



ALGONQUIN AND LAKESHORE CATHOLIC DISTRICT SCHOOL BOARD

ADMINISTRATIVE PROCEDURES

FAIR LABOUR PRACTICES (Policy Statement: Fair Labour Practices)

Purpose

The ALCDSB, in keeping with its stated mission to "... value and promote responsible participation in our local and global communities", consistent with the social teachings of the Roman Catholic Church, seeks to model and promote purchasing practices that protect and enhance the rights of all workers.

References

Laborem Exorcens

Caritas in Veritate

Ethical Guidelines for International Trade, Holy See's Note to Ministerial Conference of World Trade Organization, September 2003

Board Mission Statement

Ontario Catholic School Graduate Expectations, ICE, 1998

Labour Day Statements, Assembly of Catholic Bishops of Ontario

International Labour Organization Convention 138

Procedures

1. Board Responsibilities
 - 1.1 Administrators, supervisors and site managers will inform members of their community about the Fair Labour Practices policy on an annual basis, and in particular those staff who are involved with purchasing apparel over the course of the school year, including, where applicable, School Councils and Student Councils.
 - 1.2 It is the intent that all persons will adhere to the spirit of this policy for all apparel purchases, regardless of the total cost of a given purchase.
 - 1.3 Where the origin of such purchases is at the level of an individual school or other Board site, the Principal or Manager of that site will insure that the manufacturer or supplier is aware of the terms of this Policy.

- The Committee for Social Justice of the Board will annually compile and review. A list of apparel suppliers whose business practices are consistent with this Policy. Such a list will be provided to sites within the Board upon request.
- To facilitate the tasks prescribed above, the Board shall annually finance membership in an independent, monitoring organization (e.g. Worker Rights Consortium) either directly or through membership in a consortium of other institutions (e.g. Ontario Catholic No Sweat Consortium) which would provide credible expertise in the area beyond which the Board itself is able to provide.
- Where the services of an independent, monitoring organization have been engaged, the Board will annually review the report(s) of the said organization in order to ascertain if any vendors which are in any contractual arrangement with the Board or Board sites are in violation of this policy.

2. Terms of Compliance

2.1 All apparel tenders for the Board will include compliance with this policy as a key evaluative requirement.

2.2 The supplier must confirm in writing that:

- it shall comply with ethical labour practices that meet or exceed the minimum labour standards in the Policy;
- it acquires goods and services from other entities who agree to comply with labour practices that meet or exceed the minimum labour standards; and
- that it shall provide written confirmation of such compliance through the use of its internal inspection audit process or an independent, third-party inspector/auditor contracted by the manufacturer or supplier for such purposes;
- in addition to the confirmation mentioned above, a supplier shall provide the Board, on a confidential basis, the names and addresses of each subcontractor and manufacturing facility to be used in the manufacture of the apparel product which the Board may bring to the attention of an independent, monitoring organization;
- every supplier is responsible for monitoring their own as well as their supplier's factories. Preference will be given to suppliers who use the services of independent, third-party verifiers;
- every supplier shall be required to submit an annual compliance report to the Board containing information on their monitoring and verification programs, the name(s) of any independent, third-party verifier(s), the findings of the monitoring and audit(s), and corrective action taken to achieve compliance with the Policy. This report shall be considered public information.

3. Violations and Remedial Action

3.1 If the Board receives a credible report that a supplier or an entity with whom the supplier has entered

into an agreement to manufacture a product has violated the minimum labour standards of the Policy, the Board shall send a notice of the violation(s) to the supplier.

3.2 A notice of violation shall:

- describe the alleged violation, including which minimum labour standard(s) in the Policy has/have allegedly been violated;
- specify the entity which the Board believes may have violated the minimum labour standard(s) in the Policy; and
- set out the supplier's requirement to respond to a notice of violation within 30 days of receipt of such notice.

3.3 Within 30 days from the date of receipt of the notice of violation, the supplier shall provide the Board with:

- supporting documentation to demonstrate that the violation described in the notice did not occur; or
- a detailed remedial program to demonstrate how the violation described in the notice shall be rectified within a period not to exceed six months of the date of the notice.

3.4 If the supplier responds to the notice of violation with documentation that the violation did not occur, and it is determined by the Board, based on evidence in its possession, that the matter is still in dispute, the Board may require the supplier to co-operate with an independent, third-party audit or a Ministry of Labour audit.

3.5 If an independent, third-party or Ministry of Labour audit determines that the violation(s) of the minimum labour standard(s) set out in the notice of violation did occur, the supplier shall submit a detailed program to demonstrate how the violation(s) described in the notice shall be rectified within six months of the date of the notice.

3.6 If a remedial program has been submitted in response to a notice of violation, the Board may require the supplier to co-operate with an independent, third-party audit or Ministry of Labour audit to verify that the violation(s) has/have been rectified in accordance with the remedial program.

4. Termination

4.1 The Board has the authority to terminate any contract with a supplier without notice or penalty if:

- a supplier who has been sent a notice of violation has failed to make an adequate response within 30 days;
- the supplier refuses to submit or fails to cooperate with an independent, third-party audit as required by the Board; or
- an independent, third-party audit of a factory where violations have been reportedly corrected determines that the violation was not rectified in accordance with the agreed-upon remedial

program.

- 4.2 The Board must disclose to the vendor that failure to comply with this Policy may result in cancellation of the agreement with the Board and that the Board will not be liable for any inventory the vendor may have on hand. Furthermore, the Board shall suspend ordering from any vendor under review for a period of 30 days or until the review has been completed to the satisfaction of the Board.
- 4.3 The Board, at its discretion, may terminate a contract or prohibit a vendor from holding contracts with the Board for filing false information or for failing to file information required under this Policy.
- 4.4 The Board, at its discretion, may share information related to the termination of an agreement.

5. Education

- 5.1 The Board will provide, in appropriate fashion, information about this Policy to members of all school communities and employer groups with the broader goal of encouraging more informed, personal consumer practices.
- 5.2 The Committee for Social Justice will assist identifying and developing training awareness materials for Board staff.
- 5.3 The Board will seek to support efforts beyond its jurisdiction that are consistent with the goals of this Policy, particularly as it relates to apparel purchasing practices in other school boards and Canadian public institutions.
- 5.4 The Board shall continue to investigate how the vision of this Policy can be more broadly and consistently applied to all other purchases made by the Board.

Appendices

Appendix 1: Fair Labour Policy Definitions
Appendix 2: Criteria for Evaluating Vendors

Approved: February 22, 2011
Revised: June 16, 2015