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GEORGINA

THE CORPORATION OF THE TOWN OF GEORGINA SUPPLIER CODE OF CONDUCT

The *Supplier Code of Conduct (SCC)* is applicable to all Corporation of the Town of Georgina (*Town*) *bid solicitations* and will apply to, and form part of the *Town's bid call documents* and apply in like force to any resultant *contracts* or *purchase orders* for the *acquisition of deliverables*. By offering a *submission* in response to a *bid solicitation*, *respondents* accept the *SCC* as written.

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 a *legal entity* that is capable of providing desired *deliverables* to the *Town*, and may include, but is not limited to, a *consultant, contractor* or *vendor*.

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* must comply with all applicable local, provincial and national laws and regulations of the jurisdictions in which the *suppliers* are doing business and they must 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* must 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* must compensate their workers by providing wages and benefits which are in compliance with the applicable local, provincial 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* must follow all applicable local, provincial and national laws and published industry standards pertaining to the number of hours and days worked by all workers 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 must be observed.

Forced Labour

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

Harassment & Abuse

Workers must 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 must comply with local laws and internationally recognized human rights. No worker raising a complaint based on this SCC, or based on applicable laws, will be subject to disciplinary action or reprisal.

Freedom of Association and the Right to Bargain Collectively

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

Discrimination / Human Rights

Discrimination must 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* must comply with applicable local standards, legislation and regulations in relation to working conditions and occupational health and safety. An occupational health and safety policy must 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* must comply with applicable local legislation and regulations in relation to the protection of the environment. Business partners and *suppliers* are encouraged to establish an environmental policy and practices to promote greater environmental responsibility.

BUSINESS ETHICS

Bribery / Corruption

Business partners and *suppliers* must 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* must 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* must 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 worker raising a complaint based on this SCC, or based on applicable laws, will 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*.