

## SUPPLIER CODE OF CONDUCT FAQs

### 1. What is the purpose of Western University's Supplier Code of Conduct?

Western University's Supplier Code of Conduct (SCoC) sets out the minimum ethical standards and business conduct that the University expects suppliers to adhere to. The primary purpose of the SCoC is to ensure safe and healthy workplaces for the people who make or deliver products or services for the University.

### 2. Why is the SCoC important to Western University?

Western University is committed to sourcing in an ethical, legally compliant, and socially responsible manner. In an increasingly demanding environment, the SCoC is essential to protect the University's reputation, meet stakeholder expectations, and demonstrate corporate responsibility. Additionally, it will help to foster transparency and accountability throughout our supply chain.

### 3. What are the potential benefits for suppliers adhering to the SCoC?

Adhering to the SCoC provides suppliers with numerous benefits, including enhanced reputation, competitive advantage, and risk mitigation against non-compliance with legal regulations. Additionally, Western University strives to foster long term relationships with suppliers whose responsible practices align with the University's commitments.

### 4. Which Western University suppliers are covered by the SCoC?

The University expects all its suppliers to affirm their compliance with the standards in this SCoC and ensure the standards are being upheld. The University's direct supplier's subcontractors, manufacturers, and/or sources of goods should also comply with all the same standards stated in the SCoC.

### 5. How will compliance with the SCoC be monitored and enforced?

Western University reserves the right to audit suppliers and request proof of compliance to ensure compliance with applicable laws and this SCoC. Suppliers must maintain current and sufficiently detailed records to substantiate their compliance with all applicable laws and this SCoC and the University may request that compliance is independently verified at the supplier's expense. The University may require that suppliers provide details on factory and production facility locations of suppliers and subcontractors and may make this information publicly available (i.e. annual reports, web site postings, etc.).

### 6. Is there a process for reporting violations related to the SCoC?

If a representative or worker of Western University's supplier or subcontractor wishes to report any violations related to the standards in the SCoC, they may write in directly to the Director of Procurement Services:

[kristen.mcgill@uwo.ca](mailto:kristen.mcgill@uwo.ca).

### 7. What if a supplier is found to be non-compliant?

Western University is willing to offer guidance to non-compliant suppliers to meet the standards set forth in the SCoC. However, the University reserves the right to terminate business with a supplier (i) who is not responsive to requests to address concerns around workplace practices; or (ii) who is not compliant with applicable laws or the SCoC.

### 8. How will the SCoC be communicated to suppliers?

Western University's current suppliers will be sent the SCoC via email along with some additional context and instructions. For any new suppliers, the SCoC will be sent at the time of signing contracts and onboarding.

### 9. Who can suppliers contact if they have feedback, questions, or need assistance with the SCoC?

Director, Procurement Services: [kristen.mcgill@uwo.ca](mailto:kristen.mcgill@uwo.ca)