

# WiN = WiN fair ■ stone



Safety and Health



Human and Labour Rights



Environment



Management System

## International Standard for the Natural Stone Industry

## Fair Stone Handbook

# International Standard for the Natural Stone Industry

Sixth Edition  
May 2016

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Fair Stone e.V.  
Schuhstrasse 4  
73230 Kirchheim/Teck  
Germany

## Fair Stone Standard

### Introduction

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Fair Stone is an international social and environmental standard for the natural stone industry. Its main objective is to assure decent labour and working conditions within global production networks in emerging markets. At the same time Fair Stone is a trade mark, a label that can be used for marketing purposes by our partners and thereby contribute to a sustainable and fair global trade in the natural stone industry.

“Fair Stone Suppliers” are quarries and factories in Asia, Latin America and Africa. They take actively part in the process of improving their own social and environmental conditions. The criteria for the standard of quarries are shown in Part I. The criteria for the standard of factories are shown in Part II of this document.

“Fair Stone Partners” are international traders, exporters and importers which use the label Fair Stone for their marketing. These partners are primarily responsible for the implementation of the standard at their suppliers’ working premises. At the same time our partners have to safeguard transparency and credibility of their supply chain. The criteria for the supply chain of the Fair Stone Standard are shown in Part III of this document.

“Associated Fair Stone Partners” are retailers, stone masons and other commercial clients of the partners who intend to support the Fair Stone program and which strengthen their marketing by benefiting from the Fair Stone label. Associated Partners assume no responsibility for their supply chain. They have a participatory role. The criteria for Associated Partners are shown in Part IV of this document.

The role of the Fair Stone association is to coordinate, support and monitor the implementation process whereas international certification bodies carry out the final audit and certification against the Fair Stone Standard. See Part V of this document.

#### **Summary of Regulations:**

Partners (importers/exporters) which intend to qualify their suppliers and supply chain for Fair Stone have to pay an entry fee. As soon as they submit a signed copy of the agreement of one or several of their suppliers stating that the supplier (a) practises no child labour nor (b) bonded labour and (c) commits to improve working conditions in the premises then traders and their suppliers become Fair Stone Partners. An annual fee has to be paid to finance comprehensive services of Fair Stone including advice, training, marketing and monitoring.

It lies within the sole responsibility of partners and suppliers to implement the Fair Stone Standard in their supply chain. An agreement of cooperation is signed and a generous timeframe of 36 months is given to implement the Fair Stone Standard. In a Step by Step Documentation Fair Stone gets regular reports about the implementation process. Partners are required to employ the tracing software “Tracing Fair Stone” ([www.tracingfairstone.com](http://www.tracingfairstone.com)) to ensure traceability of each consignment along the supply chain. After these three years suppliers are subject to independent auditing and certification. If they do not meet the standard a re-audit is possible during the fourth year before revocation of the Fair Stone Certificate.

Fair Stone Partners are allowed to use the Fair Stone label for marketing purposes.

Associated Fair Stone Partners may use the Fair Stone label for their marketing after signing the licence agreement.

## Part I: Fair Stone Social Standard for Quarries

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### 1. Pre-Condition

To join Fair Stone and become a Partner you simply have to submit the following commitments from your suppliers, quarries and/or factories (at least from one of them):

#### **Prohibition of Exploitive Child Labour**

The company does not make use of child labour (ILO Convention 182). The minimum age for admission to employment shall not be less than the age of completion of compulsory schooling and, in any case, shall not be less than 15 years (ILO Convention 138). Children in the age of 15-18 years shall not perform work which, by its nature or the circumstances in which it is carried out, is likely to harm their health, safety or morals.

#### **Prohibition of Forced Labour**

The company does not make use of forced, including bonded, labour (cf. ILO Convention 29 & 105). Employment is freely chosen.

The company does not withhold identity documents, part of personnel's salary, benefits. The company does not use corporal punishment, mental or physical coercion and verbal abuse to force employees to work or stay with the company. Employees are free to leave the employer after reasonable notice.

#### **Improvement of Working Conditions**

The management shall commit itself in writing to improve the working conditions in its quarries to a timeframe agreed upon with Fair Stone.

### 2. Organisation of Standard Implementation

Stone quarries are dangerous work places demanding particular attention from managers and staff. An appropriate management system covering the areas safety and health, labour rights and environment is necessary for the process of improving working conditions in the quarry. Trained human resources, minor investments, instruction guidelines and proper documentation to initiate and monitor the process of Fair Stone implementation are necessary.

- 2.1 A Quarry Management Plan is required delivering information on the quarry site, infrastructure, scope of exploitation, the quarry management and the responsibilities for implementing the standard.
- 2.2 An organization chart must be available that shows for each work area, i.e. Fair Stone, OSH (Occupational Safety and Health), labour rights and environment the key personnel and their responsibilities.
- 2.3 Responsible persons for each work area shall give advice to the employer in all matters concerning their respective area. They must be trained and educated for their duties.
- 2.4 Employer shall undertake pre-employment medicals to ensure that the person is fit for the duties they will be required to perform. All health surveillance should be conducted professionally by competent persons.

- 2.5 Annual medical check-up is provided to all workers at risk.
- 2.6 Persons responsible for keeping the premises clean shall be nominated for all relevant parts of the quarry.
- 2.7 The employer shall formulate an OSH-Policy for the prevention of work-related injuries and occupational diseases for his enterprise. The OSH-Policy must be communicated to all employees.
- 2.8 Where risks exist they must be marked with appropriate safety signs. Such signs (e.g. emergency exit signs, caution signs, warning signs, etc.) must be placed at appropriate points. Workers must be informed of the measures to be taken and must be given appropriate training.

### **Occupational Safety and Health (OSH)**

The management of the quarry shall provide a safe and healthy workplace environment and shall take effective steps to prevent work-related accidents, occupational hazards and injury to workers' health. Major risks in quarries are falling rocks, overburdens, accidental detonations before, during and after blasting; removal and transport of rock piles, accidents with drilling equipment, heavy machinery and trucks or other movable equipment (cf. ILO Convention 155).

### **3. Risk Assessment**

- 3.1 A systematic analysis of all risks and major hazards that may occur in the quarry (list of all hazards resulting from operation, malfunction, breakdown, maintenance and repair) is required. The risks associated with the particular operation and the methods of reducing those risks, should be revealed during the risk assessment.
  - Identify the hazards of (a) excavation, (b) waste dumps, (c) machinery, (d) handmade drilling and blasting
  - Decide who might be harmed and how
  - Evaluate the risks and decide on precautions
  - Record your findings and implement them
  - Review your assessment and update if necessary
- 3.2 If necessary, measurements shall be done in order to clarify the potential hazards to worker's health, the level of exposure and the exposed workers (e.g. dust and noise measurements).
- 3.3 The employer shall take all necessary measures (technical, organisational, personal) to control risks and hazards.
- 3.4 The employer has to update the risk assessment once a year or after essential changes (e.g. investments in new technology, new substances, new construction).

### **4. Training and Instruction**

- 4.1 Regular training of managers and master craftsmen on general duties, OSH-principles, individual responsibilities, social competence and motivation techniques is required.

- 4.2 Each new worker shall receive initial training. This training shall include health and safety aspects (i.e. use of PPE [Personal Protective Equipment]), safe operating procedures and practices for work tasks, safe handling of equipment and machinery, proper handling and storage of hazardous substances.
- 4.3 In addition, specific training for workers and instruction on specific work procedures, chemicals, machinery, use of PPE is necessary.
- 4.4 Training must be carried out by competent persons in a manner and language, which is understood by all workers.
- 4.5 Employer shall set up and implement a training plan. This plan must cover
- training needs of workers and supervisors
  - responsibilities for preparing, conducting the training
  - training curricula
  - training schedule
- 4.6 Manufacturer's operating and maintenance manuals as well as **Standard Operating Procedures** must be available for all fields of activity and major production procedures (e.g. working in quarry faces, operating machinery, handling hazardous substances). These SOPs should be straightforward and understandable.
- 4.7 Workers engaged in specialized operations (e.g. blasting, operators of large earthmoving equipment, excavators, cranes, forklifts, vehicles drivers) must receive professional training and acquire the relevant operator's licence.

## **5. Maintenance and Inspections**

- 5.1 The employer establishes a plan for systematic and regular inspections of all machinery, fixed and handhold tools, electrical installations, vehicles, ladders and other equipment.
- 5.2 The employer ensures that periodic inspections and preventive maintenance are carried out by qualified persons. Maintenance of plant and equipment in accordance with the manufacturer's specifications is essential. Inspection schedules and results must be documented.

## **6. First Aid and Fire Prevention**

The company must elaborate emergency procedures and make them known to all personnel. First Aid posters, first aid instructions (telephone numbers of fire brigade, physician, hospital, ambulance), emergency plans must be displayed in the workplace. In the event of a work related injury the company shall provide first aid and assist the worker in obtaining follow-up medical treatment.

- 6.1 The company must prepare emergency plans and provide first-aid training.
- 6.2 Workers and supervisors must have basic knowledge of first aid measures and standard rescue procedures.
- 6.3 Rescue chain including the procedure for access to additional care must be organized and known by all employees.

- 6.4 First Aid boxes must be available in the workplace, clearly marked and accessible for everybody.
- 6.5 First Aid materials have to be refilled and renewed at least every 2 years.
- 6.6 Fire fighting equipment including fire extinguishers must be available at the workplace and within easy reach.
- 6.7 Fire extinguishers must be checked by competent persons at least every 2 years.

## **7. Personal Protective Equipment (PPE)**

Regulations and procedures must be established and followed regarding occupational health and safety, especially the provision and use of personal protective equipment.

The company shall provide at its own expense appropriate personal protective equipment to personnel wherever it is necessary:

- Safety helmets
- Hearing protection
- Dust mask for silica dust
- Suitable protective gloves
- Safety shoes
- Safety glasses
- High visible cloths
- If necessary: water proof clothing

- 7.1 The company shall ensure that personal protective equipment is actually used by personnel. In case of non-compliance disciplinary action should be considered.
- 7.2 Workers must use and take good care of all PPE, provided by the employer.
- 7.3 PPE must be maintained and replaced according to the manufacturer's specifications.
- 7.4 Safety glasses must be worn wherever eye injuries can occur due to airborne dust particles, splitters, stone chips or other flying debris.

## **8. Workplace Safety at Quarries Extraction**

- 8.1 **Design of Quarry**  
The owner of the quarry has overall responsibility for planning, co-ordinating and overseeing all work at the quarry, including the work of contractors. The owner manages the safety and health of all operations to ensure that risks are properly controlled and he must ensure that contractors have correctly identified hazards and control measures by carrying out risk assessments.
- 8.2 **Management and supervision**  
The management and supervision of a quarry can be perceived by people with the appropriate training, having knowledge of occupational safety and health.
- 8.3 **Overburden**  
The overburden has to be removed in order to rule out any dangers to the employees.

- 8.4 Faces  
The face heights, inclination and embankments of the overburden and extraction walls should be determined according to the stability of the material to be extracted and the extraction methods of working.
- 8.5 Levels  
An important prerequisite for safe operation are levels of sufficient width. The width of levels from which piles are loaded away depends on the dimensions of the piles and the turning radius of the wheel loader which picks up the pile or the range of the excavator and the turning radius of the vehicles to be loaded.
- 8.6 Slipping of masses  
The faces and levels should be created in such a way to prevent employees from being endangered by slipping masses of rock, boulders, single stones. Before the start or restart of work, stripping and extraction faces above work areas or haul roads are checked for loose ground or rocks and scaling is carried out where necessary.
- 8.7 Undercuts or overhangs  
Undercuts or overhangs above a loading point, roadway or workplace have to be removed before beginning with work.
- 8.8 Roads  
Roads and haul ways should be safe and ensure appropriate inclinations. Vehicles must be able to move safely and without risk of accidentally leaving the bench or from any instability of the face or bench.
- 8.9 Edge protection on roads and levels  
The aim of the edge protection (for example guardrails or freestones at levels and traffic routes) should be to stop the largest, fully loaded vehicle crossing it when travelling at the maximum foreseeable speed.
- 8.10 Traffic and transport  
The manager has to draw up transport rules to regulate the movement of all vehicles and their operation in a quarry. The transport rules should be posted and a copy given to all drivers and equipment operators.
- 8.11 Occupied workstations at the quarry  
Workers should never work alone in the quarry but in a team of at least two. Occupied workstations at the quarry shall be visited at least once during each shift by a competent person.
- 8.12 Safety in drilling  
During drilling work at the base of overburden and mining faces, at least one more person must be within the field of vision. This does not apply to drilling work with modern devices equipped with a drilling aid and a driver's cab with protective roof for flying stones. Before the commencement of drilling operations, the area should be carefully inspected for misfires, sockets and other hazards.
- 8.13 Transport from site by derrick cranes  
Before any lifts are commenced, all parties, including the crane operator, signallers, riggers and others involved, must familiarize themselves with appropriate hand signals. No person shall be allowed to remain with the swing

radius of the crane during block transport. The load is well secured and balanced in the sling or lifting device before it is lifted. The operator shall not leave the controls while a load is suspended.

#### 8.14 Manual stone dressing

During splitting work with hydraulic splitting equipment or by means of hydraulic wedges where splinters may fly, the operator shall use glasses. For reaching the large raw blocks provide ladders. To avoid falls from a height install railings or handrails. Replace heavy hand drills with mobile drills.

#### 8.15 Wire saws

The risk of whiplash in case of tool breakage shall be prevented by the definitions of dangerous area. Unauthorized persons shall not be within the risk area. All guards must be fitted on the machine while it is running, and the wire must be protected over its whole free length, as well as from the cut object.

#### 8.16 Earthmoving machines

Piles at quarries are usually loaded away by excavators and loaders. These devices are operated within the danger area of the quarry face and must therefore be equipped with special safety equipment, e.g. a protective roof against flying stones. The windscreens of the devices should be additionally provided with safety glass to protect the operator from pieces of stone flying.

#### 8.17 Blasting specification

The purpose of the blasting specification is to minimise the risk associated with the firing of shots. The blasting specification must be specific to each blast, to take account of site conditions.

#### 8.18 Misfires

All misfires must be investigated to determine the cause and to enable action to be taken to avoid a recurrence. A record should be kept of all misfires. The blasting specification endorsed with details of any misfire would be a suitable record.

#### 8.19 Shotfiring rules

The shotfiring rules are the practical operating procedures which ensure that shotfiring operations take place in a quarry without endangering the safety of the workforce and the public.

#### 8.20 Use of vehicles to transport explosives at the quarry

All vehicles transporting explosives (including detonators) in the quarry must be provided with suitable fire extinguishers. They must also be easily recognisable from a distance by means of signs, flashing lights or flags.

#### 8.21 Overhead power lines on roads

Precautions are required if it is possible for a vehicle to reach the danger zone around the cables of overhead power lines on a site.

## 9. Silica Dust and Mineral Dust

9.1 The employer shall take all possible measures in order to eliminate exposure or reduce the concentration of silica dust in the workplace.

- 9.2 Introduce technical measures such as wet processing or dust extraction and take organisational measures e.g. segregate areas with a higher level of concentration from those with a lower level, minimize periods/levels of exposure.
- 9.3 Dry dust shall be extracted by vacuum dust collectors wherever possible.
- 9.4 Regular cleaning of machinery, cabins and rooms in order to avoid dust accumulation is essential.
- 9.5 To avoid the spread of dust, use water or a vacuum cleaner. Avoid using a broom.
- 9.6 In case of wet drilling or sawing, water quantity has to be sufficient and water feed shall be initiated before processing.
- 9.7 The workforce should be informed about the risks of silica dust and the suitable prevention measures in order to create awareness.

## **10. Noise and Vibration**

- 10.1 Noise measurements should be used to identify the areas with noise risks. Noise zones must be clearly marked.
- 10.2 Introduce technical measures such as low noise blades for circular saws and noise absorbers or take organisational steps e.g. segregate areas with a higher noise level from those with a lower level, minimize periods/levels of exposure.
- 10.3 The installation of a new production line, new production methods or the redesign of workplaces, has to be planned in such a way that noise and vibration are minimized.
- 10.4 Workers should be informed about the risks of noise and vibration as well as suitable prevention measures in order to create awareness.
- 10.5 Drivers' seats of your mobile equipment (e.g. forklifts, trucks, excavators) have to be maintained properly or exchanged for new seats with good vibration absorbing performance.

## **11. Hazardous Substances**

- 11.1 The employer shall identify hazardous substances in the workplaces and check if less hazardous substances are available.
- 11.2 In case of the use of hazardous substances the exposure of the workers has to be minimized.
- 11.3 Operating instructions for handling hazardous substances must be available.
- 11.4 It is forbidden, to fill hazardous substances or chemicals in drinking bottles.
- 11.5 Poisonous, corrosive, suffocating, flammable, or explosive substances must be stored separately and safely.

- 11.6 The handling and proper storage of hazardous substances is only done by qualified personnel. Basic information is presented to all employees during the regular workshops.

## **12. Machinery and Equipment**

- 12.1 All moving parts of machines such as belts, pulleys, gears, shafts must be guarded with fixed guards, fences or light barriers in order to prevent accidents.
- 12.2 Machines must be equipped with a lockable main switch and an emergency cut-out switch.
- 12.3 Handhold machines and hand tools must be kept in safe condition.
- 12.4 Circular saws must be fitted with an adjustable hood guard and a suitable riving knife. Keep the gap between the edge of the blade and the knife as small as practicable.

## **13. Electrical Appliances**

Electricity has great potential to seriously injure and kill. The company has the responsibility to ensure that the electrical wiring and electrical equipment in the workplace is safe, used properly and maintained in good repair. This must only be done by personnel with proper qualification.

- 13.1 All electrical installations shall be designed for use in rough industrial conditions and wet areas where necessary.
- 13.2 Power distributors shall be enclosed and located in a suitable place with access restricted to authorized personnel only.
- 13.3 Electrical switch boxes must be kept closed at all times.
- 13.4 Live parts of all electrical equipment must be completely enclosed or otherwise guarded against accidental contact.
- 13.5 Do not repair damaged electric power cords with insulating tape.
- 13.6 Use only waterproof electrical connectors, connection boxes or cable drums to connect electric power cords.
- 13.7 Electrical installations, switch boxes and connection boxes shall be properly labelled.
- 13.8 Handheld electric power tools must have a quick-release (dead-man) control that shuts off power when control switch is released.
- 13.9 Handheld electric power tools must be adequately earthed or double-insulated.

## **14. Storage**

- 14.1 Blasting explosives and detonator products must be kept and handled separately. The explosive magazine must be kept locked for access by authorised and trained personnel only.

- 14.2 Blocks, slabs and products of natural stone shall be stored in a way to prevent slipping or toppling.
- 14.3 Storage racks and shelves must be of adequate strength for the loads and conditions under which they are used. They shall be set on firm ground and designed to prevent toppling.
- 14.4 The maximum load of racks and shelves must be known to the workers.

## **15. Transportation and Lifting Gear**

- 15.1 Tyres, lights and driver's seats of forklifts must be maintained in good working condition.
- 15.2 Cranes must be labelled with the maximum load.
- 15.3 The crane control unit must be kept locked in the cab.
- 15.4 Ensure a means of safe and adequate access and egress is provided for operation, maintenance and inspection of the crane.
- 15.5 All lifting devices such as hoist ropes, slings and hooks must be in undamaged condition.
- 15.6 Hooks must have a safety latch to prevent slings or load from accidentally slipping off the hook.
- 15.7 Transport and lifting equipment must be available to reduce the risks involved in manual handling.

## **16. Ergonomics at Work: Healthy Work Habits**

- 16.1 Workplaces and work processes should be designed in such a way as to avoid health risks from repetitive movements, unhealthy working postures, lifting or carrying heavy loads.
- 16.2 Workbenches and scaffolds should be available to allow working in an ergonomic position.
- 16.3 Workers should be trained in ergonomic work techniques.
- 16.4 Workers should be informed about the physical risks related to lifting and carrying heavy loads, unhealthy working postures and repetitive movements.

## **17. Auxiliary**

- 17.1 The following facilities should be provided and maintained in a clean and sanitary condition:
- toilets and washing rooms
  - change rooms with storage facilities and clothes drying rooms
  - separate lunchroom
- 17.2 Drinking water for workers must be available at all times.

- 17.3 There should be separate change rooms and washing rooms for men and women.
- 17.4 Eating and smoking in a dusty work environment should be avoided.

## **18. Shipping**

- 18.1 Containers must be loaded in a way that loading process could be safely initiated
- 18.2 Packing and loading the container should allow for safe unloading.
- 18.3 Fumigation of containers with hazardous substances shall be avoided.

### **Labour Issues and ILO Conventions**

The issues listed here relate to working conditions applicable to the personnel employed by companies active in the natural stone sector, including casual, seasonal, migrant, subcontracted and permanent employees.

The company respects all applicable national laws and regulations, industry minimum standards, and any other relevant statutory requirements whichever requirements are more stringent.

The company strives for all work to be performed on the basis of recognized employment relationship in compliance with national law.

The company does not make use of exploitive child labour (cf. ILO Convention 138 & 182).

The company does not make use of forced, including bonded, labour (cf. ILO Convention 29 & 105). No discrimination shall be tolerated in hiring and remuneration (cf. ILO Convention 100 & 111).

The company shall ensure that wages paid for regular working hours shall always meet at least legal or industry minimum standards and shall be sufficient to meet the basic needs of personnel.

The employer shall allow the workers to organise collective meetings and to assemble together with the aim of addressing issues of common concern (cf. ILO Convention 87 & 98).

