POLICY:	FAIR LABOUR PRACTICES			#	316
SECTION:	300 : Business & Administrative Matters			Page 1	of 6
APPROVAL/REVISION DATE:	September 2024	EFFECTIVE DATE:	September 2024	REVIEW DATE:	September 2029
CROSS REFERENCE:	Policy 306: Purchasing Policy				

A: POLICY

1. 1.1 The Thunder Bay Catholic District School Board has endeavoured to assist each student to grow to full Christian maturity consistent with the Ontario Catholic School Graduate Expectations.

1.2 Therefore, leading by example and in keeping with its commitment to reflect Christ's values, the Board is devoted to protecting humane working conditions in compliance with accepted international standards and local laws, and to promoting greater respect for fair labour practices in the apparel industry worldwide.

B: GUIDELINES

2. In its commitment to promote Fair Labour Practices world wide the Board endeavours to:

2.1 Adopt a *Manufacturing Code of Conduct* (Appendix A) and work toward the incorporation of this code and compliance into applicable tenders and contracts with apparel suppliers.

2.2 Seek assurance from suppliers who provide the Board with student and employee uniforms, athletic wear, school spirit, club and team wear by having suppliers

2.2.1 Sign a *Compliance Form* (Appendix B) confirming that it will comply with local labour laws or international standards, whichever is higher

2.2.2 Complete a *Disclosure Form* (Appendix B) which includes names and locations of all subcontractors and manufacturing facilities

2.3 Where the purchase is originating from a school or other Board site, the Principal of that site will be responsible for collecting the *Compliance and Disclosure Forms* as well as ensuring that the supplier is aware of the terms of this policy, with the assistance of the Boards Purchasing Officer as required.

2.4 Ensure that this policy applies to all apparel purchases made by the Board and the schools within its jurisdiction, including, but not limited to, student and employee uniforms, athletic wear, school spirit, club and team wear.

2.5 In union with other school boards, establish a membership with the Worker Rights Consortium (WRC).

2.6 Establish an Advisory Committee composed of the Purchasing Officer, other staff and students to meet once a year to review the status of the compliance information and to maintain the membership with the Worker Rights Consortium.

MANUFACTURING CODE OF CONDUCT

This policy has been established in order to ensure that apparel manufactured for the Thunder Bay Catholic District School Board is done in humane working conditions in compliance with accepted international standards and local laws and to promote greater respect for fair labour practices in the apparel industry worldwide.

Where this Policy and the laws of the country of manufacture differ, the standard that provides the greater right, benefit or protection to the worker shall apply. All suppliers of apparel for the Thunder Bay Catholic District School Board, or a school under its jurisdiction, shall ensure that its manufacturing facilities, and those of its subcontractors, comply with national and other laws applicable in each workplace and shall respect this Policy and the internationally recognized workers' rights and labour standards expressed in the conventions of the UN International Labour Organization.

Appendix A outlines expectations that all suppliers and subcontractors must adhere to when manufacturing apparel for the Thunder Bay Catholic District School Board.

Definitions

For the purposes of this Policy in its entirety, the following terms shall be taken to mean:

"Supplier" means any person who provides the Board with apparel products.

"Subcontractor" means any person who, directly or indirectly, provides a supplier with goods and/or services integral to the manufacture of apparel products.

"Child" means any person under the age of 15, unless local minimum age law stipulates a higher age for work or mandatory schooling, or less than 14 if the minimum age law is set at that age in accordance with developing country exceptions under ILO (International Labour Organization) Convention 138.

"Minimum labour standards" means the minimum labour standards set out in the following section entitled "Labour Standards Requirements".

Labour Standards Requirements

Forced Labour

No employer shall subject a worker to forced labour practices, whether in the form of involuntary prison labour, bonded labour or otherwise. Workers shall not be required to lodge financial deposits or their original identity papers with their employer.

Child Labour

No employer shall use child labour. Adequate transitional economic assistance and appropriate educational opportunities shall be provided to any displaced child worker. Workers under the age of 18 shall not be exposed to situations in the workplace that are hazardous, unsafe or unhealthy.

Abuse or Harassment

No worker shall be subject to physical, sexual, psychological abuse or harassment, verbal abuse, or any other form of abuse, including corporal punishment.

Discrimination

No employer shall discriminate against a worker in hiring, compensation, access to training, promotion, termination on the basis of age, race, caste, national origin, religion, disability, gender, marital status, sexual orientation, union membership or political affiliation.

Reproductive Rights

In the area of reproductive rights, no worker shall be subject to the forced use of contraceptives or pregnancy testing. Workers will be permitted to take maternity leave without facing the threat of dismissal, loss of seniority or deduction in wages, and shall be able to return to their former employment at the same rate of pay and benefits.

Hours of Work

No employer shall require a worker to work more than 48 hours per week, and shall provide each of its workers with one day off for every seven-day period. If a worker is requested to work overtime (more than 48 hours per week), such overtime shall not exceed 12 hours per week, only be requested in exceptional and short-term circumstances and be compensated at a premium rate. All such Policy provisions with regard to hours of work shall be consistent with the Ontario Employment Act of 2000.

Freedom of Association and the Right to Bargain Collectively

Workers shall have the right to join or form trade unions of their own choosing and to bargain collectively. Workers' representatives shall not be discriminated against and shall have access to carry out their representation functions in the workplace. Where the right to freedom of association and collective bargaining is restricted under law, the employer shall facilitate and will not hinder the development of equivalent means for independent and free association and bargaining.

Wages and Compensations

Wages and benefits paid for a standard working week meet, at a minimum, national legal standards or industry benchmark standards, whichever is higher. In any event wages paid for a standard working week should always be enough to meet basic needs of workers and their families and to provide some discretionary income. All workers shall be provided with written and understandable information about their employment conditions with respect to their wages. Deductions from wages as a disciplinary measure shall not be permitted.

Health and Safety

Every employer shall provide its workers with a safe and healthy workplace, including access to clean toilet facilities, potable water and, if appropriate, sanitary facilities for the storage of food. If accommodations are provided, such accommodations shall be clean, safe, and meet the basic needs of the workers. Adequate steps shall be taken to prevent accidents and injury to health by minimizing the causes of hazards inherent in the working environment. Workers shall receive regular and recorded health and safety training, and such training shall be repeated for new or reassigned workers.

Employment Relationship

To every extent possible work performed must be on the basis of a recognized employment relationship established through national law and practice. Obligations to employees under labour or social security laws and regulations arising from the regular employment relationship shall not be avoided through the use of labour-only contracting, subcontracting, or home working arrangements, or through apprenticeship schemes where there is no real intent to impart skills or provide regular employment, nor shall any such obligations be avoided through the excessive use of fixed-term contracts of employment.

Awareness of the Policy

Awareness of the Policy to workers whose work is covered by the Policy shall be made orally and through the posting of standards in a prominent place in the local language(s) spoken by employees and managers.

COMPLIANCE AND DISCLOSURE

All Board Apparel suppliers involved in the production, distribution, and/or sale of apparel must complete copies of the Direct and Indirect Supplier Compliance and Disclosure forms. This code also applies to all of the subcontractors of these suppliers.

Forms

1. Compliance and Disclosure forms must be filled out for each apparel item that falls in the category of clothing merchandise. If items follow exactly the same production chain then they may be grouped together, but this must be noted on the front of the Direct Supplier Compliance form.

2. An Indirect Supplier Disclosure form and a copy of the labour code (Appendix A and B) must be sent down the supply chain and filled out by each supplier in the chain. This process will take place by each supplier in the chain contacting the next supplier.

3. These forms must then flow back up the chain so the Direct Supplier can ensure the forms are kept on file. A representative appointed by the Board has the right to audit these documents upon request.

4. Only the Direct Supplier Compliance form, signed by the Direct supplier, is forwarded to the Thunder Bay Catholic District School Board.

5. The Thunder Bay Catholic District School Board shall be notified in writing within 90 days if there are any changes concerning compliance or factory location. If a supplier is found to have supplied apparel merchandise manufactured under non-compliant conditions and no effort is made to attain compliance, they can be removed from the Board approved vendor list.

6. The information provided to the Board by the Direct supplier will be submitted to the WRC (Worker Rights Consortium) for public posting on their website.

7. Compliance and Disclosure forms can be forwarded, prior to order being placed, to the Principal of the school or the Purchasing Officer at the Catholic Education Centre, depending on where the purchase originated.

DIRECT SUPPLIER COMPLIANCE FORM

Must be completed by the direct supplier to the School Board

Vendor Product ID(s)# _____

Product Description _____

P.O. # or CHQ # _____

Direct Supplier Contact Information

Company/Business Name:	Address:
Contact Person/Position:	Mailing Address (if different from above):
Phone Number:	Fax Number:
Email Address:	
Areas of Code Non-Compliance:	

Verification of Code Compliance

I hereby certify that I have read and fully understand the Thunder Bay Catholic District School Board Fair Labour Practices. I am in the process of collecting the indirect supplier forms from the suppliers/contractors/subcontractors and manufacturers involved in the production of the product(s) listed above. When these documents are received I will keep them on file and make them accessible to representatives of the Thunder Bay Catholic District School Board. To the best of my knowledge I am not aware of any areas of non-compliance within this supply chain other than those noted in this document. I also agree to notify the Thunder Bay Catholic District School Board of any changes within the supply chain or with the compliance of any supplier listed. To the best of my ability I will ensure that this supply chain meets or exceeds the Thunder Bay Catholic District School Board Fair Labour Practices. If I am found to have supplied apparel merchandise manufactured under non-compliant conditions and no effort is made to attain compliance, I can be removed from the Board approved vendor list. Owner/Operator Name (please print):
Owner/Operator Signature: Date:

IN DIRECT SUPPLIER DISCLOSURE FORM

Fill out the following information for each step in the supply chain for the product indicated on page one. Photocopy additional sheets as required.

Company/Business Name:	Address:
Contact Person/Position:	Mailing Address (if different from above):
Phone Number:	Fax Number:
Email Address:	
Areas of Code Non-Compliance (if applicable):	
Please provide explanation, plan and timelines for compliance	

Company/Business Name:	Address:
Contact Person/Position:	Mailing Address (if different from above):
Phone Number:	Fax Number:
Email Address:	
Areas of Code Non-Compliance (if applicable):	
Please provide explanation, plan and timelines for compliance	