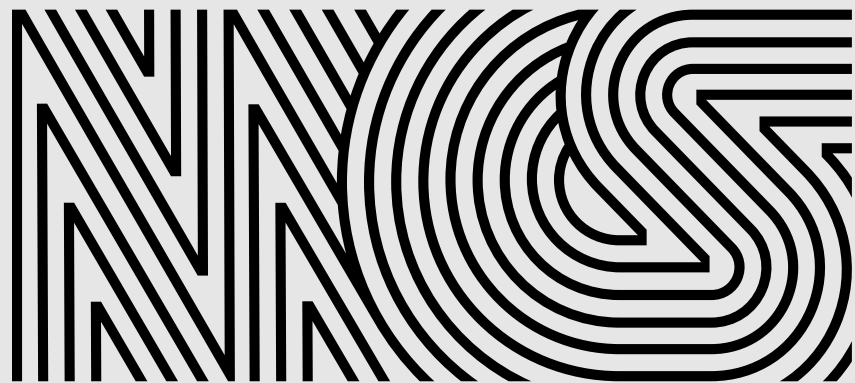


# Responsible Procurement Policy



McCord  
Stewart  
Museum  
Montreal

# Background

The Responsible Procurement Policy formalizes a commitment made in response to the objectives of the Sustainable Development Plan of the McCord Stewart Museum and its Foundation and the associated plan of action. The Policy's aim is to facilitate and systematize the purchasing process for all Museum and Foundation components. In so doing, it acknowledges the specific constraints, difficulties and circumstances associated with the mission of each Museum and Foundation department.

# Definitions

## Responsible purchasing

Responsible purchasing refers to the integration of sustainable development and social responsibility principles into the Museum's and Foundation's goods and services consumption practices. It consists in making environmental, social and economic criteria a part of our purchasing processes with the aim of reducing their environmental impact, increasing social benefits and enhancing the Museum's and Foundation's financial sustainability throughout the product life cycle (Espace de concertation sur les pratiques d'approvisionnement durable).

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## Sustainable development

Development that meets current needs without compromising the ability of future generations to meet their own needs. Sustainable development is based on a long-term approach that takes into account the inextricable nature of the environmental, social and economic dimensions of development activities (*Sustainable Development Act*, R.S.Q., c. D-8.1.1). For an organization, this means practices that allow it to grow and prosper while paying close attention to the impact of its activities on society and the environment (Canada Council for the Arts, 2021).

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## Goods and services

Tangible and intangible products required to carry out the activities necessary for the proper functioning of Museum and Foundation departments according to their needs.

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## Service provider

Any natural or legal person who provides goods or services to the Museum and/or its Foundation.

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## Life cycle assessment

A method for evaluating the potential social and environmental impacts of the products and services used by the Museum and its Foundation throughout their entire life cycle, from the extraction of raw materials to end-of-life.

## Local sourcing

The Museum and its Foundation wish to encourage local sourcing that reflects the specific needs and circumstances of all Museum and Foundation departments.

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## Ethics

The Museum and its Foundation prioritize service providers who share their values of social and environmental responsibility.

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## Restraint and responsible consumption

The Museum and its Foundation understand the necessity of changing consumption patterns while fostering a new approach to determine whether purchases are justified. The Museum and its Foundation must take steps to encourage restraint while maintaining the level of service that their missions require.

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## Resource pooling

The Museum and its Foundation wish to share internal intellectual resources to advance responsible procurement efforts, knowledge and innovation.

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## Exemplarity

The Museum and its Foundation aim to become a role model in matters of sustainable development and responsible procurement for other museums and the cultural sector as a whole.

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## Environmental integrity

The Museum and its Foundation favour procurement practices that reduce their environmental footprint on entire ecosystems.

# Scope

This Policy applies to all on-site and off-site activities of the Museum and its Foundation.

Persons subject to this Policy include staff and Board of Trustees members, as well as volunteers and interns. They all play an active role in pursuing the Museum's and its Foundation's commitment to responsible procurement and achieving the objectives set out in this Policy.

Other stakeholders associated with this Policy are our partners and service providers. The Museum and its Foundation invite them to read this policy and assist with its implementation.

# Structure and Responsibilities

This Policy is the responsibility of the co-heads of the Sustainable Development Committee of the Museum and its Foundation, whose responsibilities are as follows:

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→ Ensure compliance with the Policy

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→ Evaluate the impact of the Policy's implementation

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→ Report to management on the progress achieved

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→ Collect information on best practices and innovations

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This Policy must be applied in conjunction with the Museum's Contract Management and Awarding Policy governing all purchases and contracts, whether one-time or for an ongoing project, that exceed \$100,000 (before taxes).

## Criteria

The Museum and its Foundation have identified a number of key criteria to be considered prior to purchasing a good or service. In addition to cost, which is an important factor in the purchasing decision, other criteria must be taken into account in order to comply with the guiding principles of this Policy.

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## Environmental standards

Goods, services and service providers must comply with the environmental standards in effect in Quebec, Canada, or the jurisdiction in which such providers are established.

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## Social standards

Goods and services providers must respect the rights of workers as defined by Quebec's Act respecting labour standards, or by the conventions of the International Labour Organization and Declaration of Human Rights. Specifically, they must uphold the following:

- free choice of employment and the abolition of forced labour
- freedom of association and the right to collective bargaining
- the effective abolition of child labour
- non-discrimination in employment
- decent working conditions
- decent working hours
- a wage that covers the basic needs of families

# Management of Service Providers

## Origin

Local goods, services and service providers (located within a 1,000-km radius) are preferred.

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## Recyclability/reusability

The product should be chosen according to its ability to be reused for subsequent internal or external needs, if possible. If this is not possible, recyclability must be given priority.

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## Product performance (goods or services)

Product characteristics must be analyzed and found to meet current and future needs.

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## Quality of relationship with company (customer service)

A good relationship with service providers can help streamline the work of each department. It is therefore a criterion in the product and service provider selection process.

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## Environmental, social or ethical certification

Products, services and service providers with one or more certifications attesting to their environmental, social or ethical commitment will be given preference over another product, service or service provider with the same characteristics but without such certification.

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## Responsible Purchasing Guide

The Responsible Purchasing Guide is a decision-making tool used to review the criteria set out in this Policy. It consists of a scoring table and a certification table. The guide is appended to this Policy and is an integral part of it.

## Authority

Enforcement of this Policy is the responsibility of the of the Museum and Foundation senior management teams.

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## Review

This Policy will be reviewed every five years.

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## Effective date

This Policy was adopted by the Boards of Trustees of the Museum and its Foundation in September 2022 and took effect on October 1, 2022.