

Introduction

The Supplier Code of Conduct sets the minimum performance standards for Suppliers and their subcontractors and supports the City of Edmonton's Sustainable Purchasing Policy. The goal of the Supplier Code of Conduct is to ensure safe and healthy workplaces for the people who make goods, construction and services for the City, where human and civil rights conditions meet internationally agreed upon standards as embodied in the many conventions of the International Labour Organization (ILO),.

The social standards set out in the City's Supplier Code of Conduct are based on a set of 'core' ILO labour conventions that directly support the Universal Declaration of Human Rights and address the worst forms of child and forced labour. These core conventions set out reasonably achievable minimum standards for working conditions in manufacturing facilities and factories internationally.

Complying with the City's Supplier Code of Conduct will ensure that Suppliers are in compliance with the core labour conventions of the International Labour Organization (ILO), Canadian laws and other applicable environmental and ethical standards. The City will apply its Supplier Code of Conduct as one of the criteria used in its selection of Suppliers. It is a requirement that City Suppliers and their subcontractors follow this code.

1. Compliance Requirements

City Suppliers and their sub-contractors will comply with all national and other applicable laws of the country(ies) of operations or applicable to the manufacturing of goods or delivery of services, including, but not limited to those laws relating to working conditions, human rights, health and safety and the environment. For goods and services produced in Canada, Canadian laws will apply. For goods and services produced outside of Canada, and where foreign national laws and the Supplier Code of Conduct address the same issue, the standard that is most stringent will apply, thereby ensuring that all Suppliers, regardless of their place of operation, are meeting a consistent set of minimum performance standards related to human rights and fair workplace practices.

2. Performance Standards

The following performance standards represent the minimum standards for City Suppliers and subcontractors. These standards are organized into three categories:

- A. Social standards - pertaining to working conditions in both Supplier and subcontractor facilities
- B. Environmental standards – pertaining to environmental impacts related to operational practices of both Suppliers and subcontractors

- C. Management standards – pertaining to management of company wide operations by Suppliers

The City will aspire to work with Suppliers that provide consistent and continuous focus on protecting the health, safety and welfare of workers and minimizing their operational impact on the environment. There is an expectation of continual improvement with respect to environmental and fair workplace practices. The City will recognize and reward Suppliers that exceed these performance standards through the bid evaluation process.

A. Social Requirements

Forced Labour

The Supplier shall employ workers who choose to be employed by the Supplier's company. The Supplier shall not use any forced, bonded or indentured labour or involuntary prison labour. All work shall be voluntary, and workers shall be free to leave upon reasonable notice.

Child Labour

The Supplier shall commit to a zero-tolerance policy toward the use of child labour in any stage of manufacturing. The term "child" refers to any person under the age of 15 (or 14 where the law of the country of manufacture allows). Workers under the age of 18 shall not perform work that is likely to jeopardize the health or safety of young workers. The use of legitimate workplace apprenticeship programs, which comply with all laws and regulations, is permitted.

Non-discrimination and Diversity

The Supplier shall promote cooperation, individual responsibility and acceptance of diversity among its employees. The Supplier and its employees shall not engage in discrimination based on race, colour, age, gender, sexual orientation, ethnicity, disability, place of origin, ancestry, source of income, pregnancy, religion, political affiliation, union membership, family status or marital status in hiring and employment practices such as promotions, rewards, and access to training. In addition, workers or potential workers should not be subjected to medical tests that could be unlawfully used in a discriminatory way.

Health and Safety

Workers will be provided with a safe and healthy work environment. Conditions in all work and residential facilities shall be safe, clean, and consistent with all applicable laws and regulations regarding occupational health and safety. The Supplier shall adequately inform employees of their health and safety guidelines in terms of equipment, training, management, and work practices.

Employee Treatment, Harassment and Abuse

The Supplier's employees shall be treated with respect and dignity and 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.

Freedom of Association and Collective Bargaining

The Supplier shall work directly with employees to find solutions to any outstanding legal and employment issues while at all times respecting worker rights to obtain representation, join labour unions, and/or bargain collectively. Workers shall be able to communicate openly with management regarding working conditions without fear of reprisal, intimidation or harassment.

Wages and Benefits

The Supplier shall recognize that wages are essential to meeting employees' basic needs. Employers shall pay employees, as a floor, at least the minimum wage and benefits required by any Employment Standards legislation applicable to the Supplier.

Hours of Work for Goods and Services Produced in Canada

City of Edmonton suppliers and their subcontractors will comply with all employment standards and related law and legislation in the jurisdiction(s) of production with respect to hours of work, overtime hours and overtime pay.

Hours of Work for Goods and Services Produced Outside of Canada

City of Edmonton suppliers and their subcontractors will ensure that regular working hours do not exceed forty eight (48) hours per week; that the combination of regular hours and required overtime hours do not exceed sixty (60) hours per week except in emergency circumstances; 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; that hours worked in excess of sixty (60) hours per week are on a voluntary basis; and, that workers are provided at least one day off during every seven (7) day period.

Overtime Compensation

In addition to their compensation for regular hours of work, employees 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.

B. Environmental Requirements

The City of Edmonton has a significant influence on the local and surrounding environment. Ensuring that environmental considerations are part of all City

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activities including procurement is essential. Suppliers to the City will strive to reduce or eliminate the negative environmental impacts of the goods and services they provide to the City.

The environmental performance of City Suppliers is critical to the success of City's own goals of preserving and sustaining the environment. As such the minimum environmental standards for Suppliers include:

- An awareness of the laws, regulations, approvals or permits that relate to a Suppliers product or service in the relevant jurisdiction. All required permits are to be obtained and kept current and compliance with all applicable environmental laws and regulations is mandatory.
- Identification and management of the environmental impacts of your activities and goods. Typical environmental impacts include, but are not limited to, solid waste, wastewater discharges, air emissions, hazardous (toxic) substances and restricted substances, and resource use.

C. Management System Requirements

If the Supplier has adversely impacted the environment, failed to meet an environmental performance standard, or has breached the social standards outlined in the Supplier Code of Conduct or any other contractual requirement of the City, it is the responsibility of the Supplier to satisfactorily implement corrective actions, and if necessary, make any changes to the processes and procedures that govern the activities of the organization to help ensure the breach does not occur in the future. The Supplier must have a system in place to:

- a) Allow for continual improvement of its social, environmental and ethical performance.
- b) Respond to social, environmental and ethical issues/infractions and report them to the satisfaction of the authority having jurisdiction.
- c) Identify nonconformances and address them via verifiable corrective action plan(s).

D. Compliance and Implementation Framework

The City of Edmonton expects all of its Suppliers to comply with the Supplier Code of Conduct and to actively do their best to exceed minimum standards as expressed by the Supplier Code of Conduct. The City of Edmonton believes in cooperation and is willing to work with its Suppliers to improve performance where necessary. Failure to correct situations of non-compliance with this Code of Conduct may lead to contract termination by the City.

All City of Edmonton Suppliers and their subcontractors have an obligation to inform their employees about the Supplier Code of Conduct and to provide

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appropriate avenues of complaint and corrective action plans to address violations. This Supplier Code of Conduct shall be adequately communicated to all employees and posted in both English and the working language of the employees, in an area accessible to all employees.

The City will require that Suppliers provide details on factory and production facility locations. Such details are subject to public disclosure by the City.

The City of Edmonton reserves the right to ask for proof of compliance with all applicable labour, health, safety and environmental laws, and may inspect work locations at any time (or request independent verification of compliance). Suppliers must maintain current and sufficiently detailed records to substantiate their compliance with the Supplier Code of Conduct and the City may ask that they are independently verified at the Supplier's expense.

3. Declaration of Supplier Code of Conduct Compliance

I declare that *<insert corporate name of applicant>* and their sub-contractors have not been convicted of an offence that is in violation of the Supplier Code of Conduct, other than those noted in the table below (include all violations/convictions that have occurred in the past three years as well as plans for corrective action).

Title of ILO convention/national law or other	Date of violation /conviction	Description of violation /conviction	Regulatory/ adjudication body and document file number	Corrective action plan