



## ETHICAL TRADING INITIATIVE

### Country Representative (China)

***Do you want to see improved working conditions in China's export factories?***

The Ethical Trading Initiative (ETI) is an alliance of companies, trade unions and non-government organisations committed to improving working conditions in global supply chains. Although based in the UK, our member companies source products from many different countries around the world, including China. As members of ETI, they are expected to ensure that their suppliers comply with the ETI Base Code – a code of practice based on international labour standards.

In recognition of China's dominance as a global supplier of garments and general merchandise products, we are seeking to recruit a full-time Country Representative to expand our activities in China. This new post offers an exciting opportunity to carve out a broader and more strategic role for ETI in China, as well as taking forward our existing Occupational Health and Safety project.

Knowledge of textiles and general goods manufacture, Chinese labour law, current debates on labour standards within China, socio-economics and local institutions will sit alongside excellent consultation, communication, project management and administrative skills. Oral and written fluency in English and Mandarin are also necessary. Cantonese would be useful. The Country Representative will need to be based in either Guangzhou or Hong Kong and be able to provide his or her own office space. The Country Representative will need to travel frequently between China and Hong Kong and to be able to travel internationally.

A permanent contract will be offered on a full-time basis, with salary set according to experience, location and ETI guidelines.

**No CVs please. Application forms and Recruitment Information Packs available.**

Access online from [www.ethicaltrade.org](http://www.ethicaltrade.org) or contact Carol Sheldon, ETI, Cromwell House, 14 Fulwood Place, London WC1V 6HZ [carol@eti.org.uk](mailto:carol@eti.org.uk)

**Closing Date: Thursday 8 June.**  
**Interview date 26/27 June in Hong Kong**



**Education (secondary / higher)**

School/college/university attended	Subject(s) studied and grades attained at GCSE, A Level and above	Dates (from - to)

**Professional or vocational training**

Where attended	Dates	Course(s) attended/qualification(s) obtained

**Other skills**

**Languages:** What languages other than English do you speak and/or write? Please indicate level of competence.

**Computing:** Please give an indication of your level of proficiency in word processing and/or other computing applications (please specify any packages used regularly).

**Employment history**

Please give details of your work experience (including voluntary work where this has been your main activity) starting with your present or most recent employer. If necessary, continue on a separate sheet.

Name and address of employer

Position held

Salary on leaving

Date of employment (MM / YY) from

to

Duties and responsibilities:

Reason for leaving / wishing to leave:

**Employment History** (continued) Please indicate final salary and reason for leaving

Dates MM / YY to MM / YY	Employer's name and address	Position held and key responsibilities

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Please give your reasons for wanting to join ETI and why you are applying for this post. Give any other relevant information (e.g. specialist knowledge, experience and personal qualities) in support of your application, bearing in mind the job description and person specification for the post. (Please continue on a separate sheet of paper if necessary).

<p>Will you be available at the time interviews have been scheduled and in Hong Kong? (June 26 or June 27)</p> <p style="text-align: center;">Yes/No</p>	<p>If offered this appointment when would you be free to start?</p>
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**References**

Please give the names and addresses of two people whom ETI may approach for a reference. They should have known you in a professional capacity, as an employee or a student: one should be from your present or most recent employer.

ETI will seek your permission before contacting referees.

<p>Name:</p> <p>Address:</p> <p>Daytime telephone number:</p> <p>Occupation:</p> <p>In what capacity do you know him/her?</p> <p>For how long have you known him/her?</p>	<p>Name:</p> <p>Address:</p> <p>Daytime telephone number:</p> <p>Occupation:</p> <p>In what capacity do you know him/her?</p> <p>For how long have you known him/her?</p>
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**Declaration**

I declare that to the best of my knowledge the information I have given is correct.

Signed ..... Date.....

This form should be returned to Carol Sheldon, Ethical Trading Initiative, 2<sup>nd</sup> Floor, Cromwell House, 14 Fulwood Place, London WC1V 6HZ. Email: [carol@eti.org.uk](mailto:carol@eti.org.uk). **Closing Date for Applications: Thursday 8 June 2006**



ethical  
trading  
initiative

## Information Pack For the post of

## ETI Country Representative (China)

**Ethical Trading Initiative**

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## 1. Background information about ETI

### 1.1 What is the Ethical Trading Initiative (ETI)?

The Ethical Trading Initiative (ETI) is a ground breaking initiative which brings diverse organisations together to improve the lives of workers, their families and communities, that produce goods for the UK market. Specifically, we are an alliance of companies, trade union and non-governmental organisations, working to promote and improve the implementation of corporate codes of labour practice throughout international supply chains. We focus mainly, although not exclusively, on the garment, general merchandise and food industries.

