

Report submitted by: **University of Northern British Columbia**

**3333 University Way, Prince George, BC V2N 4Z9**

Government Institution:	MASH Sector
Business Number:	
Financial Reporting Year:	2023/24
Report Version:	Original
Original date of submission if revision:	
Scope of change if applicable	
Federal crown Corp	No

Reporting for Government institutions

1. \*What steps has the government institution taken in the previous financial year to prevent and reduce the risk that forced labour or child labour is used at any step of the production of goods produced, purchased or distributed by the government institution? Select all that apply. (Required)

Mapping activities	
Mapping supply chains	
Conducting an internal assessment of risks of forced labour and/or child labour in the organization's activities and supply chains	
Contracting an external assessment of risks of forced labour and/or child labour in the organization's activities and supply chains	
Developing and implementing an action plan for addressing forced labour and/or child labour	
Gathering information on worker recruitment and maintaining internal controls to ensure that all workers are recruited voluntarily	
Addressing practices in the organization's activities and supply chains that increase the risk of forced labour and/or child labour	
Carrying out a prioritization exercise to focus due diligence efforts on the most severe risks of forced and child labour	
Requiring suppliers to have in place policies and procedures for identifying and prohibiting the use of forced labour and/or child labour in their activities and supply chains	
Developing and implementing child protection policies and processes	
Developing and implementing anti-forced labour and/or -child labour contractual clauses	
Developing and implementing anti-forced labour and/or -child labour standards, codes of conduct and/or compliance checklists	
Auditing suppliers	
Monitoring suppliers	
Enacting measures to provide for, or cooperate in, remediation of forced labour and/or child labour	
Developing and implementing grievance mechanisms	

Developing and implementing training and awareness materials on forced labour and/or child labour	
Developing and implementing procedures to track performance in addressing forced labour and/or child labour	
Engaging with supply chain partners on the issue of addressing forced labour and/or child labour	
Engaging with civil society groups, experts and other stakeholders on the issue of addressing forced labour and/or child labour	
Engaging directly with workers and families potentially affected by forced labour and/or child labour to assess and address risks	
Information not available for this reporting period	X
Other, please specify	

2. Please provide additional information describing the steps taken (if applicable) (1,500 character limit)

The University has been including language in solicitation documents regarding the source of supply - mostly for furniture at this time - and requesting the supplier to confirm that child/forced labour is not being used.

3. \*Which of the following accurately describes the government institution's activities?  
Select all that apply. (Required)

Producing goods (including manufacturing, extracting, growing and processing) o in Canada o outside Canada	No No
<b>Purchasing goods</b> o <b>in Canada</b> o <b>outside Canada</b>	<b>Yes</b> <b>Yes</b>
Distributing goods o in Canada o outside Canada	No No

4. Please provide additional information on the government institution's structure, activities and supply chains (1,500 character limit).

UNBC provides outstanding undergraduate and graduate learning opportunities that explore cultures, health, economies, sciences, and the environment. As one of BC's research-intensive universities, UNBC bring the excitement of new knowledge to our students, and the outcomes of our teaching and research to the world.

The University has 5 faculties and a Division of Medical Sciences, which hosts the Northern Medical Program operated in partnership with the University of British Columbia. UNBC currently offers 94 programs (62 bachelor's degree, 29 master's degree, and 3 PhD degree).

UNBC's Athletics program includes men's and women's' soccer and basketball teams that compete in the post-secondary circuit.

UNBC is a university both in and for the North. This mission has instilled a strong sense of ownership, purpose, and adventure among our students, alumni, faculty, staff, and the communities we serve. We are also Canada's Green University™, leading the way to a more sustainable future for all.

Procurement is generally centralized and has been busy tendering for a range of expansions and renovations as academic programs expand. It is currently preparing detailed budget proposals for a potential new residence and childcare centre.

We procure all goods and services for our researchers as well as teaching supplies. With other federal programs hosted at UNBC, we also support all the activities of the National Centre of Collaboration on Indigenous Health and the CIHR Institute of Indigenous Peoples Health.

5. Does the government institution currently have policies and due diligence processes in place related to forced labour and/or child labour? (Required)

**No**

\*If yes, which of the following elements of the due diligence process has the government institution implemented in relation to forced labour and/or child labour? Select all that apply. (Required)

- Embedding responsible business conduct into policies and management systems
- Identifying and assessing adverse impacts in operations, supply chains and business relationships
- Ceasing, preventing or mitigating adverse impacts
- Tracking implementation and results
- Communicating how impacts are addressed
- Providing for or cooperating in remediation when appropriate
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6. Please provide additional information on the government institution's policies and due diligence processes in relation to forced labour and child labour (if applicable) (1,500 character limit).

7. Has the government institution identified parts of its activities and supply chains that carry a risk of forced labour or child labour being used? (Required)

Yes, we have identified risks to the best of our knowledge and will continue to strive to identify emerging risks.

**Yes, we have started the process of identifying risks, but there are still gaps in our assessments.**

No, we have not started the process of identifying risks.

