



UNIVERSITY OF SASKATCHEWAN SUPPLIER CODE OF CONDUCT

Preamble

The University of Saskatchewan (USask) is firmly committed to conducting its procurement activities in a manner that is ethical, legally compliant, and socially responsible. We believe that our suppliers play a crucial role in upholding these values and, therefore, expect them to adhere to the same rigorous standards that guide our own operations. This commitment extends across all aspects of our business relationships, ensuring that our procurement practices reflect the integrity and principles that USask stands for.

To this end, USask has established a Supplier Code of Conduct, which clearly defines the minimum ethical standards and business practices required of all service providers. This includes not only direct suppliers but also subcontractors, consultants, manufacturers, fabricators, distributors, licensees, and any other entities involved in delivering goods or services to the university. By setting these expectations, USask ensures that its partnerships contribute positively to the broader community and align with our institutional values.

Scope

USask expects all its suppliers to confirm their compliance with the standards outlined in this Supplier Code of Conduct and to ensure that these standards are upheld by any subcontractors they engage. Subcontractors, manufacturers, and other sources of goods involved in the supply chain must adhere to the same standards set forth in the Supplier Code of Conduct.

USask acknowledges that meeting the standards set forth in this Code of Conduct is an ongoing process and encourages suppliers to continuously enhance their workplace conditions accordingly. The University values collaboration and is open to working with suppliers to improve practices where needed. However, failure to comply with the provisions of this Supplier Code of Conduct may constitute a breach of contract, potentially leading to contract termination or affect future business with USask.

While it is not mandatory, USask prefers that suppliers strive to exceed the requirements outlined in this Supplier Code of Conduct.

Code of Conduct

Suppliers shall meet the internationally agreed upon standards as outlined in the Declaration of Fundamental Principles and Rights at Work as outlined by the International Labour Organization (ILO). Where applicable laws and the Supplier Code of Conduct address the same issue, the standard that is most stringent will apply.

1. CHILD LABOUR

- a. Suppliers will not employ people under the age of 15 (or 14 where the International Labour Organization exemption for developing countries applies).
- b. Workers under the age of 18 shall not perform hazardous work that is likely to jeopardize the health, safety or morals of workers.

2. FORCED LABOUR

- a. There shall be no use of forced labour, including prison labour, indentured labour, bonded labour, or other forms of forced labour.
- b. Suppliers shall not retain employees' identity papers or passports.
- c. All work shall be voluntary, and workers shall be free to leave upon reasonable notice.
- d. Suppliers cannot engage or benefit from any form of human trafficking including but not limited to recruitment, transportation, transfer, harbouring or receipt of persons.

3. FREEDOM OF ASSOCIATION AND COLLECTIVE BARGAINING

- a. Suppliers are expected to work with their employees to resolve disputes and find resolution to any legal and employment issues. In addition, these employees have the right to obtain representation, join labour unions and bargain collectively.

4. OCCUPATIONAL HEALTH AND SAFETY

- a. Suppliers will provide a safe and healthy working environment that meets applicable workplace safety standards.
- b. Suppliers will provide workers access to all required personal protective equipment.
- c. Suppliers will provide health and safety training necessary for their role.

5. ANTI-CORRUPTION BUSINESS PRACTICES AND BRIBERY

- a. The supplier shall not, directly, or indirectly, pay, give, offer, or promise anything of value to the University to secure any improper advantage for the University or the supplier.
- b. Suppliers must comply with all applicable domestic and international law.
- c. Suppliers shall abide by any standards, rules and code of conduct set out by the bodies that govern the supplier.

6. NON-DISCRIMINATION, ACCOMMODATION, AND ACCESSIBILITY

- a. The supplier shall ensure no person is subject to any discrimination in employment, including hiring, compensation, advancement, discipline, termination, or retirement.

7. ENVIRONMENTAL STEWARDSHIP

- a. Suppliers must not be in violation of any national or provincial environmental regulations, and;
- b. Obey land use agreements, including following USask permitting process as applicable.
- c. Where readily available, provide information related to supplied products carbon footprint to inform USask's GHG reporting. Additional information may be required through competitive bidding processes.

8. ANIMAL WELFARE

- a. Suppliers will not willfully harm animals unless consistent with regular and acceptable research or farming practices; and
- b. Suppliers will prevent undue suffering of animals during loading, transport, and slaughtering of livestock.

9. CONFLICT OF INTEREST

- a. Suppliers will avoid any actual, potential, or perceived Conflicts of Interest.
- b. Suppliers will disclose and declare any actual, potential, or perceived Conflicts of Interest that cannot be avoided.
- c. Suppliers will abide and adhere to the USask Conflict of Interest Policy.

Compliance, Monitoring, and Termination

Suppliers are required to implement robust internal controls and monitoring systems to guarantee their operations align with the ethical standards outlined in this code, if not already present. Regular audits, both announced and unannounced, may be conducted to assess compliance, and suppliers must fully cooperate with these evaluations. Any non-compliance identified must be promptly addressed with corrective actions, and failure to do so may result in consequences, including termination of the business relationship. Continuous improvement is encouraged, and suppliers are expected to report any potential or actual violations immediately to maintain transparency and accountability.

USask reserves the right to terminate business with a supplier who:

- a. is not responsive to requests to address concerns around workplace practices; or
- b. is not compliant with applicable laws or the Supplier Code of Conduct.

Suppliers must notify USask immediately if they have:

- a. been in breach of any provisions enclosed in this Code of Conduct; or
- b. been in breach of any applicable laws or regulations.

Remedy

When non-compliance is identified, Suppliers will be required to:

- a. develop and implement a comprehensive corrective action plan;
- b. cooperatively create an agreed-upon timeframe.

This plan should address the root causes of the issue and outline specific steps to prevent recurrence. We will work closely with suppliers during this process to ensure that remediation efforts are thorough and aligned with our standards. Continued non-compliance or failure to execute the corrective actions satisfactorily may lead to further consequences, including suspension or termination of the supplier relationship. Our goal is to foster a collaborative approach to improvement, ensuring that all parties are committed to upholding the highest ethical standards.