

SUPPLIER CODE OF CONDUCT

Suppliers adopting this Code of Conduct should commit to continuous improvement towards compliance with the 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 Organisation (ILO) and as defined in the Ethical Trading Initiative Base Code (see the [ETI Base Code](#) website for more helpful guidance).

- 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.
 - The employer adopts an open attitude towards the legitimate activities of trade unions. Workers representatives are not discriminated against and have access to carry out their representative functions in the workplace.
- 3. Working conditions are safe and hygienic:**
 - Access to clean toilet facilities and potable water, and, if appropriate, sanitary facilities for food storage shall be provided.
 - A safe and hygienic working environment shall be provided, bearing in mind the prevailing knowledge of the industry and of any specific hazards. Adequate steps shall be taken to prevent accidents and injury to health arising out of, associated with, or occurring in the course of work, by minimising, so far as is reasonably practicable, the causes of hazards inherent in the working environment.
 - Workers shall receive regular and recorded health and safety training, and such training shall be repeated for new or reassigned workers.
 - Accommodation, where provided, shall be clean, safe, and meet the basic needs of the workers.
 - The company observing the standards shall assign responsibility for health and safety to a senior management representative.
- 4. Child labour restrictions:**
 - Suppliers will not engage in any practice that is inconsistent with the International Labour Organisation (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.
 - Adhere to legitimate workplace apprenticeship programs and comply with all laws and regulations governing child labour and apprenticeship programs.
 - Companies shall develop or participate in and contribute to policies and programmes which provide for the transition of any child found to be performing child labour to enable her/him to attend and remain in quality education until no longer a child.
- 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. In any event wages should always be high enough to meet basic needs and to provide some discretionary income.
 - All workers shall be provided with written and understandable information about their employment conditions in respect to wages before they enter employment, and about the particulars of their wages for the pay period concerned each time that they are paid.
 - Deductions from wages as a disciplinary measure shall not be permitted nor shall any deductions from wages not provided for by national law be permitted without the express and informed permission of the worker concerned.

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- All disciplinary measures should be recorded.
- 6. Working hours are not excessive:**
- Working hours comply with national laws and benchmark industry standards, whichever affords greater protection.
 - In any event, workers shall not on a regular basis be required to work in excess of 48 hours per week and shall be provided with at least one day off for every 7-day period on average.
 - Overtime shall be voluntary, shall not exceed 12 hours per week, shall not be demanded on a regular basis and shall always be compensated at a premium rate.
- 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:**
- To every extent possible work performed must be on the basis of a recognised 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, or through apprenticeship schemes where there is no real intent to impart skills or provide regular employment, nor shall any such obligations be avoided through the excessive use of fixed-term contracts of employment.
- 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.

SOCIAL AND HUMAN RIGHTS STANDARDS

The conduct of the supplier (and their suppliers) should not violate basic human rights (including that of the intended beneficiaries), including but not limited to:

1. Discrimination on the basis of race, gender or religion.
2. Sexual exploitation or abuse of children or vulnerable adults, and sexual harassment, intimidation or bullying.
3. Exclusion of peoples (including indigenous peoples and peasant populations) from land or other property previously owned or occupied by them.
4. Use of violence or threats against local communities if they raise concerns about social or environmental impacts of a company's operations.
5. Derivation of benefit from oppressive regimes that harm human rights.
6. Engaging in human trafficking: defined as a crime that involves compelling or coercing a person to provide labour or services, or to engage in commercial sex acts. The coercion can be subtle or overt, physical or psychological.

ENVIRONMENTAL AND CLIMATE CHANGE STANDARDS: Suppliers should as a minimum comply with all statutory and other legal requirements relating to the environmental impacts of their business. Detailed performance standards are a matter for suppliers, but should address at least the following:

- 1. Waste Management:**
 - Waste is minimised and items recycled whenever this is practicable. Effective controls of waste in respect of ground, air, and water pollution are adopted. In the case of hazardous materials, emergency response plans are in place.
- 2. Packaging and Paper:**
 - Undue and unnecessary use of materials is avoided, and recycled materials used whenever appropriate.
- 3. Conservation:**
 - Processes and activities are monitored and modified as necessary to ensure that conservation of scarce resources, including water, flora and fauna and productive land in certain situations.

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4. Energy Use:

- All production and delivery processes, including the use of heating, ventilation, lighting, IT systems and transportation, are based on the need to maximise efficient energy use and to minimise harmful emissions.

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.
- g) Suppliers should not be engaged in the manufacture or sale of:
 - Arms
 - Tobacco
 - Fossil fuels (excluding utility companies and when purchase is necessary for operational continuity, e.g. fuel for vehicles and generators)
 - Pornography

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".

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

Signed on behalf of the Supplier:

Print Name:

Title:

Date:

