



ethical  
trading  
initiative

## ETI resources

# Ethical trade: practical resources & publications

The Ethical Trading Initiative (ETI) offers a range of publications, web-based resources and training courses designed to provide practical guidance and support to all those working to improve working conditions in global supply chains. Many resources are specifically targeted at retailers, brands and suppliers, but will also be relevant to others working in this field (eg, auditors, NGOs, trade union organisations). Our main resources are listed below.

## Ethical trade posters: back to basics

### Poster for suppliers: “5 good reasons why suppliers should comply with labour codes” (2005)

This poster highlights 5 reasons why suppliers should comply with codes of labour practice, and is designed to help retailers and brands communicate key messages about ethical trade to their suppliers.

ELECTRONIC COPIES IN ENGLISH, CHINESE AND SPANISH ARE AVAILABLE FROM:  
[www.ethicaltrade.org/Z/resrcs/posters/index.shtml](http://www.ethicaltrade.org/Z/resrcs/posters/index.shtml)

PRINTED COPIES ARE AVAILABLE FROM THE ETI SECRETARIAT

### Poster for retailers and brands: “Why trade ethically?” (2006)

This poster explains ethical trade, why it is relevant to retailers and brands, and what benefits it can bring to the business. It is designed as a tool to help ethical trade staff raise awareness within their company.

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[www.ethicaltrade.org/Z/resrcs/posters/index.shtml](http://www.ethicaltrade.org/Z/resrcs/posters/index.shtml)

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## Practical training courses

### ETI Training Programme – practical courses in ethical trade

The ETI Training Programme offers practical courses designed specifically to meet the needs of staff within supplier and retailing companies who are responsible for implementing codes of labour practice. The training builds on the specialist knowledge and experience of a wide range of companies at the forefront of the ethical trade arena, and also has the backing of the international trade union movement and international NGOs working on labour rights issues.

As well as our 4 standard modules (see below), we also offer **in-house training** that can be tailored to suit your organisation’s specific needs.

**Module 1:** An introduction to ethical trading and ETI

**Module 2:** Developing and implementing an ethical trading strategy

**Module 3:** Managing change in the supply chain

**Module 4:** Interfacing with internal and external stakeholders.

FOR FURTHER INFORMATION AND BOOKING DETAILS:  
[www.ethicaltrade.org/d/training](http://www.ethicaltrade.org/d/training)

ETI website:  
[www.ethicaltrade.org](http://www.ethicaltrade.org)

#### ETI resources *in brief*:

*Ethical trade posters: back to basics*

*Practical training courses*

*Ethical trade manual (general)*

*Country information: labour law and practice*

*Ethical trade factsheets: answers to FAQs*

*Risk assessment toolkit*

*Worker education resources*

*Guidelines for working with smallholders and homeworkers*

*Briefing papers: tackling critical issues in ethical trade*

*For further information:*

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## Ethical trade manual (general)

### **ETI Workbook, 2nd edition: *Ethical trade – a comprehensive guide for companies* (2006)**

Developed by practitioners for practitioners, the ETI Workbook edition 2 is the definitive guide for companies on negotiating the ethical trade maze. This new edition includes over 50 new case studies, 34 resources, and new chapters on how to develop a business case, embed ethical trade into core business activities, and join forces with others to increase impact.

**THE ETI WORKBOOK EDITION 2 IS AVAILABLE FOR PURCHASE FROM THE ETI SECRETARIAT.**

**PRICE PER CD:** COMPANIES/FOR-PROFIT ORGANISATIONS - £75 PLUS VAT; NOT-FOR-PROFIT ORGANISATIONS - £35 PLUS VAT.

**LICENSING OPTIONS FOR MULTIPLE USERS ARE ALSO AVAILABLE - PLEASE CONTACT THE ETI SECRETARIAT FOR FURTHER DETAILS.**

## Country information: labour law and practice

### **ETI Website country information portal**

We have a dedicated section of our website that provides a signposting service to country-specific sources of information about labour law and practice that are highly relevant to the ETI Base Code. You can search by country, and we include relevant resources for over 150 countries. We have negotiated special discounts for ETI members for some commercially-available resources.

[www.ethicaltrade.org/z/resrcs/geog/country/index.shtml](http://www.ethicaltrade.org/z/resrcs/geog/country/index.shtml)

## Ethical trade factsheets: answers to FAQs

### **Ethical trade factsheet for *consumers*** AVAILABLE FROM JANUARY 2007

This factsheet provides answers to frequently asked questions from consumers, including “what is ethical trade?”, “what is the difference between ethical and fair trade?” and “what can consumers do?”

[www.ethicaltrade.org](http://www.ethicaltrade.org)

### **Ethical trade factsheet for *suppliers* (2006)** AVAILABLE FROM JANUARY 2007

This factsheet provides answers to frequently asked questions from suppliers, including “what is an ETI audit?” and “who conducts audits against the ETI Base Code?”

[www.ethicaltrade.org](http://www.ethicaltrade.org)

### **Ethical trade factsheet for *small businesses* (2006)** AVAILABLE FROM JANUARY 2007

This factsheet provides answers to frequently asked questions from small businesses, including “can small businesses source ethically?” and “where can I get a list of ethical manufacturers?”

[www.ethicaltrade.org](http://www.ethicaltrade.org)

## Risk assessment toolkit

### **ETI Risk Assessment Toolkit (2004)**

This is a full toolkit for conducting one-day, one-person, single-site assessments to identify risk of code violations. Some of the tools, eg, the client information form and the reporting template, can also be adapted for use in more in-depth site audits. The toolkit includes:

- An application framework setting out clear parameters within which the methodology should be used
- A critical path planning tool
- A worker information leaflet to be distributed to workers prior to the inspection visit
- A client information form to collect necessary information from the supplier prior to the inspection visit
- A template for reporting on the risk assessment findings.

[www.ethicaltrade.org/Z/lib/2004/05/cra-report/index.shtml](http://www.ethicaltrade.org/Z/lib/2004/05/cra-report/index.shtml)

## Worker education resources

### **Cartoon leaflet on auditing and workers' rights (2004)**

This is a cartoon leaflet designed to increase workers' understanding and knowledge of ETI, ethical trade, auditing and workers' rights. It was specifically designed for use in Sri Lankan garment factories, but can be adapted for use in other countries and industries (the version on our website includes an English translation of the text).

[www.eti2.org.uk/Z/lib/2004/xx/srigarm-ift/LeafletWorkersSriLanka04.pdf](http://www.eti2.org.uk/Z/lib/2004/xx/srigarm-ift/LeafletWorkersSriLanka04.pdf)

### **Leaflet for smallholders: *Working for a better life – what smallholders need to know* (2005)**

This leaflet is designed to help companies, NGOs and trade unions explain labour standards to smallholders and their workers. Although written for the Kenyan context, it can be adapted for use in other countries. This is one of the many tools available from the ETI Smallholder Guidelines (see below).

[www.eti2.org.uk/Z/lib/2005/09/smhdr-gls/ETI-shgl2005-ch9F-sh-nd2kn.pdf](http://www.eti2.org.uk/Z/lib/2005/09/smhdr-gls/ETI-shgl2005-ch9F-sh-nd2kn.pdf)

### **The supply chain: photobook for smallholders (2005)**

This is a collection of photographs that can be used to explain the concept of supply chains to smallholders. Developed and tested in Kenya, it proved very successful in helping smallholders understand what happens to their produce after they deliver it to the collection centres. This is one of the many tools developed as part of the ETI Smallholder Guidelines (see below).

**THE PHOTOBOOK IS AVAILABLE ON CD ONLY: PLEASE CONTACT THE ETI SECRETARIAT FOR A COPY**

## Guidelines for working with smallholders and homeworkers

### **ETI Smallholder Guidelines: recommendations for working with smallholders (2005)**

The ETI Smallholder Guidelines have been developed to help retailers, suppliers and others in the food industry tackle the challenge of implementing codes of conduct with smallholders. The document includes individual sections for retailers, purchasers (packers, exporters and co-operatives), smallholders, trade unions and NGOs, and includes a wide range of practical tools to help companies put the guidelines into practice.

**ELECTRONIC COPIES: THE GUIDELINES ARE AVAILABLE IN ENGLISH, SPANISH AND KISWAHILI FROM:**

[www.ethicaltrade.org/Z/lib/2005/09/smhdr-gls/index.shtml](http://www.ethicaltrade.org/Z/lib/2005/09/smhdr-gls/index.shtml)

### **ETI Homeworker Guidelines: recommendations for working with homeworkers (2006)**

The ETI Homeworker Guidelines have been developed to help retailers, suppliers and other relevant organisations tackle the challenge of implementing codes of conduct with homeworkers. The document includes individual sections for retailers, suppliers (including agents, co-operatives, exporters, contractors and sub-contractors), trade unions and NGOs, as well as a comprehensive toolkit to help companies put the guidelines into practice.