- 7.1 If yes, has the government institution identified forced labour or child labour risks related to any of the following aspects of its activities and supply chains? Select all that apply. (Required)

The sector or industry it operates in	
The types of products it produces, purchases or distributes	
The locations of its activities, operations or factories	
The types of products it sources	X
The raw materials or commodities used in its supply chains	
Tier one (direct) suppliers	
Tier two suppliers	
Tier three suppliers	
Suppliers further down the supply chain than tier three	
The use of outsourced, contracted or subcontracted labour	
The use of migrant labour	
The use of forced labour	
The use of child labour	
None of the above	
Other, please specify:	

8. Has the government institution identified forced labour or child labour risks in its activities and supply chains related to any of the following sectors and industries? Select all that apply. (Required)

Agriculture, forestry, fishing and hunting	
Mining, quarrying, and oil and gas extraction	
Utilities	
Construction	
Manufacturing	X
Wholesale trade	
Retail trade	
Transportation and warehousing	
Information and cultural industries	
Finance and insurance	

Real estate and rental and leasing	
Professional, scientific and technical services	
Management of companies and enterprises	
Administrative and support, waste management and remediation services	
Educational services	
Health care and social assistance	
Arts, entertainment and recreation	
Accommodation and food services	
Other services (except public administration)	
Public administration	
None of the above	
Other, please specify:	

9. Please provide additional information on the parts of the government institution's activities and supply chains that carry a risk of forced labour or child labour being used, as well as the steps that the government institution has taken to assess and manage that risk (if applicable) (1,500 character limit).

There is general concern considering where most products are manufactured in the world that there is a risk of both child labour as well as forced labour. As many of our Tier 1 suppliers are distributors of a range of products, it is a more complicated process to confirm the conditions in a factory in China or Bangladesh for example. We have started with items like furniture but need to focus in on research supplies, branding merchandise etc.

We are not generally concerned about the services provided to the university that are typically local trades services or professional consultants.

10. Has the government institution taken any measures to remediate any forced labour or child labour in its activities and supply chains? (Required)
- Yes, we have taken remediation measures and will continue to identify and address any gaps in our response.
  - Yes, we have taken some remediation measures, but there are gaps in our response that still need to be addressed.
  - No, we have not taken any remediation measures.
  - **Not applicable, we have not identified any forced labour or child labour in our activities and supply chains.**

10.1 If yes, which remediation measures has the government institution taken? Select all that apply. (Required)

- Actions to support victims of forced labour or child labour and/or their families, such as workforce reintegration and psychosocial support
- Compensation for victims of forced labour or child labour and/or their families
- Actions to prevent forced labour or child labour and associated harms from reoccurring
- Grievance mechanisms
- Formal apologies
- Other, please specify:

11. Please provide additional information on any measures the government institution has taken to remediate any forced labour or child labour (if applicable) (1,500 character limit).

12. Has the government institution taken any measures to remediate the loss of income to the most vulnerable families that results from any measure taken to eliminate the use of forced labour or child labour in its activities and supply chains? (Required)
- Yes, we have taken substantial remediation measures and will continue to identify and address any gaps in our response.
  - Yes, we have taken some remediation measures, but there are gaps in our response that still need to be addressed.
  - No, we have not taken any remediation measures.
  - **Not applicable, we have not identified any loss of income to vulnerable families resulting from measures taken to eliminate the use of forced labour or child labour in our activities and supply chains.**

13. Please provide additional information on any measures the government institution has taken to remediate the loss of income to the most vulnerable families that results from any measure taken to eliminate the use of forced labour or child labour in its activities and supply chains (if applicable) (1,500 character limit).

14. Does the government institution currently provide training to employees on forced labour and/or child labour? (Required)

- Yes
- **No**

14.1 If yes, is the training mandatory? (Required)

- Yes, the training is mandatory for all employees.
- Yes, the training is mandatory for employees making contracting or purchasing decisions.
- Yes, the training is mandatory for some employees.
- No, the training is voluntary.

15. Please provide additional information on the training the government institution provides to employees on forced labour and child labour (if applicable). (1,500 character limit).

16. Does the government institution currently have policies and procedures in place to assess its effectiveness in ensuring that forced labour and child labour are not being used in its activities and supply chains? (Required)

- Yes
- **No**

16.1 If yes, what method does the government institution use to assess its effectiveness? Select all that apply. (Required)

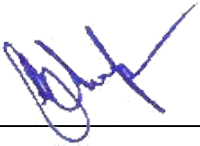
- Setting up a regular review or audit of the organization's policies and procedures related to forced labour and child labour
- Tracking relevant performance indicators, such as levels of employee awareness, numbers of cases reported and solved through grievance mechanisms and numbers of contracts with anti-forced labour and -child labour clauses
- Partnering with an external organization to conduct an independent review or audit of the organization's actions
- Working with suppliers to measure the effectiveness of their actions to address forced labour and child labour, including by tracking relevant performance indicators
- Other, please specify:
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17. Please provide additional information on how the government institution assesses its effectiveness in ensuring that forced labour and child labour are not being used in its activities and supply chains (if applicable). (1,500 character limit).

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 or entities 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.

I have the authority to bind University of Northern British Columbia



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Rahim Somani

VP, Finance and Administration

July 15, 2024

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Date