

Criteria for Evaluating Vendors

1. Forced Labour

No employer shall subject a worker to forced labour practices, whether in the form of involuntary prison labour, indentured labour, bonded labour or otherwise. Workers shall not be required to lodge financial deposits or their original identity papers with their employer.

2. Child Labour

No employer shall use child labour. Adequate transitional economic assistance and appropriate educational opportunities shall be provided to any displaced child worker.

3. Harassment and Abuse

No worker shall be subject to physical, sexual, or psychological abuse or harassment, verbal abuse, or any other form of abuse, including corporal punishment.

4. Discrimination

No employer shall discriminate against a worker in hiring, compensation, access to training, promotion, termination on the basis of age, race, caste, national origin, religion, disability, gender, marital status, sexual orientation, union membership or political affiliation.

5. Reproductive Rights

No worker shall be subject to the forced use of contraceptives or pregnancy testing. Workers will be permitted to take maternity leave without facing the threat of dismissal, loss of seniority or deduction in wages, and shall be able to return to their former employment at the same rate of pay and benefits.

6. Hours of Work

No employer shall require a worker to work in excess of 48 hours per week, and shall provide each of its workers with one day off for every seven-day period. If a worker agrees to work more than 48 hours per week, such overtime shall not exceed 12 hours per week; only be requested in exceptional and short-term circumstances; and be remunerated at a premium rate. All such Policy provisions with regard to hours of work shall be consistent with the Ontario Employment Act of 2000 and its subsequent amendments.

7. Freedom of Association and the Right to Bargain Collectively

Workers shall have the right to join or form trade unions of their own choosing and to bargain collectively. Workers' representatives shall not be discriminated against and shall have access to carry out their

representation functions in the workplace. Where the right to freedom of association and collective bargaining is restricted under law, the employer shall facilitate and will not hinder the development of parallel means for independent and free association and bargaining.

8. Wages and Compensation

Wages and benefits paid for a standard working week shall meet, at a minimum, national legal standards or industry benchmark standards, whichever is higher. In any event the wages paid for a standard working week should always be enough to meet the basic needs of a worker and their family and to provide some discretionary income. All workers shall be provided with written and understandable information about their employment conditions with respect to their wages. Deductions from wages as a disciplinary measure shall not be permitted.

9. Health and Safety

Every employer shall provide its workers with a safe and healthy workplace, including access to clean toilet facilities, potable water and, if appropriate, sanitary facilities for the storage of food. If accommodations are provided, such accommodations shall be clean, safe, and meet the basic needs of the workers. Adequate steps shall be taken to prevent accidents and injury to health by minimizing the causes of hazards inherent in the working environment. Workers shall not be exposed to situations in the workplace that are hazardous, unsafe or unhealthy. Workers shall receive regular and recorded health and safety training, and such training shall be repeated for new or reassigned workers.

10. Employment Relationship

To every extent possible work performed must be on the basis of a recognized employment relationship established through national law and practice. Obligations to employees under labour or social security laws and regulations arising from the regular employment relationship shall not be avoided through the use of labour-only contracting, subcontracting, or homeworking arrangements, or through apprenticeship schemes where there is no real intent to impart skills or provide regular employment, nor shall any such obligations be avoided through the excessive use of fixed-term contracts of employment.

11. Homeworkers

The employer shall take special steps to ensure that homeworkers are afforded a similar level of protection as would be afforded to directly employed personnel under the requirements of this Policy. Such special steps shall include but not be limited to:

- establishing legally binding, written purchasing contracts requiring compliance with minimum criteria (in accordance with the requirements of the Policy);
- ensuring that the requirements of the written purchasing contract are understood and implemented by homeworkers and all other parties involved in the purchasing contract; and
- maintaining, on the employer's premises, comprehensive records detailing the identities of homeworkers, the quantities of goods produced, and/ or hours worked by each homemaker.

Employers shall keep adequate records of their employees' names, addresses, rates of pay and number of hours worked each week in order to make this information available for an inspection/audit as prescribed in Procedure 3

of this Policy.

12. Awareness of Policy

Workers whose work is covered by the Policy shall be made aware of the terms of the Policy orally and through the posting of standards that accurately reflect the Policy in a prominent place in the local language(s) spoken by employees and managers.