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|  <p>Capilano Students' Union</p> | Policy No. | Approval Authority |
| | EP-01 | Board of Directors |
| | Policy Name | Approval Date |
| | Ethical and Sustainable Purchasing | April 7, 2017 |
| | Responsible | Scheduled Review |
| | Social Justice Committee | April 2020 |

Purpose

The Capilano Students' Union is committed to making ethical and sustainable choices when purchasing goods and resources to be used by and for the student union by 2019 in alignment with the CSU Strategic Plan. To achieve this goal, the Capilano Students' Union will adhere to the core values of honesty, integrity, flexibility, respect for others, respect for knowledge, forming collaborative relationships, and emphasise green, local, and sustainable purchasing practices and partnerships where possible.

Scope

This policy applies to all managers, workers, supervisors, directors, clubs, sponsors, vendors, along with the community partners and their subcontractors, or satellite companies who participate in requesting/ordering/purchasing/providing products for the Capilano Students' Union.

Definition:


Purchasing: refers to the process of procuring products from vendors, suppliers, and any other organizations.

Local: companies in BC which are in close proximity to our university and/or the Greater Vancouver Area.

Sponsors: Organization that financially or otherwise provide goods or services free of cost to support the Capilano Students' Union

Green: causing no adverse impact on the environment, and where not possible minimizing these impacts to the greatest degree possible.

Sub-contractors: are companies that have been sub-contracted by our suppliers. They do not have a direct business relationship with the Capilano Students' Union

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Principles

The core principles for the Capilano Students' Union when making ethical and sustainable purchasing choices include:

1. Ensuring practices, supply ordering, and trademark licensing are consistent with Canada's obligations under the UN Convention on Human Rights¹ and the International Labour Organization (ILO) Declaration on Fundamental Principles and Rights at work².
2. Adopt international ethical standards and ILO conventions regarding minimum wage benefits, working hours, overtime, workplace health and safety, and workplace bullying and harassment.
3. Create and maintain an Ethical Audit Committee (or something of the sort) to keep the organization accountable
4. Create a *Code of Ethics* for purchasing to include purchasing to reduce and eventually eliminate negative effects on society, the environment, and animal rights.
5. Maintain Core Values:
 - a. Honesty: Be straightforward, transparent, and fair in all dealings
 - b. Integrity: Maintain the highest standards of professionalism and organizational integrity.
 - c. Flexibility: Be able to adapt to change
 - d. Respect to other's views: Recognize and appreciate the views of suppliers and others with dignity and respect for individual differences.
 - e. Respect for Knowledge: gain and use leading edge expertise in all aspects of the business for value creation. We do not know all the answers, do the research and value the information collected.
 - f. Collaborative Relationships: We are all on the same team. Each decision made needs to recognize mutual interests in each situation.
 - g. Green, Local, Sustainable Purchasing: Encourage the use of products that minimize negative impacts to the environment and health.

¹ *Convention No. 87 concerning Freedom of Association and Protection of the Right to Organize* (ratified by Canada in 1972), *Convention No. 100 concerning Equal Remuneration for Men and Women Workers for Work of Equal Value* (ratified by Canada in 1972), *Convention No. 105 concerning the Abolition of Forced Labour* (ratified by Canada in 1959), *Convention No. 111 concerning Discrimination in respect of Employment and Occupation* (ratified by Canada in 1964), *Convention No. 122 concerning Employment Policy* (ratified by Canada in 1966), *Convention No. 182 concerning Worst Forms of Child Labour* (ratified by Canada in 2000) (<http://www.canada.pch.gc.ca/eng/1448633333982#a1>)

² *Freedom of association and the effective recognition of the right to collective bargaining, the elimination of forced or compulsory labour, the abolition of child labour and the elimination of discrimination in respect of employment and occupation.* (<http://www.ilo.org/declaration/lang-en/index.htm>)

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- h. Fiscal responsibility: Ensure the implementation and the management of EPPis aligned with the approved allocated resources.

Delegation:

The board delegates the administration of this policy on a day to day basis to the General Manager. Otherwise, for general purchases made by directors during the planning and execution of board-sponsored events will fall to the directors as well as the [insert committee name here].

Implementation, monitor and review


Related Laws, Policies, and Procedures

1. Canadian Role in upholding the UN Declaration of Human Rights
2. International Labour Organization
3. UN sustainable Development Goals
(<http://www.un.org/sustainabledevelopment/sustainable-development-goals/>)

Endorsement

Christopher Girodat
General Manager

Amina El mantari
VP Internal Development

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Appendix A

PRIOR TO PURCHASING, THINGS TO CONSIDER:

- Do we really need this?
- Can we reduce our need for this?
- Are there re-use or recycled alternatives?
- Are there sustainable brands / suppliers with approved external independent certifications, supplier disclosures and certifications, and public disclosure of information?
- Can we purchase from a local/regional supplier within 200 kilometers of our offices or communities in which we work?
- Can we purchase from First Nation, Inuit, or Métis suppliers, such as those registered with the Canadian Council for Aboriginal Business (<https://www.ccab.com/>)? And those who may not be registered?
- Can we purchase from a B Corporation (<https://www.bcorporation.net/what-are-b-corps>)?
- Can we purchase from suppliers that support the Canadian Fair Trade Network, purchasing Fair Trade products sold locally? (<http://cftn.ca/>)
- Can we purchase from small local businesses?
- Is there energy efficient, low, or zero carbon options?
- Are there alternatives that are efficient in the use of water and other natural resources?
- Are there alternatives that support workplace health, including low or no VOCs, no fragrance and natural materials?
- Are there alternatives that contribute to a creative, collaborative, fun and energizing workplace?
- Are there alternatives that promote sustainable design?
- Are there opportunities connected to the purchase that enable us to work with organizations in the supply-chain to create shared value?