



SUPPLIER CODE OF CONDUCT

The Town of Newmarket's (Town) Supplier Code of Conduct (SCC) sets the ethical performance expectations for suppliers of goods, services or construction to the Town. The goal of our SCC is to ensure safe and healthy workplaces for the people who provide goods, services and construction for the Town; where human and civil rights conditions are in compliance with the core labour conventions of the International Labour Organization (ILO). It is a requirement that for all Town publicly bid Contracts, our Suppliers and their subcontractors/suppliers follow the SCC to the best of their ability in intent and in spirit.

Labour Standards	Definitions
Child Labour ILO Conventions 138 and 182	No child labour will be used in the manufacture of the product supplied to the Town. Employers will not employ workers under the age of 15, or 14 where the country has made the appropriate declaration in accordance with ILO Convention 138. If local law stipulates a higher age, it shall apply. Adequate transitional economic assistance and appropriate educational opportunities shall be provided to any displaced child worker. Workers under the age of 18 shall not be exposed to situations in the workplace that are hazardous, unsafe or unhealthy.
Forced Labour ILO Conventions 29 and 105	No forced labour will be used in the manufacture of products supplied to the Town. Forced labour includes 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.
Harassment and Abuse	Workers involved in the manufacture of products supplied to the Town will not be subject to physical, sexual, psychological abuse or harassment, verbal abuse, or any other form of abuse, including corporal punishment.
Discrimination ILO Convention 111	Workers involved in the manufacture of products supplied to the Town will not be discriminated against. Employers shall not discriminate against a worker in hiring, compensation, access to training, promotion, or termination on the basis of age, race, caste, national origin, religion, disability, gender, marital status, sexual orientation, union membership or political affiliation. No worker shall be subject to the forced use of contraceptives or pregnancy testing.
Hours of Work	Workers involved in the manufacture of products supplied to the Town will not be forced to work in excess of 48 hours per week. Employers will provide each of its workers with one day off for every seven-day period. If a worker is requested to work overtime, such overtime shall not exceed 12 hours per week. Overtime will only be requested in exceptional and short- term circumstances, be voluntary, with workers compensated either according to law, or where the law is silent at a premium rate.
Wages and Compensation	Workers involved in the manufacture of products supplied to the Town will be paid wages and benefits for a standard working week, at a minimum, national legal standards or industry benchmark standards, whichever is higher. Workers will receive wages that meet basic needs by local standards. 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.
Health and Safety ILO Convention 155	Workers involved in the manufacture of products supplied to the Town will not be subjected to unsafe working conditions. The employer shall provide its workers with a safe and healthy workplace in compliance with country and local health and safety laws and regulations, including access to clean toilet facilities and potable water. 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.
Freedom of Association and the Right to Bargain Collectively ILO Convention 87 and 98	Workers involved in the manufacture of products supplied to the Town will not be denied the freedom of association and the right to collective bargaining. Workers shall have the right to join or form trade unions of their own choosing and to bargain collectively. Workers' representative 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 will not hinder the development of parallel means for independent and free association and bargaining.