

2016-17 Annual Report

Code of Ethical Conduct for Suppliers and Subcontractors Advisory Committee

During the last academic year, the committee put forward 2 recommendations to the VP, Finance, Administration & Risk on how to improve the implementation of the Code.

- 1) Expand the use of the Supplier Compliance Verification Form in our apparel procurement process from purchases of \$100,000 and over to purchases of \$5000 and over;
- 2) Establish a supplier database on DHR website for apparel suppliers who have submitted the Supplier Compliance Verification Form.

With approval from the VP, the above recommendations were implemented during winter 2016.

This year, the committee focused discussions mainly in the following area:

- Monitoring the progress of the implementation of the new processes around the use of the Supplier Compliance Verification Form and the establishment of DHR website for suppliers who have submitted the form.
- Working to generate a response to the feedback received from departments on supplier conduct as a result of the new process. The committee hopes to be able to put in place an internal process to deal with this kind of feedback.
- Continue the efforts on the initiative of communication, education and outreach, which includes developing and refining a presentation used to educate the broader university community on the Code, and developing a logo for the community to identify with the committee and connect with the cause.

The committee also made progress in recommending UC Administration to include a request for all UC vendors to acknowledge and pledge compliance with the Code at the time of signing a rental agreement. UC Administration has responded positively to the committee's recommendation and updated their process.

As before, the committee has not identified any specific concerns with the suppliers the University is currently using.