



## GUIDE TO MEMBER OBLIGATIONS – other intermediaries

The BCI has developed Principles of Participation and related Obligations for each membership category. Members are expected to apply these Principles and to comply with the related Obligations in their activities.

The BCI recognises that there are a variety of activities that members can undertake that will promote the goals of the BCI. This document contains illustrative examples of the sorts of things members can do and is intended to help members understand how they can go about applying the Principles of Participation.

**Essential practices:** examples of the minimum actions necessary in the short term to promote the production of Better Cotton.

**Good practices:** examples of actions that will contribute to the full realisation of the goals of the BCI. Members are expected to expand the depth and range of their activities over time.

These examples are intended to be neither prescriptive nor comprehensive, and are provided for guidance only. There will be many other ways that members can apply the Principles and members are encouraged to share their learning and good practices with the BCI Secretariat and with other members. It is intended that this Guide will be updated regularly in light of members' experience.



Other intermediaries may include spinners, mills, cut and sew.

Principles	Obligation	Essential practices	Suggested good practices
<p><b>1. Application of the Principles</b></p>	<p><b>1.1</b> Members shall apply these Principles of Participation in their activities and shall comply with the relevant Obligations that relate to their own organisations.</p>	<ul style="list-style-type: none"> <li>• Work is undertaken towards integrating these Principles of Participation and relevant Obligations within the member organisation’s internal document guiding the member’s operations.</li> <li>• A process is set up for monitoring and reporting on compliance with the present Principles of Participation and applicable Obligations.</li> </ul>	<ul style="list-style-type: none"> <li>• A specific (senior) representative of the member organisation is designated to ensure application of the Principles, internal monitoring, and reporting and communication with BCI.</li> <li>• The designated representative has sufficient seniority and influence to promote the BCI within the organisation.</li> <li>• The members’ compliance with the Principles of Participation and the applicable Obligations is monitored internally and is reported on at least annually internally to an appropriate senior decision-making body.</li> <li>• Relevant staff of the member organisation are informed of the BCI membership of their organisation and of the present Principles of Participation and Obligations.</li> <li>• Relevant staff have the opportunity regularly to discuss and contribute to the members’ activities in support of the BCI.</li> <li>• Relevant BCI newsletters or updates are circulated amongst members’ staff.</li> <li>• The relevant Principles of Participation and applicable Obligations are integrated in the member’s own code of conduct (if any) or any internal document guiding the member’s operations.</li> </ul>
<p><b>2. Promotion of BCI</b></p>	<p><b>2.1</b> Members shall promote the long-term objectives of BCI and shall not undertake activities that could bring BCI into disrepute or damage its reputation.</p>	<ul style="list-style-type: none"> <li>• The member organisation communicates about its membership of the BCI publicly and internally in accordance with BCI’s Communication Rules.</li> <li>• The member organisation informs its suppliers and wider value chain relationships about the meaning of their BCI membership, in accordance with BCI’s communication rules.</li> </ul>	<ul style="list-style-type: none"> <li>• The member organisation communicates about its membership of the BCI and BCI’s progress publicly and internally, encouraging continued and greater support for the BCI mission, in accordance with BCI’s communications materials and rules.</li> <li>• The member organisation communicates accurately about the BCI with their customers, suppliers, sub-contractors and wider value chain relationships, encouraging them to also support the BCI, in accordance with BCI’s communications materials and rules.</li> <li>• The member organisation raises the profile of the BCI through relevant international forums in which they participate, such as the ITMF.</li> </ul>



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<p><b>3. Compliance with Antitrust policy</b></p>	<p><b>3.1</b> Members shall comply with the BCI Antitrust policy [2 September 2009] and shall not engage in any collaborative activity that involves sharing information on costs, prices, margins, suppliers or customers that could be interpreted as anti-competitive under international or national trade rules.</p>	<ul style="list-style-type: none"> <li>The relevant staff of the member organisation have read the BCI Antitrust policy and comply with it.</li> </ul>	<ul style="list-style-type: none"> <li>The BCI Antitrust policy is included in the member's relevant staff induction procedures, and practical requirements for abiding by the policy are highlighted.</li> <li>The member organisation advises BCI of any changes in its national Antitrust law that it considers relevant.</li> </ul>
<p><b>4. Payment of fees</b></p>	<p><b>4.1</b> Members agree to contribute to the costs of running BCI by paying the fee relevant for their category of membership in a timely manner as determined by the BCI Council.</p>	<ul style="list-style-type: none"> <li>The member organisation pays its membership fee within 60 days of receipt of the invoice.</li> </ul>	
<p><b>5. Communications about BCI</b></p>	<p><b>5.1</b> Members shall comply with BCI's Communication Rules covering how their participation in BCI may be described publicly.</p>	<ul style="list-style-type: none"> <li>Relevant staff of the member organisation are aware of the BCI Communication Rules and refer to them for their communication on the organisations membership.</li> </ul>	<ul style="list-style-type: none"> <li>Relevant staff of the member organisation are aware of the BCI Communication Rules and before any communication is undertaken check the compliance of any communication (written and oral) with those rules.</li> <li>When appropriate the support of BCI's Secretariat is sought for public announcements and/or reporting.</li> <li>The member organisation does not make any misleading or unsubstantiated claims about the production, procurement or use of Better Cotton.</li> </ul>



