

Code Administrator
Terms of Reference

While direct action by affiliates is clearly required in order to continue to improve their employment practices on behalf of their non-White employees and their families, the onus remains on their Canadian partners to exert whatever influence they possess to encourage such action. Examples of what can be done were provided by three reports which outlined joint action by the Canadian and South African partners in financing and administering training programs for Black personnel, even though the Canadian companies were only minority shareholders.

It is clear that in South Africa today Canadian companies with South African interests have the opportunity, indeed the obligation, to combine what is morally right with what is financially feasible and commercially rewarding.

Under the authority of the Secretary of State for External Affairs:

- i) to maintain and update annually lists of those companies to which the Code of Conduct Concerning the Employment Practices of Canadian Companies Operating in South Africa applies or may apply; in this respect, to consult as necessary such private-sector organizations as the Canadian Business and Industry Advisory Council, other private, commercial, non-governmental or academic organizations or individuals likely to be of assistance, and appropriate Departments of the Government of Canada;
- ii) to maintain and, as necessary, update the standard format for reports under the Code, in consultation with interested companies, non-governmental organizations, and appropriate departments of the Government of Canada;
- iii) to draw the Code annually to the attention of companies to which it does or may apply; to make them aware of the standard reporting format; and to solicit annual public reports from those companies with respect to their compliance with the Code;
- iv) to collate the reports received from the companies concerned; to maintain complete and accurate records of official consultations, correspondence and transactions undertaken in the execution of the terms of reference;
- v) to prepare an annual report on the administration and observance of the Code for the Secretary of State for External Affairs;
- vi) to make such recommendations to the Secretary of State for External Affairs regarding the content and administration of the Code as the Administrator deems appropriate; and,
- vii) to act in an impartial and objective manner consistent with the purposes and intent of the Code.