**COWACDI SUPPLIER CODE OF CONDUCT**

**United Nations Charter:** The values enshrined in the United Nations (UN) Charter, *respect for fundamental human rights, social justice and human dignity, and respect for the equal rights of men and women*, serve as overarching values to which suppliers of goods and services to the COWACDI are expected to adhere.

**Global Compact:** The Global Compact is a voluntary international corporate citizenship network initiated to support the participation of both the private sector and other social actors to advance responsible corporate citizenship and universal social and environmental principles to meet the challenges of globalization. COWACDI strongly encourages all suppliers to actively participate in the Global Compact. And to that end, this Code of Conduct has been developed with recognition of the importance of the ten principles of the UN Global Compact, and is viewed as an important means of integrating the Compact’s principles into the operations of COWACDI. The Code of Conduct addresses the issues included in the Compact in the areas of human rights, labour, environment and anti-corruption and interpretation of the Code should be undertaken in a manner consistent with the Global Compact. Suppliers interested in supporting the Global Compact and obtaining more information on the ten principles, can visit the Global Compact website at [www.unglobalcompact.org](http://www.unglobalcompact.org).

**International Labour Conventions and Recommendations:** The International Labour Standards (i.e., Conventions and Recommendations) as established by the tripartite UN specialized agency, the International Labour Organization (ILO), have served as the foundation on which much of this Code of Conduct is based. It is the COWACDI’s expectation that any supplier providing products or services to the Organization will, in addition to the values of the UN Charter, adhere to the principles concerning International Labour Standards summarized below in paragraphs 4 – 9.

1. **Scope of Application:**

The provisions of this Code of Conduct set forth COWACDI’s expectations for all suppliers that are registered with COWACDI or with whom it does business. COWACDI expects that these principles apply to suppliers and their employees, parent, subsidiary or affiliate entities, and subcontractors. COWACDI expects suppliers to ensure that this Code of Conduct is communicated to their employees, parent, subsidiary and affiliated entities as well as any subcontractors, and that it is done in the local language and in a manner that is understood by all. In order for a supplier to be registered as a COWACDI supplier or to do business with COWACDI, the supplier is required to read and acknowledge that this Code of Conduct provides the minimum standards expected of COWACDI Suppliers. In addition, suppliers should note that certain provisions of this Code of Conduct will be binding on the supplier in the event the supplier is awarded a contract by COWACDI pursuant to the terms and conditions of any such contract. Failure to comply with certain provisions may also preclude suppliers from being eligible for a contract award, as reflected in the solicitation documents of COWACDI. Prospective suppliers are invited to review the specific terms and conditions of contract and procurement policies of COWACCDI in order to ascertain their current and future eligibility.

1. **Continuous Improvement:**

The provisions as set forth in this Code of Conduct provide the minimum standards expected of suppliers to COWACDI. COWACDI expects its suppliers to strive to exceed both international and industry best practices. COWACDI also expects that its suppliers encourage and work with their own subcontractors to ensure that they also strive to meet the principles of this Code of Conduct. COWACDI recognizes that reaching some of the standards established in this Code of Conduct is a dynamic rather than static process and encourages suppliers to continually improve their workplace conditions accordingly.

1. **Management, Monitoring and Evaluation:**

It is the expectation of COWACDI that its suppliers, at a minimum, have established clear goals toward meeting the standards set forth in this Code of Conduct. COWACDI expects that its suppliers will establish and maintain appropriate management systems related to the content of this Code of Conduct, and that they actively review, monitor and modify their management processes and business operations to ensure they align with the principles set forth in this Code of Conduct. Supplier participants in the Global Compact are strongly encouraged to operationalize its principles and to communicate their progress annually to stakeholders.

**Labour:**

1. **Freedom of Association and Collective Bargaining:** COWACDI expects its suppliers to recognize the freely-exercised right of workers, without distinction, to organize, further and defend their interests and to bargain collectively, as well as to protect those workers from any action or other form of discrimination related to the exercise of their right to organize, to carry out union activities and to bargain collectively.
2. **Forced or Compulsory Labour:** COWACDI expects its suppliers to prohibit forced or compulsory labour in all its forms.
3. **Child Labour:** COWACDI expects its suppliers not to employ: (a) children below 14 years of age or, if higher than that age, the minimum age of employment permitted by the law of the country or countries where the performance, in whole or in part, of a contract takes place, or the age of the end of compulsory schooling in that country or countries, whichever is higher; and (b) persons under the age of 18 for work that, by its nature or the circumstances in which it is carried out, is likely to harm the health, safety or morals of such persons.
4. **Discrimination:** COWACDI expects its suppliers to ensure equality of opportunity and treatment in respect of employment and occupation without discrimination on grounds of race, cooler, sex, religion, political opinion, national extraction or social origin and such other ground as may be recognized under the national law of the country or countries where the performance, in whole or in part, of a contract takes place. COWACDI expects its suppliers to take all appropriate measures to ensure that neither themselves nor their parent, subsidiary, affiliate entities or their subcontractors are engaged in any gender-based or other discriminatory employment practices, including those relating to recruitment, promotion, training, remuneration and benefits.
5. **Wages, Working Hours and Other Conditions of Work:** COWACDI expects its suppliers to ensure the payment of wages in legal tender, at regular intervals no longer than one month, in full and directly to the workers concerned. Suppliers should keep an appropriate record of such payments. Deductions from wages are permitted only under conditions and to the extent prescribed by the applicable law, regulations or collective agreement, and suppliers should inform the workers concerned of such deductions at the time of each payment. The wages, hours of work and other conditions of work provided by suppliers should be not less favourable than the best conditions prevailing locally (i.e., as contained in: (i) collective agreements covering a substantial proportion of employers and workers; (ii) arbitration awards; or (iii) applicable laws or regulations), for work of the same character performed in the trade or industry concerned in the area where work is carried out.
6. **Health and Safety:** COWACDI expects its suppliers to ensure, so far as is reasonably practicable, that: (a) the workplaces, machinery, equipment and processes under their control are safe and without risk to health; (b) the chemical, physical and biological substances and agents under their control are without risk to health when the appropriate measures of protection are taken; and (c) where necessary, adequate protective clothing and protective equipment are provided to prevent, so far as is reasonably practicable, risk of accidents or of adverse effects to health.

