



# MACPAC RESPONSIBLE SOURCING MANUAL

---

FOR VENDORS, FACTORIES, SUPPLIERS AND SUB-CONTRACTORS

---

**Contact Information**

*James Prusas*

*Supply Chain Manager*

tel: +64 3 964 9601

e-mail: [james.prusas@macpac.co.nz](mailto:james.prusas@macpac.co.nz)



# TABLE OF CONTENTS

<b>1 Introduction</b>	Page 3
<b>2 Becoming a Macpac Supplier</b>	Page 4
<ul style="list-style-type: none"><li>• Preferred suppliers</li><li>• How we choose &amp; monitor our manufacturing suppliers (Tier 1)</li><li>• How we choose &amp; monitor our raw material suppliers (Tier 2)</li><li>• How we choose &amp; monitor our farms (Tier 3)</li></ul>	
<b>3 Sourcing Transparency</b>	Page 5
<ul style="list-style-type: none"><li>• Trackmydown.com</li><li>• Responsible Down Standard</li><li>• Responsible Sourcing Network Cotton Pledge</li><li>• Macpac Cotton Policy</li><li>• Macpac Wool Policy</li></ul>	
<b>4 Environmental Transparency</b>	
<b>Appendix 1</b>	Page 9
<ul style="list-style-type: none"><li>• Cotton/Wool Origin of Growth Profile</li></ul>	

# CHAPTER 1

## INTRODUCTION

The purpose of this manual is to outline Macpac's approach to Responsible Sourcing, by providing a guide for suppliers to follow, and transparency for Macpac customers.

We aim to:

- Ensure that products and raw materials are produced in environmentally responsible and humane conditions.
- Educate suppliers and their factories by ensuring compliance with these standards and safeguarding the workforce.
- Support continuous improvement of our supplier base.

We will achieve this by working with suppliers who manage and operate their factories in accordance with local laws, as well as operating in a socially and environmentally responsible manner.

This includes managing human resources, employing environmentally sound business practices, and complying with legal expectations.

As our business relationships develop, we expect our suppliers to raise standards, improve working conditions, and to do the same within their supply chain.

Failure to fully disclose or cooperate will lead to cancelled purchase orders or in some cases termination of business by Macpac.

Our goal is to ensure all suppliers and their factories are successful in their application of these policies.

## CHAPTER 2

# BECOMING A MACPAC SUPPLIER

In today's increasingly transparent world there is a greater need than ever for our suppliers to be transparent and for them to be able to demonstrate they are doing so.

Macpac endeavours to work with suppliers in an open, constructive and transparent manner and we request our suppliers do the same.

### **Preferred suppliers**

Macpac strive towards developing collaborative long term (5+ years) partnerships that enables Macpac to provide quality products and customer satisfaction, while also providing certainty and predictability to suppliers.

### **How we choose & monitor our manufacturing suppliers (Tier 1)**

Macpac evaluate potential new and existing manufacturing suppliers for the ability to meet our:

- Quality standards
- Social compliance policy (refer to Macpac Social Compliance manual)
- Responsible sourcing

The supply chain team (which includes social responsibility) has full veto power over deciding which factories Macpac will work with.

They collaborate closely with the product team on sourcing decisions for factories we currently employ and for deciding whether or not to work with a new factory.

This approach is in place for all finished-goods factories and their subcontractors. (Tier 1)

It effectively screens out suppliers who cannot meet our set of standards.

### **How we choose & monitor our raw material suppliers (Tier 2)**

We are now working with our raw material fabric and trim suppliers to replicate the above process.

Macpac evaluate raw material suppliers by their performance in:

- Quality standards
- Social compliance policy (refer to Macpac Social Compliance manual)
- Responsible sourcing

### **How we choose & monitor our farms (Tier 3)**

Macpac require the raw materials of down, merino and cotton to be sourced from the farming industry. In order to ensure the fair treatment of animals and humane conditions for workers, Macpac have aligned themselves with responsible sourcing partners.

