



Thank you for submitting your annual report under the *Fighting Against Forced Labour and Child Labour in Supply Chains Act*.

Below is a summary of your responses

[Download PDF](#)

Forced labour in Canadian supply chains: submit a questionnaire

Data Management Disclaimer

Entities and government institutions must complete this questionnaire if they have reporting obligations under the *Fighting Against Forced Labour and Child Labour in Supply Chains Act* (Act). If an entity or government institution is unsure whether they are required to report, refer to guidance on [how to prepare a report](#).

Entities must have their completed report approved by the appropriate governing body or bodies.

Completing this questionnaire, including attaching the PDF version of the entity's or government institution's report, is mandatory. The questionnaire is considered complete if all of the mandatory fields have been filled out and a report has been uploaded that meets all of the following requirements:

- Contains information addressing each of the legal requirements in subsections 6(1) and 6(2), for government institutions, or in subsections 11(1) and 11(3), for entities;
- For entities, has received the necessary approvals and includes the signed attestation;
- Does not exceed 10 pages in length, or 20 pages for reports provided in both Canadian official languages; and
- Is a PDF file that does not exceed 100MB in size.

For more information, please refer to the [guidance](#).

Failure to complete the questionnaire is considered an offence under subsection 19(1). All offences under subsections 19(1) and 19(2) are punishable on summary conviction and a fine of

not more than \$250,000. The questionnaire must be completed using information from activities undertaken during the entity's or government institution's previous financial year before the reporting deadline of May 31, 2024.

There is no prescribed level of detail required for the responses. Entities and government institutions should use discretion in determining the appropriate level of detail proportionate to the size and risk profile of the entity or government institution.

Knowingly making a false or misleading statement or providing false or misleading information in the questionnaire responses or in the report is considered an offence under subsection 19(2).

Questionnaire responses will be stored by Public Safety Canada and will be disposed of in accordance with the Policy on Service and Digital, the *Access to Information Act*, the *Privacy Act* and the *Library and Archives Act*. The report itself will be added to the Public Safety Library's collection and will be subject to the Public Safety Canada Library Collection Development Policy. Public Safety Canada may proceed with the manipulation or translation of answers to align the bibliographical data of the report to Treasury Board Secretariat Standard on Metadata and Public Safety Canada Library cataloguing and description procedures.

Entities and government institutions are also required to publish their report in a prominent place on their website, in accordance with section 8, for government institutions, and subsection 13(1), for entities. Learn more on [how to prepare a report](#)

An entity's failure to publish a report in a prominent place on its website is considered an offence under subsection 19(1).

Entities must complete the questionnaire and submit their report in one of the two Canadian official languages. It is recommended, however, that reports be submitted in both English and French, in order to make reports accessible to the broader Canadian public. Requests for translated copies of reports may be directed to the responsible entity.

Government institutions may complete the questionnaire in either official language, but are required to submit the PDF version of their report in both English and French, as per the *Official Languages Act*.

Privacy Notice Statement

Personal information is collected by Qualtrics on behalf of Public Safety Canada for the purpose of verifying information contained in reports submitted under the *Fighting Against Forced Labour and Child Labour in Supply Chains Act* (Act).

Participation in this questionnaire is mandatory for entities and government institutions that are required to report under the Act. Please note that information entered in any open text box field

required to report under the Act. Please note that information entered in any open text box field could be deemed identifiable depending on the information provided. In order to protect privacy, entities and government institutions must not add personal information of any kind in these open text areas.

Personal information will be managed and administered in accordance with the *Access to Information Act*, the *Privacy Act* and any other applicable laws. Public Safety Canada may use the personal information provided in the questionnaire responses for policy development purposes, but the information may also be used for investigative purposes.

For more information on Public Safety Canada's privacy practices related to online activities, please refer to Public Safety Canada's [Terms and conditions](#).

You have the right to the protection of, access to and correction of your personal information. Find instructions for obtaining information through [Public Safety Canada Access to Information and Privacy \(ATIP\)](#).

Any questions, comments, concerns or complaints you may have regarding Public Safety Canada's handling of your personal information may be directed to our Access to Information and Privacy Coordinator by emailing atip-aiprp@ps-sp.gc.ca. If you are not satisfied with Public Safety Canada's response to your privacy concern, you have the right to file a complaint with the [Privacy Commissioner of Canada](#) regarding the institution's handling of your personal information.

**I have read and understand the information above.*



Identifying Information

Please note that information entered in any open text box field could be deemed identifiable depending on the information provided. In order to protect privacy, entities and government institutions must not add personal information of any kind in these open text areas.

***This report is for which of the following?**

Entity



Government institution



***Legal name of reporting entity or government institution:**

Total Telcom Inc.

Characters remaining: 983

***Financial reporting year (Start Date):**

Month

July

Day

1

Year

2023

***Financial reporting year (End Date):**

Month

June

Day

30

Year

2024

***Is this a revised version of a report already submitted this reporting year?**

Note: If yes, the previous version will be deleted and users will be unable to recover the previously submitted version.

Yes

No

Business number(s) (if applicable):

898999230 898999230 RT0001

Characters remaining: 973

***Is this a joint report?**

Yes

No

***Is the entity also subject to reporting requirements under supply chain legislation in another jurisdiction?**

Yes

No



***Which of the following categorizations applies to the entity? Select all that apply.**

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



***Which of the following sectors or industries does the entity operate in?
Select all that apply.**

Manufacturing of food products, including...

Agriculture, forestry, fishing and hunting

Mining, quarrying, and oil and gas extraction

Utilities

Construction

Manufacturing

Wholesale trade

Retail trade

Transportation and warehousing

Information and cultural industries

Finance and insurance

Real estate and rental and leasing

Professional, scientific and technical services

Management of companies and enterprises

Administrative and support, waste management and remediation services

Educational

services

Health care and social assistance

Arts, entertainment and recreation

Accommodation and food services

Other services (except public administration)

Public administration

Other, please specify:

***In which country is the entity headquartered or principally located?**

Canada

***In which province or territory is the entity is headquartered or principally located?**

British Columbia

Annual Report

***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.**

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 increase 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

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

Developing and implementing training and awareness materials on forced labour and/or child labour

Developing and implementing procedures to track performance 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

Other, please specify:

Please provide additional information describing the steps taken (if applicable) (1500 character limit).

Total Telcom Inc., through its wholly owned subsidiary designs and manufactures electrical devices for control and remote monitoring systems. While we recognize that the electrical components we use typically require sophisticated manufacturing techniques not typically associated with forced or child labour, there remains a risk associated in the downstream raw materials used to make such components. The focus on our initiatives is to verify that our suppliers align with our zero tolerance in the use of forced or child labour.

Characters remaining: 966

***Which of the following accurately describes the entity's structure?**

Corporation

Trust

Partnership

Other unincorporated organization

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

Producing goods (including manufacturing, extracting, growing and processing)

in
Canada

outside
Canada

Selling goods

in
Canada



outside
Canada



Distributing goods

in
Canada



outside
Canada



Importing into Canada goods produced outside
Canada



Controlling an entity engaged in producing goods in Canada or outside Canada, or
importing into Canada goods produced outside Canada



***Has the organization identified parts of its activities and supply chains that carry a risk of forced labour or child labour being used?**

Yes, we have identified risks to the best of our knowledge and will continue to strive to identify emerging risks.



Yes, we have started the process of identifying risks, but there are still gaps in our assessments.



No, we have not started the process of identifying risks.



Please provide additional information on the organization's structure, activities and supply chains (1500 character limit).

The Company sources its electronics used in the manufacturing process through various distributors and manufacturers.

Characters remaining: 1382

***Does the organization currently have policies and due diligence processes in place related to forced labour and/or child labour?**

Yes

No

***If yes, which of the following elements of the due diligence process has the organization implemented in relation to forced labour and/or child labour? Select all that apply.**

Embedding responsible business conduct into policies and management systems

Identifying and assessing adverse impacts in operations, supply chains and business relationships

Ceasing, preventing or mitigating adverse impacts

Tracking implementation and results

Communicating how impacts are addressed

Establishing feedback mechanisms

Providing for or cooperating in remediation when appropriate

Please provide additional information on the organization's policies and due diligence processes in relation to forced labour and child labour (if applicable) (1500 character limit).

Total Telcom Inc. does not tolerate the use of child labour, forced labour, or human trafficking in any form and will never knowingly use suppliers that do not share these values. Management recognizes the importance of working with our suppliers to help mitigate such risks, and uses the following process to help evaluate existing and future suppliers: 1. A public search is done on all suppliers for documented policies regarding child labour, forced labour, or human trafficking. The results are recorded and if not found to be satisfactory, then: 2. Correspondence is initiated to obtain policies directly from the supplier and/or the original manufacturer. If this is still not satisfactory, then: 3. Management will review the supplier/manufacturer and evaluate the risks associated with continued use of the supplier based on composition of component, origin of the supplied component, and alternative suppliers.

