



Administrative Procedure 4370 ETHICAL PROCUREMENT OF APPAREL

Responsibility: *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, November 2023*

Reviewed:

1. Preamble

This procedure has been developed to assist staff with purchasing apparel for school purposes (i.e. student gym uniforms, spirit wear) and board staff whereby a uniform is required for work, as per a collective agreement (Custodians/Trades). In order to ensure compliance with WRDSB policies Federal and Provincial regulations, Ethical Apparel Procurement, specifically, concerns regarding human and labour rights violations, 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 at procurement@wrdsb.ca 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 registered 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 in writing at procurement@wrdsb.ca. The supplier will be consulted to examine the allegations and determine the appropriate measures.