


Policy			
Title:	Code of conduct for suppliers		
Number:	POL 130		Rev. R00
CN	DMS-236		

Code of Conduct for Suppliers

1. Purpose

This Code of conduct defines the basic requirements on suppliers and third party intermediaries of Stichting Iplussolutions (i+solutions) concerning how business is conducted between i+solutions employees and its suppliers, also covering suppliers acting on behalf of i+solutions. The Code of conduct is shared with Suppliers to enhance a common understanding of our business requirements.

i+solutions reserves the right to reasonably change the requirements of this Code of Conduct in line with any changes to its policies. In such event, i+solutions considers any revised versions of the Code of conduct as accepted and without requiring new signatures from the supplier. i+solutions is entitled to conduct inspections in order to verify compliance with this Code of conduct.

2. Scope and expectations

This Code of conduct applies to all bidders, suppliers, agents, intermediaries, consultants and contractors (“Supplier”), including affiliates, officers, employees, subcontractors, agents and intermediaries of suppliers.

Suppliers are expected to:


- Operate in full compliance with all applicable laws, rules, guidelines and industry codes.
- Firmly adhere to ethical principles of labor, environment, health and safety, and management systems.
- Integrate, communicate and apply these principles in a manner consistent with their own rules.
- Recognizing the importance of diversity and inclusion by strict adherence to all local laws, regulations and policies specific to equal opportunity and non-discrimination.
- Ensure the workplace is free from violations of the law including any type of prohibited discrimination.
- Be aware and respectful of cultural differences, beliefs and the challenges associated with interpreting and applying these principles globally; understand that the methods for meeting these expectations may vary and must be consistent with the local laws, values and cultural expectations of the different societies of the world.
- Integrate the principles into a continual improvement approach that improves awareness, sensitivity and inclusiveness which advances performance over time.

3. Compliance with the code of conduct

Suppliers will ensure that this Code of conduct is communicated to all their Supplier Representatives and will take reasonable steps to ensure compliance by Supplier Representatives, including by taking immediate action in cases of non-compliance. Breaches of this Code of conduct may result in a decision by i+solutions to terminate any contract with Supplier.

4. Ethical business practices

Suppliers and Supplier Representatives will not, directly or indirectly, including through an agent or other intermediary, engage in corrupt, fraudulent, collusive, anti-competitive or coercive practices in bidding for, or performing, a contract or activity for i+solutions. For these purposes:

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"corrupt practice" means the offering, promising, giving, receiving, or soliciting, directly or indirectly, anything of value or any other advantage to influence improperly the actions of another person or entity;
"fraudulent practice" means any act or omission, including a misrepresentation, that knowingly or recklessly misleads, or attempts to mislead, a person or entity to obtain a financial or other benefit or to avoid an obligation;

"coercive practice" means any act or attempt to influence improperly the decisions or actions of a person or entity by impairing or harming, or threatening to impair or harm, directly or indirectly, such person or entity or their property;

"collusive practice" means an arrangement between two or more persons or entities designed to achieve an improper purpose, including influencing improperly the actions of another person or entity;

"anti-competitive practice" means any agreement, decision or practice which has as its object or effect the restriction or distortion of competition in any market.

Fair competition. Suppliers and Suppliers Representatives are expected to participate in procurement processes in a manner that is transparent, fair, accountable and honest, including by complying with all applicable laws and regulations regarding fair competition as well as recognized standards of good procurement practice.

Transparency. Suppliers and Suppliers Representatives are expected to respond to solicitations in an honest, fair, and comprehensive manner, accurately reflecting their capacity to satisfy the requirements set out in the bid or contract documents. They are expected to follow all of the rules established for each procurement process, and only submit bids and enter into contracts if they can and will fulfill all obligations of the contract.

Corruption and other forms of improper payments. Suppliers and Supplier Representatives will not solicit, offer, give or receive, or promise or represent to offer, give or receive, fees, gratuities, rebates, gifts, commissions, or other payments considered as improper.


Use of information. Information, data, know-how and documents obtained in the course of performing a contract for i+solutions, must under no circumstances be made available to any third parties for the purpose of giving existing or potential Suppliers a preferential position or advantage in relation to tenders or any other procurement processes for i+solutions, without the prior written consent of i+solutions.

5. Compliance with laws

Suppliers and Supplier Representatives will comply with all applicable laws and regulations in countries where they do business, as well as the publicized rules, regulations and policies of i+solutions that apply to their areas of work and are shared with them.

Suppliers and Supplier Representatives will ensure that payments received by them are not used to support, finance or promote violence, aid terrorists or terrorist-related activity or fund organizations known to support terrorism.

Suppliers and Supplier Representatives will not engage in money-laundering activities. This includes any kind of activity which hides or is intended to hide the fact that funds have been obtained illegally or are connected with the proceeds of crime, e.g. through fraud or bribery or other illegal activity.

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6. Accuracy and access to business records

Accuracy of records. All financial books and records must conform to generally accepted accounting principles. Records must be accurate in all material aspects and reflect all actual transactions and payments. The records must be kept for a minimum period of seven years after the date of last payment made under the contract.

Access to records. Suppliers and Suppliers Representatives are expected to cooperate with i+solutions and comply with any reasonable request, in the opinion of i+solutions and other agents or representatives of i+solutions to allow access to relevant staff and to inspect any relevant accounts and records and other documents relating to bidding for and performing contracts with i+solutions.

Cooperation. Suppliers and Suppliers Representatives will provide at all times any assistance requested by i+solutions to enable i+solutions to comply with any legal, regulatory or statutory requirement applying to it.

7. Publicity and Advertising

Suppliers and Supplier Representatives will not, without i+solutions' prior written consent, (i) use i+solutions' name or logo in publicity or advertising; (ii) use their direct or indirect business-relationship with i+solutions to imply an endorsement by i+solutions of their goods and services, and (iii) make any representation or statement for or on behalf of i+solutions.

8. Full and Open Disclosure and Conflicts of Interest


Suppliers will disclose to i+solutions prior to entering into a contract or at any time during the performance of contract whether they, or any Supplier Representatives, are subject to any sanction or temporary suspension imposed by any major international financing institution or organization, such as the UN or World Bank Group.

Suppliers will disclose to i+solutions actual, perceived, or potential conflicts of interest involving the Supplier or any Supplier Representative ("Conflict of Interest"). i+solutions considers a Conflict of Interest to be a situation in which a party has interests that could improperly influence that party's performance of official duties or responsibilities, contractual obligations, or compliance with applicable laws and regulations, and that such Conflict of Interest may contribute to or constitute a prohibited practice under this Code of conduct. To ensure that Suppliers under contracts with i+solutions observe high standards of ethics, i+solutions will take appropriate actions to manage such Conflicts of Interest if it determines that a Conflict of Interest has compromised, or risks compromising, the integrity of any procurement process.

Suppliers are expected to notify i+solutions as soon as they have knowledge of any integrity concern involving or affecting i+solutions, whether or not it involves the Supplier or a Supplier Representative.

9. Product quality and supply chain integrity

Suppliers involved in the supply, manufacturing, packaging, re-packaging, testing, storage and distribution of materials/products on behalf of i+solutions will ensure compliance with applicable quality regulations and Good Manufacturing Practice, Good Distribution Practice and Good Laboratory Practice requirements for the markets in which the products are manufactured, registered and distributed. Furthermore, suppliers shall ensure the integrity of their supply chain, avoiding counterfeiting and adulterations to protect products and patients, if applicable.

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10. Human rights and labor practices

Human rights. The Supplier declare to:

- Respect the protection of internationally proclaimed human rights and avoid complicity with human rights abuses.
- Refuse to tolerate any unacceptable treatment of individuals such as sexual harassment or discrimination including gestures, language and physical contact, that is sexual, coercive, threatening, abusive or exploitative.
- Promote equal opportunities and treatment of employees, irrespective of skin color, race, nationality, ethnicity, political affiliation, social background, disabilities, sexual orientation, marital status, religious conviction, gender or age.

Labor practices. The Supplier declare to:

- Avoid all forms of forced and compulsory labor and refuse to employ or make anyone work against their will.
- Employ no workers under the age of 15 or, in those countries subject to the developing country exception of the ILO Convention 138, employ no workers under the age of 14.

11. Health, safety and environment

Suppliers shall operate in an environmentally responsible and efficient manner to minimize adverse impacts on the environment. suppliers are encouraged to conserve natural resources, to avoid the use of hazardous materials where possible and to engage in activities that reuse and recycle.

The Supplier declare to:

- Act in accordance with the applicable statutory and international standards regarding the environment.
- Have systems in place for management of waste prior to release into the environment.

12. Identification of concerns.

Suppliers shall encourage all its workers and subcontractors to report concerns or illegal activities without threat of reprisal, intimidation or harassment, and shall investigate and take corrective action if needed.

Signature:

For <Name of supplier>:

Name:

Title:

Date: