

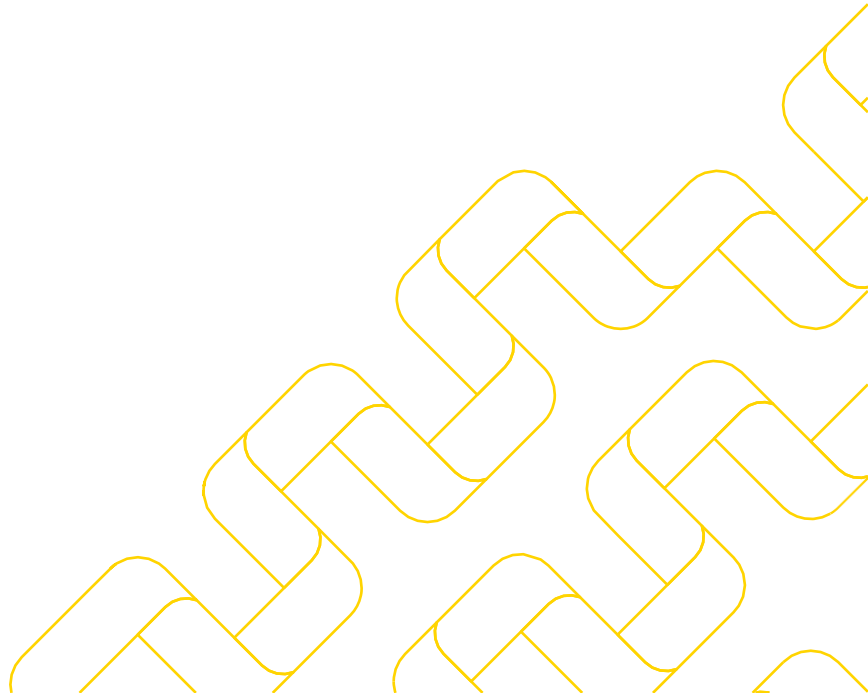


**DALHOUSIE**  
UNIVERSITY

## **Supplier Code of Conduct**

### **Procure to Pay Services**

Effective January 6, 2025



## Introduction

Dalhousie University (“**Dalhousie**” or the “**University**”) is committed to sustainable procurement, social responsibility, environmental stewardship, equity, diversity and inclusion, and ethical business practices. These commitments require transparency and accountability by both the University and its supplier community.

The University engages its supplier base and their subcontractors with the understanding that they will adhere to this Supplier Code of Conduct. This Supplier Code of Conduct reinforces and supplements our procurement and purchasing practices, policies, procedures and contracts. This Supplier Code of Conduct outlines the minimum standards expected from the University’s suppliers and their subcontractors or agents who participate in any University procurement process or transact with the University.

## Application

The Supplier Code of Conduct is supplementary to and does not replace a supplier’s obligations as may be set out in a contract between the University and the supplier. It is the responsibility of each supplier to ensure that their own supply chains are compliant with the provisions of this Supplier Code of Conduct.

For the purposes of this Supplier Code of Conduct, “supplier” means any entity or person(s), or their subcontractor(s), who supply goods, services, software, or intellectual property to the University (including those supplied “In-Kind”) for commercial, partnership, research or educational purposes.

## Land Acknowledgment

Dalhousie University operates in the unceded territories of the Mi’kmaw, Wolastoqey, and Peskotomuhkati Peoples. These sovereign nations hold inherent rights as the original peoples of these lands, and we each carry collective obligations under the Peace and Friendship Treaties. Section 35 of the Constitution Act, 1982 recognizes and affirms Aboriginal and Treaty rights in Canada.

## African Nova Scotian Acknowledgement

We recognize that African Nova Scotians are a distinct people whose histories, legacies and contributions have enriched that part of Mi’kma’ki known as Nova Scotia for over 400 years.

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# 1) Transparency & Ethics

- a) **Principle:** Suppliers must adhere to ethical business practices, maintaining transparency in all dealings.
  
- b) **Guidelines:**
  - i) Comply with [Canadian anti-bribery and anti-corruption laws](#), including the [Corruption of Foreign Public Officials Act \(CFPOA\)](#).
  - ii) Ensure accuracy in reporting business practices and performance metrics.

# 2) Social Responsibility

- a) **Principle:** Suppliers shall implement policies and practices that meet or exceed applicable minimum and living employment standards, respect indigenous rights, respect human rights, and satisfy health and safety requirements in their operational activities.
  
- b) **Guidelines:**
  - i) **Minimum and Living Wage**

Suppliers should meet or exceed local applicable minimum wage and employment standards, and provide a living wage compensation, as defined by recognized organizations such as the [Global Living Wage Coalition](#).
  
  - ii) **Indigenous Rights**

In line with the [United Nations Declaration on the Rights of Indigenous Peoples \(UNDRIP\)](#), suppliers should respect the rights of Indigenous communities, particularly when operating on traditional or treaty lands.
  
  - iii) **Human Rights, Child Labour, and Forced Labour**
    - Adhere to applicable human rights laws, and the International Labour Organization (ILO) standards on human rights.
    - Suppliers will not use child labour, as that term is defined in the [Fighting Against Forced Labour and Child Labour in Supply Chains Act \(Canada\)](#). Where a child worker is displaced as a result of compliance with this Supplier Code of Conduct, adult family members shall have the opportunity to assume the child's position in order to maintain family earnings.
    - Suppliers will not use forced labour, as that term is defined in the [Fighting Against Forced Labour and Child Labour in Supply Chains Act \(Canada\)](#).
    - Suppliers will take steps to prevent and reduce the risk that child labour or forced labour are used in their own supply chains.

**iv) Health and Safety**

Suppliers and their subcontractors shall meet or exceed the requirements of all occupational health and safety codes and related law and regulations in the jurisdiction(s) of production or where the services are being performed. Suppliers shall provide a safe and healthy working environment, ensure that all personnel receive regular and recorded health and safety training (in a language understood by the worker), establish systems to detect, avoid or respond to potential threats to the health and safety of personnel and provide for use by all personnel, clean bathrooms, access to potable water and, if appropriate, sanitary facilities for food storage.

### 3) Environmental Sustainability

a) **Principle:** Suppliers shall implement policies and practices that integrate environmental, social, human, and economic sustainability goals into their operational activities.

**b) Guidelines:**

- i) Support and contribute to [Dalhousie's Sustainability Policy](#) efforts.
- ii) Align with [Canada's Sustainable Development Goals](#).
- iii) Reduce environmental impact and align with [Canada's Net-Zero Emissions Accountability Act](#).
- iv) Promote waste reduction, responsible sourcing, and resource conservation.
- v) Disclose environmental impact data where feasible and set goals for continuous improvement.
- vi) Prefer products and materials that are environmentally sustainable, recyclable, or compostable with appreciation and respect of the natural world.
- vii) Establish and act on short- and long-term plans and seek continuous improvement.

### 4) Equity, Diversity, Inclusion and Accessibility (EDIA)

a) **Principle:** Uphold policies and practices promoting equity, diversity, inclusion and accessibility in the workplace.

**b) Guidelines:**

- i) Foster an inclusive environment by supporting underrepresented groups, in alignment with [Employment Equity Act](#) standards.
- ii) Ensure that hiring practices are free of discrimination based on race, religious beliefs, colour, gender, gender identity, gender expression, physical or mental disability, ancestry, marital status, family status, source of income, age, place of origin, sexual orientation, or any other protected grounds under applicable human rights legislation.
- iii) Implement policies and practices to address discrimination within the workplace and empower others to make positive change in their communities.

- iv) Employ standards such as those outlined in Accessible Canada Act and Web Content Accessibility Guidelines to ensure that people with disabilities have equal access to information, services, and opportunities by identifying, removing, and preventing accessibility barriers.
- v) Suppliers and their subcontractors shall not permit or condone behavior including gestures, language, or physical contact, that is unwanted, coercive, threatening, abusive or exploitative.
- vi) Identify opportunities for those who are historically and currently underrepresented and consider the structural challenges that limit the participation of underrepresented and marginalized individuals.
- vii) Provide appropriate accommodations and create diverse pathways for advancement.

## 5) Animal Welfare

- a) **Principle:** Suppliers involved in research, testing, or product supply involving animals must ensure humane treatment.
- b) **Guidelines:**
  - i) Adhere to the [Canadian Council on Animal Care](#) (CCAC) guidelines, prioritizing the welfare of animals in testing and product development.
  - ii) Avoid unnecessary use of animals and, where feasible, adopt alternative methods.
  - iii) Conduct operations and activities in respect of the internationally recognized “three R’s” for animal use in research and testing:
    - (1) Replacement: use of methods which avoid or replace the use of animals (e.g., cell culture)
    - (2) Reduction: employment of any strategy that results in fewer animals being used
    - (3) Refinement: modification of husbandry or experimental procedures to minimize pain and distress

## 6) Conflicts of Interest & Unfair Advantage

- a) **Principle:** Suppliers must avoid practices that lead to unfair advantage or conflicts of interest in procurement processes.
- b) **Guidelines:**
  - i) Disclose any actual or potential conflicts of interest that could influence procurement decisions.
  - ii) Refrain from practices that exploit insider knowledge or relationships with the University.
  - iii) Situations that may unfairly benefit a supplier must be promptly disclosed and addressed.

## 7) Compliance, Improvement and Remediation

a) **Principle:** Suppliers are responsible for continuously monitoring their compliance with this Supplier Code of Conduct, taking corrective action and providing information to the University.

**b) Guidelines:**

- i) Suppliers shall implement procedures that allow workers to raise and address noncompliance and workplace grievances confidentially, anonymously, and/or directly, without fear of reprisal or retaliation and promptly respond to worker concerns.
- ii) Suppliers shall continuously monitor on-going or unresolved non-compliance with the Supplier Code of Conduct engage in transparent dialogue on challenges and improvements, providing updates to the University on remediation actions taken.
- iii) If an incident of non-compliance by a supplier should come to the attention of the University by a credible source, proof of compliance or further information may be requested.
- iv) If the University is of the opinion that a supplier has failed to demonstrate appropriate conduct in their business activities or in realigning their activities with the outlined principles, the University reserves the right to cease conducting business with the identified supplier, without financial penalty.