



To maintain accurate information in our database, vendors are required to complete all yellow highlighted sections on this form. Also, if applicable, please complete the attached Electronic Funds Payment form along with a void cheque. Return all completed documents by email.

Vendor Application Form

Registered Company Name			
Operating As			
HST # or Tax ID #:			
Business Type:		Business Registration #:	

PRODUCT and/or SERVICES provided -- Please list below:

Company Website:	

ADDRESS & CONTACT INFORMATION

	Payment Information (A/R)	PO Issuance Information (Sales)
Street Line 1		
Street Line 2		
City		
Province/State		
Postal/Zip Code		
Phone #		
Fax #		
Name/Position		
Email Address		

PAYMENT TERMS (i.e 2% ,10 days, Net 30):

Main Contact Email:

Note: Purchase Orders will be issued to the email address provided, which will require daily monitoring.

QUESTIONS

Does your company conduct criminal record checks on its employees?	
Approximate annual sales to other Ontario casinos, including the OLG:	
Will your company be performing services onsite at Caesars Windsor?	

If onsite services being performed, complete this section:

Country of residence for individuals performing the onsite services:	
Workers Safety Insurance Board (WSIB) Account #	
Has your company been pre-qualified under the OLG Contractor Safety Program?	
Does your company carry a minimum of \$5,000,000 general liability insurance?	

This document, along with the signed Supplier Execution of Agreements Policy and Code of Conduct Form, makes up the entire Vendor Application. Upon review, Caesars Windsor may request additional information such as Articles of Incorporation, WSIB Clearance Certificate, Insurance Certificate, OLG Contractor Health and Safety pre-qualification, Security Screening Acknowledgement, consultant resumes, financial statements and balance sheets, as may be required under the regulations of the *Ontario Gaming Act (Ontario)*.

Completed By:

Name

Title

Date



CAESARS WINDSOR - SUPPLIER ELECTRONIC FUNDS PAYMENT (EFT) CANADIAN DOLLAR PROCESS FORM

Agreement made this day ____ of _____, 20____ between Caesars Windsor with offices at
377 Riverside Drive East, Windsor, Ontario, Canada N9A 7H7.

SUPPLIER NAME _____

SUPPLIERS FINANCIAL INSTITUTION AND DEPOSITORY INFORMATION

Financial Institution Name _____

Financial Institution Address _____

Financial Institution Contact Person _____

Financial Institution Contact Phone Number _____

Suppliers Account Name at Financial Institution _____

Bank Code (3 Digit) _____

Transit Number (5 Digit) _____

Account Number _____

Currency _____ CANADIAN

SUPPLIERS ACCOUNTS RECEIVABLE INFORMATION

Accounts Receivable Contact Person _____

Accounts Receivable Contact Phone Number _____

Accounts Receivable Contact Email Address _____

EFT REMITANCE NOTIFICATION EMAIL ADDRESS _____

Supplier Authority _____

(Print Name)

(Signature)

MUST attach copy of void check



EXECUTION OF AGREEMENTS POLICY
AND
SUPPLIER CODE OF CONDUCT

EXECUTION OF AGREEMENTS POLICY

It is acknowledged that:

- **All agreements with the exception of purchase order agreements entered into by Caesars Windsor must be in writing and can ONLY be executed by the President, Vice-President Finance/CFO or the Vice-President Legal and Compliance of Caesars Windsor.** For purchase order agreements, the signature of the Director of Procurement will indicate that the necessary authorization has been obtained.
- All written agreements executed in accordance with this Policy will constitute the entire agreement between Caesars Windsor and the Supplier. Any verbal statements, representations or agreements between Caesars Windsor and the Supplier shall be of no force and effect and will not be honoured. In addition, any and all agreements may not be amended or modified in any respect except in writing in accordance with this Policy.
- Any meetings, discussions, negotiations, correspondence, proposals, draft contracts, agreements, and quotations do not bind Caesars Windsor, or its shareholders, directors, affiliates, officers, or employees.
- Agreements should be forwarded to the Procurement Department at Caesars Windsor for review and processing. Upon completion of the contract review process, the agreement will be forwarded to the appropriate signing officer for signature.
- Suppliers of goods and services may be required to obtain and maintain applicable registration with the Alcohol and Gaming Commission (Ontario) pursuant to the provisions of *the Gaming Control Act (Ontario)* and the corresponding regulations, as amended from time to time. Caesars Windsor is prohibited by law from committing, receiving, and/or paying for any goods and/or services for which a valid AGCO registration has not been obtained or maintained, or exemption eligibility has not been met.
- Suppliers must inform the Procurement Department at Caesars Windsor and AGCO (if applicable), immediately of any name changes, amalgamations, mergers/acquisitions, and/or changes in officers, directors or ownership structure.
- Where Caesars Windsor has entered into an agreement with a Supplier for the ongoing provision of goods, services, and/or deliverables as set out above, the Supplier will be required on an annual basis to attest to their compliance with the Supplier Code of Conduct attached hereto.

