

## Code of Conduct and Ethical Standards Declaration for all Supply, Service and Works Contractors

### 1. Scope of Application:

REACH as a humanitarian organisation expects the contractors to have high ethical standards. The respect for fundamental human rights, social justice, and human dignity, and respect for the equal rights of men and women serve as overarching values to which suppliers of goods and services to REACH are expected to adhere.

This declaration will be kept on file and should be updated every year or more often as appropriate.

REACH staff may perform checks to verify that these standards are adhered to. Failure to comply with certain provisions may also preclude suppliers from being eligible for a contract award, and Should REACH deem that the contractor fails to meet or is not taking appropriate steps to meet these standards, any and all contracts and agreements with REACH may be terminated.

REACH expects suppliers to ensure that this Code of Conduct is communicated to their employees, parent, subsidiary and affiliated entities as well as any subcontractors, and that it is done in the local language and in a manner that is understood by all.

Any supplier doing business with REACH shall as a minimum;

- a) Comply with all laws and regulations in effect in the country.
- b) Meet the ethical standards as listed below.

OR

Positively agree to the standards

### 1. Anti-corruption and contractor's compliance with laws and regulations:

- 1.1 The contractor and suppliers to confirms that not to offer any hospitality or offer any gift and benefit such as free goods or services, employment or sales opportunity to a REACH staff member in order to facilitate the suppliers' business with REACH.
- 1.2 The contractor confirms that it is not involved in any form of fraud, corruption, collusion, coercive practice, bribery, involvement in a criminal organization or other illegal activity.
- 1.3 Where any potential conflict of interest exists between the contractor or any of the contractor's staff members with any REACH staff member, the contractor shall notify REACH in writing of the potential conflict. REACH shall then determine whether action is required. A conflict of interest can be due to a relationship with a staff member such as close family etc.
- 1.4 The contractor will immediately notify REACH management if exposed for alleged corruption by representatives of REACH.
- 1.5 The contractor shall be registered with the relevant government authority with regard to taxation.
- 1.6 The contractor shall pay taxes according to all applicable national laws and regulations.
- 1.7 The contractor warrants that it is not engage in the sale or manufacture of any weapons and anti-personnel mines or components utilized in the manufacture of anti-personnel mines.

## **2. Workers and employees:**

- 2.1 The suppliers to confirm and recognize the freely-exercised right of workers, without distinction, to join or form trade unions of their own choosing and to bargain collectively, and defend their interests, 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
- 2.2 The supplier to confirm that no workers in our company will be forced, bonded or involuntary prison workers.
- 2.3 Workers shall not be required to lodge “deposits” or identity papers with their employer and shall be free to leave their employer after reasonable notice.
- 2.4 Child Labour: The suppliers to confirm not to employ Children below 18 years of age. Persons under the age of 18 shall not be engaged in work which is hazardous to their health or safety, including night work.
- 2.5 Discrimination: The suppliers to ensure equality of opportunity and treatment in respect of employment and occupation without discrimination, there shall be no discrimination at the work place based on ethnic background, religion, age, disability, gender, marital status, sexual orientation, union membership or political affiliation.
- 2.6 Measures shall be established to protect workers from sexually intrusive, threatening, insulting or exploitative behaviour, and from discrimination or termination of employment on unjustifiable grounds, e.g. marriage, pregnancy, parenthood or HIV status.
- 2.7 Physical abuse or punishment, or threats of physical abuse, sexual or other harassment and verbal abuse, as well as other forms of intimidation, shall be prohibited.
- 2.8 Health and Safety: Steps shall be taken to prevent accidents and injury to health arising out of, associated with, or occurring in, the course of work, by minimizing, so far as is reasonably practicable, the causes of hazards inherent in the working environment.
- 2.9 Wages and benefits paid for a standard working week shall meet, at a minimum, national legal standards or industry benchmark standards, whichever is higher. Wages should always be enough to meet basic needs.
- 2.10 Working hours: shall comply with national laws and benchmark industry standards, whichever affords greater protection. It is recommended that working hours do not exceed 48 hours per week (8 hours per day).
- 2.11 Workers shall be provided with at least one day off for every week.
- 2.12 All workers are entitled to a contract of employment that shall be written in a language they understand.
- 2.13 Workers shall receive regular and documented health and safety training, and such training shall be repeated for new workers.
- 2.14 Access to clean toilet facilities and to potable water, and, if appropriate, sanitary facilities for food storage shall be provided.

2.15 Accommodation, where provided, shall be clean, safe and adequately ventilated, and shall have access to clean toilet facilities and potable water.

2.16 No deductions from wages shall be made as a disciplinary measure.

**3. Environmental conditions:**

3.1 Production and extraction of raw materials for production shall not contribute to the destruction of the resources and income base for marginalized populations, such as in claiming large land areas or other natural resources on which these populations are dependent.

3.2 Wastewater and Solid Waste: Wastewater and solid waste generated from operations, industrial processes and sanitation facilities are to be monitored, controlled and treated as required prior to discharge or disposal.

3.3 Environmental measures shall be taken into consideration throughout the production and distribution chain ranging from the production of raw material to the consumer sale. Local, regional and global environmental aspects shall be considered. The local environment at the production site shall not be exploited or degraded by pollution.

3.4 Minimize waste, maximize recycling: waste of all types, including water and energy, are to be reduced or eliminated at the source or by practices such as modifying production, maintenance and facility processes, materials substitution, conservation, recycling and re-using material.

3.5 National and international environmental legislation and regulations shall be respected.

3.6 Hazardous chemicals and other substances shall be carefully managed in accordance with documented safety procedures.

We, the undersigned, verify that we are in compliance with all applicable laws and regulations, and meet the Code of Conduct and ethical standards as listed above or positively agree to these Code of conduct and are willing to implement necessary changes in the organisation.

NAME OF CONTRACTOR/COMPANY / SUPPLIER:

NAME OF OWNER /REPRESENTATIVE:

DATE:     /     /2021:

SIGNATURE and STAMP: