



May 2006

Dear *Supplier*,

We would like to start by apologizing for not being in touch sooner and thank you for sending us the signed Terms of Engagement. During the last few months, we have hired experienced assessors, agreed different protocols for the assessment phase of the project and we are happy to report that we are almost ready to begin our assessment phase.

We will visit your factory soon prior to starting the assessments. For your information, the assessment process will consist of the following steps:

1. Gathering background information
2. Factory visit
3. Off-site and on-site interviews
4. Agreement of a final report

During the first phase, we will consult with societal stakeholders to gather information on what they perceive to be the major issues facing factories in your geographical area. Prior and after the assessments, when consulting with trade unions, NGO's, and other stakeholders, neither Jo-In staff nor the Jo-In assessors will share the names of the participating factories. Rather, prior to the assessments information will be sought from all factories in the geographical area.

When we visit your factory in the coming weeks, we will explain the process in more detail and inform you about the assessors who will be coming to your factory and the length of time the process will take. During this time, we will be able to address any questions and concerns that you may have. Also during this time, we will request some basic information from you with regards to previous audits, the number of employees, etc.

The information protocol that is attached describes the different information that will be sought by Jo-In during the assessment process. Due to the voluntary nature of the project, we realize that some sensitive information described in the information protocol may be too confidential for you to share with us. Please note that if you do not want to share this information that we cannot and will not insist you to do so. Nevertheless,

we would really like you to share this information with us in order to get a complete understanding of the current situation, and have drafted this information protocol to re-assure you that none of the information you voluntarily provided will be shared publicly in any way that that can be linked back to your factory. Also, please note that the assessors and Jo-In staff will both be required to sign confidentiality agreements to ensure that they will not share this information with anyone else. An example of this confidentiality agreement is also attached for your information.

Lastly, as some of you have expressed concern about the ‘living wage’ issue, the six organizations that comprise Jo-In have written a note about how this issue will be handled during the course of the project. This ‘living wage’ note is attached.

You will hear more from us soon. In the meantime, if you have any other questions or concerns please feel free to contact us at any time.

Many thanks, we look forward to our continued cooperation,

Sebastian van der Vegt and Ayse Ozver, Jo-In project