



Actionmarguerite

Service & Compassion

**ACTIONMARGUERITE (SAINT-BONIFACE) INC. ANNUAL REPORT FOR APRIL 1, 2023 – MARCH 31, 2024
FIGHTING AGAINST FORCED LABOUR AND CHILD LABOUR IN SUPPLY CHAINS ACT**

Introduction

This is Actionmarguerite (Saint-Boniface) Inc.'s ("AMSB" or "Actionmarguerite") first annual report under the *Fighting Against Forced Labour and Child Labour in Supply Chains Act* (the "Act").

AMSB, located at 185 Despins Street in St. Boniface, is a bilingual long-term care facility providing a range of services to seniors and adults with physical disabilities and loss of autonomy.

Structure

Actionmarguerite is a Catholic health care facility established by the Sisters of Charity of Montreal "Grey Nuns." In 1935, the Grey Nuns established Centre hospitalier Taché Nursing Centre, until recently referred to as Taché Centre. Actionmarguerite is one of 13 health, social and human service agencies under the umbrella of the Réseau Compassion Network. Our mandate is to serve Winnipeg's Francophone population and deliver regional specialized services in three specific areas: dementia care with related behaviours, complex and chronic care, and care for those who suffer from an acquired brain injury. We also provide respite care and an Adult Day Centre for seniors and provide Supportive Housing services to 48 adults living in the community who can benefit from social interaction in a group setting.

Actionmarguerite operates under a service purchase agreement with the Winnipeg Regional Health Authority (the "WRHA") wherein the WRHA provides funding to Actionmarguerite for the provision of certain health services.

Beyond its core resident care functions, Actionmarguerite operates a cafeteria open to residents, staff, visitors, and the general public.

Activities to Which the Act Applies

Actionmarguerite is not in the primary business of producing, importing, or distributing goods. However, some of those activities are ancillary to the organization's operation and the Act applies to those activities.

Food services:

(a) Actionmarguerite operates an on-site meal service wherein its staff prepare the meals and then distribute them to residents.

(b) Actionmarguerite operates an on-site cafeteria wherein it prepares food and sells it to residents, staff, visitors, and the general public.

Supply Chain Underlying Actionmarguerite Activities

Shared Health is designated as the provincial health authority pursuant to *The Health System Governance and Accountability Act* (Manitoba).

Shared Health and WRHA are active members of HealthPRO, which is a national group purchasing organization. Through WRHA's membership, Actionmarguerite receives the benefit of HealthPRO's competitive bid processes and managed contracts.

Actionmarguerite utilizes these contracts to procure various clinical, housekeeping and maintenance supplies and services.

Actionmarguerite's onsite meal service relies on the Complete Purchasing Services (CPS), a third party who leverages the Avendra Group's strong supplier network for purchasing solutions relating to food products. While the meals are prepared by Actionmarguerite staff, CPS oversees competitive bid processes and contracts with suppliers to ensure the supply and delivery of raw materials to Actionmarguerite. A description of the direct and indirect suppliers that contribute goods/services to the goods produced and distributed through Actionmarguerite's onsite meal service and the source countries/regions of those goods/services, was not able to be ascertained for this annual report.

Policies and Due Diligence Processes in Relation to Forced Labour and Child Labour

Actionmarguerite currently does not have any policies or due diligence processes (as described in the *OECD Due Diligence Guidance for Responsible Business Conduct*) in place related to forced labour or child labour. In large part, this is because the procurement of goods is centralized at the provincial level, as described above. The provision of health services is highly regulated in Manitoba, which means that Actionmarguerite would have limited autonomy to establish its own procurement policies.

Actionmarguerite has hiring procedures that are designed to maintain compliance with federal immigration legislation and provincial employment legislation which addresses one form of child labour as defined in the Act i.e., *labour or services provided or offered to be provided by persons under the age of 18 years and that are provided or offered to be provided in Canada under circumstances that are contrary to the laws applicable in Canada*.

Actionmarguerite's hiring procedures are designed to maintain compliance with federal immigration legislation that requires permanent residency, citizenship, or a permit to work in Canada or the pending application for the same, and provincial legislation where Actionmarguerite must register to employ any foreign worker other than a Manitoba Provincial Nominee.

All prospective employees of Actionmarguerite are required to answer during their interview if they are legally authorized to work in Canada.

All prospective employees must attest on the application form that “The facts set forth in my application are true and complete. I understand that if employed, false or withheld statements shall be considered sufficient cause for dismissal.”

As a general practice Actionmarguerite does not employ people under the age of 18 years. However, Actionmarguerite cannot prohibit employing persons that are under the age of 18 years as that would be considered age discrimination. Actionmarguerite, has hiring procedures that are designed to maintain compliance with *The Employment Standards Code* (Manitoba) which non-exhaustively requires:

1. To not employ a person under the age of 13 years.

To employ a person that is 13 years or older but less than 16 years old requires a Work Readiness Certificate and/or a Child Employment Permit. The Work Readiness Certificate certifies the completion of the Young Worker Readiness Certificate Program which teaches young people about Employment Standards and Workplace Safety and Health requirements and includes a signed consent of their parent to the employment.

2. To not employ a person under the age of 16 years between the hours of 11:00pm and 6:00am or for more than 20 hours during a week of school.

All new hires are required to complete a criminal records check (including vulnerable sector search), and an adult abuse registry check (“Security Checks”). In Actionmarguerite’s screening processes, the age of a worker (and the corresponding obligations/restrictions for employing same under The Employment Standards Code (Manitoba)) would be identified when reviewing the Security Checks. If an applicant must commence employment before the Security Checks are obtained and provided to Actionmarguerite, the letter of offer to the applicant will contain a statement that the offer of employment is conditional on the return of satisfactory security check(s), as required, and the failure to return same on or before the date specified could result in the immediate termination of employment for cause. All candidates are asked the following during the interview process “A criminal record check for the vulnerable sector and an adult abuse registry check are conditions of employment. Is there any reason to expect that you may not have a satisfactory criminal record check or adult abuse registry check?”

Forced Labour and Child Labour Risks in Actionmarguerite’s Supply Chain

Because of the centralized supply chain as described above, Actionmarguerite has not conducted a formal assessment of forced labour and child labour risks in its supply chain. However, Actionmarguerite has no reason to believe that there is a material risk of such labour being used in its supply chain.

Remediation Measures/Remediation of Loss of Income

Actionmarguerite did not undertake any measures to remediate any forced labour or child labour in its activities and supply chains in the previous fiscal year, as it did not identify any instances of such labour in its supply chain.

