



**SNC • LAVALIN**

**SUPPLIER COMPLIANCE PACKAGE**

# **SUPPLIER COMPLIANCE PACKAGE**

## **GOODS PROVIDERS**



**RELEASE DATE: May 2016**

Dear Supplier:

In order to promptly register your company as a supplier to SNC-Lavalin Operations & Maintenance Inc. (SNCL O&M) and to ensure timely payment of your invoices, we require that the Supplier provides the requested information and agrees to the various terms included in the enclosed Supplier Compliance Package (“SCP”) **PRIOR** to any purchase orders being issued or work commencing.

<b><u>PART A</u></b> <b>GENERAL PACKAGE</b>	<b>Sections 1- 3 are to be completed and submitted to your local SNCL O&amp;M representative for processing.</b>
Section 1	SUPPLIER CONTACT INFORMATION SHEET
Section 2	TRADE CODE LIST
Section 3	SUPPLIER AFFIRMATION

<b><u>PART B</u></b> <b>SCHEDULES</b>	<b>Schedules 1-2 are for the Supplier to review and retain. The Schedules do not need to be returned to SNCL O&amp;M.</b>
Schedule 1	CODE OF BUSINESS CONDUCT
Schedule 2	SUPPLIER UPDATES



Supplier Compliance Goods Package Facilities Management	Approved & Issued by: Sr. Manager, Performance and Quality
Issue & Revision Date: May 3 2016 Version 2.0	SCP-SP-Protrans BC -2.0

## Section 1: Supplier Contact Information Sheet

### Company Information

Is this application for                      Head Office                       Branch                       Franchise

Preferred language of correspondence                      English                       French

Name Company: \_\_\_\_\_  
*Full legal company name*

Company Mailing address: \_\_\_\_\_  
*Street Address/Box No.*

Unit or Suite No.: \_\_\_\_\_                      City: \_\_\_\_\_

Province/State: \_\_\_\_\_                      Postal Code or Zip Code: \_\_\_\_\_

**Main Contact Name:** \_\_\_\_\_                      Title: \_\_\_\_\_  
*First and last name*

Phone No.: \_\_\_\_\_                      Fax No.: \_\_\_\_\_

Email: \_\_\_\_\_                      Mobile No.: \_\_\_\_\_

**Emergency Contact Name:** \_\_\_\_\_                      Title: \_\_\_\_\_  
*First and last name*

Phone No.: \_\_\_\_\_                      Fax No.: \_\_\_\_\_

Email: \_\_\_\_\_                      Mobile No.: \_\_\_\_\_

Preferred method of communication for Work Orders and Purchase Orders                       Email                       Fax

**Work Order to be sent to:**                       Check if same as Main Contact

Phone No.: \_\_\_\_\_                      Fax No.: \_\_\_\_\_

Contact Name: \_\_\_\_\_                      Email: \_\_\_\_\_

**Purchase Order to be sent to:**                       Check if same as Main Contact

Phone No.: \_\_\_\_\_                      Fax No.: \_\_\_\_\_

Contact Name: \_\_\_\_\_                      Email : \_\_\_\_\_

**Remittance Address Information** (*Complete if different from above Company Mailing address*)

Street Address or Box No.: \_\_\_\_\_                      Unit or Suite No.: \_\_\_\_\_

City: \_\_\_\_\_                      Province or State: \_\_\_\_\_

Postal Code or Zip Code: \_\_\_\_\_                      Phone No.: \_\_\_\_\_

Email: \_\_\_\_\_                      Fax No.: \_\_\_\_\_

**Tax Information**

Currency: CAD     USD     Other     Specify: \_\_\_\_\_

GST No.: \_\_\_\_\_                      HST No.: \_\_\_\_\_

PST No.: \_\_\_\_\_                      QST No.: \_\_\_\_\_

Payment Method: Cheque

**Electronic Funds Transfer**  (Please provide **signed** Wire Payment Instructions on Company letterhead)

Exempt:

Indicate reason for tax exemption: \_\_\_\_\_



**SECTION 2 TRADE CODE LIST**

<sup>1</sup> For Ontario Suppliers affected by Bill 119 - For clarification on whether a service is affected by Bill 119, Suppliers can contact WSIB directly.

<sup>2</sup> Bill 119 Exemptions

<b>CLEANING SERVICES</b>	<b>DOORS AND WINDOWS</b>	<b>SITE WORK</b>
<input type="checkbox"/> Carpet Cleaning	<input type="checkbox"/> Door/Frame/Hardware <sup>1</sup>	<input type="checkbox"/> Dock Levelers <sup>1</sup>
<input type="checkbox"/> Cleaning - High (Ceilings/Beams)	<input type="checkbox"/> Glass Installation/Repair <sup>1</sup>	<input type="checkbox"/> Dock Locks <sup>1</sup>
<input type="checkbox"/> Door Mat Service	<input type="checkbox"/> Impact Door <sup>1</sup>	<input type="checkbox"/> Fencing
<input type="checkbox"/> Fabric/Upholstery Cleaning	<input type="checkbox"/> Locksmith	<input type="checkbox"/> Flags/Flagpoles
<input type="checkbox"/> Graffiti Removal	<input type="checkbox"/> Overhead Doors (Motor/Manual) <sup>1</sup>	<input type="checkbox"/> Landscaping/Grounds Maintenance <sup>2</sup>
<input type="checkbox"/> Janitorial Services	<input type="checkbox"/> Window/Frame/Hardware <sup>1</sup>	<input type="checkbox"/> Lawn Sprinkler Systems <sup>1</sup>
<input type="checkbox"/> Janitorial Supplies		<input type="checkbox"/> Paving/Line Painting <sup>1</sup>
<input type="checkbox"/> Linen Service	<b>CONVEYING SYSTEMS</b>	<input type="checkbox"/> Septic Tanks/Pumping <sup>1</sup>
<input type="checkbox"/> Power/Pressure Washing	<input type="checkbox"/> Conveyor System Monitoring	<input type="checkbox"/> Site Drainage/Catch Basins <sup>1</sup>
<input type="checkbox"/> Special Cleaning (High Tech/Bio)	<input type="checkbox"/> Conveyor System Service <sup>1</sup>	<input type="checkbox"/> Snow Clearing/Removal
<input type="checkbox"/> Special Cleaning (Restoration)	<input type="checkbox"/> Elevator/Escalator Maintenance Service <sup>1</sup>	
<input type="checkbox"/> Special Cleaning Other	<input type="checkbox"/> Elevator Alarm Monitoring	<b>BUILDING OPERATIONS</b>
<input type="checkbox"/> Window Cleaning <sup>1</sup>		<input type="checkbox"/> Courier/Delivery <sup>2</sup>
<b>WASTE/RECYCLING</b>	<b>ELECTRICAL</b>	<input type="checkbox"/> Equipment Supplier/Rental <sup>1</sup>
<input type="checkbox"/> Hazardous Material Pickup	<input type="checkbox"/> Electrical - High Voltage (> 600 volts) <sup>1</sup>	<input type="checkbox"/> Furniture Installation <sup>1</sup>
<input type="checkbox"/> Recycling	<input type="checkbox"/> Electrical - Low Voltage (< 600 volts) <sup>1</sup>	<input type="checkbox"/> Office Moves <sup>1</sup>
<input type="checkbox"/> Skid Removal	<input type="checkbox"/> General Electrical <sup>1</sup>	<input type="checkbox"/> Property Management <sup>2</sup>
<input type="checkbox"/> Waste - Grease	<input type="checkbox"/> Electrical Supplies <sup>1</sup>	<input type="checkbox"/> Office - Supplies
<input type="checkbox"/> Waste Removal	<input type="checkbox"/> Generator (Standby/Emergency Power) <sup>1</sup>	<input type="checkbox"/> Health & Safety - Supplies
	<input type="checkbox"/> Lighting <sup>1</sup>	<input type="checkbox"/> Industrial - Supplies
<b>SECURITY</b>	<input type="checkbox"/> Uninterrupted Power Supply <sup>1</sup>	<input type="checkbox"/> Signage <sup>1</sup>
<input type="checkbox"/> Access Cards	<b>FIRE AND LIFE SAFETY</b>	<input type="checkbox"/> Uniforms <sup>2</sup>
<input type="checkbox"/> Bank Vaults	<input type="checkbox"/> Fire Alarm Monitoring	<b>SPECIALTIES</b>
<input type="checkbox"/> Cash Management Dispenser	<input type="checkbox"/> Fire Alarm Systems	<input type="checkbox"/> Dining Services <sup>2</sup>
<input type="checkbox"/> CCTV Systems	<input type="checkbox"/> Fire Protection Equipment	<input type="checkbox"/> Emergency Services <sup>1</sup>
<input type="checkbox"/> Night Depository		<input type="checkbox"/> Falconry Services <sup>2</sup>
<input type="checkbox"/> Safety Deposit Boxes	<b>MECHANICAL</b>	<input type="checkbox"/> Fuel Storage/Delivery/Cleaning <sup>1</sup>
<input type="checkbox"/> Security Guards	<input type="checkbox"/> Air Duct Cleaning <sup>1</sup>	<input type="checkbox"/> Interior Plant Care <sup>2</sup>
<input type="checkbox"/> Security System	<input type="checkbox"/> Building Automated System (BAS) <sup>1</sup>	<input type="checkbox"/> Laboratory Tests (non environmental) <sup>2</sup>
<input type="checkbox"/> Security System Monitoring	<input type="checkbox"/> HVAC - Chillers/Cooling Towers <sup>1</sup>	<input type="checkbox"/> Pest Control <sup>2</sup>
<b>CONSTRUCTION / RESTORATION</b>	<input type="checkbox"/> HVAC - Heating / Boilers <sup>1</sup>	<input type="checkbox"/> Roof Anchors/Davits/Swing stage <sup>1</sup>
<input type="checkbox"/> Carpentry / Millwork <sup>1</sup>	<input type="checkbox"/> HVAC - Mechanical Contractor <sup>1</sup>	<input type="checkbox"/> Space Measuring <sup>1</sup>
<input type="checkbox"/> Construction/Restoration - Heritage <sup>1</sup>	<input type="checkbox"/> HVAC - Supplies <sup>1</sup>	<input type="checkbox"/> Wildlife Services/Permits/Reports <sup>2</sup>
<input type="checkbox"/> Construction/Restoration - Structure <sup>1</sup>	<input type="checkbox"/> Mechanical - Monitoring (Other) <sup>1</sup>	
<input type="checkbox"/> Demolition <sup>1</sup>	<input type="checkbox"/> Mechanical Equipment Testing <sup>1</sup>	<b>INTERIOR FINISHES</b>
<input type="checkbox"/> Excavation - Watermains & Sewers <sup>1</sup>	<input type="checkbox"/> Mechanical Inspections <sup>1</sup>	<input type="checkbox"/> Flooring/Carpet Installation <sup>1</sup>
<input type="checkbox"/> General Contractor - Small Projects <sup>1</sup>	<input type="checkbox"/> Mechanical Pumps (Service/Repair) <sup>1</sup>	<input type="checkbox"/> Interior Walls/Ceilings <sup>1</sup>
<input type="checkbox"/> General Maintenance/Handyman <sup>1</sup>	<input type="checkbox"/> Mechanical Supplies <sup>1</sup>	<input type="checkbox"/> Interior Painting <sup>1</sup>
<input type="checkbox"/> Masonry/Brick Rest - General <sup>1</sup>	<input type="checkbox"/> Plumbing <sup>1</sup>	<input type="checkbox"/> Window Coverings <sup>1</sup>
<input type="checkbox"/> Masonry/Brick Rest - Heritage <sup>1</sup>	<input type="checkbox"/> Plumbing Supplies <sup>1</sup>	
<input type="checkbox"/> Equipement Maintenance <sup>1</sup>	<input type="checkbox"/> Refrigeration <sup>1</sup>	<b>ENVIRONMENTAL</b>
<b>BUILDING/ENVELOPE</b>	<input type="checkbox"/> Water Treatment (HVAC) <sup>1</sup>	<input type="checkbox"/> * Environmental Remediation - Asbestos
<input type="checkbox"/> Exterior Finishes <sup>1</sup>	<input type="checkbox"/> Water Treatment (Potable) <sup>1</sup>	<input type="checkbox"/> * Environmental Remediation - Bio Hazard
<input type="checkbox"/> Doors/Windows <sup>1</sup>	<input type="checkbox"/> Water Treatment Supplies <sup>1</sup>	<input type="checkbox"/> * Environmental Remediation - Fuel/Chem
<input type="checkbox"/> Roof <sup>1</sup>		<input type="checkbox"/> * Environmental Remediation - Mould
<input type="checkbox"/> Roof Drainage (Eaves) <sup>1</sup>	<b>INFORMATION TECHNOLOGY</b>	<input type="checkbox"/> * Environmental Reports/Lab. Analysis
<b>PARKING</b>	<input type="checkbox"/> Arts/Media <sup>2</sup>	
<input type="checkbox"/> Parking Lot Maintenance	<input type="checkbox"/> Information Technology Systems <sup>2</sup>	<b>CONSULTANTS</b>
<input type="checkbox"/> Parking Lot Operator	<input type="checkbox"/> Reproduction - Copying <sup>2</sup>	<input type="checkbox"/> * Consult - Environmental
	<input type="checkbox"/> Telecommunications <sup>2</sup>	<input type="checkbox"/> * Consult - Heritage
<b>OTHER SPECIFY:</b>	<input type="checkbox"/> Vault Access <sup>2</sup>	<input type="checkbox"/> * Consult - Landscape
_____		<input type="checkbox"/> * Consult - Mechanical
		<input type="checkbox"/> * Consult - Other
		<input type="checkbox"/> * Consult - Roofing
		<input type="checkbox"/> * Consult - Structural



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## Section 3: Supplier Affirmation

By submitting this Supplier Compliance Package, I, the undersigned, agree and certify that:

- ✓ I am duly authorized to provide the information requested herein and declare that all the information provided is true and correct in all respects.
- ✓ Supplier is responsible to advise SNCL O&M of any update to the submitted information as changes occur.
- ✓ Supplier has received and shall comply with the **Code of Business Conduct - Goods**, which has been enclosed as Schedule 1.
- ✓ Submission of the Supplier Compliance Package does not constitute an obligation on the part of SNCL O&M to purchase any goods or services from Supplier.
- ✓ Any future work orders or purchase orders placed with Supplier will be governed by the terms of the enclosed Supplier Compliance Package unless an alternative written agreement has been executed between Supplier and SNCL O&M or until SNCL O&M requests the completion of an updated Supplier Compliance Package.

\_\_\_\_\_  
**SUPPLIER'S COMPANY NAME**

\_\_\_\_\_  
**PRINT NAME**

\_\_\_\_\_  
**TITLE / POSITION**

\_\_\_\_\_  
**AUTHORIZED SIGNATURE**

\_\_\_\_\_  
**DATE**



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# Schedule 1: Code of Business Conduct

## **CODE OF CONDUCT**

It is the policy of SNCL O&M Inc (hereafter « SNCL O&M ») to maintain the highest standard of ethics in the conduct of its business. Our Clients demand this level, both from SNCL O&M and from any Supplier or sub-contractor, hereinafter referred to as «Supplier» engaged by SNCL O&M to provide goods or services to our Clients. The provisions of this Code of Conduct are mandatory and full compliance is expected of any Supplier as a condition of doing business with SNCL O&M or its Clients. Supplier must ensure that its employees, agents, and sub-contractors engaged the supply of goods to SNCL O&M or its Clients comply with this Code of Conduct.

SNCL O&M is firmly committed to the ethical production of products bearing its trademarks, logo, or any registered branding and to ensuring that such articles are produced in an ethical manner consistent with international labour standards.

This Code shall include all persons or entities that have entered a written agreement with SNCL O&M to manufacture or provide products bearing the name, trademark and/or images of SNCL O&M, or for the manufacture, provision or distribution any product or goods currently sold to SNCL O&M for use in its facility management portfolios

Supplier agrees to not perform any services (including the on-site installation, repair, upgrade or modification) beyond the supply and delivery of goods to the SNCL O&M location identified on the purchase order. It shall be the responsibility of Supplier to request and provide written compliance to SNCL O&M's Supplier Compliance Package for Service Providers prior to the rendering of any services.

## **STANDARDS**

Supplier must operate workplaces in conditions that are in accordance with the following minimum standards and practices:

### **1.0 LEGAL COMPLIANCE**

Supplier must comply with all governing legislation requirements of the country in which the products are manufactured, including compliance with all applicable occupational health and safety acts, and environmental laws. Wherever this Code and such legislation of the country of manufacture conflict or differ, the higher standard shall prevail.

### **2.0 ETHICAL PRINCIPLES**

Supplier shall commit to conducting their business in a manner which clearly is in accordance to a set of ethical standards which include, but are not limited to, honesty, integrity, trustworthiness, and respect for the value of each individual.

### **3.0 LABOUR AND EMPLOYMENT STANDARDS**

Supplier shall ensure that all workers involved in the production of goods for use by SNCL O&M are employed in accordance with the labour laws in the country of manufacture and under standards maintained by International Labour Organizations and at minimum, shall legally be considered an adult, have voluntarily undertaken such work, are working without undue risk of physical harm, are fairly compensated for their labour and are not exploited in any way.

### **4.0 FULL DISCLOSURE & REMEDIAL MEASURES**

Supplier shall ensure that full disclosure is made immediately to SNCL O&M upon knowledge of any breaches of adherence to this policy and shall ensure that immediate steps are taken to remedy the situation under a corrective action plan, the terms of which are acceptable to SNCL O&M.

SNCL O&M reserves the right to cease doing business with any Supplier and their sub-contractors who continues to conduct its business in violation of this Code of Conduct.

### **5.0 COMPLIANCE & VERIFICATION**

It shall be the responsibility of the Supplier to ensure its compliance with this Code and to verify that its sub-contractors or suppliers are in compliance with this Code.

SNCL O&M reserves the right to audit the practices, activities and work sites of Supplier and its sub-contractors or suppliers.



## Schedule 2: Supplier Updates

### **Supplier Information Changes**

Please note that you must communicate directly with your local SNCL O&M representative with respect to any changes to your business. The representative will advise you directly on the necessary required documents to be completed and submitted. Verbal change notifications will not be processed.