

Supplier Code of Conduct

The Canada Deposit Insurance Corporation (“CDIC”) is committed to upholding the highest ethical standards in all of its activities. We expect our Suppliers to comply with applicable laws and to conduct themselves responsibly, ethically and with integrity.

This Supplier Code of Conduct (“Code”) outlines the principles and standards that CDIC Suppliers are required to follow and uphold in their business dealings with CDIC.

This Code applies to all vendors, contractors and suppliers, including each of their employees, officers, directors, agents, subsidiaries, affiliates and subcontractors (collectively, “Suppliers”) that have entered into an agreement to provide goods and/or services to CDIC.

It is the responsibility of Suppliers to ensure compliance with this Code. Suppliers must monitor each outsourcing and subcontracting arrangement to ensure it complies with this Code.

Compliance with this Code is mandatory for all Suppliers. CDIC expects Suppliers to comply with both the letter and the spirit of this Code. Conduct that is illegal, dishonest or unethical and which directly or indirectly involves the contracted goods and/or services constitutes a breach of this Code, whether or not the conduct is specifically addressed in this Code.

Business Integrity

Compliance with Laws

Suppliers must ensure that, in all of their activities, they conduct business in compliance with all applicable laws, rules and regulations.

Anti-Bribery and Anti-Corruption

Suppliers must comply with all applicable laws, rules, regulations relating to corruption, bribery, fraud and other prohibited business practices in the jurisdictions in which they operate. It is never acceptable for a Supplier to offer bribe, kickback or other unlawful payment or benefit to secure any concession, contract or other favourable treatment. Suppliers must not engage directly or indirectly in any activities that would put CDIC at risk of violating anti-bribery and anti-corruption laws. Suppliers must notify CDIC in writing and in a timely manner if they become the subject of an investigation with respect to allegations of impropriety involving bribery and corruption.

Conflict of Interest

Suppliers must exercise reasonable care and diligence to prevent actions or conditions that could result in a conflict of interest or the appearance of a conflict of interest. Suppliers must not try to gain improper advantage or preferential treatment as a result of a conflict of interest. If any real, apparent or potential conflict of interest exists or is likely to arise in the performance of the contract, the Supplier must disclose this to CDIC in writing and in a timely manner.

Gifts, Hospitality, and Other Benefits

Gifts, hospitality, or other benefits must not be used by Suppliers to gain improper advantage or preferential treatment. Suppliers must not offer or give to CDIC employees any gifts, hospitality or other benefits that may have a real, apparent or potential influence on their objectivity in carrying out their official duties or that may place them under obligations to the Supplier.

Responsible Treatment of Individuals

Respect and Diversity

Suppliers must maintain workplaces characterized by professionalism, and respect for the dignity of every individual. Suppliers must respect the diversity of their employees and others with whom they interact, including respect for differences such as race, national or ethnic origin, colour, religion, sex, age or mental or physical disability and any other characteristic protected by applicable laws.

Suppliers must not tolerate any harassment, violence, intimidation, retaliation, discrimination based on protected characteristics, or other disrespectful or inappropriate behaviour.

Employment Practices

Suppliers must abide by applicable employment standards, labour, non-discrimination and human rights legislation. Where laws do not prohibit discrimination, CDIC still expects Suppliers to be committed to non-discrimination principles that are aligned with the non-discrimination laws of Canada.

Suppliers must ensure that, in their workplaces: (i) employees are free to raise concerns without fear of reprisal; (ii) required security screening of personnel has been performed; and (iii) employment standards meet or exceed legal and regulatory requirements. Further, Suppliers must ensure that, in their workplaces, activities and supply chains, forced labour and child labour are not used at any stage of the production of goods produced, purchased or distributed to CDIC.

Health and Safety

Suppliers must provide safe and healthy workplaces and comply with relevant health and safety laws. CDIC expects Suppliers to provide all their employees with adequate information and instruction on health and safety concerns and to enable their employees to meet their responsibilities for the maintenance of a safe and healthy workplace.

Code Compliance

As a condition of entering into an agreement with CDIC for the provision of goods and/or services, Suppliers must indicate that they have read and understood this Code and agree to abide by its provisions during the term of the agreement.

Any agreement entered into with CDIC for the provision of goods and/or services may contain specific contractual provisions addressing certain of the topics covered in this Code. In the event of any conflict, the contractual provisions of the agreement shall prevail.



CDIC may require a Supplier to periodically confirm in writing that it is operating in compliance with this Code, and that it recognizes the requirement for ongoing compliance, as a condition of continuing the business relationship with CDIC. Suppliers must maintain adequate internal records necessary to demonstrate compliance with their obligations under this Code. Failure to comply with this Code may result in termination of a Supplier's relationship with CDIC.

Suppliers have the responsibility to report any known or suspected violations of any applicable laws/or any non-compliance with this Code to CDIC's Chief Financial Officer and Head of Business Integration in a timely manner. Suppliers must not permit any retribution or retaliation against any individual who, in good faith, seeks advice or reports such a known or suspected violation. CDIC reserves the right and may be obligated to report breaches of this Code to regulators and/or law enforcement authorities.

Suppliers may address all notifications under, and any questions relating to the interpretation or application of, this Code to CDIC's Procurement Group: Procurement@cdic.ca.