



Supplier Sustainability Expectations Guide

Western Procurement Services

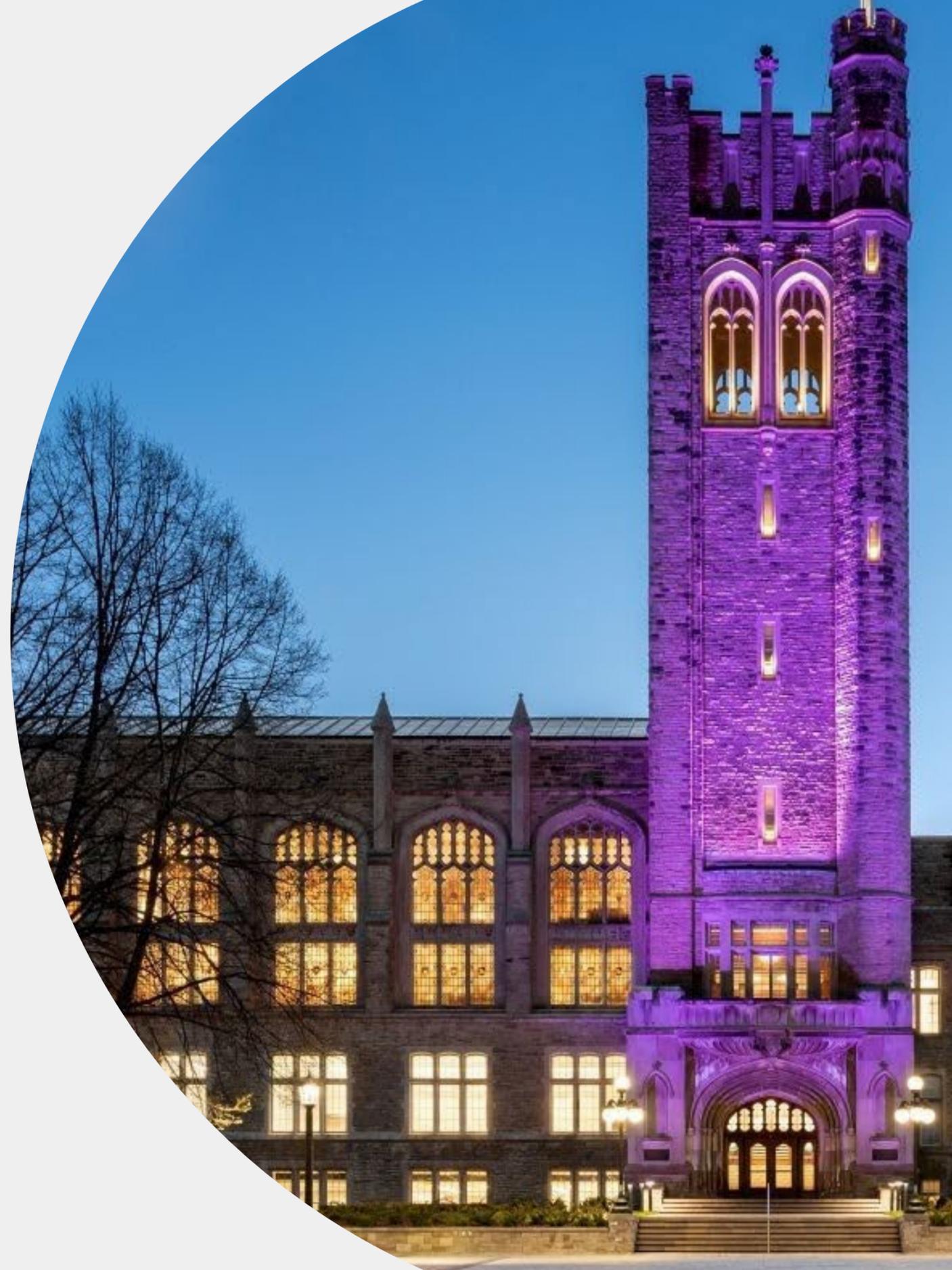




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Introduction

Our Shared Responsibility

At Western University, our commitment to sustainability extends across our entire operations, including our supply chain. We believe that our suppliers are essential partners in achieving our ambitious environmental, social, and economic goals.

Purpose of This Guide: To clearly outline Western's sustainability commitments and what we expect from our supplier partners. This includes meeting new regulatory requirements where your role is crucial.

Our Goal: To foster collaborative relationships, drive positive change, and build a more resilient and responsible supply chain together.

