

# Application for FTSF Accreditation

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**IMPORTANT: Before filling out this form, please familiarise yourself with the FTSF Statement of Core Principles, the FTSF Conditions for Accreditation and the FTSF Standards.**

## Introduction

This form is to be filled out by companies wishing to apply for accreditation by the Fair Trade Software Foundation (FTSF). The form consists of three sections:

### 1. Company profile

This section provides us with information on your company's contact details, primary functions, size and turnover. This enables FTSF to assess what type of accreditation you are applying for and whether you are *prima facie* a suitable candidate. It also enables us to calculate your accreditation fee, should your application be successful.

### 2. Fair Trade policies and practices

This section enables FTSF to assess whether your company complies with our minimum standards.

### 3. Motivation

This section is your opportunity to express your reasons for wishing to participate in the FTSF scheme and enables FTSF to verify that your company shares our underlying philosophy and values.

Please complete all sections in **English**. Accompanying documentation may be in English or Dutch. Return the completed form, along with the requested accompanying documentation, electronically to [info@ftsf.eu](mailto:info@ftsf.eu) with "Application for Accreditation" as the subject.

This form is based on the FTSF **Standards for Developed Country Sponsors** and **Standards for Developing Country Partners**. Please use these documents as a guide when answering the questions and making an assessment of whether your company is able to comply with FTSF requirements. If you have any queries about the application process, the form or FTSF standards, please contact FTSF at [info@ftsf.eu](mailto:info@ftsf.eu) or telephone +31 70 4277 552 (Mon-Fri 09.00-17.00 CET).

**PLEASE NOTE: For all applications, there is a fixed administrative charge of EUR 100,-. Your application cannot be processed until this fee is received by FTSF. Please use the secure online payment facility on the FTSF website to transfer this sum immediately after submitting your application.**

## 1. Company Profile

1.1. FTSF offers accreditation to two types of IT company:

- a) IT Sponsors based in developed countries
- b) IT Partners based in developing countries

What type of accreditation are you applying for? <Select>

1.2. Company Details

Company Name:

Address (incl. country):

Telephone No. (incl. country code):

Fax (incl. country code):

Website:

Name of CEO:

Email:

Telephone No. (incl. country code):

Name of focal point:

Position in company:

Email:

Telephone No. (incl. country code):

1.3. What is/are the primary function(s) of your company? (Tick all that apply)

IT Services

Software Development

Other

Please specify:

Provide a brief description of the main products and services your company offers:

1.4. Is your company affiliated with any national or international regulatory body?

Yes  Please specify:  
No

1.5. Please indicate the number of people your company employs directly.

No. of men:  
No. of women:  
Total:

1.6. What was the turnover (in EUR) of your company (including all wholly owned subsidiaries) for the previous three financial years? If your company has been operating less than three years, please give the turnover for all years you have been trading (you must have been trading for at least one year to be accredited by FTSE).

2011:  
2010:  
2009:

1.7. Does your company have the necessary human, technical, logistical and time resources to perform and complete the tasks required by the FTSE Standards for Developed Country Sponsors/Developing Country Partners and the FTSE Process Standard? <Select>

If you selected "no", please briefly explain what extra resources are required and how and when these will be acquired:

## 2. Fair Trade Policies and Practices

### 2.1. Social Development

2.1.1. Does your company have a written commitment to Corporate Social Responsibility? <Select>

Please briefly outline any corporate social responsibility initiatives your company currently takes part in:

### 2.2. Non-Discrimination

2.2.1. Does your company have a written policy prohibiting discrimination on the basis of race, colour, sex, sexual orientation, disability, marital status, age, religion, political opinion, membership of unions or workers'?

representative bodies, national extraction or social origin, which applies to recruitment, terms of employment, payment and dismissal? <Select>

2.2.2. Does your company have a written policy prohibiting corporal punishment, mental or physical coercion and verbal abuse? <Select>

2.2.3. Does your company have a written policy prohibiting all forms of behaviour that is sexually intimidating, abusive or exploitative by and towards any person, regardless of their gender? <Select>

2.2.4. Does your company have an effective grievance procedure in place for all members of staff, which they feel free and comfortable to use? <Select>

### **2.3. Freedom of Labour, Working Conditions and Health and Safety**

**This section is for prospective PARTNERS only; prospective Sponsors, please go to 2.4.**

2.3.1. Does your company have commitments to the following?

- a) No forced or bonded labour: <Select>
- b) No employment of children under 15 years of age except for work experience placements/internships: <Select>
- c) No employment of persons under 18 years of age for any activity that is inherently likely to jeopardise the health, safety or morals of young people: <Select>
- d) Payment of fair wages (at least local minimum wage) made in a timely manner, in legal tender and accompanied by a payslip (or other suitable document bearing all necessary information on salary and deductions therefrom): <Select>
- e) Only making deductions from salaries that are authorised by law or by the written consent of the employee: <Select>
- f) Safe and healthy working conditions: <Select>

2.3.1.1. If you answered “yes, as unwritten policy” to any of the above, please detail how this policy is enforced and monitored.

2.3.1.2. If you answered “no” to any of the above, please explain any circumstances preventing your company from adopting such a policy and/or measures being taken to develop such policy in the near future.

