



ST. JOSEPH'S CARE GROUP

# ***PROCUREMENT & STRATEGIC SOURCING***

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## **Supplier Code of Conduct**

October 22, 2024

## Purpose

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This Supplier Code of Conduct (“the Code”) sets out the obligations and responsibilities of Suppliers contracting with St. Joseph’s Care Group (SJCG) for goods and services.

SJCG requires its Suppliers and their sub-contractors to operate lawfully and expects them to conduct their activities professionally, ethically, and in a socially and environmentally responsible manner. At a minimum, Suppliers must meet the expectations and obligations set forth in this Code.

The Code is founded on the key principals of fairness, openness, and transparency which are achieved through compliance with various acts, regulations, directives, policies, and domestic and international trade treaties.

## Application

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The Code applies to all Suppliers and their sub-contractors that participate in a SJCG procurement process or contract.

Suppliers must notify SJCG immediately upon becoming aware of any potential non-compliance with this Code. Where a Supplier or their sub-contractors are deemed by SJCG not in compliance with the Code, SJCG reserves the right to take appropriate action, including but not limited to requesting further information, deeming a bid non-responsive, terminating the contract for default, setting aside an offer, or suspending or cancelling the procurement process.

## SJCG Policies & Procedures

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Suppliers must familiarize themselves with and comply with all applicable SJCG policies and procedures and comply with such policies and procedures while participating in a SJCG bid solicitation process or performance of a SJCG contract. These policies and procedures are available upon request by contacting SJCG’s Purchasing Department. SJCG’s Principals of Conduct are incorporated into this Code and form an integral part of this Code.

## Conflicts of Interest

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When participating in a SJCG procurement and contracting process, Suppliers warrant that no actual or perceived conflict of interest exists. If the Supplier becomes aware of any matter that causes or may cause a conflict of interest, they must immediately disclose the matter to the SJCG representative responsible for the procurement or contract.

## Environmental Protection

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Suppliers shall assess the impact of their business activities on local communities and ecosystems and implement appropriate policies and procedures to minimize and mitigate environmental impacts while complying with all applicable environmental laws.

Suppliers and their sub-contractors are expected to familiarize themselves with SJCG's environmental strategies, which sets out SJCG's commitment to integrating environmental considerations into the procurement process. Additionally, Suppliers and their sub-contractors shall ensure that their goods are packaged sustainably and designed for durability.

## Equity, Diversity & Inclusiveness

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Suppliers will strive to create an equitable, diverse and inclusive workplace that respects the dignity of all individuals, including but not limited to differences in race, ethnicity, colour, gender, gender identity or expression, sexual orientation, age, disability, and religion. Suppliers shall not tolerate harassment, discrimination, violence, retaliation, or other disrespectful or inappropriate behaviour. This commitment must be reflected in their workplace culture, as well as in their policies related to hiring, promotion, access to training and development, layoffs, and supplier engagements.

## Indigenous Rights

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Suppliers and their sub-contractors will respect the rights and freedoms of Indigenous Peoples. If engaging in activities that may infringe upon Indigenous Peoples or their treaty rights, Suppliers and their sub-contractors must notify SJCG and the N'doo'owe Binesi division as early as possible in the planning stages. This will facilitate open and authentic engagement with Indigenous Peoples and safeguards constitutionally protected rights.

SJCG is committed to building strong relationships with Indigenous Peoples, organizations, and communities through partnerships that advance reconciliation, understanding community needs, and respecting the connection to the land that Indigenous People maintain.

SJCG expects Suppliers to uphold the principles set out in this Code and demonstrate the ways in which these principles are applied. Specifically, SJCG expects all Suppliers to:

- **Respect Rights:** Honour the rights of Indigenous Peoples and their treaties;
- **Cooperate:** Work together with Indigenous Peoples responsibly;
- **Recognize Unique Relationships:** Understand that Indigenous Peoples' have special historical, cultural ties to the land and unique knowledge of the natural environment;
- **Adapt Practices:** Utilize business practices to respect Indigenous Communities' legal rights;
- **Support Indigenous Businesses:** Create opportunities for Indigenous businesses and track progress;
- **Increase Representation:** Promote Indigenous People in all workforce levels and track their growth; and
- **Provide Training:** Ensure employees have the skills and resources to build respectful relationships with Indigenous Peoples.

## Human Trafficking Forced Labor & Child Labour

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Suppliers shall maintain a zero-tolerance policy for child labour, forced labour, slavery, and human trafficking in any operations or facilities and comply with all applicable labour laws, including those relating to wages and conditions of employment.

## Health & Safety

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Suppliers shall promote a culture of safety by implementing practices and procedures that minimize the risk of injury, illness, or death. They must also ensure compliance with all applicable health and safety laws.

## Anti Corruption

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Suppliers shall engage in fair business practices and strictly prohibit fraud, corruption, bribery, and extortion. They will also comply with all applicable laws and regulations.