



# Submit a report

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## Step 1: Prepare your report for submission

Before completing the online questionnaire, organizations must prepare their annual report in PDF format.

Do not use the questionnaire to save a draft response, as information will not be retained. Only start the questionnaire once ready to submit the annual report.

## Step 2: Complete online questionnaire

Entities and government institutions may complete the online questionnaire in either Canadian official language. Organizations are reminded that the information provided in the questionnaire must be consistent with the information provided in their PDF reports, which serves as the public-facing document. If more detail is required, participants are encouraged to include it directly in their PDF reports.

Entities and government institutions will be asked to confirm that they have read and understand the information in the Data Management Disclaimer and Privacy Notice Statement included at the beginning of the questionnaire. The disclaimer outlines how the questionnaire responses will be stored and disposed of, and how the report will be collected.

### **i** Important Notice – Privacy

**Do not provide personal information**, as defined in section 3 of the *Privacy Act*, in the questionnaire or the annual reports. "**Personal information**" is defined under the *Privacy Act* as **any recorded information about an identifiable individual**.

Prior to submitting an annual report, entities and government institutions must ensure the PDF **does not include any personal information** as this could preclude its publication in the online registry and necessitate resubmission. Among other things, personal information can include

addresses, phone numbers, email address, IP address, Social Insurance Number or other personal identifiers.

Entities and government institutions have discretion to determine who should complete the questionnaire on their behalf, and will be asked to provide the name, title and email address of the person authorized to fill out the questionnaire. Public Safety Canada may use the contact information provided should it require additional details regarding the submission. This information is used internally only, and must not be included in the PDF report.

**The PDF report and the questionnaire are separate requirements, and it is mandatory to complete both.**

In the case of an entity submitting a joint report, only the entity submitting the report should complete the questionnaire on behalf of all entities covered by the report.

For more information, see the report requirements for [entities](#) and [government institutions](#).

The questions included in the questionnaire can be viewed at any time without launching the questionnaire:

## ▼ View questions

### Part 1 - Submission information

#### 1. This report is for: (Mandatory)

Note: Government institution has the same meaning as in [section 3 of the Access to Information Act](#).

- An entity
- A government institution

#### 2. State the legal name of the reporting entity or government institution (Mandatory)

Please use an alphanumeric naming convention. Special characters (e.g., quotation marks) are not permitted. Avoid including references such as "doing business as" or "operating as," as these are unnecessary and can complicate processing.

Note: If you are an entity submitting a joint report, you will be asked to identify the name of the entities covered in the report later in the questionnaire.

#### 3. Reporting year (Mandatory)

Select from the drop down menu the applicable reporting deadline for which you are submitting a report:

- May 31, 2026
- May 31, 2025 (late or revised report)

#### 4. Financial year covered by report (Mandatory)

Reports must cover the activities undertaken during the entity or government institution's previous financial year.

#### 5. Is this a revised version of a report that was already submitted this reporting year? (Mandatory)

Note: The previous version will be permanently deleted and cannot be recovered. Please ensure you have saved any necessary information before proceeding.

- Yes
- No

#### 5.1 If yes, on what date was the original report submitted? (Mandatory)

##### 5.1.1 Which part(s) of the original submission were updated? Select all that apply. (Mandatory)

- Questionnaire responses
- PDF Report
- Both

##### 5.1.2 Describe the changes made to the original submission, including the sections of the original report that were revised or any changes made to questionnaire responses (3,000 character limit). (Mandatory)

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#### 6. For entities only: Business number(s) (if applicable, provide the business number of the entity completing this questionnaire):

#### 7. For entities only: Is this a joint report? (Mandatory)

- Yes
- No

Note: Only the entity submitting the report should complete this questionnaire on behalf of all entities covered by the report. An entity submitting a joint report on behalf of multiple entities (e.g., its subsidiaries) may complete Part 1: Submission Information using information that reflects its own circumstances and operations. However, any information provided in Part 2: Annual Report should reflect the activities of all entities covered by the joint report. In cases where the information applicable to each entity differs significantly, each entity should submit its own report and complete the online questionnaire separately.

**7.1 If yes, state the legal name of each entity covered by this report. (Mandatory)**

**7.2 Identify the business number(s) of each entity covered by this report (if applicable).**

**8. For entities only: Is the entity also subject to reporting requirements under supply chain legislation in another jurisdiction? (Mandatory)**

- Yes
- **No**

**8.1 If yes, select the applicable law(s). Select all that apply. (Mandatory)**

- The United Kingdom's *Modern Slavery Act 2015*
- Australia's *Modern Slavery Act 2018*
- California's *Transparency in Supply Chains Act*
- Germany's *Act on Corporate Due Diligence Obligations in Supply Chains*
- France's *Duty of Vigilance Act*
- Norway's *Transparency Act*
- Other, please specify:

**9. For entities only: Which of the following categories apply to the entity? Select all that apply. (Mandatory)**

Note: If none of these categories apply to your organization, you may not be required to report. Please visit Public Safety Canada's guidance for entities to confirm your obligations under the Act before proceeding with your submission.

