



POLICY FOR APPROVED CONSULTANTS FOR GOTS

Version 1.0 – 14 March 2019

1. Introduction

- 1.1. Global Standard gGmbH (GOTS) acknowledges that several independent individuals or companies have been offering expert consultancy services to the Textile Industry to achieve Certification for textile operations or receive approval for chemical inputs in producing and consuming regions around the world.
- 1.2. GOTS also acknowledges the fact that there is a need that individuals or companies are vetted and approved by GOTS in order that they disseminate correct knowledge to the textile industry. Hereinafter referred to as “**GOTS Approved Consultant**”.
- 1.3. GOTS has therefore formulated this policy to the end that the industry will receive correct and accurate knowledge about the requirements of the Standard and the processes and procedures necessary to be followed within the operations of a GOTS certified entity.

2. Scope

- 2.1. This policy covers formal consultancy services imparted to prospective or existing GOTS Certified Entities or operators, Chemical Suppliers, Brands and Retailers at their request.
- 2.2. The consultancy may be in any areas of GOTS: the Standard, the Interpretation Manual, Licencing and Labelling, Policies related to Transaction / Scope Certificates and other GOTS requirements.
- 2.3. This policy does not cover lectures / talks given at conferences and/or events which are part of a larger programme intended for public benefit.
- 2.4. It is expected that the *GOTS Approved Consultant* is fully cognizant of the latest versions of each referred GOTS documents to which consultancy is being offered. For new versions of the Standard and Implementation Manual, it is required that the *GOTS Approved Consultant* has attended a relevant update webinar conducted by the GOTS Management and / or had adequate information formally passed on to it for effective knowledge sharing.
- 2.5. Approval will be granted only to individuals in their personal capacities and not organisations, though organisations may apply for, pay for, receive and administratively operate such approvals for these approved employees.



3. Primary Qualifications for *GOTS Approved Consultant*

- 3.1. *GOTS Approved Consultants* are expected to have at least sound experience in the Textile Supply Chain and a minimum of 5 years' experience with the Global Organic Textile Standard both within the Consultation Scopes defined in 3.3 below.
- 3.2. *GOTS Approved Consultants shall* have knowledge of other Textile Standard Systems and must have at least 5 years' experience dealing with such Standard Systems.
- 3.3. The matrix below gives minimum attributes that are required of *GOTS Approved Consultants*:

Sr.	Consultation Scope	Consultant Attributes
1	GOTS Standard and Implementation Manual – Overview and General Information	5 years of being associated with GOTS, including Certification Bodies
2	Licensing and Labelling Requirements for GOTS	5 years of experience within the textile industry with basic knowledge of labelling rules in consuming markets, understanding of licensing rules. Merchandising experience within the fabric, garment, home textile industry dealing with export / import of products
3	Chemical Restrictions and Environmental Requirements in GOTS	Formal qualifications in Chemistry, 5 years of experience within textile industry such as processing, retail, chemical manufacture with emphasis on RSL compliance, supervisory position in a testing and research institute.
4	Quality / Testing Requirements in GOTS	5 years of experience within textile industry such as processing, retail, chemical manufacture with emphasis on quality control, supervisory position in a testing and research institute.
5	Certification to GOTS, Transaction Certificates, Scope Certificates etc.	5 years of being associated with operations dealing with GOTS or similar standards, including Certification Bodies
6	Approval for Certification Bodies	5 years being associated with operations related to GOTS certification or similar standards, relevant experience with Accreditation Bodies.



4. Approval Process and Procedures

- 4.1. Individuals and organisations on behalf of individuals (see section: Approval) desirous of receiving status as *GOTS Approved Consultants* will apply to Global Standard gGmbH, using a specified application format.
- 4.2. Application shall be accompanied by a non-refundable Application Fee (see section: Fees).
- 4.3. GOTS will consider each application to decide if it may be forwarded to the designated independent 3rd party Assessment Body.
- 4.4. The Assessment Body will contact the applicant and process the request for approval based on examination of documents, in-person or on-line interviews, requests for more documentation as well as, if necessary, an audit visit.
- 4.5. All costs towards this 3rd party assessment will be to the account of the applicant.
- 4.6. GOTS may decide to assess applications itself rather than appoint a 3rd Party to do so. In this case, the Assessment Body referred to in this policy will denote the GOTS Management and all other protocol will remain the same as for a 3rd Party.

5. Approval

- 5.1. On successful completion of assessment, the *GOTS Approved Consultant* will be formally required to sign a contract with GOTS as part of the approval process. An Approval Certificate / Letter will be issued thereafter and published on the GOTS website.
- 5.2. Services as a *GOTS Approved Consultant* cannot be offered to any (prospective) client prior to receipt of an Approval Certificate / Letter. Services shall be offered only when the Approval is current.
- 5.3. Approval will be valid for a period of 2 years, renewable at the discretion of Global Standard gGmbH, subject to successful review by the designated Assessment Body.
- 5.4. *GOTS Approved Consultants* have to undergo a follow-up review with the designated Assessment Body before renewal.
- 5.5. Costs related to the follow-up review will be to the account of the *GOTS Approved Consultant*.