Why It Matters: Sustainable procurement is not just a policy, it's a core part of how we operate and fulfill our institutional mission. Your understanding and participation are critical, not only for compliance but to create a powerful ripple effect of change throughout our collective value chain.



Western's Sustainability Commitment

Western's Strategic Plan [Towards Western at 150](#) the [Climate and Sustainability Strategy](#) center sustainability as an imperative and strategic priority for the future. Effectively implemented sustainable procurement acts as a foundation feeding upward to achieve sustainable and other organizational strategic priorities. Accordingly, our [Sustainable Procurement Strategy](#) represents a meaningful commitment to achieving Western's sustainability vision.



Our Sustainable Procurement Priorities



ENVIRONMENTAL

- Carbon reduction
- Waste reduction



SOCIAL

- Local economic development
- Prioritizing certified diverse suppliers
- Community investment
- Stronger relations with Indigenous communities



GOVERNANCE

- Responsible supply chain management
- Reduced risk of child labour, human trafficking, and labour exploitation

Sustainable Procurement Drivers

Legislative & Ethical Compliance

- **Bill S-211 (Fighting Against Forced Labour and Child Labour in Supply Chains Act):** Mandates annual reporting on forced labour risks
- **Bill C-59 (Modernization of the Competition Act):** Addresses greenwashing, mandating environmental claims to be substantiated
- **Truth & Reconciliation Calls to Action:** A commitment to advancing economic reconciliation through procurement
- **Accessibility Laws (AODA):** Commitment to meeting and exceeding standards for accessibility for people with disabilities

Climate Alignment

- **Net-Zero Ambition:** Aligning procurement with Western's institutional commitment to climate action and a net-zero future
- **Circular Economy:** Prioritizing suppliers and products who help advance zero-waste goals

Economic & Social Value

- **Building Ontario Businesses Initiatives:** Supporting local economic vitality, job creation, and community resilience
- **Supplier Diversity:** Actively procuring from Indigenous, women-owned, and other diverse businesses

Institutional Leadership & Reputation

- Upholding Western's values and public commitment to sustainability
- Maintaining our AASHE STARS leadership by advancing sustainability performance across campus
- Meeting the expectations of our students, staff, faculty, and community

Risk Management, Resilience, & Innovation

- Proactively managing environmental, social, and governance (ESG) risks in our supply chain
- Ensuring long-term operational continuity through supply chain resilience
- Driving efficiency, innovation, and competitive advantage through sustainable solutions



Supplier Sustainability Expectations

Responding to Sustainability Assessments

Supporting Sustainability Claims

Adhering to Supplier Code of Conduct

Showcasing Sustainable Goods & Services

Responding to Sustainability Assessments

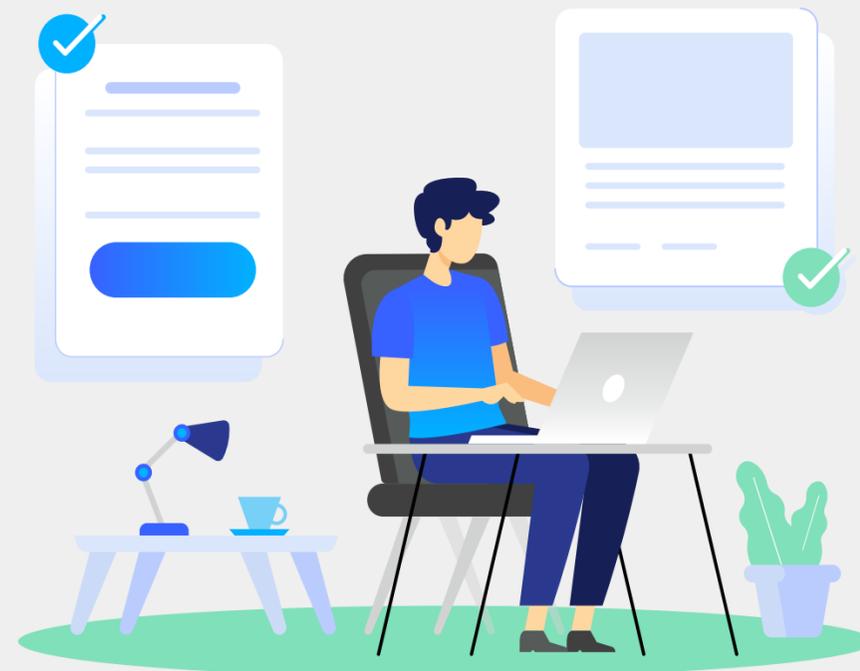
Our RFP & Bidding Process

All Requests for Proposals (RFPs) issued by procurement services have been systematically reviewed for opportunities to incorporate sustainability as a core criterion, carrying a weight of 5-15% in the overall evaluation process.

Strong sustainability performance is not just a requirement—it's a competitive differentiator that can help you win business with Western!

To assist you, a separate resource has been created to walk you through the questions and best way to response:

[Responding to Sustainability Questions in Bids](#)



Our ESG Disclosure Initiative

Western conducts targeted ESG (Environmental, Social, and Governance) questionnaires with our key contracted vendors. This initiative helps us gather insights on your practices in alignment with our core goals, focusing on areas of material importance:

- **Carbon and Waste Management**
- **Social Well-being and Equity**
- **Governance and Ethical Practices**
- **Human Rights and Labour Standards**

By identifying and tracking suppliers with strong ESG performance, we aim to measure our responsible spending and foster deeper partnerships with like-minded organizations. Your participation is crucial to this shared journey.

Supporting Sustainability Claims

Substantiating your sustainability claims is both a strategic priority for Western and a legal requirement under regulations like Bill C-59, which mandates truth in environmental advertising. Without proper documentation, your sustainability responses cannot be evaluated and will not receive a score.

You will be asked to provide data and documentation for two key purposes:

1. **For Bid Evaluation:** To validate claims made during the RFP process (e.g., third-party certifications, recycled content reports, carbon footprint calculations).
2. **For Institutional Reporting:** To help Western meet its public commitments and reporting obligations, including our AASHE STARS performance and annual reports.

To assist you, we have created a separate resource has been created to walk you through a documentation checklist: [Responding to Sustainability Questions in Bids](#)



Adhering to Supplier Code of Conduct

Our RFP & Bidding Process

As a condition of doing business with Western, all suppliers are required to comply with the [Supplier Code of Conduct](#) (SCoC). This code is formally embedded in our contract terms and outlines our non-negotiable expectations for:

- **Labor & Human Rights:** Fair treatment, safe working conditions, and the prohibition of forced or child labor.
- **Environmental Responsibility:** Managing your environmental impact and supporting our sustainability goals.
- **Ethical Business Practices:** Operating with integrity, transparency, and good governance.

This code goes beyond basic legal compliance, reflecting our shared commitment to ethical sourcing. We provide [FAQs and guidance](#) to support your understanding and compliance with these standards.

Compliance Standards

1. Forced Labour
2. Child Labour
3. Employee Treatment
4. Occupational Health and Safety
5. Freedom of Association and Collective Bargaining
6. Wages and Benefits
7. Hours of Work
8. Overtime Compensation
9. Anti-Corruption Business Practices and Bribery
10. Discrimination, Accommodation and Accessibility
11. Environmental Responsibility



Showcasing Sustainable Goods & Services

We value suppliers who proactively highlight their sustainable offerings and help us make informed, responsible purchasing decisions. By actively showcasing your sustainable offerings on campus, you not only increase your visibility but also position your organization as a leader and preferred partner for Western University.

1. Contract Catalogue Suppliers: Optimize Your Digital Presence on Mustang Market

- Ensure your sustainable products are easy to find on Western's e-procurement system
- Tag items with relevant sustainability attributes in your catalogs and punchouts
- Create dedicated catalogs or collections for your "green" product lines to simplify sustainable sourcing for our users

2. Promote Your Sustainable Solutions

- Participate in promotional campaigns on campus and through our online channels to educate end-users on the features and benefits of your sustainable products
- Provide samples, spec sheets, and catalogs that clearly outline the environmental and social benefits of your goods and services

3. Engage with Us

- Participate in vendor tradeshows and events focused on sustainable trends, sharing your expertise and innovations with the Western community.
- Share key initiatives and successes as an opportunity to collaborate with us and showcase with the Western community



External Links

- [Bill S211 – Forced Labour and Child Labour in Supply Chains Act](#)
- [Bill C59 – Anti-greenwashing update to Competitions Act](#)
- [AODA - Accessibility for Ontarians with Disabilities Act](#)
- [BOBI - Building Ontario Businesses Initiative](#)
- [Truth and Reconciliation Commission of Canada: calls to action](#)

Western Links

- [Towards Western at 150](#)
- [Western's Sustainable Procurement Page](#)
- [Western's SP Strategy](#)
- [EDIDA Strategic Plan](#)
- [Western's Supplier Code of Conduct](#)
- [Western's Bill S-211 Report](#)