

POLICY TITLE	Supplier Code of Conduct
CATEGORY	Administrative
POLICY NUMBER	ADMIN-005
POLICY OWNERS	Finance and Operations

PURPOSE

The Supplier Code of Conduct (SCC) sets the minimum performance standards for the Vancouver Economic Commission’s (VEC) Ethical Purchasing Policy (EPP). The goal of our SCC is to ensure safe and healthy workplaces for the people who make products for the VEC; where human and civil rights conditions are in compliance with the core labour conventions of the International Labour Organization (ILO). The VEC will apply its SCC as one of the criteria used in its selection of business partners and suppliers for apparel products. It is a requirement that all VEC suppliers and their subcontractors/suppliers follow this code.

An additional objective of the SCC is to affirm the VEC’s commitment to progressive animal welfare as part of any purchase of animal related goods or services contracted to animal businesses.

The EPP establishes an avenue whereby complaints of abuses in workplaces that are involved in the manufacture of apparel products purchased by the VEC can be made to the VEC. The VEC will determine the level and the degree necessary to investigate and act upon complaints.

It is the supplier’s responsibility to ensure subcontractors are compliant with the SCC.

SCOPE

This Policy applies to all employees of the VEC.

POLICY STATEMENTS

1.0 Legal and Ethical Requirements

VEC suppliers and their sub-contractors will comply with national and other applicable law of the country of manufacture of products including those laws relating to labour, worker health and safety, and the environment. Where the provisions of law and the SCC address the same issue, the provision that is most stringent will apply.

2.0 Child Labour

VEC suppliers and their sub-contractors:

- will not hire people under the age of 15, unless local minimum age law stipulates a higher age for work or mandatory schooling, in which case the higher age would apply, as defined by the International Labour Organization (ILO) Convention 138.

- acknowledge that according to the United Nations Convention on the Rights of the Child, a person is a child until age of 18. In keeping with ILO Convention 182, VEC suppliers and their sub-contractors will ensure young workers in the age group 15-17 are employed according to the protective restrictions prescribed by local laws. Where local laws do not exist or where they set lower standards than the ILO, the ILO standards shall prevail

3.0 Forced Labour

VEC suppliers and their sub-contractors will not:

- use forced, illegal, or prison labour, including indentured or bonded labour, or any form of compulsory labour to manufacture our products. (ILO Conventions 29 & 105)
- require workers to lodge deposits or their identity papers as a condition of employment, or financially penalize workers for resigning.
- will not require any foreign contract worker to remain in employment for any period of time against his or her will and will pay any required agency recruitment commissions.

4.0 Disciplinary Practices

VEC suppliers and their sub-contractors will:

- treat workers with respect and dignity and ensure workers are not subjected to any form of physical, sexual, psychological, or verbal harassment or abuse.
- ensure workers are free to express their concerns about workplace conditions without fear of retribution of losing their jobs. Workers should have access to a formal avenue to express concerns directly to factory management or VEC representatives.

5.0 Freedom of Association

VEC suppliers and their sub-contractors will recognize and respect that workers, without distinction, have the right to form or join trade unions of their own choosing and to bargain collectively. (ILO Convention 87)

Where the right of freedom of association and collective bargaining is restricted under law, the supplier facilitates and does not hinder the development of parallel means for independent, free association and bargaining (ILO Convention 98).

VEC suppliers and their sub-contractors will ensure that workers representatives are not discriminated against and have reasonable access to carry out their representative functions in the workplace.

6.0 Wages and Benefits

VEC suppliers and their sub-contractors:

- will meet national and legal requirements, whichever is higher, for wages and benefits within the country of manufacture, irrespective of special status granted to a company, worksite, or geographic area that permits the organization to compromise applicable standards.
- meet industry standard benchmarks for prevailing wages and benefits where such benchmarks are readily available.
- recognize that wages are essential to meeting employees' basic needs and will make every effort to ensure that workers receive wages that meet basic needs by local standards.
- will pay workers directly and provide workers with clear, written accounting of hours worked, deductions, and regular and overtime wages in a language they can understand.
- will not make direct wage deductions from employee pay as a disciplinary measure. Where an employee is temporarily suspended without pay, infractions must be proven openly and promptly.

7.0 Hours of Work

VEC suppliers and their sub-contractors will:

- ensure regular working hours do not exceed forty eight (48) hours per week, and that the combination of regular hours and required overtime hours do not exceed sixty (60) hours per week except in emergency circumstances.
- ensure that overtime hours are compensated either according to the law, or where the law is silent, at premium rates for hours in excess of forty eight (48) hours and that hours worked in excess of sixty (60) hours per week are on a voluntary basis.
- ensure workers are provided at least one day off during every seven (7) day period.

8.0 Discrimination

VEC suppliers and their sub-contractors will:

- consider employees for positions on the basis of their qualifications and abilities. The VEC will not work with suppliers who discriminate on the basis of race, gender, political or religious beliefs, social, ethnic or national origin, marital status, age, union affiliation, sexual orientation, or disability. (ILO Conventions 100 & 111)
- ensure pregnant workers are assigned work tasks appropriate for, and not threatening to, their condition.

9.0 Health and Safety

VEC suppliers and their sub-contractors will:

- provide their workers with safe and healthy work environments, which, as a minimum standard, is in compliance with country and local health and safety laws and regulations.
- take adequate steps to prevent accidents or injuries to health arising out of, associated with, or occurring in the course of work.
- ensure that any living facilities provided for personnel are safe and clean and meet the basic needs of personnel.

10.0 Environmental Commitment

VEC suppliers and their sub-contractors will:

- ensure all waste materials, as a by-product of production, are disposed of properly in an environmentally responsible manner, and according to the local and international laws and regulations.

11.0 Animal Welfare

For the purposes of this Section 12, the following terms shall have the following meanings:

“Animal” means free-living or captive wildlife including but not limited to deer, rodents (eg. mice, rats), coyotes, deer, raccoons, mink, raptors, reptiles, and farm animals or livestock (e.g. chickens, cattle, pigs, goats);

“Higher Animal Welfare Standard” means a standard of care above legal minimum requirements as established by recognized independent or 3rd party certification or accreditation entities that ensures the ethical and Humane treatment of Animals under human control during their life and death (e.g. transport, housing, care, slaughter);

“Humane” means the treatment of Animals to ensure they have quality of life, as measured by evidence-based animal welfare standards for the applicable species, where a Humane death is painless, quick, causes least overall harms and is justified;

“Pest” means any insect or animal that poses a measurable health or safety risk to VEC’s property or personnel; and

“Pest Control” means animal related services to prevent or manage Pests, and which may include providing insect extermination and/or wildlife and rodent control by using other Animals (eg. raptors or dogs).

VEC suppliers and their sub-contractors will ensure:

- Humane treatment and a Higher Animal Welfare Standard for Animals under human control;

- the basic necessities of Animals are maintained through the production and supply chain; and
- Animal related businesses, such as Pest Control, meet recognized standards for treatment of Animals.

12.0 Compliance and Implementation

- The VEC expects all its suppliers to respect its SCC and to actively do their utmost to achieve the VEC’s standards. The VEC believes in cooperation and the VEC is willing to work with its suppliers to improve performance where necessary.
- The VEC will require that suppliers provide details on factory and production facility locations of suppliers and subcontractors and will make this information publicly available (i.e. annual reports, web site postings, etc.).
- The VEC reserves the right to ask for proof of compliance with all applicable labour, 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 with the SCC and the VEC may ask that they are independently verified at the supplier’s expense.

REFERENCES / OTHER RELATED POLICIES

VEC Procurement Policy
VEC Sustainable Purchasing Policy

APPROVAL HISTORY

ISSUED BY: Senior Manager, Finance and Operations	REVIEWED AND RECOMMENDED BY: CEO	DATE: September 2, 2020
	REVIEWED AND RECOMMENDED BY: VEC Finance & Audit Committee	DATE: September 10, 2020
	APPROVED BY: VEC Board of Directors	DATE: September 22, 2020

Next review date: October 2022

DECLARATION OF SUPPLIER CODE OF CONDUCT COMPLIANCE

Complete this Declaration of Supplier Code of Conduct Compliance in the form set out below.

All proposed suppliers are to complete and submit this form to certify compliance with the supplier performance standards set out in the Supplier Code of Conduct.

The VEC expects each supplier of goods and services to the VEC to comply with the supplier performance standards set out in this VEC Supplier Code of Conduct (SCC). The SCC defines minimum labour and environmental standards for VEC suppliers and their subcontractors.

Suppliers are expected to comply with the aforementioned standards upon submitting a tender, proposal, application, expression of interest or quotation to the VEC, or have a plan in place to comply within a specific period of time. The VEC reserves the right to determine an appropriate timeframe in which suppliers must come into compliance with these standards. To give effect to these requirements, an authorized signatory of each proposed vendor must complete the following declaration and include this declaration with its submission:

As an authorized signatory of _____ (*supplier name*), I declare that I have reviewed the SCC and to the best of my knowledge, _____ (*supplier name*) and its proposed subcontractors have not been and are not currently in violation of the SCC or convicted of an offence under national and other applicable laws referred to in the SCC, other than as noted in the table below (*include all violations/convictions that have occurred in the past three years as well as plans for corrective action*).

DECLARATION OF SUPPLIER CODE OF CONDUCT COMPLIANCE

Section of SCC / title of law	Date of violation / conviction	Description of violation / conviction	Regulatory / adjudication body and document file number	Corrective action plan

I understand that a false declaration and/or lack of a corrective action plan may result in no further consideration being given to the submission or _____
(supplier name).

**Supplier Authorized Representative's
Printed Name**

Position

**Supplier Authorized Representative's
Signature**

Date