


Contractor Code of Conduct Procedure

Category: Finance Division	Policy: FIN-F18-020
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Supersedes:	Coverage: All Town Contractors
Reviewed by: Manager of Procurement	Approved by: Director of Finance/Treasurer
Authorized Signature: 	

Procedure Statement

The Town is committed to following open, fair and transparent Procurement processes and in doing so has created a procedure to ensure safe and healthy workplaces where human and civil rights conditions are in compliance with the core labour conventions of the International Labour Organization ("ILO").

Scope

This procedure applies to all Town Contractors.

Purpose

The purpose of this Procedure is to set the ethical performance expectations for Contractors providing Goods to the Town. It is a requirement that all Town Contractors and their subcontractors follow the Contractor Code of Conduct Procedure. Failure to comply may result in termination of a Contract and barring from future Competitive Bid Processes.

Definitions

All capitalized terms used in this procedure shall have the meaning given to them in the Procurement Policy, unless otherwise defined in this Procedure.

"Goods" means Goods, Services and Construction.

Standards

Labour Standards	Definitions
<p>Forced Labour</p> <p>ILO Conventions 29, 105 and 203</p>	<p>No forced labour will be used in the manufacture of Goods supplied to the Town. Forced labour includes involuntary prison labour, indentured labour, bonded labour or otherwise. Workers shall not be required to lodge financial deposits or their original identity papers with their employer.</p>
<p>Child Labour</p> <p>ILO Conventions 138 and 182</p>	<p>No child labour will be used in the manufacture of the Good(s) supplied to the Town. Contractors will not employ workers under the age of 15, unless local minimum age law stipulates higher age for work or mandatory schooling, in which case the higher age would apply, as defined by the ILO Convention 138.</p>
<p>Harassment and Abuse</p>	<p>Workers involved in the manufacture of Goods, supplied to the Town will not be subject to physical, sexual, psychological abuse or harassment, verbal abuse, or any other form of abuse, including corporal punishment</p>
<p>Discrimination</p> <p>ILO Conventions 100 & 111</p>	<p>Workers involved in the manufacture of products supplied to the Town will not be discriminated against. Town Contractor's will consider employees for positions based on their qualifications and abilities. The Town will not work with Contractors who discriminate on the basis of race, gender, political or religious beliefs, social, ethnic or national origin, marital status, age, union affiliation, sexual orientation, or disability.</p>
<p>Hours of Work, Wages and Benefits</p>	<p>Town Contractor's must meet or exceed the minimum standards within the Ontario Employment Standards Act.</p>
<p>Health and Safety</p>	<p>Contractors who have workers involved in the manufacture of goods or services supplied to the Town will ensure they work in compliance with the Ontario Occupational Health and Safety Act and Regulations. Adequate steps shall be taken to prevent accidents and injury to health by minimizing the causes of hazards inherent in the working environment.</p>
<p>Environmental Commitment</p>	<p>Town Contractors will ensure all waste materials, as a by-product of production, are disposed of properly in an environmentally responsible manner, and according to the local and international laws and regulations.</p>

<p>Freedom of Association and the Right to Bargain Collectively</p> <p>ILO Convention 87 and 98</p>	<p>Town Contractors will recognize and respect that workers without distinction, have right to form or join trade unions of their own choosing and to bargain collectively. Where the right of freedom of association and collective bargaining is restricted under law, the Contractor facilitates and does not hinder the development of parallel means for independent, free association and bargaining. Town Contractor's will ensure that workers representatives are not discriminated against and have reasonable access to carry out their representative functions in the workplace.</p>
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It is the expectation that all Town Contractor's will respect the Contractor Code of Conduct Procedure and actively achieve the Town's standards. The Town believes in cooperation and is willing to work with its Contractors to improve performance, where necessary.

The Town reserves the right to ask for proof of compliance with all applicable labour, health, safety and environmental laws, and may inspect working conditions at any time. Contractors must maintain current and sufficiently detailed records to substantiate their compliance with the Contractor Code of Conduct Procedure.