

HELP DOCUMENT

How this doc works :

Presented below is the table of contents : in the first paragraph (source tab) you will find every question related to that matter. In the second paragraph, each step of the Brand Form is detailed (Supply Chain, Materials, Workers...) and in those subsection, we used the same numerotation as the questions from the brand form, so it is easier for you to find what you need.

In the general question section, you will find more detailed information on how to fill the brand from.

Table of contents.

- 1. Source Tab**

- 2. Form Tab**
 - 2.1. Supply Chain**
 - 2.2. Materials**
 - 2.3. Workers**
 - 2.4. Health**
 - 2.5. Environment Brand**
 - 2.6. Environment Suppliers**
 - 2.7. Animals**
 - 2.8. Labels**
 - 2.9. Partnership**

- 3. General questions**
 - 3.1. How to complete the form**
 - 3.2. Don't know how to answer ?**
 - 3.3. Questions about the sources**

1. Source tab.

How do I complete the source document ?

Complete the corresponding line with: The name of the document, the internet link, the publication date of the document.

Document Number	Type of document	Name of document	Internet link	Publication date	Date of access (if the publication date is not specified)
1	Vigilance plan				
2	CSR report of the group				
3	CSR report of the brand	Clear Fashion's report	https://www.clear-fashion.com/manifeste	sept.-19	
4	Website of the group				
5	Website of the brand	Clear Fashion's website	https://www.clear-fashion.com/		févr.-20
6	Code of conduct for suppliers				
7	Supplier contract				
8	Website of the label / certification / scoring / partnership				

What does “Brand declaration” means ?

If you want to provide information that is not yet public, use the corresponding “0” number in the form tab.

For more details on how source justification works, go to section 3.1 of this document.

2. Form tab

2.1. Supply Chain

1.1 What is the “+” for ?

The “+” is to add a country. For example, if the manufacturing process takes place in two different countries, click on the “+”, add that other country and calculate the %.

As of right now, there is a limit of 5 countries.

1.1 How do I fill in the percentage part ?

We take into account the first 5 countries according to the following calculation:
number of suppliers of stage E in country P / total number of suppliers of stage E

1.2 What type of list do I need to share ?

If you tick “yes”, you need to provide a list of suppliers for every single step of the production process.

If you do not know every supplier from every step, you can tick “Yes but not ALL”.

For upcycling only brands we just need the clothing suppliers.

Finally, the list **must be publicly visible** (online)

1.3 How do I fill in the percentage part ?

For this question, you can do the following calculation :
Number of products made for which you know the suppliers / all the products made

1.4 What do you mean by “directly works with its suppliers” ?

Your brand works directly with its suppliers if the commercial relationship has been contracted for at least 1 season (6 months).

1.5 to 1.8 How do I calculate the percentage for the audit questions ?

You can calculate the % with the following calculation: number of suppliers guaranteeing audits per stage / the total number of suppliers for the stage.

1.6 What do you mean by “audits on working condition/workers rights” ?

By that we mean a verification of the proper implementation of policies on working conditions and most importantly a verification of your brand’s practices.

1.7 What do you mean by “internal audits” for unaudited factories ?

An audit grid must be followed, otherwise it is a simple factory visit.

1.8 What do you mean by “audit on clothes’ safety” ?

For the toxicity audit, we mean a verification of the correct implementation of policies on the toxicity of clothing, yarn, fabric and raw material (use of the right tools and testing methodologies, verification of equipment, etc.).

1.6 and 1.8 Which certification will validate my answers for the toxicity and working conditions audits ?

Toxicity audits : *Bioré, Bluesign, EU Ecolabel, Max Haavelar, GOTS, Nordic Ecolabel, OEKO-TEX Step/Made in green/Standard 100, Naturtextil Best, Naturleder, Cradle to Cradle, ISO45001, OHSAS 18001*

Working conditions audits : *BSCI, FWF, WRAP, SA8000, ISC, GOTS, OEKO-TEX STeP, FLA, SEDEX SMETA.*

If you are relying on other types of certifications, do not hesitate to notify us so that we can improve our evaluation system!

