

# ETI Publications & Resources 2007

ethical  
trading  
initiative



Ethical trade:  
practical tools  
and guidance

## ETI Workbook, 2nd Edition: *Ethical trade - a comprehensive guide for companies*

Developed by practitioners for practitioners, the ETI Workbook is the definitive guide for companies on negotiating the ethical trade maze. Written specifically for retailers, brands and other sourcing companies, it provides step-by-step guidance on how to develop and implement an ethical trade policy, from building a business case for action, to conducting workplace audits and negotiating corrective action plans with suppliers. This new edition offers over **50 new case studies** and **34 practical tools and resources**, including:

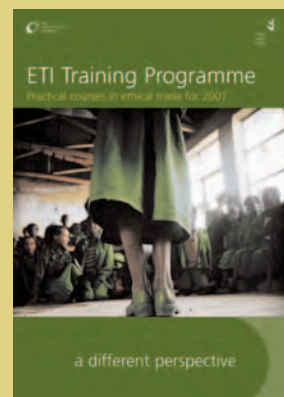
- Sample audit checklists
- Photographs of poor working conditions
- Sample corrective action plans
- Example programme for a supplier awareness-raising workshop
- Sample presentation to suppliers on business benefits of compliance.

## ETI Training Programme

Practical courses in ethical trade

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

As well as our standard one-day 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 policy

### 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)

# Introducing ethical trade

ETI offers a selection of **awareness-raising tools** that provide basic information about ethical trade. These materials are designed to be used by corporate compliance staff and other practitioners to raise awareness and build support for ethical trade, be this with colleagues, suppliers, consumers or workers.



## Posters

**Date published**  
2005, 2006

**Languages**  
English, Chinese and Spanish

**Download from**  
[www.ethicaltrade.org/d/posters](http://www.ethicaltrade.org/d/posters)

Printed copies (English and Chinese) are available from the ETI Secretariat



## Factsheets

**Date published**  
2007

**Languages**  
English, Chinese (suppliers only)

**Download from**  
[www.ethicaltrade.org/d/factsheets](http://www.ethicaltrade.org/d/factsheets)

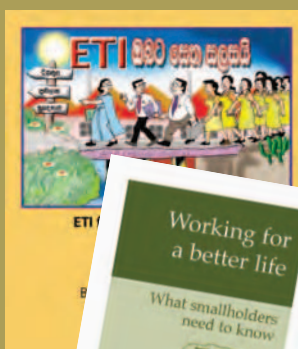


## Posters for suppliers and buyers

Our **poster for suppliers** 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. The **poster for buyers** 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.

## Factsheets for consumers, suppliers and small businesses

These three factsheets provide 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?"); from **suppliers** (including "what is an ETI audit?" and "who conducts audits against the ETI Base Code?"); and from **small businesses** (including "can small businesses source ethically?" and "where can I get a list of ethical manufacturers?").



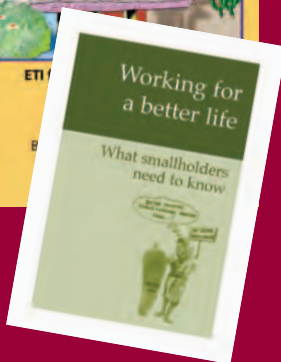
## Leaflets

**Date published**  
2004, 2005

**Languages**  
English, Sinhalese (Sri Lanka cartoon leaflet only), Kiswahili and Spanish (Smallholder leaflet only)

**Download from**  
[www.ethicaltrade.org/d/leaflets](http://www.ethicaltrade.org/d/leaflets)

The photobook is available on CD only - contact the ETI Secretariat.



## Leaflets for workers and smallholders

As part of ETI's project work, we have developed three resources to inform workers and smallholders about ethical trade and labour rights. The **cartoon leaflet on auditing and workers' rights (Sri Lanka)** introduces ETI, ethical trade, auditing and workers' rights. The **leaflet for smallholders (Kenya)** explains how labour standards are relevant to smallholders and their workers. The **supply chain photobook for smallholders (Kenya)** is a collection of photographs illustrating the concept of supply chains.

Resources listed here can be downloaded for FREE from [www.ethicaltrade.org](http://www.ethicaltrade.org)

# Putting ethical trade into practice

ETI produces a wide range of **practical manuals, guidelines and briefing papers** on ethical trade, the most comprehensive of which is the **ETI Workbook** (see overleaf). All are grounded in the practical experience of our member companies; all reflect the values and priorities of our trade union and NGO members.

## Briefing papers: tackling critical issues in ethical trade

Building on corporate and other practical experience shared at ETI events, this series of briefing papers brings together 29 good practice case studies and a wealth of practical tips for retailers, suppliers, auditors, trade unions and NGOs. Topics covered include **working with trade unions, integrating ethical trade considerations into buying practices, developing supplier-level code management systems, and finding lasting solutions to typical non-compliances.**

## Guidelines for working with smallholders and homeworkers

ETI has developed two sets of guidelines to help companies and other organisations tackle the challenge of implementing codes with smallholders and homeworkers. Developed with input from all actors along the supply chain, the guidelines include individual sections for retailers, suppliers/purchasers (including agents, packers, exporters, co-operatives, contractors and sub-contractors), trade unions and NGOs, as well as a comprehensive toolkit for companies.

