

# Supplier Code of Conduct



The Supplier Code of Conduct sets the minimum performance standards for suppliers and their subcontractors and supports The Workers' Compensation Board Alberta's (WCB) green procurement goals and Ethical and Sustainable Purchasing Practice. The WCB will apply this Code of Conduct as one of the criteria used in its selection of suppliers. It is a requirement that WCB suppliers and their subcontractors agree to this Code.

## 1. Compliance Requirements

WCB suppliers and their sub-contractors will comply with all national and other applicable laws of the province(s) of operations or applicable to the manufacturing of goods or delivery of services, including, but not limited to those laws relating to working conditions, human rights, health and safety and the environment.

## 2. Performance Standards

The following performance standards represent the minimum standards for WCB suppliers and subcontractors. These standards are organized into four categories:

- a. Social standards* - pertaining to working conditions in both supplier and subcontractor facilities. These include, adhering to labour laws (including child labour laws), providing a non-discriminatory environment and ensuring that health and safety conditions meet minimum industry standard.
- b. Environmental standards* – pertaining to environmental impacts related to operational practices of both suppliers and subcontractors. These include adherence to the environmental laws and regulations as well as the environmental impacts of activities and/or goods.
- c. Corporate Social Responsibility standard* – pertaining to management of companywide operations by suppliers. These include continual improvement of social, environmental and ethical performance, through corrective action plans.
- d. Compliance and Implementation Framework* – pertaining to WCB application of the Ethical and Sustainable Purchasing Practice, including this Supplier Code of Conduct and related tools. These include, actively pursuing standards that exceed the minimum, and informing both supplier and subcontractors of the method for complaints and corrective action plans.

## 3. Declaration of Supplier Code of Conduct Compliance

I, declare that I have read and understood this Code of Conduct in its entirety and my organization, \_\_\_\_\_ (company name) and our subcontractors are in full compliance with this Code of Conduct and will maintain compliance with it throughout the full duration of the contract term.

\_\_\_\_\_  
Authorized Representative Name

\_\_\_\_\_  
Authorized Representative Signature

\_\_\_\_\_  
Title

\_\_\_\_\_  
Date