

Code of conduct for vendors

SOLIDARITES INTERNATIONAL is a non-governmental organisation. Private, non-political, non-denominational and non-profit-making, it was set up in France in 1980 to intervene in countries throughout the world. Solidarités' vocation is to save lives by combating suffering, hunger, disease, and those crises threatening the lives of helpless men, women and children.

To conduct its activities, SOLIDARITES INTERNATIONAL is procuring supplies, services & works through vendors. Award of markets will be made respecting transparency of selection, equality of opportunities as much as possible. However, due to the very nature of its activities, SOLIDARITES INTERNATIONAL reserves the right to limit the publicity surrounding the selection process.

This code of conduct for vendors should be respected by vendors at any stage of the relationship between a vendor and SOLIDARITES INTERNATIONAL. As such, any breach of below statements by a vendor would lead to exclusion of future market awards and termination of existing contracts & relationships.

Human Rights & Working Conditions:

- a. SOLIDARITES INTERNATIONAL expects suppliers to recognize the freely-exercised right of workers, without distinction, to organize, further and defend their interests and to bargain collectively, as well as to protect those workers from any action or other form of discrimination related to the exercise of their right to organize, to carry out trade union activities and to bargain collectively.
- b. SOLIDARITES INTERNATIONAL expects suppliers to prohibit forced or compulsory labour in all its forms.
- c. SOLIDARITES INTERNATIONAL expects suppliers to ensure equality of opportunity and treatment in respect of employment and occupation without discrimination on grounds of race, colour, sex, religion, political opinion, national extraction or social origin and such other ground as may be recognized under the national law of the country or countries where the performance, in whole or in part, of a contract takes place.
- d. SOLIDARITES INTERNATIONAL expects suppliers to create and maintain an environment that treats all employees with dignity and respect and will not use any threats of violence, verbal or psychological harassment or abuse. No harsh or inhumane treatment coercion or corporal punishment of any kind is tolerated, nor is there to be the threat of any such treatment.
- e. SOLIDARITES INTERNATIONAL expects suppliers and its subcontractors to protect all people from sexual abuse and sexual exploitation, meaning any actual or attempted abuse of a position of vulnerability, differential power, or trust, for sexual purposes, including, but not limited to, profiting monetarily, socially or politically from the sexual exploitation of another. Similarly, the term "sexual abuse" means the actual or threatened physical intrusion of a sexual nature, whether by force or under unequal or coercive conditions.
- f. SOLIDARITES INTERNATIONAL expects suppliers to ensure the payment of wages in legal tender, at regular intervals no longer than one month, in full and directly to the workers concerned. The wages, hours of work and other conditions of work provided by suppliers should at minimum not be less favourable than the best conditions prevailing locally (i.e., as contained in: (i) collective agreements covering a substantial proportion of employers and workers; (ii) arbitration awards; or (iii) applicable laws or regulations), for work of the same

character performed in the trade or industry concerned in the area where work is carried out.

- g. SOLIDARITES INTERNATIONAL expects suppliers to fulfil their obligations under local law regarding social contributions & tax payments.
- h. SOLIDARITES INTERNATIONAL expects suppliers not to employ: (a) children below 14 years of age or, if higher than that age, the minimum age of employment permitted by the law of the country or countries where the performance, in whole or in part, of a contract takes place, or the age of the end of compulsory schooling in that country or countries, whichever is higher; and (b) persons under the age of 18 for work that, by its nature or the circumstances in which it is carried out, is likely to harm the health, safety or morals of such persons.
- i. SOLIDARITES INTERNATIONAL expects suppliers to support and respect the protection of internationally proclaimed human rights and to ensure that they are not complicit in human rights abuses.
- j. SOLIDARITES INTERNATIONAL expects suppliers to refrain from, and comply with any regulations and supporting obligations on, human trafficking and modern slavery. Examples include, but are not limited to, the International Labour Organization Protocol of 2014 to the Forced Labour Convention, 1930, the US Trafficking Victims Protection Act (as amended) and the UK Modern Slavery Act (as amended).

Health and Safety

- k. SOLIDARITES INTERNATIONAL expects suppliers to ensure, so far as is reasonably practicable, that: (a) the workplaces, machinery, equipment and processes under their control are safe and without risk to health; (b) the chemical, physical and biological substances and agents under their control are without risk to health when the appropriate measures of protection are taken; and (c) where necessary, adequate protective clothing and protective equipment are provided to prevent, so far as is reasonably practicable, risk of accidents or of adverse effects to health.
- l. SOLIDARITES INTERNATIONAL expects suppliers to take due care to ensure their work product meets relevant national or international standards. Suppliers must have in place quality assurance processes to identify defects and implement corrective actions and to facilitate the delivery of a product whose quality meets or exceeds the contract requirements. SOLIDARITES INTERNATIONAL expects vendors to develop, implement, and maintain methods and processes appropriate to their products to minimize the risk of introducing counterfeit parts and materials into deliverable products. Effective processes should be in place to detect counterfeit parts and materials, provide notification to recipients of counterfeit product(s) when warranted, and exclude them from the delivered product.

Environmental and Ethical

- m. SOLIDARITES INTERNATIONAL expects suppliers of materials containing tantalum, tin, tungsten or gold to know where those minerals were mined and to provide that content and source information to the relevant SOLIDARITES INTERNATIONAL member if asked.
- n. The Supplier represents and warrants that neither it nor any of its subcontractors are violating any international environmental agreements or relevant national legislation.
- o. SOLIDARITES INTERNATIONAL expects suppliers to have an effective environmental policy and to comply with existing legislation and regulations regarding the protection of the environment. SOLIDARITES INTERNATIONAL expects suppliers to reduce or eliminate waste of all types, including water and energy, at the source or by practices such as modifying

production, maintenance and facility processes, materials substitution, conservation, recycling and re-using materials; and to undertake initiatives to promote environmental responsibility and sustainability.

