



ANNEX-C

CPD SUPPLIER CODE OF CONDUCT FORM

Centre for peace and Democracy (CPD) as a humanitarian organization expects the suppliers and contractors to comply with the following Supplier Code of Conduct

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LABOR law and working condition

- 1) Employment is freely chosen, i.e., there is no forced, bonded or involuntary prison labor, and workers are not required to provide 'deposits' or surrender their identity papers to the employer and are free to leave their employment after providing reasonable notice.
- 2) Freedom of association and the right to collective bargaining are respected, i.e., workers, have the right to join or form trade unions of their own choosing and to bargain collectively. Where the right to freedom of association and collective bargaining is restricted under law, the employer facilitates and does not hinder the development of parallel means for independent and free association and bargaining.
- 3) Working conditions are safe and hygienic.
- 4) Child labor shall not be used. To this statement "child labor" is defined as work that deprives children of their childhood, potential and dignity, and that is harmful to their physical and mental development. There should be no recruitment of children, and children under 18 years of age shall not be employed at night or in hazardous conditions, or for any work which is likely to jeopardize their physical, mental, or moral health.
- 5) The wages and benefits paid for a standard working week meet the minimum, national legal standards, or industry benchmarks, whichever is higher. The wages paid should always be high enough to meet basic needs and to provide some discretionary income.
- 6) Working hours are not excessive, i.e., they comply with national laws and benchmark industry standards.
- 7) Discrimination is not practiced in relation to hiring, compensation, access to training, promotion, termination, or retirement based on race, caste, national origin, religion, age, disability, gender, marital status, sexual orientation, union membership or political affiliation.
- 8) Regular employment is provided, i.e., the work must be performed based on a recognized employment relationship established through national law and practice.
- 9) No harsh or inhumane treatment is tolerated, i.e., physical abuse/discipline, threat of physical abuse, sexual or other harassment or verbal abuse, or other forms of intimidation are prohibited.

ENVIRONMENTAL SUSTAINABILITY

Suppliers must comply with all statutory and other legal requirements regarding the environmental impacts of their business and should aim to:

1. Minimize waste and recycle items whenever practicable.
2. Adopt effective controls of waste with respect to ground, air, and water pollution.
3. Adopt emergency plans related to the use and handling of hazardous materials.
4. Avoid undue and unnecessary use of materials and use recycled material whenever appropriate.
5. Monitor processes and activities as necessary to ensure the conservation of scarce resources.

6. Maximize efficient energy usage to minimize harmful emissions.

CONFLICT OF INTEREST

Any conflict of interest on the part of Contractor shall be immediately disclosed to CPD. Contractor affirms that it has no current or prior business, professional, personal, or other interest, including, but not limited to, the representation of other clients, that would conflict in any manner or degree with the performance of its obligations under the Contract. If any such actual or potential conflict of interest arises under the Contract, Contractor shall immediately inform CPD in writing of such conflict.

We declare that there are no conflicts of interest in relation to our engagement with the contracting authority, and we will promptly disclose any potential conflicts that may arise during our business relationship. We confirm that none of our employees or representatives has any financial or personal interests that could compromise our impartiality in executing the contract.

Terrorism and Money Laundry

Suppliers must confirm that we are not involved in any form of terrorism or the financing of terrorism, directly or indirectly. We further declare that we do not support or engage in any activities that could contribute to terrorism and ensure that all transactions are conducted in a lawful manner and do not involve money laundering, bribery, terrorism, or any other illegal practices.

ANTI-CORRUPTION, ANTI-FRAUD

- a) Suppliers operate with transparency, integrity, and in compliance with the highest ethical standards, free from any involvement in fraudulent or corrupt activities. supplier have not received any judgment or legal conviction for fraud, corruption, involvement in a criminal organization, money laundering, terrorism, or any other illegal activity. This applies even if convicted individuals have decision-making or controlling powers over candidates, tenderers, or applicants involved.

TRANSPARENCY AND ACCOUNTABILITY

- b) We ensure full transparency in all our financial dealings, providing clear and accurate

documentation and records upon request. We are committed to regularly reporting the use of funds and any activities conducted under the contract to ensure accountability and compliance with donor requirements or applicable regulations.

