



# Supplier Pre-qualification Document

## APPENDIX "C" CODE OF ETHICS AND CONFLICT OF INTEREST DISCLOSURE FORM

UNKEA Procurement guidelines stipulate that UNKEA should not permit reciprocity in any purchase transactions. Any reciprocal financial transactions between a supplier and an employee, whether before or after pre-qualification, are prohibited. It does not matter that the transaction is at arm's length or not. In view of the above, outlined below are the guidelines on code of ethics and conflict of interest.

### Code of Ethics

Except for casual benefits such as hospitality, or gifts worth less than \$50 equivalent, employees of UNKEA are not allowed to accept or agree to accept any money, gifts, or other benefit on behalf of themselves or anyone else, from a person or institution having dealings with the Organization. No gift may be accepted in cases where it is obvious that the gift will result in an expected reciprocal action from the Organization.

The standard of conduct for all potential suppliers include the following:

- 1) Potential suppliers are required to refrain from offering, directly or indirectly, any gratuity, gifts, favors, entertainment or any promise of future employment to employees of UNKEA who may be in a position to influence the procurement decision.
- 2) Potential suppliers and/or their agents are not expected to deal with an employee who has a financial interest in their business.
- 3) During the pre-solicitation phase, potential supplier(s) should avoid soliciting information on a particular acquisition before such information is available to the business community at large.
- 4) Potential suppliers should declare relationships, if any, that could be termed as conflict of interest.

### Conflict of Interest

Please give details of any conflict of interest that may exist between yourself and employee(s) of UNKEA as indicated below, and confirm that you have read the code of ethics and is in agreement with it.

Has any employee of UNKEA been your employee in the past one year?

If yes, please give details

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Do you have any family ties with any UNKEA employee(s) through spouse or immediate family?

If so, please explain: .....

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Have you had past business dealings with any employee of UNKEA?

If yes, please give details: .....

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Do you have other social or political relationships with an employee of UNKEA in procurement, which may impede his/her independence or objectivity?

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I confirm that all the information given above is true. I understand that failure to comply with the code of ethics and conflict of interest policy will lead to disqualification of my application.

Name.....

Designation.....

Signature.....

Official rubber stamp.....

Date.....

