

## **Wholesaler or Retailer Sourcing Directly from Suppliers/Artisans/Producer Groups - 2022**

**Questions requiring answers are marked with an asterisk\***

### **PAGE 1**

#### **FTF Member Information**

\*Your First & Last Name:

\*Public business name:

Registered business name (only if drastically different):

\*How many people does your organization employ in the USA/Canada (please use whole numbers)?

\*How many volunteers work for your organization in the USA/Canada (please use whole numbers)?

\*Does your business report sales to a taxing authority in Canada or the USA?  Yes  No  
If no, please explain:

\*If your organization is structurally tied to a producer group, please describe the relationship, including information about governance and decision-making roles. (If not tied to a producer group, write n/a.)

\*Update the FTF staff: Has your organization undergone any major changes in the last year?

\*Do you purchase any products that are NOT sourced in accordance with the FTF's fair trade principles?

Yes  No

\*If yes, please explain why you source and sell these products. If no, write n/a:

\*What percentage of products do you source from the USA, Canada, and/or Europe? Please measure by the value of annual purchases.

\*Does your business operate one or more physical retail sales locations open to the public with regular posted hours of operation?

Yes       No       By Appointment Only

\*If yes, please specify how many locations. If no, write n/a:

\*If yes, what percentage of your total annual sales are from wholesale? If no, write n/a:

\*In your brick and mortar location, are at least 75% of your products (as measured by your annual wholesale purchases) sourced in accordance with the FTF's fair trade principles? This includes both FTF/WFTO members and supplier/producer partners you've vetted independently for fair trade practices.

Yes       No       N/A

\*Does your business incorporate participation in prayer, study/discussion of religious texts, and/or participation in any religious services into your programming and/or any work days with supplier/artisan/producer partners?

Yes       No

\*If yes, is participation from individual suppliers/artisans/producers required?

Yes       No       N/A

\*How is the invitation to participate communicated to individual suppliers/artisans/producers? Include both the method(s) of communication and wording that's used. If your business does not incorporate any religious activities, write n/a.

## PAGE 2

The Code of Practice states, “members share processes and techniques used by suppliers/artisans/producer groups to create their products, as well as producers’ stories, *when accompanied by informed consent. Members understand that consent is fluid, and regularly check in with producer groups to ensure their safety and understanding of where any individual images or story elements are being used.*”

\*Does your business *currently* obtain consent from individual suppliers/artisans/producer partners to share any of their personal information before it is shared?

Yes             No

\*If yes, describe. If not, explain why.

\*Does your business explain the different methods and media by which an artisan/producer’s information could be shared, the potential reach it may have, and the amount of time for which that information may be publicly available, when obtaining consent to share personal stories, images, etc.? If yes, describe how. If not, explain why.

\*After obtaining consent initially, does your business ever check in with producer groups to ensure their safety and understanding of where any individual images or story elements are being used? Describe.

\*Describe the way(s) in which your business plans to update and improve methods of obtaining and maintaining consent from suppliers/artisans/producers *within the next year*.

## PAGE 3

### **FTF Logo Usage Requirements**

We encourage all members to proudly display the FTF member logo as a symbol of our community's high bar of fair trade practice. *Please note, no member may use the FTF organizational logo (the version without "member" underneath) at any time.*

Please review the following summary of our Logo Usage Requirements and answer the questions *\*at the bottom of the page\**. The full requirements are located on the Member Hub. They include further details for using the member logo as well as non-compliance penalties.

*\*I/we have read the requirements and agree to abide by the FTF Logo Usage Requirements in my/our use of the FTF logo.*

Yes       No

*\*Enter your full name, which serves as an electronic signature for the above requirements:*

*\*Our business has used or currently uses the FTF logo on hang tags and/or packaging:*

Yes       No

Additional comments:

**Develop Transparent and Accountable Relationships**

PRINCIPLE: Fair Trade involves relationships that are open, fair, consistent, respectful, and value an equitable distribution of power. Members are transparent with customers and producers about their supply chains by sharing information about the entire trading chain through honest and proactive communication. They create mechanisms to actively involve producers and customers in the trading chain. If problems arise, members work cooperatively with fair trade partners and other organizations to implement solutions.

\*How many individual suppliers/artisans/producers create products for your company?  
(Please use whole numbers.)

\*What specific information about your business, customer pricing, sales, etc. is shared with suppliers/artisans/producer partners?

\*By what method(s) does your business maintain contact with suppliers/artisans/producer partners?

\*How often does your business' staff communicate with suppliers/artisans/producer partners?

\*Does your business have secure method(s) for individual suppliers/artisans/producers to contact you directly with concerns or grievances?

Yes       No

\*If yes, describe. If no, explain why.

\*How does your organization prevent infringing on the proprietary designs of other organizations?

\*What is your organization's minimum lead time between placing a product order and the expected shipping date?

\*How do suppliers/artisans/producers provide input for the design and ordering process?

\*Do the suppliers/artisans/producer partners with whom you work have job security?

Yes       No

\*Why or why not?

Additional comments:

## PAGE 5

### Ensure the Rights of Children

PRINCIPLE: Fair trade means that all children have the right to security, education, and play. Throughout the trading chain, FTF Members respect and support the UN Convention on the Rights of the Child, as well as local laws and social norms. Members disclose the involvement of children in production, and recognize that individuals often pass down their skillsets and traditions through generations, so there may be circumstances in which children are involved in production. Members have open communication with suppliers/producers about ways children may be involved and ensure that this does not conflict with educational opportunities when this occurs. Members do not support or in any way enable child trafficking or exploitative child labor.

\*Describe *how* your organization determines whether persons under the age of 18 are involved in any part of the process with supplier/artisan/producer partners.

\*Are any individuals under the age of eighteen involved in the production of items your organization sells?

Yes       No

\*If yes, please describe their role in production in detail. If no, write n/a.

\*If yes, how does your organization determine if children involved in production are enrolled in school and have time for their studies as well as play? If no, write n/a.

\*How often does your organization evaluate children's roles in production?

\*How does your organization ensure artisan/producer partners comply with local laws and your expectations about child labor? Please check all that apply:

- Written agreement
- Verbal agreement
- In-person visits
- Other If other, please describe:

\*Does your organization employ individuals under the age of sixteen *in the USA or Canada*?

Yes       No

\*If yes, describe their role(s) and how your business ensures this does not interfere with educational opportunities. If no, write n/a.

Additional comments:

\*Please confirm renewal contact email address:

## PAGE 6

### **Goals for Continuous Improvement:**

*We're improving member profiles for 2022! If you'd like your responses to this section to be added to your FTF profile, please check the boxes under each question. Members who add all three replies to their profile will be entered into a drawing for prizes, including a free one-hour consultation with Manpreet Kalra!*

\*How has the FTF community supported your growth as a fair trade enterprise?

If you want the response to this question to be added to your FTF profile page, check here.

\*Which principle(s) align most with the work your organization *has been focusing on* to improve your fair trade practices? Describe in detail.

If you want the response to this question to be added to your FTF profile page, check here.

\*Which principle(s) align most with the work your organization *will be focusing on in 2022* to improve your fair trade practices? Describe in detail.

If you want the response to this question to be added to your FTF profile page, check here.