



British Columbia Automobile Association  
4567 Canada Way  
Burnaby, BC V5G 4T1  
Tel. 604-268-5000

## ***BCAA Supplier Code of Conduct***

BCAA Supplier Code of Conduct (SCC) is our statement of how we do business. It supports BCAA commitment to deliver exceptional service and value to our membership, advocate for positive change; help our communities to be healthy and safe and our planet, by managing our operations in an environmentally sustainable manner.

The goal of BCAA SCC is to ensure suppliers not only bring the highest standards of products and services to BCAA, but provide safe and healthy workplaces for their employees, where human and civil rights conditions are in compliance with the core labour conventions of the International Labour Organization (ILO). The SCC has been developed to help suppliers understand BCAA's standards and expectations when doing business with or on behalf of BCAA.

We are committed to work with vendors who are aligned with the approach of business integrity and corporate social responsibility, and endeavor to find opportunities for continuous improvement. Compliance with the SCC will be a criterion BCAA will apply for supplier selection. The SCC is not intended to interfere with any existing collective agreements, and it is the supplier's responsibility to ensure subcontractors are compliant with the SCC.

### **1. Ethics**

BCAA suppliers and their sub-contractors:

- will commit to the highest standards of ethical conduct when dealing with workers, suppliers, and customers.
- will not engage in corruption, extortion or embezzlement in any form, and violations of this prohibition may result in immediate termination as BCAA supplier.
- will disclose information regarding its business activities, structure, financial situation, and performance in accordance with applicable laws and regulations and prevailing industry practices.
- will not offer or accept bribes or other means of obtaining undue or improper advantage.
- will uphold fair business standards in advertising, sales, and competition
- will be encouraged to engage the community to help foster social and economic development and to contribute to the sustainability of the communities in which they operate.

### **2. Legal**

BCAA suppliers and their sub-contractors will comply with:



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- all contract provisions and legal requirements under local, regional and national laws
- regulations of the countries in which the suppliers and sub-contractors are doing business
- national and other applicable law of the country of manufacture of products including those related to labour, worker health and safety, and the environment.
- applicable customs importing laws, and in particular, will establish and maintain programs and documentation to support country-of-origin production verification, to prevent illegal transshipping of merchandise

### **3. Child Labour**

BCCA suppliers and their sub-contractors:

- will not hire people under the age of 15, (or 14 where the International Labour Organization exemption for developing countries allows) unless local minimum age law stipulates a higher age for work or mandatory schooling, in which case the higher age would apply, as defined by the International Labour Organization.
- where local laws do not exist or where they set lower standards than the ILO, the ILO standards shall prevail.
- where a child worker must be displaced, they need to be provided with viable alternatives. These measures often include enrolling the children in schools and offering income-generating alternatives for the parents or above-working age members of the family.
- Will not expose children or young workers to any situations in – or outside the workplace – that are hazardous or unsafe to their physical and mental health and development

### **4. Forced Labour**

BCAA suppliers and their sub-contractors will not:

- use forced, illegal, or prison labour, including indentured or bonded labour, or any form of compulsory labour to manufacture our products.

### **5. Disciplinary Practices**

BCAA suppliers and their sub-contractors will:

- treat workers with respect and dignity. No employee shall be subject to any form of physical, sexual, psychological, or verbal harassment or abuse.
- ensure workers are free to express their concerns about workplace conditions without fear of retribution of losing their jobs. Workers should have access to a formal avenue to express concerns directly to factory



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management or BCAA representatives.

## **6. Freedom of Association**

BCAA suppliers and their sub-contractors will:

- recognize and respect that workers, without distinction, have the right to form or join trade unions of their own choosing and to bargain collectively.
- where the right of freedom of association and collective bargaining is restricted under law, the supplier facilitates and does not hinder the development of parallel means for independent, free association and bargaining .
- ensure that workers representatives are not discriminated against and have reasonable access to carry out their representative functions in the workplace.

