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## Guideline on “Clothing / Sewn Products” (Supplier)

(valid from 01.07.2017)

### 1. Introduction

The product-specific guideline “Clothing / Sewn Products” supplements Swiss Olympic’s “Sustainable Procurement” strategy and is compulsory for the purchase of the relevant products. It defines the aims and terms of reference (specifications for tenders) of Swiss Olympic for the procurement of clothing and sewn products. The guideline is, as a rule, updated annually and can be consulted by the public. For a better overview, the customary abbreviations are used for standards and certificates. Explanations of the standards and certificates can be found on the Websites of “Labelinfo Schweiz” (label info Switzerland) and “Kompass Nachhaltigkeit” (sustainability compass)<sup>1</sup>.

### 2. Aims

For the procurement of clothing and sewn products, Swiss Olympic observes the social welfare and ecological conditions along the whole production chain according to the stipulations of the “Sustainable Procurement” strategy. In doing so, Swiss Olympic is guided by independent labels, certificates and initiatives regarding standards, which enjoy a high degree of credibility among State, industry and civil society stakeholders. In addition, Swiss Olympic imposes demands on the transparency of the bidding enterprises, so that statements can be independently verified.

### 3. Terms of reference

When submitting an offer or bid, a supplier of Swiss Olympic for clothing or sewn products must complete this document. Furthermore, the document is an integral part of any order/contract concluded between Swiss Olympic and a supplier with respect to the procurement of clothing and sewn products. **A necessary condition of acceptance of a bid is that all criteria marked with an “M” (“must” or mandatory) are fulfilled.** Criteria marked with an “S” (‘should’ or ideal) do not necessarily have to be applied. However, in the case of economically equal bids, these criteria are a decisive factor for the conclusion of a contract.

Swiss Olympic may accept alternatives to the required criteria if they can be shown to be of equal value to these criteria.

#### 4. Products concerned

The guideline on “Clothing / Sewn Products” applies to the following products:

- Ladies’ outer clothing & men’s outer clothing (jackets, trousers, shirts, T-shirts)
- Underwear
- Caps, scarves, shawls, hats
- Rucksacks and other bags (sewn)
- Belts
- Purses (sewn)
- Shoes (sewn; e.g. gym shoes, sneakers)
- Balls (sewn; e.g. footballs)

<b>Firm</b>	
<b>Products</b>	
<b>Product information<sup>2</sup></b>	<input type="checkbox"/> <b>Natural fibre products</b> made of more than 95% natural fibres / leather <input type="checkbox"/> <b>Mixed fibre products</b> made of more than 75% (sportswear) or 90% (other clothing) natural fibres <input type="checkbox"/> <b>Other products</b> made of more than 25% synthetic fibres

<b>Part A: Transparency<sup>3</sup></b>	Met?	M/S <sup>4</sup>
<p>A1: In the case of existing and justified complaints, the supplier provides information on the places of production (factory name, address, contact partner) of the whole supply chain in which the offered / supplied goods are / were produced.</p> <p>This includes the obtaining or production of the materials which make up more than 10% of the product, the processing into fabrics and the making up into clothing. Swiss Olympic also encourages its suppliers to publish this information.</p>	<input type="checkbox"/>	M
<p>A2: In the case of existing and justified complaints, the supplier makes available existing social audit reports from the production sites where the goods supplied to Swiss Olympic were produced.</p> <p>In the case of serious complaints, Swiss Olympic will engage an auditor, at the supplier’s costs, to inspect the factories accused of failing to comply with the required standards. In addition, the supplier must take steps to solve the problem.</p>	<input type="checkbox"/>	M