- Listed on a stock exchange in Canada
- Canadian business presence (select all that apply):
  - **Has a place of business in Canada**
  - **Does business in Canada**
  - **Has assets in Canada**
- Meets size-related thresholds (select all that apply):
  - **Has at least \$20 million in assets for at least one of its two most recent financial years**
  - **Has generated at least \$40 million in revenue for at least one of its two most recent financial years**
  - **Employs an average of at least 250 employees for at least one of its two most recent financial years**

**10. For entities only: In which of the following sectors or industries does the entity operate? Select all that apply. (Mandatory)**

- Agriculture, forestry, fishing and hunting
  - Crop production
  - Animal production and aquaculture

- Forestry and logging
- Fishing, hunting and trapping
- Support activities for agriculture and forestry
- Mining, quarrying, and oil and gas extraction
  - Oil and gas extraction
  - Mining and quarrying (except oil and gas)
  - Support activities for mining, and oil and gas extraction
- Utilities
- Construction
  - Construction of buildings
  - Heavy and civil engineering construction
  - Specialty trade contractors
- **Manufacturing**
  - Food manufacturing
  - Beverage and tobacco product manufacturing
  - Textile mills
  - Textile product mills
  - Apparel manufacturing
  - Leather and allied product manufacturing
  - Wood product manufacturing
  - Paper manufacturing
  - Printing and related support activities
  - Petroleum and coal product manufacturing
  - Chemical manufacturing
  - Plastics and rubber products manufacturing
  - Non-metallic mineral product manufacturing
  - Primary metal manufacturing
  - Fabricated metal product manufacturing
  - **Machinery manufacturing**
  - Computer and electronic product manufacturing
  - Electrical equipment, appliance and component manufacturing
  - Transportation equipment manufacturing
  - Furniture and related product manufacturing
  - Other manufacturing
- Wholesale trade
  - Farm product merchant wholesalers
  - Petroleum, petroleum products, and other hydrocarbons merchant wholesalers
  - Food, beverage and tobacco merchant wholesalers
  - Personal and household goods merchant wholesalers
  - Motor vehicle and motor vehicle parts and accessories merchant wholesalers
  - Building material and suppliers merchant wholesalers
  - Machinery, equipment and supplies merchant wholesalers
  - Business-to-business electronic markets, and agents and brokers
  - Other merchant wholesalers
- Retail trade

- Motor vehicle and parts dealers
- Building material and garden equipment and supplies dealers
- Food and beverage retailers
- Furniture, home furnishings, electronics and appliances retailers
- General merchandise retailers
- Health and personal care retailers
- Gasoline stations and fuel vendors
- Clothing, clothing accessories, shoes, jewelry, luggage and leather goods retailers
- Sporting goods, hobby, musical instrument, book, and other retailers
- Transportation and warehousing
  - Air transportation
  - Rail transportation
  - Water transportation
  - Truck transportation
  - Transit and ground passenger transportation
  - Pipeline transportation
  - Scenic and sightseeing transportation
  - Support activities for transportation
  - Postal service
  - Couriers and messengers
  - Warehousing and storage
- Information and cultural industries
  - Motion picture and sound recording industries
  - Publishing industries
  - Broadcasting and content providers
  - Telecommunications
  - Computing infrastructure providers, data processing, web hosting, and related services
  - Web search portals, libraries, archives, and all other information services
- Finance and insurance
  - Monetary authorities - central bank
  - Credit intermediation and related activities
  - Securities, commodity contracts, and other financial investment and related activities
  - Insurance carriers and related activities
  - Funds and other financial vehicles
- Real estate and rental and leasing
  - Real estate
  - Rental and leasing services
  - Lessors of non-financial intangible assets (except copyrighted works)
- Professional, scientific and technical services
- Management of companies and enterprises
- Administrative and support, waste management and remediation services
  - Administrative and support services

- Waste management and remediation services
- Educational services
- Health care and social assistance
  - Ambulatory health care services
  - Hospitals
  - Nursing and residential care facilities
  - Social assistance
- Arts, entertainment and recreation
  - Performing arts, spectator sports and related industries
  - Heritage institutions
  - Amusement, gambling and recreation industries
- Accommodation and food services
  - Accommodation services
  - Food services and drinking places
- Other services (except public administration)
  - Repair and maintenance
  - Personal and laundry services
  - Religious, grant-making, civic, and professional and similar organizations
  - Private households
- Public administration
  - Federal government public administration
  - Provincial and territorial public administration
  - Local, municipal and regional public administration
  - Indigenous public administration
  - International and other extra-territorial public administration
- Other, please specify:

**11. For entities only: In which country is the entity headquartered or principally located? (Mandatory)**

**11.1 If in Canada: In which province or territory is the entity headquartered or principally located? (Mandatory)**

**12. For government institutions only: Is this a report for a parent federal Crown corporation or a wholly-owned subsidiary? (Mandatory)**

