

College of the Rockies

Fighting Against Forced Labour and Child Labour in Supply Chains Act Report

Fiscal Year Ended March 31, 2025

Territorial acknowledgment

College of the Rockies (COTR) serves the communities of the East Kootenays. Campuses are situated within the traditional territory of the Ktunaxa people, a region also home to the Kinbasket people. The College's regional boundary encompasses five First Nations bands, four of which are Ktunaxa, and one Shuswap. Additionally, the College partners with the Kootenay Regional Office of the Métis Nation, BC. The College is thankful for all its Indigenous partners and continually seeks new ways to support the development of its community.

Structure, activities and supply chain

College of the Rockies is a publicly funded institution within the public post-secondary education system in the Province of British Columbia. The College is an unincorporated Agent of the Crown in the Province of BC and operates under provincial control of the Province of BC College & Institute Act. The College is a registered charity governed by a Board of Governors.

The College operates six campuses across the East Kootenay region, including Cranbrook (two campuses), Invermere, Creston, Golden, and Fernie with approximately 750 employees.

The College sells goods in Canada through its bookstore including such items as textbooks and training materials, clothing, school supplies, stationary, giftware, etc. Institutional activities include educational programming, research, community service, and support services. COTR procures across various categories including:

- Information technology equipment
- Laboratory and scientific supplies
- Office and classroom furniture
- Custodial and maintenance services
- Educational materials and textbooks
- Food supplies
- Marketing and branded merchandise

The geographical scope of procurement is primarily focused on Canadian suppliers, though some international procurement channels are utilized with an emphasis on North American supply chains.

Policies and due diligence

The College acknowledges that it is in the early stages of understanding how forced labour and child labour risks may exist within its supply chains. Specific measures to assess or address these risks have not yet been implemented. The College's current policies do not explicitly address forced labour or child labour; however, they do emphasize ethical business practices and regulatory compliance. We recognize the need to review and enhance these existing policies to specifically incorporate forced labour and child labour considerations.

The College has initiated exploratory research into due diligence processes that could be appropriate for its institutional context. This includes reviewing publicly available resources on supply chain risk assessment and consulting with sector colleagues about their approaches. While systematic due diligence processes for forced labour and child labour risks are not yet in place, COTR is working towards building the knowledge necessary for their future development.

Forced labour and child labour risks

During the reporting year, the College began to develop a preliminary understanding of potential risks within its supply chains. The below identified certain product categories may carry higher inherent risks:

- Electronics manufacturing
- Textile and branded merchandise production
- International technology supply chains
- Raw material sourcing

Remediation

The College is not aware of any incidents of forced or child labour or loss of income in its supply chain and therefore has not performed any remediation measures within the reporting year.

Training

The College provides training to all employees involved in the procurement process for its procurement standards. Processes have not yet been updated to consider implications of forced or child labour. Therefore, the College has not yet developed or provided training specifically related to forced or child labour to its employees.


The College recognizes the importance of employee awareness and education on such issues. Preliminary conversations have commenced about developing educational resources for staff involved in procurement activities. While formal training programs have not yet been implemented, potential approaches are being considered such as information sessions, resource sharing, and awareness communications that could help build understanding of forced labour and child labour risks among relevant employees.

Assessing effectiveness

In the reporting period, the College has not completed steps to prevent or reduce the risk of forced or child labour. The College is still in the process of building its awareness and identifying the implications and risks that may be exposed in its supply chain before it can implement specific actions and training.

Approval and attestation

In accordance with the requirements of the *Fighting Against Forced Labour and Child Labour in Supply Chains Act*, and in particular section 11 thereof, 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.

Name: Tarek Basil Signature: 
Title: Board Chair Date: May 8, 2025

I have the authority to bind College of the Rockies