



COLLINGWOOD  
SCHOOL



# Forced Labour and Child Labour Report For the year ended June 30, 2023



## COLLINGWOOD SCHOOL

### Introduction

Collingwood School is a non-denominational and co-educational independent school that operates across two campuses in West Vancouver, British Columbia. The school's personalized and inclusive approach fosters academic excellence and wellbeing as the students explore opportunities across academics, arts, athletics and service learning. With an emphasis on experiential learning, collaboration, character development, and problem solving across disciplines, the school aims to prepare graduates to join the global community as critical thinkers who are resilient, socially conscious and prepared to make the most of their opportunities.

Collingwood School is committed to contributing positively to our local and global communities, environmental stewardship, and supporting the well-being, and inclusion of all people. This report is made pursuant to subsection 11(2) of the *Fighting Against Forced Labour and Child Labour in Supply Chains Act*, S.C., 2023, c.9 (the Act) and outlines the measures Collingwood School have taken to mitigate the risk of forced labour across the Collingwood School's procurement process in the 2023 fiscal year.

### Structure and Activities

Founded in 1983, Collingwood School is a Canadian registered charity incorporated under The Society Act with over 250 employees and 1,250 students from Junior Kindergarten to Grade 12.

Collingwood School's activities include delivering educational programming and support for students, offering before and after school transportation services, lunch service, school age care, summer programs, organizing community events for students and families, and renting facilities to third parties. The vast majority of Collingwood School's operations involve the sale of services rather than goods.



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**Procurement**

Collingwood School predominately sources goods and services within Canada. Goods imported into Canada are extremely minor, valued at less than 1% of total expenditures for the year ended June 30, 2023.

The following table outlines key goods and services purchased by Collingwood School to deliver services for the students, families, and community.

<b>Expense Category</b>	<b>Description</b>
Supplies	Stationery, classroom, books, and health and safety supplies
Equipment	Sports, computers, tablets, audio-visual, printers, repairs and maintenance, furniture and fixtures, and IT infrastructure equipment
Apparel	Athletics, and student House apparel
Third Party Contractors	Guest instructors and speakers, transport, summer programs, janitorial, catering, consultants, lawyers, auditors
Site Rentals	Renting third party facilities to community based organizations
Subscriptions	Online subscriptions for administrative, teaching, and learning purposes

With a wide range of programs and functions, the procurement of goods and services to support Collingwood School’s operations are managed by a variety of departments across the organization.

**Policies**

Collingwood School strives to partner with suppliers who are aligned with our values to protect and respect human rights. The school has a Procurement Policy and Procedure which outlines acceptable practices, roles and responsibilities for all employees. Our policy requires that procurement activities are made transparently, ethically, and with integrity, and that employees must uphold the highest legal, environmental, and professional standards throughout the procurement process.

All employees must adhere to the Collingwood School Employee Code of Conduct which outlines the school’s core values and fundamental beliefs that guide the community’s attitudes and behaviours. Under the Code of Conduct, employees are expected to conduct themselves with honesty, integrity, act in good faith, and comply with legal, professional, and ethical standards.



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A Whistleblower Policy also provides employees with a platform to anonymously report suppliers who may be engaged in forced labour and child labour. An investigation on the supplier will be conducted in the case of an allegation from a whistleblower.

### **Due Diligence**

Collingwood School will continue to assess suppliers who may present a risk of exposure to forced labour and child labour, through review of published Forced Labour Reports. Additional information will be requested from these suppliers to ensure they have adequate measures in place to mitigate their exposure to forced labour and child labour. Collingwood School will terminate relationships with any suppliers who fail to comply with the request or do not provide adequate information to alleviate concerns.

### **Risk Assessment and Mitigation Strategy**

An analysis was conducted on Collingwood School's suppliers. 77% are local, 18% are from another province within Canada, and 5% are based in the United States. Based on the information available, we assess that the risk of forced labour and child labour activities is minimal.

Collingwood School has identified certain areas of the procurement process that may carry a risk of forced labour and child labour. We understand that suppliers who import supplies, equipment, and apparel outside of North America pose a higher risk of exposure to forced labour and human rights violations. We will continue to conduct due diligence of our current and new suppliers to mitigate the risk of forced labour and child labour.

### **Remediation Measures**

During the year ended June 30, 2023, Collingwood School did not identify any incident of forced labour or child labour.

In the event that incidents of forced labour or child labour are identified, we will consider appropriate remediation strategies, including but not limited to ending our relationship with suppliers.

### **Training**

As part of the onboarding process, new employees are provided training on the School's Code of Conduct. Annually, all employees must confirm that they will continue to uphold the principles and requirements set out in the Code of Conduct.

Training on forced labour and child labour will be completed annually for budget managers who are responsible for sourcing suppliers and approving the procurement of goods and services.



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Training will also be implemented for all other faculty and staff in the upcoming fiscal year.

### Assessing Effectiveness

In 2024, Collingwood School will monitor suppliers who may present a risk of exposure to forced labour and child labour, through review of published Forced Labour Reports. In the case any concerns are identified, we will collaborate with the suppliers on remediation measures or terminate our partnership with suppliers who are unable to adequately address these risks.

### Attestation

In accordance with the requirement of the Act, and in particular section 11 thereof, I attest that I have reviewed the information contained in the report for the entity listed above. Based on my knowledge, and having exercised reasonable diligence, I attest that the information in the report is true, accurate and complete in all material respects for the purposes of the Act, and for the year ended June 30, 2023.

Lisa Evans  
Head of School and Director  
Collingwood School Society  
Date: May 29, 2024

*I have the authority to bind the Collingwood School Society*