



## **EICC MEMBERSHIP: FREQUENTLY ASKED QUESTIONS**

The Electronic Industry Citizenship Coalition, Incorporated (EICC) vision is that through the application of high standards, the Electronics and ICT sectors can create better social, economic and environmental outcomes for all those involved in the supply chains. In order to maintain these high standards and its reputation, the EICC Board of Directors determined (with input from its existing members) that membership in the organization should require meeting certain requirements. Therefore two EICC membership levels have been developed – Applicant Member and Full Member. This list of frequently asked questions (FAQs) covers both the requirements and benefits under this new membership structure.

### **EICC MEMBERSHIP LEVELS**

#### **1) WHAT ARE THE MEMBERSHIP LEVELS?**

There are two membership levels – Applicant and Full Member. The Applicant Member is a company that is working towards meeting the requirements of Full membership. An Applicant has to meet fewer requirements for membership but conversely shares in fewer benefits as well. However, the EICC does encourage companies at different levels of supply chain social responsibility maturity to join and engage the organization. An Applicant Member can progress to a Full Member by meeting all of the membership requirements; one of the key benefits of attaining this level is having the ability to fully participate in and vote in the activities of the organization.

#### **2) HOW LONG CAN MY COMPANY BE AN APPLICANT MEMBER?**

An Applicant Member has 2 years from their first acceptance as an Applicant to make progress towards Full Member status. Progress is determined through both self-reporting mechanisms and monitoring by the EICC.

#### **3) WHAT HAPPENS IF A COMPANY DOES NOT MEET THE REQUIREMENTS TO BE A FULL MEMBER?**

If an Applicant member does not meet all of the requirements for Full Membership, in their third year of participation in the EICC, they will be moved to the status of User, where they can voluntarily take advantage of some of the EICC applications but will not be listed as a member of the organization.



## EICC MEMBERSHIP REQUIREMENTS

### 4) WHAT DOES IT MEAN TO PROVIDE A COMMITMENT LETTER?

The EICC requires companies seeking membership to demonstrate commitment from senior management to the goals and vision of the organization. Therefore, in order for a company to be accepted, a letter (or Word file) on company letterhead signed by a senior executive must be submitted with the Membership Application.

### 5) HOW DO WE PUBLICLY ACKNOWLEDGE OUR PARTICIPATION IN THE EICC?

Since the EICC is an organization with a stated position on supply chain social responsibility issues, it is important for members to publicly acknowledge their commitment to the vision, mission and operational guidelines of the organization. The public acknowledgement is either a press release of EICC membership acceptance, or a declaration on the company's public website within 30 days of formal membership acceptance.

### 6) WHAT DOES IT MEAN TO COMPLETE THE SELF ASSESSMENT QUESTIONNAIRE (SAQ)?

Once EICC membership is granted your company will need to complete the corporate-section of the SAQ within 90 days. The SAQ can be completed in the E-TASC tool or using the SAQ document found on the EICC website. The completed SAQ should be submitted to the Membership Director.

### 7) WHAT DOES IT MEAN TO USE THE EICC CODE OF CONDUCT FOR EXTERNAL SUPPLIERS?

One of the most valuable assets of the EICC is its goal of implementing a single supply chain social responsibility code of conduct in the electronic sector supply chain. While many current (or potential) members may have their own specific codes of conduct, it is desirable for suppliers to receive the same code of conduct from members of the EICC. To meet this membership requirement, Full member companies need to use the EICC Code of Conduct as the base code they utilize with suppliers. If the Full member has specific requirements that go above and beyond the elements of the EICC code those requirements can be added in the addendum section. The EICC code must be used, word for word; additional requirements must be clearly identified in the addendum after the EICC code. Aside from using the EICC code with its external suppliers, Full members can use their existing code of conduct for internal operational use, providing this code meets all EICC code of conduct provisions.



**8) HOW DOES MY COMPANY APPLY THE CODE INTERNALLY AND EXTERNALLY?**

The Full member company is to communicate the EICC code to its 1st tier suppliers (as a minimum), as well as applying the code to its internal operations. Full member firms are encouraged to go beyond just sharing the EICC code and implement the means to evaluate its suppliers (and its own conformity) to the provisions of the EICC code.

