

Canada Post is committed to social responsibility, and we strive to deal with suppliers who share this commitment. These Social Responsibility Supplier Guidelines outline the principles and standards that Canada Post expects its suppliers to uphold in their social, ethical and environmental conduct.

The purpose of these Guidelines is to:

- Develop a supplier community that encourages and exhibits leadership in social responsibility through their activities, goods and services while maintaining a competitive position in the market
- Embed Corporate Social Responsibilities criteria into Canada Post's supply chain procedures, processes and activities as required, and
- Advance a corporate culture at Canada Post that recognizes and places a priority on social responsibility.

Canada Post will integrate these guidelines and other applicable environmental and privacy considerations, as required, into the procurement process.

Guidelines

Human and labour rights

Canada Post suppliers must comply with and uphold all applicable international standards and applicable domestic laws related to human and labour rights. Suppliers are expected to comply with all applicable child labour laws, including those relating to minimum age limits, limitations of hours worked, and prohibitions against certain types of work.

Respect, non-discrimination and diversity

Canada Post suppliers will treat their employees with respect and dignity. Suppliers will promote employee diversity within their operations and will not tolerate any forms of discrimination, harassment or abuse.

Health and safety

The health and safety of our employees, contractors and customers is of the utmost importance to Canada Post. Canada Post suppliers and contractors will comply with all applicable occupational health and safety laws and regulations, and provide a safe and healthy working environment for all employees and contractors.

Community engagement

Canada Post suppliers are encouraged to engage with their local communities and to contribute in a meaningful way to local social and economic development.

Business ethics and integrity

Canada Post suppliers must maintain and observe the highest ethical standards. Suppliers must strictly comply with all laws and regulations on bribery, corruption and prohibited business practices. Canada Post suppliers are expected to demonstrate good corporate governance, transparency, and accountability, including implementation of business codes of conduct.

No improper advantage

Canada Post suppliers will not be involved, either directly or indirectly, in giving, offering or agreeing to give or offer, any loan, reward, advantage or benefit of any kind in exchange for, or in order to induce, favourable business treatment or to affect any decision.

Privacy and confidentiality

Canada Post suppliers will protect the privacy and confidentiality of employee and customer information in compliance with applicable privacy legislation, irrespective of whether the information and data was provided by the employee or customer, or was created by the Supplier. Suppliers should consider all non-public information to be confidential.

Environmental protection

Canada Post expects their suppliers to operate in a manner that protects and is respectful of the environment. At a minimum, suppliers must comply with all applicable environmental laws, regulations and standards.

Responsible products

Canada Post will seek to do business with organizations that provide products that are sustainable – that is, products that are efficient in their use of natural resources, have a long life, are easily repaired or upgraded, are recyclable and/or contain recycled materials. Additional environmental requirements may apply depending on the products and/or services being provided to Canada Post.

Resource efficiency

Canada Post suppliers should use natural resources efficiently, including water, fuel, energy and paper. Canada Post encourages its suppliers to set specific reduction targets for the major materials and resources they use.

Responsible paper sourcing

Canada Post supports sustainable forest management, and encourages its suppliers to source their paper products from forestry operations that engage in proactive forest management and are certified to a third-party sustainable forest management certification system. Canada Post suppliers will not knowingly purchase forest products that were illegally harvested.

Climate change

Canada Post has a corporate commitment to reduce its greenhouse gas (GHG) emissions. The products and services Canada Post procures contribute a significant portion of our GHG footprint. Canada Post expects its suppliers to understand their GHG emissions and implement appropriate action plans to manage and reduce them.

Targets

Canada Post encourages its suppliers to set targets to improve their practices and performance on social, ethical and environmental issues and to communicate these targets and results publicly.

Monitoring

Canada Post suppliers must take reasonable measures to communicate and apply these Guidelines across their entire organization and within their supply chains.

Canada Post suppliers are expected to implement appropriate control measures to monitor compliance with these Guidelines. Where appropriate, suppliers should establish an environmental and/or social management system in accordance with international standards such as ISO 14001 (environmental) and/or OHSAS 18001 (occupational health and safety).

Canada Post suppliers must maintain documentation regarding their Corporate Social Responsibility program and must be able to respond promptly to reasonable inquiries regarding their alignment to these Canada Post Guidelines.

Should you have any questions about these Guidelines, please contact Carol Egan, Director, Sourcing Management at carol.egan@canadapost.ca /613-734-8981.