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GEORGINA

THE CORPORATION OF THE TOWN OF GEORGINA SUPPLIER CODE OF CONDUCT

This Supplier Code of Conduct is applicable to all Corporation of the Town of Georgina (Town) Bid Solicitations and shall form part of the Town's Bid Call Documents.

SUPPLIER CODE OF CONDUCT

INTRODUCTION

The Corporation of the Town of Georgina (Town) is committed to making a true difference in everything we do. Making a true difference means keeping the needs of our residents and our business partners and suppliers front and centre in our business. This means being responsive to the needs of the communities in which we operate and being a responsible corporate citizen. It means being fair and ethical in our dealings with our employees, residents and business partners and suppliers. It means dealing with others with respect and fairness.

The Town believes that the principles of respect and fairness extend to our relationships with our business partners and suppliers. As a result, compliance with this Supplier Code of Conduct (SCC) is expected of all our business partners and suppliers. We also expect that our business partners and suppliers will encourage and promote this SCC to their business partners and suppliers that work on Town's business. For the purposes of this document "business partner and supplier" means any company, corporation or other entity that sells, or seeks to sell goods or services to The Town.

The SCC is based on internationally accepted labour standards including the International Labour Organization's (ILO) core conventions and the Universal Declaration of Human Rights. Failure to substantially comply with this SCC will be sufficient cause for The Town to elect to revoke a business partner and supplier's approved status.

COMPLIANCE WITH APPLICABLE LAWS AND STANDARDS AND OUR SCC

Business partners and suppliers shall comply with all applicable local, provincial and national laws and regulations of the jurisdictions in which the suppliers are doing business.

Business partners and suppliers shall maintain appropriate records to demonstrate their compliance and adherence to this SCC.

CONDITIONS OF EMPLOYMENT

Management Practice

The Town expects its business partners and suppliers to provide fundamental worker protections as outlined in this SCC. Business partners and suppliers shall incorporate these worker protections within their company policies. These are intended to be minimum standards and may be exceeded voluntarily by business partners and suppliers, or where applicable law provides for higher standards.

Compensation

Business partners and suppliers shall compensate their employees by providing wages and benefits which are in compliance with the local and national laws and regulations of the jurisdictions in which the business partner or supplier is doing business, or which are consistent with the prevailing local standards in the countries, if the prevailing local standards are higher.

Working Hours

Business partners and suppliers shall follow all applicable local, provincial and national laws and published industry standards pertaining to the number of hours and days worked by all employees working on products or services supplied to The Town.

Child Labour

Exploitation of child labour is not acceptable. No business partner or supplier may use, or cause to be used, child labour which materially interferes with, or prevents, a child's completion of compulsory schooling or access to primary education. The minimum age for full time workers will be not less than 15 years of age (14 years of age where local law permits in accordance with ILO Convention 138 & 182). All applicable laws for the protection of young workers will be observed.

Forced Labour

Employment shall be freely chosen. Business partners and suppliers shall not use any form of forced, debt-bonded, prison or otherwise involuntary labour. Workers shall not be subject to any restrictions on their freedom of movement unrelated to the conditions of their employment.

Harassment & Abuse

Workers shall be treated with respect and dignity. No forms of discipline involving corporal punishment, abuse, or harassment (whether psychological, sexual or verbal) is permitted. Disciplinary measures shall comply with local laws and internationally recognized human rights. No employee raising a complaint based on this SCC, or based on applicable laws, shall be subject to disciplinary action or reprisal.

Freedom of Association and the Right to Bargain Collectively

Business partners and suppliers shall comply with local laws regarding workers' rights and organizations that promote the right to bargain collectively.

Discrimination / Human Rights

Discrimination shall not be permitted on the basis of, social background, political affiliation and sexual orientation.

Sex	Age	Race
Creed	Colour	Ancestry
Disability	Citizenship	Ethnic Origin
Family Status	Marital Status	Place of Origin
Gender Identity	Political Affiliation	Sexual Orientation
Gender Expression	Receipt of Public Assistance	

WORKPLACE ENVIRONMENT

Working Conditions and Occupational Health & Safety

Workers are entitled to work in a safe environment. Business partners and suppliers shall comply with applicable local standards, legislation and regulations in relation to working conditions and occupational health and safety. An occupational health and safety policy shall be established and reasonable steps taken to put adequate health and safety measures in place to protect workers from workplace accidents and injuries.

Environmental Practices

Business partners and suppliers shall comply with applicable local legislation and regulations in relation to the protection of the environment. Suppliers and business partners are encouraged to establish an environmental policy and practices to promote greater environmental responsibility.

BUSINESS ETHICS

Bribery / Corruption

Business partners and suppliers shall comply with applicable Canadian, United States and local laws and not engage in any form of corrupt practices, including extortion, fraud, or bribery.

Conflict of Interest

Business partners and suppliers shall disclose to The Town any situation that could have the appearance of a conflict of interest, including if any Town employee or professional under contract with The Town has an interest in the business partner or supplier's business or any other kind of economic ties with the business partner or supplier.

Gifts, Promotional Items and Hospitality/Entertainment

It is important to understand that gifts, promotional items, and hospitality/entertainment exchanged in the normal course of business is deemed inappropriate.

Animal Welfare

Business partners and suppliers shall meet applicable regulatory requirements for the humane treatment of animals.

VERIFICATION / AUDIT / ENFORCEMENT

The Town reserves the right, as a condition of acceptance or continuation of approval, to conduct (or have its designee conduct) inspections and/or audits of business partner and supplier facilities, books and records and business practices to verify compliance with this SCC where applicable by law. Independent verification will be at the business partner and supplier's expense.

No employee raising a complaint based on this SCC, or based on applicable laws, shall be subject to disciplinary action or reprisal.

The Town may terminate its relationship with any business partner or supplier found to be in violation of these standards.

CONTACT INFORMATION

If you know of a violation or suspected violation of this SCC by a business partner or supplier, contact The Town's Ethics and Compliance Office: Call (416) 476-4301; or write to The Corporation of the Town of Georgina, Office of the Town Clerk at 26557 Civic Centre Road, Keswick, Ontario L4P 3G1

We also encourage The Town's business partners and suppliers to communicate to us any actions taken to improve their business practices or comply with this SCC, and to send us suggestions about how The Town can better implement the standards set out in this SCC.

The Town reserves the right to amend or modify this Supplier Code of Conduct.