- Yes
- No

**12.1 If yes, in which of the following sectors or industries does the parent federal Crown corporation or wholly-owned subsidiary operate? Select all that apply. (Mandatory)**

- Agriculture, forestry, fishing and hunting
  - Crop production
  - Animal production and aquaculture
  - Forestry and logging

- Fishing, hunting and trapping
- Support activities for agriculture and forestry
- Mining, quarrying, and oil and gas extraction
  - Oil and gas extraction
  - Mining and quarrying (except oil and gas)
  - Support activities for mining, and oil and gas extraction
- Utilities
- Construction
  - Construction of buildings
  - Heavy and civil engineering construction
  - Specialty trade contractors
- Manufacturing
  - Food manufacturing
  - Beverage and tobacco product manufacturing
  - Textile mills
  - Textile product mills
  - Apparel manufacturing
  - Leather and allied product manufacturing
  - Wood product manufacturing
  - Paper manufacturing
  - Printing and related support activities
  - Petroleum and coal product manufacturing
  - Chemical manufacturing
  - Plastics and rubber products manufacturing
  - Non-metallic mineral product manufacturing
  - Primary metal manufacturing
  - Fabricated metal product manufacturing
  - Machinery manufacturing
  - Computer and electronic product manufacturing
  - Electrical equipment, appliance and component manufacturing
  - Transportation equipment manufacturing
  - Furniture and related product manufacturing
  - Other manufacturing
- Wholesale trade
  - Farm product merchant wholesalers
  - Petroleum, petroleum products, and other hydrocarbons merchant wholesalers
  - Food, beverage and tobacco merchant wholesalers
  - Personal and household goods merchant wholesalers
  - Motor vehicle and motor vehicle parts and accessories merchant wholesalers
  - Building material and suppliers merchant wholesalers
  - Machinery, equipment and supplies merchant wholesalers
  - Business-to-business electronic markets, and agents and brokers
  - Other merchant wholesalers
- Retail trade
  - Motor vehicle and parts dealers

- Building material and garden equipment and supplies dealers
- Food and beverage retailers
- Furniture, home furnishings, electronics and appliances retailers
- General merchandise retailers
- Health and personal care retailers
- Gasoline stations and fuel vendors
- Clothing, clothing accessories, shoes, jewelry, luggage and leather goods retailers
- Sporting goods, hobby, musical instrument, book, and other retailers
- Transportation and warehousing
  - Air transportation
  - Rail transportation
  - Water transportation
  - Truck transportation
  - Transit and ground passenger transportation
  - Pipeline transportation
  - Scenic and sightseeing transportation
  - Support activities for transportation
  - Postal service
  - Couriers and messengers
  - Warehousing and storage
- Information and cultural industries
  - Motion picture and sound recording industries
  - Publishing industries
  - Broadcasting and content providers
  - Telecommunications
  - Computing infrastructure providers, data processing, web hosting, and related services
  - Web search portals, libraries, archives, and all other information services
- Finance and insurance
  - Monetary authorities - central bank
  - Credit intermediation and related activities
  - Securities, commodity contracts, and other financial investment and related activities
  - Insurance carriers and related activities
  - Funds and other financial vehicles
- Real estate and rental and leasing
  - Real estate
  - Rental and leasing services
  - Lessors of non-financial intangible assets (except copyrighted works)
- Professional, scientific and technical services
- Management of companies and enterprises
- Administrative and support, waste management and remediation services
  - Administrative and support services
  - Waste management and remediation services

- Educational services
- Health care and social assistance
  - Ambulatory health care services
  - Hospitals
  - Nursing and residential care facilities
  - Social assistance
- Arts, entertainment and recreation
  - Performing arts, spectator sports and related industries
  - Heritage institutions
  - Amusement, gambling and recreation industries
- Accommodation and food services
  - Accommodation services
  - Food services and drinking places
- Other services (except public administration)
  - Repair and maintenance
  - Personal and laundry services
  - Religious, grant-making, civic, and professional and similar organizations
  - Private households
- Public administration
  - Federal government public administration
  - Provincial and territorial public administration
  - Local, municipal and regional public administration
  - Indigenous public administration
  - International and other extra-territorial public administration
- Other, please specify:

**12.2 If yes, in which province or territory is the parent federal Crown corporation or wholly-owned subsidiary headquartered or principally located? (Mandatory)**

## **Part 2 - Annual Report**

### **Reporting for entities**

**1. Which of the following accurately describes the entity's structure? (Mandatory)**

- Corporation
- Trust
- Partnership
- Other unincorporated organization

**2. Which of the following accurately describes the entity's activities? Select all that apply. (Mandatory)**

Note: If an organization is not involved in any of the following activities, then it may not be required to report under the Supply Chains Act, even if it meets the definition of **entity**. Entities that do not engage in these activities but wish to submit a report in the interest of transparency may do so by selecting 'Other' below and further describing their activities in the PDF report.

- Producing goods (includes manufacturing, extracting, growing and processing) in Canada
- Producing goods (includes manufacturing, extracting, growing and processing) outside Canada
- Importing into Canada goods produced outside Canada
- Controlling an entity engaged in producing goods in Canada
- Controlling an entity engaged in producing goods outside Canada
- Controlling an entity engaged in importing into Canada goods produced outside Canada
- Other, please specify:

**3. What steps has the entity taken in the previous financial year to prevent and reduce the risk that forced labour or child labour is used at any step of the production of goods in Canada or elsewhere by the entity or of goods imported into Canada by the entity? Select all that apply. (Mandatory)**

- Mapping activities
- Mapping supply chains
- Conducting an internal assessment of risks of forced labour and/or child labour in the organization's activities and supply chains
- Contracting an external assessment of risks of forced labour and/or child labour in the organization's activities and supply chains
- Developing and implementing an action plan for addressing forced labour and/or child labour
- Gathering information on worker recruitment and maintaining internal controls to ensure that all workers are recruited voluntarily
- Addressing practices in the organization's activities and supply chains that may cause or contribute to the risk of forced labour and/or child labour
- Developing and implementing due diligence policies and processes for identifying, addressing and prohibiting the use of forced labour and/or child labour in the organization's activities and supply chains
- Carrying out a prioritization exercise to focus due diligence efforts on the most severe risks of forced and child labour
- Requiring suppliers to have policies and procedures for identifying and prohibiting the use of forced labour and/or child labour in their activities and supply chains
- Developing and implementing child protection policies and processes
- Developing and implementing anti-forced labour and/or -child labour contractual clauses
- Developing and implementing anti-forced labour and/or -child labour standards, codes of conduct and/or compliance checklists

- Auditing suppliers
- **Monitoring suppliers**
- Enacting measures to provide for, or cooperate in, remediation of forced labour and/or child labour
- **Developing and implementing grievance mechanisms to address complaints in the workplace**
- Developing and implementing training and awareness materials on forced labour and/or child labour
- Developing and implementing procedures to track effectiveness in addressing forced labour and/or child labour
- Engaging with supply chain partners on the issue of addressing forced labour and/or child labour
- Engaging with civil society groups, experts and other stakeholders on the issue of addressing forced labour and/or child labour
- Engaging directly with workers and families potentially affected by forced labour and/or child labour to assess and address risks
- Information not available for this reporting period

**4. Please describe the steps the entity has taken to prevent or reduce risks of forced labour or child labour in its supply chains (if applicable) (3,000 character limit).**

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**5. Does the entity currently have policies and/or due diligence processes in place related to forced labour and/or child labour? (Mandatory)**

- **Yes**
- No

**5.1 If yes, which elements of the policies and/or due diligence process has the entity implemented in relation to forced labour and/or child labour? Select all that apply. (Mandatory)**

- **Embedding responsible business conduct into policies and management systems**
- Identifying and assessing potential and actual adverse impacts in operations, supply chains and business relationships
- Ceasing, preventing or mitigating potential and actual adverse impacts
- Tracking implementation and results
- Communicating how impacts are addressed
- Providing for or cooperating in remediation when appropriate

## **6. Has the entity identified parts of its activities and supply chains that carry a risk of forced labour or child labour being used? (Mandatory)**

Note: Entities are being asked to indicate if they have considered the ways in which their activities and supply chains could potentially cause, contribute to, or be linked (directly or indirectly) to actual or potential forced labour or child labour. Identifying parts of an entity's activities and supply chains that carry a risk does not indicate that forced labour or child labour was or is actually being used.

- Yes, we have identified parts of our activities and/or supply chains that carry risks to the best of our knowledge and will continue to identify emerging risks.
- Yes, we have started the process of identifying parts of our activities and/or supply chains that carry risks, but there are still gaps in our assessments.
- No, we have not started the process of identifying parts of our activities and/or supply chains that carry risks of forced labour or child labour being used.

### **6.1 If yes, has the entity identified forced labour or child labour risks related to any of the following aspects of its activities and supply chains? Select all that apply. (Mandatory)**

- The sector or industry it operates in
- The types of products it produces or imports
- The locations of its activities, operations or factories
- The types of products it sources
- The raw materials or commodities used in its supply chains
- Tier one (direct) suppliers
- Tier two suppliers
- Tier three suppliers
- Suppliers further down the supply chain than tier three
- The use of outsourced, contracted or subcontracted labour
- The use of migrant labour
- The use of forced labour
- The use of child labour
- None of the above

### **7. Has the entity identified forced labour or child labour risks in its activities and supply chains related to any of the following sectors and industries? Select all that apply. (Mandatory)**

- Agriculture, forestry, fishing and hunting
  - Crop production
  - Animal production and aquaculture
  - Forestry and logging
  - Fishing, hunting and trapping
  - Support activities for agriculture and forestry
- Mining, quarrying, and oil and gas extraction
  - Oil and gas extraction
  - Mining and quarrying (except oil and gas)

- Support activities for mining, and oil and gas extraction
- Utilities
- Construction
  - Construction of buildings
  - Heavy and civil engineering construction
  - Specialty trade contractors
- Manufacturing
  - Food manufacturing
  - Beverage and tobacco product manufacturing
  - Textile mills
  - Textile product mills
  - Apparel manufacturing
  - Leather and allied product manufacturing
  - Wood product manufacturing
  - Paper manufacturing
  - Printing and related support activities
  - Petroleum and coal product manufacturing
  - Chemical manufacturing
  - Plastics and rubber products manufacturing
  - Non-metallic mineral product manufacturing
  - Primary metal manufacturing
  - Fabricated metal product manufacturing
  - Machinery manufacturing
  - Computer and electronic product manufacturing
  - Electrical equipment, appliance and component manufacturing
  - Transportation equipment manufacturing
  - Furniture and related product manufacturing
  - Other manufacturing
- Wholesale trade
  - Farm product merchant wholesalers
  - Petroleum, petroleum products, and other hydrocarbons merchant wholesalers
  - Food, beverage and tobacco merchant wholesalers
  - Personal and household goods merchant wholesalers
  - Motor vehicle and motor vehicle parts and accessories merchant wholesalers
  - Building material and suppliers merchant wholesalers
  - Machinery, equipment and supplies merchant wholesalers
  - Business-to-business electronic markets, and agents and brokers
  - Other merchant wholesalers
- Retail trade
  - Motor vehicle and parts dealers
  - Building material and garden equipment and supplies dealers
  - Food and beverage retailers
  - Furniture, home furnishings, electronics and appliances retailers
  - General merchandise retailers
  - Health and personal care retailers

- Gasoline stations and fuel vendors
- Clothing, clothing accessories, shoes, jewelry, luggage and leather goods retailers
- Sporting goods, hobby, musical instrument, book, and other retailers
- Transportation and warehousing
  - Air transportation
  - Rail transportation
  - Water transportation
  - Truck transportation
  - Transit and ground passenger transportation
  - Pipeline transportation
  - Scenic and sightseeing transportation
  - Support activities for transportation
  - Postal service
  - Couriers and messengers
  - Warehousing and storage
- Information and cultural industries
  - Motion picture and sound recording industries
  - Publishing industries
  - Broadcasting and content providers
  - Telecommunications
  - Computing infrastructure providers, data processing, web hosting, and related services
  - Web search portals, libraries, archives, and all other information services
- Finance and insurance
  - Monetary authorities - central bank
  - Credit intermediation and related activities
  - Securities, commodity contracts, and other financial investment and related activities
  - Insurance carriers and related activities
  - Funds and other financial vehicles
- Real estate and rental and leasing
  - Real estate
  - Rental and leasing services
  - Lessors of non-financial intangible assets (except copyrighted works)
- Professional, scientific and technical services
- Management of companies and enterprises
- Administrative and support, waste management and remediation services
  - Administrative and support services
  - Waste management and remediation services
- Educational services
- Health care and social assistance
  - Ambulatory health care services
  - Hospitals
  - Nursing and residential care facilities

- Social assistance
- Arts, entertainment and recreation
  - Performing arts, spectator sports and related industries
  - Heritage institutions
  - Amusement, gambling and recreation industries
- Accommodation and food services
  - Accommodation services
  - Food services and drinking places
- Other services (except public administration)
  - Repair and maintenance
  - Personal and laundry services
  - Religious, grant-making, civic, and professional and similar organizations
  - Private households
- Public administration
  - Federal government public administration
  - Provincial and territorial public administration
  - Local, municipal and regional public administration
  - Indigenous public administration
  - International and other extra-territorial public administration
- None of the above
- Other, please specify

**8. Please provide details on the parts of the entity's activities and supply chains where the entity has identified a risk of forced labour or child labour and describe the actions taken to assess and manage those risks (if applicable) (3,000 character limit).**

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**9. Has the entity taken any measures to remediate any forced labour or child labour in its activities and supply chains? (Mandatory)**

- Yes, we have taken measures
- No, we have not taken measures
- Not applicable, we have not identified any forced labour or child labour in our activities and supply chains.

**9.1 If yes, which remediation measures has the entity taken? Select all that apply. (Mandatory)**

- Actions to support victims of forced labour or child labour and/or their families, such as workforce reintegration and psychosocial support
- Compensation for victims of forced labour or child labour and/or their families

- Actions to prevent forced labour or child labour and associated harms from reoccurring
- Grievance mechanisms
- Formal apologies

**10. Has the entity taken any measures to remediate the loss of income to the most vulnerable individuals and families that results from measures taken to eliminate the use of forced labour or child labour in its activities and supply chains? (Mandatory)**

- Yes, we have taken measures
- No, we have not taken measures
- Not applicable, we have not identified any loss of income to vulnerable families resulting from measures taken to eliminate the use of forced labour or child labour in our activities and supply chains.

**11. Does the entity currently provide training to employees on forced labour and/or child labour? (Mandatory)**

- Yes
- No

**11.1 If yes, is the training mandatory? (Mandatory)**

- Yes, the training is mandatory for all employees.
- Yes, the training is mandatory for employees making contracting or purchasing decisions.
- Yes, the training is mandatory for some employees.
- No, the training is voluntary.

**12. Does the entity currently have policies and procedures in place to assess its effectiveness in ensuring that forced labour and child labour are not being used in its activities and supply chains? (Mandatory)**

- Yes
- No

**12.1 If yes, what method does the entity use to assess its effectiveness? Select all that apply. (Mandatory)**

- Setting up a regular review or audit of the entity's policies and procedures related to forced labour and child labour
- Tracking relevant performance indicators, such as levels of employee awareness, numbers of cases reported and solved through grievance mechanisms and numbers of contracts with anti-forced labour and child labour clauses
- Partnering with an external organization to conduct an independent review or audit of the entity's actions
- Working with suppliers to measure the effectiveness of their actions to address forced labour and child labour, including by tracking relevant performance indicators

## Part 3 - Reporting for Government institutions

### 1. Which of the following accurately describes the government institution's structure? (Mandatory)

- Federal department or agency
- Parent Crown corporation
- Wholly-owned subsidiary
- Other institution, body or office listed in Schedule I of the *Access to Information Act*

### 2. Which of the following accurately describes the government institution's activities? Select all that apply. (Mandatory)

Note: If an organization is not involved in any of the following activities, then it is not required to report under the Supply Chains Act, even if it meets the definition of **government institution**. Government institutions that do not engage in these activities but wish to submit a report in the interest of transparency may do so by selecting 'Other' below and further describing their activities in the PDF report.

- Producing goods (includes manufacturing, extracting, growing and processing) in Canada
- Producing goods (includes manufacturing, extracting, growing and processing) outside Canada
- Purchasing goods in Canada
- Purchasing goods outside Canada
- Distributing goods in Canada
- Distributing goods outside Canada
- Other, please specify:

### 3. What steps has the government institution taken in its previous financial year to prevent and reduce the risk that forced labour or child labour is used at any step of the production of goods produced, purchased or distributed by the government institution? Select all that apply. (Mandatory)

- Mapping activities
- Mapping supply chains
- Conducting an internal assessment of risks of forced labour and/or child labour in the organization's activities and supply chains
- Contracting an external assessment of risks of forced labour and/or child labour in the organization's activities and supply chains
- Developing and implementing an action plan for addressing forced labour and/or child labour
- Gathering information on worker recruitment and maintaining internal controls to ensure that all workers are recruited voluntarily
- Addressing practices in the organization's activities and supply chains that may cause or contribute to the risk of forced labour and/or child labour
- Developing and implementing due diligence policies and processes for identifying, addressing and prohibiting the use of forced labour and/or child labour in the

organization's activities and supply chains

- Carrying out a prioritization exercise to focus due diligence efforts on the most severe risks of forced and child labour
- Requiring suppliers to have in place policies and procedures for identifying and prohibiting the use of forced labour and/or child labour in their activities and supply chains
- Developing and implementing child protection policies and processes
- Developing and implementing anti-forced labour and/or -child labour contractual clauses
- Developing and implementing anti-forced labour and/or -child labour standards, codes of conduct and/or compliance checklists
- Auditing suppliers
- Monitoring suppliers
- Enacting measures to provide for, or cooperate in, remediation of forced labour and/or child labour
- Developing and implementing grievance mechanisms to address complaints in the workplace
- Developing and implementing training and awareness materials on forced labour and/or child labour
- Developing and implementing procedures to track effectiveness in addressing forced labour and/or child labour
- Engaging with supply chain partners on the issue of addressing forced labour and/or child labour
- Engaging with civil society groups, experts and other stakeholders on the issue of addressing forced labour and/or child labour
- Engaging directly with workers and families potentially affected by forced labour and/or child labour to assess and address risks
- Information not available for this reporting period

**4. Please describe the steps the government institution has taken to prevent or reduce risks of forced labour or child labour in its supply chains (if applicable) (3,000 character limit)**

***i* Important Notice – Privacy**

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**5. Does the government institution currently have policies and/or due diligence processes in place related to forced labour and/or child labour? (Mandatory)**

- Yes
- No

**5.1 If yes, which of the following elements of the policies and/or due diligence process has the government institution implemented in relation to forced labour and/or child labour? Select all that apply. (Mandatory)**

- Embedding responsible business conduct into policies and management systems
- Identifying and assessing potential and actual adverse impacts in operations, supply chains and business relationships
- Ceasing, preventing or mitigating potential and actual adverse impacts
- Tracking implementation and results
- Communicating how impacts are addressed
- Providing for or cooperating in remediation when appropriate

**6. Has the government institution identified parts of its activities and supply chains that carry a risk of forced labour or child labour being used? (Mandatory)**

Note : Government institutions are asked to **indicate if they have considered the ways in which their activities and supply chains could potentially cause, contribute to or be linked to actual or potential forced labour or child labour in their supply chains**. Note that identifying parts of your activities and supply chains that carry a risk does not indicate that forced labour or child labour was or is actually being used.

- Yes
- No

**6.1. If yes, has the government institution identified forced labour or child labour risks related to any of the following aspects of its activities and supply chains? Select all that apply. (Mandatory)**

- The sector or industry it operates in
- The types of products it produces, purchases or distributes
- The locations of its activities, operations or factories
- The types of products it sources
- The raw materials or commodities used in its supply chains
- Tier one (direct) suppliers
- Tier two suppliers
- Tier three suppliers
- Suppliers further down the supply chain than tier three
- The use of outsourced, contracted or subcontracted labour
- The use of migrant labour
- The use of forced labour
- The use of child labour
- None of the above

**7. Has the government institution identified forced labour or child labour risks in its activities and supply chains related to any of the following sectors and industries? Select all that apply. (Mandatory)**

- Agriculture, forestry, fishing and hunting

- Crop production
- Animal production and aquaculture
- Forestry and logging
- Fishing, hunting and trapping
- Support activities for agriculture and forestry
- Mining, quarrying, and oil and gas extraction
  - Oil and gas extraction
  - Mining and quarrying (except oil and gas)
  - Support activities for mining, and oil and gas extraction
- Utilities
- Construction
  - Construction of buildings
  - Heavy and civil engineering construction
  - Specialty trade contractors
- Manufacturing
  - Food manufacturing
  - Beverage and tobacco product manufacturing
  - Textile mills
  - Textile product mills
  - Apparel manufacturing
  - Leather and allied product manufacturing
  - Wood product manufacturing
  - Paper manufacturing
  - Printing and related support activities
  - Petroleum and coal product manufacturing
  - Chemical manufacturing
  - Plastics and rubber products manufacturing
  - Non-metallic mineral product manufacturing
  - Primary metal manufacturing
  - Fabricated metal product manufacturing
  - Machinery manufacturing
  - Computer and electronic product manufacturing
  - Electrical equipment, appliance and component manufacturing
  - Transportation equipment manufacturing
  - Furniture and related product manufacturing
  - Other manufacturing
- Wholesale trade
  - Farm product merchant wholesalers
  - Petroleum, petroleum products, and other hydrocarbons merchant wholesalers
  - Food, beverage and tobacco merchant wholesalers
  - Personal and household goods merchant wholesalers
  - Motor vehicle and motor vehicle parts and accessories merchant wholesalers
  - Building material and suppliers merchant wholesalers
  - Machinery, equipment and supplies merchant wholesalers
  - Business-to-business electronic markets, and agents and brokers

- Other merchant wholesalers
- Retail trade
  - Motor vehicle and parts dealers
  - Building material and garden equipment and supplies dealers
  - Food and beverage retailers
  - Furniture, home furnishings, electronics and appliances retailers
  - General merchandise retailers
  - Health and personal care retailers
  - Gasoline stations and fuel vendors
  - Clothing, clothing accessories, shoes, jewelry, luggage and leather goods retailers
  - Sporting goods, hobby, musical instrument, book, and other retailers
- Transportation and warehousing
  - Air transportation
  - Rail transportation
  - Water transportation
  - Truck transportation
  - Transit and ground passenger transportation
  - Pipeline transportation
  - Scenic and sightseeing transportation
  - Support activities for transportation
  - Postal service
  - Couriers and messengers
  - Warehousing and storage
- Information and cultural industries
  - Motion picture and sound recording industries
  - Publishing industries
  - Broadcasting and content providers
  - Telecommunications
  - Computing infrastructure providers, data processing, web hosting, and related services
  - Web search portals, libraries, archives, and all other information services
- Finance and insurance
  - Monetary authorities - central bank
  - Credit intermediation and related activities
  - Securities, commodity contracts, and other financial investment and related activities
  - Insurance carriers and related activities
  - Funds and other financial vehicles
- Real estate and rental and leasing
  - Real estate
  - Rental and leasing services
  - Lessors of non-financial intangible assets (except copyrighted works)
- Professional, scientific and technical services
- Management of companies and enterprises