ETI was formed in 1997 following high profile public campaigning to persuade companies to implement supplier codes of labour practice effectively. We are funded by membership fees and a grant from the UK Government Department for International Development.

### 1.2 The ETI Base Code

As a condition of membership, ETI member companies commit to implementing the ETI Base Code in all or part of their supply chains. The ETI Base Code contains international standards derived from the relevant conventions and recommendations of the International Labour Organisation (ILO). The ILO is part of the UN family and has member governments, employer and trade union organisations from 175 countries. The ILO's conventions are legally binding on states that ratify them and its recommendations are intended to act as guidelines for employment practice. Where there is a difference between the law and the Base Code, companies are expected to apply that provision which affords workers the greatest protection.

The nine provisions of the ETI Base Code are:

- employment is freely chosen;
- freedom of association and the right to collective bargaining;
- working conditions are safe and hygienic;
- child labour shall not be used;
- living wages are paid;
- working hours are not excessive;
- no discrimination is practised;
- regular employment is provided;
- no harsh or inhumane treatment is allowed.

### 1.3 ETI activities

We undertake a range of activities in support of our objectives. We:

- **Drive improvement in ethical sourcing performance** by our member companies, by monitoring their performance in implementing the ETI Base Code through a rigorous annual reporting process, and by setting targets for year-on-year improvement.
- **Convene and participate in multi-stakeholder task groups** to address industry-wide labour problems. For example, we set up the Temporary Labour Working Group to address widespread abuse of temporary workers in the UK food and agriculture industry, and we participate in the MFA Forum which provides support to workers in countries that are losing out from the end of garment quotas (eg, Bangladesh).

- **Develop good practice guidelines and tools for implementing labour codes.** Examples include the *ETI Workbook* – a step-by-step manual that provides practical guidance to retailers and brands on how to develop and implement an ethical trading strategy, and the *ETI Smallholder Guidelines*, developed to help retailers, suppliers and others in the food industry tackle the specific challenge of implementing codes of conduct with smallholders.
- **Provide training on ethical trade.** 2006 saw the launch of the *ETI Training Programme*, which currently consists of 4 modules aimed at developing the ethical trade knowledge and skills of companies, auditors, NGOs and trade unionists in the UK and Europe. We are however exploring the possibility of expanding our training activities to one or more key sourcing countries.
- **Run projects in key sourcing countries.** We currently run projects in China, India and Sri Lanka, and have completed projects in South Africa and Zimbabwe. Our projects cover a wide range of activities, from identifying how best to establish sustainable elected worker management occupational safety and health (OSH) committees in China, to supporting the development of a multi-stakeholder agency to improve conditions for homeworkers in India.
- **Raise the profile of ethical trade and promote good practice** through an extensive communications programme. We organise our own ethical trade seminars and conferences and speak at many other CSR events; we write briefing papers and other publications; and since 2005 we have worked to increase the profile of ETI and ethical trade issues in the media.

## 2. ETI engagement in China

Until now, ETI's main engagement in China has been through the China Project Group Occupational Health and Safety project (see 2.1 below). However, we are now seeking to expand our activities in China, in recognition of the country's significance as a supplier of clothing and general merchandise to ETI member companies, and of the benefits for ETI of having a more strategic and permanent local presence in key sourcing countries.

### 2.1 The China Project Group (CPG) Occupational Health and Safety Project

#### 2.1.1 Establishing elected worker Occupational Safety and Health Committees

The ETI China Project Group (CPG) was instigated in response to members' ongoing concern with the challenges facing them in implementing the ETI Base Code in China. Of particular concern to corporate members is encouraging and facilitating effective and sustainable processes to drive and maintain change when they cannot be present to oversee it. All members are also keen to encourage active worker and management dialogue on and participation in decisions that affect their working environment. NGO and trade union members are keen to see increased worker involvement in key decisions that affect them. The central aim of the project in the first instance is to test whether corporate members can help to set up elected worker management Occupational Safety and Health (OSH) Committees and whether these committees can be sustainable and effective in the medium - long term after detailed project activity and scrutiny ceases. Other organisations have attempted to put in place worker committees or to hold elections but the group understands that none has attempted to carry out elections to facilitate and support long-term committees.