[www.ethicaltrade.org/Z/lib/2006/07/hmwkr-gls/index.shtml](http://www.ethicaltrade.org/Z/lib/2006/07/hmwkr-gls/index.shtml)

## Briefing papers: tackling critical issues in ethical trade

### **Ethical trade: shaping a new agenda (2005)**

This paper sets out a five-point agenda for the future of ethical trade, based on the key issues that emerged from ETI's fourth international conference (May 2005). It includes eight good practice case studies that demonstrate how leading companies are beginning to put this agenda into practice.

**THIS PAPER IS AVAILABLE IN ENGLISH, CHINESE AND SPANISH FROM:**

[www.ethicaltrade.org/d/conf2005](http://www.ethicaltrade.org/d/conf2005)

## Briefing papers (continued)

### **Quick fix or lasting solution? Dealing responsibly with typical non-compliances (2005)**

This paper provides corporate compliance staff and other auditors with guidance on how to find lasting solutions to three typical non-compliances: barriers to freedom of association in a UK factory; excessive working hours in a Chinese factory; and gender discrimination in the cut flowers industry in Kenya.

[www.eti2.org.uk/Z/lib/2005/05/eticonf/brief/conf2005-brief1-noncompl.pdf](http://www.eti2.org.uk/Z/lib/2005/05/eticonf/brief/conf2005-brief1-noncompl.pdf)

### **Managing compliance with labour codes at supplier level: a more sustainable way of improving workers' conditions? (2005)**

This paper summarises the benefits and challenges of developing supplier-level code management systems, drawing on the experiences of a garment supplier and a food company. It also provides practical tips on building such systems, focusing in particular on how to ensure worker involvement.

[www.eti2.org.uk/Z/lib/2005/05/eticonf/brief/conf2005-brief3\\_mngcompl.pdf](http://www.eti2.org.uk/Z/lib/2005/05/eticonf/brief/conf2005-brief3_mngcompl.pdf)

### **Bridging the gap between commercial and ethical trade agendas: pioneering approaches to purchasing practices (2005)**

There has been growing media attention on how brands' and retailers' purchasing practices – such as shortening lead times – can contribute to poor labour conditions in their supply chains. This paper outlines practical steps that companies can take to better integrate ethical trade considerations into their buying practices. It draws on the experiences of pioneering companies and includes nine good practice case studies.

[www.eti2.org.uk/Z/lib/2005/05/eticonf/brief/conf2005-brief5-bridggap.pdf](http://www.eti2.org.uk/Z/lib/2005/05/eticonf/brief/conf2005-brief5-bridggap.pdf)

### **Moving production: stalling the race to the bottom (2005)**

In today's globalised economy, companies frequently shift production from one country to another in the search for cheaper product and/or to meet fast-changing market/consumer trends. But such "flighty" sourcing practices can bring significant costs for workers, as well as for business. This paper provides practical pointers to companies who want to mitigate the costs of shifting production, drawing on the experiences of leading companies.

[www.eti2.org.uk/Z/lib/2005/05/eticonf/brief/conf2005-brief4-movprodn.pdf](http://www.eti2.org.uk/Z/lib/2005/05/eticonf/brief/conf2005-brief4-movprodn.pdf)

### **Freedom of association and collective bargaining: ETI guidance document (2005)**

This document, prepared by the ETI trade union membership, clarifies what is meant by freedom of association and the right to collective bargaining, outlines typical abuses found in sourcing countries, and provides practical pointers on how to identify whether these rights are being respected.

[www.eti2.org.uk/Z/lib/2005/03/brief-foa-cb/ETI-Brief-FOAandCollBarg.pdf](http://www.eti2.org.uk/Z/lib/2005/03/brief-foa-cb/ETI-Brief-FOAandCollBarg.pdf)

### **Finding common ground: working with trade unions in supplier countries (2005)**

Despite continuing scepticism from both sides, the experience of some major companies shows that collaboration between retailers/brands, their suppliers and trade unions can bring benefits to all parties. This paper highlights what these potential benefits are and provides practical guidance on how to build and make the most of such partnerships.

[www.eti2.org.uk/Z/lib/2005/05/eticonf/brief/conf2005-brief2-commonground.pdf](http://www.eti2.org.uk/Z/lib/2005/05/eticonf/brief/conf2005-brief2-commonground.pdf)