

## Board of Governors

### **Fighting Against Forced Labour and Child Labour in Supply Chains Act**

#### **2024 Annual Report**

York is a top international teaching and research university and a driving force for positive change.

Located in Toronto, Canada, York is empowered by a welcoming and diverse community with a uniquely global perspective, we are preparing our students for their long-term career and personal success. Together we are making things right for our communities, our planet, and our future.

#### **Governance Structure at York University**

York University was established with the proclamation by the Queen in Right of the Province of Ontario of the *York University Act* on March 26, 1959. The *York Act* was amended in 1965 and it is under the 1965 legislation that the University, as we now know it, is constituted.

York University is a not-for-profit charitable corporation, with an autonomous governance system. Notwithstanding its legal autonomy, it is publicly assisted by grants from the Ontario government and elsewhere and is responsible for reporting on a number of matters pertaining to its operation to both provincial and federal governments.

The system of governance established by the *York University Act* is bicameral, with two governing bodies: the Board of Governors and the Senate. The power to act on the university's behalf is divided among the Chancellor, the Board, the Senate and the President (who is also the Vice-Chancellor). But for the powers specifically given to Senate over academic policy, and to the President over student conduct and other matters, the government, conduct, management and control of the University and of its property, revenues, expenditures, business and affairs is vested in the Board by the *York Act*.

The Chancellor is the titular head of the University and has the power to confer all degrees.

Notwithstanding the independent powers given to the Chancellor, Board, Senate and President, the *York University Act* provides for interdependence by requiring consultation and approval among the governing bodies, the Chancellor and the

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President in a number of areas. Below is a chart outlining the powers of the constituent elements under the *Act*.

The composition of both the Board of Governors and the Senate is established by the *York University Act*. The Board consists of the Chancellor, the President and up to thirty (30) other persons. The by-laws of the Board specify how the governors are appointed. The Senate is composed of *ex officio* members specified by the *Act*, as well as other elected and appointed members determined by Senate regulation. It is a legislative requirement that full-time members of the teaching staff must always constitute a majority of the members of Senate. There are places for two members of the Senate on the Board and for up to seven members of the Board on Senate (including the Chancellor, the President and the Chair of the Board, all of whom sit *ex officio* on the Senate). The Board of Governors conducts its business through committees that bring recommendations to the full Board at regularly-scheduled meetings. The Senate also conducts much of its business through a network of committees that bring business to the full Senate, through its Executive Committee.

### **UNIVERSITY SUPPLY CHAINS**

The mission of York University is the pursuit, preservation, and dissemination of knowledge. The University's primary operations are to provide educational and research services. Its supply chains support and facilitate the University's ongoing research and education initiatives.

As it relates to the acquisition of goods, the material supply chain spend activity falls within the construction and space renovation categories. Other areas of major spend include:

- Information Technology,
- Consulting and Non-Consulting Services,
- Maintenance Repair and Operations,
- Specialized Research Equipment

The University conducts its supply chain management in accordance with various applicable procurement directives and trade treaties, such as the Broader Public Sector Procurement Directive, Canadian Free Trade Agreement, and the Comprehensive Canada-EU Trade Agreement. In addition, the University has a comprehensive policy and procedures ensuring that procurement of goods and services are conducted in accordance with the applicable laws and regulations.

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Procurement of goods, and services above the applicable threshold are acquired using an open public tendering process. This process is led centrally by the University's Strategic Procurement Department.

The acquisition process involves the use of a variety of acquisition tools (RFP, RFT, RFQ) to select vendors for a contract award. Suppliers are thoroughly vetted through a combination of self-disclosure by the Vendor, and research and reference checks conduct by the University. These acquisition tools obligate suppliers to maintain compliance with the University's policies and with applicable laws, and these obligations are flowed through to the supplier's subcontractors where applicable.

To leverage its due diligence, Strategic Procurement Services also relies on a Vendor of Record model for the majority of purchases. Potential vendors and suppliers are vetted and selected through the issuance of an open public Request for Supplier Qualification to provide the University with optimal information about its suppliers in the ordinary course.

Strategic Procurement Services uses a central comprehensive check and balance system to manage vendor performance during the course of service delivery, through its Procurement Policy and supporting processes. This data is securely stored by the University.

In addition, the University is currently in the process of developing a Supplier Code of Conduct that is intended to assist in identifying, managing and reducing supply chain risk including those related to forced labour and child labour within the acquisition process.

### **POLICIES AND PROCEDURES AND DUE DILIGENCE**

The University has a broad range of policies and procedures governing its activities and which operate to support the University's objects and purposes which include the betterment of society. Through these policies and procedures, the University will develop additional mechanisms beyond those already in place to reduce the risk of forced labour and child labour, to train its personnel and community on identifying those risks, and to require its suppliers, vendors and business partners to uphold the highest levels of ethical behaviour.

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### **Procurement**

Strategic Procurement Services (“SPS”) at York University provides support to the University’s departments and units to procure goods and services at fair prices. The Procurement of Goods and Services Policy and Procedure and Procurement Code of Ethics ensure that the University’s personnel act in good faith, conduct appropriate due diligence and hold vendors and suppliers to the highest standards of honesty.

SPS follows the Province of Ontario’s Broader Public Service Directives and trade treaties such as the Canada Free Trade Agreement and the Canada-EU Comprehensive Economic and Trade Agreement. These Directives and treaties promote fair and transparent dealings with bona fide vendors and suppliers in regions where the risks of forced labour and child labour are reduced.

### **Signing Authority Register**

To maintain proper control over its activities, the University’s Signing Authority Register governs the approval and execution of its agreements, contracts and other documents. The assignment of authority and responsibilities ensures that appropriately senior personnel are aware of transactions, including those that could engage the risk of forced labour and child labour, and will permit the University’s administration to assess the effectiveness of the procedures and processes that it is developing.

### **Statement of Investment Policies and Procedures**

The University’s investment strategy requires it to consider environmental, social and governance (ESG) factors when managing its endowment portfolio. The University will continue to pursue investments that do not engage the risk of forced labour or child labour by upholding these ESG factors.

### **Human Resources**

The majority of the University’s employees are unionized and governed by collective agreements which include grievance mechanisms for employees. The University is beginning to develop training materials directly related to identifying and reducing the risks of forced labour and child labour.

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### **Research**

The University has a robust set of policies, procedures and due diligence in place to ensure that its research is conducted in an ethical and diligent manner, and that the equipment used in research is procured in a proper, ethical and legally compliant manner, including the Senate Policy on Responsible Conduct of Research and the Policy on Sources of Research Funds. These policies help ensure that research is conducted in accordance with the University's objects and purposes and the betterment of society.

The Vice-President Research & Innovation complies with Canada's controlled goods regime and leverages the export control systems already in place in both Canada and the United States.

### **Sustainability**

The University's Sustainability Policy acknowledges that a critical challenge to sustainability is socio-economic inequality and commits the University to supporting values that will assist in identifying and reducing the risks of forced labour and child labour.

The University works with multiple external partners to champion these goals, including registering with the Fair Labor Association and requiring the same of its licensed manufacturers.

York University is a designated Fairtrade Campus.

### **LOOKING FORWARD**

The University's Supplier Code of Conduct, which directly addresses the risks of forced labour and child labour, is expected to be enacted in the coming months, with more initiatives to follow. York University is committed to identifying and reducing the risks of forced labour and child labour and intends to develop a robust set of tools and requirements for its community to improve its effectiveness in doing so.

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## ONLINE QUESTIONNAIRE

1. **\*This report is for which of the following? (Required)**

- Entity
- Government institution

2. **\*Legal name of reporting entity or government institution (Required)** York University

3. **\*Financial reporting year (Required)** 2023/24

4. **\*Is this a revised version of a report already submitted this reporting year? (Required)**

- Yes
- No

4.1 **\*If yes, identify the date the original report was submitted. (Required)**

4.2 **\*Describe the changes made to the original report, including by listing the questions or sections that were revised (1,500 character limit). (Required)**

5. **For entities only: Business number(s) (if applicable):** 119306736 RR 0001

6. **For entities only: \*Is this a joint report? (Required)**

- Yes
- No

~~6.1 \*If yes, identify the legal name of each entity covered by this report. (Required)~~

~~6.2 Identify the business number(s) of each entity covered by this report (if applicable).~~

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### 7. For entities only: \*Is the entity also subject to reporting requirements under supply chain legislation in another jurisdiction? (Required)

- Yes
- No

#### ~~7.1 \*If yes, indicate the applicable law(s). Select all that apply. (Required)~~

- ~~• The United Kingdom's *Modern Slavery Act 2015*~~
- ~~• Australia's *Modern Slavery Act 2018*~~
- ~~• California's *Transparency in Supply Chains Act*~~
- ~~• Other, please specify~~

### 8. For entities only: \*Which of the following categorizations applies to the entity? Select all that apply. (Required)

- Listed on a stock exchange in Canada
- Canadian business presence (select all that apply):
  - Has a place of business in Canada
  - Does business in Canada
  - Has assets in Canada
- Meets size-related thresholds (select all that apply):
  - Has at least \$20 million in assets for at least one of its two most recent financial years
  - Has generated at least \$40 million in revenue for at least one of its two most recent financial years
  - Employs an average of at least 250 employees for at least one of its two most recent financial years

### 9. For entities only: \*Which of the following sectors or industries does the entity operate in? Select all that apply. (Required)

- Agriculture, forestry, fishing and hunting
- Mining, quarrying, and oil and gas extraction
- Utilities
- Construction
- Manufacturing
- Wholesale trade
- Retail trade

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- Transportation and warehousing
- Information and cultural industries
- Finance and insurance
- Real estate and rental and leasing
- Professional, scientific and technical services
- Management of companies and enterprises
- Administrative and support, waste management and remediation services
- Educational services
- Health care and social assistance
- Arts, entertainment and recreation
- Accommodation and food services
- Other services (except public administration)
- Public administration
- Other, please specify:

**10. For entities only: \*In which country is the entity headquartered or principally located? (Required)** Canada

**10.1 If in Canada: \*In which province or territory is the entity headquartered or principally located? (Required)** Ontario

~~**11. For government institutions only: \*Is this a report for a federal Crown corporation or a subsidiary of a federal Crown corporation? (Required)**~~

- ~~• Yes~~
- ~~• No~~

~~**11.1 \*If yes, which of the following sectors or industries does the Crown corporation or subsidiary operate in? Select all that apply. (Required)**~~

- ~~• Agriculture, forestry, fishing and hunting~~
- ~~• Mining, quarrying, and oil and gas extraction~~
- ~~• Utilities~~
- ~~• Construction~~
- ~~• Manufacturing~~
- ~~• Wholesale trade~~
- ~~• Retail trade~~
- ~~• Transportation and warehousing~~



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- Information and cultural industries
- Finance and insurance
- Real estate and rental and leasing
- Professional, scientific and technical services
- Management of companies and enterprises
- Administrative and support, waste management and remediation services
- Educational services
- Health care and social assistance
- Arts, entertainment and recreation
- Accommodation and food services
- Other services (except public administration)
- Public administration
- Other, please specify:

~~11.2 \*If yes, in which province or territory is the Crown corporation or subsidiary headquartered or principally located? (Required)~~

### Annual Report

#### Reporting for entities

**1. \*What steps has the entity taken in the previous financial year to prevent and reduce the risk that forced labour or child labour is used at any step of the production of goods in Canada or elsewhere by the entity or of goods imported into Canada by the entity? Select all that apply. (Required)**

- Mapping activities
- Mapping supply chains
- Conducting an internal assessment of risks of forced labour and/or child labour in the organization's activities and supply chains
- Contracting an external assessment of risks of forced labour and/or child labour in the organization's activities and supply chains
- Developing and implementing an action plan for addressing forced labour and/or child labour
- Gathering information on worker recruitment and maintaining internal controls to ensure that all workers are recruited voluntarily
- Addressing practices in the organization's activities and supply chains that increase the risk of forced labour and/or child labour

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- Developing and implementing due diligence policies and processes for identifying, addressing and prohibiting the use of forced labour and/or child labour in the organization's activities and supply chains
- Carrying out a prioritization exercise to focus due diligence efforts on the most severe risks of forced and child labour
- Requiring suppliers to have in place policies and procedures for identifying and prohibiting the use of forced labour and/or child labour in their activities and supply chains
- Developing and implementing child protection policies and processes
- Developing and implementing anti-forced labour and/or -child labour contractual clauses
- Developing and implementing anti-forced labour and/or -child labour standards, codes of conduct and/or compliance checklists
- Auditing suppliers
- Monitoring suppliers
- Enacting measures to provide for, or cooperate in, remediation of forced labour and/or child labour
- Developing and implementing grievance mechanisms
- Developing and implementing training and awareness materials on forced labour and/or child labour
- Developing and implementing procedures to track performance in addressing forced labour and/or child labour
- Engaging with supply chain partners on the issue of addressing forced labour and/or child labour
- Engaging with civil society groups, experts and other stakeholders on the issue of addressing forced labour and/or child labour
- Engaging directly with workers and families potentially affected by forced labour and/or child labour to assess and address risks
- Information not available for this reporting period
- Other, please specify:

### **2. Please provide additional information describing the steps taken (if applicable) (1,500 character limit).**

- The University is currently developing a Supplier Code of Conduct that will address the risk of forced labour and child labour, expected to be enacted during FY2025.
- The University maintains registration with Fair Labor Association, and requires the same of all suppliers who manufacture University-licensed goods and apparel for sale in its Bookstore. The University has the right to audit such

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manufacturers and to inspect their premises, and mandates compliance with applicable law including export control in order to leverage existing governmental regimes.

<https://www.fairlabor.org/>

The University is a designated Fairtrade Campus.

<https://www.fairtrade.net/>

### 3. \*Which of the following accurately describes the entity's structure? (Required)

- Corporation
- Trust
- Partnership
- Other unincorporated organization

### 4. \*Which of the following accurately describes the entity's activities? Select all that apply. (Required)

- Producing goods (including manufacturing, extracting, growing and processing)
  - in Canada
  - outside Canada
- Selling goods
  - in Canada
  - outside Canada
- Distributing goods
  - in Canada
  - outside Canada
- Importing into Canada goods produced outside Canada
- Controlling an entity engaged in producing goods in Canada or outside Canada, or importing into Canada goods produced outside Canada

### 5. Please provide additional information on the entity's structure, activities and supply chains (1,500 character limit).

The University's primary activities involve education and research and do not primarily involve buying, selling, manufacturing or distribution of goods. As a teaching and

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research university its primary activities are the advancement of learning and the dissemination of knowledge; and the intellectual, spiritual, social, moral and physical development of its members and the betterment of society (s. 4 of the York University Act, 1965).

<https://www.yorku.ca/secretariat/governance-documents/york-university-act-1965/>

### **6. \*Does the entity currently have policies and due diligence processes in place related to forced labour and/or child labour? (Required)**

- Yes
- No

### **6.1 \*If yes, which of the following elements of the due diligence process has the entity implemented in relation to forced labour and/or child labour? Select all that apply. (Required)**

- Embedding responsible business conduct into policies and management systems
- Identifying and assessing adverse impacts in operations, supply chains and business relationships
- Ceasing, preventing or mitigating adverse impacts
- Tracking implementation and results
- Communicating how impacts are addressed
- Providing for or cooperating in remediation when appropriate

### **7. Please provide additional information on the entity's policies and due diligence processes in relation to forced labour and child labour (if applicable) (1,500 character limit).**

- Businesses and Programs Operating on York University Premises (Guidelines and Procedures)
- Fraud, Theft and Misappropriation of University Assets (Policy and Procedure)
- Organized Research Units (Policy, Guidelines and Procedures)
- Procurement of Goods and Services (Policy and Procedure)
- Procurement Code of Ethics

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- Responsible Conduct of Research, Senate Policy on
- Risk Management Policy
- Signing Authority Register
- Social Procurement Policy
- Sources of Research Funds, Policy on
- Statement of Investment Policies and Procedures
- Sustainability Policy

<https://www.yorku.ca/secretariat/policies/>

### **8. \*Has the entity identified parts of its activities and supply chains that carry a risk of forced labour or child labour being used? (Required)**

- Yes, we have identified risks to the best of our knowledge and will continue to strive to identify emerging risks.
- Yes, we have started the process of identifying risks, but there are still gaps in our assessments.
- No, we have not started the process of identifying risks.

### **8.1 \*If yes, has the entity identified forced labour or child labour risks related to any of the following aspects of its activities and supply chains? Select all that apply. (Required)**

- The sector or industry it operates in
- The types of products it produces, purchases or distributes
- The locations of its activities, operations or factories
- The types of products it sources
- The raw materials or commodities used in its supply chains
- Tier one (direct) suppliers
- Tier two suppliers
- Tier three suppliers
- Suppliers further down the supply chain than tier three
- The use of outsourced, contracted or subcontracted labour
- The use of migrant labour
- The use of forced labour
- The use of child labour
- None of the above
- Other, please specify

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**9. \*Has the entity identified forced labour or child labour risks in its activities and supply chains related to any of the following sectors and industries? Select all that apply. (Required)**

- Agriculture, forestry, fishing and hunting
- Mining, quarrying, and oil and gas extraction
- Utilities
- **Construction**
- Manufacturing
- Wholesale trade
- Retail trade
- Transportation and warehousing
- Information and cultural industries
- Finance and insurance
- Real estate and rental and leasing
- Professional, scientific and technical services
- Management of companies and enterprises
- Administrative and support, waste management and remediation services
- Educational services
- Health care and social assistance
- Arts, entertainment and recreation
- Accommodation and food services
- Other services (except public administration)
- Public administration
- None of the above
- Other, please specify

**10. Please provide additional information on the parts of the entity's activities and supply chains that carry a risk of forced labour or child labour being used, as well as the steps that the entity has taken to assess and manage that risk (if applicable) (1,500 character limit).**

No material risk of forced labour or child labour has been identified. The University does engage in some construction-related activities and complies with trade treaty and procurement obligations, and maintains a Social Procurement Policy, all of which favour procurement from local vendors and those with strong enforcement regimes such as the United States and EU. The University is developing terms in its contractual documents to address the risk of forced and child labour. The University maintains compliance with Canadian and US export control regimes.

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### **11. \*Has the entity taken any measures to remediate any forced labour or child labour in its activities and supply chains? (Required)**

- Yes, we have taken remediation measures and will continue to identify and address any gaps in our response.
- Yes, we have taken some remediation measures, but there are gaps in our response that still need to be addressed.
- No, we have not taken any remediation measures.
- Not applicable, we have not identified any forced labour or child labour in our activities and supply chains.

### **~~11.1 \*If yes, which remediation measures has the entity taken? Select all that apply. (Required)~~**

- ~~• Actions to support victims of forced labour or child labour and/or their families, such as workforce reintegration and psychosocial support~~
- ~~• Compensation for victims of forced labour or child labour and/or their families~~
- ~~• Actions to prevent forced labour or child labour and associated harms from reoccurring~~
- ~~• Grievance mechanisms~~
- ~~• Formal apologies~~
- ~~• Other, please specify.~~

### **~~12. Please provide additional information on any measures the entity has taken to remediate any forced labour or child labour (if applicable) (1,500 character limit).~~**

### **13. \*Has the entity taken any measures to remediate the loss of income to the most vulnerable families that results from any measure taken to eliminate the use of forced labour or child labour in its activities and supply chains? (Required)**

- Yes, we have taken substantial remediation measures and will continue to identify and address any gaps in our response.
- Yes, we have taken some remediation measures, but there are gaps in our response that still need to be addressed.
- No, we have not taken any remediation measures.
- Not applicable, we have not identified any loss of income to vulnerable families resulting from measures taken to eliminate the use of forced labour or child labour in our activities and supply chains.

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**14. Please provide additional information on any measures the entity has taken to remediate the loss of income to the most vulnerable families that results from any measure taken to eliminate the use of forced labour or child labour in its activities and supply chains (if applicable) (1,500 character limit).**

**15. \*Does the entity currently provide training to employees on forced labour and/or child labour? (Required)**

- Yes
- No

**15.1 \*If yes, is the training mandatory? (Required)**

- Yes, the training is mandatory for all employees.
- Yes, the training is mandatory for employees making contracting or purchasing decisions.
- Yes, the training is mandatory for some employees.
- No, the training is voluntary.

**16. Please provide additional information on the training the entity provides to employees on forced labour and child labour (if applicable). (1,500 character limit).**

The University will begin to develop training material related to forced labour and child labour for employees during FY2025.

**17. \*Does the entity currently have policies and procedures in place to assess its effectiveness in ensuring that forced labour and child labour are not being used in its activities and supply chains? (Required)**

- Yes
- No

**17.1 \*If yes, what method does the entity use to assess its effectiveness? Select all that apply. (Required)**

- Setting up a regular review or audit of the organization's policies and procedures related to forced labour and child labour



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- Tracking relevant performance indicators, such as levels of employee awareness, numbers of cases reported and solved through grievance mechanisms and numbers of contracts with anti-forced labour and -child labour clauses
- Partnering with an external organization to conduct an independent review or audit of the organization's actions
- Working with suppliers to measure the effectiveness of their actions to address forced labour and child labour, including by tracking relevant performance indicators
- Other, please specify.

**18. Please provide additional information on how the entity assesses its effectiveness in ensuring that forced labour and child labour are not being used in its activities and supply chains (if applicable). (1,500 character limit).**

As this is the first year of reporting, additional assessment tools will be developed during FY2024/25. New policies and procedures will include regular review in accordance with the University's governance requirements.

**ATTESTATION**

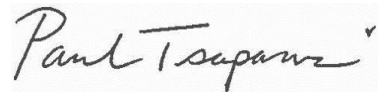
**TO:** Minister of Public Safety, The Honourable Dominic LeBlanc, MP

**RE:** Bill S-211

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I confirm that, on April 30, 2024, the Board of Governors for York University (the “University”) approved the University’s Annual Report as required by Part 2 of the Fighting Against Forced Labour and Child Labour in Supply Chains Act, S.C. 2023, c. 9.

I further confirm that the Board of Governors is the governing body of the University with authority to approve such Annual Report, pursuant to s. 10 of the York University Act, 1965.



Paul Tsaparis  
Chair, York University Board of Governors

Dated 16 May 2024