

# **City of Leduc - Supplier Code of Conduct**

## **Purpose**

This Supplier Code of Conduct (SCC) applies to all suppliers who provide goods or services to the City of Leduc, as well as their subcontractors. It establishes the minimum ethical, social, and environmental standards expected of Suppliers of goods, services, construction, or other services to the City of Leduc. Additional requirements may be described in individual contracts executed with the City of Leduc.

The goal of the SCC is to ensure safe and healthy workplaces for the people who make products or provide services for the City; where human and civil rights conditions follow the core labour conventions of the International Labour Organization (ILO).

## **Scope**

The City of Leduc requires suppliers and their subcontractors / suppliers to comply with this SCC which defines minimum standards for suppliers and their subcontractors.

The City expects suppliers to meet or exceed both international and industry best practices. Suppliers are encouraged to work with their own suppliers and subcontractors to ensure that they also strive to meet the principles of this SCC.

Suppliers and their subcontractors will comply with national, provincial, state, territorial and other applicable labour, worker health and safety, and environmental laws applicable in the country, province, state or territory where the products to be supplied are manufactured and services to be delivered ("Place of Origin/Delivery"). Where the provisions of such laws and this SCC address the same issue, the provision that is most stringent will apply.

A supplier's failure to adhere to the provisions of this SCC may be breach of contract and could result in termination of the contract.

## **Child Labour**

No person shall be employed at an age younger than 15 (or 14 where the law of the country of manufacture allows) or younger than the age for completing mandatory schooling in the country of manufacture where such age is higher than 15, in which case the higher age would apply.

## **Forced Labour**

No forced labour, whether in the form of involuntary, prison labour, indentured labour, bonded labour, or any form of compulsory labour or otherwise, shall be used.

## **Non-Discrimination**

No person shall be subject to any discrimination in employment, including hiring, salary, benefits, advancement, discipline, termination or retirement, on the basis of gender, race, religion, age, disability, sexual orientation, nationality, political opinion, marital status, union affiliation, or social or ethnic origin or any other ground of discrimination prohibited by law.

## **Harassment or Abuse**

Every employee shall be treated with respect and dignity. No employee shall be subject to any physical, psychological, sexual, or verbal harassment or abuse.

## **Health and Safety**

Employers shall provide a safe and healthy working environment to prevent accidents and injury to health arising out of, linked with, or occurring in the course of work or as a result of the operation of employer facilities.

Employers will provide employees with health and safety training appropriate for their industry.

## **Employment Issues**

Employers will work directly with employees and/or their bargaining agents as appropriate to find solutions to any outstanding legal and employment issues.

## **Wages and Benefits**

Employers recognize that wages are essential to meeting employees' basic needs. Employers shall pay employees no less than minimum wage and supply no less than the minimal benefits required by law in the Place of Origin/Delivery.

## **Hours of Work**

Work weeks are not to exceed the maximum set by law applicable in the Place of Origin/Delivery.

In addition to employee compensation for regular hours of work, employees shall be compensated for overtime hours at such a rate as is legally required in the Place of Origin/Delivery.

## **Environmental Responsibility**

Suppliers will operate using their own “in-house” environmental practices, environmental certifications, and information on the materials they use in manufacturing their products or delivering their services to minimize negative environmental impacts. Suppliers must not be in violation of any environmental laws applicable in the Place of Origin/Delivery.

## **Product Safety**

Suppliers will comply with all applicable laws and regulations regarding product safety.

## **Subcontractors and their Sources**

Suppliers to the City shall monitor their subcontractors, manufacturers, or sources of goods and ensure that they each meet or exceed the requirements of this SCC. Suppliers shall provide detailed compliance information to the City upon request.

*Effective: January 1, 2026*