

Fighting Against Forced Labour and Child Labour in Supply Chains Act

Annual Report

From April 1, 2024 to March 31, 2025

Public Service Commission of Canada (PSC)

May 30, 2025

Revision

Supplementary information	date of the revision	description of the changes made
Original	2025-05-20	N/A
Revision #1	---	---
Revision #2	---	---

Steps taken by the PSC from April 1, 2024 to March 31, 2025 to prevent and reduce the risk that forced labour or child labour is used at any step of the production of goods purchased by the PSC. [Q1]

The Public Service Commission (PSC) is a government institution that purchases goods in Canada. Moreover, PSC takes into consideration origine of goods, when purchasing, where applicable. [Q3]

From April 1, 2024 to March 31, 2025, the PSC continued to adhere to the policies and due diligence processes applied by Public Services and Procurement Canada (PSPC).

Since PSPC retains the delegation of authority for the purchase of goods, the PSC must adhere to policies and due diligence processes applied by PSPC.

PSPC have taken steps to prevent and reduce the risk that forced labour or child labour is used such as the insertion of clause [A3006T](#) - Ethical procurement certification (2018-09-07) into all Clothing, Individual Equipment and Insignia Standing Officers. Similarly, PSPC inserted an Anti-forced labour requirements clause in each contract template for goods and/or apply [Standard Contract Clause Inventory | CanadaBuys](#), where applicable.

Contracting officer must take into consideration the new requirements in the supply manual: [Annex 2.8 - Anti-forced labour requirements](#).

Following policies and due diligence processes set by PSPC's delegation of authority for goods, the PSC prevents and reduces the risk that forced labour or child labour is used at any step of the production of goods purchased. [Q2]

1. PSC's structure, activities and supply chains [Q4]

a. Structure

The Public Service Commission (PSC) is a core public administration agency (Schedule IV).

The minister is the President of the Queen's Privy Council for Canada.

The PSC is composed of Commissioners and a President. The President is also the Chief Executive Officer.

PSC operations are supported by Vice-Presidents, Corporate affairs, Corporate Secretary, General Counsel, Director Generals, Communications and Parliamentary Affairs, Secretary, Committees, Corporate Secretariat.

b. Activities

1. PSC is mandated to appoint, or delegate the appointment of, qualified persons to or from within the Public Service.
2. PSC is mandated to oversee the integrity of the staffing system and ensure non-partisanship. This oversight role includes maintaining and interpreting data on the public service, carrying out audits that provide assurance and make recommendations for improvements and conducting investigations that can lead to corrective action in the case of errors or problems.

- i. Tables the [annual report](#) under the Public Service Employment Act
 - ii. Conducts the [Staffing and Non-Partisanship Survey](#) since 2018.
3. PSC is mandated to administer provisions of the Public Service Employment Act (PSEA) related to the political activities of employees and deputy heads.
4. PSC provides staffing and assessment functions and services to support staffing in the public service by promoting and safeguarding a non-partisan, merit-based and representative public service that serves all Canadians.

c. Supply Chains

The PSC exclusively purchases Commercial Off-The-Shelf (COTS) goods from institutional/commercial national retailers (Tier 1).

Most of the contracts of goods are related to software procurement that does not require raw material.

The PSC does not transact with other participants of the supply chain such as manufacturers (Tier 3) or distributors (Tier 2).

The PSC procurements are mostly prescribed by the established [Mandatory Standing Offers](#) by Public Services and Procurement Canada (PSPC).

Through ten (10) mandatory commodity groups, the retailers are pre-designated and cannot be circumvented by PSC.

N84: Clothing, Individual Equipment and Insignia

N58: Communication, Detection, and Coherent Radiation Equipment

N91: Fuels, Lubricants, Oils and Waxes

N71: Furniture

N70: General Purpose Automatic Data Processing Equipment (Including Firmware), Software, Supplies and Support Equipment

N23: Ground Effect Vehicles, Motor Vehicles, Trailers and Cycles

D3: Information Processing and Related Telecommunication Services

N74: Office Machines, Text Processing Systems and Visible Record Equipment

N75: Office Supplies and Devices

R: Professional, Administrative and Management Support Services

Sub-categories:

- RO: Professional Services
- R1: Administrative and Management Support Services
- R2 : Personnel Recruitment

2. PSC's Policies and due diligence processes in relation to forced labour and child labour [Q5]

The PSC does not have policies and due diligence processes in relation to forced labour and child labour.

The PSC relies on policies and due diligence processes applied by PSPC for use by the PSC.

For example, PSPC inserted clauses in accordance [Policy Notifications | CanadaBuys PN-132](#) Requirements for the ethical procurement of apparel into all Clothing, Individual Equipment and Insignia Standing Offers N84 (See above). Adherence by PSC to PN-132 and its diligence process is ensured when using a PSPC Standing Offer.

Similarly, PSPC inserted an Anti-forced labour requirements clause within the general conditions in each contract for goods, where applicable. Since PSC exclusively use PSPC contract templates, Since PSC goods procurements that exceed 25 000 \$ are processed by PSPC, they include such clauses, so adherence is ensured.

3. PSC's activities and supply chains that carry a risk of forced labour or child labour being used and the steps it has taken to assess and manage that risk [Q7]

No, PSC has not identified any risks of forced labour or child labour in its activities and supply chains during the previous financial year.

PSPC identified N75: Office Supplies and Devices as a supply chain that carry a risk of forced labour or child labour. Since N75: Office Supplies and Devices is a mandatory commodity group, PSPC, not PSC, is mandated to assess and manage the N75: Office Supplies and Devices within their [Mandatory Standing Offers](#).

4. Measures taken by PSC to remediate any forced labour or child labour [Q10]

None. Since the identified supply chain at risk (N75: Office Supplies and Devices) is managed by PSPC, the PSC does not have to take any measures besides following prescribes instructions.

5. Measures taken by PSC 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 [Q12]

Not applicable. The PSC is not taking any measures (See above) to eliminate the use of forced labour or child labour in its activities and supply chains, thus measure to remediate the loss of income to the most vulnerable families is not warranted at this point.

Training provided to PSC's employees on forced labour and child labour; and
[Q14]

None. If PSC offers training, PSC employees will attend.

6. How the PSC assesses its effectiveness in ensuring that forced labour and child labour are not being used in its activities and supply chains.
[Q16]

The risk that our activities involve forced or child labour are almost NIL. The PSC does not 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, PSC follows TB and PSPS procurement policies and guidelines.