

**-SAMPLE LETTER FOR CHAIRS OF ACADEMIC DEPARTMENTS-**

<University Department Letterhead>

ATTN: Presidential Executive Group

Dear President Patterson,

As chair of the \_\_\_\_\_ Department, I am writing to declare my support for the “Fair Trade Purchasing Policy For Apparel at Trent University” as proposed by the Ad Hoc Presidential Committee on Apparel Labour Practices and urge the university to accept it in its entirety. I believe this policy must include the following provisions:

- Workers shall be paid a living wage allowing them to meet their basic needs.
- Workers shall be free from all forced overtime, harassment, abuse and discrimination.
- Workers shall have the right to a safe and healthy work environment.
- Workers shall have the right to freedom of association and collective bargaining.
- Trent University shall require all clothing suppliers to publicly disclose the names and addresses of all factories or contractors used to make Trent University apparel.
- Trent University shall expect clothing suppliers to accept monitoring and independent verification of production facilities.

I believe that by having an ethical purchasing policy for clothing, Trent can demonstrate our commitment to working towards a more just and fair society for everyone. I hope the Presidential Executive Group will heed the demand of students, faculty and others in the Trent community to pass the “Fair Trade Purchasing Policy For Apparel at Trent University” in its entirety.

Sincerely,