### **2.1.2 Multi-stakeholder participation**

ETI is committed to multi-stakeholder participation in the execution of this project, and believes that good practice can only be built out of consensus decisions of those most affected and involved in the industry. As there are no independent trade unions in China, the CPG has developed a structure to govern the project that recognises this fact. The project is governed by the CPG in London that relates to an advisory group based in Hong Kong. Key participants in this advisory group are labour rights organisations working in Hong Kong and China and local staff of ETI corporate members sourcing in China. This group relates directly to the management and workers within the participating factories. Other key stakeholders may be consulted as part of the work including those that analyse developments in China, and international institutions (such as the ILO). The CPG and advisory group will also engage with Chinese government, trade associations or other organisations that indicate an interest in the project.

### **2.2 Other ETI activities in China**

With the recruitment of a new full-time Country Representative, ETI is seeking to play a broader and more strategic role in supporting the development and implementation of codes of labour practice in China. In addition to the OHS project, we are aiming to develop activities in support of the following objectives in China:

- Raise the profile of ETI and ethical trade with key stakeholders in China
- Provide practical support and guidance to ETI member companies with respect to their ethical trade activities in China
- Keep the ETI Secretariat and membership in the UK updated on key ethical trade developments in China
- Manage and/or provide input into other UK-led ETI activities that may take place in China (as yet to be defined).

## **3. Terms of reference for the ETI Country Representative (China)**

### **3.1 Key duties with respect to the China Project Group OHS Project**

The ETI Country Representative (China) is expected to spend approximately 60% of their time on the China Project Group OHS Project. Specific duties in relation to the project are outlined in 3.1.1 to 3.1.4 below.

#### **3.1.1 To oversee further development of the work to elect worker management occupational health and safety committees in factories in the Guanzhou area.**

Activities to include:

- Facilitate the Local Project Group.
- Work with the Local Project Group and individual ETI local corporate member's staff to liaise with participating worksites on the project.
- Work with, consult and raise awareness with those companies who have agreed to participate.
- Help develop project materials.

- Oversee project progress, act as contact point for ETI Secretariat London and highlight any key issues for referral to London that arise from Local Project Group discussions or from the OHS committee elections.
- Help develop any materials required for training and for carrying out the project.
- Act as a resource and contact point for queries about the project in Southern China.
- Monitor the progress of the project.
- Assist in developing indicators of success for stages of the project.
- Conduct workshops at participating worksites for management and workers as necessary.

**3.1.2 To help organise CPG visits to oversee the project**

- Logistical arrangements.
- Pre-meetings with stakeholders where required.
- Preparation of schedules for visits.

**3.1.3 To write-up all relevant activities for ETI CPG**

- Gather details of any implementation procedures used by companies.
- Assess impacts of those procedures on workers, companies and other relevant parties.
- Write up procedures used and impact on stakeholders.
- Draft any reports that are agreed as necessary by the project participants.

**3.1.4 To ensure that the activities of the CPG in Southern China are carried out effectively**

- To co-ordinate ETI CPG work in Southern China, visits, workshops.
- To co-ordinate meetings of the Local Project Group and meetings between stakeholders.
- To work with the Project Manager of the ETI Secretariat and others to ensure that the experience and lessons learned from these activities are documented and shared with ETI and all stakeholders and interested parties as agreed by the project participants.

**3.2 Other duties**

The ETI Country Representative (China) would be expected to spend approximately 40% of their time on the following duties. Given these are new areas of work, specific activities mentioned are only indicative, and the post-holder will in the first instance be expected to develop a strategy and workplan for meeting these objectives/duties as effectively as possible within the time available.

**3.2.1 Raise the profile of ETI and ethical trade with key stakeholders in China**

This is likely to include:

- Developing and maintaining contact with key ethical trade stakeholders in China
- Making presentations about ETI and its work at key CSR/labour rights events in China
- Making sure relevant ETI publications and resources are promoted and distributed to key stakeholders in China, with support from the UK Secretariat

- Developing specific communications materials for China, eg, a regularly updated comparison of the ETI Base Code against Chinese labour laws
- Carrying out media relations activities to promote ETI and ethical trade in China, with support from the UK Secretariat.

