FAIR TRADE AND ETHICAL SOURCING TRAINING

Course Title: Fair Trade and Ethical Sourcing Training

Course Validity: 2 Days

Validity: Not Applicable

HRD Corp Scheme: Claimable

INTRODUCTION

This training provides participants with essential knowledge on fair trade principles, ethical sourcing practices and responsible supply chain management. It covers global fair trade standards, human rights due diligence, labour practices, environmental considerations and buyer–supplier expectations. Participants will learn how to assess supply chain risks, engage suppliers ethically, implement responsible procurement controls and support organisational sustainability commitments in line with international frameworks, customer requirements and ESG principles.

OBJECTIVE(S):

- Understand the principles and purpose of fair trade and ethical sourcing.

- Identify labour, human rights, environmental and governance risks in supply chains.

- Recognise global standards, certifications and ethical sourcing frameworks.

- Implement responsible procurement policies and supplier requirements.

- Conduct ethical sourcing assessments and evaluate supplier compliance.

- Strengthen supplier engagement and improvement programmes.

- Support organisational ESG and sustainability reporting.

- Improve business transparency, accountability and brand reputation.

TARGET GROUP(S):

- Procurement and Supply Chain Teams

- Sustainability and ESG Personnel

- Compliance, Quality and Audit Teams

- Operations, Business Development and Management Personnel

- Human Resources and Corporate Governance Representatives

- Anyone involved in responsible sourcing or vendor management

ENTRY REQUIREMENT(S):

- Able to read, write and communicate verbally in Malay/English

TOPIC(S):

1. Introduction to Fair Trade and Ethical Sourcing

2. Global Ethical Standards and Certification Schemes

3. Human Rights, Labour Standards and Social Compliance

4. Environmental Responsibility in Supply Chains

5. Risk Identification and Ethical Sourcing Due Diligence

6. Supplier Screening, Evaluation and Grading

7. Responsible Procurement Policies and Code of Conduct

8. Monitoring Supplier Performance and Corrective Action

9. Ethical Audits, Reporting and Stakeholder Communication

10. Case Studies and Ethical Sourcing Improvement Planning

LIST OF REFERENCE BOOK(S):

- International Fair Trade Standards

- UN Guiding Principles on Business and Human Rights

- ILO Core Labour Standards

- ISO 20400: Sustainable Procurement Guidelines

- ESG Reporting and Supply Chain Responsibility References

LIST OF TEACHING AID(S):

- LCD projector

- Supplier assessment templates

- Case study worksheets

- Ethical sourcing checklists

- Flip chart or whiteboard

METHODOLOGY(S):

- Interactive lecture

- Group discussion

- Case studies

- Practical exercises

- Supplier assessment simulation

TRAINING SCHEDULE

Day 1

Time	Activity / Topic
8:30 am – 9:00 am	Registration and Introduction
9:00 am – 10:15 am	Topic 1: Introduction to Fair Trade and Ethical Sourcing
10:15 am – 10:30 am	**Morning Tea Break**
10:30 am – 12:30 pm	Topic 2–3: Global Standards and Labour/Human Rights Compliance
12:30 pm – 1:30 pm	**Lunch Break**
1:30 pm – 3:30 pm	Topic 4: Environmental Responsibility in Supply Chains
3:30 pm – 3:45 pm	**Afternoon Tea Break**
3:45 pm – 5:00 pm	Topic 5: Risk Identification and Ethical Due Diligence

TRAINING SCHEDULE

Day 2

Time	Activity / Topic
8:30 am – 9:00 am	Recap of Day 1
9:00 am – 10:15 am	Topic 6: Supplier Screening and Evaluation
10:15 am – 10:30 am	**Morning Tea Break**
10:30 am – 12:30 pm	Topic 7–8: Responsible Procurement and Supplier Monitoring
12:30 pm – 1:30 pm	**Lunch Break**
1:30 pm – 3:30 pm	Topic 9: Ethical Audits and Reporting Requirements
3:30 pm – 3:45 pm	**Afternoon Tea Break**
3:45 pm – 5:00 pm	Topic 10: Case Studies and Ethical Sourcing Action Planning