

## LOYALIST COLLEGE SUPPLIER CODE OF CONDUCT

### Introduction

Loyalist College is committed to transparency, accountability and a strategic approach to procurement and expects suppliers to maintain and continually improve responsible, ethical, and sustainable business practices, operations, and processes, whether deliverables are produced in Canada or elsewhere.

Loyalist College's Supplier Code of Conduct ("the Code"), supports our Procurement Policy, and sets out the minimum standards for our suppliers and their subcontractors/suppliers to promote ethical business conduct, safe and healthy workplaces, fair labour practices and social and environmental responsibility.

Loyalist College expects all its suppliers to affirm their compliance with the standards in this Code and ensure the standards are being upheld by any of their subcontractors. Stated compliance with all provisions set out in this Code will proclaim that the supplier is compliant with the core labour conventions of the International Labour Organization (ILO) and other applicable regulations in the countries in which they operate. Suppliers are expected to comply with all applicable laws and regulations of, including those laws relating to labour, worker health and safety, and the environment. Where the provisions of law and the Code address the same issue, the provision that is most stringent will apply.

***Loyalist College reserves the right to audit suppliers and request additional documentation to ensure compliance with all applicable laws and standards as well as this SCC.***

***Loyalist College reserves the right to discontinue business with suppliers who are not responsive to requests to address concerns around workplace practices and instances of non-compliance with these minimum ethical standards and business conduct for suppliers.***

### Supplier Standards

#### **Employee Treatment, Harassment and Abuse**

The supplier's employees shall be treated with respect and dignity and the supplier's disciplinary policies and procedures shall be clearly defined and communicated to employees before application. There shall be no harsh and inhumane treatment, including any physical, sexual, psychological, verbal harassment or abuse, or corporal punishment; nor is there to be the threat of any such treatment.

#### **Non-Discrimination**

The supplier shall ensure no person is subject to any discrimination in employment, including hiring, compensation, advancement, discipline, termination, or retirement, based on race, color, age, gender, sexual orientation, ethnicity, nationality, disability, place of origin, ancestry, religion, political affiliation, union membership, family status or marital status.

**Forced Labor**

There shall be no use of forced labor, including prison labor, indentured labor, bonded labor, or other forms of forced labor. All work shall be voluntary, and workers shall be free to leave upon reasonable notice.

**Child Labor**

No persons shall be employed under the age of 15 or younger than the age for completing compulsory education in the country of manufacture, whichever is higher. Workers under the age of 18 shall not perform work that is likely to jeopardize the health or safety of young workers.

**Health and Safety**

The supplier shall provide a safe and healthy working environment to prevent accidents and injury to health arising out of, or linked with, or occurring in the course of work or because of the operation of the supplier's facilities. Workers must have health and safety training, access to clean washroom facilities, and potable water.

**Freedom of Association and Collective Bargaining**

The supplier shall recognize and respect the right of employees to freedom of association and collective bargaining. Workers and employers shall have the right to establish and join labor organizations of their own choosing and elect their representatives, for the purpose of furthering and defending the interests of workers or of employers.

**Wages and Benefits**

The supplier shall pay all employees at least the minimum wage or the appropriate prevailing wage in its country of origin, whichever is higher, comply with all legal requirements on wages, and provide any benefits required by law or contract. Deductions from wages as a disciplinary manner shall not be permitted and payment shall occur in a timely manner with pay stub or similar documentation.

**Hours of Work**

The supplier shall not require workers to work more than the regular and overtime hours allowed by the law of the country where the workers are employed. The regular work week shall not exceed 48 hours. Employers shall allow workers at least 24 consecutive hours of rest in every seven-day period.

**Overtime Compensation**

Every worker has a right to compensation for a regular work week that is sufficient to meet the worker's basic needs and provide some discretionary income. The supplier shall be compensated for overtime hours at such premium rate as is legally required in the country of manufacture or, in those countries where such laws do not exist, at a rate at least equal to their regular hourly compensation rate.

**Anti-Corruption Business Practices and Bribery**

The supplier will not, directly, or indirectly, pay, give, offer, or promise anything of value to any local or foreign government official (or to any person for the benefit of a government official) for the purpose of corruptly causing the government official to improperly act or use his or her influence in obtaining or retaining any business or securing any improper advantage for the College or the Supplier.

### **Environmental Responsibility**

The supplier shall take responsibility to reduce the environmental impact of their products and services as well as their overall operations or 'in-house' practices. Suppliers must not be in violation of any national or provincial environmental regulations. Suppliers should be adopting responsible measures to mitigate negative environmental impacts.

### **Supplier Compliance**

#### **Subcontractors and Sources**

The College requires all supplier subcontractors, manufacturers, or sources of goods to comply with all of the same policies stated in the College's Code. All subcontractors and suppliers are required to comply with all applicable and national laws. Direct suppliers must monitor the subcontractors, manufacturers, or sources of goods for meeting or exceeding the Code and supply chains are expected to be transparent and traceable.

#### **Informed Workers**

The Supplier shall post this Code in the language(s) of employees in all major workspaces and dormitories, and employees must be trained on its contents.

#### **Transparency**

The Suppliers shall cooperate and engage on a regular basis to actively mitigate negative impacts from operations and resolve findings that may affect the lives of workers, the environment, or the surrounding communities. Suppliers shall not use unauthorized subcontracting or homework, and Suppliers must provide access to the College in order to fully cooperate with any audits or investigations.

#### **Effective Grievance Mechanism**

The Supplier shall implement procedures that allow employees to raise and address workplace grievances confidentially, anonymously, and/or directly, without fear of reprisal or retaliation. The procedure shall be clearly communicated to all employees. Suppliers must promptly respond to employees' concerns.

#### **Implementation**

The College expects all its suppliers to respect its Supplier Code of Conduct and to actively do their utmost to achieve the College's standards. The College believes in cooperation and is willing to work with its suppliers to improve performance where necessary. The College may require that suppliers provide details on factory and production facility locations of suppliers and subcontractors and may make this information publicly available (i.e. annual reports, web site postings, etc). The College reserves the right to ask for proof of compliance with all applicable labor, health, safety, and environmental laws, and may inspect working conditions, at any time (or request independent verification of compliance). Suppliers must maintain current and sufficiently detailed records to substantiate their compliance and the College may ask that they are independently verified at the supplier's expense.

#### **Signatures**

The College will require all contracted suppliers to sign the Supplier Code of Conduct to commit to the provisions contained herein and acknowledge that they have read and understood, and agree to abide by, all of the standards and compliance set out in the Supplier Code of Conduct above.

# LOYALiST COLLEGE

Of Applied Arts  
& Technology

## Signatories

The person signing this Form (i) certifies that they are a duly authorized representative of the supplier with the authority to sign this acknowledgment and commit the supplier to the provisions contained herein and (ii) on behalf of the supplier and without personal liability, acknowledges and agrees that the supplier has read and understood, and agrees to abide by, all of the standards set out in the Supplier Code of Conduct above.

- Yes, we agree to comply with all of the above expectations.

\_\_\_\_\_  
Name and Title of Authorized Representative

\_\_\_\_\_  
Date (MM-DD-YYYY)

\_\_\_\_\_  
Signature