

## Greater Kingston Chamber of Commerce

### CODE OF CONDUCT AND ETHICS (VENDORS & SUPPLIERS)

#### Purpose

The Greater Kingston Chamber of Commerce ("the Chamber") believes in honesty, integrity, respect, and the principles of diversity, equity, and inclusion (DEI). We require all vendors, suppliers, contractors, consultants, and other third parties ("Vendors") working with or on behalf of the Chamber to uphold these values.

The purpose of this Code of Conduct is to outline the Chamber's expectations for the behaviour, ethical standards, and business practices of Vendors.

#### POLICY

The Chamber is committed to doing business in a respectful, lawful, and ethical manner. Vendors are expected to behave in a professional and courteous manner toward the Chamber, Chamber employees, our members, strategic partners, and the public at all times. Vendors must conduct their activities with honesty and integrity, and in a way that supports and represents the Chamber's DEI principles in all work delivered to members or stakeholders on our behalf.

#### Diversity, Equity, and Inclusion Expectations

Consistent with the Chamber's DEI commitment:

- **Diversity** consists of the conditions, expressions, and experiences of different individuals. It encompasses the unique qualities and characteristics that we all possess.
- **Equity** means that people of all identities are treated fairly. Their individual rights, responsibilities, and opportunities are not dependent upon identity.
- **Inclusion** is the cultivation of an environment in which all people are respected, where their differences are celebrated, and where they all have access to the same opportunities.

The Chamber values diversity, equity, and inclusion because every person has a right to equal treatment, and our organizations as well as our members' are strengthened by diverse backgrounds, perspectives, and experiences. Vendors are expected to model these principles in their work with the Chamber and to ensure their representatives, employees, and subcontractors meet that same uniqueness and representation.

#### EXPECTATIONS FOR WORKING WITH INTEGRITY

This means Vendors will adhere to the following guidelines for working with integrity:

- Provide services as agreed in contracts, statements of work, purchase orders, or other arrangements, including meeting deadlines and quality standards.
- Act honestly and transparently in all dealings with the Chamber, including accurate invoicing and truthful communication.
- Treat others with dignity and respect, and contribute to an environment that embraces the uniqueness of individuals.

- Support a diverse and inclusive environment for Chamber members, strategic partners, and other stakeholders by being proactive in eliminating barriers faced by equity-seeking groups.
- Comply with all applicable laws and regulations, including employment standards, human rights legislation, accessibility requirements, privacy laws, health and safety requirements, and any sector-specific regulations.
- Protect confidential information, and use Chamber data only for the purpose of fulfilling contracted services.
- Avoid conflicts of interest and disclose any actual, potential, or perceived conflicts promptly.
- Use Chamber resources and property as intended and only when authorized.
- Ensure subcontractors or agents engaged by the Vendor also understand and comply with this Code and all relevant contractual terms.
- Ask for clarification and guidance when unsure about an action or decision, and report concerns promptly if they observe conduct that may violate this Code.

### **THE CHAMBER WILL NOT TOLERATE**

The Chamber will not tolerate the following conduct by Vendors or their employees, agents, or subcontractors:

- Discrimination, harassment, bullying, or violence of any kind.
- Behaviour that undermines DEI principles, including actions that marginalize, demean, exclude, or create barriers for equity-seeking groups.
- Illegal or criminal behaviour, including but not limited to stealing, fraud, damaging property, or possessing illegal substances or items while performing work.
- Any type of lewd behaviour or unethical conduct in connection with Chamber work or interactions.
- Showing up for work under the influence of any substance that impairs judgement or hinders safety, whether that substance is legal or not.
- Retaliation against anyone who raises a concern in good faith.
- Competing with the Chamber or using Chamber information or intellectual property for personal gain, beyond the contracted scope.
- Intentionally behaving in any untrustworthy manner, such as misrepresenting the Chamber or its products, services, prices, or affiliations to members or to the public whether in person or via social media channels.
- Improper influence in procurement or contracting, including bribery, kickbacks, or undisclosed gifts/benefits.

### **REPORTING & COMPLIANCE**

Vendors are expected to cooperate with the Chamber in addressing any concerns related to this Code. The Chamber may provide education, guidance, or clarification to ensure Vendors understand their obligations and responsibilities when it comes to respectful behaviour and DEI standards.

Vendors must notify the Chamber as soon as they become aware of any breach of this Code related to Chamber work.

### **CONSEQUENCES OF NON-COMPLIANCE**

Failure to comply with the expectations set out in this Code of Conduct will be dealt with in a manner appropriate to the circumstances and severity of the breach and may include:

- requirement for corrective measures,
- suspension of work,
- removal of Vendor personnel from Chamber projects or premises,
- termination of contracts, and/or
- disqualification from future business with the Chamber.

### **ACKNOWLEDGEMENT**

Vendor/Supplier Acknowledgement of Code of Conduct & Ethics

I, the undersigned, confirm that I have received, read, and understand the Greater Kingston Chamber of Commerce Code of Conduct and Ethics (Vendors & Suppliers) and the Chamber's commitment to diversity, equity, and inclusion.

I agree to comply with the standards, expectations, and requirements outlined in this Code when providing goods or services to the Chamber, and to ensure that any employees, agents, or subcontractors engaged in Chamber work also comply. I understand that failure to comply may result in corrective action up to and including termination of our agreement and removal from future procurement opportunities.

Vendor/Supplier Legal Name: \_\_\_\_\_

Operating/Trade Name (if different): \_\_\_\_\_

Authorized Representative Name & Title: \_\_\_\_\_

Signature: \_\_\_\_\_

Date: \_\_\_\_\_