

Memorandum

**FROM THE CHAIR, CODE OF ETHICAL CONDUCT ADVISORY COMMITTEE**

To: Don O’Leary, VP (Finance, Administration & Risk)

From:Lisa Li, Chair (Code of Ethical Conduct Advisory Committee)

Date:May 6, 2016

Subject: Annual Report – Code of Conduct for Suppliers

During this academic year, the committee has met four times. During these meetings, the committee reviewed the current practices around purchasing apparel products within the university. The committee also discussed the current procurement process and procedures in relation to the implementation of the Code.

Based on the review and discussion, the committee made two recommendations on how to improve the implementation of the Code. The recommendation to expand the use of Supplier Compliance Form and establish a live supplier database has been accepted and is in the process of implementation. The other recommendation is in consultation with stakeholders.

The committee also is working on an initiative of public relations and education to broaden the awareness of the Code within the university community.

Same as last year, the committee has not identified any concerns with the suppliers the University is currently using. However, the committee hopes these recommendations will strengthen the University’s position in enforcing the Code and bring about a broader and bigger influence for improving business practices around working conditions.