

Fighting Against Forced Labour and Child Labour in Supply Chains Act Statement 2023



International Airport
Authority



Administration de
l'aéroport international

Ottawa

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About this Report

This report was prepared by the Ottawa International Airport Authority (“**OIAA**” or the “**Authority**”) pursuant to Section 11 of Canada’s *Fighting Against Forced Labour and Child Labour in Supply Chains Act*. This is our first statement, which summarizes the actions taken in identifying and assessing such labour risks within our operations and supply chains, during the financial year ending December 31, 2023.

The Authority’s Board of Directors approved this report as attested below on April 17, 2024.

Introduction

OIAA recognises that forced labour and child labour is a complex global issue prevalent in every industry, including those utilised in our operations and supply chain. We have an active role to play as a responsible corporate entity to ensure human rights are protected and to treat our employees, contractors, supply chain workers and communities in which we operate with respect and dignity. Since the inception of the *Fighting Against Forced Labour and Child Labour in Supply Chains Act*,

OIAA has worked to identify a path forward to assess and address these risks within our operations to maintain responsible and transparent supply chains.

This introductory report details our current state and serves as a benchmark on this journey to deepen our understanding of any current or potential risks and allows us the opportunity to devise an action plan to build on as we progress forward.



Child Labour¹

'Child Labour' means 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; are provided or offered to be provided under circumstances that are mentally, physically, socially or morally dangerous to them; interfere with their schooling by depriving them of the opportunity to attend school, obliging them to leave school prematurely or requiring them to attempt to combine school attendance with excessively long and heavy work; or constitute the worst forms of child labour.

Forced Labour¹

'Forced Labour' means labour or service provided or offered to be provided by a person under circumstances that could reasonably be expected to cause the person to believe their safety, or the safety of a person known to them would be threatened if they failed to provide or offer to provide the labour or service; or constitute forced or compulsory labour.

¹ Fighting Against Forced Labour and Child Labour in Supply Chains Act ([justice.gc.ca](https://www.justice.gc.ca))



Our Structure

The OIAA manages, operates, and develops airport facilities and lands in support of the economic growth of Canada's Capital Region. The Authority is a not-for-profit and non-share capital corporation established in 1996 as part of the National Airports Policy, which transferred the management and operation of major airports from Transport Canada to local airport authorities. The Authority assumed responsibility for the Ottawa Macdonald–Cartier International Airport (“**YOW**”) on February 1, 1997. The Authority is governed by a board of directors, consisting of 14 directors.

Our Activities

The adoption of the National Airports Policy in 1994 resulted in the creation of local airport authorities across the country. These authorities were created with community-nominated boards of directors that are tasked with overseeing the conduct of the business and supervising management of their local facility to ensure that long-term goals and strategies are met. The Authority does not receive any government funding for its operations.

The Authority's mandate is to operate, maintain, and improve the Airport in a financially self-sufficient manner, while also promoting economic development and tourism in the region. The Authority is managed by a team of approximately 200 employees who work in various areas such as operations, security, maintenance, customer service and administration. As of December 31, 2023, the OIAA had CAD \$483 million in assets and generated CAD \$145 million in gross revenue.

Purpose

Building on teamwork and sustainability, YOW safely connects people, moves goods, and creates economic prosperity for our community.



About Us

Purpose

Building on teamwork and sustainability, YOW safely connects people, moves goods, and creates economic prosperity for our community.

Our Values

The Authority conducts its business with:
Responsibility;
Sustainability;
Accountability; and
Integrity.

Vision

To be the world class gateway for Canada's Capital Region and an economic engine that drives prosperity for our community.

Mission

The Authority is a leader in providing quality, safe, secure, sustainable, and affordable air transportation services to the airport's customers and communities and being a driver of economic growth within Canada's Capital Region.

Governance and Training

OIAA has a well-developed governance framework consisting of structure, reporting lines, systems, and processes to ensure that best practices are met, our objectives are achieved, risks are managed, and regulatory compliance is achieved. We are committed to high standards of ethical conduct and supporting a culture of ethical behaviour.

We have policies, procedures, and standards in place to assist OIAA in upholding and protecting human rights. These policies apply to members of the Board of Directors, senior management and employees. They also guide engagement with our suppliers. OIAA employees receive training through their onboarding in several areas in relation to their obligations including but not limited to:

- **Code of Business Conduct**
The Code of Business Conduct sets the standard for how we work together to operate the airport in a safe, responsible, and secure manner, while maintaining high ethical standards.
- **Workplace Harassment and Violence Prevention Policy**
The Workplace Harassment and Violence Prevention Policy documents our commitment to providing a workplace that is safe, respectful, and free from unacceptable behaviour.
- **Fraud & Safe Disclosure Policy**
This policy ensures a culture that permits safe reporting of unethical behaviour. The policy outlines the process for reporting such behaviour either internally or anonymously through a third-party service.
- **Employment Equity Policy**
The Authority is committed to hiring, promoting and compensating in line with the principles of employment equity. This policy ensures that there are processes in place to ensure we are held accountable to these principles.
- **Fair Hiring Policy**
This policy is in place to ensure transparency in the hiring process and to avoid conflicts of interest in this respect.

- **Conflict of Interest Guidelines**

The Authority has in place comprehensive conflict of interest guidelines in order to avoid and manage conflicts, both actual and perceived. All members of the Board of Directors and employees receive conflicts training in hire and those employees who participate in contracting processes must regularly disclose circumstances that may risk conflicts of interest arising.

- **Hiring and Onboarding Program**

The Authority has a fulsome hiring and onboarding program to ensure that candidates are fully vetted prior to hire and fully trained in our ethics and compliance process early in their careers.

The OIAA has not yet implemented formal training courses on forced labour and child labour but plans to do so in the future.

Our Team

As of December 31, 2023, OIAA employed 259 persons who were engaged in management, technical, administrative and general labour activities. This number includes employees away on leaves of absence, and 52 seasonal employees who were employed in general labour activities in airfield and groundside maintenance departments.

Our personnel are employed under individual employment agreements or collective bargaining agreements on a full-time or seasonal basis. All of our employees are based in Canada and recruitment is undertaken either by our internal recruitment team or by external recruiters who are overseen by our recruiting team.

Our Supply Chain

OIAA has a diverse supply chain with main supplier categories related to construction, equipment, security, facilities management, and goods not for resale. The Authority is committed to ensuring that the acquisition of goods and services required to maintain and grow the airport is conducted in a fair, open, honest, and transparent manner. Due to the scale and scope of its operations, OIAA engages with suppliers through contracts and agreements for service offerings including but not limited to security guard services, cleaning services, and parking management services. An example of some of the goods and services provided to support airport operations follows.

Products



Technology including computer hardware and mobile phones.



Software, including software as a service.



Assets and infrastructure and related replacement parts.



Major capital projects under design and construct contracts.



Supplies, parts and promotional goods and materials (not for re-sale).



Uniforms and PPE (not for re-sale).

Services



Security guard services.



Cleaning services for terminal and administrative areas.



Consultancy services.



Trades and trade related services.



Car-park management.



Major capital projects under design and construct contracts.



Technology support services.

Where we source from

The majority of our expenditure is with suppliers primarily located in Canada. Almost all products purchased by OIAA are procured within North America, with very limited amounts coming from the EU.

Forced Labour and Child Labour Risk Assessment

While the OIAA had not, as of December 31, 2023, formally started the process to determine if any parts of its supply chains, importing activities and operations carry a risk of forced labour or child labour being used, it has a clear understanding of the locations from which it purchases goods and the manufacturers from whom goods are purchased. The OIAA will use this information as a starting point for its risk analysis. The OIAA is currently working on implementing practices, policies and procedures to determine if there are significant risks of forced labour and child labour in its supply chain. These may consist of:

- Implementing a working group and/or subcommittee to deliver reports and/or recommendations regarding modern slavery risk
- Developing a risk management/framework policy to a) identify risks, b) consider actions to manage risks and c) assign tasks to internal and external players
- Conducting internal audits to assess processes of contracting with suppliers and ensure compliance with OIAA policies and procedures
- Identifying or using a third-party service provider to identify product categories/suppliers with a medium and high risk of modern slavery and audit medium and high-risk suppliers

Following an internal assessment of the current risk level for forced labour and child labour, which yielded a very low risk, we acknowledge that no industry remains impervious to the inherent risks associated with these issues in supply chains.

Remediation Measures

As of December 31, 2023, the OIAA has not identified any forced labour or child labour in its activities and supply chains. There have been no allegations of forced labour, child labour, or violations of codes and policies reported during this period. The OIAA has established a confidential reporting procedure for employees through which anyone may report a breach of the OIAA's guidelines, policies, and procedures. Reports are reviewed and investigated internally. We also have a confidential reporting platform run by a third-party provider, ClearView Connects.

Additionally, the OIAA is in the process of exploring a framework in which known or alleged instances of forced or child labour are investigated and addressed using substantive remedies.

Remediation of Loss of Income

As of December 31, 2023, the OIAA 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. The OIAA has not yet taken any remedial measures with respect to loss of income as a result of efforts to reduce forced and child labour as there have been no allegations of forced labour, child labour, or violations of codes and policies made during this period. The OIAA views determination of whether vulnerable families have experienced such a loss of income as integral to this process and will look to establish procedures for making such determinations.



Where to go from here:

OIAA is developing a greater understanding of the risk of forced labour and child labour in its supply chains. As of December 31, 2023, no formal actions have been taken to assess the effectiveness of the OIAA's efforts to prevent and reduce risks of forced labour and child labour in its activities and supply chains. Whilst an initial assessment of our supply chain has indicated limited potential for vulnerabilities, further assessment of our supply chain risk will be continuous in order to fully understand evolving risks and ensure effective management of risks.

We are committed to supporting the *Fighting Against Forced Labour and Child Labour in Supply Chains Act*. We recognise that our response to the program is in its developing stages, and we remain committed to improving our capabilities and practices in the years to come. OIAA recognises that an essential step in combatting the risks associated with forced labour and child labour in supply chains and our operations is to create or modify current policies, procedures, and documentation. This is to set the standards and expectations for recognising business activities that potentially contribute to the problem and how best to mitigate any identified issues.

Beyond 2023, we intend to take action for continuous improvement and impact. This includes initiatives and milestones aligned to the *Fighting Against Forced Labour and Child Labour in Supply Chains Act* reporting obligations. We are progressing on this journey and will continue to build on our first report in both our objectives and our actions.

This statement has been prepared in consultation with the key teams that work together to drive responsible procurement for OIAA, including members of the Procurement, Legal, HR, Finance, and Corporate Governance teams.

Attestation

This Report was approved pursuant to subparagraph 11(4) (a) of the Act by the Board of Directors of the OIAA.

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 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 specified.

I make the above attestation in my capacity as Chair of the Board of Directors of the Ottawa International Airport Authority for and on behalf of the OIAA Board of Directors.

Ottawa International Airport Authority

Per:  _____

Name: Bonnie Boretsky

Title: Chair of the Board

Date: May 31, 2024

*I have the authority to bind the
Ottawa International Airport Authority.*

