



SUPPLIER COMPLIANCE PACKAGE

ON-SITE SERVICE SUPPLIERS

FACILITIES MANAGEMENT

July 2018

Dear Supplier,

In order to promptly register your company as a supplier with BGIS Global Integrated Solutions Alberta LP (“**BGIS**”) and to ensure timely payment of your invoices, we require that you provide the requested information and agreement to the various terms included in the enclosed Supplier Compliance Package (SCP) **PRIOR** to any purchase order(s) being issued or work commencing.

The enclosed terms and conditions shall apply to all work performed by your company for BGIS in the event that an alternative written agreement has not been executed for the work to be performed.

BGIS has hired ComplyWorks Ltd. (www.complyworks.com) to manage our preferred supplier list for the Facilities Management line of business. ComplyWorks will collect the required supplier compliance documentation and health and safety statistics and will provide BGIS with easy access to this information in order to pre-qualify suppliers for future work opportunities. This program is designed to ensure that BGIS meets legislative due diligence requirements and minimizes the risk to BGIS, their clients and everyone on our work sites. Participation is mandatory for suppliers who wish to work for the Facilities Management line of business.

As a provider of on-site services, you will be required to register and purchase an annual membership with ComplyWorks. This membership will give you:

- the ability to provide and maintain the required supplier compliance documentation electronically;
- additional business opportunities through a database accessible by 175 employing companies that use ComplyWorks; and
- streamlined business processes through electronic management of compliance documentation, with only a single set of compliance records to maintain.

If you are currently registered with ComplyWorks and paying full subscription fees, you will not be required to pay the membership fee again, as there is only one annual fee regardless of the number of companies you provide services to. If you are currently registered with ComplyWorks on a limited subscription fee, you will be required to upgrade your subscription to the full membership rates. The cost of the annual membership fee is dependent on the total annual number of employees.

** Please note – The ComplyWorks annual membership fees are subject to change.*

ComplyWorks will contact you directly to register on the ComplyWorks website. In addition to purchasing a membership, you will be required to provide the supplier compliance requirements identified in this package. Some requirements will need to be uploaded directly into the Contractor Management System (“CMS”) by way of document attachment or fax.

If you have any questions about registration and setup with ComplyWorks, please contact their Customer Support team at 1-877-819-4792.

GENERAL REQUIREMENTS	The general compliance requirements identified below are mandatory when registering on the ComplyWorks Contractor Management System.
PAGE 4	WORKERS' COMPENSATION REQUIREMENTS
PAGE 4	INSURANCE REQUIREMENTS

TERMS & CONDITIONS	The terms and conditions identified below require mandatory review and agreement when registering on the ComplyWorks Contractor Management System.
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TERMS & CONDITIONS	The terms and conditions identified below require mandatory review, agreement and sign-off when registering on the ComplyWorks Contractor Management System.
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Workers' Compensation Requirements

With respect to Workers' Compensation, the Supplier will need to provide current and valid clearance letters for each province where it maintains an office.

The Supplier acknowledges that it must notify the appropriate provincial WCB of any material change in circumstances with the above-mentioned business, and should this affect the Supplier's obligations under the Workers' Compensation Act, the Supplier shall notify BGIS accordingly within ten (10) business days.

The Supplier represents and attests that it understands the requirements of the WCB for each province in which service for BGIS is being provided. The Supplier agrees to comply with the code requirements and all the other applicable laws and regulations regarding Workers' Compensation, payroll taxes and similar employment issues.

BGIS is entitled to request proof of WCB coverage or Independent Operator status at any time for as long as the Supplier is providing services and prior to the payment of any invoices.

Insurance Requirements

With respect to insurance coverage, the Supplier hereby attests that it currently has in place and will maintain at all times all required insurance coverage, naming BGIS Global Integrated Solutions Alberta LP and its Client(s) as additional insured, specifying that 30 days' notice shall be provided to BGIS in the event of reduction, non-renewal or cancellation of insurance coverage.

As part of the ComplyWorks registration process, the supplier is required to submit **certificates of insurance** as proof of insurance coverage. Such insurance shall include the minimum of the amounts stipulated below:

- (1) \$2,000,000 Commercial General Liability
- (2) \$2,000,000 Comprehensive Automotive Liability
- (3) \$2,000,000 Errors and Omissions insurance, (Consulting and/or Environmental services **only**)

The following wording shall be added to the Supplier's insurance policies as additional insured, but only with respect to liability arising from the operations and activity of the Supplier and its representatives in performing the work:

"Bell Canada and its Affiliates" and "BGIS Global Integrated Solutions Alberta LP"

The Certificate Holder is: BGIS Global Integrated Solutions Alberta LP

4175 14th Avenue,

Markham, Ontario, L3R 0J2

The supplier agrees to submit certificates of insurance, as required in accordance with the BGIS Supplier Terms and Conditions and related Client Specific Conditions. BGIS has the right to require proof of insurance coverage at any time for as long as the Supplier is providing Services and prior to payment of any invoices.

Supplier Code of Conduct

1.0 Purpose

At BGIS Global Integrated Solutions Canada LP and its related companies (collectively referred to as “BGIS”), we are committed to a policy of fair dealing and integrity in the conduct of all aspect of our business. As a recognized leader in the provision of Real Estate Management Services, our core values must be reflected in our actions and behavior. Each of us has personal responsibility to uphold and extend our standards of ethical behavior. To access the BGIS Supplier Code of Conduct, please click on link below:

[Supplier Code of Conduct \(Click here\)](#)

ACKNOWLEDGEMENT

By signing below, the Contractor agrees I acknowledge that I have read and considered the BGIS Supplier Code of Conduct

SUPPLIER’S LEGAL COMPANY NAME
PRINT NAME
TITLE / POSITION
AUTHORIZED SIGNATURE
DATE

Zero Tolerance Policy

1.0 INTRODUCTION

BGIS Global Integrated Solutions Alberta LP (“BGIS”) provides real estate, facilities and project management services to “mission critical”, telecommunication, IT, studio’s and utility clients.

1.1 Our primary values and our contractual obligations to our Clients include compliance with applicable health and safety laws, network reliability and integrity of Clients’ assets.

1.2 High Risk Work or work performed in high risk areas (which we refer to as “High Risk Work”) is work that can result in a serious incident relating to health and safety, network reliability, impacting large number of Bell employees or a Client’s assets and is of special concern to BGIS and its Clients. This policy describes the non-compliances that are not tolerated because of the serious risk or threat to health and safety, network reliability or a Client’s assets, and clarifies the consequences of such non-compliance.

2.0 OBJECTIVE

2.1 The objective of this Zero Tolerance Policy is to:

- a. reduce the sources of danger to health and safety in or around High Risk Work;
- b. minimize the risk of Network Failure and damage to client assets and to Bell employees that support Bell services such as call centers;
- c. establish a process to deal with the consequences of non-compliance by Suppliers.;
- d. any work inside or outside Bell’s facilities must take into account to not disrupt Bell’s operation and services, unless agreed to. Planning, communication and precautionary approach is key.

3.0 SCOPE

This Zero Tolerance Policy applies to all Suppliers and consultants engaged directly by BGIS for High Risk Work (referred to as “Suppliers”) either as prime or as agent for its Clients. The provisions of this policy are deemed incorporated into any contractual agreement for work or services entered into between BGIS as prime or as agent for its Clients and a Supplier (the “Contract”) as of the date of signature by the Supplier of the Undertaking to Comply with the Zero Tolerance Policy by the Supplier. In the event of a conflict or inconsistency between the policy provisions and the provisions of the Contract, the provisions of the policy shall prevail.

3.1 The occurrence of a Non-Compliance, described in the following section, could result in the application of the measures described in this policy in addition to all other measures or remedies available to BGIS or its clients under the Contract. Suppliers who engage employees or a sub-contractors to perform all or part of the High Risk work shall be responsible for any Non-Compliance by their employees and sub-contractors.

4.0 NON-COMPLIANCES

The following acts or omissions are deemed non-compliant performance of work or services creating serious risks of service failure, injury, loss of life or property damage. They are defined as Non-Compliances:

- non-compliance with the Methods and Procedures for services or work performed at Client sites (referred to as “MOPs”) issued by BGIS to Suppliers;
- non-compliance with Client health and safety policies and guidelines issued by BGIS to Suppliers;
- any unauthorized work on a live panel, i.e. hot tapping a connection, or working above/around live equipment without proper protection as approved by the project manager or his representative;
- unauthorized UPS/Telco disconnect activities;

- unauthorized shut-off of a ventilation system in an equipment area without proper investigation (this includes disconnecting ductwork);
- turning off panels without proper investigation or approval (Electrical, Card Access, Telephone, Control, Fire Alarm, etc.);
- excavating without verification of underground utilities;
- leaving accelerants and/or debris unattended within a Client space;
- negligently setting off a false fire alarm;
- short circuiting power and/or control wiring;
- completing connections to equipment and devices without completion of proper verification procedures;
- blocking or impeding ventilation to equipment;
- dust infiltration;
- pipe leaks;
- inadequate control of water/dust/debris during cutting and coring activities;
- inadequate security coverage during x-ray activities;
- attending to work on-site without having adequately coordinated security escort(s);
- inadequately ensuring that tools are not in jeopardy of falling onto equipment when working above them;
- use of cell phones in equipment areas;
- traveling through equipment areas without approval;
- transporting equipment and materials through equipment areas without authorization;
- working above or on cable racking without proper approved protection or proper authorization by the project manager;
- working with an open flame without a permit;
- working without a threat ticket (proper or otherwise) in place;
- negligent damage of roofing membrane above equipment areas;
- using Client equipment and facilities (hoists, lifts, ladders, telephones, washrooms, etc.) without authorization;
- knowingly installing defective equipment;
- inadequately anchoring equipment or materials;
- using oil based paints or materials without authorization;
- drilling through asbestos tiles without authorization;
- propping open doors and openings in security and/or fire rated partitions;
- propping open outside doors without supervision;
- permitting access to unauthorized persons;
- loaning/borrowing ID cards to/from people to whom they were not originally issued;
- proceeding with work without a Start-up Meeting;
- smoking within Client space outside of officially designated smoking areas;
- non-compliance with applicable health and safety or environmental laws and regulations and guidelines;
- use of unlicensed or unqualified employees or sub-contractors;
- failure to adhere to the Network "Change Management Procedure" at any time;
- negligent performance or non-performance of the services or work that could foreseeable result in an Incident; and
- use of a camera with a flash in equipment rooms, which is forbidden

- minimize noise and odor when working in or near office areas taking into consideration fresh air intakes;
- taking necessary precautions when manipulating asbestos material;
- un-authorized operation of commercial power equipment and generators;

5.0 **CONSEQUENCES OF NON-COMPLIANCE**

Non-Compliances, whether or not they result in an Incident (“Incident” is defined as network failure, workplace injury or property damage) will result in the following:

5.1 **Suspension of Services**

The services or work being performed in the High Risk Work area may be immediately suspended or revised upon notice by BGIS, at its sole discretion and upon its instructions.

5.2 **Investigation**

BGIS shall investigate the Non-Compliance or Incident and determine its cause. The Supplier and other parties involved may be called to meet with BGIS within 24 hours to discuss the Non-Compliance or Incident. If, in the opinion of BGIS, the Non-Compliance or Incident occurred through the negligence, fault or misconduct of the Supplier, its employees or sub-contractors, it shall notify the BGIS Network Reliability Council of its findings.

5.3 **Assessment by the Network Reliability Council**

The Network Reliability Council of BGIS will evaluate the Non-Compliance and assess its seriousness and the degree of:

- a. risk of service or network failure to which the network is exposed or actual service or network failure;
- b. risk of serious injury and loss of life arising out of the Non-Compliance or actual serious injury or loss of life; and
- c. risk of damage to property (buildings, equipment, networks) or actual damage to property arising out of the Non-Compliance.

5.4 **Decision of the Network Reliability Council**

After its assessment, the Network Reliability Council of BGIS shall render a decision on the measures to be taken by BGIS in connection with the Non-Compliance, and a written notice shall be sent advising the Supplier of the measures which shall be taken as a result of the Non-Compliance.

5.5 **Measures taken by BGIS**

The measures shall reflect the severity of the Non-Compliance, the degree of negligence or fault or misconduct, and the degree of risk or threat of an Incident occurring or the seriousness of the Incident having occurred.

BGIS, acting reasonably but in its sole and absolute discretion, shall have the right to exercise one or more of the following measures. The measures are not subject to the arbitration provisions, if any, of the contract between the Supplier and BGIS:

- a. immediate termination of the Contract in connection with which a Non-Compliance has occurred (the termination shall be deemed to be for material breach of Contract and the monetary remedy provisions of the Contract shall apply);
- b. immediate termination of ALL ongoing contracts between BGIS and the Supplier;
- c. Service Request Restrictions;
- d. issuance of a 3-month restriction period for service requests by BGIS;
- e. issuance of a 6-month restriction period for service requests by BGIS;
- f. issuance a 12-month restriction period for service requests by BGIS (the Supplier will have to apply to re-qualify as a potential service provider and the application will only be accepted as per the Network Reliability Council's sole discretion and decision); or
- g. issuance of a permanent restriction for service request by BGIS.

5.6 Amendments to the Zero Tolerance Policy

BGIS may amend this policy from time to time. In that case, BGIS shall send the Supplier the amended policy, which shall come into effect as of the signature date of the Undertaking to comply with the Zero Tolerance Policy by the Supplier.

5.7 Signature of the Undertaking to Comply with the Zero Tolerance Policy by the Supplier.

A Supplier's senior officer or director is required to sign the Undertaking to Comply with the Zero Tolerance Policy by the Supplier and remit it to BGIS before the Supplier is permitted to enter into any contractual agreements with BGIS or to perform any work or services for BGIS and its Clients.

6.0 UNDERTAKING TO COMPLY WITH THE ZERO TOLERANCE POLICY BY THE SUPPLIER

The undersigned, an officer or director of the Supplier, acknowledge and undertake the following on behalf of the Supplier:

- 6.1 I acknowledge having read and understood this policy, and that Non-Compliances are not tolerated by BGIS and will result in the imposition of the measures described in this policy;
- 6.2 the Supplier shall comply with this policy and shall not perform the services or work in a non-compliant manner;
- 6.3 the Supplier undertakes to ensure that its employees and its sub-contractors shall not perform the services or work in a non-compliant manner, specifically described as Non-Compliances;
- 6.4 the Supplier undertakes to ensure that the Supplier's employees and its sub-contractors shall be made aware of this policy and of the applicable methods and procedures issued to the Supplier prior to the commencement of the services or the work to be performed and that the Supplier is responsible for their Non-Compliances;
- 6.5 the Supplier acknowledges that BGIS has absolute and sole discretion and the right to impose the measures described in this policy; and
- 6.6 this acknowledgement and undertaking to comply with the Zero Tolerance Policy is an integral part of any agreement, contract or purchase order the Supplier may enter into with BGIS or the Client as represented by BGIS.

SUPPLIER'S LEGAL COMPANY NAME
PRINT NAME
TITLE / POSITION
AUTHORIZED SIGNATURE
DATE

Client Specific Conditions

As part of the CMS registration process, the Supplier shall be required to agree and certify that they have received, understood and agree with the Client-Specific Conditions in connection with the Client, defined below.

The following Client-Specific Conditions shall apply in addition to any and all other Special, Specific or General Conditions in any contract, agreement, purchase order, work order or other form of contractual document entered into between BGIS Global Integrated Solutions Alberta LP (“BGIS”) and the service provider, vendor, supplier or contractor (the “Supplier”) in relation to any Services or Work rendered to BGIS in connection with the Client, defined below.

1.0 **DEFINITIONS**

“Client” means Bell Canada and its Affiliates.

2.0 **INSURANCE**

The following wording shall be added to the Supplier’s insurance policies as additional insured, but only with respect to liability arising from the operations and activity of the Supplier and its representatives in performing the Work:

“BGIS Global Integrated Solutions Alberta LP and Bell Canada and its Affiliates.”

3.0 **BGIS AS AGENT**

BGIS is acting as agent for and on behalf of the Client.

4.0 **SECURITY REQUIREMENTS**

4.1 The Supplier acknowledges and agrees that all Supplier personnel performing the Work inside the Client’s premises are required to obtain a Canadian Police Information Centre (“CPIC”) security check.

4.2 Supplier personnel who do not pass the security check to the satisfaction of BGIS or the Client shall not be permitted to perform Work on the Client’s property.

4.3 Supplier personnel are required at all times while entering the Client’s premises to:

- a. demonstrate proof of CPIC security check; and
- b. possess either a company ID card with their photograph, name and the Supplier’s company name or government-issued photo identification.

4.4 Supplier personnel are required to:

- a. monitor the use of equipment and tools at all times;
- b. ensure unattended equipment is shut off and secured, including parked vehicles;
- c. not carry weapons personally or in a vehicle servicing the property;
- d. not interfere with the Client’s operations;
- e. not carry or possess alcohol or drugs on the site;
- f. comply with the Client’s rules; and
- g. not buy, trade or sell anything to or from the public while on the Client’s property.

4.5 The Supplier shall provide updated certificates or criminal record checks for each and every current or prospective employee, agent, sub-contractor and/or supplier to the Manager of Security Services, BGIS, at least every twelve (12) months throughout the term of the Agreement or as otherwise requested by BGIS.

4.6 The Supplier shall be responsible for payment of all costs associated with any security requirement for any of its current or prospective employees, agents, sub-contractors and/or suppliers.

5.0 **ZERO TOLERANCE POLICY**

Suppliers providing a service in any Client building undertake to comply with the Zero Tolerance Policy prior to providing that service.

6.0 PRICE REDUCTION

Notwithstanding anything to the contrary in this Agreement, in the event that (i) the Supplier's costs relating to the provision of Services pursuant to this Agreement are reduced as a result of any modification or amendment to the applicable Commodity Tax Legislation, or (ii) Commodity Taxes charged to the Supplier in relation to the provision of the Services become partially or fully refundable to Supplier, then in every case the Parties agree to amend the Agreement to reduce the prices charged by the Supplier to the Client by an amount equal to such reduction in costs or refund, as applicable.

7.0 ENVIRONMENTAL REQUIREMENTS

A supplier shall read and review with its staff the environmental instructions and ensure that the work and activities are provided in compliance with those instructions and with governmental legislative requirements. To obtain a copy of the environmental instructions and procedures to follow, see the documents located at <https://www.bgis.com/ca/suppliers.htm> - Bell Real Estate Services button under the Customer specific information.

8.0 CLIENT POLICIES

The Supplier shall comply with all applicable Client policies and procedures, including, without limitation, the Client policies provided at: [Supplier Code of Conduct](#)

9.0 COGNIBOX

As an on-site service provider, you may be required to register and purchase an annual subscription to Cognibox. This subscription will give you:

- the ability to electronically provide and maintain compliance documentation for occupational health and safety;
- increase your business opportunities by being in a database accessible to multiple companies; and
- simplified the management of your health and safety compliance records because it is done electronically and there is only one set of documents to maintain.

If you are currently registered to Cognibox, and you've already paid your subscription fee, you will not be required to repay the membership fee again as there is only one annual fee regardless of the number of businesses and to whom you offer your services. The cost of the annual contribution is based on your total number of employees annually:

Number of employees to be registered	Total annual fees *
0-2	510\$
3-5	700\$
6-20	930\$
21-35	1 390\$
36-50	1 700\$
51-75	2 125\$
76-100	2 550\$
101-150	3 700\$
151-200	4 850\$
201-250	6 850\$
251-400	8 150\$
401-600	10 050\$
601-700	10 750\$
701-800	11 750\$
801-900	12 650\$
901-1000	14 000\$
1001 et plus	To be determine

**Taxes not included.

Please note that the subscription fee is non-refundable.

If you need to increase the total number of employee's in your account before the end of your yearly subscription, the price will be prorated for the current year.

** Note that Cognibox's annual subscription fee is subject to change

Contact your local BGIS representative. He/she will take care of your request for an invitation to Bell's questionnaire. You will need to complete a specific form and submit it. You will receive an invitation from Cognibox within 24 hours and you will have to complete the Bell questionnaire. Some documents will need to be scanned and uploaded directly into the Cognibox system.

SUPPLIER'S LEGAL COMPANY NAME
PRINT NAME
TITLE / POSITION
AUTHORIZED SIGNATURE
DATE

Supplier Terms & Conditions

1.0 SCOPE AND TERMS & CONDITIONS PRECEDENCE

Goods and/or services (“Deliverables”) ordered by BGIS Global Integrated Solutions Canada LP or any subsidiary or affiliate thereof including but not limited to BGIS Workplace Solutions and BGIS O&M Solutions Inc., on its own behalf or as agent for a third party (collectively, “BGIS”) in a purchase order or work order (“P/O”) issued to you (“Supplier”) shall be timely furnished and invoiced in strict conformity with the P/O (description, quantity, price, location, billing instructions, etc.), these terms and conditions, applicable law and applicable Policies (meaning policies of BGIS and/or its customer (“Client”) which may include policies relating to Supplier Code of Conduct, health and workplace safety which have been shared with the Supplier in advance or otherwise made available on BGIS’s website at <https://www.bgis.com/ca/suppliers.htm> and, at all times, in a professional and competent manner by persons qualified and skilled in their occupations.

Before signing the below acknowledgement, you must review and agree to the complete [BGIS Supplier Terms and Conditions](https://www.bgis.com/ca/suppliers.htm) located at <https://www.bgis.com/ca/suppliers.htm>

ACKNOWLEDGEMENT

By signing below, Supplier agrees that if and when it supplies Deliverables to or on behalf of BGIS pursuant to a P/O, such transaction(s) shall at all times be subject to these Supplier Terms & Conditions.

SUPPLIER’S LEGAL COMPANY NAME
PRINT NAME
TITLE / POSITION
AUTHORIZED SIGNATURE
DATE

Supplier – Personnel Security Clearance Requirements

The Supplier acknowledges that every Service Supplier is required to obtain security clearance for all of its employees, agents, vendors, suppliers and/or sub-contractors in order to perform work at any Bell Canada and its Affiliates property.

Prior to the commencement of any services, BGIS must be in receipt of Canadian Police Information Centre (“CPIC”) security checks for all of the Supplier’s employees who will need to enter the Client’s building to perform work and do not presently hold CPIC clearance.

Upon submission of this form, the Supplier shall be contacted by BGIS and will be asked to have each employee who will be entering the Client’s building complete a consent form to enable BGIS to conduct a CPIC check on the Supplier’s behalf.

To: BGIS Global Integrated Solutions Alberta LP

I, _____ confirm that I am duly authorized to act for and
(First and Last Name)

on behalf of _____ hereafter “Supplier,” in the completion of this form.
(Legal name of Supplier’s company)

Supplier’s Legal Company name information is as follows:

COMPANY LEGAL NAME:			
MAIN CONTACT NAME:			
STREET ADDRESS:			
CITY:		PHONE:	
PROVINCE:		FAX:	
POSTAL CODE:		E-MAIL:	

Supplier – Personnel Security Clearance Requirements

SECURITY CLEARANCE STATUS - SUPPLIER AFFIRMATION:

Upon submission of this form with the Supplier Registration Questionnaire, I understand that I will be contacted by BGIS to submit a CPIC consent form for every individual that will be entering a Client's building.

In the event that the Supplier has requested to use the same employees to perform work for Clients with different levels of security requirements, it is at the discretion of BGIS to determine the amount of security clearance necessary to satisfy the Clients' requirements.

I acknowledge and agree that only individuals who have met the security requirements will be providing work on the BGIS contract. I understand and agree that these individuals may not perform work on the Client's property until the appropriate level of security clearance has been obtained.

In addition to the above, I understand that I am required to contact BGIS should there be any change to my personnel working under this Contract (terminations and new hires) or any change of personnel circumstances (such as name change, convictions or other situations that may affect the retention of an individual's personnel security designation/clearance). As well, I will notify you should any of our business information change.

SUPPLIER'S LEGAL COMPANY NAME
PRINT NAME
TITLE / POSITION
AUTHORIZED SIGNATURE
DATE

If you have any questions about personnel security clearances prior to submitting this form, please contact BGIS persec@bgis.com

Supplier Affirmation

By completing the Supplier Registration Questionnaire and submitting this Supplier Affirmation Form, I, the undersigned, agree and certify that:

- ✓ I am duly authorized to provide the information requested herein and declare that all of the information provided is true and correct in every respect.
- ✓ The Supplier is responsible for advising BGIS of any update to the submitted information as changes occur as per the enclosed instructions.
- ✓ The Supplier undertakes to fulfill all of its obligations at all times as stipulated in the **Workers' Compensation Requirements** and **Insurance Requirements**.
- ✓ The Supplier has received, understood and shall comply with the **Supplier Code of Conduct**, which is enclosed.
- ✓ The Supplier has received, understood and shall comply with the **Zero Tolerance Policy**, which is enclosed.
- ✓ The Supplier has received, understood and agrees with the **Supplier Terms & Conditions** and the **Client Specific Conditions**, which are enclosed.
- ✓ Submission of the required supplier compliance information by the Supplier does not constitute an obligation on the part of BGIS to solicit any bids from or purchase any goods or services from the Supplier.
- ✓ Any future work orders or purchase orders placed with the Supplier will be governed by the terms of the enclosed unless an alternative written agreement has been executed between the Supplier and BGIS or until BGIS requests updated supplier compliance requirements.

SUPPLIER'S LEGAL COMPANY NAME
PRINT NAME
TITLE / POSITION
AUTHORIZED SIGNATURE
DATE

Supplier Information Updates

Please note that it is your responsibility to ensure that your ComplyWorks company profile is maintained and updated with insurance certificates and Workers' Compensation certificates as they are renewed in order to avoid delayed payment and work request interruption. This is a mandatory condition for maintaining a compliance status in good standing with BGIS.

Please note that you must communicate directly with your local BGIS representative with respect to any changes to your business. The representative will advise you directly about the required documents to be completed and submitted. Verbal change notifications will not be processed.