- c) We comply with our obligations to pay social contributions and taxes, as required by the laws of the country where we are established, the contracting authority's country, or the country where the contract is performed.
- d) we are not bankrupt, in liquidation, or under court administration. We have not entered any arrangements with creditors, suspended operations, or faced any legal proceedings related to these matters.
- e) We have not been in breach of any contract due to non-performance of our contractual obligations, including failure to deliver goods, services, or meet agreed deadlines, nor have we failed to comply with any legal or financial requirements as part of our commitments.

HUMAN TRAFFICKING AND MODERN SLAVERY

Supplier shall comply with any and all applicable human trafficking and anti-slavery laws, statutes, regulations, and conventions in force and Contractor warrants that it has instructed its named personnel, staff, employees, and any sub- contractors to refrain from engaging in human trafficking and/or forced labor.

Child protection Policy (CPP)

- It is an absolute requirement of CPD and a condition of this contract that no person or Contractor who carries out work on behalf of CPD is in any way involved in or associated with the abuse or exploitation of children as described in the Child Protection Policy.
- The Contractor, as a condition of this contract agrees to bring the contents of the CPD Child Protection Policy to the attention of any driver or other workers who are engaged to carry out this contract and to instruct them to observe and apply the policy strictly in all of their dealings with children.

- If it becomes known that the Contractor or any of his workers are involved in the maltreatment of children, whether as described in the CPP or otherwise in such a way that compromises the safety of children and threatens the integrity and reputation of CPD, this would constitute a serious breach of the terms and conditions of this contract and may result in CPD immediately terminating the contract.

SEXUAL EXPLOITATION AND ABUSE

- a) For the purposes of the present Supplier Code of Conduct, the term “sexual exploitation” means any actual or attempted abuse of a position of vulnerability, differential power, or trust, for sexual purposes, including, but not limited to, profiting monetarily, socially or politically from the sexual exploitation of another. Similarly, the term “sexual abuse” means the actual or threatened physical intrusion of a sexual nature, whether by force or under unequal or coercive conditions.
- b) the Contractors shall take all appropriate measures to prevent actual, attempted or threatened sexual exploitation or abuse by their employees or any other persons engaged and controlled by them to perform any activities under contracts with CPD. In addition, they shall take all appropriate measures to prohibit their employees or other persons engaged and controlled by them from exchanging any money, goods, or services at their disposal under contracts with CPD, for sexual favours or activities.
- f) CPD Contractors shall take all necessary measures to investigate allegations or suspicions of sexual exploitation or sexual abuse and take appropriate corrective action, including disciplinary action, against their employee or any other person engaged and controlled by it to perform any activities under contracts with CPD who is found to have committed sexual exploitation or sexual abuse.
- g) The failure of a CPD Contractor to take preventive measures against sexual exploitation or sexual abuse, to duly report any complaints or concerns about sexual exploitation or sexual
- c) CPD Contractors shall strongly discourage sexual relationships between their employees and CPD beneficiaries, and between any other person engaged and controlled by them to perform activities under contracts with CPD and CPD beneficiaries.
- d) CPD Contractors and Partners shall take all appropriate measures to ensure that their employees or any other persons engaged and controlled by them to perform any activities under this Agreement do not engage in sexual activity with children (persons under the age of 18) regardless of the age of majority or age of consent locally. Mistaken belief regarding the age of a child is not a defence. This prohibition shall not apply where the employee or other person engaged and controlled by it to perform activities under this Agreement is legally married to someone under the age of 18 but over the age of majority or consent in their country of citizenship.
- e) CPD Contractors shall report all and any complaints or concerns regarding possible sexual exploitation or sexual abuse by their employees, any other persons engaged and controlled by them to perform any activities under contracts with CPD, or CPD personnel; and they shall take all appropriate measures to ensure that their employees or any other persons engaged and controlled by them to perform any activities under contracts with CPD shall report to CPD and/or the CPD Contractor any complaints or concerns regarding possible sexual exploitation or sexual abuse by their employees, any other persons engaged and controlled by them to perform any activities under contracts with CPD, or CPD personnel. abuse to CPD, to investigate allegations thereof, or to take corrective action when sexual exploitation or sexual abuse has occurred, shall constitute grounds for termination of contracts with CPD.
- h) In the event of subcontracting approved by CPD in accordance with any signed contract, CPD Contractors shall receive a written confirmation from sub-contractors and Partners that they accept the standards above and shall include them in all subcontracts.

A supplier is requested to sign and confirm that the following standards are upheld.

Signed on our behalf as follows:

Name	
Position:	
Company	
Date:	
Signature	
Stamp	