<b>Part B: Social welfare standards</b>			
<b>B1: Making-up<sup>5</sup></b>	<p>The supplier is a member of one of the following initiatives:  <input type="checkbox"/> <b>FWF</b>, <input type="checkbox"/> <b>FLA</b>, <input type="checkbox"/> <b>ETI</b>, <input type="checkbox"/> <b>WRC</b>, <input type="checkbox"/> <b>BSCI</b></p> <p>Alternatively: <input type="checkbox"/> All products supplied to Swiss Olympic are certified according to a <b>FLO Fairtrade Textile Standard</b>.</p> <p>Alternatively: <input type="checkbox"/> The product supplied to Swiss Olympic was made 100% in a “<b>low-risk country</b>”<sup>6</sup>.</p> <p>Alternatively: <input type="checkbox"/> A current audit report and recognized by the initiatives above certifies a full compliance of all test criteria to the factories. This audit report must be presented by the supplier.</p>	<input type="checkbox"/>	M
<b>B3: Making-up (Accord):</b>	The products for Swiss Olympic are produced outside Bangladesh, or the supplier has officially signed the <b>Accord on Fire and Building Safety Bangladesh</b> <sup>7</sup> .	<input type="checkbox"/>	M
<b>B4: Fibre production<sup>8</sup></b>	The supplier confirms that the supplied products do not contain any cotton from Uzbekistan <sup>9</sup> or that they do not contain any cotton.	<input type="checkbox"/>	M
<b>B2: Making-up (living wages)</b>	The supplier has established the principle of “ <b>living wages</b> ” <sup>10</sup> in his/its enterprise.	<input type="checkbox"/>	S
<b>B5: Fibre production</b>	The cotton used in the supplied products is certified according to the <b>FLO Fairtrade Standard / Max Havelaar</b> or no cotton is used.	<input type="checkbox"/>	S

B6: Textile production <sup>11</sup>	100% of the production and finishing of the textiles for the product supplied to Swiss Olympic took place <input type="checkbox"/> in a “low-risk country” or <input type="checkbox"/> in SA 8000-certified factories.	<input type="checkbox"/>	S
<b>Part C: Ecological standards<sup>12</sup></b> Please complete only the applicable product category / categories		Met?	M/S
C1: For natural fibre products	The product is certified according to one of the following standards: <input type="checkbox"/> GOTS or <input type="checkbox"/> IVN NaturtextilBEST or <input type="checkbox"/> IVN natural leather or <input type="checkbox"/> bioRe standard	<input type="checkbox"/>	M
C2: For mixed fibre products	The product is certified according to: <input type="checkbox"/> GOTS “made with x% kbA/kbT-fibres”	<input type="checkbox"/>	M
C3: For other products	The textile production processes are certified according to: <input type="checkbox"/> Bluesign or <input type="checkbox"/> Global Recycle Standard v2.1 or <input type="checkbox"/> Global Recycle Standard v3 or <input type="checkbox"/> OEKO-Tex Step or OEKO-TEX “Made in Green”	<input type="checkbox"/>	S

### Confirmation

I hereby confirm that all the details provided herein are complete and truthful.

Date:

Name:

\_\_\_\_\_  
Signature

### 5. End notes

<sup>1</sup> Information in German/French: <http://labelinfo.ch> and in English: <http://www.kompass-nachhaltigkeit.ch>.

<sup>2</sup> The percentages for fibres refer to the proportion (in grams) of the respective fibres in the textile.

<sup>3</sup> Swiss Olympic uses this information in confidence.

<sup>4</sup> M=‘must’ (mandatory), S=‘should’ (ideal or target)

<sup>5</sup> “Garment-making or making-up” refers to all labour processes which are necessary to make a finished garment/home textile article/accessory/shoes, etc. from a fabric and accessories. These are, in particular: cutting, sewing, embroidering, ironing, marking, packaging and supervision of the processes.

<sup>6</sup> Countries included in the Low-Risk Classification of the BSCI Initiative of the Foreign Trade Association (FTA) are regarded as **low-risk countries**: [Countries' Risk Classification](#)

<sup>7</sup> For more information on the Accord, see: <https://bangladeshaccord.org>.

<sup>8</sup> “Fibre production” refers to all processes, usually agricultural, in which a fibre is cultivated, harvested and prepared for further processing (spinning) (e.g. “ginning”).

<sup>9</sup> Because of the general problems of child labour in cotton fields in Uzbekistan, Swiss Olympic explicitly bans suppliers from using **cotton from Uzbekistan**.

<sup>10</sup> Swiss Olympic defines **living wages in accordance with JO-IN**, as follows: “Wages and other payments for a normal working week (max. 48 hours) must at least correspond to the legal minimum wage or the minimum wage that applies to the industry and always be sufficient to cover the basic needs of employees and their families and, in addition, comprise a freely disposable sum (ILO conventions 26 and 131).” Living wages usually differ from the minimum wages laid down by the State or the industrial minimum wages laid down regionally.

<sup>11</sup> “Textile production” refers to all processes, usually industrial, involved in manufacturing a finished length of fabric from a raw material (including cotton, wood, oil). These are, above all, spinning, knitting, weaving, dyeing, bleaching, washing and finishing.

<sup>12</sup> Some labels (e.g. GOTS, IVN, FLO) also take social criteria into account.