



SIMON FRASER UNIVERSITY
Policies and Procedures

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Ethical Procurement Policy

Introduction

Simon Fraser University ("University") is "an open, inclusive university whose foundation is intellectual and academic freedom"; and is committed to "engage all our communities in building a robust and ethical society."

The University is seeking to do business with organizations that manage their affairs in a manner consistent with the University's values and commitments.

Purpose

The University seeks to achieve this aim by the adoption of an ethical procurement policy that provides,

A) A Set of Guiding Principles for University purchasing practices.

B) A Set of Guidelines and Procedures which will describe the current applicable labour standards, scope of application, implementation, compliance and verification procedures and processes that are to be adhered to by Suppliers and Licensees of specified goods and services to/of the University.

Terms

University shall mean Simon Fraser University and its ancillary retail outlets.

Guidelines shall mean the Simon Fraser University Guidelines and Procedures (Part B) attached of this Policy.

Ethical Procurement Committee ("EP Committee") shall mean a standing committee with multi-stakeholder representation from the University community.

Licensee shall include persons or organizations that have entered into an agreement with the University to manufacture products bearing the name, trademarks and/or images of the University.

Supplier shall include persons or organizations that are engaged in a process that results in a finished product or service that is procured for the use of or by the University.

Supply Chain shall include Supplier and/or Licensee contractors, sub-contractors, vendors or manufacturers in whatever country of manufacturing operation.

Independent third party shall mean an impartial multi-stakeholder auditing agency with international experience in labour and human rights compliance monitoring.

PART A **Guiding Principles**

1. University Responsibility

1.1 The University has the responsibility to ensure its corporate practices, such as supply procurement and trademark licensing, are consistent with Canada's obligations under the UN

conventions on human rights as well as the International Labour Organization (ILO) Declaration of Fundamental Principles and Rights at Work.

1.2

Consistent with the laws of British Columbia, Supplier and/or Licensee compliance reports will be treated as public documents.

3. Verification and Monitoring

3.1 The guiding principle for the University's Supplier and/or Licensee monitoring programs shall be the use of independent third party workplace certifications and verification reporting systems.

3.2 The University reserves the right to monitor the Supplier and/or Licensee practices, activities of the Supplier/Licensee workplaces and those within their Supply Chain in a manner consistent with