



October 17, 2017

**RE: LCBO Supplier Code of Business Conduct**

To: All LCBO Suppliers

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Chief Executive Officer

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I am pleased to announce an update to the LCBO's Supplier Code of Business Conduct introduced in April 2015. The Supplier Code, which forms part of the LCBO's Administration Manual, sets out the principles applicable to every supplier who wishes to establish and maintain a business relationship with the LCBO.

The key change to the Supplier Code is that the LCBO's ethics reporting program, ETHICSMATTER, has been made available to LCBO suppliers. ETHICSMATTER allows LCBO employees and suppliers to report anonymously and confidentially anything they have witnessed or experienced that they believe violates our LCBO Employee Code of Business Conduct or Supplier Code of Business Conduct.

A Canadian-based third-party reporting program, ClearView Connects, accepts reports through any of the following methods:

- ClearView's secure website at [www.clearviewconnects.com](http://www.clearviewconnects.com)
- Call 1-844-845-1570 toll-free to speak with a live operator or leave a voice message.
- Mail a report to ClearView's confidential post office box at: P.O. Box 11017, Toronto, Ontario, M1E 1N0.

The Supplier Code includes the following principles of business conduct expected of all existing and potential LCBO suppliers: compliance with all applicable laws and regulations; compliance with applicable anti-corruption laws; **not** offering or giving gifts to LCBO employees; compliance with conflict-of-interest rules; and compliance with rules governing disclosure of LCBO confidential information.

LCBO's full Supplier Code of Business Conduct is available on the [Doing Business with LCBO](#) website, and can be accessed directly [here](#). Please review the LCBO Supplier Code carefully. It is your responsibility to circulate and promote it to your agents and employees. More information and guidance can be obtained from the Chief Audit Executive's Office, LCBO, 1 Yonge Street, 16th Floor, tel. 416-864-6706, email: [ethicsmatter@lcbo.com](mailto:ethicsmatter@lcbo.com).

We look forward to continuing to build strong and ethical business partnerships with our suppliers, supported by our LCBO Supplier Code of Business Conduct.

Yours sincerely,

George Soleas  
President and Chief Executive Officer