## **7. Wages and Benefits**

BCAA suppliers and their sub-contractors will:

- recognize that wages are essential to meeting employees' basic needs.
- pay employees, as a minimum, at least the minimum wage required by local law or the prevailing industry wages, whichever is higher, and shall provide legally mandated benefits.
- pay workers directly and provide workers with clear, written accounting of hours worked, deductions, and regular and overtime wages in a language they can understand. compensate workers for overtime hours (if applicable) at the premium rate required by applicable laws and regulations.
- not use deductions from wages as a disciplinary measure.
- pay workers in a timely manner, and the basis on which workers are being paid must be clearly conveyed to them in a timely manner.

## **8. Hours of Work**

BCAA suppliers and their sub-contractors will:

Adhere to the British Columbia Employment Standards Act and Regulations including each of the following sections:

- Hours of Work and Overtime - **(Section 40)**
- Hours free from work - **(Section 36)**



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- Agreements to average hours of work – **(Section 37)**

## **9. Discrimination**

BCAA suppliers and their sub-contractors will:

- consider employees for positions on the basis of their qualifications and abilities.
- BCAA will not work with suppliers who discriminate on the basis of race, gender, political or religious beliefs, social, ethnic or national origin, marital status, age, union affiliation, sexual orientation, or disability.
- ensure pregnant workers are assigned work tasks appropriate for, and not threatening to, their condition.

## **10. Health and Safety**

BCAA suppliers and their sub-contractors will:

- provide a safe and healthy working environment to prevent accidents and injury to health arising out of, linked with, or occurring in the course of work or as a result of the operation of employer facilities.
- provide with health and safety training appropriate for their industry.
- ensure that any living facilities provided for personnel are safe and clean and meet the basic needs of personnel.
- identify, evaluate and control exposure to chemical, biological and physical agents and provide workers with the appropriate personal protective equipment when required.

## **11. Environmental Commitment**

BCAA suppliers and their sub-contractors will:

- ensure all waste materials, as a by-product of production, are disposed properly in an environmentally responsible manner, and according to the local and international laws and regulations.
- seek out leading industry practices aimed at conserving natural resources and reducing carbon emissions.
- commit to packaging standards that reduce the amount of materials used/ or, have a recycled content with a minimum of 30% post-consumer waste content and take back any excess or non-compliant packaging related to products or services provided.
- commit to continuous improvement towards environmental health, pollution and efficient fuel use.



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- demonstrate commitment to reduce carbon emissions by improving products environmental performance and conserving natural resources.

## 12. Compliance, Implementation and Continuous improvement

- BCAA will implement the SCC incrementally over time as it works towards full implementation, starting with our strategic suppliers and migrating across the total supply chain. BCAA is committed to a process of continuous improvement and ongoing upgrading of the SCC.
- BCAA expects all its suppliers to respect its SCC and to actively do their utmost to achieve BCAA's standards. BCAA believes in partnerships and is willing to work with its suppliers to improve performance where necessary.
- BCAA will require that suppliers provide, when requested, details on factory and production facility locations of suppliers and subcontractors and will make this information publicly available (i.e. annual reports, web site postings, a policy statement signed by the company's owner/manager, etc).
- BCAA reserves the right to ask for proof of compliance with all applicable labour, health, safety, and environmental laws, and may inspect working conditions, at any time (or request independent verification of compliance). Suppliers must maintain current and sufficiently detailed records to substantiate their compliance with the SCC and BCAA may ask that they are independently verified at the supplier's expense
- BCAA may discontinue business with suppliers who are not responsive to requests to address concerns around workplace practices.

We acknowledge and understand BCAA standards and expectations when providing goods or services:

Supplier name \_\_\_\_\_

Supplier signature \_\_\_\_\_

Title \_\_\_\_\_

Organization \_\_\_\_\_

Date \_\_\_\_\_