Outsourcing-Agreement
for FSC® jobs

(Subcontractors without FSC certificate)

We, the confirm to our customer, the

**Name (Subcontractor) Your Company name**

Street + No. Street + No.

ZIP Code + City ZIP Code + City

to fulfil the following certification requirements and specifications form the contractor when carrying out services related to FSC certified materials:

* For the processing of services related to FSC certified materials, we exclusively use the relevant wood-based materials provided by the customer.
* We do not add any other wood- or paper-based materials.
* The materials provided and goods produced from them do not become our legal property.
* The materials provided are stored, moved and processed separately (physical material separation). It is ensured (e. g. by marking with material or order number) that the material is identifiable at any time and cannot be mixed or changed with other materials.
* We record the incoming and outgoing quantities, document these and transfer the data and all documents for goods receipt, production and delivery to the customer on request.
(Sensitive information such as prices may be redacted).
* If we apply the FSC label to the product on behalf of the customer, we only label the eligible products produced under this outsourcing agreement.
* Beyond that we do not use the FSC trademarks (e. g. on products or our websites) as long as we do not hold an own FSC trademark license.
* We do not further outsource any processing (manufacturing, product transformation).
* We are committed to the core labour standards of the International Labour Organization (ILO) and hereby declare our compliance with them as set out in the Annex.

We agree to carry out audits to verify the implementation of the above requirements by the customer’s certification body.

Outsourced process: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Contact person: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Contact details (E-Mail / Tel.): \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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Place, Date Stamp and signature

# Annex - Declaration on compliance with core labour requirements

1. **We do not use child labour.**
* No employees under the age of 15 are employed. No person under the age of 18 is engaged in dangerous or heavy work – unless it is training under approved national laws and regulations.
* Persons between the ages of 13 and 15 are only admitted to light work and employment does not affect schooling or be harmful to children's health or development. In particular, where children are subject to compulsory schooling, they only work outside school hours during normal daily working hours.
* We distance from the worst forms of child labour such as slavery, human trafficking in children, debt bondage, forced labour, the use of children in armed conflicts, and the use of children for prostitution, pornography or illegal activities such as drug trafficking.
1. **We exclude all forms of forced and compulsory labour,** in particular:
* physical and sexual violence
* debt bondage
* withholding of wages, including the payment of working fees and/or the payment of a deposit to take up employment
* restriction of the employee's mobility
* withholding of passport and/or identity documents
* threat of denunciation to the authorities

Employment relationships are voluntary and based on mutual consent, without the threat of punishment.

1. **We ensure that employment and professional practices are non-discriminatory.**
* We reject any form of discrimination, in particular discrimination based on ethnic, social or national origin, gender, religion, age, sexual orientation or political beliefs.
1. **We respect freedom of association and the effective right to collective bargaining.**
* Workers may set up or join workers' organisations of their own choice.
* We respect the full freedom of workers' organisations to draw up statutes and rules.
* We respect workers' right to freedom of association and collective bargaining. They will not be discriminated against or punished in exercising these rights.
* Negotiations are held in good faith with legally established workers' organisations and/or duly elected representatives and we may use our best endeavours to conclude a collective agreement.
* Collective agreements are implemented when existent.