



WEST Principles Terms of Engagement

Background

Emerging technology interventions create an opportunity for more transparent and responsible global supply chains. From mobile phones to social networks, technology can amplify workers' voices by connecting them with manufacturers, brands, worker representatives and NGOs directly. It can also produce actionable insight for all actors to enable safe and ethical factory environments or improve worker well-being.

The Worker Engagement Supported by Technology (WEST) Principles is an international network of actors working together to ensure that technology is leveraged for good, by aligning on a set of design and implementation guidelines intended for worker inclusion, security, and benefit (Principles). WEST is not an independent organization, but rather a collaborative program driven by companies and organizations that endorse the Principles, committing to the promotion and uptake of the Principles for positive outcomes for workers (hereinafter Community).

This document provides the terms of engagement for how the Community works together.

Contents

Background	1
Purpose Statement	2
Values Statement	2
Endorsement Community Membership	2
Commitment / Eligibility	2
Delisting	3
Steering Committee	3
Duties & Responsibilities	3
Defined Roles	4
Steering Committee Meetings	4
Composition	5
Elections	5
Term of Office	6
Decision-Making	6
Consultation Process	6
Member Meetings	7
Conflict of Interest	7
Confidential Information and Data Protection	7

Purpose Statement

By encouraging the adoption of a common set of guidelines, the Principles seek to ensure the use of technology will meaningfully affect workers' lives, powering up data and results that can inform improvements where they are needed most.

Values Statement

The Community's work is guided and informed by its values and commitments to:

1. **Integrity, Accountability & Impact:** Realize the promise of technology interventions to improve workers' lives, by offering a framework for accountability in both how they work to strengthen worker inclusion, security & benefit, and the impacts they have
2. **Transparency & Collaboration:** Drive a culture of teamwork that inspires innovation and cooperation. Create an inclusive industry space for shared insights and learnings around worker engagement. Develop and lead others in improvement and harmonization opportunities. Commit to a high degree of transparency, openness and fairness to allow the spread of insights and shared learning

Endorsement Community Membership

All stakeholders are invited to endorse the Principles to affirm their commitment to improving the way technology-driven efforts are designed and implemented. "Membership" pertains to individuals and/or institutions that endorse the Principles publicly and that submit their intention to become members of the Community. There are no fees associated with endorsement and being Community members at present (although this is subject to revision by the Steering Committee). WEST reserves the option to publish its list of endorsers at westprinciples.org/endorsers.

Commitment / Eligibility

Any individual or organization can become an endorser by committing to:

1. The uptake and/or use of the Principles in any technology interventions it deploys, as applicable
2. Promoting the common agenda of worker inclusion, security, and benefit
3. A participatory approach to Principles and any associated work
4. Cooperation and collaboration to advance the entire field, rather than acting only for the benefit of one solution
5. Share resources, aggregate data, experiences and questions about technology interventions in global supply chains to support a WEST community of practice and/or to inform WEST strategy development and learning
6. Transparency about involvement, including committing to being included in a publicly disclosed list of endorsers on the WEST website

Leaving the Community

A member can design to leave the Community at any time, via a written communication to the Steering Committee Chair. Termination of membership is effective according to the date specified or, if none specified, upon receipt by the Chair.

Delisting

Recognizing that bad practices can impact the entire Community, we reserve the right to ask a member to leave the Community and to delist them as an endorser on the WEST website.

However, this is a last resort, usually reserved to complete failure to uphold membership commitments and/or the commission of any act(s) or omission(s) that result in, or threatens, severe injury to the reputation or standing of WEST. Typically, it will only happen if there are clear indications that engagement will not work and/or there is no communication from the endorser that they are undertaking improvements and have no intent to uphold commitments.

The Steering Committee shall determine how to gauge whether delisting is warranted. Where warranted, the Steering Committee will also determine the date of termination, and the conditions under which rejoining may be possible and warranted. The Chair will notify the member in writing of the Committee's deliberation and decision.

Consequences of Termination of Membership

Any obligations of confidentiality that may be signed during membership continues, in accordance with its terms, beyond the Member's termination. Any Member who ceases to belong to WEST has no claims to compensation, no claim on WEST's assets, no right to the use of WEST's name or logo and shall forthwith cease to hold itself out as a member of the Community.

Steering Committee

The Steering Committee (Committee) is a decision-making body within the program structure that consists of volunteers who provide, guide, and monitor the strategic direction of the Principles and their use. Steering Committee members commit to guide the development and implementation of the Principles and their growth among the Community and stakeholders. The Committee acts in a similar function as a Board of Directors by providing oversight, however there is no fiduciary responsibility.

Duties & Responsibilities

The Steering Committee has the following responsibilities:

1. Elect a Chairperson
2. Recruit and appoint a Data Protection Officer
3. Admit or terminate membership

4. Establish a process for engaging the Community in the development or modification of WEST's strategy and annual work plan, then approve them
5. Approve revisions to the Principles and/or Terms of Engagement
6. Provide strategic advice on key issues, risk opportunities, options and/or external developments impacting WEST's strategy
7. Recommend actions to increase the reach, effectiveness, and impact of WEST and the Principles, and/or to develop a common agenda and community of practice across the field of worker engagement and technology-driven efforts
8. Discuss and make recommendations on other issues that Members consider to be of importance
9. Review the need for specialized working groups on selected topics and establish/close such groups
10. Inform the membership of its deliberations and decisions in writing via meeting notes
11. Interact with the backbone entity / Secretariat on strategy, stakeholder engagement, and shared measurement

Defined Roles

1. **Chair:** Ensures that the Committee functions properly, that there is full participation during meetings, that all relevant matters are discussed and that effective decisions are made and carried out. Works toward building a sense of trust, productivity, and camaraderie within the Committee. Solicits for the subsequent membership of the Committee for the replacement of its members in compliance with the Terms of Engagement.
2. **Data Protection Officer:** Establishes data protection strategy and appropriate technical & organizational measures to implement data protection principles. Oversees WEST's implementation to ensure compliance with legal requirements, including rules for data breach or query escalation, GDPR compliance and best practice.