All Macpac down is sourced through Allied Feather & Down. The down is certified as being responsibly sourced and can be tracked through the application of [TRACKMYDOWN.com](https://www.trackmydown.com)

Fabric mills sourcing merino/wool or cotton for the use of Macpac fabrics, are to track their own supply chain and provide a completed **Cotton/Wool Origin of Growth Profile** to Macpac (Appendix 1).

## CHAPTER 3

# SOURCING TRANSPARENCY

In the spirit of being open and transparent, Macpac publish the following documents on their website.

- *Macpac Vendor Manual*
- *Macpac Social Compliance Manual*
- *Macpac Responsible Sourcing Manual*

FACTORIES



FABRIC MILLS



FARMS



## **TRACKMYDOWN.com**

Macpac pay a premium for the down we use. All Macpac down is sourced from Allied Feather & Down, and is certified as responsibly sourced down.

The down in Macpac products can be tracked by using the online tracking tool at Trackmydown.com. By using the lot number or the barcode on the swing ticket, consumers can know exactly where their down has come from.

For more information on TRACKMYDOWN go to [www.trackmydown.com](http://www.trackmydown.com)

For more information on Allied Feather & Down go to [www.alliedfeather.com](http://www.alliedfeather.com)

## **Responsible Down Standard (RDS)**

The 'Responsible Down Standard' ensures that down and feathers come from ducks and geese that have been treated well and that have not been subjected to any unnecessary harm. This includes all aspects of animal rearing and handling throughout the entire down supply chain, thus improving the welfare of animals. The standard also follows the chain of custody from farm to product, so consumers can be confident that the down and feathers in the products they choose meet the RDS.

For more information on RDS go to [www.responsibledown.org](http://www.responsibledown.org)

The RDS certification is audited by Control Union – a premier third party auditing body.

For more information on Control Union go to [www.controlunion.com](http://www.controlunion.com)

## **Responsible Sourcing Network Cotton Pledge**

In order to conduct business with Macpac, all vendors, suppliers and subcontractors supplying product to Macpac must adhere to Macpac's Cotton Policy as outlined in 4.1 of the Macpac Vendor Manual. Failure to fully disclose or cooperate will lead to termination of business by Macpac.

### ***Macpac Cotton Policy***

1. Uzbek cotton fibre is not to be used in any yarn/fabric/ textiles of Macpac product.
2. Spinners and mills that use Uzbek cotton are not to be used in the Macpac supply chain.
3. Suppliers are to maintain, complete accurate documentation of the source of cotton, to ensure transparency and compliance.
4. Suppliers must be able to verify compliance to this policy by providing certification on the cotton fibre country of origin and the name of the mill.
5. Suppliers are to integrate these requirements into the Macpac procurement processes.

To further demonstrate a commitment to Labour & Human Rights, Macpac has signed the Responsible Sourcing Network Cotton Pledge in support of ending forced labour practices in Uzbekistan's cotton fields.

By signing the pledge:

- Macpac demonstrates a commitment to respecting human rights by publicly denouncing the use of forced labour.
- Macpac agrees to implement using **Cotton/Wool Origin of Growth Profile** to track the Country of Origin for the cotton inputs into Macpac products.
- Macpac will provide suppliers with a policy that prohibits them from sourcing Uzbek cotton until the Government of Uzbekistan ceases using forced labor to harvest cotton.

- Macpac agrees to boycott suppliers that are using Uzbek cotton.

#### *The Cotton Pledge*

*We, the undersigned companies are working to ensure that child and adult forced labor does not find its way into our products. We are aware of reports documenting the systemic use of child and adult forced labor in the harvest of cotton in Uzbekistan. We are collaborating with a multi-stakeholder coalition to raise awareness of this very serious concern, and press for its elimination.*

*As a signatory to this pledge, we are stating our firm opposition to the use of child and adult forced labor in the harvest of Uzbek cotton. We commit to not knowingly source Uzbek cotton for the manufacturing of any of our products until the Government of Uzbekistan ends the practice of forced child and adult labor in its cotton sector. Until the elimination of this practice is independently verified by the International Labor Organization, we will maintain this pledge.*

For more information on this go to [www.sourcingnetwork.org](http://www.sourcingnetwork.org)

#### **Macpac Wool Policy**

Macpac aligns with fabric mills that use Woolmark Certified wool.