6. Fees & Payment

- 6.1. Applicants shall pay a non-refundable application fee of € 2.000 along with their application, subject to adjustment considering the economic situation of the respective applicant country. A reduced application fee is possible



- for consultants from countries with low cost of living or special circumstances. GOTS exclusively reserves the right to decide about such reduction.
- 6.2. GOTS Approved Consultants will pay a minimum annual fee of € 500, for a full calendar year or part thereof. A reduced annual fee is possible for consultants from countries with low cost of living or special circumstances. GOTS exclusively reserves the right to decide about such reduction.
 - 6.3. In addition, GOTS Approved Consultants shall pay a fee based on their turnover with GOTS related consulting, a value of 5% of the annual turnover (exclusive of turnover related taxes such as VAT), rounded up to the nearest Euro.
 - 6.4. GOTS Approved Consultants will submit to the GOTS Management, along with their annual overview (see 7.5), a statement of turnover generated towards calculation of the fee. GOTS reserves the right to demand an independently verified turnover statement from certified (public) accountants should there be a need and the GOTS Approved Consultants will arrange such a statement at their cost.
 - 6.5. Annual Fees are payable within 30 days of presentation of an invoice from Global Standard gGmbH at the beginning of every calendar year.
 - 6.6. Fees for review and approval of Material (section Material and Follow-up activities) shall be charged at an hourly rate of € 80.
 - 6.7. Payments must be made via bank transfer to Global Standard gGmbH with all charges related to transfer to the account of the transferee.
 - 6.8. Global Standard gGmbH reserve the right to change the fee structure as and when deemed necessary by them.
 - 6.9. VAT will be additional to all GOTS invoices made to German companies / individuals.
 - 6.10. Reduced fees will be applicable for all applicants and approved consultants employed or contracted by GOTS founding organisations. GOTS reserves the exclusive right to formulate and modify such reductions.

7. Material and Follow-up activities

- 7.1. *GOTS Approved Consultants* may create own training / explanatory material to aid their operations.
- 7.2. All own materials may be reviewed and approved by the GOTS management should the *GOTS Approved Consultant* wish to request this. Reviews and approvals will be chargeable, see section “Fees”.
- 7.3. Official public GOTS material offered for download on the GOTS website may be reproduced, referred to and quoted by *GOTS Approved Consultants* freely with the exclusion of photographs, charts and (extracts from) presentations. Use of excluded material and material not offered for



download is only permitted upon review by and specific written approval from the GOTS Management.

- 7.4. All material created must be clearly marked as the Consultants' and not GOTS'. All reproduced GOTS material and references to and quotes therefrom must be properly marked.
- 7.5. *GOTS Approved Consultants* must provide an annual overview of their GOTS related consultancy to GOTS.

8. Ethical Practises & Use of GOTS Logo

- 8.1. *GOTS Approved Consultants* must follow Ethical Business Practices in pursuit of their business, including a spirit of fair competition among all GOTS Approved Consultants. They must not solicit business or customers on the basis of award or reward of commissions to customers, any third parties or other Approved Consultants.
- 8.2. *GOTS Approved Consultants* are allowed to use a specified GOTS Logo as provided by GOTS together with their Consultants Contract on their visiting cards / formal letter-heads and material – if approved by GOTS (see Section: Material & Follow-up Activities)
- 8.3. Use of the specified GOTS logo is allowed only while the Approved status is current and all material with the GOTS logo must be destroyed should such Approved Status be revoked / not renewed.

9. Rights of Global Standard gGmbH

- 9.1. GOTS, GOTS logo, other material released by GOTS remain copyrighted by Global Standard gGmbH and *GOTS Approved Consultants* will respect these rights in all their activities.
- 9.2. Global Standard gGmbH reserves the right to accept, revoke, suspend or terminate the approved status of *GOTS Approved Consultants* with or without notice for breach of conditions (enumerated in detail in individual contracts). GOTS may publicly communicate this without giving reasons for this.
- 9.3. GOTS reserves the right to modify this policy and contract terms as and when deemed necessary; with regard to contract terms not effective before the end of the actual contract period.

10. Law and Venue

- 10.1. This policy and all contracts / agreements that follow from it shall be exclusively governed by German law (excluding conflict of law rules) and any disputes arising out of them will be exclusively decided by the competent German court.



11. Competition

- 11.1. Persons working for GOTS Approved Certifiers and textile related Standard Organisations, whether temporary or permanent; full-time or part-time, are not eligible for appointment as GOTS Approved Consultants. This provision does not apply to GOTS Founding Organizations.
- 11.2. *GOTS Approved Consultants* are not barred from consulting clients for other Standards or Standard Organisations.

12. Operative Coordinator

- 12.1. The Managing Director responsible for Standards Development & Quality Assurance will be the operative coordinator of this policy.

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