POLICY ACKNOWLEDGMENT

The undersigned, on behalf of the Supplier, hereby acknowledges and agrees that I have read and understand the terms and conditions of the Execution of Agreements Policy set out above and the Supplier Code of Conduct attached hereto, and have authority to bind the Supplier.

Supplier Name:

Signator Name and Title:

Signature:

Date:

SUPPLIER CODE OF CONDUCT

Purpose

Caesars Windsor is committed to conducting business professionally, honestly, ethically, and in a legally and socially responsible manner. As part of our commitment to the policies set by our Executive Committee, and in order to meet all of our regulatory obligations, we endeavor to work with suppliers who share in our commitment. Caesars Windsor expects that all businesses in its supply chain, including, suppliers of goods and services, vendors, contractors, service providers, and each of their respective subcontractors ("Suppliers"), to commit to this Supplier Code of Conduct ("Supplier Code"), which sets forth the principles, standards, and guidelines that Caesars Windsor expects its Suppliers to uphold. This includes abiding by minimum standards related to human rights, labour standards, environmental protection, workplace health and safety, forced labour, and child labour.

Application and Scope

This Supplier Code applies to all Suppliers, including their directors, owners, employees, officers, agents, partners, and any subcontractors, who wish to establish or maintain a business relationship with Caesars Windsor, and is in addition to a Supplier's obligations under any agreement between itself and Caesars Windsor. Where there is any conflict between the provisions of that agreement and this Supplier Code, that agreement will govern.

Requirements

I. Compliance with Laws

Suppliers must comply with all applicable laws, statutes and regulations of the jurisdictions in which they and Caesars Windsor operates.

II. Health and Safety

Suppliers will ensure all workers are provided a safe and healthy work environment that operates in compliance with all applicable laws and regulations related to workplace conditions. This includes ensuring that the workplace machinery, equipment, and processes under their control are safe and consistent with all applicable laws on occupational health and safety. The Supplier shall implement and maintain a comprehensive health and safety policy and provide adequate instructions and training to workers.

III. Human Rights and Labour Standards

a) Wages and Benefits

Suppliers shall comply with all applicable laws regarding wages, work hours, vacation time, overtime, holidays and benefits. Workers must be compensated at the legal minimum wage of the applicable jurisdiction or better, and at the legally required premium rate for overtime hours.

Suppliers shall pay workers directly, on a regular basis, and provide documentation (for example, a pay statement). Any deductions must be limited to what is required under the laws of the applicable jurisdiction and workers shall be informed of the condition under which, and the extent to, such deductions are made. Suppliers are prohibited from making any deductions from a worker's

wages for recruitment fees or any associated costs. Additionally, Suppliers will ensure that the principle of equal remuneration applies to all workers for work of equal value, regardless of gender.

b) Hours of Work

Suppliers will ensure that their workers are not working longer hours than the maximums imposed for regular or overtime work under the laws of the applicable jurisdiction.

c) Non-Discrimination

Suppliers will promote the equality of opportunity and treatment in employment and will avoid any discriminatory distinction, exclusion, or preference. Suppliers must not engage in discriminatory hiring and employment practices based on race, colour, nationality, sexual orientation, gender identity, gender expression, age, religion, ethnicity, disability, pregnancy, marital status, family status, place of origin, or political affiliation.

d) Freedom of Association, the Right to Organize, and Collective Bargaining

Suppliers are expected to respect the right of their workers to associate, organize and bargain collectively in a lawful and peaceful manner without penalty, retaliation or interference.

