



Waterloo Region
District School Board

Ethical Apparel

Purchasing

Guidelines

WATERLOO REGION DISTRICT SCHOOL BOARD

ETHICAL APPAREL PURCHASING GUIDELINES

The purpose of these guidelines is to ensure that all apparel purchased by the Board is manufactured under humane working conditions in compliance with accepted international standards (e.g. core or fundamental International Labour Organization conventions) and local laws. Further to this, all apparel purchases will be made in compliance with the Board's approved purchasing policy and regulations.

INTRODUCTION

The Waterloo Region District School Board (the "Board") is committed to conducting its business affairs in a manner consistent with its employee personnel policies and expects its suppliers to conduct their business in a manner consistent with, and follow workplace standards that adhere to these guidelines. The guidelines are subject to amendment to reflect standards imposed on or adopted by the Board.

DEFINITIONS

The term "guidelines" means this document in its entirety.

The term "supplier" means any natural or legal person who provides the Board with goods and/or services integral to, and utilized in/for, the production of the company's goods and/or services.

The term "contractor" means any natural or legal person who, directly or indirectly, provides a supplier with goods and/or services integral to, and utilized in/for, the production of the supplier's and/or the Board's goods and/or services.

NOTICE

These guidelines shall apply to all apparel suppliers of the Board. Throughout these guidelines the term "supplier" shall include all persons or entities who have entered an agreement with the Board to manufacture or supply apparel to the Board.

Throughout these guidelines the term "contractor" shall include each contractor, subcontractor, vendor, or manufacturer that is engaged in a manufacturing process that results in finished apparel for the consumer. "Manufacturing process" shall include assembly and packaging.

As a condition of being permitted to produce and/or sell apparel to the Board, each supplier must comply with these guidelines and ensure that its contractors also comply.

REMEDICATION

If the Board determines that any supplier or contractor has failed to remedy a violation of these guidelines, the Board will consult with the supplier to examine the issues and determine the appropriate measures to be taken.

The Board reserves the right to terminate its relationship with any supplier, which continues to conduct its business in violation of the corrective action plan, in accordance with the terms set forth in the purchase agreement.

STANDARDS

Board suppliers and their contractors must operate workplaces, and ensure that their contractors operate workplaces, that adhere to the following minimum standards and practices:

- A. **Legal Compliance:** Board suppliers and their contractors must comply, at a minimum, with all applicable legal requirements of the country in which products are manufactured. Where these guidelines and the applicable laws of the country of manufacture conflict or differ, the higher standard shall prevail. Such compliance shall include compliance with all applicable environmental laws.
- B. **Ethical Principles:** Suppliers shall commit to conduct their business according to a set of ethical standards which include, but are not limited to, honesty, integrity, trustworthiness, and respect for the unique intrinsic value of each human being.
- C. **Employment Standards:** The Board will do business only with suppliers whose workers are present to work voluntarily, are not children, are not at undue risk of physical harm, are fairly compensated, and are not exploited in any way.

COMPLIANCE

Prior to the date of a purchase or renewal of an agreement, suppliers shall be required to provide the following to the Board, as set forth in the purchase agreement:

- A. A completed *Vendor Qualification* form (Form FS-02-V);
- B. Agreement to all terms and conditions set forth in the Board's RFQ's (Request for Quotation), RFT's (Request for Tender) and RFP's (Request for Proposal); and
- C. A signed *Apparel Suppliers Contracting Requirements* form (FS-02-N) to provide assurance that they will adhere to the Board's Ethical Apparel Purchasing guidelines, which may require suppliers to publicly disclose the sites/factories where their products (i.e. apparel) are produced.

VERIFICATION

It shall be the responsibility of each supplier to ensure its compliance with these guidelines, and to verify that its contractors are all in compliance. The Board will react to identified problems.

The Board reserves the right to unannounced examination of the practices, activities and work sites of its suppliers and their contractors. This examination can be by Board personnel, representatives of the Board or an identified expert source.