



# CRS SUPPLIER CODE OF CONDUCT

## Preamble

This Supplier Code of Conduct is applicable to, and binding upon, all Catholic Relief Services' suppliers, service providers, and consultants in service to CRS.

CRS is committed to the Code of Conduct and suppliers are expected to comply with these regulations, except when donor requirements, such as the [UN Supplier Code of Conduct](#), supersede this code. Consequently, ethical business standards shall govern all transactions. Suppliers must be aware of situations and circumstances requiring prudent action, including the following:

**Forced Labor:** CRS expects its suppliers to prohibit forced, bonded and involuntary prison labor. Suppliers shall not require workers to lodge "deposits" or their identity papers with their employer or any recruiting agency. Workers shall be free to leave their employer at any time, given reasonable notice.

**Child Labor:** CRS expects that its suppliers do not recruit or employ children, as defined by the law of the country or countries where work takes place. Suppliers shall not employ children under age 18 at night or subject them to hazardous working conditions.

**Fair Wages:** CRS expects that its suppliers pay wages and benefits that meet, at a minimum, national legal standards or industry benchmark standards. Suppliers shall pay wages in legal tender and in regular intervals. Deductions from wages shall only be permitted under conditions and to the extent prescribed by the applicable law, regulations or collective agreements. Suppliers are expected to inform their workers of such deductions at the time of each payment. Suppliers are expected to provide all workers with written and understandable information about their employment conditions in respect to wages, before they enter employment.

**Working Hours:** CRS expects that the working hours provided by suppliers comply with national laws and collective agreements. Overtime work should be voluntary.

**Healthy, Safe and Hygienic Conditions:** CRS expects that its suppliers ensure that all working and, where applicable, living environments are safe and healthy. Suppliers are expected to take adequate steps to prevent accidents and injury to health arising out of, associated with, or occurring in the course of work. Suppliers should provide access to clean toilet facilities and potable water, and, if appropriate, sanitary facilities for food storage.

**Anti-Discrimination:** CRS expects that its suppliers do not discriminate in hiring, compensation, access to training, promotion, termination or retirement on the basis of race, class, national origin, religion, age, disability, sex, or political affiliation.

**Freedom of association and right to employee representation:** CRS expects its suppliers to recognize workers' right to freely form and join organizations of their own choosing.

**Harsh or Inhumane Treatment:** CRS expects that its suppliers do not subject employees to physical abuse or discipline, the threat of physical abuse, sexual or other harassment and verbal abuse or other forms of intimidation.

**Environment:** At minimum, CRS expects its suppliers to comply with all applicable laws and regulations relating to environmental impact. Suppliers, wherever possible, are expected to support a precautionary approach to environmental matters and undertake initiatives to promote greater environmental responsibility.

Where speed of deployment is essential in saving lives, CRS will purchase necessary goods and services from the most appropriate available source.

The supplier shall not offer, promise, or attempt to influence CRS employees in the procurement for goods and services.

I have carefully read CRS' Supplier Code of Conduct and understand it. I am aware that any deviations to the ethical standards listed above are not allowed in any procurement transactions. Failure to abide by supplier code of conduct may constitute breach of my contract with CRS, and my signature below acknowledges my understanding and agreement.

I understand and confirm that no personnel of CRS have received or will be offered any direct or indirect benefit arising from any agreements I sign with CRS.

\_\_\_\_\_  
Company Name

\_\_\_\_\_  
Representative Name and Signature

\_\_\_\_\_  
Date