

## INSO Supplier Code of Conduct

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All suppliers to INSO providing goods/services must demonstrate robust legal and ethical standards in accordance with the requirements set out in this INSO Suppliers Code of Conduct.

### **All suppliers to INSO must commit to the following:**

Declare that all employees, officers, advisors, agents and/or sub-contractors shall abide by the following general principles:

- Uphold the integrity and reputation of INSO by ensuring that professional and personal conduct is consistent with INSO's mission and principles.
- Not engage in abusive or exploitative conduct.
- Protect the safety, security, health and welfare of its employees and INSO staff.
- Uphold confidentiality
- Suppliers are fully responsible for compliance with local laws and regulations including company registration, taxes, invoices, and all other documents submitted to INSO in fulfilment of contract obligations.

### **Conflict of Interest**

The supplier must not place themselves in a position intentionally or unintentionally give rise to an actual, potential or perceived conflict of interest between the supplier and the interests of INSO.

A conflict of interest can be due to a relationship with an INSO staff member or person under contract with INSO. The supplier understands that the failure to report a potential conflict of interest, which is later found to have been a conflict of interest, may result in all contracts being terminated, and may prevent the supplier from participating in future contracts with INSO.

If during an INSO contract, a conflict of interest arises, or appears likely to arise, the supplier will notify INSO immediately in writing, setting out all relevant details of the situation, including all matters which cause the conflict of interest, or cases in which any INSO official, employee or person under contract with INSO may have, or appear to have, an interest of any kind in the supplier's business or any kind of economic ties with the supplier. INSO may reasonably require the supplier to resolve or otherwise deal with the conflict to the satisfaction of INSO.

### **Anti-Fraud and Corruption and Protection from Sexual Exploitation and Abuse (PSEA)**

The supplier agrees to comply with the INSO PSEA Policy available on the INSO website: [PSEA Policy](#).

### **Competitive Bidding and Anti-Competitive Conduct**

The supplier shall not engage in any collusive bidding or other anti-competitive conduct or any other similar conduct, in relation to:

- The preparation or submission of Bids,
- The clarification of Bids,
- The conduct and content of negotiations,
- Including final contract negotiations,

in respect to any procurement process conducted by INSO in respect of any of its requirements.

For the purpose of this clause, collusive bidding, other anti-competitive conduct, or any other similar conduct may include, among other things, the disclosure to, exchange or clarification with, any other Bidder, person or entity, of information (in any form), whether or not such information is commercial information confidential to INSO, any

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other Bidder, person or entity to alter the results of a solicitation exercise in such a way that would lead to an outcome other than that which would have been obtained through a competitive process.

## **Child Labor, Arms Trade, Landmines & Natural Resources**

The supplier shall not engage in child labour and will respect all basic social rights and working conditions based on international labour standards.

The supplier shall not be involved in any arms or landmines trade or unethical exploitation of natural resources such as precious stones, metals etc.

## **Environmental Sustainability**

The supplier shall, as a minimum, perform all requirements under INSO Contracts in an environmentally sustainable and accountable manner. Therefore, the supplier shall comply with all applicable laws and regulations or other legal requirements relating to the environmental impact of its business.

The supplier agrees to reuse or recycle any waste when it is environmentally favourable and technically feasible to do so.

## **Access to Premises**

The supplier shall grant INSO, its donors and their auditor's, reasonable access to its premises, procurement documents, workshops or stores at any time . The visits can be scheduled or unannounced through random spot-check. Spot checks may also be conducted to include quality sample testing of supplied goods such as fuel etc.

## **Complaints and reports**

All complaints or concerns related to breaches of the Code of Conduct the supplier shall immediately report to INSO through the Whistleblowing mechanism [protect@ngosafety.org](mailto:protect@ngosafety.org) of any claims of alleged corruption, sexual exploitation or abuse, or child abuse, made against the supplier, any of its employees or sub-contractors during the contract, whether relating to the contract or not.

I, hereby certify that I have read and understood the above conditions and that as the legal representative of a Supplier to INSO, confirm that we will adhere by, and act in compliance with the conditions set forth in this INSO Supplier Code of Conduct. Furthermore, we commit to inform INSO in writing of any known or alleged breaches of the above conditions immediately they are identified.

**Supplier Name:** \_\_\_\_\_ **Represented by:** \_\_\_\_\_

**Signature:** \_\_\_\_\_

**Name:** \_\_\_\_\_

**Appointment:** \_\_\_\_\_

**Date:** \_\_\_\_\_

**Company Stamp:**