Supplier Code of Conduct

1. At all times in the course of its performance of the Contract, the Supplier will conduct itself with fairness, integrity and honesty.

2. At all times during the term of the Contract, the Supplier will avoid any actual, or apparent conflict of interests, in which its interests outside of the Contract (including any engagements the Supplier may have with third parties), and its obligations to BC Housing under the Contract and this code conflict.

3. The Supplier will promptly disclose to BC Housing in writing, to the best of its knowledge, any actual or apparent conflicts between its interests and those of BC Housing during the term of the Contract, including:
   a. the name of any current director or employee of BC Housing who is an owner, or representative of the Supplier;
   b. any business relationship that the Supplier or any of its owners or officers has with a director or officer of BC Housing or with an employee of BC Housing who may have actual or apparent involvement in any BC Housing procurement process, or the Contract; and
   c. the name of any director or employee of BC Housing who is connected by frequent or close association to the Supplier, any of its owners or officers, or any representatives of the Supplier, who may have actual or apparent involvement in any BC Housing procurement process, or the performance or administration of the Contract.

For the purposes of this section, BC Housing’s interests include non-economic considerations such as reputation.

4. In addition to the disclosure required above, the Supplier will take any steps reasonably required by BC Housing to address or mitigate any actual or apparent conflict of interest.

5. If BC Housing gives the Supplier access to any BC Housing property during the term of the Contract, the Supplier will use that property solely for purposes of the Contract.

6. The Supplier agrees not to be under the influence of alcohol, illegal drugs and controlled substances on BC Housing Property or while performing any work for BC Housing.

7. The Supplier will not attempt to secure preferential treatment with BC Housing by offering gifts, entertainment, or benefits to BC Housing directors or employees. Reasonable gifts, entertainment, or benefits common to business relationships, as described in BC Housing’s Standards of Conduct Policy, are acceptable.

8. Unless the Supplier has the express permission of BC Housing, the Supplier will not solicit or recruit any BC Housing employee during the term of the Contract. This obligation doesn’t prevent the Supplier from hiring a BC Housing employee who responds to a public and broadly issued job advertisement without prompting or encouragement from the Supplier.
9. The Supplier must abide by applicable employment standards, labour, non-discrimination and human rights legislation. Suppliers must not tolerate slavery, servitude, forced or compulsory labour, human trafficking or child labour within their Supply Chain.

10. The Supplier must treat its employees and subcontractors performing work under the Contract respectfully and in a manner free of discrimination and harassment. The Supplier will provide those employees, and subcontractors with a safe and healthy workplace.

11. The Supplier and its employees and subcontractors must treat individuals they encounter in the course of performing work under the Contract respectfully and in a manner free of discrimination and harassment.

12. When the Supplier is participating in any public discussions or taking a position of leadership in other organizations, it must not represent itself as a spokesperson of BC Housing unless BC Housing has specifically retained or instructed the Supplier to act in that capacity.

13. A Supplier’s failure to adhere to the provisions of this Code may be in breach of Contract and could result in termination of the Contract.

Suppliers who would like further information or advice on the application of this code are encouraged to speak to BC Housing’s Contract Administrator.