IV. Forced Labour and Child Labour

a) Forced Labour

Suppliers shall only utilize workers whose labour is provided voluntarily and is not forced, compulsory, extracted under the menace of penalty, or could reasonably cause the worker to believe their safety, or the safety of a person known to them, would be threatened if they fail to provide such labour. All work must be voluntary and workers shall be free to terminate their employment with reasonable notice.

b) Child Labour

Refers to work that is mentally, physically, socially or morally dangerous and harmful to children; or interferes with their schooling by: depriving them of the opportunity to attend school; obliging them to leave school prematurely; or requiring them to attempt to combine school attendance with excessively long and heavy work. All workers of Suppliers must be of, at least, the legal minimum employment age of the applicable jurisdiction.

c) Importation of Goods Produced by Forced or Child Labour

Suppliers will not import, or attempt to import, goods into Canada that are mined, manufactured, or produced by forced or child labour regardless of the country of origin.

V. Abuse and Harassment

Workers must be treated with respect and dignity and Suppliers will establish and maintain disciplinary policies that are adequately communicated to employees. There shall be no harsh or inhumane treatment of workers, including any physical, sexual, psychological, verbal harassment or abuse.

VI. Anti-Bribery and Ethical Business Conduct

Suppliers are expected to conduct their businesses in an ethical manner and will, at a minimum:

- i) comply with all applicable laws on bribery, corruption, and prohibited business practices;
- ii) not, directly or indirectly, make, offer, receive, or promise anything of value in any form of improper payment that could influence a business decision or to gain an advantage in business;
- iii) not attempt to retain any business with or gain any improper advantage from Caesars Windsor;
- iv) not offer gifts to Caesars Windsor employees; and
- v) immediately disclose to Caesars Windsor information that may impact the provision of goods, services, and/or deliverables. This includes the loss or restriction of any required licensing, certification, registration, or professional designation, any charges or convictions for criminal offences, or any outstanding civil action alleging fraud or theft. Such disclosure to Caesars Windsor may also require the Supplier to be reported to regulators.

VII. Environmental Protection

Caesars Windsor expects environmental protection to be a priority for Suppliers and at a minimum Suppliers must ensure that they are not in violation of any applicable environmental laws. Where possible, Suppliers should collaborate with Caesars Windsor to reduce our collective environmental impact. Suppliers are also encouraged to adopt measures to mitigate the environmental impact associated with their business operations, including the impact of the provision of goods, services, and/or deliverables.

Compliance with Supplier Code

I. Attestation of Compliance

Where Caesars Windsor has entered into an agreement with a Supplier for the ongoing provision of goods, services, and/or deliverables, the Supplier will be required on an annual basis to attest to their compliance with this Supplier Code. Caesars Windsor maintains the right to monitor a Supplier's compliance with the Supplier Code and audit a Supplier's control environment. Caesars Windsor will be entitled to request information from Suppliers as to their compliance with the principles set out in this Supplier Code.

II. Failure to Comply

Suppliers are required to report to Caesars Windsor any failure to comply with the provisions of this Supplier Code upon being made aware of such failure. Caesars Windsor will work with Suppliers to rectify any failure to comply and the Suppliers willingness to rectify any failure, whether identified by the Supplier or Caesars Windsor, is a key consideration in Caesars Windsor's decision to establish or maintain a business relationship. Suppliers may be required to provide documentation to evidence their compliance. For greater certainty, Caesars Windsor may discontinue a business relationship with a Supplier that fails to comply with the provisions of this Supplier Code or address any concerns raised regarding their compliance.

III. Right to Review and Modify

Caesars Windsor reserves the right to review and modify this Supplier Code at any time and expects all Suppliers to know and comply with the provisions of this Supplier Code as modified.