- p. SOLIDARITES INTERNATIONAL expects suppliers to identify and manage chemical and other materials posing a hazard if released to the environment; and to ensure their safe handling, movement, storage, recycling or reuse and disposal.

Business Practices

- q. The Supplier represents and warrants that neither it nor any of its subcontractors are actively and directly engaged or indirectly engaged in patent activities, development, assembly, production, stockpiling, trade or manufacture of weapons including but not limited to mines, firearms, chemical weapons, biological weapons and nuclear weapons.
- r. SOLIDARITES INTERNATIONAL expects suppliers to adhere to the highest standards of moral and ethical conduct, to respect local laws and not engage in any form of corrupt practices, including but not limited to extortion, active corruption (understood as deliberately promise or give an advantage to an official for him/her to act or refrain from acting in accordance with his duty in a way which damages or is likely to damage SOLIDARITES INTERNATIONAL or institutional donors financial interests), fraud (understood as the use or presentation of false, incorrect or incomplete statements or documents, but also as misapplication of such funds for purposes other than those for which they were originally granted), money-laundering, bribery or terrorist financing and the provision of financial and other services to any persons or entities which may be subject to sanctions. SOLIDARITES INTERNATIONAL may carry out verifications on the sanction lists published by the United States of America, the European Union, the United Nations or any other donors of SOLIDARITES INTERNATIONAL.
- s. The Supplier represents and warrants that neither it nor any of its subcontractors are engaged in any sort of illegal activities.
- t. SOLIDARITES INTERNATIONAL expects suppliers to respect and comply with all the laws governing intellectual property rights assertions, including protection against disclosure, patents, copyrights, and trademarks.
- u. SOLIDARITES INTERNATIONAL expects the Supplier to disclose any situation that may appear as a conflict of interest, and disclose to any relevant member of SOLIDARITES INTERNATIONAL if any official or staff of SI, or professional under contract with SI may have an interest of any kind in the Supplier's business or any kind of economic ties with the Supplier.
- v. SI considers that the exchange of business courtesies may not be used to gain an unfair competitive advantage. In any business relationship, our vendors must ensure the offering or receipt of any gift or business courtesy is permitted by law and regulation, that these exchanges do not violate the rules and standards of SOLIDARITES INTERNATIONAL, and are consistent with reasonable marketplace customs and practices.
- w. SOLIDARITES INTERNATIONAL expects suppliers to maintain full compliance with all laws and regulations applicable to their business. When conducting international business, suppliers must comply with local laws and regulations as applicable.
- x. SOLIDARITES INTERNATIONAL expects suppliers to understand and comply with applicable international trade control laws and regulations, including those related to economic sanctions, customs requirements, and export controls.

- y. SOLIDARITES INTERNATIONAL expects suppliers to create and keep accurate records and not change any record entry to conceal or misrepresent the underlying transaction represented by it. All records, regardless of format, made or received as evidence of a business transaction must fully and accurately represent the transaction or event being documented.
- z. Suppliers must not engage in unfair business practices such as fixing prices or rigging bids with competitors. Suppliers must not allocate customers or markets with competitors, or exchange current, recent, or future pricing information with competitors. Suppliers will otherwise comply with all applicable antitrust and competition laws.
- aa. SOLIDARITES INTERNATIONAL expects suppliers to properly handle sensitive information, including confidential, proprietary, and personal information. Information should not be used for any purpose (e.g., advertisement, publicity, and the like) other than the business purpose for which it was provided, unless there is prior authorization from SOLIDARITES INTERNATIONAL of the information.
- bb. All sensitive information provided during business relation by SOLIDARITES INTERNATIONAL must be handled in accordance with EU regulation 2016/679 on data protection. Suppliers must protect the confidential and proprietary information of others, including personal information, from unauthorized access, destruction, use, modification, and disclosure through appropriate physical and electronic security procedures. Suppliers must comply with all applicable data privacy laws. Suppliers shall ensure extension of this requirement to all sub-tier sources they contract or employ.

Code of conduct monitoring & whistleblowing

- cc. The provisions as set forth in this Code of Conduct provide the minimum standards expected of suppliers to SOLIDARITES INTERNATIONAL members. SOLIDARITES INTERNATIONAL expects suppliers to strive to exceed both international and industry best practices. SOLIDARITES INTERNATIONAL also expects that suppliers encourage and work with their own suppliers and subcontractors to ensure that they also strive to meet the principles of this Code of Conduct. It is recognised that reaching some of the standards established in this Code of Conduct is a dynamic rather than static process and SOLIDARITES INTERNATIONAL encourages suppliers to continually improve their workplace conditions accordingly.
- dd. SOLIDARITES INTERNATIONAL asks suppliers to promptly report deviations from this Supplier Code of Conduct to the relevant SOLIDARITES INTERNATIONAL member for resolution between the Supplier and that member.
- ee. SOLIDARITES INTERNATIONAL expects suppliers to provide their employees with avenues for raising legal or ethical issues or concerns without fear of retaliation. Suppliers are expected to take action to prevent, detect, and correct any retaliatory actions.

I, the undersigned [Name & Title]

_____, representing [name of the company] _____

declare that I understand the requirements of the above code of conduct for vendors and undertake to comply with them in the course of my activities.

Signed on the [Date] _____

Signature: