NEW WESTMINSTER

Supplier Code of Conduct

The City of New Westminster's (the City) Supplier Code of Conduct (SCC) sets the ethical performance expectations for suppliers of goods, services, or equipment to the City.

The City has adopted a complaint-based approach. Should an incident of noncompliance by a supplier with the SCC be brought to our attention, the Purchasing Manager will be responsible for any investigation upon complaints of a credible nature. (Examples might include reports from one or more non-governmental organizations, labour groups, or media sources.) It is the supplier's responsibility to ensure subcontractors are compliant with the SCC.

1. At all times in the course of its performance of the Contract, the Supplier will conduct itself with fairness, integrity, and honesty.

2. At all times during the term of the Contract, the Supplier will avoid any actual, or apparent conflict of interests, in which its interests outside of the Contract (including any engagements the Supplier may have with third parties), and its obligations to the City under the Contract and this code conflict.

3. The Supplier will promptly disclose to City of New Westminster in writing, to the best of its knowledge, any actual or apparent conflicts between its interests and those of City of New Westminster during the term of the Contract, including:

    a. the name of any current elected official, director, or employee of the City who is an owner, or representative of the Supplier;

    b. any business relationship that the Supplier or any of its owners or officers has with an elected official, director, or officer of City of New Westminster or with an employee of City who may have actual or apparent involvement in any City of New Westminster procurement process, or the Contract; and

    c. the name of any elected official, director, or employee of City of New Westminster who is connected by frequent or close association to the Supplier, any of its owners or officers, or any representatives of the Supplier, who may have actual or apparent involvement in any City of New Westminster procurement process, or the performance or administration of the Contract.

    For the purposes of this section, City of New Westminster's interests include non-economic considerations such as reputation.

4. In addition to the disclosure required above, the Supplier will take any steps reasonably required by the City of New Westminster to address or mitigate any actual or apparent conflict of interest.

5. If the City of New Westminster gives the Supplier access to any City of New Westminster property during the term of the Contract, the Supplier will use that property solely for purposes of the Contract.

6. The Supplier agrees not to be under the influence of alcohol, illegal drugs, or controlled substances on City Property or while performing any work for the City of New Westminster.

7. The Supplier will not attempt to secure preferential treatment with the City by offering gifts, entertainment, or benefits to the City of New Westminster elected officials, directors, or employees. Reasonable gifts, entertainment, or benefits common to business relationships, as described in the City of New Westminster's Standards of Conduct Policy, are acceptable.

8. Unless the Supplier has the express permission of the City, the Supplier will not solicit or recruit any City of New Westminster employee during the term of the Contract. This obligation does not prevent the Supplier from hiring a City of New Westminster employee who responds to a public and broadly issued job advertisement without prompting or encouragement from the Supplier.

9. The Supplier must abide by applicable employment standards, labour, non-discrimination, and human rights legislation. Suppliers must not tolerate slavery, servitude, forced or compulsory labour, human trafficking, or child labour within their Supply Chain.

10. The Supplier must treat its employees and subcontractors performing work under the Contract respectfully and in a manner free of discrimination and harassment. The Supplier will provide those employees, and subcontractors with a safe and healthy workplace.

11. The Supplier and its employees and subcontractors must treat individuals they encounter in the course of performing work under the Contract respectfully and in a manner free of discrimination and harassment.

12. When the Supplier is participating in any public discussions or taking a position of leadership in other organizations, it must not represent itself as a spokesperson of the City of New Westminster unless the City has specifically retained or instructed the Supplier to act in that capacity.

13. A Supplier's failure to adhere to the provisions of this Code may be in breach of Contract and could result in termination of the Contract.

Suppliers who would like further information or advice on the application of this code are encouraged to speak to their City of New Westminster Contract Administrator.