Application examples

Situation:

- At the manufacturing stage, you have three suppliers: one of your suppliers is GOTS certified, another OekoTex Standard 100, the last one is not certified.
- At the finishing stage, you have two suppliers: one of your suppliers has the OekoTex Standard 100 label, one is not certified.
- On the weaving stage, you do not know all the suppliers but you know that at least one is GOTS certified.

Answers :

*****Third-party audit on the toxicity of his clothing: Yes*****

66% on the manufacturing stage ($\frac{2}{3} = 0,66$)

50 % on the finishing stage ($\frac{1}{2} = 0,5$)

Unknown % on the weaving-knitting stage

*****Third party audit on the working conditions of his clothes : Yes*****

33% on the manufacturing stage ($\frac{1}{3} = 0,33$)

0 % on the finishing stage

Unknown % on the weaving-knitting stage

2.2. Materials

2.1 to 2.5 How do I fill in the percentage part ?

Number of references containing the material (regardless of %) / the total number of references

2.1 For your information:

Synthetics materials are derived from petrochemicals and require the use of fossil resources in their creation. In addition, clothes containing synthetic materials release plastic microparticles during washing. We provide this information to consumers.

2.3 What is the difference between recycling and upcycling ?

Post-consumer recycling consists of recovering fibres already used to make a yarn and then a knitting/woven fabric. Whereas upcycling consists in recovering the fabric/knitwear directly to make it directly into clothing.

2.4 When do you consider a product upcycled ?

We consider a product to be upcycled when the materials have been reused without any material reconstitution step (no spinning, no weaving, no grinding to recreate a material).

2.5 What types of accessories are considered ?

In this question, we take into account accessories which are difficult to remove from a garment : rivets (metallic stitches on jeans pockets), zippers, press studs or seamless buttons, eyelets, glitter/strass, etc ...

2.5 What can be considered as a reduction ?

The brand has reduced or eliminated accessories on at least one category of products concerned, for example: jeans, jackets or coats, shoes, bags (on t-shirts it doesn't work because there is no accessory on it).

2.6 In which cases can I tick “yes” ?

You can select “yes” only if 100% of the accessories the brand uses (of all kinds) are natural/recycled.

2.8 to 2.9 What do you mean by “mapped the risks” ?

By that we mean that you need to make the link between the raw materials used by the brand and the risks associated with this raw material.

Here is an example for cotton's impact on the land :

	Cotton
Land Impact	Uses prime arable land. Significant pollution from fertilizer and pesticide.

2.3. Workers

3.1 What is an alert and report mechanism ?

Alert and report mechanisms enable workers to voice concerns about violations to their rights and safety and to remedy them within the factory. It is therefore used by workers to resolve complaints directly with their employers. Having a third party to express their concerns is just as important, since the factory may be responsible for the abuse and may have already refused to rectify it. It is also helpful to avoid self-censorship from employees : if the employee feels like it is impossible to complain about something for fear of being fired for instance. This third party can be either a mail address or a phone number where workers can anonymously complain if they are victim of any abuses.

For your information, this concerns every single one of your suppliers, not just the ones known by your brand.

3.2 What is considered as a fair trade approach ?

Working only in France does not guarantee fair trade. For this, you must respect the definition given by the Ministry of Ecological and Solidarity Transition : <https://www.ecologique-solidaire.gouv.fr/commerce-equitable>

Please specify how you comply with this definition (contract for more than 3 years with your suppliers and a financial contribution to community projects ...)

3.2 Is it considered as a disadvantage to not have a fair trade approach ?

The fair trade policy is only considered as a bonus, you don't need to be in fair trade to get a score of 100. In addition, the location of your suppliers also brings bonuses of social guarantees

3.3 to 3.4 How do I validate my answer for the minimum wage / living wage questions?

A simple comment "there is a legal minimum wage" does not justify this answer. Indeed, there are workshops in France where legal working conditions are not respected. You need to tell us how you made sure of it. For example do you have any certifications? Did you do any visits? Do you have any documents proving so ?

Also, if you tick "yes", your answer will be validated only if it concerns 100% of the suppliers of that particular step of production.

3.5 What do you mean by "mapped the social risks" ?

By that we mean that you need to make the link between the raw materials used by the brand and the risks associated with this raw material for the workers.

If you need an example, go to section 2.2, question 2.8 to 2.9

2.4. Health

4.1 What documents do you rely on for the question on substances ?

We base this questions on CAS numbers and on the Restricted Substances List detection limits of ZDHC, which is a group of apparel and footwear brands and retailers working together to lead the industry towards zero discharge of hazardous chemicals by 2020.

4.2 For your information

Made public means anyone can find it on your website.

4.3 What are you referring to for the post-production control ?

The post-production control can take place either in the warehouse after the garment has been made or in the shops.

2.5. Environment Brand

5.1 What do you mean by reducing CO2 emissions ?

We mean that the brand has already implemented concrete actions in order to reduce its CO2 emissions.

5.1 What do you mean by “obtains results” in the answers for this question ?

The brand needs to be able to bring a written proof of result on its scopes 1, 2 or 3 to validate a positive answer.

5.2 What do you mean by compensation of CO2 emissions ?

By that we mean some emissions can't be completely eliminated so you can offset them elsewhere : tree planting, donation to organisations which are compensating CO2 emissions...

5.3 What does air freight means ?

Air freight is any good carried or to be carried in an aircraft. Air freight includes air cargo, air express and air mail.

5.4 If my suppliers have implemented an energy policy on the use of renewable/green energy sources can I tick “yes” ?

No, we are interested in the implementation of an energy policy for the brand : that includes its shops, offices and warehouses. Although, you will need to tell us more about your suppliers in the next section.

5.5 What do you mean by “a global policy on the reduction of unsold garments” ?

The reduction of unsold items is for upstream policies and not for the management of unsold items. Therefore if you do micro collections, pre-order or custom orders for instance, we will validate your answer.

5.6. How do I calculate the percentage part ?

You can use the following formula :

Number of unsold garments given to association or recycled / Total number of unsold garments

5.7 How do I reduce the industrial scrap from the clothing production ?

Here a different ways to reduce production falls for brands:

- Patronage, therefore clothing design (brand side)...
- Optimization of the fabric at the time of manufacture (supplier side)
- The support and awareness-raising of suppliers by the brand on this theme.

5.8 What definition of “collection” do you take into account ?

A collection is an arrival of new products. If there are 8 release dates in the year, 4 of which correspond to Spring-Summer and 4 Winter-Autumn: 8 collections are filled in, and not 2.

5.9 Are partnership with rental sites accepted for this question ?

No, partnerships with rental sites are not accepted unless it requires logistics (stock management only by the brand and no sub-contracting). If you do have a rental service, it must be clearly visible on your website.

5.10 If the brand is implementing donations and such, does it count ?

No, for this question the second-hand service must be set up by the brand or at its initiative for the resale of its products after a private individual use. Therefore, donations to associations or the recovery of textiles for recycling do not count for this question.

5.11 Are there specific criteria for the guarantee service ?

The guarantee service must be clearly visible on the brand’s website, valid on worn products and after 30 days.

5.12 How should the repair service work ?

The repair service should be mentioned on the site so that consumers are encouraged to contact them for repairs. If the brand does repairs under pressure from dissatisfied customers, the answer cannot be validated.

2.6. Environment Suppliers

6.1 What type of energy policies are accepted ?

For this question, energy policies concern : renewable energies, installation of solar panels, wind turbines ... But also, installation of innovative systems to save energy or investment in less consuming equipment.

6.2 What type of policies for the reduction of water pollution are accepted ?

For this question, policies for reduction of water pollution concern : closed circuit, recycling, internal treatment plant... But also, process optimization, use of less toxic products...

6.3 What type of policies for the reduction of water use are accepted ?

For this question, policies for the reduction of water use concern : closed circuit, water recycling, process optimization, investment in less consumer-oriented systems, innovation...

6.4. What do you mean by “sustainable approach” ?

By that we mean an optimization of processes to limit raw material losses. This can be done thanks to innovative equipment, for example: in confection, optimization of the cuttings ; in spinning, process optimization to recover lost fibers ; in finishing, correctly forecasting the quantities of chemical products during a process.

Or we also mean an in-house waste recovery.

6.5 In which cases can I tick “yes” ?

You can tick “yes” if your brand uses only vegetable dye.

6.6 Does the use of chrome tanning must be banned from every products ?

Yes, the ban must concern every leather-based product.

6.7 What if I don't know the percentage of vegetable tanning used ?

Don't worry, if you do not know the percentage, you can tick “Unknown percentage”. If you do know it, please tell us (must be written in a document that you will add to the sources).

6.8. In which cases can I tick “yes” ?

You can tick “yes” if the sand-blasting technique is banned from every single denim-based product.

2.7. Animals

For your information :

As soon as an animal material causing death is used for its production, the "no death of the animal" part is not validated. Same thing applies to the "controversial market" section. As soon as a brand uses exotic fur or leather, it cannot validate the points in the "controversial market" section.

2.8. Label

Please note: this part only concerns labels on finished garments

How do I fill in the percentage part ?

The calculation is the following : Number of labelled **finished** product references / the total number of references.

If I don't have any Labels, will that be considered as a disadvantage ?

Labels allow us to confirm directly some questions thanks to the respective specifications of the labels, but it's okay if you do not have any. You can still validate the questions without labels.

For example: the OEKO-TEX® STANDARD 100 label guarantees that controls on the chemical substances present are carried out during and after production. However, this information can also be provided without a label, if the brand has proof that the controls are carried out.

2.9. Partnership

If I don't have any partnership, will that be considered as a disadvantage ?

Same as labels, partnerships allow us to confirm directly some questions thanks to the respective specification of the partnership. Therefore, it is okay if you do not have any. You can still validate the question without it.

3. General questions

3.1. How to complete the form

What do I put in the “Source” column from de Form tab?

In the source tab, a document number is associated to the document you used to justify your answer in the form tab. That number needs to be put in the source column from the form tab.

Document Number	Type of document	Name of document	Internet link	Publication date	Date of access (if the publication date is not specified)
1	Vigilance plan				
2	CSR report of the group				
3	CSR report of the brand	Clear Fashion's report	https://www.clear-fashion.com/manifeste	sept.-19	
4	Website of the group				
5	Website of the brand	Clear Fashion's website	https://www.clear-fashion.com/		févr.-20
6	Code of conduct for suppliers				
7	Supplier contract				
8	Website of the label / certification / scoring / partnership				

What do I put in the “Quotes” column ?

You can specify the sentence and/or page in which you found the information.

Sources	Quotes
5	(5) "Toute notre production est Made in France"

What do I put in the “Brand’s comment” column ?

In the Brand’s comment column, you can further your explanation and justify your answers.

3.2. Don’t know how to answer ?

What to fill in for questions on which we have no information?

If you lack information, select "Do not know" or leave the box blank (in the case of labels).

What do I do when the actual answer does not correspond exactly (especially in the questions where the proposed answers are "YES" or "NO")?

Select the answer that comes closest to reality. You can also indicate in 'Quotes' the exact sentence that supports your indication, when it comes from a report or document **or** you can add a comment in the “Brand’s Comment” section to add more details.

Can I indicate the commitments we are making for 2025, 2030, etc ?

We have chosen to base our commitments only on information about the current state of brand policies and practices, in other words, what is already in place. We do not take into account commitments made for the future, as we have no guarantee that the commitments will be met.

3.3. Questions about the sources

How do you receive the source documents? Via the file?

Supporting documents can be sent to us as an attachment in the e-mail with the completed form. You can also use a WeTransfer link, a google drive folder, etc. At your convenience!

What to do when there is no CSR report or other supporting document where the information is written? Is the type of supporting document penalizing?

When there is no public document as a source for a piece of information filled in: indicate "brand declaration" in the Sources tab, and check the associated number in the source column corresponding to the information filled in. For this type of information, we indicate on the application "Trademark declaration" as the source. We therefore ask you to complete and sign a document attesting to your good faith. For your information, we do not mark the type of source document in the rating system. The nature of the source does not impact the score. However, we do provide the user with information on the reliability of the source, according to the criteria explained in our methodological guide.

Can articles/posts from social networks be indicated as specific links rather than the website, are relevant information communicated there?

Links to social networks can indeed serve as a source. If they disappear afterwards, as for any information coming from the brand (without other sources), we will indicate "brand statement".