4.20 **Clothing Purchases Policy** *Adopted May 2004*

4.20.1 The purpose of this policy is to ensure that as much as can be determined, clothing purchased by The King's University College is manufactured under humane working conditions, and to promote greater respect for workers' rights and improved working conditions in the apparel industry worldwide.

4.20.2 This policy applies to all clothing purchases, including, but not limited to, team uniforms, promotional caps and T-shirts, clothing purchased for employees (e.g., security guards, enrolment services staff), as well as clothing purchased for resale or for groups of students (e.g., Choir Tour shirts, Residence shirts).

4.20.3 The King's University College requires suppliers of clothing to verify the manufacturers' compliance with the following:

(a) To comply with ethical labour practices that meet or exceed minimum labour laws (country of manufacture) and international standards (UN International Labour Organization).

(b) To publicly disclose the names and addresses of its subcontractors and manufacturing facilities.

(c) To arrange for independent monitoring of manufacturing facility conditions.

(d) To make annual compliance reports on the results of monitoring publicly available.

4.20.4 If a supplier refuses to comply with 4.20.3, King's eventually stops buying clothing from that supplier.

4.20.5 All clothing purchased by The King's University College for resale to students or others is purchased, inventoried, and sold through the Bookstore. The Clothing Purchases Policy is posted in the Bookstore where the clothing is sold. All other clothing purchased by The King's University College continues to follow normal purchase procedures.

4.20.6 Requisitioners are required to ask suppliers/manufacturers to abide with the policy. The supplier's response is documented on the Request for Purchase Order form. Missing documentation is followed up by Financial Services.