

FLEMING COLLEGE SUPPLIER CODE OF CONDUCT

At Fleming College, we are committed to ethical business practices and sustainability. Our Supplier Code of Conduct (SCC) sets forth clear expectations for our suppliers and their subcontractors to ensure ethical behavior, promote environmental stewardship, and foster safe and equitable workplaces. Together, we aim to build strong partnerships rooted in mutual respect, accountability, and shared values.

OUR EXPECTATIONS

To uphold our standards, we expect our suppliers to:

- **Maintain Integrity:** Refrain from any form of corruption, including bribery, collusion, extortion, or fraud.
 - **Ensure Responsible Practices:** Develop and maintain business continuity and disaster recovery plans and provide workplaces that comply with health and safety laws.
 - **Safeguard Information:** Protect all confidential and personal information shared by Fleming College, using it solely for business purposes.
 - **Disclose Conflicts of Interest:** Report any actual or potential conflicts of interest promptly.
 - **Report Unethical Behavior:** Inform Fleming College of any unethical conduct by our employees.
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SUPPLIER RESPONSIBILITIES

To align with Fleming College's values, suppliers must adhere to the following principles:

Ethical Business Practices

- Avoid practices that restrict competition or undermine trust, including, but not limited to, bid-rigging, price-fixing, bribery, collusion or any other practices prohibited by federal or provincial statutes.
- Prevent improper influence such as bribes, gifts or any type of inducement that can be seen to compromise a Fleming College employee's ability to make business decisions in the best interest of Fleming College.

Conflicts of Interest

All suppliers participating in a procurement process must declare any perceived, potential or actual conflicts of interest, which could include:

- Having access to confidential information of the College that is not available to other suppliers.
- Receiving advice or assistance in the preparation of its response from any individual or entity that was involved in the preparation of the procurement document.
- Communicating with any person who may be perceived to have the ability to influence preferential treatment throughout the procurement process.

Labour Standards

- **Child Labour:** Prohibit the employment of individuals below the highest of either 15 years of age or the legal minimum age.
- **Non-Discrimination:** Foster a workplace free from harassment and discrimination.
- **Employee Voice:** Allow employees to raise concerns without fear of reprisal.
- **Fair Wages:** Compensate employees with wages and benefits that meet or exceed legal standards.
- **Work Hours:** Adhere to local regulations regarding working hours, ensuring appropriate rest periods.

Health and Safety

- Provide a safe work environment, comply with health and safety laws, and ensure employees receive adequate training to mitigate workplace hazards.

Environmental Responsibility

- Implement sustainable practices to minimize environmental impact, prevent pollution and preserve resources.
- Comply with all relevant environmental regulations, including those concerning waste disposal, pollution control, and resource conservation.

Subcontracting and Outsourcing

- Communicate the expectations of this SCC to all subcontractors and partners.
- Monitor subcontractor compliance and ensure timely payment to prevent service disruptions.

COMPLIANCE AND MONITORING

Fleming College values collaboration and continuous improvement. To ensure compliance:

- We may request documentation or conduct inspections to verify adherence to this SCC.
 - Suppliers must maintain accurate records and cooperate fully in resolving any compliance issues.
 - Persistent non-compliance may result in termination of the business relationship.
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ACKNOWLEDGMENT AND AGREEMENT

By partnering with Fleming College, suppliers commit to upholding the values and principles outlined in this Supplier Code of Conduct (SCC). This collaboration represents a shared dedication to excellence, sustainability, and ethical business practices. Together, we strive to build a strong foundation for mutual success while fostering a responsible and forward-thinking business environment.