



Red Deer  
Polytechnic

Prevention and Reduction of the Risk of Forced Labour and Child Labour in  
Supply Chains

# Bill S-211 Report

Prepared by: Finance, Procure to Pay

Date of Report: May 16, 2025

## Identifying Information

This report is submitted on behalf of Red Deer Polytechnic (RDP), a publicly funded post-secondary institution located in the province of Alberta, Canada. This is RDP's first report pursuant to Canada's *Fighting Against Forced Labour and Child Labour in Supply Chains Act (the Act)*.

Reporting entity's legal name	Red Deer Polytechnic
Financial reporting year	July 1, 2023 to Jun 30, 2024
Identification of a revised report	Original submission
Business number	10787 8704
Identification of a joint report	No
Identification of reporting obligations in other jurisdictions	None
Entity categorization according to the Act	Corporation, established under the Post-Secondary Learning Act (Alberta)
Sector/industry	Education, health or social (industry code 611000 – Educational Services)
Location	100 Donald Blvd, Red Deer, AB

## Steps Taken to Prevent and Reduce Risk of Forced Labour and Child Labour in Supply Chains

During the 23/24 fiscal year, the organization has become aware and confirmed its obligations under the Act. While RDP has minimal defined practices to report in the preceding fiscal period, the Procure to Pay office has since started developing the strategies to respond to the requirements under the Act. These strategies can be grouped into the following categories:

- I. Training and information sharing and
- II. Data review and analysis.

### Training and Information Sharing

As part of the training and information sharing initiatives. Procurement Specialists in the central procurement office have received extensive training on the Act and our obligations as related to the Act.

Additional training activities and supplier onboarding is planned for the following fiscal year.

### **Data Review and Analysis**

During the reporting fiscal year, the Procure to Pay office, did not have the capacity for data review and analysis, other than to identify high-risk sectors. These are further described in the section *Structure, Activities and Supply Chains* in this report.

The next step for the department is to analyze RDP's procurement activities to determine the level of imports and review high volume/major suppliers and their compliance with the Act.

## **Supplementary Information**

### **Structure, Activities and Supply Chains**

Red Deer Polytechnic is a publicly funded post-secondary institution located in the province of Alberta, Canada, governed by a Board of Governors and managed by an executive leadership team. The institution provides undergraduate, trades, and continuing education programs to domestic and international students. For students, experiential learning, technology integration and applied research opportunities complement teaching from industry experts in innovative facilities. The institution employs academic, administrative, and support staff across multiple schools and departments.

In December of 2023, RDP launched a new 2030 Strategic Plan<sup>1</sup> that is centered around seven strategic drivers and four areas of focus, including social innovation. It is within this framework that the Procure to Pay office works to develop steps to prevent and reduce risk of forced labour and child labour in supply chains.

Purchasing at RDP is decentralized across the institution, with the central Procure to Pay office being a part of Finance. During the reporting period, the Procure to Pay office was responsible for procurement and payables and was led by the Manager reporting to the VP Finance and Administration & CFO.

The Manager oversaw and scheduled the work of three full time permanent and one casual Procurement Specialist. This office is focused on developing strategies, policies and procedures,

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<sup>1</sup> [Red Deer Polytechnic 2030 Strategic Plan](#)

conducting high value/high risk procurement for the whole organization, as well as issuing institution's authorized purchase orders. Department and school buyers do not report to the Manager, Procure to Pay, but the set strategies, policies and procedures developed by the central office bind them equally.

A Corporate credit card/purchasing card program is also available for approved staff for low value dollar purchases. The Purchasing Card Administrator has put commodity merchant category controls in place to restrict certain purchases using this purchasing method. This control needs to be reviewed to assess if it can further be used for the purpose of managing the obligations under the Act.

Procurement solicitations and contract management is completed within an electronic procurement/contract management platform Merx.

### **Policies and Due Diligence Processes**

The institution is aware of the growing legal and ethical obligations surrounding supply chain transparency and is currently in the early stages of evaluating potential frameworks to incorporate social procurement and ethical sourcing considerations into its procurement practices.

RDP is in many ways a leader in environmental sustainability<sup>2</sup>. RDP's Studio Residence, for example, has received six national and international awards and nominations for leadership in sustainability. The components to RDP's Alternative Energy Initiative include:

- generation of alternative energy,
- alternative energy lab,
- continued conservation, and
- establishment of a Green Campus Working Group.

The institution signed the UN Sustainable Development Goals Accord in 2022 demonstrating our commitment to celebrate and advance the Goals. The next step for the institution is to focus similarly on social procurement and to operationalize those principles. This is built into Procurement's business plan for the coming fiscal year through the development and implementation of the Sustainable Procurement Procedure and the Supplier Code of Conduct to accompany the existing organization's Purchasing Policy<sup>3</sup>. This Policy underlines RDP's

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<sup>2</sup> <https://rdpolytech.ca/about-us/sustainability>

<sup>3</sup> [RDP Purchasing Policy](#)

commitment to social and environmental sustainability in procurement and provides context for making purchasing decisions based on criteria other than price and quality. The planned Procedure would further develop this principle and provide guidance to our school and department buyers, faculty and staff.

### **Managing Supply Chain Risk**

The institution's supply chains include procurement of goods and services such as:

- Apparel,
- Construction and capital projects,
- Food and beverage,
- Information technology hardware and software,
- Janitorial and maintenance services,
- Lab and research equipment, supplies and chemicals,
- Office and classroom equipment and furniture,
- Paper and office products,
- Promotional and licensed products, and
- Safety supplies and equipment.

Goods and services are procured directly from domestic suppliers and occasionally through international vendors or contractors.

No formal risk assessments have been conducted to identify parts of the institution's activities or supply chains that may carry a risk of forced or child labour.

The institution acknowledges that some goods procured (such as electronics or apparel) may originate from regions or industries with known risks of labour exploitation, but a systematic evaluation has not yet been performed.

### **Measures to Remediate Labour**

As RDP currently has no monitoring or assessment processes in place, it has not identified any instances of forced or child labour and consequently, has not undertaken any remediation measures during the reporting period.

## **Measures to Remediate Loss of Income**

Measures taken to remediate the loss of income are intended to compensate the most vulnerable families for their loss of income where the measures were taken to eliminate the use of forced labour or child labour in its activities and supply chains. RDP has not identified any purchasing activities in the reporting period that would require remediation.

## **Employee Training**

To date, procurement staff in the central procurement office has received training on the Act and its application through externally delivered webinars and both external and internal information sessions.

More extensive training sessions for department buyers, purchasing cardholders and other stakeholders have not been delivered during the reporting period.

## **Assessment of the Effectiveness in Combatting Forced Labour Risks**

The institution has not developed indicators or mechanisms to assess the effectiveness of its actions in preventing and reducing forced and child labour risks within its supply chains. This remains an area for future development.

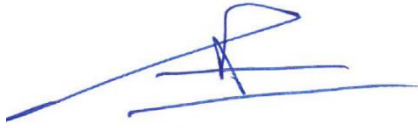
That being said, considering the volume and nature of transactions (not producing, selling or distributing goods) with countries in areas often associated with high risk of forced and child labour, our current processes are deemed appropriate to the current level of risk.

## Approval

This report is made in accordance with Section 11 of the *Fighting Against Forced Labour and Child Labour in Supply Chains Act* and constitutes RDP's forced labour report for the financial year commencing on July 1, 2023 and ending on June 30, 2024.

This report was approved by the Board of Governors of Red Deer Polytechnic pursuant to Paragraph 11(4)(a) of the *Fighting Against Forced Labour and Child Labour in Supply Chains Act* on May 29, 2025.

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.



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Stuart Cullum  
President and Board of Governors Member

May 29, 2025

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Date

I have the authority to bind Red Deer Polytechnic.