

# SUPPLIER CODE OF CONDUCT

STANDARDS  
2025

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## Definitions

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For the purposes of this Supplier Code of Conduct:

- **Conflict of Interest** means that the supplier or its representative, in the performance of the agreement with UFV and outside the terms of such agreement, has an actual or apparent opportunity to improperly further their private interests or those of their relatives or friends or to improperly further another person's private interests.
- **Deliverables** means goods and/or services to be delivered under an agreement.
- **SCC** stands for Supplier Code of Conduct.
- **Subcontractor(s)** are contractors and service providers contracted to supply goods or services to UFV suppliers.
- **Supplier(s)** are all persons or entities, including contractors, consultants, and business associates contracted to supply goods or services to UFV and includes subcontractors.
- **Supplier Code of Conduct** means this document in its entirety.
- **UFV** stands for the University of the Fraser Valley.

## Introduction

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Located in the beautiful Fraser Valley just east of Vancouver, British Columbia, Canada, the University of the Fraser Valley (UFV) is a fully accredited, public university that enrolls approximately 15,000 students per year. UFV has campuses and locations in Abbotsford, Chilliwack, Mission, and Hope, and a growing presence in Chandigarh, India.

The Supplier Code of Conduct (SCC) establishes standards applicable to all UFV suppliers. By promoting these standards and applying measures to ensure compliance, UFV demonstrates its intention to do business with suppliers that conduct themselves in a manner that aligns with UFV's core values.

UFV recognizes that its suppliers must conduct their business according to their objectives, corporate values, local legislative framework, and that the attainment and upholding of responsible procurement standards constitute an ongoing long-term commitment. UFV also expects all suppliers to take every measure to comply with the principles set out in the SCC and to adopt behaviors and practices that are in alignment with these principles.

The SCC applies to UFV suppliers, including their owners, employees, agents, partners and subcontractors who provide products and/or services to UFV.

The SCC does not create any binding obligation on UFV and UFV reserves the right to amend the SCC at any time. The SCC can also be found at the following website:  
<https://www.ufv.ca/supply-chain/procurement/>

## UFV Values

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UFV's values establish the framework for its practices and policies. UFV has entrenched its values in daily operations and expects the same commitment from its suppliers when conducting business.

The SCC is based on our core values of:

- Integrity | letse o sqwelewele: We act honestly and ethically, upholding these values and ensuring our mission is delivered consistently.
- Inclusivity | lexwsq'eq'ostexw: We welcome everyone, showing consideration and respect for all experiences and ideas.
- Community | st'elt'elawtexw: We cultivate strong relationships, acting as a hub where all kinds of communities – as educational, scholarly, local, global, and cultural – connect and grow.
- Excellence | ey shxweli: We pursue our highest standard in everything we do, with determination and heart.

## **Applicability of the Supplier Code of Conduct**

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The SCC applies to all UFV suppliers delivering products and/or services. All UFV suppliers are expected to:

- Abide by the SCC
  - Report violations of the SCC or identify any customer requests that might constitute violations
  - Cooperate and collaborate with UFV and bring about the resolution of SCC compliance issues
- The SCC is not to be read in lieu of, but in addition to, the supplier's obligations as set out in any agreements between UFV and the supplier.
- In the event of a conflict between the SCC and the supplier's obligations as set out in any agreements between UFV and the supplier, the supplier's obligations as set out in those agreements will govern.

## Key Principles of the Supplier Code of Conduct

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UFV's core values are in alignment with and entrenched within the key principles of the SCC.

UFV expects suppliers to manage their operations according to the most stringent standards of ethical business, integrity and equity. UFV suppliers must therefore:

- Refrain from engaging in any form of non-competitive or corrupt practice, including collusion, unethical bidding practices, extortion, bribery and fraud
- Ensure that responsible business practices are used, including ensuring that business continuity and disaster recovery plans are developed, maintained and tested in accordance with applicable regulatory, contractual and service level requirements, and that healthy and safe workplaces that comply with relevant health and safety laws are provided
- Ensure the protection of the confidential and personal information they receive from UFV, and only use this information as part of their business relations with UFV
- Comply with intellectual property rights relating to the products and services they provide to UFV
- Never place a UFV employee in a situation that could compromise his/her ethical behavior or integrity or create a conflict of interest
- Divulge all actual and potential conflicts of interest to UFV
- Disclose to UFV any behavior deemed unethical on the part of a UFV employee

### 1. Compliance with Applicable Laws and Regulations

- Suppliers must comply with all foreign and domestic applicable federal/provincial/municipal laws and regulations where the products and/or services are provided to UFV including, but not limited to:
  - The environment
  - Health and safety
  - Labour and employment
  - Human rights
  - Product safety
  - Anti-corruption laws

- Trade agreements
- Conventions
- Standards and guidelines
- Fair competition is to be practiced in accordance with applicable laws.
- All business activities and commercial decisions that restrict competition or may be deemed to be uncompetitive are to be avoided.

## **2. Conflicts of Interest**

- Suppliers will avoid any actual, potential, or perceived conflicts of interest. Among other things this means suppliers will:
  - Not deal directly with any UFV employee who holds a significant financial interest in the supplier, or whose spouse, domestic partner, or other relative holds a significant financial interest in the supplier
  - Exclude from the bidding and negotiation process any personnel employed by the supplier who has a family member employed by UFV in a UFV department directly involved in the procurement
  - Exclude from the bidding and negotiation process any personnel employed by the supplier who was employed by UFV in the previous five years in a department directly involved in the procurement
  - Disclose and declare any actual, potential, or perceived conflicts of interest that cannot be avoided

## **3. Gifts and Entertainment**

- UFV requires all suppliers to comply with applicable laws and regulations regarding bribery and corruption, including Canadian and international agreements such as:
  - The Corruption of Foreign Public Officials Act (CFPOA)
  - The relevant sections of the Criminal Code of Canada
  - The Public Interest Disclosure Act (PIDA) in British Columbia
  - The United Nations Convention against Corruption (UNCAC)
  - The OECD Anti-Bribery Convention
- Suppliers must adopt comprehensive measures to prevent bribery and corruption, ensuring all business activities are conducted ethically and transparently.
- Suppliers must never offer to UFV staff, payments, gifts of entertainment or any

type of inducements, services, discounts and/or personal benefits that may compromise or appear to compromise an UFV's employees' ability to make business decisions in the best interest of UFV.

- If a supplier is unsure whether a gift or entertainment offer to an UFV employee complies with UFV's SCC, the supplier should consult with UFV's Supply Chain Director.

#### **4. Anti-bribery and Anti-corruption**

- Suppliers must not engage in any improper conduct to gain influence or competitive advantage, especially that which would put UFV at risk of violating anti-bribery and/or anti-corruption laws.
- Suppliers must ensure that the requirements of all these applicable laws are met, and not engage in any form of corrupt practices including extortion, fraud or bribery.

#### **5. Outsourcing and Subcontracting**

- Suppliers will ensure that any outsourcing and/or subcontracting services used to fulfill deliverables are identified and approved by UFV and monitored to ensure compliancy with contractual obligations and adherence to UFV's SCC.
- Supplier's employees, subcontractors and other service providers must adhere to the requirements of the SCC, which must be made available as necessary.
- Suppliers must also ensure that their subcontractors and other service providers are paid properly and promptly to avoid any disruption in the provision of the products and/or services by the supplier to UFV.

#### **6. Respect and Diversity**

- Suppliers must maintain workplace professionalism and respect for the dignity of all employees, members, and individuals.
- Suppliers must never exercise, tolerate or condone harassment, discrimination, violence, retaliation and any other inappropriate behaviour.

## 7. Product Quality

- Suppliers are expected to provide products that meet the highest standards of quality, ensuring longevity, performance, and reliability.
- UFV is committed to offering its departments the best value through products that not only fulfill their intended purpose but also exceed industry standards in terms of durability and functionality.
- Suppliers should strive for continuous improvement and innovation, reflecting a commitment to excellence that aligns with our own.
- We encourage our suppliers to adopt best practices from leading companies, prioritizing product quality, safety, and sustainability throughout the entire product lifecycle.

## 8. Employment Practices

- Suppliers must abide by applicable employment standards, labor, non-discrimination and human rights legislation.
- Where laws do not prohibit discrimination, or where they allow for differential treatment, the expectation of suppliers is to be committed to non-discrimination principles and not to operate in an unfair manner.
- Suppliers must be able to demonstrate that their workplaces operate under the following principles:
  - Respect for the principles set forth in the Universal Declaration of Human Rights (UDHR) and in the United Nations Declaration on the Rights of Indigenous Peoples (UNDRIP) – Child labor is not accepted
  - Ensure that exploitative practices, including forced and child labor, are not present in their supply chains.
  - In alignment with the principles outlined in the [Fighting Against Forced Labour and Child Labour in Supply Chains Act](#), we require our suppliers to promote transparency and take proactive steps to improve their practices, ensuring the well-being and fair treatment of all individuals involved in their operations
- Suppliers must also ensure that all workers are at least paid the local minimum wage standards and allows for a decent standard of living.
- Discrimination and harassment are prohibited, including discrimination or harassment based on any characteristic protected by law.

- Employees are free to raise concerns and speak up without fear of reprisal.
- Appropriate and reasonable background screenings, including investigations for prior criminal activity, have been completed to ensure integrity and character of the supplier's employees.
- Clear and uniformly applied employment standards are used that meet or exceed legal and regulatory requirements.

## **9. Health and Safety**

- Suppliers must provide healthy and safe workplaces for their employees.
- These workplaces must comply with applicable health and safety laws, statutes and regulations to ensure a safe and healthy work environment.
- Employers must also ensure their employees are properly trained and have easy access to information and instructions on health and safety practices.

## **10. Environmental**

- Suppliers must give high priority to environmental issues and implement initiatives to foster sound environmental management through practices that prevent pollution and preserve resources.
- Suppliers must conduct business in an environmentally responsible and sustainable manner.
- Suppliers must comply with all applicable environmental laws, statutes and regulations, including, but not limited to:
  - Waste disposal (proper handling of toxic and hazardous waste)
  - Air emissions
  - Pollution
- Suppliers must ensure that they meet all legal requirements and strive to prevent or mitigate adverse effects on the environment with a long-term objective of continual improvement.

## **11. Animal Welfare**

- Suppliers will:
  - Not willfully harm animals unless consistent with regular and acceptable research or farming practices
  - Prevent undue suffering of animals during loading, transport, and slaughtering of livestock
  - Provide an appropriate level of animal biosecurity, while minimizing zoonotic risks, protecting against environmental extremes, avoiding overcrowding, providing for the animals' physical, physiologic, or behavioural needs and comfort, and protecting the animals and staff from physical trauma.

## Supplier Compliance

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- Compliance with the principles contained in the SCC is a criterion that is taken into consideration in UFV's supplier selection process and ongoing performance and relationship management.
- Failure to comply with UFV's SCC may result in termination of a supplier's contract with UFV. If a supplier chooses to include a subcontractor in order to deliver products and/or services, it is the supplier's responsibility to ensure that the subcontractor complies with UFV's SCC.
- The practices adopted by suppliers must be verifiable. Such verification may be conducted by way of a supplier's self-evaluation and/or an audit completed by UFV at its discretion.
- Suppliers must be able to provide UFV with documents attesting to their compliance with the SCC upon request.
- To ensure the optimal implementation of the SCC, UFV also encourages suppliers to inform of the measures taken to enhance their corporate practices and share their suggestions on how UFV can best contribute to the implementation of the principles set out in the SCC.
- UFV expects to be informed by suppliers of any obstacles to the application of this SCC.
- In addition, UFV may elect to visit the suppliers' facilities. If UFV chooses so, appropriate notice will be provided to the supplier.
- Whenever a situation of non-compliance is identified, UFV will endeavor to work with the supplier to develop a corrective plan to resolve the non-compliance issue(s).