

MINUTEST ETHICAL CODE OF CONDUCT FOR SUPPLIERS

Suppliers adopting this Code of Conduct should commit to continuous improvement toward compliance with the labour and environmental standards specified, both in their own companies and those of their suppliers.

LABOUR STANDARDS: The labour standards in this code are based on the conventions of the International Labour Organization (ILO).

1. Employment is freely chosen:

- There is no forced, bonded, or involuntary prison labour.
- Workers are not required to lodge deposits or their identity papers with the employer and are free to leave their employer after reasonable notice.

2. Freedom of association and the right to collective bargaining are respected:

- Workers, without distinction, have the right to join or form trade unions of their own choosing and to bargain collectively.
- Where the right to freedom of association and collective bargaining is restricted under law, the employer facilitates and does not hinder, the development of parallel means for independent and free association and bargaining.

3. Working conditions are safe and hygienic.

- Access to clean toilet facilities and potable water

4. Child labour restrictions

- Suppliers will not engage in any practice that is inconsistent with the International Labour Organization (ILO) Convention on the Rights of the Child.
- The minimum admission for employment or work shall not be less than the age of completion of compulsory schooling. This is normally not less than 15 years or 14 where the local law of the country permits, deferring to the greatest age.
- All young workers must be protected from performing any work that is likely to be hazardous or to interfere with the child's education, or that may be harmful to the child's health, physical, mental, social, spiritual, or moral development.

5. Living wages are paid.

- Wages and benefits paid for a standard working week meet, at a minimum, national legal standards or industry benchmarks, whichever is higher.
- All workers shall be provided with written and understandable information about their employment conditions with respect to wages before they enter employment.

6. Working hours are not excessive.

- Working hours comply with national laws.

7. No discrimination is practised:

- There is no discrimination in hiring, compensation, access to training, promotion, termination, or retirement based on race, caste, national origin, religion, age, disability, gender, marital status, sexual orientation, union membership, or political affiliation.

8. Regular employment is provided:

- Work performed must be on the basis of a recognized employment relationship established through national law and practice.
- Obligations to employees under labour or social security laws and regulations arising from the

regular employment relationship shall not be avoided through the use of labour-only contracting, sub-contracting, or home-working arrangements.

9. No harsh or inhumane treatment is allowed:

- Physical abuse or discipline, the threat of physical abuse, sexual or other harassment and verbal abuse or other forms of intimidation shall be prohibited.

10. BUSINESS BEHAVIOUR

1. The conduct of the supplier should not violate the basic rights of the intended beneficiaries.
2. The supplier should not be engaged:
 - in the manufacture of arms
 - in the sale of arms to governments which systematically violate the human rights of their citizens; or where there is internal armed conflict or major tensions; or where the sale of arms may jeopardize regional peace and security.

11. EXCLUSION CRITERIA

- a) Suppliers must not be engaged in any corrupt, fraudulent, collusive, or coercive practices.
- b) Suppliers must not be bankrupt or being wound up, or having their affairs administered by the courts, have not entered into an arrangement with creditors, have not suspended business activities, are not the subject of proceedings concerning those matters, or are in any analogous situation arising from a similar procedure provided for in national legislation or regulations.
- c) Suppliers must not have been convicted of an offence concerning professional conduct by a judgment which has the force of res judicata.
- d) Suppliers must not have been guilty of grave professional misconduct proven by any justifiable means.
- e) Suppliers must have fulfilled obligations relating to the payment of social security contributions or the payment of taxes in accordance with the legal provisions of the country in which they are established or those of the country where the contract is to be performed.
- f) Suppliers must not have been the subject of a judgment which has the force of res judicata for fraud, corruption, involvement in a criminal organization, or any other illegal activity detrimental to the financial interests of the donor.

12. CONFLICT OF INTERESTS

A contract shall not be awarded to suppliers who, during the procurement procedure for this contract: are subject to a conflict of interest.

- are guilty of misrepresentation in supplying the information required by the contracting authority as a condition of participation in the procurement procedure or fail to supply this information;
- find themselves in one of the situations of exclusion, referred to under “EXCLUSION CRITERIA”.

13. ENVIRONMENTAL STANDARDS: Suppliers should as a minimum comply with all statutory and other legal requirements relating to the environmental impacts of their business. Minimum standards include the following:

1. Waste Management:

- Waste is minimized and items are recycled whenever this is practicable.
- Effective controls of waste in respect of ground, air, and water pollution are adopted.

2. Packaging and Paper:

- Undue and unnecessary use of materials is avoided, and recycled materials used whenever appropriate.

This Code of conduct, in its entirety, is understood and agreed upon by the Supplier:

Signed on behalf of the Supplier:
Name:
Title:
Date: