



# Supplier Code of Conduct





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As part of the publication of the [Sustainable Development Roadmap in 2012](#), Énergir is committed to becoming an influencer for its suppliers. This code of conduct is Énergir's concrete commitment and desire to engage its suppliers in a responsible procurement approach.

## 1. Objectives

The Supplier Code of Conduct sets out Énergir's commitments and expectations with regard to its suppliers in terms of sustainable development and responsible business practices.

Through this code, Énergir aims to encourage its suppliers to take into account governance, environment, health and safety and socio-economic development issues in their activities, throughout their supply chain.

## 2. Scope

The Supplier Code of Conduct applies to all suppliers of goods and/or services, including contractors, having consented to submitting to the general conditions of contract set out by Énergir.

Énergir invites its suppliers to encourage the application of the code of conduct in their own supply chains, i.e. with their suppliers and subcontractors.

The Management Board is accountable for the application of the Supplier Code of Conduct. The Vice President, IT and logistics acts as the main Management Board representative for the application of the code at Énergir. Énergir's employees involved in the supplier selection process or who interact with suppliers must ensure the code is observed and applied.

The Supplier Code of Conduct is operationalized through the integration of environmentally responsible criteria adapted to the products and services covered in Énergir's tendering process. For more information on Énergir's responsible approach to procurement, consult our [Sustainability Reports](#).

## 3. Compliance

Suppliers are expected to put into practice all possible and applicable measures from the approaches listed in the Supplier Code of Conduct. The actions put in place by the supplier must be verifiable.

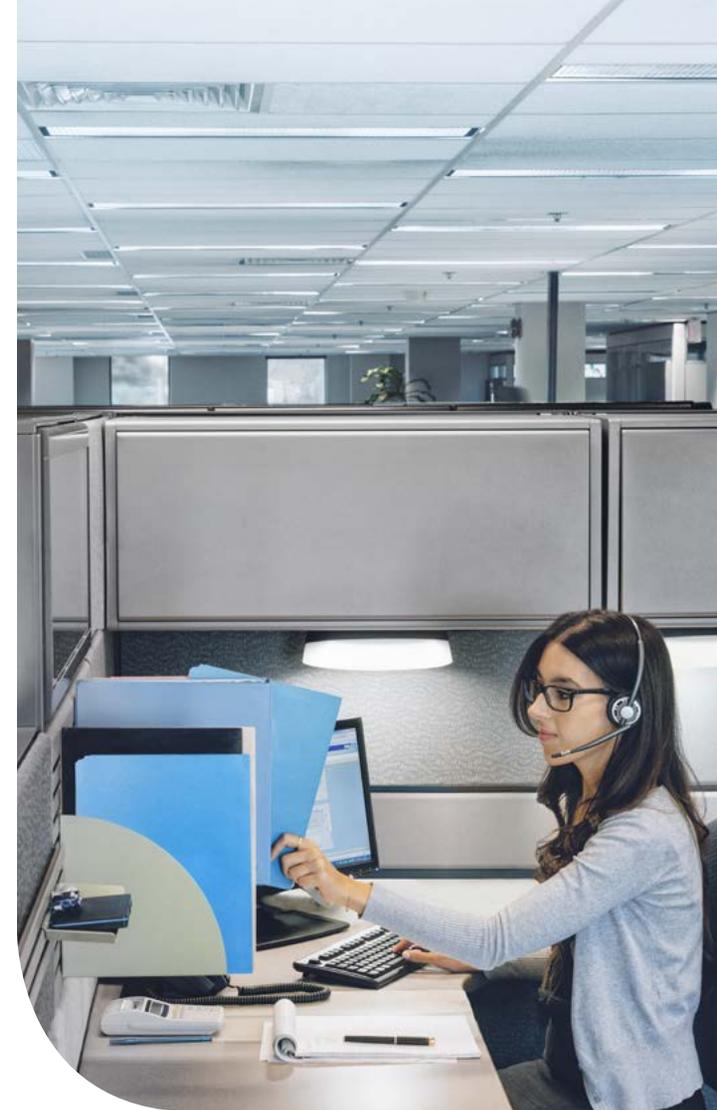
Énergir reserves the right to carry out verifications to evaluate the supplier's level of application of the code of conduct. Énergir could, for example, ask a supplier to complete a self-assessment questionnaire, provide proof of compliance or any other specific information, or submit to an audit conducted by Énergir or a designated representative.

Énergir promotes an approach based on cooperation and dialogue in order to work with its suppliers and identify improvement measures where necessary. In some cases of noncompliance, Énergir reserves the right to implement corrective measures that could include the termination of business relationships between Énergir and the supplier.

## 4. Implementation

The Supplier Code of Conduct is systematically integrated into Énergir's general conditions for the purchase of goods and services (Compliance with laws, regulations and policies section) as well as into requests for proposals.

The code of conduct is on the Énergir website at [www.energir.com](http://www.energir.com), in the [Ethic and Corporate Policies](#) section.



To report any concerns regarding the Supplier Code of Conduct, contact the Director, Procurement and Logistics at **514 598-3444**.

In the event that the Procurement Department is a cause for concern, contact the ethics hotline at **1 844 288-1704**.

## 5. Principles

Énergir expects its suppliers to abide by all laws, regulations and procedures that apply to their business environment and encourages them to take every reasonable measure to ensure that the following four principles are met.

### I. Good governance

In all of its business relationships and in compliance with its values of respect, accountability and performance, Énergir expects ethical behaviours as defined in Énergir's mission, vision and value statement.

In addition, Énergir expects all of its suppliers to comply with the highest ethics and integrity standards by respecting the following rules of conduct:

- No form of collusion, corruption, falsification of documents, concealment or undue influence will be tolerated;
- Appropriate measures must be put in place to protect the confidentiality of information and data provided by Énergir and to enforce the intellectual property rights;
- No conflict of interest or situation liable to give rise to a conflict of interest having an impact on the impartiality of Énergir employees in the business relationship will be tolerated;
- Suppliers must consult recognized national and international sustainable development standards (such as: BNQ 21000 – Guide to applying the principles underlying the *Sustainable Development Act* in the management of businesses and other organizations, Global Reporting Initiative (GRI), ISO 26000 – Social responsibility) and comply with them, where applicable.

### II. Environmental responsibility

Énergir encourages its suppliers to respect the environment, more specifically through:

- The implementation of a management system that complies with the ISO 14001 – Environmental management systems standard;
- The implementation of measures to reduce the environmental footprint and greenhouse gas emissions linked to products and services placed on the market and sold to Énergir, using when possible lifecycle thinking to identify issues that must be addressed as a matter of priority;
- Technological innovation and eco-design, where applicable;
- The integration of the environment in business decisions.

### III. Health and safety responsibility

Énergir encourages its suppliers to be responsible in terms of health and safety, more specifically through:

- The implementation of measures to ensure that their employees and any other people in the workplace are protected against potential health and safety risks resulting from their business activities;
- The assurance that all products supplied to Énergir or used in the Énergir workplace comply with all hazardous materials information systems (for example WHMIS in Canada) and include ingredients and raw materials with minimal impact on the health of people;
- The consultation of recognized national and international health and safety standards, such as OHSAS 18001 – Occupational Health and Safety, and compliance with these, where applicable.

### IV. Socio-economic equity

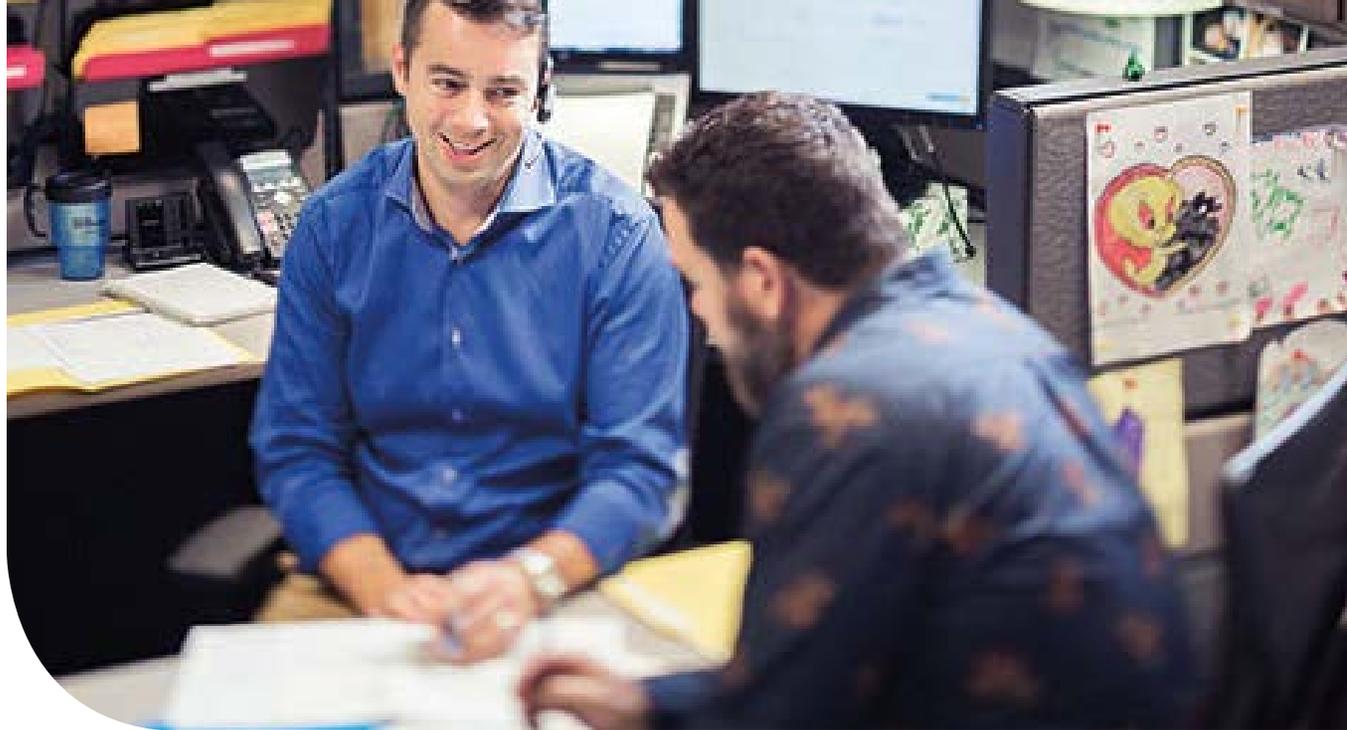
Énergir expects its suppliers to operate in a manner that respects human rights; more specifically, in compliance with Québec and Canadian human rights legislation and international instruments including the Universal Declaration of Human Rights and the international labour conventions defined by the International Labour Organization. As such, suppliers shall:

- Eliminate forced labour and abolish child labour;
- Offer workers equitable treatment and a workplace free of discrimination where labour equality and diversity are omnipresent;
- Not constrain freedom of expression and freedom of association;
- Allow joint negotiations.

In addition, Énergir encourages its suppliers to:

- Integrate, in the selection of potential suppliers, social economy enterprises (non-profit organizations, co-operatives, organizations with a social and professional integration mission) and source from them, where possible;
- Promote local economies, where applicable;
- Participate in community activities near their business offices to promote regional social and economic development;
- Consult recognized national and international standards in terms of social responsibility and relations with stakeholders, such as SA 8000 – Social accountability standard, and comply with them, where applicable.

For more information on Énergir's commitment to procurement and to its suppliers, consult the [Code of Ethics](#) as well as the Énergir [Sustainability Report](#).



## 6. Glossaire

- **Conflict of interest:** Any situation in which the individual interests are considered rather than the interests of the company, or any situation where personal interests and those of the company are or appear to be in opposition to each other. Undue influence is considered a form of conflict of interest.
- **Suppliers:** Any supplier of goods and/or services, including contractors, having consented to submitting to the general conditions of contract set out by Énergir.
- **Énergir:** Énergir, L.P.
- **Business relationships:** Any ties and exchanges between Énergir and its suppliers, with contractual commitment.

## 7. Useful links

- [BNQ 21000](#): Guide to applying the principles underlying the [Sustainable Development Act](#) in the management of businesses and other organizations.
- [Universal Declaration of Human Rights](#): Statement of fundamental human rights.
- [Global Reporting Initiative](#): Sustainability reporting guidelines.
- [ISO 14001](#): Requirements and guidelines for implementing environmental management systems.
- [ISO 26000](#): Guidelines for how businesses and organizations can operate in a socially responsible way.
- [OHSAS 18001](#): International occupational health and safety management standard.
- [International Labour Organization](#): Organization devoted to promoting social justice and internationally recognized human and labour rights.
- [SA 8000](#): Social accountability standard.
- [WHMIS](#): Workplace Hazardous Materials Information System, which is Canada's national hazard communication standard.