## **19. Prohibition of Discrimination in Employment**

- 19.1 The company ensures that all employees receive equal treatment independent of their race, sex, religion, national or social origin, caste, birth, disability, sexual orientation, family responsibilities, marital status, union membership, political opinions, age or any other personal characteristics (cf. ILO Convention 111).
- 19.2 Employees are given the opportunity to report on incidents of discrimination.

## **20. Compliance with National Laws and Regulations**

- 20.1 The company respects all applicable national laws and regulations and the company ensures that all relevant and up-to-date permits are held.
- 20.2 Local and migrant, seasonal and permanent employees receive equivalent benefits and employment conditions for equal work performed.
- 20.3 The management is obliged to cooperate with the respective public authorities.

- 20.4 Workers in positions of responsibility are made aware of the negative effects of corruption and bribery are trained about corruption prevention

## **21. Labour Contract**

- 21.1 All employees must have a legally binding written contract of employment signed by employee and employer including
- description of the work
  - hours of work
  - amount of pay and overtime rate
  - any deductions
  - holidays
  - notice period
- 21.2 The company keeps a written employment register, listing – among other things – the name of the employee, the nature of work performed, the wages paid and the hours worked in overtime.
- 21.3 Employees as well as subcontracted workers shall be allowed to organise collective meetings and to assemble together with the aim of addressing issues of common concern (cf. ILO Convention 87 & 98). Where restricted under law, other means of workers voice and representation are allowed (e.g. worker committees, Fair Stone as a mediator for labor disputes).

## **22. Working Hours, Rest and Vacations**

- 22.1 Employees shall not be required to work in excess of the maximum working hours defined by national law or ILO regulations, whichever is the more stringent one.
- 22.2 Employees shall be provided with at least one day off for every seven-day period.
- 22.3 Employees shall enjoy paid holidays according to the State regulations such as public holidays, annual leave, home leave, marriage and funeral leave and maternity leave.
- 22.4 The company shall keep an Attendance Record in which the working hours of each worker are recorded individually and continuously.

## **23. Wages**

- 23.1 Wages paid to labourers by the employing unit shall not be lower than the local minimum wages. Equal remuneration for men and women workers for work of equal value is ensured (cf. ILO Convention 100).
- 23.2 The company ensures that payments are made regularly and in a timely manner and are properly documented.
- 23.3 Wages and benefits composition are detailed clearly and regularly in writing for each pay period.
- 23.4 In case of labourers working on the basis of piecework, the employing unit shall rationally fix quotas of work and standards on piecework remuneration.

- 23.5 Deductions for substandard work must be clearly specified and reasonable.
- 23.6 Deductions that are not legally required, such as housing, food or other services must be explained to and agreed upon by employees before the employment relationship becomes effective.

## 24. Social Insurance

- 24.1 Employer must register all employees with social security and pay social security contributions.
- 24.2 The company shall keep a register for all employees recording the length of service, wage and social security contribution to old age, unemployment, and work-related injuries.
- 24.3 Employer shall provide insurance coverage against accident for each worker where social security does not exist.

## 25. Information and Complaints

- 25.1 Basic information on human and labour rights is provided to staff.
- 25.2 Employees have possibilities to complain about working conditions (e.g. Fair Stone Representatives, NGOs, others). An email for anonymous complaints is also provided during the regular workshops or through informational material issued during visits of the Fair Stone representative.
- 25.3 Install a suggestion box, where workers can submit suggestions and complaints anonymously concerning areas of this standard.

### Environmental Issues – local impacts

Quarrying operations have high impact on natural ecosystems. Large areas of land are temporarily disturbed. Steps must be taken to minimise impacts on ground water, land and vegetation in compliance with local and national regulations.

It is essential that disturbed landscapes are rehabilitated. Proper planning is necessary for the successful rehabilitation of a site.

Policies and legal requirements in the country must be respected.

A rehabilitation plan is the formal outcome of the process for organizing the rehabilitation works. It typically includes:

1. A list of works to be undertaken (landscaping, safety of the faces, movement of topsoil, overburden and other materials, vegetation patterns...)
2. A timeline describing the main steps and, if possible, ongoing or progressive restoration
3. A map of the result of the quarry rehabilitation (presenting landforms, vegetation, infrastructure...) (CSI 2010)

## 26. Intervention into Nature

- 26.1 A Quarry Rehabilitation Plan must be prepared. It should contain (a) a description of the land use and natural habitats before the quarry opened, (b) environmental mitigation measures during quarry operations and (c) plans for the rehabilitation of the production site.

- 26.2 The company initiates rehabilitation of abandoned quarry areas as soon as possible.
- 26.3 The company protects the topsoil and subsoil. Soil resources need to be protected from erosion and either reused on restoration areas as soon as possible or stored for a transitional period to avoid damage or loss.
- 26.4 The company protects ground water and surface water and avoids any contamination during quarry operation or after-use.
- 26.5 The company implements and carries out production policies that prevent and/or mitigate negative impacts on neighbourhood, flora and fauna.
- 26.6 National and regional obligations concerning environmental protection and biodiversity have to be respected. Furthermore, areas which have been identified to contain any of the six high conservation values (HCVs), as defined by the HCV resource network, cannot be registered and certified.

## **27. Waste Management**

- 27.1 A study on how to reduce and recycle waste must be undertaken and documented.
- 27.2 Minimise production of waste, use all possibilities of waste separation or recycling and ensure the responsible disposal based on principles of sustainability.
- 27.3 Used cleaning rags are collected in flame-resistant containers with a lid.
- 27.4 Waste must be disposed of at regular intervals.
- 27.5 Combustible waste, debris, and rubble must be collected and promptly removed from the workplace.

## **28. Energy and Water Consumption**

- 28.1 A study on how to save water and other consumables, and how to recycle waste water must be undertaken and documented.
- 28.2 The company must take appropriate measures to ensure economical use of electrical energy and water. All staff must know how to save energy and water.
- 28.3 The company uses quarrying and production methods that minimize water consumption.
- 28.4 Use only energy-efficient equipment and lighting systems.
- 28.5 Machinery and equipment must be maintained regularly to stay energy efficient.

## Part II: Fair Stone Social Standard for Stone Processing Factories

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### 1. Pre-Condition

To join Fair Stone partners have to present the following commitments from their suppliers, quarries and/or factories (at least from one of them):

#### **Prohibition of Exploitive Child Labour**

The company does not make use of child labour (ILO Convention 182). The minimum age for admission to employment shall not be less than the age of completion of compulsory schooling and, in any case, shall not be less than 15 years (ILO Convention 138). Children in the age of 15-18 years shall not perform work which, by its nature or the circumstances in which it is carried out, is likely to harm their health, safety or morals.

#### **Prohibition of Forced Labour**

The company does not make use of forced, including bonded labour (cf. ILO Convention 29 & 105). Employment is freely chosen.

The company does not withhold identity documents, part of personnel's salary, benefits. The company does not use corporal punishment, mental or physical coercion and verbal abuse to force employees to work or stay with the company. Employees are free to leave the employer after reasonable notice.

#### **Improvement of Working Conditions**

The management must commit in writing to improve working condition of the factory according to a timeframe agreed by Fair Stone.

### 2. Organisation of Standard Implementation

An appropriate management system covering the areas safety, health, labour rights and environment is necessary for the process of improving working conditions in the factory. Trained human resources, minor investments, instruction guidelines and documentation to monitor the process are necessary.

- 2.1 An organization plan of the company, delivering information on the general structure, functions, departments and responsibilities for implementing the standard must be available.
- 2.2 An organization chart must be available that shows for each work area, i.e. Fair Stone, OSH (Occupational Safety and Health), labour rights and environment the key personnel and their responsibilities.
- 2.3 Responsible persons on each area shall give advice to the employer or responsible persons in all matters concerning the respective area. They must be trained and educated for their duties.
- 2.4 Employer shall undertake pre-employment medicals to ensure that the person is fit for the duties they will be required to perform. All health surveillance should be conducted professionally by competent persons.
- 2.5 Annual medical check-up is provided to all workers at risk.

- 2.6 Persons responsible for keeping the premises clean shall be nominated for all relevant parts of the factory.
- 2.7 The employer shall create an OSH-Policy for the prevention of work-related injuries, occupational diseases and incidents for his enterprise. The OSH-Policy shall be announced to all employees.
- 2.8 Where risks exist they must be marked with appropriate safety signs. Such signs (e.g. emergency exit signs, caution signs, warning signs, etc.) must be placed at appropriate points. Workers must be informed of the measures to be taken and must be given appropriate training.

### **Occupational Safety and Health (OSH)**

The management of the factory shall provide a safe and healthy workplace environment and shall take effective steps to prevent accidents in the process of work, and reduce occupational hazards and injury to workers' health. Appropriate attention shall be paid to occupational hazards specific to this branch of industry (cf. ILO Convention 155).

### **3. Risk Assessment**

- 3.1 A systematic analysis of all risks and major hazards at the workplaces of the factory (list of all hazards resulting from operation, malfunction, breakdown, maintenance and repair) is required.
  - Identify the hazards
  - Decide who might be harmed and how
  - Evaluate the risks and decide on precautions
  - Record your findings and implement them
  - Review your assessment and update if necessary
- 3.2 If necessary, measurements shall be done in order to clarify the potential hazards to worker's health, the level of exposure and the exposed workers (e.g. dust and noise measurements).
- 3.3 The employer shall take all necessary measures (technical, organisational, personal) to control risks and hazards.
- 3.4 The employer has to make a record to document hazards, measures to control, responsible persons and the deadline for corrective action.
- 3.5 The employer has to update the risk assessment record once a year or after essential changes (e.g. investments in new technology, new substances, new construction).

### **4. Training and Instruction**

- 4.1 Regular training of managers and master craftsmen on general duties, OSH-principles, responsibilities, sufficient knowledge, social competence and motivation measures is required.
- 4.2 Each new worker shall receive initial training. This training shall include health and safety aspects (i.e. use of PPE [Personal Protective Equipment]), safe operating procedures and practices for work tasks, safe handling of equipment and machinery, proper handling and storage of hazardous substances.

- 4.3 In addition specific training for workers and instruction on specific work procedures, chemicals, machinery, is necessary.
- 4.4 Training must be carried out by competent persons in a manner and language, which is understood by workers.
- 4.5 Employer shall set up and implement a training plan. This plan must cover
- training needs of workers and supervisors
  - responsibilities for preparing, conducting the training
  - training curricula
  - training schedule
- 4.6 Manufacturer's operating and maintenance manuals as well as **Standard Operating Procedures** must be available for all fields of activity and major production procedures (e.g. working in quarry faces, operating machinery, handling hazardous substances). These SOPs should be straightforward and understandable.
- 4.7 Workers engaged in specialized operations (e.g. vehicles drivers) must receive professional training and acquire the relevant operator's licence.

## **5. Maintenance and Inspections**

- 5.1 The employer establishes a plan for systematic and regular inspections of all machinery, fixed and handhold tools, electrical installations, vehicles, ladders and other equipment.
- 5.2 The employer ensures that periodic inspections and preventive maintenance are carried out by qualified persons. Maintenance of plant and equipment in accordance with the manufacturer's specifications is essential. Inspection schedules and results must be documented.

## **6. First Aid and Fire Prevention**

- The company must elaborate emergency procedures and make them known to all personnel. First Aid posters, first aid instructions (telephone numbers of fire brigade, physician, hospital, ambulance), emergency plans must be displayed in the workplace. In the event of a work related injury the company shall provide first aid and assist the worker in obtaining follow-up medical treatment.
- 6.1 First aid for cases of accidents and emergency has to be organized by the employer.
- 6.2 Workers and supervisors shall be trained in the use of the rescue and first aid measures.
- 6.3 Rescue chain including the procedure for access to additional care must be organized and known by all employees.
- 6.4 First Aid boxes containing materials for first aid must be available at the workplace, clearly marked and accessible for everybody.

- 6.5 First Aid materials have regularly to be refilled and renewed at least every 2 years.
- 6.6 Fire fighting equipment including fire extinguishers must be available at the workplace and within easy reach.
- 6.7 Fire extinguishers must be checked by competent persons at least every 2 years.

## **7. Personal Protective Equipment (PPE)**

Regulations and procedures must be established and followed regarding occupational health and safety, especially the provision and use of personal protective equipment.

The company shall provide at its own expense appropriate personal protective equipment to personnel wherever it is necessary:

- Safety helmets
  - Hearing protection
  - Dust mask for silica dust
  - Suitable protective gloves
  - Safety shoes
  - Safety glasses
  - High visible cloths
  - If necessary: water proof clothing
- 7.1 The company shall ensure that personal protective equipment is actually used by personnel. In case of non-compliance disciplinary action should be considered.
  - 7.2 Workers must use and take good care of all PPE, provided by the employer.
  - 7.3 PPE must be maintained and replaced according to the manufacturer's specifications.
  - 7.4 Safety glasses must be worn wherever eye injuries can occur due to airborne dust particles, splitters, stone chips or other flying debris (e.g. flaming).

## **8. Workplace Safety**

- 8.1 Floors, platforms and stairways shall be plane and of robust construction.
- 8.2 Platforms and walkways for maintenance and repair of machinery shall be accessible via permanent stairways or fixed ladders.
- 8.3 Water ducts and floor openings have to be covered.
- 8.4 Waste water basins, all open sides of workplaces, walkways, staircases workplaces from which persons may fall shall be fenced with an upper rail at 1000 mm or higher.
- 8.5 Floors, platforms and stairways shall be regularly maintained, kept clean, free of oil or other slippery fluids, materials and obstacles.
- 8.6 Workplaces, walkways and storage areas must be clean and in good order.
- 8.7 Workplaces and walkways should always be well lit.

8.8 Stone debris shall be collected in waste containers.

## **9. Silica Dust and Mineral Dust**

9.1 The employer shall take all possible measures in order to eliminate exposure or reduce the concentration of silica dust and other mineral dust in the atmosphere at the workplaces.

9.2 Introduce technical measures such as wet processing or dust extraction and take organisational measures e.g. segregate areas with a higher level of concentration from those with a lower level, minimize periods/levels of exposure.

9.3 Dry dust shall be extracted by vacuum dust collectors wherever possible.

9.4 Regular cleaning of machinery, cabins and rooms in order to avoid dust accumulation is essential.

9.5 To avoid the spread of dust, use water or a vacuum cleaner. Avoid using a broom.

9.6 In case of wet drilling or sawing, water quantity has to be sufficient and water feed shall be initiated before processing.

9.7 The workforce should be informed about the risks of silica dust and the suitable prevention measures in order to create awareness.

