

## ANNUAL REPORT

### Purpose

This annual report for the 2023 financial year has been created by Loyalist College of Applied Arts and Technology (“**Loyalist**”) for the sole purpose of meeting its obligations and reporting requirements for entities pursuant to the *Fighting Against Forced Labour and Child Labour in Supply Chains Act*, SC 2023, c 9 (the “**Act**”).

### Organizational Structure, Activities, and Supply Chains

Loyalist is an Ontario Crown agency that administers post-secondary and continuing education programs and apprenticeships on their campuses in Belleville, Bancroft, and Port Hope, Ontario, Canada.

Pursuant to this, Loyalist imports goods including library materials, spa supplies, promotional materials, construction supplies, culinary supplies, class furniture, media equipment, facilities material, information technology equipment, clothing, and esthetic supplies from both domestic and global suppliers. These suppliers in some instances have their own supply chains, including overseas.

Loyalist sells certain goods on campus which are sold through their food market. Loyalist also sells apparel on campus and online.

### Policies and Due Diligence Processes

Loyalist maintains general due diligence processes that promote responsible, ethical and legal procurement practices, including with respect to labour practices within the supply chain. Procurement is subject to the following:

- (a) Loyalist’s Procurement Services Policy expressly includes its commitment to incorporating sustainability, workforce development, social responsibility, and fair labour into its procurement practices.
- (b) Loyalist’s Procurement Procedure expressly incorporates its commitment to environmentally sustainable products and service, including when sourcing clothing. This includes requesting that potential suppliers demonstrate adherence to fair labour and responsible sourcing practices, such as those outlined by the Fair Labor Association, by providing their code of conduct or evidence of their affiliation with the Fair Labor Association or similar standard-setting body for apparel suppliers.
- (c) Loyalist abides by the Broader Public Sector Procurement Directive (Ontario), including its Supply Chain Code of Ethics. The Supply Chain Code of Ethics affirms the Loyalist commitment to work continuously to improve its supply chain policies and procedures, to improve their supply chain knowledge and skill levels, and to share leading practices to ensure an ethical, professional, and accountable supply chain.

Loyalist’s general recruitment policy states that it will abide by and ensure that the recruitment and selection of qualified applicants is conducted in accordance with all legislative requirements. In addition, Loyalist maintains workplace policies and procedures to operate in compliance with provincial employment standards, human rights, and occupational health and safety legislation.

Loyalist's bookstore is operated by a third-party. The third-party organization has Vendor Code of Conduct that obliges the third party to purchase from merchandisers, like Loyalist, who share their commitment to fair labour.

### **Steps Taken in Prior Financial Year**

The above due diligence processes and policies were in place in the prior financial year. In addition, and in consultation with an external party with expertise in sustainable procurement, Loyalist has developed a roadmap to adopting further sustainable procurement measures. As part of this roadmap, Loyalist has developed a supplier code of conduct that expressly requires suppliers to not engage in forced or child labour.

Loyalist is in the process of determining how to implement the roadmap and supplier code of conduct into their procurement process.

### **Forced Labour and Child Labour Risks**

Moving forward, Loyalist will be working to identify specific risks of forced labour and child labour that may exist in its supply chain. It is aware that there may be higher risks associated with certain regions, goods, and industries.

### **Remediation Measures**

Loyalist has not identified any forced labour or child labour in its activities or supply chains. As such, it has not undertaken any remediation measures.

### **Remediation of Loss of Income**

Loyalist has not identified any loss of income to vulnerable families resulting from measures taken to eliminate the use of forced labour or child labour in its activities and supply chains. As such, it has not undertaken any income remediation measures.

### **Training Provided to Employees**

Loyalist provides employee training both as part of its onboarding process and training is refreshed for employees every three to five years. This includes training with respect to safe, ethical, and legally-compliant workplace practices and policies. Loyalist is in the process of assessing what forced labour and child labour-related training may be appropriate.

### **Effectiveness Assessment**

Loyalist currently does not have specific policies and procedures in place to assess its effectiveness in reducing and/or eliminating the risk of child labour and/or forced labour in its supply chain.

### **Approval and Attestation**

In accordance with the requirements of the Act, and in particular section 11 thereof, I attest that I have reviewed the information contained in the report for the entity listed above. 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 listed above.

**IN WITNESS WHEREOF** the authorized signing officer(s) of by Loyalist College of Applied Arts and Technology have executed this report as of the effective date of the signature set out below.

SIGNED

Date: May 30, 2024

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**LOYALIST COLLEGE OF APPLIED ARTS AND TECHNOLOGY**

**Per:** Jennifer May Anderson

**Name:** Jennifer May-Anderson

**Title:** Chair, Board of Governors

I have authority to bind Loyalist College of Applied Arts and Technology