



ADRA Somalia – Supplier Code of Conduct

1. Human Rights

- The Supplier shall ensure respect for international human rights laws, including the European Convention on Human Rights and UN Global Compact principles.
- The Supplier shall engage respectfully with indigenous communities in compliance with ILO Convention No. 169 and the Universal Declaration of Human Rights.

2. Conflict of Interest

- The Supplier must disclose any actual or potential conflicts of interest immediately to ADRA.
- The Supplier shall avoid any relationships or interests that could compromise impartiality or contract performance.

3. Anti-Corruption & Anti-Fraud

- The Supplier must prohibit all forms of corruption, bribery, and fraud.
- The Supplier shall report suspected violations within 10 days to info@adrasom.org.
- The Supplier acknowledges that ADRA may terminate contracts and seek damages for violations.

4. Labour Laws & Working Conditions

- The Supplier shall ensure fair wages, safe working conditions, and compliance with national and international labor laws.
- The Supplier must prevent harassment, abuse, and unsafe conditions in the workplace.

5. Non-Discrimination

- The Supplier shall prohibit discrimination based on race, gender, origin, disability, or other personal characteristics.
- The Supplier must make employment decisions based solely on objective, job-related criteria.

6. Illegal Activity

- The Supplier shall ensure that neither it nor its subcontractors engage in any illegal practices.

7. Anti-Terror Vetting

- The Supplier must avoid transactions with sanctioned or terrorist-linked entities.
- The Supplier acknowledges that ADRA will screen suppliers against international sanctions lists.

8. Child Labour

- The Supplier shall prohibit hazardous or exploitative child labor practices in accordance with the Convention on the Rights of the Child.

9. Mines and Weapons

- The Supplier shall not be involved in the production or trade of anti-personnel mines or any form of weapons.



10. Prevention of Abuse, Exploitation & Harmful Practices

- The Supplier must adopt a zero-tolerance policy towards abuse and harmful practices against children and adults.
- The Supplier shall prevent sexual exploitation and abuse by its employees or agents.
- The Supplier must prohibit sexual activity with individuals under 18 and any exchange of goods or services for sexual favors.

11. Protection of Refugees and Persons of Concern

- The Supplier shall instruct staff to avoid conduct that reflects negatively on ADRA or its humanitarian mandate.
- The Supplier must take all possible measures to prevent exploitation or abuse of refugees and vulnerable groups.

12. Human Trafficking & Modern Slavery

- The Supplier must comply with all anti-trafficking and anti-slavery laws and ensure personnel and subcontractors refrain from forced labor.

13. Environmental Sustainability & Community Engagement

- The Supplier shall perform services in an environmentally sustainable manner and comply with all relevant regulations.
- The Supplier must evaluate and select subcontractors based on environmental accountability.
- The Supplier shall prioritize local suppliers and employment where feasible.
- The Supplier must assess and reduce environmental and socioeconomic impacts across operations.
- The Supplier shall improve resource efficiency and promote recycling.
- The Supplier must implement water management plans in water-stressed areas.
- The Supplier shall pursue sourcing of renewable energy.

14. Transparency & Accountability

- The Supplier undertakes a duty of full disclosure of relevant material at ADRA's discretion.
- The Supplier acknowledges that any breach may result in immediate contract termination without cost to ADRA.

Name of Bidding Company: _____

Name & Position: _____ **Signature:** _____ **Date:** _____

Stamp: