



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: March 27, 2026

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 second 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, 2024 to Jun 30, 2025
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

In fiscal 2023/2024, the Procure to Pay office has confirmed its obligations under the Act and submitted it’s first report pursuant to the Act. In fiscal 2024/2025, RDP continued developing the strategies to respond to the requirements under the Act. These strategies are grouped into two categories:

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

Training and Information Sharing

In previous year, the emphasis of training was on staff in the central procurement office. Procurement Specialists in the central procurement office received extensive training on the Act and our obligations as related to the Act. During 2024/2025 fiscal year, the central procurement

office expanded its training initiative to raise awareness of the legislation amongst buyers and purchasing card holders across the institution and highlight the impact the Act has on our collective purchasing decisions. To date, we have edited our Purchasing Card agreement form to include the statement of commitment to sustainable consumption and purchasing goods and services from reputable suppliers that, to the best of buyers' knowledge, do not employ forced or child labour.

Furthermore, the Procure to Pay office has drafted the Sustainable Procurement Procedure accompanied by the Supplier Code of Conduct, to be presented to the leadership team for approval. Additional training activities and supplier onboarding will commence following the approval and implementation of the Procedure and related documents.

Data Review and Analysis

Similar to the last year, during 2024/2025 fiscal year, the Procure to Pay office did not have the capacity to review and analyze procurement data to determine the level of imports and review high volume/major suppliers and their compliance with the Act. High-risk industry sectors were identified in the previous year, and these are further described in the section *Structure, Activities and Supply Chains* in this report.

Supplementary Information

Structure, Activities and Supply Chains

RDP 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 Plan¹ that is centered around seven strategic drivers and four areas of focus, including social innovation. It is within this framework

¹ [Red Deer Polytechnic 2030 Strategic Plan](#)

that the RDP Procure to Pay office intends to develop a process for preventing and reducing risk of forced labour and child labour in our procurement practices.

Purchasing at RDP is decentralized across the institution, with the central Procure to Pay office being a part of Finance. The Procure to Pay office is responsible for procurement, payables, contracts and insurance activities and is led by the Director reporting to the VP Finance and Administration & CFO.

Day-to-day activities of the central procurement office are managed by the Procurement Coordinator who oversees and schedules the work of three Procurement Specialists. This office is focused on developing strategies, policies and procedures, 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 Procurement Coordinator, 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 looking for opportunities to incorporate social procurement and ethical sourcing considerations into its procurement practices.

As mentioned previously, the Sustainable Procurement Procedure and the Supplier Code of Conduct are drafted and awaiting approval. The Procedure is intended to provide guidance to our internal clients (department/school buyers, faculty and staff) on making ethical purchasing decisions – what to look for and what other criteria to use, besides price and quality, when making purchasing decisions.

The Supplier Code of Conduct document is outward facing, and its objective is to raise awareness amongst suppliers of our values and the intent of RDP to partner and conduct business with those suppliers that uphold values similar to ours, in terms of human rights of employees, community building, rights of vulnerable populations and engaging supplier diversity. Embedding these principles in purchasing and procurement practices is important to the institution.

RDP Procure to Pay office is currently working on updating our procurement templates, forms, contracts and agreements to reflect the institution's increased commitment to sustainability, which includes environmental but also social value considerations. Training and reference materials for buyers and client Schools and Departments will be developed at a later date.

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. Employees who were issued a purchasing card since November of 2024 have been asked to acknowledge – on the Purchasing Card Agreement form – their intent to purchase goods and services from those suppliers that, among other things, do not employ forced labour or child labour and that provide at a minimum a living wage to their employees.

More extensive training sessions for department buyers, purchasing cardholders and other stakeholders have not been scheduled as of the date of this report.

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, our level of risk continues to be deemed as low, 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.

Attestation

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 labor report for the financial year commencing on July 1, 2024 and ending on June 30, 2025.

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 April 8, 2026.

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 and 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.



Stuart Cullum
President and Board of Governors Member

April 16/26
Date

I have the authority to bind Red Deer Polytechnic.