

SUPPLIER COMPLIANCE PACKAGE

GOODS PROVIDERS



RELEASE DATE: January 2016

Dear Supplier:

In order to promptly register your company as a supplier to Protrans BC Operations Ltd. (“Protrans”) 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.

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

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



Supplier Compliance Service Package Facilities Management	Approved & Issued by: Sr. Director, Strategic Procurement
Issue & Revision Date: January 11 2016 Version 2	SCP-SP-Protrans BC -2

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/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.: _____

Exempt:

Indicate reason for tax exemption: _____



SECTION 2 TRADE CODE LIST

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

² Bill 119 Exemptions

CLEANING SERVICES

- Carpet Cleaning
- Cleaning - High (Ceilings/Beams)
- Door Mat Service
- Fabric/Upholstery Cleaning
- Graffiti Removal
- Janitorial Services
- Janitorial Supplies
- Linen Service
- Power/Pressure Washing
- Special Cleaning (High Tech/Bio)
- Special Cleaning (Restoration)
- Special Cleaning Other
- Window Cleaning ¹

WASTE/RECYCLING

- Hazardous Material Pickup
- Recycling
- Skid Removal
- Waste - Grease
- Waste Removal

SECURITY

- Access Cards
- Bank Vaults
- Cash Management Dispenser
- CCTV Systems
- Night Depository
- Safety Deposit Boxes
- Security Guards
- Security System
- Security System Monitoring

CONSTRUCTION / RESTORATION

- Carpentry / Millwork ¹
- Construction/Restoration - Heritage ¹
- Construction/Restoration - Structure ¹
- Demolition ¹
- Excavation - Watermains & Sewers ¹
- General Contractor - Small Projects ¹
- General Maintenance/Handyman ¹
- Masonry/Brick Rest - General ¹
- Masonry/Brick Rest - Heritage ¹
- Equipement Maintenance ¹

BUILDING/ENVELOPE

- Exterior Finishes ¹
- Doors/Windows ¹
- Roof ¹
- Roof Drainage (Eaves) ¹

PARKING

- Parking Lot Maintenance
- Parking Lot Operator

OTHER SPECIFY:

DOORS AND WINDOWS

- Door/Frame/Hardware ¹
- Glass Installation/Repair ¹
- Impact Door ¹
- Locksmith
- Overhead Doors (Motor/Manual) ¹
- Window/Frame/Hardware ¹

CONVEYING SYSTEMS

- Conveyor System Monitoring
- Conveyor System Service ¹
- Elevator/Escalator Maintenance Service ¹
- Elevator Alarm Monitoring

ELECTRICAL

- Electrical - High Voltage (> 600 volts) ¹
- Electrical - Low Voltage (< 600 volts) ¹
- General Electrical ¹
- Electrical Supplies ¹
- Generator (Standby/Emergency Power) ¹
- Lighting ¹
- Uninterrupted Power Supply ¹

FIRE AND LIFE SAFETY

- Fire Alarm Monitoring
- Fire Alarm Systems
- Fire Protection Equipment

MECHANICAL

- Air Duct Cleaning ¹
- Building Automated System (BAS) ¹
- HVAC - Chillers/Cooling Towers ¹
- HVAC - Heating / Boilers ¹
- HVAC - Mechanical Contractor ¹
- HVAC - Supplies ¹
- Mechanical - Monitoring (Other) ¹
- Mechanical Equipment Testing ¹
- Mechanical Inspections ¹
- Mechanical Pumps (Service/Repair) ¹
- Mechanical Supplies ¹
- Plumbing ¹
- Plumbing Supplies ¹
- Refrigeration ¹
- Water Treatment (HVAC) ¹
- Water Treatment (Potable) ¹
- Water Treatment Supplies ¹

INFORMATION TECHNOLOGY

- Arts/Media ²
- Information Technology Systems ²
- Reproduction - Copying ²
- Telecommunications ²
- Vault Access ²

SITE WORK

- Dock Levelers ¹
- Dock Locks ¹
- Fencing
- Flags/Flagpoles
- Landscaping/Grounds Maintenance ²
- Lawn Sprinkler Systems ¹
- Paving/Line Painting ¹
- Septic Tanks/Pumping ¹
- Site Drainage/Catch Basins ¹
- Snow Clearing/Removal

BUILDING OPERATIONS

- Courier/Delivery ²
- Equipment Supplier/Rental ¹
- Furniture Installation ¹
- Office Moves ¹
- Property Management ²
- Office - Supplies
- Health & Safety - Supplies
- Industrial - Supplies
- Signage ¹
- Uniforms ²

SPECIALTIES

- Dining Services ²
- Emergency Services ¹
- Falconry Services ²
- Fuel Storage/Delivery/Cleaning ¹
- Interior Plant Care ²
- Laboratory Tests (non environmental) ²
- Pest Control ²
- Roof Anchors/Davits/Swing stage ¹
- Space Measuring ¹
- Wildlife Services/Permits/Reports ²

INTERIOR FINISHES

- Flooring/Carpet Installation ¹
- Interior Walls/Ceilings ¹
- Interior Painting ¹
- Window Coverings ¹

ENVIRONMENTAL

- * Environmental Remediation - Asbestos
- * Environmental Remediation - Bio Hazard
- * Environmental Remediation - Fuel/Chem
- * Environmental Remediation - Mould
- * Environmental Reports/Lab. Analysis

CONSULTANTS

- * Consult - Environmental
- * Consult - Heritage
- * Consult - Landscape
- * Consult - Mechanical
- * Consult - Other
- * Consult - Roofing
- * 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 Protrans 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 Protrans 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 Protrans or until Protrans 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 Protrans Inc (hereafter « Protrans ») to maintain the highest standard of ethics in the conduct of its business. Our Clients demand this level, both from Protrans and from any Supplier or sub-contractor, hereinafter referred to as «Supplier» engaged by Protrans 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 Protrans or its Clients. Supplier must ensure that its employees, agents, and sub-contractors engaged the supply of goods to Protrans or its Clients comply with this Code of Conduct.

Protrans 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 Protrans to manufacture or provide products bearing the name, trademark and/or images of Protrans, or for the manufacture, provision or distribution any product or goods currently sold to Protrans 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 Protrans location identified on the purchase order. It shall be the responsibility of Supplier to request and provide written compliance to Protrans'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 Protrans 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 Protrans 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 Protrans.

Protrans 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.

Protrans 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 Protrans 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.