

# 2024 Report under the *Fighting Against Forced Labour and Child Labour in Supply Chains Act*

## Introduction

This report has been prepared by the Canadian Museum of History (**CMH**) in response to Canada's *Fighting Against Forced Labour and Child Labour in Supply Chains Act* (the **Act**) for our financial year ending March 31, 2024. The Act requires Crown corporations to report on activities relating to the producing, purchasing or distributing of goods in Canada or elsewhere.

CMH recognizes and acknowledges the importance of identifying and preventing risk of forced labour and child labour in Canada's supply chains and support initiatives intended to establish and maintain environmental, social, and financial sustainability, both in Canada and abroad.

## Organizational structure, activities, and supply chain

The CMH is a federal Crown corporation established under the *Museums Act*. The purpose of the CMH is to enhance Canadians' knowledge, understanding and appreciation of events, experiences, people, and objects that reflect and have shaped Canada's history and identity, as well as to enhance their awareness of world history and cultures. Our primary activity is welcoming visitors to our museums to view our collections of artifacts, specimens, works of art, written documents, and sound and visual recordings. We employed 465 full and part time workers in the reporting year.

The CMH is responsible for management and oversight of the Canadian Museum of History, the Canadian War Museum, Digital Museums Canada, and the online Virtual Museum of New France. The Canadian Museum of History includes the Canadian Children's Museum, a 500-seat theatre and the CINÉ+, a 295-seat movie theatre. The CMH sells admission tickets and memberships and accepts donations. We rent our facilities for banquets, receptions, performances, conferences, and weddings.

The CMH purchases goods to support these operational activities, including office equipment and supplies, furniture, information technology, and materials and supplies for exhibits and care of collections. These goods are mainly purchased through Canadian distributors and occasionally imported from outside of Canada, including from the United States and Europe.

In our gift shop, we sell a wide variety of Canadian souvenirs, as well as products related to the themes of the Canadian Children's Museum and exhibitions of the Canadian Museum of History and Canadian War Museum. This includes toys, books, coins, stationary, gift cards, clothing and accessories, dishware, military-themed gear and accessories, blankets, shawls, jewelry, prints, artwork, and sculptures. Nearly all our gift shop suppliers are Canadian artists and distributors located in Canada. For the reporting year, we imported goods from two suppliers in the United States and one supplier in Spain. A number of Canadian artists reproduce their work on ceramics and apparel that could be manufactured outside of Canada.

## Steps to prevent and reduce the risks of forced labour and child labour

In our financial year ending March 31, 2024, the CMH's approach to preventing and reducing the risks of forced labour and child labour in our operations and supply chain included:

- Continuing to apply our *Code of Conduct*, which describes our commitment to providing a safe and healthful work environment for all workers,
- Requiring our procurement team to comply with our *Delegation of Financial Authorities Policy* and *Contracting Policy* as part of CMH's commitment to doing business with companies that respect the law and act with integrity,
- Applying and continuing to monitor our risk management framework, through which CMH identifies, assesses, and mitigates financial, technological, people, strategic, operational, reputational risks facing the organization,
- Updating our General Conditions to require that vendors and their sub-contractors, providing goods and services to the Museum comply with all applicable laws and regulations, including Canada's prohibition on the importation of goods produced, in whole or in part, by forced or child labour, and
- Continuing to provide workers with a mechanism for reporting any wrongdoing or violations of CMH policies in a confidential manner, free from reprisal.

## Policies

To prevent and reduce the risks of forced labour and child labour, the CMH applies our existing responsible business policies and due diligence processes.

Our ***Code of Conduct*** sets our expectations of ethical business behaviour, including respect and recognition of basic human rights of workers in our operations. The Code requires that employees act at all times to uphold the public trust. It also requires them to refrain from knowingly engaging in activities that would otherwise undermine the reputation or integrity of the CMH. It provides that employees treat all people with respect and dignity and contribute to a safe and healthy work environment. Our Vice-President of Human Resources is responsible for implementing the Code. Breaches of the Code may result in disciplinary action.

As a Crown corporation, the CMH is subject to the ***Values and Ethics Code for the Public Sector***, which describes the values and expected behaviors that guide public servants in all activities related to their professional duties. This *Code* includes treating all people with respect, dignity, and fairness, and contributing to a safe and healthy work environment that promotes engagement, openness, and transparency. Acceptance of these values and adherence to the expected behaviors is a condition of employment of all CMH employees, and a breach of these values and behaviors may result in disciplinary action.

