Code of Ethical Conduct for Suppliers

The University of Guelph has long believed that its dealings with suppliers should reflect the institution's recognition that consumer decisions have an impact on those involved in production.

In 2012, the University's Board of Governors approved a Code of Ethical Conduct for Suppliers and Subcontractors in Relation to Working Conditions and Employment Standards [1] (the Code). The purpose of the Code is to ensure that the University does its utmost to have positive impact on working conditions and to minimize the possibility of its contribution to oppressive working conditions. As a result, the University of Guelph requires all its suppliers and subcontractors who fall within the scope of this Code to conduct their business and uphold workplace standards in adherence to the Code and the Procedures for the Implementation of the Code [2].

The University procurement authorities are committed to promoting a greater standard of ethical conduct from suppliers and subcontractors by actively implementing our policy and procedures, working constructively with campus community and suppliers and moving toward purchasing from employers who treat their employees in an ethical manner.

In an effort to strengthen the University's position that all University's apparel suppliers need to demonstrate their compliance to the Code, the University will require all suppliers who supply apparel products to the University to confirm their compliance of the Code by completing the Supplier Verification of Compliance (SVC) form. Specifically,

- The University will require all departments to procure apparel products from suppliers who have completed their SVC forms.
- The University will maintain a list of apparel product suppliers on its Ethical Buying website that have completed the SVC forms. Departments are encouraged to source their apparel products from the suppliers on this list.
- Any university departments that would like to procure apparel products from a supplier who has not completed the SVC form will be required to ask the supplier to complete the form prior to a Purchase Order being issued. The SVC form will be required as an attachment to the purchase requisitions for HVPO.
- Purchasing Services will be responsible to refresh all suppliers' SVC forms on an annual basis. The supplier list on the Ethical Buying website will be refreshed and maintained according to the result of the annual process.

For more information on University's policy and procedures on Code of Ethical Conduct, and the list of suppliers who have completed the SVC form and the compliance verification process, visit Ethical Buying website [3];

Source URL:https://www.uoguelph.ca/finance/departments-services/purchasing/getting-started-procurement/code-ethical-conduct-suppliers

Links
[1] https://www.uoguelph.ca/finance/policies-procedures/procurement-payables-policies/ethical-buying-policies/code-ethical-conduct [2] https://www.uoguelph.ca/finance/sites/uoguelph.ca.finance/files/public/UniversityofGuelphCodeofConduct_Procedures_June6_2012.pdf [3] https://www.uoguelph.ca/diversity-human-rights/educational-resources-training/ethical-purchasing-supplier-verification-compliance