

Supplier Code of Conduct

TransLink

TransLink's Supplier Code of Conduct establishes the ethical performance expectations and minimum performance standards expected of TransLink's suppliers. TransLink strongly encourage suppliers to exceed this minimum by demonstrating sustainability, leadership and innovation, and promoting best practices and continuous improvement throughout their operations.

The intent of this Supplier Code of Conduct is to ensure that TransLink does business with suppliers that are committed to ethical labour, health and safety, environmental, and social principles to support the well-being of the region. TransLink is interested in working with suppliers that will comply with the requirements set out in this document.

In this document, "TransLink" refers to South Coast British Columbia Transportation Authority (TransLink) and all of its operating companies (including British Columbia Rapid Transit Company (BCRTC), Coast Mountain Bus Company (CMBC), TransLink Security Management Ltd. (TSML) and West Coast Express Limited (WCE)). Each supplier must also ensure that its affiliated entities, employees, sub-contractors and its own supply chain will comply with the Supplier Code of Conduct.

Workplace Health and Safety

Each supplier will provide:

- Safe and healthy working facilities and appropriate precautionary measures to protect employees from work-related hazards and anticipated dangers in the workplace.
- Employees with regular and recorded health and safety training.
- Clean and safe accommodation that meets the basic needs of the workers (where provision is applicable). The supplier should:
 - Follow all relevant legislation, regulations and directives in the countries in which the contract activities are undertaken to provide a safe and healthy workplace.
 - Implement systems for the prevention of occupational injury and illness including, standards for fire safety; emergency preparedness and response plans; occupational/industrial hygiene standards; appropriate lighting and ventilation; machinery safeguarding; reporting and investigation of occupational injuries and illness; and reasonable access to potable water.
 - Assign responsibility for health and safety to a management representative.

Freedom of Association and Collective Bargaining

Each supplier will:

- Adopt an open attitude towards the legitimate activities of trade unions.
- Allow workers' representatives to carry out their legitimate representative functions in the workplace and should not be discriminated against.

Treatment of Employees

Each supplier will create and maintain an environment that treats all employees with dignity and respect and should not use any threats of violence, sexual exploitation or abuse, verbal or psychological harassment or abuse.

Wages

Each supplier will ensure that wages and benefits paid for a standard working week satisfy, at a minimum, national legal standards or local industry benchmarks, whichever is higher.

Child Labour

Children shall not be hired to work before completing their compulsory education, as determined by the national laws. In addition, the minimum age for entry into employment should not be less than the legal requirement.

Forced or Compulsory Labour

Each supplier will ensure there is no forced, bonded or involuntary labour.

Compliance with Laws

Each supplier will comply with all legislation and regulations relating to its business, including, where it is clear, the intent of all laws and regulations relating to their business conduct. This includes understanding the laws and regulations relevant to their work and complying with the legal requirements of the country in which they are working.

Non-discrimination and Diversity

Each supplier will:

- Provide a work environment in which everyone is treated fairly and cultural, ethnic, religious or other diversity factors such as gender are respected
- Offer employment on the basis of merit
- Not base decisions regarding employment on attributes unrelated to job performance (including but not limited to, race, colour, gender, religion, personal associations, national origin, age, disability, political beliefs, marital status, sexual orientation and family responsibilities).

Corruption, Bribery and Extortion

Each supplier will not, directly or indirectly, pay, give, offer or promise anything of value to TransLink's employees, officers and/or directors for the purpose of corruptly causing

the TransLink employee, officer and/or director to improperly act or use his or her influence in obtaining or retaining any business or securing any improper advantage for TransLink or the supplier.

Environmental Management

Each supplier will:

- Follow all relevant environmental legislation, regulations and directives in the countries in which the contract activities are undertaken to ensure environmental compliance.
- Implement manage systems for relevant environmental aspects, including but not limited to spill response, waste management, energy consumption, greenhouse gas emissions, water management and conservation.
- Ensure environmental aspects are identified prior to beginning work.
- Assign responsibility for environmental compliance to a management representative.