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<b>6. Participation in BCI activities</b>	<b>6.1</b> Members shall contribute to the development of BCI through an appropriate level of meeting attendance, responding to BCI communications, providing information and sharing knowledge.	<ul style="list-style-type: none"> <li>The member organisation advises in advance when its representatives are unable to attend a meeting and provides proxy to another member when relevant.</li> <li>The member organisation provides regular updates (annual) on the member's activity relevant to BCI.</li> <li>Where draft minutes of meetings are provided to members for review, responses are provided to the BCI Secretariat within the allocated timeframe.</li> </ul>	<ul style="list-style-type: none"> <li>The member organisation attends all meetings (physical and virtual) to which the member organisation is invited.</li> <li>The member organisation responds to email enquiries and requests within the given deadline.</li> <li>The member organisation systematically forwards information to the BCI on all its relevant activities, such as working with supply chain track-and-trace systems, engagement with complementary initiatives, and farmer support activities (direct or indirect) that offer opportunities or learning for farmers wishing to produce Better Cotton.</li> </ul>
<b>7. Achievement of basic standards and commitment to continuous improvement</b>	<b>7.1</b> Members shall comply with all applicable national laws and regulations.	<ul style="list-style-type: none"> <li>The member organisation is able to provide records that show compliance with appropriate national law.</li> </ul>	<ul style="list-style-type: none"> <li>The member organisation has a certificate of inspection form a recognised institute / organisation showing compliance with appropriate national law.</li> <li>The member makes available any audits undertaken on behalf of buyers.</li> </ul>
<b>8. Increasing volumes of Better Cotton</b>	<b>8.1</b> Members shall facilitate and respond to customer requirements to source Better Cotton.	<ul style="list-style-type: none"> <li>The member organisation actively sources Better Cotton to meet customer requirements.</li> </ul>	<ul style="list-style-type: none"> <li>The member organisation actively sources Better Cotton to meet customer requirements.</li> <li>The member organisation advises BCI of any difficulties in meeting the requirements (e.g. quality profile not available, geographic source not available etc.).</li> </ul>
<b>9. Support for farmers</b>	<b>9.1</b> Members shall provide support for activities to assist smallholder farming communities, according to their identified needs and BCI goals.	<ul style="list-style-type: none"> <li>According to its position within, and the structure of, the value chain, the member organisation collaborates with Implementing Partners on projects that assist farmers in regions where it sources Better Cotton.</li> <li>Information on market demand with regards to quality is regularly shared with farmers.</li> </ul>	



Principles	Obligation	Essential practices	Suggested good practices
<b>10. Assessment and reporting</b>	<b>10.1</b> Members shall report to BCI on the application of these Principles in line with the reporting requirements agreed by the Council.	<ul style="list-style-type: none"> <li>The member organisation reports annually within the given timeframe on the application of all these Principles to the BCI Secretariat, with supporting materials and key learning points.</li> </ul>	
	<b>10.2</b> Members shall report annually to BCI on Better Cotton volumes used.	<ul style="list-style-type: none"> <li>The member organisation reports to BCI Secretariat annually within the given timeframe on Better Cotton volumes used.</li> </ul>	
	<b>10.3</b> Members accept that BCI may undertake reasonable checks to verify its participation.	<ul style="list-style-type: none"> <li>The member organisation provides documents within 1 month as requested by BCI to support their annual report.</li> <li>The member facilitates any other verification processes developed by BCI.</li> </ul>	
<b>11. Working with suppliers to promote the use of Better Cotton</b>	<b>11.1</b> Members shall develop and maintain traceability systems to facilitate segregation of Better Cotton as far as it is practicable.	<ul style="list-style-type: none"> <li>The member organisation has a plan within 1 year of membership to develop a system for sourcing and using Better Cotton that allows for the Better Cotton make-up of the yarn to be identified.</li> </ul>	<ul style="list-style-type: none"> <li>The member organisation involves its suppliers in the development and implementation of a long term cotton strategy based on purchasing Better Cotton.</li> <li>The member organisation uses a system for sourcing and using Better Cotton that allows for the Better Cotton make-up of the yarn/fabric/garment to be identified.</li> </ul>