**9) WHAT IS THE TOOL/APPLICATION USE REQUIREMENT?**

One of the benefits of membership in the EICC is the development of tools and applications (e.g., E-TASC, audits, training) to gain efficiency from the collaboration and send a consistent message to suppliers. In order for these tools/applications to have value all of the organization's Full members need to use these tools in their own activities. Currently, this includes using the risk assessment, SAQ, audit checklists, participating in joint audits (where available), use of E-TASC, and training when available. The EICC will provide a ramp-up period from when a tool is deemed available for use to when the usage requirement is to be fulfilled.

**10) WHAT IF MY COMPANY HAS ITS OWN TOOLS AND SYSTEMS?**

Many companies have in-house programs and systems, some of which may be perceived as "better" and/or more sophisticated than the tools and applications developed through the EICC. Part of a company's commitment when joining the EICC is to share best practices to improve the tools and programs developed by the EICC so that over time the tools and applications are of sufficient quality for use by EICC members. In order to achieve the efficiency and consistency envisioned, Full members will need to transition from their proprietary approaches to the EICC tools and processes.

**11) WHAT IS ACTIVE PARTICIPATION IN THE ORGANIZATION?**

A company that is a Full Member will have at least one representative participating in either an EICC Work Group or on the Board of Directors.

**12) WHAT DOES IT MEAN TO CONTRIBUTE COMPANY DATA TO THE ANNUAL EICC PROGRESS REPORT?**

The EICC's annual progress report will focus on how well its membership is doing on its progress towards the organization's goals. As part of this, the EICC requires Full Members to provide data on their performance according to specific metrics included in the report. The data will be presented in aggregated and anonymous forms to specific metrics which will be determined during the fiscal year.



## EICC MEMBERSHIP BENEFITS

### 13) WHAT BENEFITS DO BOTH APPLICANT AND FULL MEMBERS SHARE?

The benefits for both membership levels include the ability to participate in EICC meetings and work groups, use of the EICC logo and name, involvement in stakeholder engagement initiatives, and having their name listed on the EICC website. There is some differentiation between how these benefits will apply to Applicant and Full Member.

### 14) WHAT ADDITIONAL BENEFITS DO APPLICANT MEMBERS RECEIVE?

In addition the benefits described above, Applicant members also receive access to benchmarking data, some access to best practices and the ability to attend some meetings and training sessions. Those benefits that are limited Full Member access will be clearly defined and shared with all members.

### 15) WHAT ADDITIONAL BENEFITS DO FULL MEMBERS RECEIVE?

Full members have the right to vote on changes to the EICC Code of Conduct and in elections for members to the Board of Directors. Full members can run for an available position on Board of Directors or act as a Work Group lead. In addition, only Full Members will have access to any negotiated pricing the organization gets from third party audit firms, training providers, or other service providers. The names of Full members will be publicly available, and these companies can communicate their accomplishments to stakeholders and customers.

## EICC MEMBERSHIP DUES

### 16) WHAT IS THE DUES STRUCTURE?

Annual dues are based upon company revenue and membership status. If the company has revenue of less than \$10B (USD) the membership fee for a Full Member is \$15,000 (USD), and for a Full Member company with \$10B (USD) or more in revenue, the fee is \$25,000 (USD). For Applicant Members, fees are an additional \$5,000 (USD) per year above these levels.

### 17) DO EICC DUES INCLUDE THE COST FOR JOINT AUDIT PILOTS OR THE E-TASC TOOL?

For fiscal year 2008 membership dues do not defray the costs for access to either of these. E-TASC membership for this year is set by Achilles (supplier), who is currently handling membership on a company-direct basis. The fees for joint audits have not been determined but should be in line with what companies paid during Phase II of the pilot.



**18) WHEN DOES A COMPANY HAVE TO PAY THE MEMBERSHIP DUES?**

Upon approval into the EICC, and invoicing, a member has 30 days to remit the membership dues.

## EICC MEMBERSHIP CONTACT

EICC Membership Director, Mr. Brian Glazebrook  
c/o Cisco Systems Inc.  
110 West Tasman Drive  
San Jose, CA 95134

Phone: 1-408-527-9497  
Email: [bglazebr@cisco.com](mailto:bglazebr@cisco.com)