

Memorandum

**FROM THE OFFICE OF THE VICE-PRESIDENT (FINANCE, ADMINISTRATION & RISK)**

To: Board of Governors

From:Don O’Leary, Vice President (Finance, Administration & Risk)

Date:June 4, 2015

Subject: Annual Report: Code of Ethical Conduct from Suppliers & Subcontractors

In 2004 the University initially established a Code of Ethical Conduct for Suppliers & Subcontractors. In 2012 the Code was updated and approved by the Board of Governors. The policy and the procedures for the implementation of the Code can be found at the following link:

<https://www.uoguelph.ca/diversity-human-rights/system/files/UniversityofGuelphCodeofConduct_Policy_June6_2012.pdf>

The purpose of the Code is to:

*ensure that the University does its utmost to have a positive impact on working conditions and to minimize the possibility of its contributing to oppressive working conditions. Therefore, the University requires suppliers and subcontractors with which it does business and who fall within the scope of this Code to Conduct their business and uphold workplace standards in adherence to this Code.*

Applicable suppliers are required to confirm their compliance with the University Code of Ethical Conduct when responding to a purchase request. The University’s Purchasing policy specifically, outlines the requirements to meet the Code compliance. The procedures for the implementation of the Code also outline the remediation and conditions of reprisal or contract cancellation if a supplier is not in compliance with the Code.

An Advisory Committee on the Code of Ethical Conduct established by the President and comprised of representatives of the university community make recommendations to the Vice President, Finance, Administration and Risk with respect to the implementation and application of the Code. The Committee has met twice this academic year. The university is a member of several organizations with mandates that focus on human rights, child labour, health & safety in working environments, non-dis crimination, harassment, abuse and freedom of association. The Committee uses these information sources to be informed about work place concerns. Usually attention is on the garment/apparel industries in developing countries.

Fortunately this year the Advisory Committee has not identified any concerns with the suppliers the University is currently using. The university over the last several years has strictly enforced the Code and now only does business with suppliers who adhere to the Code. There is a need for on-going diligence therefore the Advisory Committee keeps informed.