

The University of Alberta (University) is committed to educating students, faculty, and the community about sustainability and providing them with the tools to act in a sustainable manner. University suppliers are encouraged to play a proactive role in supporting sustainability practices and spreading awareness by upholding standards, seeking opportunities to improve sustainability performance, providing education to their employees and by staying current on industry specific sustainability goals and practices.

The University will continue to demonstrate principles of fairness, integrity, accountability and transparency while seeking to improve social and environmental impacts and performance in procurement activity. The purpose of the guidelines is to outline expectations for ethical, social and sustainable practices from suppliers of goods, services and equipment to the University.

Where possible the University will use sustainability criteria and weightings in procurement processes to evaluate and consider supplier innovation and capabilities in their performance on sustainability and social considerations.

The University encourages suppliers to follow these guidelines to the best of their capabilities in intent and in spirit.

Social and Ethical

The University expects suppliers and their sub-contractors:

- will uphold labour and human rights, locally and abroad and to comply with national laws relating to labour, worker health and safety, and the environment.
- will comply with the University of Alberta's policies and procedures.
- will abide by the International Labour Organization (ILO) Conventions pertaining to the following matters: Forced Labour, the Freedom of Association, Equal Remuneration, Discrimination, Child Labour, Hours of Work and Maternity Protection.
- will be compliant with all relevant health and safety laws and regulations enacted in countries and jurisdictions where they conduct their business activities. This includes building safety laws and regulations.
- conduct their business with honesty, integrity and engaging in business based on fairness, trust, and respect for the rights of individuals as described in the United Nations' Universal Declaration of Human Rights.

Environmental

The University expects suppliers and their sub-contractors:

- will manage and reduce the negative environmental impacts of their operations, products, services, and those of their own supply chain.
- will meet all applicable environmental laws and regulations in the countries where they conduct business.
- ensure all waste materials, as a by-product of production, are disposed of properly in an environmentally responsible manner, and according to the local and international laws and regulations.
- will seek out and implement leading industry practices aimed at conserving resources, reducing pollution and waste, and enhancing the communities in which they operate.
- will reduce packaging by considering packaging alternatives and materials with recycled content.
- will consider efficiencies and alternative modes of transportation in the delivery of goods and services.

Animal Welfare

The University expects that suppliers of animals and animal products* for research and teaching, and their sub-contractors:

- will meet internationally-recognized standards of animal care and use such standards as the International Council for Laboratory Animal Science (ICLAS) *International Guiding Principles for Biomedical Research Involving Animals*, follow best practices in supporting animal welfare, and conduct their operations and activities in respect of the internationally recognized Three R's for animal use in research and testing.
 - Replacement: methods which avoid or replace the use of animals (e.g., cell culture)
 - Reduction: employment of any strategy that results in fewer animals being used
 - Refinement: modification of husbandry or experimental procedures to minimize pain and distress
- will abide by all animal welfare laws and regulations in the countries where they conduct activities.

Where possible, procurement will be from Canadian suppliers certified by the Canadian Council on Animal Care.

University suppliers are responsible for monitoring their compliance with these principles (i.e., Social & Ethical, Environmental, and Animal Welfare) and to seek continuous improvement in the application of these principles. If an incidence of non-compliance by a supplier should come to the attention of the University by a credible source, proof of compliance or further information may be requested. If the University is of the opinion that a supplier or their subcontractors have failed to demonstrate appropriate conduct in their business activities or in realigning their activities with the outlined principles, the University reserves the right to cease conducting business with the identified supplier.

*"Animal products" include tissue or cell cultures, antibodies, blood products, enzymes or other substances that are derived from animals and used as reagents.