- Administrative and support, waste management and remediation services
  - Administrative and support services
  - Waste management and remediation services
- Educational services
- Health care and social assistance
  - Ambulatory health care services
  - Hospitals
  - Nursing and residential care facilities
  - Social assistance
- Arts, entertainment and recreation
  - Performing arts, spectator sports and related industries
  - Heritage institutions
  - Amusement, gambling and recreation industries
- Accommodation and food services
  - Accommodation services
  - Food services and drinking places
- Other services (except public administration)
  - Repair and maintenance
  - Personal and laundry services
  - Religious, grant-making, civic, and professional and similar organizations
  - Private households
- Public administration
  - Federal government public administration
  - Provincial and territorial public administration
  - Local, municipal and regional public administration
  - Indigenous public administration
  - International and other extra-territorial public administration
- None of the above
- Other, please specify:

**8. Please provide details on the parts of the government institution's activities and supply chains where the government institution has identified a risk of forced labour or child labour and describe the actions taken to assess and manage those risks (if applicable) (3,000 character limit).**

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**9. Has the government institution taken any measures to remediate any forced labour or child labour in its activities and supply chains? (Mandatory)**

- Yes, we have taken measures

- No, we have not taken measures
- Not applicable, we have not identified any forced labour or child labour in our activities and supply chains.

**9.1. If yes, which remediation measures has the government institution taken? Select all that apply. (Mandatory)**

- Actions to support victims of forced labour or child labour and/or their families, such as workforce reintegration and psychosocial support
- Compensation for victims of forced labour or child labour and/or their families
- Actions to prevent forced labour or child labour and associated harms from reoccurring
- Grievance mechanisms
- Formal apologies

**10. Has the government institution taken any measures to remediate the loss of income to the most vulnerable individuals and families that results from any measure taken to eliminate the use of forced labour or child labour in its activities and supply chains? (Mandatory)**

- Yes, we have taken measures
- No, we have not taken measures
- Not applicable, we have not identified any loss of income to vulnerable families resulting from measures taken to eliminate the use of forced labour or child labour in our activities and supply chains.

**11. Does the government institution currently provide training to employees on forced labour and/or child labour? (Mandatory)**

- Yes
- No

**11.1. If yes, is the training mandatory? (Mandatory)**

- Yes, the training is mandatory for all employees.
- Yes, the training is mandatory for employees making contracting or purchasing decisions.
- Yes, the training is mandatory for some employees.
- No, the training is voluntary.

**12. Does the government institution currently have policies and procedures in place to assess its effectiveness in ensuring that forced labour and child labour are not being used in its activities and supply chains? (Mandatory)**

- Yes
- No

**12.1. If yes, what method does the government institution use to assess its effectiveness? Select all that apply. (Mandatory)**

- Setting up a regular review or audit of the government institution's policies and procedures related to forced labour and child labour
- Tracking relevant performance indicators, such as levels of employee awareness, numbers of cases reported and solved through grievance mechanisms and numbers of contracts with anti-forced labour and -child labour clauses
- Partnering with an external organization to conduct an independent review or audit of the government institution's actions
- Working with suppliers to measure the effectiveness of their actions to address forced labour and child labour, including by tracking relevant performance indicators

## Step 3: Upload annual report


### Important Notice – Privacy

Prior to uploading an annual report, entities and government institutions must ensure the PDF **does not contain any personal information** as this could preclude its publication in the online registry and necessitate resubmission. Among other things, personal information can include addresses, phone numbers, email address, IP address, Social Insurance Number or other personal identifiers.

Entities and government institutions will upload their PDF at the end of the completed questionnaire, before selecting "submit". The report file must not exceed 100MB in size.

Entities may submit their report in one or both Canadian official languages. If an entity is submitting in one language only, the report should be uploaded in the appropriate field (English or French) at the end of the questionnaire. If an entity is submitting in both Canadian official languages, it should upload two separate PDF files, one in each field. Each PDF must include a signed attestation of approval and must not exceed 100 MB.

Government institutions are required to submit their reports in both Canadian official languages by uploading two separate PDF files at the end of the questionnaire.

 Launch questionnaire

If an entity or government institution is unable to use the online questionnaire software, they may submit copies of the completed report and questionnaire responses via email: [ps.scailcae.sp@ps-sp.gc.ca](mailto:ps.scailcae.sp@ps-sp.gc.ca).

## Step 4: Confirmation of submission

Once the questionnaire is submitted, a confirmation email will be sent to the email address provided during completion. To ensure you receive this message:

Check your spam or junk folder, as the email may be filtered by default.

The confirmation will come from: [noreply@qemailserver.com](mailto:noreply@qemailserver.com) – we recommend adding this address to your safe sender list to prevent future messages from being missed.

Additionally, entities and government institutions will have the option to download a copy of their questionnaire responses, if desired.

Only the PDF reports and select information submitted through the online questionnaire will be published on the Public Safety Canada website after a **high-level quality assurance review**. Updates occur regularly, but specific timelines cannot be guaranteed.

## **Step 5: Publish report on your website**

After submitting a report through the questionnaire, entities and government institutions must publish the report in a prominent place on their website so that it is readily accessible to members of the public. For more information, see the [guidance for entities](#) and the [guidance for government institutions](#).

**Date modified:**

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