## **10. Noise and Vibration**

10.1 Noise measurements should be used to identify the areas of risk to noise. These areas shall be marked with appropriate signs.

10.2 Technical (e.g. use of low noise blades for circular saws, installation of noise absorbers) and organisational (e.g. separation of areas with higher noise level from those with lower, reduction of exposure time) measures shall be preferred in order to reduce the exposure of the workers.

10.3 In case of new installations, new production methods or redesign of workplaces, systems have to be planned in such a way as to reduce noise and vibration. This includes the purchase of new machinery.

10.4 Workers should be informed about the risks of noise and vibration as well as suitable prevention measures in order to create awareness.

10.5 Drivers' seats of your mobile equipment (e.g. forklifts, trucks, excavators) have to be maintained properly or exchanged for new seats with good vibration absorbing performance.

## **11. Hazardous Substances**

11.1 The employer shall identify hazardous substances at the workplaces and check if less hazardous substances are available.

11.2 In case of the use of hazardous substances the exposure of the workers has to be minimized.

- 11.3 Operating instructions for handling hazardous substances must be available
- 11.4 It is forbidden, to fill hazardous substances or chemicals in drinking bottles.
- 11.5 Poisonous, corrosive, suffocating, flammable, or explosive substances must be stored separately and safely.
- 11.6 The handling and proper storage of hazardous substances is only done by qualified personnel. Basic information is presented to all employees during the regular workshops.

## **12. Machinery and Equipment**

- 12.1 All moving parts of machines such as belts, pulleys, gears, shafts must be guarded with fixed guards, fences or light barriers in order to prevent accidents.
- 12.2 Machines must be equipped with a lockable main switch and an emergency cut-out switch.
- 12.3 Handhold machines and hand tools must be kept in safe condition.
- 12.4 Circular saws must be fitted with an adjustable hood guard and a suitable riving knife. Keep the gap between the edge of the blade and the knife as small as practicable.

## **13. Electrical Appliances**

Electricity has great potential to seriously injure and kill. The company has the responsibility to ensure that the electrical wiring and electrical equipment in the workplace is safe, used properly and maintained in good repair. This must only be done by personnel with proper qualification.

- 13.1 All electrical installations shall be designed for use in rough industrial conditions and wet areas where necessary.
- 13.2 Power distributors shall be enclosed and located in a suitable place with access restricted to authorized personnel only.
- 13.3 Electrical switch boxes must be kept closed at all times.
- 13.4 Live parts of all electrical equipment must be completely enclosed or otherwise guarded against accidental contact.
- 13.5 Do not repair damaged electric power cords with insulating tape.
- 13.6 Use only waterproof electrical connectors, connection boxes or cable drums to connect electric power cords.
- 13.7 Electrical installations, switch boxes and connection boxes shall be properly labelled.
- 13.8 Handheld electric power tools must have a quick-release (dead-man) control that shuts off power when control switch is released.

13.9 Handheld electric power tools must be adequately earthed or double-insulated.

#### **14. Storage**

14.1 Blocks, slabs and products of natural stone shall be stored in a way to prevent tilting, falling or slipping.

14.2 Waste materials shall be collected in special containers.

14.3 Racks and other storage facilities have to be stable and safe. Racks shall be set on firm ground and designed to avoid accidental movement.

14.4 The maximum load of racks and storage facilities must be known to the workers.

#### **15. Transportation and Lifting Gear**

15.1 Tyres, lights and driver's seats of forklifts must be maintained in good working condition.

15.2 Cranes must be labelled with the maximum load.

15.3 The crane control unit must be kept locked in the cab.

15.4 Ensure a means of safe and adequate access and egress is provided for operation, maintenance and inspection of the crane.

15.5 All lifting devices such as hoist ropes, slings and hooks must be in undamaged condition.

15.6 Hooks must have a safety latch to prevent slings or load from accidentally slipping off the hook.

15.7 Transport and lifting equipment must be available to reduce the risks involved in manual handling.

#### **16. Ergonomics at Work: Healthy Work Habits**

16.1 Workplaces and work processes should be designed in such a way as to avoid health risks from repetitive work, working postures, physical load and manual handling and transportation of materials as far as possible.

16.2 Tables and trestles should be available to carry out work in an ergonomic position.

16.3 Workers should be trained in using correct working techniques.

16.4 Workers should be informed about the hazards related to physical work, work postures, repetitive movements and lifting and carrying loads.

#### **17. Auxiliary**

17.1 The following facilities should be provided and maintained in a clean and sanitary condition:

- toilets and washing rooms
- change rooms with storage facilities and clothes drying rooms

- separate lunchroom
- 17.2 Drinking water for workers must be available at all times.
- 17.3 There should be separate change rooms and washing rooms for men and women.
- 17.4 Eating and smoking in a dusty work environment should be avoided.
- 18. Shipping**
- 18.1 Containers must be loaded in a way that loading process could be safely initiated
- 18.2 Packing and loading the container should allow for safe unloading.
- 18.3 Fumigation of containers with hazardous substances shall be avoided.

### **Labour Issues**

The issues listed here relate to working conditions applicable to the personnel employed by companies active in the natural stone sector, including casual, seasonal, migrant, subcontracted and permanent employees.

The company respects all applicable national laws and regulations, industry minimum standards, and any other relevant statutory requirements whichever requirements are more stringent.

The company strives for all work to be performed on the basis of recognized employment relationship in compliance with national law.

The company does not make use of exploitive child labour (cf. ILO Convention 138 & 182).

The company does not make use of forced, including bonded, labour (cf. ILO Convention 29 & 105). No discrimination shall be tolerated in hiring and remuneration (cf. ILO Convention 100 & 111).

The company shall ensure that wages paid for regular working hours shall always meet at least legal or industry minimum standards and shall be sufficient to meet the basic needs of personnel.

The employer shall allow the workers to organise collective meetings and to assemble together with the aim of addressing issues of common concern (cf. ILO Convention 87 & 98).

### **19. Prohibition of Discrimination in Employment**

- 19.1 The company ensures that all employees receive equal treatment independent of their race, sex, religion, national or social origin, caste, birth, disability, sexual orientation, family responsibilities, marital status, union membership, political opinions, age or any other personal characteristics (cf. ILO Convention 111).
- 19.2 Employees are given the opportunity to report on incidents of discrimination.

### **20. Compliance with National Laws and Regulations**

- 20.1 The company respects all applicable national laws and regulations and the company ensures that all relevant and up-to-date permits are held.
- 20.2 Local and migrant, seasonal and permanent employees receive equivalent benefits and employment conditions for equal work performed.

- 20.3 The management is obliged to cooperate with the respective public authorities.
- 20.4 Workers in positions of responsibility are made aware of the negative effects of corruption and bribery are trained about corruption prevention

## **21. Labour Contract**

- 21.1 All employees must have a legally binding written contract of employment signed by employee and employer including
- description of the work
  - hours of work
  - amount of pay and overtime rate
  - any deductions
  - holidays
  - notice period
- 21.2 The company keeps a written employment register, listing – among other things – the name of the employee, the nature of work performed, the wages paid and the hours worked in overtime.
- 21.3 Employees as well as subcontracted workers shall be allowed to organise collective meetings and to assemble together with the aim of addressing issues of common concern (cf. ILO Convention 87 & 98). Where restricted under law, other means of workers voice and representation are allowed (e.g. worker committees, Fair Stone as a mediator for labor disputes).

