

SUPPLIER CODE OF CONDUCT

Introduction

Mount Royal University (“MRU” or the “University”) is committed to transparency, ethical business practices, social responsibility and environmental stewardship in all its operations. The University engages suppliers with the expectation that they will conduct their activities in alignment with these values and adhere to this Supplier Code of Conduct (“Code”). This Code supports and enhances the University’s procurement practices and reflects the University’s commitment to responsible sourcing.

Objectives

The University has established this Code to communicate its expectations regarding ethical business practices, social responsibility and environmental sustainability for its suppliers.

Scope

This Code applies to all suppliers of goods and services to the University, including their subcontractors, personnel and agents. The Code sets out the minimum standards and suppliers are encouraged to exceed these expectations to demonstrate leadership in responsible and sustainable practices.

Standards

1. Ethical Business Practices

Principle

Suppliers are expected to conduct their business with integrity, honesty and transparency. This includes, without limitation, their dealings with the University, their own suppliers, subcontractors and other stakeholders.

Guidelines

Legal and Regulatory Compliance

- Suppliers must comply with all domestic and international laws and regulations. This includes, without limitation, Canadian anti-bribery and anti-corruption legislation such as the *Corruption of Foreign Public Officials Act* (CFPOA) and any other laws governing fair business practices.

Ethics

- Suppliers must not offer, promise or give, directly or indirectly, any gifts, favours, hospitality, privileges or other benefits to any University employee, contractor, agent, student or Board member with the intent to influence a business decision or to gain an improper advantage.
- Suppliers must avoid any actual, perceived or potential conflicts of interest in their dealings with the University and must promptly disclose such conflicts if they arise.

Fair Competition

- The University promotes fair competition in its procurement processes and expects suppliers to uphold these same principles in their own procurement activities.
- Suppliers must not engage in practices that distort competition such as collusion, price fixing or other anti-competitive behaviour.

2. Labour Practices

Principle

Suppliers must demonstrate fair labour practices, respect human rights in the workplace, provide a safe and respectful workplace environment and operate in a manner that is socially responsible.

Guidelines

Employment

- Suppliers must pay their employees at least the local minimum wage and comply with all local employment standards including, without limitation, hours of work, overtime and leave entitlements.
- Suppliers must uphold workers' rights to organize and collectively bargaining in accordance with local laws.

Human Rights

- Suppliers will comply with all applicable human rights legislation and align their practices with relevant international standards, such as the International Labour Organization (ILO) standards.
- Suppliers must not use forced labour, child labour, trafficked labour or any other form of involuntary work and must comply with the *Fighting Against Forced Labour and Child Labour in Supply Chains Act* (Canada).
- Suppliers must ensure that these prohibitions apply throughout their supply chains including subcontractors and agents. Suppliers will promptly notify MRU if they become aware of any actual or suspected forced labour or child labour within their operations or supply chain.
- MRU may request reasonable documentation or verification relating to labour practices and suppliers will cooperate with such requests.

Social Responsibility

- Suppliers should respect the rights of Indigenous peoples and should engage respectfully and meaningfully with Indigenous peoples affected by the Supplier's work conducted for the University.
- The University promotes principles of community and belonging and expects its suppliers to make similar efforts to promote these principles for an inclusive workplace. Suppliers must not tolerate any discriminatory behaviour or practices within their operations.
- Suppliers will ensure their hiring, promotion and workplace practices are free from discrimination based on protected grounds under applicable human rights legislation.

Workplace Safety

- Suppliers must comply with the MRU Contractor EHS Manual, all applicable occupational health and safety legislation and provide a safe, healthy and accessible work environment.
- Suppliers must ensure workers receive adequate training, equipment and support to perform their duties safely.
- Suppliers will ensure that the workplace is free from violence, harassment, discrimination and any form of degrading or coercive behaviour.

3. Environmental Sustainability

Principle

The University is committed to promoting environmental stewardship and to reducing its environmental impact through responsible procurement. Suppliers are expected to support this commitment by adopting sustainable practices in their operations.

Guidelines

Environmental Impact

- Suppliers will make reasonable efforts to reduce waste at all stages in their operations and ensure any waste created is handled and disposed of in an environmentally responsible manner.
- Suppliers are encouraged to use environmentally responsible materials such as recycled, recyclable or sustainability sourced products. Packaging should be minimized where possible.
- Suppliers will take steps to prevent contamination, pollution and harmful releases into air, water and soil. Hazardous substances must be stored, transported and disposed of in compliance with applicable environmental laws.

Emissions

- Suppliers should consider efficient modes of transportation to reduce emissions associated with delivering goods and services.

Conservation

- Suppliers will make efforts to reduce energy consumption by implementing energy efficient practices.
- Suppliers should implement measures to conserve water and use water efficient systems in their operations.

Compliance

Suppliers will be responsible for monitoring their own compliance with this Code, which includes taking corrective action and reporting any non-compliance to the University. Suppliers shall, at all times throughout the term of their engagement with the University and for a period of six (6) years thereafter, keep and maintain records of work including, without limitation, proper records of quotations, contracts, correspondence, invoices and other documents that support actions taken by the supplier. All such records shall be maintained in accordance with generally accepted accounting principles.

If an incident of non-compliance is alleged, the University may request documentation, clarification or other information to verify compliance and suppliers are expected to cooperate with such inquiries. MRU reserves the right to audit all financial and other records related to its engagement with the supplier and suppliers shall make such records available for inspection and audit. If, in the University's judgment, a supplier fails to comply with this Code or does not demonstrate appropriate conduct in its business activities, the University may take appropriate action including, without limitation, suspending or terminating its business relationship with the supplier without financial penalty.