**3.2.2 Provide practical support and guidance to ETI member companies with respect to their ethical trade activities in China**

This is likely to include:

- Maintaining regular contact with and providing support to China-based ethical trade staff employed by ETI member companies. This might include signposting to relevant ethical trade guidance materials and tools, providing contact details of local labour rights NGOs and specialists etc.
- Provide input as and when requested to local Hong Kong/China based retailers group
- Acting as a local contact point for UK-based ethical trade staff of ETI member companies who are visiting China for ethical trade purposes. This would include briefing them on Chinese labour law, key labour issues and recent developments, and progress/experiences of other ETI member companies.

**3.2.3 Keep the ETI Secretariat and membership in the UK updated on key ethical trade developments in China**

This would involve:

- Keeping abreast of key ethical-trade related developments in China
- Regularly updating the UK Secretariat and members on these developments, eg, through a regular electronic newsletter.
- Assessing the implications of such developments for ETI and how ETI should be engaging in China, and feeding this back to the UK Secretariat.

**3.2.4 Manage and/or provide input into other UK-led ETI activities that may take place in China (as yet to be defined)**

At present, there are no UK-led activities other than the OHS project planned in this financial year (2006-7). Future activities may however include:

- Organising awareness-raising events for suppliers in China
- Launching and managing ethical trade training courses in China, as part of the overall ETI Training Programme.

## **4. Funding and management of the ETI Country Representative (China)**

- The ETI Country Representative and all activities that relate to the key duties above will be funded by the ETI.
- The ETI Country Representative will be managed by, and report to, the Project Manager in London.
- On a day-to-day basis, the Project Manager of the ETI Secretariat in London will advise on any decision that require the consideration of stakeholders based in the UK.
- The ETI Country Representative will be based in Guangzhou, Guangdong Province China and/or Hong Kong, SAR China.

## 5. Terms and Conditions of Employment

A permanent contract will be offered on a full-time basis (subject to a standard six month probationary period). An attractive salary will be offered, set according to experience, location and ETI guidelines.

For the purposes of this work, the Country Representative will initially be registered as self-employed and responsible for the payment of all Chinese/Hong Kong taxes (whichever is applicable) and self-employment contributions that she/he incurs.

Office space will not be provided at this stage, however, related expenses (such as telephone, photocopying, travel, internet access) will also be covered by the ETI (Receipts should be kept).

The ETI Country Representative will remain impartial in all matters related to the any project work. She/he will advise ETI if she/he is engaged in:

- other work that may lead to a conflict of interest
- work that may affect his/her impartiality (or perceived impartiality)
- work that may detract from his/her ability to carry out these terms of reference.

As confidentiality must be assured for all parties in the OHS project, from workers to companies, and from labour issues to project design, the ETI Country Representative will be required to sign a confidentiality agreement covering all information related to this project.

## 6. Person specification

### Knowledge and experience

Vital	Desirable
Knowledge and experience of working with different stakeholder groups on labour rights issues in China	Knowledge of apparel, toys, homewares and consumer electronics industries
Knowledge of Chinese labour law and industrial relations	Knowledge of occupational health and safety in an operational situation
Understanding of Chinese and Hong Kong socio-economic and political context	Understanding of the situation, perspectives and issues facing stakeholders in export goods in the apparel, toys, homewares and consumer electronics industries (including workers, trade associations, agents, exporters, sub-contractors, government, trades unions and NGOs)
Experience, knowledge and understanding of international labour rights, ethical trade and retail arenas	Well networked with labour rights organisations and institutions in China and Hong Kong.
Experience of writing for a wide range of audiences, including companies	Experience of working with the media
Experience of making presentations to a wide range of audiences, including companies	

### Skills

Vital	Desirable
Ability to work sensitively with all stakeholders Good organisation and administration skills	Consultation/social research skills (desirable)
Excellent negotiation and resolution skills	
Oral and written fluency in English and Mandarin	Verbal fluency in Cantonese also relevant
Excellent oral and written communications skills	Ability to translate <u>short</u> documents effectively
Ability to assess and identify how to meet the communications needs of a wide range of audiences, including companies	Competent desk-top publishing skills

### Qualities

Vital	Desirable
Committed to labour rights	
Respectful of ETI's tripartite nature	
Impartial, diplomatic and professional	
Assertive when required.	
Sensitive to gender and culture issues	
Committed to learning	
Appreciation of what constitutes effective communication	

### Practicalities

Vital	Desirable
Ability to travel freely between mainland China, SAR Hong Kong and internationally.	Ability to be based either in mainland China, SAR Hong Kong for several days at a time.



ethical  
trading  
initiative

# Equal Opportunities Employment Policy Statement

October 2004

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## Equal Opportunities Employment Policy Statement

The aim of the Equal Opportunities Employment Policy is to ensure that no job applicant or employee receives less favourable treatment on grounds of sex, race, colour, religion, disability, ethnic or national origin, age, sexual orientation, marital or parental status or social class, nor is disadvantaged by conditions or requirements which cannot be justified.