## **22. Working Hours, Rest and Vacations**

- 22.1 Employees shall not be required to work in excess of the maximum working hours defined by national law or ILO regulations, whichever is the more stringent one.
- 22.2 Employees shall be provided with at least one day off for every seven-day period.
- 22.3 Employees shall enjoy paid holidays according to the State regulations such as public holidays, annual leave, home leave, marriage and funeral leave and maternity leave.
- 22.4 The company shall keep an Attendance Record in which the working hours of each worker are recorded individually and continuously.

## **23. Wages**

- 23.1 Wages paid to labourers by the employing unit shall not be lower than the local minimum wages. Equal remuneration for men and women workers for work of equal value is ensured (cf. ILO Convention 100).
- 23.2 The company ensures that payments are made regularly and in a timely manner and are properly documented.
- 23.3 Wages and benefits composition are detailed clearly and regularly in writing for each pay period.

- 23.4 In case of labourers working on the basis of piecework, the employing unit shall rationally fix quotas of work and standards on piecework remuneration.
- 23.5 Deductions for substandard work must be clearly specified and reasonable.
- 23.6 Deductions that are not legally required, such as housing, food or other services must be explained to and agreed upon by employees before the employment relationship becomes effective.

## **24. Social Insurance**

- 24.1 Employer must register all employees with social security and pay social security contributions.
- 24.2 The company shall keep a register for all employees recording the length of service, wage and social security contribution to old age, unemployment, and work-related injuries.
- 24.3 Employer shall provide insurance coverage against accident for each worker where social security does not exist.

## **25. Information and Complaints**

- 25.1 Basic information on human and labour rights is provided to staff.
- 25.2 Employees have possibilities to complain about working conditions (e.g. Fair Stone Representatives, NGOs, others).
- 25.3 Install a suggestion box, where workers can submit suggestions and complaints anonymously concerning all areas of this standard.

### **Environmental issues**

The company needs to ensure that the negative environmental impact of its activities is limited as far as possible. In particular, the company will not undertake any activities that through their environmental impact will have a negative effect on the quality of life in local communities and the livelihoods of the local population.

The company implements and carries out production policies that prevent and/or mitigate negative impacts on ground and surface water when using water for quarrying and processing operations. The potential creation of additional dust problems resulting from a minimized water use should be carefully taken into account.

## **26. Waste Management**

- 26.1 A study on how to reduce and recycle waste must be undertaken and documented.
- 26.2 Minimise production of waste, use all possibilities of waste separation or recycling and ensure the responsible disposal based on principles of sustainability.
- 26.3 Used cleaning rags are collected in flame-resistant containers with a lid.
- 26.4 Waste must be disposed of at regular intervals.

26.5 Combustible waste, debris, and rubble must be collected and promptly removed from the workplace.

26.6 Waste water and waste materials are disposed of properly so that they might not endanger workers and inhabitants close by.

**27. Energy and Water Consumption**

27.1 A study on how to save water and other consumables, and how to recycle waste water must be undertaken and documented.

27.2 The company must take appropriate measures to ensure economical use of electrical energy and water. All staff must know how to save energy and water.

27.3 The company uses production methods that minimize water consumption.

27.4 Use only energy-efficient equipment and lighting systems.

27.5 Machinery and equipment must be maintained regularly to stay energy efficient.

## Part III: Fair Stone Social Standard for the Chain of Custody

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### 1. General Obligations of Fair Stone Partners

“Fair Stone” is an international social and environmental standard. Its main goal is to improve the labour conditions for workers in the natural stone industry in emerging economies. It is expected that Fair Stone Partners (importers and exporters) support the program of Fair Stone and actively contribute to its improvement and expansion.

The Fair Stone certification program gives partners a way to independently confirm compliance with minimum social, economic and environmental requirements throughout their supply chain. The Fair Stone certification program is a step by step process with an ample time schedule that allows even small-scale factories/Suppliers to get certified. The Fair Stone Certificate helps consumers recognize those quarries and factories of the natural stone industry that are responsibly managed.

The Standard is implemented in individual production units (quarries, factories) and not necessarily throughout the whole supply chain. However, the chain of custody from a registered quarry/ factory to the final destination in Europe includes certain duties for the companies involved.

“Fair Stone” products are physically not different from others. Careful monitoring and supervision of the chain of custody therefore is of crucial importance to maintain credibility and the value of the brand “Fair Stone”.

- 1.1 Partner should appoint one person who has overall responsibility for implementing the Fair Stone Standard.
- 1.2 If a Supplier already delivers to another Fair Stone Partner they will not be registered twice in the Fair Stone System. To minimize efforts and costs Fair Stone only controls and communicates with the Coordinator of this registered supplier.
- 1.3 A Partner with his own chain of custody may be registered with Fair Stone as Partner and Supplier at the same time.

### 2. For the Attention of Partner’s Suppliers

- 2.1 Partners decide which Suppliers of their supply chain they want to have included in the process. Partners notify Fair Stone e.V. of the location of all business premises, contact details, products, material, scope of business and whatever information Fair Stone may ask for each individual supplier’s registration (Supplier Agreement).
- 2.2 Partner submits for each Supplier a signed “Agreement of Cooperation” as a precondition of participation in the Fair Stone Program.
- 2.3 Partner will ensure that Suppliers take the measures necessary to implement the Fair Stone Standard. The sole responsibility for implementation lies with the Partner but may be delegated.

- 2.4 Partner and Fair Stone agree on a time schedule according to the Step by Step Manual for the implementation of the Fair Stone Standard at each of their suppliers.
- 2.5 A Partner who purchases products from a Supplier who has already submitted his Fair Stone Agreement of Cooperation to another Fair Stone Partner also strengthens and supports the implementation process according to the prior Step by Step manual which has already started.
- 2.6 After at most 3 years the Fair Stone Standard should be completely implemented and an audit has to be carried out by an independent audit body on request of the Partner.

### **3. Accuracy and Credibility of Supply Chain Management**

- 3.1 Natural stones which are not from registered suppliers are never to be sold as Fair Stone products.
- 3.2 From the moment of supplier's registration all Fair Stone consignments must be entered into the "Tracing Fair Stone" web application: <http://www.tracingfairstone.com>.
- 3.3 Within the approved timeframe the Partner initiates independent auditing and certification of his chain of custody by external Fair Stone accredited auditors.

### **4. Marketing, Use of Fair Stone Label**

- 4.1 The partner provides Fair Stone with all necessary information for joint marketing.
- 4.2 Partner uses the Fair Stone Certificate exclusively for the marketing of Fair Stone products.
- 4.3 All use of logo must be in compliance with the current guidelines for the use of the Fair Stone logo.

### **5. Reporting to Fair Stone**

- 5.1 Annually reports on the progress of standard implementation and on major events (such audit dates and results) have to be submitted to Fair Stone without request.
- 5.2 Partner accepts unannounced visits by Fair Stone Representatives at any time.
- 5.3 For monitoring and internal as well as external controls complete documentation of all relevant activities is necessary.
- 5.4 The Step by Step Documentation has to be completed at least once per year and sent to Fair Stone.

## **Part IV: Fair Stone Standard for Associated Partners**

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“Associated Fair Stone Partners” are retailers, stone masons and other commercial clients of the partners who intend to support the Fair Stone program and which strengthen their marketing by benefiting from the Fair Stone label. They are not official Fair Stone importers and thus have no responsibility for implementing the Fair Stone Standard at their overseas suppliers.

