Administrative Procedure 4370

ETHICAL PROCUREMENT OF APPAREL

Responsibility: Coordinating Superintendent, Business Services & Treasurer of the Board

Legal References:

Related References: Board Policy 4005 – Procurement
Administrative Procedure 4570 – Procurement
Vendor Registration Application

Revisions: May 2016, November 2018

1. **Preamble**
   This procedure has been developed to assist staff with purchasing apparel for school purposes (i.e. gym uniforms, spirit wear). In order to ensure the purchasing of apparel has been manufactured under humane working conditions, in compliance with accepted international standards and local laws, all apparel suppliers are required to complete a Vendor Registration Application.

2. **Procedures**
   Before purchasing school apparel, the following steps must be undertaken:
   
   2.1 Contact Procurement Services 519-570-0003 x4324 or online at Purchasing Q&A to verify if the supplier is a registered vendor with the Waterloo Region District School Board (WRDSB).
   
   2.2 If it is determined that a supplier is not registered, Procurement Services will direct the supplier to the Vendor Registration Portal, to complete the application.
   
   2.3 If the Application has been approved by Procurement Services, the purchase may proceed in accordance with Administrative Procedure 4570 - Procurement, and related procedures.
   
   2.4 If a supplier is in violation of the WRDSB’s guidelines, notify Procurement Services at 519-570-0003 ext. 4324. The supplier will be consulted to examine the allegations and determine the appropriate measures.