Our ***Delegation of Financial Authorities Policy*** and ***Contracting Policy*** are aimed at ensuring that our contracting and procurement activities stand up to public scrutiny by stipulating that the CMH conducts business in an ethical manner with ethical suppliers in Canada and abroad. This is part of the CMH's commitment to doing business with companies that respect the law and act with integrity. Our Chief

Financial Officer is responsible for the implementation and monitoring of these policies. Failure to comply may result in disciplinary action or the termination of a business relationship.

Our ***Policy on the Disclosure of Wrongdoing*** establishes a standardized approach for reporting and investigating incidents of wrongdoing so that they can be dealt with in a timely, fair, and confidential manner. This Policy defines “wrongdoing” to include a contravention of Canadian law, a breach of our *Code of Conduct* or *Values and Ethics Code for the Public Sector*, or any act or omission that creates a substantial and specific danger to the life, health, or safety of persons. This Policy enables employees and others to bring forward information concerning wrongdoing. This information can be disclosed to an employee’s supervisor, the Senior Officer for Internal Disclosure, through ClearView Connects, the CMH’s secure, anonymous, and confidential platform, or through the Public Sector Integrity Officer.

Our ***Workplace Harassment and Violence Prevention Policy*** prohibits and requires the CMH to respond to all forms of harassment, discrimination, bullying or violence in the workplace and take any necessary corrective actions promptly.

## Due diligence processes

The CMH has adopted a **Risk Management Framework (RMF)** to understand, assess and mitigate the risks facing the CMH and its people, programs, operations, property, and other affected groups. The RMF guides the CMH on how risk information can, and should, be integrated into our corporate planning processes and decision-making. Using this framework, the CMH considers financial, technological, people, strategic, operational, and reputational risks. The RMF has not, to date, been used to assess the risks of forced labour or child labour, but having this framework in place enables the CMH to assess and respond to human rights risks in our operations and supply chains, including those relating to forced labour or child labour.

The key elements of the RMF include identifying and assessing, mitigating, and monitoring risks, as well as assessing the effectiveness of the RMF to ensure that we continuously improve our approach (for more details, see **Assessing Effectiveness** section, below).

Our **General Conditions** require vendors to act with integrity and comply with applicable laws. In addition, in 2024 we updated our General Conditions to require that vendors and their sub-contractors, providing goods and services to the CMH comply with all applicable laws and regulations. In addition, vendors and their sub-contractors are required to represent and warrant that goods have not been mined, manufactured, or produced, in whole or in part, by forced labour or child labour. This applies to all goods, regardless of their country of origin.

## Forced labour and child labour risk

The CMH has not identified risks of forced labour and child labour in our activities or with our direct suppliers. Our direct suppliers are located in jurisdictions that have a lower risk of forced labour or child labour because of legal protections in place for workers.

Any risks associated with forced labour and child labour would arise in the extended global supply chain. Based on information published by government and international organizations, the CMH is aware that certain sectors and regions carry higher risks of forced labour and child labour in the global supply chain, including apparel, ceramics and information technology. The CMH has had limited visibility over the

extended global supply chain to date but are committed to working with our suppliers to prevent and mitigate labour-related risks.

## Remediation measures and remediation of loss of income

Our *Policy on the Disclosure of Wrongdoing* specifies the pathways available to workers to report any workplace wrongdoing. This includes our ClearView Connects platform, which allows for anonymous reporting of any policy violations. Reports can also be made through the Public Sector Integrity Officer. Our *Code of Conduct* prohibits reprisal against an employee or non-employee due to the disclosure of a real, apparent, or perceived breach of policy. CMH is committed to conducting an appropriate investigation in response to any reports of wrongdoing.

To date, the CMH is not aware of any incidents relating to forced labour or child labour in our operations or supply chains, and as such has not taken any remediation measures or remediation of loss of income to families as a result of forced labour or child labour.

## Employee training

We provide training to our workers relating to health and safety, human rights and compliance with Canadian laws. To date, we have not developed any training for employees specifically related to the risks and indicators of forced labour and child labour in the supply chain.

## Assessing effectiveness

The CMH monitors the effectiveness of our RMF to ensure that it continues to properly identify, assess, and mitigate the risks CMH faces moving forward. Each year, our senior leadership team reviews our business context and identifies any material changes which might interfere with the CMH's ability to deliver on our mandate. Every three years, the CMH's risk profile, which is developed by applying the RMF, is reviewed and updated, as appropriate. Additionally, every three years, the Audit and Finance Committee reports on the RMF's performance and facilitates a review of the RMF.

## Approval and attestation

In accordance with the requirements 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, for the reporting year listed above.

Dated in the City of Gatineau, Quebec, this 27 day of May, 2024.

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Caroline Dromaguet

President and Chief Executive Officer

I have the authority to bind the Canadian Museum of History