

Code of Conduct for Suppliers

Introduction

Caritas Lebanon “CL” is fully committed in observing the highest ethical standards in all its procurement activities. To that end, the Code of Conduct for Suppliers is developed and sets forth CL’s expectations for all suppliers that are registered with CL or potential future suppliers.

A supplier’s performance and adherence to high ethical standards is a key and integral part of the procurement for CL. CL expects the application of high legal, ethical, environmental and employee-related standards within its own operations and among its suppliers.

CL procurement ethics focuses on zero tolerance on corruption, avoiding any form of conflict of interest and authentic demonstration of supplier’s competences and expertise.

Suppliers are firmly advised to familiarize themselves with this Code of Conduct to ensure effective working relations with CL.

Scope

This Code of Conduct applies to all CL suppliers (defined as a person or organization supplying goods/services to CL) and their affiliates, including all associates, employees, subcontractors, agents and supplier representatives.

Principles underlying CL Code of Conduct for Suppliers

This Code requires all CL suppliers to observe the highest ethical standard, hence suppliers are expected to adhere to the following:

1. Compliance with laws and regulations:

- All suppliers are expected to comply with all rules, regulations and statutory requirements relating to the provision of goods/services to CL.

2. Ethics:

- CL does not tolerate corrupt, fraudulent, collusive, anti-competitive or coercive practices of any kind involving its resources and may result in immediate termination and legal action.
- Suppliers should not, directly or indirectly, offer or provide to any CL staff money or anything of value, goods or a service as in expectation of an advantageous decision, information, official action, vote or any other form of discrimination which qualifies

Code of Conduct for Suppliers

as a corruption;

- Suppliers should not share or exchange any prices, costs or other competitive information with any other third party to CL related to any proposed, pending or current CL procurement.
- Suppliers must declare any actual, perceived, or potential conflict of interest that may affect the performance of tasks or provision of goods/services entrusted to them by CL.
- Suppliers should conduct their business using competitive and fair market conditions, they must not engage in any agreements with competitors to influence the markets in which they operate.
- Suppliers must never solicit, offer, give or receive, or promise to offer, give or receive, payments, gratuities, discounts, gifts, commissions, or other expenses, for the benefit of/or at the request of any CL staff.
- Suppliers will refer only to subcontractors or other third parties who comply with all applicable laws and regulations, and who adhere to the same principles set forth in this document.
- Suppliers shall accept the addition of anti-corruption requirements in contracts binding them to CL.
- Suppliers are encouraged to report to CL any request or attempt by CL staff to gain a personal advantage.

3. **Environmental Sustainability:** CL expects its suppliers to:

- Fully recognize the environmental risks, impacts and responsibilities associated with the goods and services they provide.
- Try to minimize to the extent possible the use of energy, water and raw materials. Where possible, use renewable or sustainable energy.
- Do their best efforts to eliminate or reduce levels of generated waste and should reuse and recycle waste materials where possible.

4. **Labor and Human Rights:** CL expects its suppliers to:

- Adhere to international human rights standards in their workplace and monitor and address these standards within their supply chain.
- Give all employees the right to enter into employment voluntarily and freely, without the threat of penalty and the right to freely terminate employment
- Adhere to local laws with respect to the minimum working age and not engage in the employment of child labor, directly or indirectly and child labor is strictly prohibited. *According to the International Labour Organization (ILO) minimum age convention (C138) of 1973*, child labor refers to any work performed by children under the age of 12, non-light work done by children aged 12—14 and hazardous work done by children aged 15—17.

Code of Conduct for Suppliers

- Comply with national Labor Laws, Legislations, Employment Standards and maintain a workplace that is free from illegal discrimination.
- Provide a grievance mechanism to all employees through which grievances related to labor practices can be anonymously raised, without fear of retaliation.
- Pay all employees at least the minimum wage required by applicable laws and regulations and provide all legally mandated benefits.

5. Employees' Health, safety and security: CL expects its suppliers to:

- Provide a safe and healthy workplace and environment for all employees and contractors working at their premises.
- Take appropriate steps to prevent accidents and injuries related to, or occurring in the course of work, by reducing, as much as possible, the causes of hazards intrinsic in the working environment.
- Provide employees with appropriate personal protective equipment when required.
- Operate and maintain their buildings, operations, equipment in the safest way possible.
- Safeguard any information, assets, tools and material provided by CL, and never use CL assets or resources for any other purpose than supplying goods or services to CL.

Monitoring

CL may conduct annual surveys to confirm compliance with this Supplier Code of Conduct. Nevertheless, CL expects that suppliers will actively audit and monitor their day-to-day processes relating to the Code of Conduct as CL will give recognition to suppliers who do this.

Sanctions

Breach of this Code of Conduct may result in arrangements being invoked against the relevant supplier. The contractual or legal actions that shall be taken will depend mainly on the nature and seriousness of the breach, including but not limited to the following:

- a) Warnings: continuous noncompliance will result in more severe actions; Or
- b) Immediate termination of contract, without substitute;



Code of Conduct for Suppliers

Acknowledgment

I hereby confirm my acceptance of the terms and conditions of CL Code of Conduct for Suppliers and agree to fully comply with all of its principles.

Supplier:

Address:

Signature:

Date: