

# MOUNT SAINT VINCENT UNIVERISTY

## REPORT UNDER THE FIGHTING AGAINST FORCED LABOUR AND CHILD LABOUR IN SUPPLY CHAINS ACT

### INTRODUCTION

This report has been prepared for the financial year ended March 31, 2024, pursuant to Section 11 of the *Fighting Against Forced Labour and Child Labour in Supply Chains Act* (the "**Act**"). This report describes the steps that Mount Saint Vincent University (the "**Mount**") has taken to prevent and reduce the risk of forced labour and child labour in the Mount's supply chain.

The Mount's Board of Governors approved this report as attested below on May 31, 2024.

### 1. STRUCTURE, ACTIVITIES, AND SUPPLY CHAINS

#### The Mount's Structure

Mount Saint Vincent University is incorporated under the *Mount Saint Vincent University Act* in the Province of Nova Scotia.

#### The Mount's Business & Activities

The Mount is engaged in the delivery of educational services to a global audience and advancing research, scholarly work, and professional activity among faculty, staff and students. The Mount is known for its distinctive programs, access to high-quality faculty members and opportunities to be involved in research and community service. The Mount offers undergraduate degrees in liberal arts and sciences, education, and an array of professional programs including Applied Human Nutrition, Business Administration, Child and Youth Study, Family Studies and Gerontology, Public Relations and Tourism and Hospitality Management. In addition, co-operative education is offered in three of these professional programs and graduate programs build on and enhance undergraduate program strengths.

The Mount's purposes include:

- The advancement of women and girls, inspired by its strong tradition of social responsibility.
- The delivery of academic excellence through a rich and rewarding university experience.
- The pursuit of knowledge: scholarship, teaching and intellectual endeavours of the highest quality.
- The promotion of accessibility through flexible learning opportunities and services.

At present, the Mount has a single location in Halifax, Nova Scotia but conducts research in various parts of the world and offers distance education to a global community as part of its flexible learning options for students.

### The Mount's Supply Chain

In fiscal 2024, the Mount purchased and imported goods primarily from the United States and Germany. The Mount imported goods related to research inputs such as chemicals, laboratory supplies and laboratory equipment. A variety of other small dollar value items were also imported.

The Mount's supply chain includes a wide range of products and services spanning across various sectors including, primarily, contracted services, textbooks, chemicals and other laboratory supplies, repair materials, laboratory and other equipment, and utilities. The Mount aims to source locally to the greatest extent possible.

## **2. POLICIES & DUE DILIGENCE PROCEDURES**

All of the Mount's procurement contracts require suppliers to adhere to all applicable laws, including all federal, provincial, municipal, local, or other laws, rules, statutes, regulations, orders, codes, judgments, decrees, treaties or other requirements having the force of law.

### Standard Supplier Terms & Conditions

The Mount utilizes a set of standard terms and conditions with all purchase orders and for all suppliers and includes technical issues such as responsibilities for providing services or product in accordance with laws and statutes of Nova Scotia including all Workers' Compensation and Employment insurance laws and all other applicable laws, codes, regulations, rules and orders. It addresses warranties and defects, indemnities, limitations on contract re-assignment, ethical behavior and acts beyond the control of the Mount or supplier.

While the Terms & Conditions do not currently and explicitly reference requirements related to forced/child labour, we are in the process to revising the document to do so.

The Terms & Conditions can be found on the Mount's website, available at this [link](#).

### Code of Conduct, Conflict of Interest Policy, and Whistleblower Policy

The Mount has a Code of Conduct Policy and a Conflict of Interest Policy which covers the activities of faculty and staff, Board of Governors members, Senior administrators and students. The purpose is to ensure individuals conduct themselves in an ethical and professional manner and that the commitment to academic excellence is built on a foundation of accountability and respectful working relationships.

In addition, under the Mount's Safe Disclosure Policy (Whistleblower Policy), employees, students, and other members of the Campus community are given an avenue to disclose information about behaviour, which the individual believes shows wrongdoing, and to ensure that the individual is protected from retaliation when making such an allegation. Disclosures can be made to a confidential email established for this purpose that is monitored by the Chair of the University Audit and Risk Committee.

### **3. FORCED LABOUR AND CHILD LABOUR RISKS**

The Mount has considered the issue of forced and child labour being utilized in supply chains and considered how its policies and procedures could be amended to better address and prevent forced and child labour in its own supply chains. A listing of imported goods was obtained from the Mount's broker and review has begun to determine potential risk areas. Consultation was undertaken with a variety of parties within the Mount including staff in Procurement Services, Bookstore, Library, Finance and Senior Administration as well as external consultants (legal counsel) and other colleagues in the university sector. Consultation also took place with the Mount's shared buying group, Interuniversity Services Inc., which conducted an environmental scan of materials to educate its members on the issue.

In future years, the Mount plans to implement practices and policies to identify and manage risks of forced labour and child labour in its supply chain, including:

- Establishing a separate Supplier Code of Conduct that explicitly addresses forced and child labour and requires attestation from suppliers that they have their own policies and procedures to ensure their supply chain is free from forced and child labour;
- Expanding the Terms & Conditions document that accompanies every purchase order to explicitly address Forced and Child Labour;
- Creating awareness on our campus of the issues related to Forced and Child Labour and the risk potential in supply chains;
- Completing the analysis of the Mount's supply chains and identifying risk areas and strategies to mitigate the risks;
- Reviewing other policies such as the Code of Conduct and Conflict of Interest policies to determine if their scope should be broadened to include other third parties.

### **4. REMEDIATION MEASURES**

To date, the Mount has not become aware of any forced labour or child labour in its activities and supply chains. As a result, the Mount has not taken any remedial measures, and therefore has not taken any remedial measures with respect to loss of income as a result of efforts to reduce forced and child labour.

### **5. TRAINING**

The Mount has undertaken some basic training through attendance of webinars on the topic for some personnel in Financial Services, Procurement Services and senior administration.

The Mount has not yet implemented formal training on forced labour and child labour but plans to begin implementing formal training beginning in fiscal 2025.

### **6. ASSESSING EFFECTIVENESS**

The Mount is committed to addressing the risks of forced and child labour in our supply chains. As discussed above, the Mount has not become aware of any risks of forced labour or child labour in its supply chains. In order to assess the effectiveness of its efforts, the Mount will document any incidents of forced and or child labour should they be identified.

**ATTESTATION**

This Report was approved pursuant to subparagraph 11(4)(a) of the Act by the Board of Directors of Mount Saint Vincent University.

In accordance with the requirements of the Act, and in particular section 11 thereof I, the undersigned, attest that I have reviewed the information contained in the report for the entity specified below. Based on my knowledge, and having exercised reasonable diligence, I attest that the information in the report is true, accurate, and complete in all material respects, for the purposes of the Act, for the reporting year specified above.

I make the above attestation in my capacity as the Chair of the Board of Directors of Mount Saint Vincent University for and on behalf of the Board of Directors of Mount Saint Vincent University.

I have the authority to bind Mount Saint Vincent University.

**MOUNT SAINT VINCENT UNIVERSITY**

Per:



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Name: Tyrone Cotie  
Title: Chair of the Board  
Date: May 31, 2024