



— A proud member of —



## First Nation & Metis Procurement Policy

### Introduction

The First Nation & Metis (FNM) Procurement initiatives below describe how DK-LOK CANADA will operate the companies FNM Procurement Policy.

### Background

In November 2017, the DK-LOK CANADA Executive approved the decision for the companies Procurement and Human Resources functions to make targeted efforts to be inclusive of FNM businesses and people. It was decided to focus first on the establishment of FNM procurement initiatives and follow with FNM employment initiatives.

### Recommendations - DK-LOK CANADA support for First Nation & Metis Procurement

In addition to the above, where appropriate DK-LOK CANADA will:

- 1) Take proactive approaches to identify and match contracts with FNM businesses, such as:
  - Conduct vendor pre-screenings to create a FNM vendor list
  - Arrange standing orders for low risk goods & services
  - Introduce pre-screened FNM vendors to our contractor and supplier network
  - Identify contract segments for inviting FNM tenders
- 2) Support initiatives to build FNM business capacity
- 3) Provide positive consideration in bid evaluations for FNM content e.g. Sole Proprietors, Joint Ventures, Partnerships or Employment of FNM people within tender evaluations
- 4) Provide a higher degree of FNM contract management e.g. Enhanced communication of the progress and performance to FNM contractors and elected FNM Leadership
- 5) Continuously monitor internal performance and compare to DK-LOK CANADA's FNM strategic objectives e.g. develop lagging and leading indicators
- 6) Develop internal support measures for the FNM procurement policy e.g. Aboriginal Awareness Training for DK-LOK CANADA employees involved in FNM contract scopes and tenders

### Contract Management Fundamentals

Contracts will be managed in compliance with all defined DK-LOK CANADA procurement guidelines and directives such as the use of Vendor Prequalification, Key Performance Indicators and Contractor Reviews. Suppliers who perform well will be eligible for inclusion on the DK-LOK CANADA Preferred Supplier List. Suppliers who do not perform may have contracts terminated and those who establish a history of being unable to perform will not be offered tender opportunities.

Each contracting opportunity will be assessed separately on its own merit, considering the needs of the company, the goods/services being tendered, and the ability of the FNM Contracting Business to successfully implement the contract.

DK-LOK Canada Ltd. #14, 4331Roper Road Edmonton, AB, T6B 3S5 Phone: (780) 469-3675 Fax: (780) 469-4211

[www.dklokcanada.com](http://www.dklokcanada.com)



DK-LOK CANADA will continue to remain committed to quality, competitive pricing, building community support and overall value to DK- LOK Canada, while taking into account that extra measures may be required to manage risk.

## First Nation & Metis Human Resource Policy

### Introduction

The First Nation & Metis (FNM) Procurement initiatives below describe how DK-LOK CANADA will operate the companies FNM Human Resource Policy.

### Background

In November 2017, the DK-LOK CANADA Executive approved the decision for the companies Procurement and Human Resources functions to make targeted efforts to be inclusive of FNM businesses and people. It was decided to focus first on the establishment of FNM procurement initiatives and follow with FNM employment initiatives.

### DK- LOK Canada Human Resource First Nation & Metis objectives

- 1) To be an employer of choice for all people of First Nation & Metis descent
- 2) To create a respectful and representative workplace that supports diverse values and cultures
- 3) To create customized strategies to attract, recruit, develop, and retain people of First Nation & Metis descent
- 4) To educate DK-LOK CANADA employees about cultural diversity in Canada and to provide First Nation & Metis Awareness training to all DK-LOK CANADA employees
- 5) To act as a liaison between DK-LOK CANADA Contractors and First Nation & Metis Labour Force Development Programs & Services

### In addition to the above, where appropriate DK-LOK CANADA will:

1. Dedicate resources to building relationships with First Nation & Metis Communities and source qualified First Nation & Metis Candidates
2. Proactively communicate and present DK – LOK Canada Employment opportunities at Post Secondary Institutions
3. Promote and effectively utilize DK-LOK CANADA Summer Student Employment
4. Promote and effectively utilize DK-LOK CANADA Scholarship and Bursary initiatives
5. Establish working relationships with First Nation & Metis Employment Agencies
6. Participate and support First Nation & Metis Related Human Resource Conferences & Symposiums

DK-LOK Canada Ltd. #14, 4331Roper Road Edmonton, AB, T6B 3S5 Phone: (780) 469-3675 Fax: (780) 469-4211  
[www.dklokcanada.com](http://www.dklokcanada.com)