Characters remaining: 576

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

The sector or industry it operates in

The types of products it produces, sells, distributes 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

Other, please specify:

***Has the organization 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.**

Agriculture forestry fishing and

Agriculture, forestry, fishing and hunting

Mining, quarrying, and oil and gas extraction

Utilities

Construction

Manufacturing

Wholesale trade

Retail trade

Transportation and warehousing

Information and cultural industries

Finance and insurance

Real estate and rental and leasing

Professional, scientific and technical services

Management of companies and enterprises

Administrative and support, waste management and remediation services

Educational services

services	<input type="checkbox"/>
Health care and social assistance	<input type="checkbox"/>
Arts, entertainment and recreation	<input type="checkbox"/>
Accommodation and food services	<input type="checkbox"/>
Other services (except public administration)	<input type="checkbox"/>
Public administration	<input type="checkbox"/>
None of the above	<input checked="" type="checkbox"/>
Other, please specify:	<input type="checkbox"/>

Please provide additional information on the parts of the organization's activities and supply chains that carry a risk of forced labour or child labour being used, as well as the steps that the organization has taken to assess and manage that risk (if applicable) (1500 character limit)

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***Has the organization taken any measures to remediate any forced labour or child labour in its activities and supply chains?**

Yes, we have taken remediation measures and will continue to identify and address any gaps in our response	<input type="radio"/>
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any gaps in our response.

Yes, we have taken some remediation measures, but there are gaps in our response that still need to be addressed.

No, we have not taken any remediation measures.

Not applicable, we have not identified any forced labour or child labour in our activities and supply chains.

Please provide additional information on any measures the organization has taken to remediate any forced labour or child labour (if applicable) (1500 character limit).

***Has the organization taken any measures to remediate the loss of income to the most vulnerable families that results from any measure taken to eliminate the use of forced labour or child labour in its activities and supply chains?**

Yes, we have taken substantial remediation measures and will continue to identify and address any gaps in our response.

Yes, we have taken some remediation measures, but there are gaps in our response that still need to be addressed.

No, we have not taken any remediation 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.

Please provide additional information on any measures the organization has taken to remediate the loss of income to the most vulnerable families that results from any measure taken to eliminate the use of forced labour or child labour in its activities and supply chains (if applicable) (1500 character limit).

***Does the organization currently provide training to employees on forced labour and/or child labour?**

Yes

No

***If yes, is the training 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.

Please provide additional information on the training the organization provides to employees on forced labour and child labour (if applicable) (1500 character limit).

The training focusses on awareness that forced and child labour exists and how we can prevent unknowingly supporting such activities. The employee is introduced to our zero tolerance policy and is instructed on evaluating new or potential suppliers and how to escalate any concerns to management.

Characters remaining: 1201

***Does the organization 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?**

Yes

No

***If yes, what method does the organization use to assess its effectiveness? Select all that apply.**

Setting up a regular review or audit of the organization'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 organization'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

Other, please specify:



Please provide additional information on how the organization assesses its effectiveness in ensuring that forced labour and child labour are not being used in its activities and supply chains (if applicable) (1500 character limit).

To help ensure policies are being followed and effective our purchase orders will now contain compliance confirmations. Purchase orders not compliant must have the employee's supervisor review for any potential risk associated with the purchase and if warranted escalate to management for a formal review.

Characters remaining: 1193

***Upload report (Required) (100MB limit):**

Upload your report, including the signed attestation, in PDF format

attestation.pdf

0.3 MB

application/pdf


Upload report in second Canadian official language (Optional) (100MB)

Upload report in second Canadian official language (Optional) (100MB limit):

Upload your report, including the signed attestation, in PDF format

Drop files or click here to upload

Click to write the question text

* I confirm that the attached report is approved and attested, as required under subsection 11(4) and subsection 11(5) of the Fighting Against Forced Labour and Child Labour in Supply Chains Act. 

***Please identify the name, title and email address of the person authorized to fill out this questionnaire.**

(Note: Public Safety Canada may use the contact information provided should it require additional details regarding the submission. Info will be used as per the privacy note statement.)

Name:

Neil Magrath

Title:

CEO

Email
address:

neil@romcomm.com

***Do you wish to submit your responses to this questionnaire? (If you wish to amend your answers, please click the "Previous" button.)**

Yes

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