



SURVEY GUIDE
SUSTAINABILITY
REQUIREMENTS

MINIMUM STANDARDS

**BERLIN
FASHION
WEEK**

SURVEY GUIDE

SUSTAINABILITY REQUIREMENTS

1. We have a formally approved sustainability strategy in place, covering both environmental and social considerations.

- Please share your sustainability/ESG strategy. This strategy should cover both environmental and social considerations and can include commitments to international pledges or voluntary schemes such as SBTI, UNGC, ILO or UNFCCC.
- Please indicate by whom the strategy is approved by (management, board, c-suite).*
- Describe how the strategy is reviewed and monitored. Reviews and monitoring could be executed through e.g. annual reports, regular updates on social media/website, internal check-ins or project management tools such as asana.
- Describe how tasks/responsibilities regarding your sustainability strategy are owned/divided to secure progress against targets. For instance via respective job functions or teams, project plans, handovers, external consultants/freelancers, project managers etc.**

* Brands with no or very limited hierarchical structures due to their size do not have to have the strategy approved by management/board/c-suite but it is expected that the strategy is approved by e.g. founder(s) or relevant team members such as leads in Production or Design.

** It is not expected that brands <10 employees have clear-cut task owners or departments dedicated to their sustainability or compliance efforts in place. Instead brands can share how tasks might be integrated to the everyday decision making of relevant team members.

2. We have guidelines and structures in place to provide equal opportunities and hiring processes for greater diversity and inclusion in our office(s), especially for management positions. For inspiration, you can dive into e.g. the Diversity, Equity, and Inclusion Policy.

- Please share your DEIB policy in the form of e.g. a company handbook, strategy document, internal guidelines/ targets/commitments with us.* Documentation can be linked to e.g. inclusive hiring process such as bias training or office guidelines/structures that enable equal opportunities for employees such as considerations around compensation, access to benefits, training and employee development.

* It is not expected that brands <10 employees have a policy in place.

** It is not expected that brands <10 employees have undergone training.

*** Brands <10 employees are expected to share DEIB considerations for potential future hires. These brands are required to be committed to learn from e.g. (freely) available resources or guidelines that could be/are implemented if ever relevant.

- State which departments or roles in your team have received guidelines or training for inclusive hiring processes.**
 - Describe how your hiring process is reflecting DEIB considerations.***
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3. We do not destroy unsold clothes and samples from previous collections and have a process in place for leftovers. The destruction of unsold clothes also includes landfill. Though, for consumer health reasons, it at times may be necessary to eliminate clothing (e.g., if chemically not compliant).

- Please describe your process for handling unsold clothes, samples and leftovers incl. any partners you might work with.
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4. We have criteria in place to ensure the quality and longevity of our products and inform our customers about the value of longevity. Making products of high value can create environmental benefits by increasing their potential lifespan and durability which can be physical and/or emotional.

- Please inform us which measures or criteria ensure the longevity and durability of products and how they were tested.*
- Describe how product-related customer feedback is considered in this process.
- Share how you communicate the value of longevity to your customers (e.g. care instruction, store staff, labels, information on website...).

* Brands who do not source their own fibres/fabric but are e.g. using deadstock fabric, second hand material from e.g. flea markets or second-hand stores, repurposing other textiles such as bed linen etc. are to explain their selection criteria and how these are related to the longevity and quality of their products.

5. We implement circular design principles to our products considering their repairability, recyclability, upgradability and reusability as well as the inclusion of recycled content.

- Share how circular design principles have been implemented to your collection.

6. At least 60% of our collection is either certified, made of preferred materials or made of deadstock. This also includes products of animal origin. We encourage brands to not only make use of preferred materials but to be certified themselves.

- Share your list of materials used and their quantities in % of your collection.
 - Share documentation/links for certified/preferred materials if any.
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7. We have a preferred materials list in place. The list of preferred materials should consider environmental and/or social impacts as well as trade-offs of the materials of your choice. Note that conventional natural fibres are not considered preferred if not at least organic or recycled.

- Share a link to your preferred materials list.
 - Describe your approach and considerations when creating and evaluating/updating your preferred materials list.
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8. We have a list of restricted substances in place, following the requirements of the EU REACH Directive, and have a test programme in place to ensure compliance from our suppliers.*

- Share your RSL or CoC, indicating where to find information on restricted substances.
- Describe how you engage with your suppliers on this and how testing is conducted.

* Brands who do not source their own fibres/fabric but are e.g. using production scraps, second hand material from e.g. flea markets or second-hand stores, repurposing other textiles such as bed linen etc. are exempt from this MS unless they source these materials outside the EU. In that case they must document how they ensure compliance with the Directive.

9. Our collection is free from virgin fur, wild animal skins and feathers, also referred to as exotics. Specifically, this means that no fur is used regardless of species or production method unless it is recycled or reused. All animal skins are banned except those from domesticated cattle, sheep, goats and pigs. All feathers are banned except those from domesticated turkeys, chicken, ducks and geese which are obtained after slaughtering as a by-product of the meat industry.

- Please confirm that your collection is free from above mentioned animal-derived materials.
 - Please state if you are planning to use upcycled and/or fake alternatives for your collection.
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10. We have a Code of Conduct in place according to international guidelines and standards and work with our suppliers via e.g. self-assessments, third party audits or training to build their capacity to meet the CoC.***

- Please share your CoC.
- Please describe how you are working with your suppliers to build their capacity to meet the CoC.

* Brands who do not work with suppliers but e.g. are sourcing local secondary materials and assembling in their studio, are exempt of this MS.

* It is not expected for Brands <30 employees to fill in this MS.

11. We implemented control measures to prevent contributing to harm through our purchasing practices. For guidance, check out The Common Framework for Responsible Purchasing Practices.

- Share your ethical/responsible procurement policy/guidelines or indicate where in your CoC they can be found.*
- Please describe which control measures are implemented.
- Please share how you onboard/train relevant team members e.g. onboarding meetings, handover, sharing internal policy.

* It is not expected that brands <10 employees have a policy in place but it is expected that they share considerations on their purchasing practices and how they are preventing to contributing to harm through those e.g. lead times, order placements/changes.

12. We have guidelines and processes in place to operate a safe, healthy and respectful working environment for employees in our office(s), free from harassment and discrimination and to enhance equal opportunities regardless of gender, ethnicity, age, political/religious/sexual orientation, physical appearance and ability.*

- Share your guidelines and processes such as your policy in the form of e.g. a company handbook, DEIB strategy, internal guidelines/targets/commitments.
- Explain how employees are informed about this policy.
- Which positions/teams in your team are trained to identify and deal with discrimination and harassment at the workplace.
- Describe how you handle complaints regarding above mentioned considerations.

* Brands who are run only by e.g. a group of founders, family members or are partners are exempt from this MS.

13. Our in-store and/or online customer service staff is well informed about our sustainability strategy through training programmes and/or educational material.*

- Please describe how you inform and educate your employees.
- Share educational material if any.
- Indicate how management tracks information sharing and education of relevant staff.

* Only applicable for brands who have this type of staff, hence brands who do not have staff in these positions are exempt from this MS.

14. We educate and inform our customers about our sustainability practices in line with the Green Claims Directive on at least two platforms.

- Share links to examples from at least two platforms such as website, social media or in-store sustainability communication.

15. We are constantly working to reduce the environmental footprint of our packaging in-store and for online orders.*

- Please share how you are working to reduce the environmental footprint of packaging.

* Only applicable for brands who have their own stores and/or online shop. For wholesale partners, only applicable if brand-owned packaging is used.

16. Our show and backstage production do not produce/use single-use props for the showcase, prefers rental options and finds a long-term second life for all props that are not rented.*

- Describe your planned show production and share any partners you're intending to work with.

* BFW conducts backstage and front-of-house checks during each edition of fashion week for brands on the official show schedule to ensure show-related MS are upheld. When submitting the survey brands must confirm production teams are informed and how they are planning to uphold the respective MS. A sanction system is in place in case breaches to the MS are found.

17. No single-use plastic packaging will be used to produce our showcase* and waste will be sorted according to German waste sorting requirements.**

- Share what alternatives to single-use-plastic you are planning to use, if any.
- Share how you will ensure correct waste sorting.

* This includes all types of single-use plastic packaging utilized backstage such as food, beverages, garment protectors, hangers etc.

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LOCATION SPECIFIC QUESTIONS

18. We are aware of the Supply Chain Act and have implemented measures to ensure that human rights and environmental risks in our supply chain are minimized.*

- Please provide evidence of how you ensure human rights and environmental considerations are addressed
- Please indicate who is responsible for overseeing this process
- Describe how responsibilities regarding supply chain compliance are divided and monitored

* Only relevant for companies/brands with >1000 employees

19. We are signatory of the Berlin Fashion Week Charter and comply with their rules.*

- Share a link/proof to your signature status.

* This Charter is being developed with important stakeholders of the fashion industry.

DO YOU HAVE FURTHER QUESTIONS?

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