This allows the fabric mills to have traceability and visibility of the animal health and welfare.

# CHAPTER 4

## ENVIRONMENTAL TRANSPARENCY

Macpac aims to use textile suppliers who are partnered with Bluesign Systems and other equivalent environmental programs.

Their aim is to improve environmental performance in five key areas of the production process:

- Resource productivity
- Consumer safety
- Air emissions
- Water emissions
- Occupational health and safety

### **POLARTEC® FABRIC TECHNOLOGIES**

Macpac work with POLARTEC® FABRIC TECHNOLOGIES, a global industry leader in fabric innovations. Polartec have developed fleece that uses recycled polyester from plastic bottles, thus transforming trash into fleece. Fabrics contain a minimum of 50% recycled fibres that conserve energy and reduce CO2 Emissions. By sourcing our fleece from Polartec, Macpac are prolonging the life of landfills, contributing to less air, water and soil contamination, and reducing toxic emissions.

### **Forest Stewardship Council (FSC) Certification**

Macpac hangers are FSC accredited, ensuring that the wood comes from well managed forests providing environmental, social and economic benefits.

Such benefits include protecting biodiversity, indigenous peoples' rights, worker's rights, and areas of significant environmental or cultural importance.

FSC does not issue certificates themselves, but use an independent auditing body to carry out the forest management and chain of custody assessments.

For more information on FSC go to [www.fsc.org](http://www.fsc.org)

### **Green Carbon Neutral Certification**

We are currently in the process of sourcing new retail packaging from a company that is Green Carbon Neutral Certified through its operations and recycling programs.

For more information on this go to [www.greencarbon.co.nz](http://www.greencarbon.co.nz)

# APPENDIX 1

## Cotton/Wool Origin of Growth Profile



### Cotton/Wool Origin of Growth Profile

The aim of this profile is to provide an understanding and transparency of your business practices with regards to “Social Responsibility”, “Environment, Health & Safety”, and “Supply Chain mapping”. It is the supplier’s responsibility to track their own supply chain.

All information will be handled with absolute confidentiality.

Please return the complete to:

Supply Chain Manager: [james.prusas@macpac.co.nz](mailto:james.prusas@macpac.co.nz)

Compliance Manager: [rachel.gafa@macpac.co.nz](mailto:rachel.gafa@macpac.co.nz)

Farm Details	
<b>Fabric Mill Name</b>	
<b>Product Type</b>	<input type="checkbox"/> COTTON <input type="checkbox"/> MERINO/WOOL
<b>Farm name:</b>	
<b>Farm address:</b>	
<b>Contact:</b>	Name:
	English speaking ability: <input type="checkbox"/> English reading ability: <input type="checkbox"/>
<b>Countries exporting to:</b>	
<b>Other major customers:</b>	

Social Compliance Practices	
<p>Does the farm participate in any social compliance audits? Please specify:</p>	<input type="checkbox"/> YES <input type="checkbox"/> NO
	<input type="checkbox"/> BSCI <input type="checkbox"/> FLA <input type="checkbox"/> WRAP <input type="checkbox"/> ETI <input type="checkbox"/> SA8000 <input type="checkbox"/> OTHER please specify: <p><b>Please submit a copy of the certification</b></p>
<p>Does the farm have any of its own programmes to help improve social and environmental conditions</p>	<input type="checkbox"/> YES <input type="checkbox"/> NO <p><b>If YES please specify:</b></p>
<p>Does the farm have a philosophy- vision and mission statement that supports Social, Environmental, and Health &amp; Safety responsibilities?</p>	<input type="checkbox"/> YES <input type="checkbox"/> NO <p><b>If YES please specify:</b></p>