- 2.3.2. Do all your employees have a legally binding written labour contract containing a job description, indication of salary and working hours and fair regulations regarding sickness, disability, accidents and termination? <Select>
- 2.3.3. On average, how many hours per week are your full time employees required to work?                    hours
- 2.3.4. How many days' paid holiday are your full time employees entitled to each year?                    days
- 2.3.5. How many days' paid maternity leave are your female employees entitled to?                    days
- 2.3.6. Does your company engage in subcontracting or outsourcing for any activities related to its primary function(s)?                    <Select>
- 2.3.7. Does your company have a written health and safety policy ensuring that all work processes, workplaces, machinery and equipment at the company's premises are as safe as possible?                    <Select>
- 2.3.8. Please briefly outline how your workers are trained in the basic requirements of occupational health and safety and first aid:
- 2.3.9. Please describe the emergency first aid facilities and equipment available at your company premises:

How many of your employees are given regular first aid training?

- 2.3.10. Do all of your employees have access to potable water and clean sanitary facilities?                    <Select>
- 2.3.11. Are your company premises maintained in a safe and clean condition at all times?                    <Select>
- 2.3.12. Do your indoor workplaces have adequate lighting, heating and ventilation for work to be carried out in the context of local weather conditions?                    <Select>
- 2.3.13. Are your indoor workplaces equipped with adequate fire exits, escape routes, fire-fighting equipment and fire alarms?                    <Select>

- 2.3.14. Are electrical equipment, wiring and outlets at your company premises properly placed, grounded and regularly inspected for overloading and leakage by a professional? <Select>

## 2.4. Environmental Protection

- 2.4.1. Does your company have a written policy on environmentally sustainable working practices, particularly regarding energy usage and disposal of electronic waste? <Select>

If yes, please briefly outline these policies:

If no, please outline the reasons why it is not possible for your company to have such a policy and the steps you are taking to implement greater environmental sustainability:

- 2.4.2. What steps does your company take to inform its employees about your environmental policies and the importance of environmental protection?

## 2.5. Initiatives Benefitting the Wider Community

**This section is for prospective PARTNERS only; prospective Sponsors, please go to 2.6.**

- 2.5.1. Is your company willing and able to use its increased income and skills gained through FTSF projects to undertake projects using IT as a tool for development to benefit the wider community in the area your company is based? <Select>

## 2.6. Obligations of the Sponsor towards the Partner

**This section is for prospective SPONSORS only; prospective Partners, please go to 2.7.**

- 2.6.1. In its role as sole contractor with the customer and overall project manager, does your company undertake to ensure a fair delegation of tasks in line with the FTSF Process Standard and engage the Partner in meaningful consultations at all stages of Fair Trade Software projects? <Select>

- 2.6.2. Is your company willing and able to engage in training and knowledge transfer activities with the Partner company's employees throughout the lifetime of Fair Trade Software projects? <Select>
- 2.6.3. Does your company undertake to pay the Partner company a fair market price for work completed? <Select>

## 2.7. Transparency and Accountability

2.7.1. Does your company have the following?

- a) A written description of your structure and governance: <Select>
- b) A financial administration that produces annual accounts: <Select>
- c) An annual report: <Select>
- d) A written business plan: <Select>

If you answered "yes" to any of the above, are these documents made available to your clients and trading partners? <Select>

2.7.2. Please briefly explain the mechanisms your company uses to ensure the participation of employees in its decision making process.

## 2.8. Motivation and supplementary information

Please explain your reasons for wishing to participate in the FTSF scheme. In your answer you should address the FTSF Core Principles and explain how your company shares these values.

Please provide any other information or comments which you feel are important for FTSF to consider when receiving your application.

## 2.9. Declaration

I the undersigned, on behalf of [insert name of company], have read and understood the FTSF Process Standard and FTSF Standards for <Select company type> and undertake to comply with all obligations set out in these documents, should my application for FTSF accreditation be successful.

I confirm that, to the best of my knowledge, all information provided in this application form is true.

Signed:

Company stamp:

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Name:  
Position in company:  
Date:  
Location:

## Document Checklist

When returning your application form to FTSE, please include the following documents:

### **ALL APPLICANTS:**

- Document officially establishing the applicant as a legal company in its country of operations
- Document describing the structure and governance of your company
- Your company's business plan
- Annual Report and (preferably audited) accounts for the previous three years (or all available years if your company has been operating less than three years)
- Document containing your company's policy on corporate social responsibility
- Document containing your company's non-discrimination policy
- Document prohibiting corporal punishment, mental or physical coercion and verbal abuse
- Document prohibiting all forms of behaviour that is sexually intimidating, abusive or exploitative
- Document outlining your employee grievance procedure
- Document containing your company's environmental policy

### **PROSPECTIVE PARTNERS ONLY:**

- A copy of a standard employment contract used by your company
- Document containing your company's health and safety policy

If your company has them, please include your written policies on:

- Prohibition of forced or bonded labour
- Prohibition of child labour
- Provision of fair wages

### **GUIDANCE NOTES:**



- All documents must clearly be official company documents, bearing the company name and logo and signed by the senior management.
- If multiple requested documents form part of a single document, only one copy of that document needs to be submitted.