Steering Committee Meetings

The members of Steering Committee will:

- Participate in meetings via conference call/online seminar (once a quarter and ad hoc if and as urgent needs arise in between quarterly meetings).
- Designate a representative to attend on their behalf as a delegate, should they be unable to attend
- Review pre-read materials prior to meetings and come prepared for engaged discussion, active listening, and respectful dialogue. Briefing materials will be provided to the Committee as far in advance of meetings as practicable
- Commit to a two-year membership

The Chair sets the agenda, convenes meetings, and ensures that they are properly conducted. Committee members take turns serving as recorder for meetings.

Composition

The following constituencies can be represented in the Committee:

Constituency	Examples
Private Sector	Brands, retailers Manufacturers, suppliers Service providers Technology providers
Civil Society	Non-governmental organizations Inter-governmental organizations Organized labor, unions Worker organizations Academics

The Committee will be comprised of a maximum of 9 members, with a maximum of four from Private Sector and Civil Society, and the Data Privacy Officer. The Committee can proceed with open seats but will use its best efforts to recruit and fill open seats, while maintaining equal representation across the Private Sector and Civil Society. Once it is full, the Committee may stagger terms of office to ensure continuity and limit the amount of turnover that occurs at one time.

The Committee seats are held by an individual, not simply to the company/organization. There may be no more than one Committee member from any particular company/organization.

Elections

Candidates for the Committee can be self-nominated or nominated by a member or the backbone entity / Secretariat for WEST. Nominations are e-mailed to the backbone entity / Secretariat for WEST. The nomination period is 10 business days from the announcement that nominations may be submitted.

Representatives from one organization are limited to nominating at most two candidates for each constituency.

If, at the nominations closing date, there are fewer candidates than seats available for that constituency, all the candidates are deemed elected unopposed, and no election is held.

During the nomination period, candidates are encouraged to, but not required to, submit a position statement. The position statement should describe the candidate's background and why they seek to be on the Committee.

Candidates must also acknowledge that their company/organization have allowed him/her to allocate the time necessary to perform the duties of a Committee member. The acknowledgement is authored



by the candidate and commonly appears at the end of the candidate's position statement but can be provided to the backbone entity / Secretariat for WEST separately from the statement.

Each Community member has one vote in the election. Institutions may assign their proxy for voting in any manner they choose.

Term of Office

Term of office is two years, renewable for one more term. Committee members may not serve more than two consecutive terms.

The Chair is elected by the Committee members to a one-year term that is renewable.

A Committee member may relinquish that membership voluntarily or may place that membership at risk through inactivity. Specifically, failure to attend or appoint a delegate to attend two consecutive Committee meetings places a member on probation. Attendance by the Committee member or appointed delegate at the next Committee meeting is mandatory or dismissal from the Committee can result.

Committee seats vacated mid-term shall be filled at the earliest reasonable opportunity by appointment by the other Committee members, and such representative shall occupy that seat for the balance of the original term.

Decision-Making

The decision-making process of the Steering Committee shall be based on a consensus, no objection basis. If full consensus cannot be achieved, decisions are made by a 2/3 majority vote of those present.

The following will, however, require a quorum to be present (i.e., 2/3 of voting members must be present to conduct this business in the name of the group) and require a decision by consensus: (1) Amendments to the Principles and Terms of Engagement; (2) filling Committee mid-term vacancies; or (3) imposition of any dues or other fees for Community membership and/or Principles endorsement.

Observers have no voting rights.

No member of the Steering Committee may participate in a decision where such participation would give rise to a potential conflict of interest.

Consultation Process

Meetings are open to all endorsers, and this will normally allow sufficient consultation on most issues. The Steering Committee will determine whether to consult more formally on particular issues, and if it decides to consult, will determine the form and method of consultation.

Member Meetings

The Community will meet at least quarterly, or more frequently as circumstances dictate, via conference call. The Steering Committee Chairperson will approve the agenda for the Community meetings, and any member may suggest items for consideration.

Conflict of Interest

To enable an equal playing field among competitors participating in the membership community, members and their organizations are not eligible for funding that WEST receives related to its research, business case development, advocacy, or any other activity related to implementing the work plan of WEST. Members are participating in the Community as unpaid volunteers.

Confidential Information and Data Protection

From time to time, WEST may need access to data or confidential information from its Members to further its commitments under the workplan and/or in the interest of collaboration and shared learning in support of its mission. However, in all such cases, the Data Protection Officer, appointed by the Steering Committee, will define the requirements (e.g., what data, to do what, who approves, etc.) and then determine whether, and if so how, to proceed to ensure compliance with applicable laws in any collection, storage, transfer, use and application of Members' and/or WEST's data on behalf of WEST. Moreover, the Data Protection Officer will be guardian of all confidential data, ensuring its proper care and discretion to avoid improper disclosure, publication, or dissemination of the discloser's information in accordance with the WEST's confidentiality policy.