

# INSTRUCTIONS FOR USE AND DISCLOSURE OF THE ABVTEX CERTIFICATION STAMP



ABVTEX Certification Stamp  
Instructions of use and disclosure of the stamp

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## **Introduction**

Welcome to the Suppliers Certification ABVTEX (“the Certification”).

The Brazilian Association of Textile Retail (ABVTEX) ABVTEX is an entity dedicated to protect the large national retailers' concerns in the clothing trading area. We have as major interest the assurance of technical quality of products and services of our memberships, keeping high standard of products and services, and, at the same time, ensuring properly work conditions to the workforce employed by these suppliers and subcontractors - within the principle of social responsibility.

The ABVTEX developed the Certification with the purpose of assuring, in a unified manner, the maintenance of a system, which contributes to suppliers and subcontractors to provide dignified standards of labor relationships, entitling them to participate in the supplying chain of any one of retailers companies associated to ABVTEX.

In order to regulate the correct application of the ABVTEX Certification Stamp (“the Stamp”), as well as to disclosure the commitment of its institution regarding ethical principles of dignified labor conditions, we have developed this Manual (“the Manual”), highlighting that, in accordance to ABVTEX rule, the improper use of the stamp may cause the cancellation of the certification. Therefore, if you have any doubt or comment, please, contact us. We are here to help you.

Yours Faithfully,

ABVTEX Team

### **INSTRUCTIONS OF USE AND DISCLOSURE OF ABVTEX CERTIFICATION STAMP**

## **1 PURPOSE AND APPLICATION FIELD**

To provide guidelines to suppliers and their subcontractors concerning how to use correctly the ABVTEX Certification Stamp, enabling them to take advantage of its use without breaching certification rules.

## **2 CONNECTION TO THE REGULATION**

The certification, both of suppliers and their subcontractors, shall comply with the General Regulation to the ABVTEX Suppliers Certification (“The Regulation”), which is part of this Manual in the appendix I, as well as its following amendments that will be updated in the electronic version of the Regulation, available on: <http://www.abvtex.org.br/certificacao>.

## **3 UTILIZATION RULES**

3.1 Certified suppliers and subcontractors are authorized to use the ABVTEX Certification Stamp within the validity period of the certification, since this use is in compliance with this Manual and in accordance to normative patterns established by the ABVTEX General Regulation.

3.2 The use of ABVTEX Certification Stamp is forbidden:

- Previous to the Agreement signature;
- Previous to the Certification issuance;

- During suspension periods when the certification is temporarily invalidity;
- After having the certification cancelled;
- When the agreement is rescinded;
- When its disclosure does not comply with this procedure.

3.3 Any disclosure of the ABVTEX Certification, containing the certification logo of the ABVTEX – NEEDLE AND THREAD STAMP, shall meet these recommendations, which means that both supplier and subcontractor must present the material to the ABVTEX approval, before using it.

3.4 The supplier or subcontractor certified, who comes to have its certification suspended or cancelled, shall immediately withdraw any material containing the ABVTEX Certification Stamp.

## **4 FORMAT**

4.1 The stamp artwork may be supplied in electronic file in: PNG and JPG formats.

4.2 Alterations in the stamp layout, as well as changing colors and inclusions of texts will not be allowed.

4.2.1 The Stamp in the color version must have the colors: Pantone: Blue 280 C and Green 377 C.

Graphic printing in color CMYK: Blue: Cyan 100%, Magenta 80%, Yellow 15% and Black 0% and the Green: Cyan 65%, Magenta 20%, Yellow 100% and Black 0%.

4.3 In order to assure the stamp perfect perception, it must be kept, around it, a free area of 20 % of its size, preventing the interference of other graphic elements, marks or texts, which do not complement or qualify the stamp.

4.4 The alteration in the stamp size will be allowed just if the proportional measures are respected.

4.4.1 The recommended minimum size of the stamp application is 25 mm.

4.5 A derogatory, false or abusive publicity involving the ABVTEX Certification Stamp is not allowed, as well as activities, projects or services not included in the certification scope.

4.6 The use of the ABVTEX Certification Stamp as a certificate of a product adjustment is forbidden, being prohibited the use of the stamp in products and their packages, which might persuade the customer to believe that such product/service has been evaluated by the certifier body or has been certified by it.

4.7 The Stamp may be copied or scanned in a readable form, to be used in printed and electronic documents, advertisements and internet, since it is identified as copy (front or back).

4.8 The Stamp may be used in email signatures, site, folder and presentations of the certified company, since the rules of this Manual are respected.

## **5 PENALTIES**

5.1 In case of non-compliance of the Stamp application rules, the supplier or subcontractor, who has infringed it, will have its certification suspended or cancelled and, eventually, applicable legal measures will be taken.

5.2 It will be warned the supplier or subcontractor, who has not failed to comply with the rules - both from the Regulation and this Manual-, or when, by the ABVTEX criteria, it is verified that the non-compliance concerned does not deserve a suspension or cancelation.

5.3 Concerning penalties, the conditions for suspension and cancelation of the certification have to be verified in the Regulation