## Risk assessment toolkit

This is a full toolkit for conducting one-day, one-person, single-site assessments to identify risk of code violations in supplier sites. While the one-day/one-person methodology is only intended for use as an initial risk assessment, two of the key tools included in the toolkit - the **client information form** (which covers key information needed from a supplier prior to the visit) and the **assessment report template** (also a useful checklist of issues to be covered during the assessment/audit) - could also be adapted for use in more in-depth audits.

## Briefing papers

**Date published**  
2005

**Languages**  
English; summary paper also available in Chinese and Spanish

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



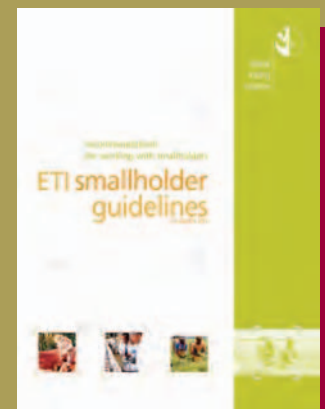
## Guidelines

**Date published**  
2005, 2006

**Languages**  
English. Smallholder Guidelines also available in Spanish and KiSwahili.

**Download from**  
[www.ethicaltrade.org/d/smallholderguide](http://www.ethicaltrade.org/d/smallholderguide)  
(Smallholder Guidelines)

[www.ethicaltrade.org/d/homeworkerguide](http://www.ethicaltrade.org/d/homeworkerguide)  
(Homeworker Guidelines)



## Toolkit

**Date published**  
2004

**Languages**  
English

**Download from**  
[www.ethicaltrade.org/d/cratool](http://www.ethicaltrade.org/d/cratool)



## Web-based resources

The ETI website ([www.ethicaltrade.org](http://www.ethicaltrade.org)) provides access to other sources of information on ethical trade, including a dedicated **country information portal** ([www.ethicaltrade.org/z/resrcs/geog/country/index.shtml](http://www.ethicaltrade.org/z/resrcs/geog/country/index.shtml)). This provides a free signposting service to country-specific sources of information about labour law and practice that are highly relevant to codes. Searchable by country, the portal includes relevant resources for over 150 countries.



**Date published**  
2006

**Languages**  
English

**Price**  
companies/for-profit organisations:  
£75 + VAT

not-for-profit organisations:  
£35 + VAT

Download an order form from [www.ethicaltrade.org/d/workbook](http://www.ethicaltrade.org/d/workbook)

## Secrets & Lies:

### uncovering ethical trade audit fraud

This short film highlights the pervasiveness of fraud in ethical trade audits, using undercover footage of interviews with factory managers, workers and others in China. It shows how many factories are, as a matter of course, providing false information on working conditions to auditors - sometimes with the backing of auditors and/or clients themselves. This film has proved popular with corporate ethical trade managers as a tool for making colleagues aware of the flaws in current auditing practice - and of the need for change.

**Date published**  
2007

**Length of video**  
12 minutes

**Languages**  
Chinese with English sub-titles

**Price**  
£15 (+ VAT where appropriate)



Contact the ETI Secretariat for an order form

## In this brochure...

The Ethical Trading Initiative (ETI) produces a range of publications, resources and training courses designed to provide practical guidance and support to all those working to improve labour conditions in global supply chains. In this brochure, you will find information about:

- Over 20 practical resources to help you put ethical trade into practice, including resources in Chinese and Spanish
- 18 free resources
- Awareness-raising tools - including posters, factsheets and a short video
- Practical manuals and guidelines - including a risk assessment toolkit and guidelines for working with smallholders and homeworkers
- Training courses - including tailored in-house options
- Web-based resources - including a country information portal.

## About ETI

The Ethical Trading Initiative (ETI) - an alliance of companies, trade unions and NGOs - was established in 1998 to improve the lives of workers and their families in global supply chains. We believe that companies producing, supplying and selling goods for consumer markets should observe national and international labour laws. Our purpose is to identify and promote responsible corporate practice that will help make this a reality.

ETI has established an international reputation for producing high quality publications that combine a practical focus with a critical but balanced view of labour rights issues. Our publications are widely read by ethical trade practitioners, critics and opinion-leaders, in both the corporate and non-corporate world.

## Contact us

All the free resources mentioned in this brochure can be directly downloaded from our website ([www.ethicaltrade.org](http://www.ethicaltrade.org)). For printed copies (where available) please contact:

ETI Secretariat • 2nd Floor Cromwell House  
14 Fulwood Place • London • WC1V 6HZ • UK

tel: +44 (0)20 7404 1463  
fax: +44 (0)20 7831 7852

[eti@eti.org.uk](mailto:eti@eti.org.uk)