

# ADMINISTRATIVE POLICY

## RESPONSIBLE PROCUREMENT

### GOAL AND PURPOSE

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- To implement principles and measures to ensure that the products that the organization put on the market, as well as the products and services that it purchases are manufactured in a manner that is respectful of the environment and the rights of workers.
- Establish responsible procurement requirements for specific types of products and/or services procured by Cirque du Soleil

### STATEMENT

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- All purchases made for Cirque du Soleil or on its behalf, by its employees or by third parties, must comply with the responsible procurement principles stated in this policy.

The principles of this policy were inspired by the standards set out by the International Labour Organization (ILO) as well as a sustainable development approach.

- Suppliers must always carry out their business in a manner that complies with all applicable local laws. Should the principles outlined in this policy and local laws touch on the same issues, the highest standard will apply.
- Agreements with partners and promoters are governed by the social responsibility clause which makes a reference to responsible procurement practices.
- Cirque will use an approach based on collaboration and dialogue with its suppliers, rather than a coercive approach, and will work alongside its suppliers to correct any problematic situations.
- Cirque is committed to implementing a system to control and verify the application of its responsible procurement policy. The suppliers may be subject to verification by Cirque du Soleil or a third party (on-site audits or mailed questionnaires).

### Goods and services with responsible procurement requirements

- In accordance with this policy, Cirque du Soleil establishes a growing number of responsible procurement requirements for specific types of goods and services.
- Before completing a purchase on behalf of Cirque du Soleil, individuals must verify if a “*responsible procurement*” specification sheet exists for the goods and/or services they intend to acquire. The specification sheets are available on the Supply Chain SharePoint site.

### PRINCIPLES

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#### Environment

Suppliers must act in a way that is environmentally responsible by demonstrating a concerted effort to improve their performance in this respect and by demanding the same of their suppliers. This includes:

- Considering the environment when making business decisions;
- Respecting the legal requirements to which the business must comply with regard to the environment;
- Implementing measures to prevent pollution;
- Ensuring that the environment is taken into consideration when designing and developing products or services;
- Ensuring that the company’s environmental performance is progressive and includes measures to improve its management of water, energy and residual and hazardous materials.

## **Labour**

Suppliers must act in a responsible manner in regards to labour management and demonstrate a commitment in respecting all applicable laws and ILO standards and by requiring the same commitment from their suppliers.

### **Child Labour<sup>1</sup>**

No child labour shall be employed if younger than 15 years old (or 14 where the law of the country of manufacture allows) or younger than the age for completing compulsory education in the country of manufacture, whichever is higher.

Children and young persons under 18 shall not be employed at night or in hazardous conditions.

Companies shall develop or participate in and contribute to policies and programs which provide for the transition of any child found to be performing child labour to enable her/him to receive quality education until s/he is no longer a child.

These policies and procedures shall conform to the provisions of the relevant ILO standards.

### **Forced Labour<sup>2</sup>**

There shall not be any use of forced labour, whether in the form of prison labour, indentured labour, bonded labour or otherwise.

Workers are not required to lodge “deposits” or their identity papers with their employer and are free to leave their employer with reasonable notice.

### **Freedom of Association and Collective Bargaining<sup>3</sup>**

Employers shall recognize and respect the right of employees to freedom of association and collective bargaining.

### **Health and Safety**

The employer shall provide a safe and healthy working environment and shall take adequate steps to prevent accidents and injury to health arising out of, associated with or occurring in the course of work, by minimizing, so far as is reasonably practicable, the causes of hazards inherent in the working environment.

Access to clean toilet facilities and to potable water, and, if appropriate, sanitary facilities for food storage shall be provided.

Accommodation, where provided, shall be clean, safe, and meet the basic needs of the workers.

### **Discrimination<sup>4</sup>**

No person shall be subject to any discrimination in employment, including hiring, salary, benefits, advancement, discipline, termination or retirement, on the basis of gender, race, religion, age, disability, sexual orientation, nationality, political opinion, or social or ethnic origin..

### **Hours of work**

Suppliers must comply with all applicable laws. Employees shall be compensated for overtime hours in accordance with applicable laws.

### **Harassment or abuse**

Every employee shall be treated with respect and dignity. No employee shall be subject to any physical, sexual, psychological or verbal harassment or abuse.

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<sup>1</sup> Conventions C138 et C182 et recommandation 146 sur l'âge minimal pour travailler de l'OIT

<sup>2</sup> Conventions C29 et C105 de l'OIT

<sup>3</sup> Conventions C87 et C98 de l'OIT

<sup>4</sup> Convention C111 de l'OIT

## Wages and Benefits

Employers recognize that wages are essential to meeting employees' basic needs. Employers shall pay employees at least the minimum wage required by local law or the prevailing industry wage, whichever is higher, and shall provide legally mandated benefits.

The company shall ensure that deductions from wages are not made for disciplinary purposes and that all wages and benefits are detailed clearly and regularly for workers.

## AUTHORITY

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VP Control & Procurement

## REFERENCES

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- Procurement Corporate Policy
- Competitive Bidding Administrative Policy

## DEFINITIONS

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### Responsible Procurement

- Responsible Procurement is a procurement "*methodology*" that incorporates the selection of goods and services which promote a healthier community and environment by considering the costs as well as the environmental and social impacts of products and services through all stages of their lifecycle.

### Sustainable Development

- Sustainable development means a development that meets the needs of the present without compromising the ability of future generations to meet their own needs. Sustainable development is based on a long-term approach which takes into account the inextricable nature of the environmental, social and economic dimensions of development activities.

### Workers rights

- The workers' rights represent the set of juridical norms governing the relationships between an employee and its employer. The workers' rights oversee, among other things, the creation, execution and breach of an employment contract. It guarantees compliance to the freedom of representation, the respect of health and safety norms as well as the protection of vulnerable workers.

### International Labour Organization (ILO)

- The ILO is the international organization responsible for drawing up and overseeing international labour standards. It is the only "tripartite" United Nations agency that brings together representatives of governments, employers and workers to jointly shape policies and programmes promoting Decent Work for all.