



SUPPLIERS CODE OF CONDUCT

Revised in September 2023

MOGADISHU

1. Introduction

Access Development and Relief Organization (ADRO) is committed to conducting all procurement and business activities with integrity, transparency, and accountability. To ensure that suppliers, contractors, and service providers engaged by ADRO uphold the same values, this **Supplier Code of Conduct** establishes the minimum standards of business ethics, compliance, labor practices, health and safety, and environmental responsibility expected of all suppliers.

By entering into contracts with ADRO, suppliers agree to comply with this Code of Conduct, applicable laws and regulations, and the highest standards of ethical business practices.

2. Compliance with Laws and Regulations

- Suppliers must comply with all applicable national and international laws, including those relating to labor, taxation, health and safety, human rights, and environmental protection.
- Suppliers must not engage in corrupt, fraudulent, collusive, or coercive practices in any form.

3. Ethical Business Practices

- Suppliers must operate with integrity and transparency, avoiding conflicts of interest with ADRO staff, board members, or partners.
- Bribery, kickbacks, facilitation payments, or offering gifts/favors to ADRO employees or representatives in exchange for business advantage are strictly prohibited.
- Confidential information belonging to ADRO must be safeguarded and not disclosed without prior written consent.

4. Labor and Human Rights Standards

- Suppliers must prohibit forced labor, child labor, and human trafficking in all operations and supply chains.
- Workers must be employed based on fair and non-discriminatory practices, regardless of gender, age, ethnicity, religion, disability, or political affiliation.

- Employees should be provided with safe and fair working conditions, fair wages, and reasonable working hours consistent with international labor standards.
- Harassment, abuse, intimidation, or exploitation of workers will not be tolerated.

5. Health, Safety, and Environment

- Suppliers must provide safe and healthy working environments for all employees.
- Suppliers must take appropriate measures to prevent accidents, injuries, and occupational illnesses.
- Suppliers must comply with environmental regulations, manage waste responsibly, and minimize their environmental footprint.

6. Conflict of Interest

- Suppliers must disclose any actual or potential conflict of interest that could improperly influence their relationship with ADRO.
- Suppliers must not attempt to gain unfair advantage in procurement processes by colluding with other bidders or ADRO staff.

7. Reporting Misconduct

- Suppliers are encouraged to report any suspected misconduct, corruption, or unethical behavior involving ADRO employees, representatives, or suppliers.
- Reports may be made confidentially to the ADRO management or Ethics Committee. Retaliation against whistleblowers will not be tolerated.

8. Consequences of Non-Compliance

Failure to comply with this Supplier Code of Conduct may result in termination of contracts, removal from ADRO's supplier database, and possible legal action.

9. Suppliers (of goods, services, and works) shall be considered **ineligible** to participate in any procurement process if they are in any of the following conditions:
 - a) They are bankrupt or being wound up, are having their affairs administered by the courts, have entered into an arrangement with creditors, have suspended business activities, are subject of proceedings concerning those matters, or are in any analogous situation arising from a similar procedure provided for in national legislation or regulations, or a similar legal action is under way against them;
 - b) They have been convicted of an offence by a judgement which has the force of res judicata (and thus not appealable) for any crime affecting their professional morality, even when the persons concerned are endowed with powers of representation, decision-making or control over candidates and tenderers involved;
 - c) They have been guilty of serious professional misconduct, proven by any means which the contracting authority can justify;

- d) They have not complied with their obligations relating to the payment of social security contributions or the payment of taxes in accordance with the legal provisions of the country in which they are established or with those of the country of the contracting authority or those of the country where the contract is to be performed;
- e) They have been the subject of a judgement which has the force of res judicata for fraud, corruption, involvement in a criminal organization, money laundering or any other illegal activity, even when the persons concerned have powers of representation, decision-making or control over candidates, tenderers or the applicants involved; Contracts may not be awarded to candidates or tenderers who, during the procurement procedure; Are subject to "Conflict of interest"
- f) Are guilty of misinterpretation in supplying the information required by the contracting authority as a condition of participation in the procurement procedure or failed to supply this information;
- g) Are in any of the situations of exclusion provided for in the relevant procedure.

10. Declaration of Understanding and Agreement

I, the undersigned, confirm that I have read and understood the **ADRO Supplier Code of Conduct**. I agree on behalf of my organization to comply with all standards outlined in this document and acknowledge that any breach may result in penalties, including termination of contract.

Supplier Name: _____

Authorized Representative: _____

Position: _____

Signature: _____

Date: _____