The Ethical Trading Initiative will promote positive employment practices designed to eliminate discrimination, thereby ensuring adherence to the appropriate Acts of Parliament and Codes of Practice.

### Policy Statement

1. All employees will be recruited, promoted, transferred and trained on the basis of ability, job requirement and fitness for the job, as defined in the Person Specification and Job Description.
2. Employees will not be dismissed or made redundant on the grounds of sex, race, colour, religion, disability, ethnic or national origins, age, sexual orientation, marital or parental status or social class.
3. Employees will not be discriminated against on any of the above grounds in performance appraisal and any performance review system introduced will reflect this Policy.
4. Employees will not be discriminated against on any of the above grounds in the affording of Terms of Employment or in the provision of benefits, facilities and services.
5. Employees will not be discriminated against on any of the above grounds in the operation of grievance disputes and disciplinary procedures.
6. Certain posts may carry genuine occupational qualifications. These will be few, and the need for such a title will be reviewed whenever such a post falls vacant.
7. The Ethical Trading Initiative will set up and maintain such records as are necessary to enable monitoring of the effectiveness of this policy. These records will be made available to any member of staff who wishes to view them.
8. A copy of The Ethical Trading Initiative Policy will be given to all new employees and the induction training of new employees will include a reference to the Policy. Additionally, induction training will point out the employee's own responsibilities under the various Acts and the appropriate Codes of Practice.

9. Necessary training to ensure the effective implementation of this Policy will be carried out by The Ethical Trading Initiative.
10. Any employee who considers that he or she is suffering from unequal treatment on the grounds of sex, disability, race, colour, ethnic or national origin, religion, age, sexual orientation, marital or parental status or social class may raise a complaint through The Ethical Trading Initiative's agreed Grievance Procedure.
11. All recruitment advertising will clearly state that The Ethical Trading Initiative is an Equal Opportunity employer.
12. This Policy will be reviewed in the light of changing legislation or guidance from appropriate bodies in conjunction with staff organisations throughout the established consultative machinery.

## Policy Implementation

All staff have a responsibility for this Policy. The Manager of the Secretariat will have a monitoring responsibility.

# Ethical Trading Initiative

## Equal Opportunities monitoring form

### Confidential

Please complete in black ink or type and return with your completed application form

In accordance with it's Equal Opportunities Policy Statement, The Ethical Trading Initiative will select new employees on job-related criteria only, that is on the ability to meet the criteria of the job as outlined in the person specification.

The questions below will help The Ethical Trading Initiative to monitor the effectiveness of it's equal opportunities policy. The information which you supply on this page will be used for monitoring purposes and will not be used in the selection process. Please, therefore, complete all questions on both sides of this questionnaire by circling the appropriate response or entering the information requested.

Name .....

Post applied for.....

How did you hear about this post?

- a) Advertisement in newspaper?  
Which Newspaper? (please specify)
- b) Through Job Centre?
- c) through an employment agency? (please specify)
- d) From friend/relative/colleague?
- e) Internal advert within Ethical Trading Initiative
- f) Other .....

Age .....

Gender Male Female

Marital status: Single Married

Other (please specify) .....

Please indicate how you prefer to describe your ethnic origin.

**Note:** These are the categories recommended by the Commission for Racial Equality.

- a) Bangladeshi
- b) Black African
- c) Black Caribbean
- d) Black other (please specify)
- e) Chinese
- f) Indian
- g) Pakistani
- h) White
- i) Other (please specify)

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\*Do you consider yourself to be disabled? Yes No

Please state the nature of your disability:

\*Ethical Trading Initiative encourages registration on the Department of Employment register but we do recognise that not all disabled applicants choose to do so. Our monitoring therefore covers all those who consider themselves disabled whether registered or not.