processes are in place to reduce energy use.
	<ul style="list-style-type: none"> Employers carry out environmental training to ensure an understanding of impacts and requirements. 		<ul style="list-style-type: none"> Training and awareness are carried out to improve workers knowledge of environmental impacts and reduction of negative impacts. Contractors/agents working with home workers promote production processes with positive community and environmental impacts.
	<ul style="list-style-type: none"> An appropriate level of risk assessment of environmental impacts will be carried out and this will form the basis of an environmental management system. 		<ul style="list-style-type: none"> A risk assessment of environmental impacts is carried out internally at a level relative to the size of the site. Contractors/agents working with home workers identify the environmental impacts of rug manufacturing processes for home workers.

	<ul style="list-style-type: none"> Environmental impacts are monitored regularly and targets set for improvement. 		<ul style="list-style-type: none"> Monitoring and measurement is carried out regularly and the results used to show improvement. This means keeping records of energy and water use and amount of waste.
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	Principle Clarification	Core Requirement	Progress Requirement
Principle 7 Business processes are transparent and adhere to local regulations	<ul style="list-style-type: none"> Producers must administer transparent business practices, which adhere to all relevant local and national laws and regulations. All requirements for licensing have been carried out. 	<ul style="list-style-type: none"> All company registration and tax documents (as applicable) are completed. All associated license fees are paid. Wages and benefits are paid in full compliance with all applicable laws. 	
	<ul style="list-style-type: none"> Licensees must be able to show a fully traceable supply chain for the production processes. Producers must register all production sites with GoodWeave. In the case where a licensee directly, or through its contractor is hiring home workers, then more detailed information should be provided (village, number of family members and children per household). 	<ul style="list-style-type: none"> All production sites are registered with GoodWeave including individual looms and sub-contractors for specific elements of the whole rug making process. Only production sites registered with GoodWeave are used. 	<ul style="list-style-type: none"> Documentation is in place to allow the production of a rug to be traced from receipt of raw materials to shipping the final product. Supplier mapping has been carried out and the results available to GoodWeave and/or its inspection bodies.

	Principle Clarification	Core Requirement	Progress Requirement
Principle 7 Business processes are transparent and adhere to local regulations (continued)	<ul style="list-style-type: none"> Producers must allow access to relevant documentation and personnel during verification visits. Producers must allow access to production sites for unannounced inspections. 	<ul style="list-style-type: none"> Access is allowed to relevant documentation and personnel during verification visits. Access is allowed to production sites for unannounced inspections. Access is provided to workers for confidential interviews during inspections. 	
	<ul style="list-style-type: none"> Producers shall make all workers covered by the Standard aware of its content and implementation processes. Producers share knowledge to help improvement in the industry. 	<ul style="list-style-type: none"> All workers covered by the Standard are made aware of the Standard and implementation processes. 	<ul style="list-style-type: none"> Knowledge sharing with smaller suppliers and artisan groups is encouraged. First tier raw material suppliers are made aware of the Standard and asked to report non-conformities.