



## **PART 4 – SUPPLIER CODE OF CONDUCT**

### **Supplier Code of Conduct**

The City of Mississauga requires suppliers to comply with this Supplier Code of Conduct which defines minimum standards for suppliers and their subcontractors and is based on the International Labour Organization (ILO) core labour conventions:

#### **Forced Labour**

No forced labour, whether in the form of prison labour, indentured labour, bonded labour or otherwise shall be used.

#### **Child Labour**

No person shall be employed at an age younger than 15 (or 14 where the law of the country of manufacture allows) or younger than the age for completing compulsory education in the country of manufacture where such age is higher than 15.

#### **Harassment or Abuse**

Every employee shall be treated with respect and dignity. No employee shall be subject to any physical, sexual, psychological or verbal harassment or abuse.

#### **Non-Discrimination**

No person shall be subject to any discrimination in employment, including hiring, salary, benefits, advancement, discipline, termination or retirement, on the basis of gender, race, religion, age, disability, sexual orientation, nationality, political opinion, or social or ethnic origin or any other ground of discrimination prohibited by law.

#### **Health and Safety**

Employers shall provide a safe and healthy working environment to prevent accidents and injury to health arising out of, linked with, or occurring in the course of work or as a result of the operation of employer facilities.

#### **Employment Issues**

Employers shall work directly with employees and/or their bargaining agents as appropriate to find solutions to any outstanding legal and employment issues.

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## **Fair Labour Practices**

Suppliers shall ensure the ethical treatment of their personnel, subcontractors and subcontractors' personnel and shall at all times comply with fair labour practices, including but not limited to providing basic labour rights, wages and compensation.

Suppliers shall require that their personnel and subcontractors fully comply with all applicable laws. Non-compliance shall not be permitted.

## **Wages and Benefits**

Employers recognize that wages are essential to meeting employees' basic needs. Employers shall pay employees at least the minimum wage required by local law and shall provide legally mandated benefits.

## **Hours of Work**

Workweeks are not to exceed the maximum set by local law. Further, a workweek should not be more than 60 hours per week, including overtime, except in emergency or unusual situations.

## **Overtime Compensation**

In addition to their compensation for regular hours of work, employees shall be compensated for overtime hours at such rate as is legally required in the country of manufacture or service delivery.

## **Environmental Responsibility**

We seek out suppliers committed to environmental responsibility. Each supplier shall consider their own 'in-house' environmental practices (e.g., waste reduction), environmental certifications and information on the specific kind of materials they use in manufacturing their products or delivering their services, to minimize the negative impacts on the environment. Suppliers must not be in violation of any environmental laws in the country where the supplier operates.

## **Product Safety**

Suppliers shall comply with all applicable laws and regulations regarding safety of products.

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## **Subcontractors and Their Sources**

We require all businesses that support our business as subcontractors, manufacturers or sources of goods to comply with all applicable City policies. All subcontractors and their suppliers are required to comply with all applicable and national laws. Direct suppliers to the City are expected to monitor their subcontractors, manufacturers or sources of goods for meeting or exceeding the City of Mississauga's Supplier Code of Conduct and supply chains are expected to be transparent and traceable.

## **Sanctions**

Unless otherwise approved by Council, we will not conduct business with suppliers where the Federal Government of Canada has imposed economic or financial sanctions or trade embargoes against the supplier or related persons.

Suppliers shall disclose if they, their personnel, representatives, subcontractors or anyone having an ownership interest in the supplier, have been sanctioned or embargoed by the Federal Government of Canada.

Revised August 19, 2022