**Human Rights:**

1. **Human Rights:** COWACDI expects its suppliers to support and respect the protection of internationally and nationally proclaimed human rights and to ensure that they are not complicit in human rights abuses.
2. **Harassment, Harsh or Inhumane Treatment:** COWACDI expects its suppliers to create and maintain an environment that treats all employees with dignity and respect. COWACDI further expects that its suppliers, their parent, subsidiary and affiliated entities as well as any subcontractors, will neither use or engage in, nor allow their employees or other persons engaged by them to use or engage in, any: threats of violence, verbal or psychological harassment or abuse, and/or sexual exploitation and abuse. Sexual exploitation and abuse violate universally recognized international legal norms and standards and have always been an unacceptable behaviour and prohibited conduct for COWACDI. Prior to entering into agreements with the COWACDI, suppliers are informed of the standards of conduct with respect to the prohibition of sexual exploitation and abuse, expected by COWACDI. Such standards include, but are not limited to, the prohibition of: (1) engaging in any sexual activity with any person under the age of 18, regardless of any laws of majority or consent, (2) exchanging any money, employment, goods, services, or other things of value, for sex, and/or (3) engaging in any sexual activity that is exploitive or degrading to any person. COWACDI expects its suppliers to take all appropriate measures to prohibit their employees or other persons engaged by the suppliers, from engaging in sexual exploitation and abuse. COWACDI also expects its suppliers to create and maintain an environment that prevents sexual exploitation and abuse. Concern for Women and Children Development Foundation contracts will contain provisions concerning a supplier’s obligation to take appropriate measures to prevent sexual exploitation and abuse. The failure by a supplier to take preventive measures against sexual exploitation or abuse, to investigate allegations thereof, or to take corrective action when sexual exploitation or abuse has occurred, constitute grounds for termination of any agreement with Concern for Women and Children Development Foundation. Moreover, no harsh or inhumane treatment coercion or corporal punishment of any kind is tolerated, nor is there to be the threat of any such treatment.
3. **Mines:** COWACDI expects its suppliers not to engage in the sale or manufacture of anti-personnel mines or components utilized in the manufacture of anti-personnel mines.

**Environment:**

1. **Environmental:** COWACDI expects its suppliers to have an effective environmental policy and to comply with existing legislation and regulations regarding the protection of the environment. Suppliers should wherever possible support a precautionary approach to environmental matters, undertake initiatives to promote greater environmental responsibility and encourage the diffusion of environmentally friendly technologies implementing sound life-cycle practices.
2. **Chemical and Hazardous Materials:** Chemical and other materials posing a hazard if released to the environment are to be identified and managed to ensure their safe handling, movement, storage, recycling or reuse and disposal.
3. **Wastewater and Solid Waste:** Wastewater and solid waste generated from operations, industrial processes and sanitation facilities are to be monitored, controlled and treated as required prior to discharge or disposal.
4. **Air Emissions:** Air emissions of volatile organic chemicals, aerosols, corrosives, particulates, ozone depleting chemicals and combustion by-products generated from operations are to be characterized, monitored, controlled and treated as required prior to discharge or disposal.
5. **Minimize Waste, Maximize Recycling:** Waste of all types, including water and energy, are to be reduced or eliminated at the source or by practices such as modifying production, maintenance and facility processes, materials substitution, conservation, recycling and re-using materials.

**Ethical conduct:**

1. **Corruption:** COWACDI expects its suppliers to adhere to the highest standards of moral and ethical conduct, to respect local laws and not engage in any form of corrupt practices, including but not limited to extortion, fraud, or bribery.
2. **Conflict of Interest:** COWACDI suppliers are expected to disclose to COWACDI any situation that may appear as a conflict of interest, and disclose to COWACDI if any COWACDI official or professional under contract with COWACDI may have an interest of any kind in the supplier's business or any kind of economic ties with the supplier.
3. **Gifts and Hospitality:** COWACDI has a “zero tolerance” policy and does not accept any type of gift or any offer of hospitality. COWACDI will not accept any invitations to sporting or cultural events, offers of holidays or other recreational trips, transportation, or invitations to lunches or dinners. COWACDI expects its suppliers not to offer any benefit such as free goods or services, employment or sales opportunity to a COWACDI staff member in order to facilitate the suppliers’ business with COWACDI.
4. **Post-employment restrictions:** Post-employment restrictions may apply to COWACDI staff in service and former COWACDI staff members who participated in the procurement process, if such persons had prior professional dealings with suppliers. COWACDI suppliers are expected to refrain from offering employment to any such person for a period of one year following separation from service.