**2019-2020 Annual Report**

**Suppliers Code of Conduct Advisory Committee**

**April 2020**

To: The University of Guelph Finance Committee,

During this academic year, the Committee has met three times (October 24th, January 23rd, April 2nd). During these meetings, the Committee covered the following:

* Election of a new Chair – Horeen Hassan, CSA VP External
* Orientation for new members
* Reviewed the purpose code:
  + 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 scope of this Code of Conduct their business and uphold workplace standards in adherence to this code.
* Athletics now has updated their bookings arrangements to include the Compliance clause as of 2019-20.
* We are still currently looking for a Student Representative from the University Centre. A student nomination will be put forward in September.
* The Committee continued to talk about the importance of communication strategies to educate the University Community on the Code of Conduct.
  + Committee members will continue to educate their departments.
  + Reviewed the PowerPoint we have in place. This is located on the DHR website to use.
* The Committee also discussed the need to expand its mandate to encompass other issues that relate to our ethical purchasing principles and values. This committee plays an important role on campus and has a lot of potential in tackling issues such as environmental justice and human rights. The scope of this committee should expand beyond apparel, and target any company the University of Guelph does business with that does not abide by ethical practices.
* The Committee also plans to update the Code of Conduct Policy and the Code of Conduct Procedures. Both of these documents were last updated and approved by the Board of Governors in 2012. We hope to update these documents as often as needed. The Committee will be striking a work group to take these tasks on.
* The Committee is also in need of a well-defined Terms of Reference Document. A work group will be struck to take on this task.
* The group will also be working to update the content pertaining to the Code of Ethical Conduct – Policy Advisory Group on the Diversity and Human Rights (DHR) page on the University of Guelph’s website.
* The University of Guelph has formed a new committee known as the Sustainability Advisory Committee. We hope to have a member from the Ethical Purchasing Committee to sit on this Committee.

This year, the Advisory Committee has not identified any concerns with the suppliers we are currently using. However, the Committee going forward recommends continuing to increase awareness to strengthen the University’s position in enforcing the Code and bringing about a broader & bigger influence for improving business practices around working conditions. The Committee hopes to expand its mandate to encompass other issues pertaining to the Ethical Code of Conduct and to update its policies and procedures. The committee hopes to continue this work and take on other projects to also better engage the broader university community.