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Lunenburg Academy Foundation:

Supplier Code of Conduct (Contractors)

1. Purpose

The Lunenburg Academy Foundation (the “Foundation”) is a registered non-profit organization incorporated in Nova Scotia. The Foundation is committed to the highest standards of ethical conduct, transparency, accountability, and legal compliance. This Supplier Code of Conduct establishes the minimum standards expected of all suppliers, contractors, consultants, and service providers (collectively, “Suppliers”) engaged to perform work for or on behalf of the Foundation.

Compliance with this Code is a condition of doing business with the Foundation.

2. Legal and Regulatory Compliance

Suppliers must comply with all applicable federal, provincial, and municipal laws and regulations, including but not limited to:

- Occupational health and safety legislation
- Employment standards and labour laws
- Human rights and accessibility legislation
- Privacy and personal information protection laws
- Environmental laws and municipal bylaws

Suppliers are responsible for maintaining all required licences, permits, certifications, and insurance coverage necessary to perform their work.

3. Ethical Business Practices

Suppliers must:

- Conduct business with honesty, integrity, and professionalism
- Avoid fraud, misrepresentation, bribery, or corruption of any kind
- Not offer or accept gifts, hospitality, or incentives intended to influence decision-making related to the Foundation

Any actual or perceived conflict of interest must be disclosed promptly to the Foundation.

4. Respectful and Inclusive Conduct

Suppliers are expected to align with the Foundation's values and to:

- Treat all individuals with dignity and respect
- Maintain a workplace and work practices free from discrimination, harassment, or bullying
- Act professionally when interacting with Foundation staff, board members, volunteers, community partners, and members of the public

5. Health, Safety, and Worksite Conduct

Suppliers must:

- Comply with all applicable occupational health and safety requirements
- Maintain safe work practices and a safe work environment
- Immediately report any incidents, hazards, or injuries related to work performed for the Foundation

6. Use of Foundation Property and Resources

Suppliers may use Foundation property, facilities, systems, or information only for authorized purposes related to their contracted work and must exercise reasonable care to prevent damage, loss, or misuse.

7. Confidentiality and Privacy

Suppliers must protect all confidential, proprietary, and personal information obtained through their work with the Foundation. Such information may only be used for the purposes of fulfilling contractual obligations and must not be disclosed without prior written authorization.

8. Public Representation

Suppliers must not speak on behalf of, represent, or make public statements about the Foundation unless expressly authorized in writing.

9. Reporting Concerns

Suppliers are expected to promptly report any suspected misconduct, legal violations, or breaches of this Code to the Foundation's designated contact or a member of the Board.

10. Breach and Remedies

Failure to comply with this Code may result in corrective action, up to and including termination of the Supplier's contract and removal from Foundation projects.

11. Acknowledgement

By accepting work from the Lunenburg Academy Foundation, Suppliers acknowledge and agree to comply with this Supplier Code of Conduct.