



Requisitions for Apparel Products

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 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 the Code.

Effective November 1st, 2016, the University of Guelph 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.

The University maintains a list of apparel product suppliers on its Ethical Buying website that have completed the SVC forms. If departments are buying apparel products from the suppliers on this list, no extra SVC form is required. If departments would like to procure apparel products from a supplier that is not on this list, it is required to have a SVC form completed by the supplier and attached to the purchase requisitions.

For the list of suppliers who have completed the SVC form, visit [Ethical Buying website](#) [2]. The Supplier Verification of Compliance (SVC) form is available in the Forms section under Ethical Buying Forms on Procurement website.

Source URL: <https://www.uoguelph.ca/finance/requisitions-apparel-products>

Links

[1] <http://www.uoguelph.ca/diversity-human-rights/sites/uoguelph.ca.dhr/files/public/codeofconduct.pdf> [2] <http://www.uoguelph.ca/ethicalbuying/>