



uOttawa

Université d'Ottawa
Services
Approvisionnement
University of Ottawa
Procurement Services

2024-2025 Annual Report, dated May 5, 2025
pursuant to the Fighting Against Forced Labour and Child Labour in Supply
Chains Act (the "Act"), Section 11

1. Name of entity (s. 11(2) a) of the Act):

University of Ottawa / Université d'Ottawa ("uOttawa")

2. Period of report (s. 11 (1) of the Act):

uOttawa's previous fiscal year starting on May 1, 2024 and ending on April 30, 2025

3. Structure, activities and supply chain (s. 11(1) (3) a) of the Act):

uOttawa is a postsecondary educational institution incorporated by special statute under The University of Ottawa Act, 1965, Statutes of Ontario, Chapter 137 with its registered address located in the City of Ottawa, Ontario.

uOttawa is the largest French-English bilingual university in the world with a wide variety of academic programs, administered by ten faculties: Arts, Education, Engineering, Health Sciences, Civil Law Section, Common Law Section, Medicine, Science, Social Sciences, and the Telfer School of Management. uOttawa also ranks among Canada's top 10 universities with regards to research.

Pursuant to The University of Ottawa Act, 1965, except in such matters as are assigned by The University of Ottawa Act, 1965 to the Senate of uOttawa, the business affairs of uOttawa are governed by its Board of Governors.

The procurement function at uOttawa is decentralized. Decision-making authority is distributed throughout uOttawa's academic, administrative, and research-based business units. uOttawa has a central procurement department that oversees, administers, and develops the policies, procedures, systems, tools and learning materials required for these units' day to day operations.

uOttawa procures the goods and services required to carry out its academic and research activities. It does not use a direct purchasing model since it does not produce, manufacture, grow, extract, process or distribute any goods. Most of the goods and services are procured from within Canada, with a very small percentage imported from other countries. As part of its research activities, uOttawa collaborates with organizations outside Canada.



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4. Policies and processes (s. 11 (3) b) of the Act)

uOttawa's procurement and supply chain activities are governed by its internal policies and procedures (for example, uOttawa [Policy 36 – Procurement](#) and [Procedure 4-3 Procurement Standards](#) and [Policy 98 – Ethical Purchasing](#)), by Ontario procurement legislation (for example, the [Ontario Broader Public Sector Accountability Act, 2010](#), Statutes of Ontario, 2010, chapter 25 and the [Broader Public Sector Procurement Directives issued by the Management Board of Cabinet](#)) and by trade agreements such as the Canadian Free Trade Agreement and the International Canada-European Union Comprehensive Economic Trade Agreement.

According to Section 4 of uOttawa [Policy 36 – Procurement](#) adopted by the uOttawa Board of Governors, uOttawa is committed to (among other commitments stated therein) conducting its procurement with high ethical standards and through a process that is standard, open, fair, responsible, and transparent and that is managed in a way that brings the best value for money and ensuring an ethical, professional and accountable supply chain.

uOttawa [Policy 36 – Procurement](#) formalizes uOttawa's adoption of the Ontario Broader Public Sector Supply Chain Code of Ethics as set out in the [Broader Public Sector Procurement Directives issued by the Management Board of Cabinet](#), which defines required behaviours from anyone involved in procurement activities:

uOttawa's [Policy 98 – Ethical Purchasing](#), adopted by uOttawa's Board of Governors, requires that uOttawa suppliers and their contractors adhere to minimum standards and practices set out in the policy, including, for example those related to child labour and forced labour:

“No person shall be employed at an age younger than 15 (or 14 where, consistent with International Labor Organization practices for developing countries if the law of the country of manufacture allows such exception). Where the age for completing compulsory education is higher than the standard for the minimum age of employment stated above, the higher age for completing compulsory education shall apply to this section. Suppliers agree to work with governmental, human rights, and non-governmental organizations, as determined by the University and Suppliers together, to minimize the negative impact on any child released from employment as a result of the enforcement of this Policy”.



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“There shall not be any use of forced labour, whether in the form of prison labour, indentured labour, bonded labour or otherwise”.

uOttawa has amended its submission form to be completed by respondents to a uOttawa competitive procurement process. In the submission form and in order to participate in the competitive procurement process, respondents must acknowledge that their organization complies with the Act.

uOttawa intends to continuously work to review and improve its policies, procedures, procurement documents, templates and processes, practices and update as needed.

5. Forced labour or child labour risks (s. 11 (3) c) of the Act):

Suppliers of goods outside Canada with whom uOttawa purchases goods could potentially carry risk but such risk is estimated as low. The value of goods imported by uOttawa can be described as very minor dealings with still an estimated 2% of uOttawa’s total spend on goods imported. Forced labour or child labour risks associated with procurement of services is estimated as low.

Investigating and understanding the supply chains of its suppliers located outside of Canada could pose risk of uOttawa being indirectly associated to forced labour or child labor activities.

uOttawa intends to continue to assess its procurement and supply chains that could potentially carry risk, to review its commodities spend and intends to consider other potential measures to identify and address risk, such as supplier audits, compliance checks (for example, vetting questions, revising contract language about commitments to prohibit forced labour and child labour and imposing reporting obligations on suppliers).

6. Remediation measures (s. 11 (3) d) and e) of the Act):

uOttawa has no knowledge of any forced labour or child labour and as such no measures taken during the period of this Report.

7. Training and assessment of effectiveness (s. 11 (3) (f) of the Act):

uOttawa has collaborated with the *Ontario University Professional Procurement Management Association (OUPPMA)* to develop standardized training materials for uOttawa procurement staff on the Act. The approach is a two-tiered framework:



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The first tier consists of a short video dedicated to uOttawa’s administrative and support staff. This video will be positioned and promoted on the uOttawa intranet. The second tier consists of 3 mandatory training modules directed towards uOttawa community of procurement professionals, including both centralized Procurement Advisors and decentralized Procurement Specialists.

- Module 1: Awareness of Human Rights in Supply Chains
- Module 2: Interacting with Internal Clients on Human Rights
- Module 3: Interacting with Suppliers on Human Rights

Development of the first module “*Awareness of Human Rights in Supply Chains*” has been completed and our first mandatory training session for all uOttawa procurement professionals was held on April 29th, 2025. Attendance was monitored. Any new procurement staff joining uOttawa in the future will be required to complete the training during their onboarding. The video targeting our administrative and support staff is still in development and is intended to be published in the next several weeks. Modules 2 and 3 are still being created in collaboration with OUPPMA and will be finalized and translated in the coming months.

8. Approval (s. 11 (4) a) of the Act):

This Annual Report is submitted to the Board of Governors for approval at its meeting of May 27, 2025, and for the Board of Governors to authorize and direct the University of Ottawa’s Vice-President Finance and Administration to sign on behalf of the Board of Governors as evidence of such approval and authority to bind the University of Ottawa.

Attestation of the Annual Report
(I have authority to bind the University of Ottawa)

Signed by:

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Jennifer Doyle, Vice-President, Finance and Administration

Date: 5/28/2025