1. Registered Associated Fair Stone Partners have the right to use the Fair Stone label and the Fair Stone certificate according to the terms and conditions set forth in the licence agreement. The licence is non-transferable and subject to fees. All rights concerning the label remain with Fair Stone e.V.
2. Associated Partners receive an individual Fair Stone Certificate which contains name and address of the Associated Partner.
3. They will be listed as Fair Stone trader on the Fair Stone website: <http://www.fairstone.org>
4. Fair Stone will provide specific marketing support for Fair Stone products on request.
5. Associated Partners are not allowed to mix Fair Stone goods with ordinary goods that do not come from Fair Stone production, to hand down the fair Stone certificate to third party or to modify or copy the label.
6. Associated Partners particularly agree to accept unannounced compliance visits and to provide each and any information the inspectors might ask for to verify the Fair Stone delivery chain.
7. The partners keep a record of in-and-out commissions of Fair Stone material and allow Fair Stone e.V. to examine the files.
8. The license is valid for 1 year and will be renewed automatically year after year unless it is terminated by written notice 3 months prior to expiration date.
9. The licence agreement becomes null and void if the licensee breaches any obligations or commits an infringement of the label. The Associated Partner must return the Fair Stone Certificate. In case of deliberate unauthorized use of the label a penalty of up to EUR 5.000 shall be due.

## Part V: Management System

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WiN=WiN, Agency for Global Responsibility, has developed Fair Stone in cooperation with the International Social Security Association (ISSA), international experts for human/labour rights and environment as well as trading companies. The start was co-financed by funding of the German government (DEG). Fair Stone is a worldwide applicable standard that addresses all professional criteria for prevention and care in the natural stone industry. It is feasible and fulfils the growing demand for social and environmental standards in international trade.

Fair Stone provides orientation to companies which intend to improve the working conditions in their quarries and factories. Increasingly the Fair Stone label will strengthen the marketing of our partners.

A label is a promise. It is the task of the Fair Stone association to maintain the Fair Stone promise and never give reasons to any stakeholder for disappointment.

Fair Stone e.V. shall treat all data and information supplied by partner and his suppliers as strictly confidential. This data may only be disclosed with the partner's written consent. Fair Stone shall e.g. not disclose partner's supply chain participants. Suppliers' names are encoded prior to entry in the Tracing Fair Stone system.

Fair Stone is a young standard focussing on social and additionally environmental criteria. Fair Stone e.V. will continue the international stakeholder dialogue which is an integral part of the standard.

Fair Stone e.V. will continuously encourage its partners and suppliers to make all efforts in their quarries, factories and chains of custody to implement "Fair Stone". We are convinced that a self confident management is an effective driving force for progress. Controls and penalties are indispensable but have merely supportive functions.

The control of documentation, the inspection of our partners' and suppliers' premises, unannounced visits and continuous efforts regarding credibility and transparency are necessary to make Fair Stone a worldwide success.

In cooperation with ISSA and other experts, Fair Stone offers partners and suppliers consulting and training at additional costs.

A standard must be feasible, acceptable and, where possible, avoid any additional costs. The criteria for avoiding unnecessary burdens are essential for Fair Stone.

### 1. Structure of Fair Stone Management System

- 1.1 Fair Stone is an independent association managed by a General Manager, an Administrative Officer as well as the members of the board.
- 1.2 Regional Fair Stone Representatives are employed by Fair Stone e.V. They are responsible for all Fair Stone activities in the regions of all registered supply chains. At the moment Fair Stone e.V. has representatives in the following regions: China, India and Vietnam. Other regions will follow. Regional Fair Stone Representatives report to Fair Stone Headquarter.
- 1.3 Fair Stone Coordinators are employed by Fair Stone Partners' registered companies. They report to their managers but keep also close contact with Fair Stone e.V. and the regional Fair Stone Representative.

- 1.4 Each quarry and factory registered in the Fair Stone system has to appoint at least one person who is responsible for implementing the Fair Stone Standard in his production unit. For large production units with many employees it is recommended to have a Fair Stone Manager for each section of the standard (safety/health, human/labour rights and environment).

## **2. Support and Control Mechanism**

- 2.1 Fair Stone Partners and their suppliers are responsible to implement the standard in the quarries and factories. The contract of cooperation between Fair Stone e.V. and the partner contains a mutually agreed annual implementation plan. A report about the implementation process has to be delivered by the partner without request two months after the end of each year.
- 2.2 Partners and their suppliers are required to enter each consignment of Fair Stones into the "Tracing Fair Stone" web application. They get their individual access code and are instructed how to use the software.
- 2.3 Partners and their suppliers have to accept unannounced site visits by Fair Stone staff members. Such visits will take place at least every sixth months.
- 2.4 Headquarter and regional representatives of Fair Stone provide training and inspection material to their partners for implementation of the standard.
- 2.5 Training courses and supportive inspection visits are offered by Fair Stone e.V. to partners and suppliers free of charge to a limited extent. Additional training courses and visits can be booked and shall be charged at cost.

## **3. Auditing**

- 3.1 According to the approved timeframe (three years) an independent auditing will be conducted at the request and expense of Partner or Supplier by Fair Stone accredited international audit companies.
- 3.2 Auditing guidelines define the minimum level of acceptable performance required to meet the standard.
- 3.3 The audit report remains confidential and is addressed to the partner and/or supplier. A copy is sent to Fair Stone e.V.
- 3.4 In case the audited quarry or factory does not meet the standard the management of the supply chain has another year to fulfil the requirements. A second audit becomes necessary. If the standard is not met the supply chain loses the right to use the Fair Stone label.
- 3.5 Audit organizations and their auditors are trained in the Fair Stone Standard. They shall be accredited after having passed training successfully.

## **4. Association members, Advisory Board, External Support**

- 4.1 The Fair Stone association is assisted by its members. The members monitor the implementation of Fair Stone and are consulted regarding all major decisions which concern label and standard, by consensus.

4.2 Fair Stone e.V. intends to extend the advisory board by personalities/experts from China, India, Vietnam and other regions where Fair Stone is active.

## **5. Marketing**

5.1 After complying with all entry requirements Fair Stone Partners may use the logo for their marketing. They are obliged to follow the guidelines for the use of the Fair Stone Logo.

5.2 Fair Stone e.V. actively promotes the Fair Stone concept through marketing and communication. This will be achieved by the following activities:

- Fair Stone e.V. visits trade fairs, keeps steady contact to journalists, specialised newspapers, magazines and stakeholders to constantly raise awareness about the Fair Stone Project. The partner provides addresses and names of those media which are instrumental to their business to get direct support for marketing/public relations activities.
- Fair Stone e.V. organises press conferences, seminars, workshops and lectures to public authorities as well as other stakeholders.
- Fair Stone e.V. encourages buyers to ask for and purchase Fair Stone products wherever possible. Thus Fair Stone Partner will reach customers who care for sustainable production.
- Fair Stone e.V. promotes and supervises the work of Fair Stone Partners and suppliers through a worldwide net of local offices in the exporting and importing countries.
- A necessary part of successful marketing and communication is a steady dialogue between Fair Stone e.V. and Partners. Also continuous monitoring of activities and results is required to demonstrate the effectiveness of the implemented systems.