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<b>Name:</b>	<b>Code of Conduct for Vendors of Crested Apparel and Crested Giftware</b>
Policy Number:	2-3002
Origin:	Code of Conduct Committee
Approved:	February 2004
Issuing Authority:	Vice President Administration
Responsibility:	Code of Conduct Committee; Manager, Bookstore
Effective Date	February 2004

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Saint Mary's University is committed to ethical workplace standards and an appropriate Code of Conduct. The University expects its suppliers to control their business affairs and relationships in a manner consistent with our Code of Conduct. The Code is subject to amendment by the University to reflect any subsequently developed standards.

Throughout this Code, the term "vendor" shall include each supplier of crested apparel and crested giftware, including their vendor relationships with contractors, subcontractors, manufacturers, assemblers, and packagers.

As a condition of being permitted to supply apparel and giftware bearing the name, trademarks and/or images of Saint Mary's University, each vendor must comply with this Code and provide written assurance to Saint Mary's University that they adhere to this Code.

**REMEDICATION:** If the University determines that any vendor has failed to remedy a violation of this Code, the University will consult with the vendor to examine the issues and determine the appropriate measures to be taken.

**LEGAL COMPLIANCE:** The University's vendors must comply, at a minimum, with all applicable legal requirements of the country in which products are manufactured. Where this Code and the applicable laws of the country of manufacture conflict or differ, the higher standard shall prevail.

**EMPLOYMENT STANDARDS:** The University's vendors of crested apparel and crested giftware must operate workplaces that adhere to the following minimum standards and practices. The University will only do business with vendors whose workers are present to work voluntarily, are not at undue risk of physical harm and are fairly compensated. In addition, the following specific guidelines must be followed:

1. Wages and Benefits: Vendors must provide wages and benefits which comply with all applicable laws and regulations and which match or exceed the local prevailing wages and benefits in the relevant industry. It is the spirit and goal of this clause that wages should be sufficient to at least provide a living wage.
2. Working Hours: Except in extraordinary circumstances, employees shall not be required to work more (a) 48 hours per week plus 12 hours overtime per week, or (b) the limits

on regular and overtime hours allowed by the law of the country of manufacture, whichever is less. Employees must be entitled to at least one day off in every seven day period.

3. Overtime Compensation: In addition to their compensation for regular hours of work, employees shall be compensated for overtime hours at such a premium rate as is legally required in that country, but not less than at a rate equal to their regular hourly compensation rate.
4. Child Labour: The use of child labour is not permissible and will not be tolerated. We will not accept products from vendors that utilize, in any manner, child labour in their contracting, subcontracting or other relationships for the manufacture of their products. Workers can be not less than 15 years of age, or younger than the compulsory age to be in school in the country in which the vendor is doing business, if that age is higher than 15.
5. Forced Labour: The use of forced labour and prison labour is not permissible and will not be tolerated.
6. Health and Safety: Vendors must provide workers with a safe and healthy work environment and must, at a minimum, comply with health and safety laws. If residential facilities are provided to workers, they must also comply with health and safety laws.
7. Discrimination: No person shall be subject to any discrimination in employment, including hiring, salary, benefits, advancement, discipline, termination or retirement, on the basis of gender, race, religion, age, disability, sexual orientation, nationality, political opinion, or social or ethnic origin.
8. Harassment or Abuse: Every employee shall be treated with dignity and respect. No employee shall be subject to any physical, sexual, psychological or verbal harassment or abuse. Vendors will not use or tolerate any form of corporal punishment in the workplace.
9. Freedom of Association: Vendors shall recognize and respect the right of employees to freedom of association and collective bargaining with bargaining representatives of their own choice. No employee shall be subject to harassment, intimidation, or retaliation as a result of his or her efforts to freely associate or bargain collectively.

**COMPLIANCE:** Each vendor will be required to provide written assurance to Saint Mary's University that it and its contractors adhere to this Code.