

Code of Conduct for Vendors (Version 2014-English)

Ox Humanitarian Relief is committed to maintaining the highest standards of ethics, transparency, and accountability in all its operations. This comprehensive Code of Conduct outlines the principles, expectations, and obligations for all vendors, contractors, and suppliers engaged in business with OX Humanitarian Relief. Adherence to this Code is a mandatory requirement for all parties. By entering into any business activity with OX Humanitarian Relief, vendors agree to comply fully with the terms set forth below.

1. Legal Compliance

- Vendors must operate in full compliance with all applicable local, national, and international laws, regulations, and standards.
 - Vendors must obtain and maintain all necessary licenses, permits, and certifications required for their business activities and operations.
 - Vendors must adhere to applicable trade sanctions, export control laws, and anti-money laundering regulations.
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2. Ethical Business Practices

- **Integrity:** Vendors must conduct their business with honesty and integrity, avoiding any form of corruption, bribery, or fraudulent practices.
 - **Anti-Corruption:** Vendors must not offer, promise, give, or receive bribes, kickbacks, or other improper payments. This applies to dealings with public officials, private entities, and individuals.
 - **Transparency:** Vendors must disclose any real or potential conflicts of interest that may affect their ability to perform their duties.
 - **Fair Competition:** Vendors must avoid anti-competitive practices, including collusion, price-fixing, and bid-rigging.
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3. Labor and Human Rights

- **Non-Discrimination:** Vendors must ensure that all employment decisions are based on merit and qualifications and are free from discrimination

based on race, gender, age, religion, ethnicity, disability, or other protected characteristics.

- **No Forced or Child Labor:** Vendors must not engage in or support any form of forced labor, human trafficking, or child labor. Workers must be employed voluntarily and must be of legal working age.
 - **Fair Wages:** Vendors must pay their employees fair wages that meet or exceed the legal minimum wage and provide all legally mandated benefits.
 - **Safe Working Conditions:** Vendors must provide a safe and healthy workplace for their employees. This includes compliance with health and safety laws and proactive measures to mitigate workplace hazards.
 - **Freedom of Association:** Vendors must respect employees' rights to form and join trade unions and to engage in collective bargaining.
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4. Environmental Responsibility

- Vendors must comply with all applicable environmental laws and regulations.
 - Vendors are encouraged to adopt sustainable practices, including:
 - Reducing waste and emissions.
 - Conserving energy and natural resources.
 - Preventing pollution and managing hazardous materials responsibly.
 - Vendors must have systems in place to manage environmental risks and report any significant environmental incidents.
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5. Quality and Standards

- Vendors must ensure that all products and services meet the agreed-upon specifications, quality standards, and regulatory requirements.
 - Vendors must maintain robust quality assurance and control processes to ensure the consistent delivery of high-quality goods and services.
 - Vendors must provide accurate and complete documentation, such as:
 - Product specifications.
 - Quality certifications.
 - Test reports and certificates of compliance.
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6. Confidentiality

- Vendors must protect all proprietary and confidential information provided by OX Humanitarian Relief.
 - Vendors must not disclose or use such information for any purpose other than fulfilling their contractual obligations.
 - Vendors must implement appropriate safeguards to prevent unauthorized access, disclosure, or misuse of confidential information.
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7. Conflict of Interest

- Vendors must avoid situations where personal, financial, or other interests conflict with their obligations to OX Humanitarian Relief.
 - Vendors must disclose any existing or potential conflicts of interest in writing to OX Humanitarian Relief.
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8. Anti-Fraud and Anti-Corruption

- Vendors must report any suspected fraud, corruption, or unethical behavior involving their organization or OX Humanitarian Relief.
 - Vendors must implement internal controls and policies to detect, prevent, and address fraud and corruption.
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9. Monitoring and Audit

- Vendors agree to cooperate fully with monitoring and auditing activities conducted by Ox Humanitarian Relief or its authorized representatives.
 - Vendors must maintain accurate and up-to-date records of their business activities and provide access to these records upon request.
 - Vendors must allow site visits and inspections as required.
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10. Health, Safety, and Security

- Vendors must comply with all applicable health, safety, and security laws and regulations.
 - Vendors must implement measures to protect their employees, contractors, and any individuals affected by their operations.
 - Vendors must report any significant health, safety, or security incidents to Ox Humanitarian Relief immediately.
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11. Gender and Social Responsibility

- Vendors are encouraged to:
 - Promote gender equality in the workplace.
 - Support women in leadership roles and decision-making positions.
 - Implement programs and policies to empower underrepresented groups.
 - Vendors that are women-owned businesses or demonstrate significant contributions to gender equality will receive favorable consideration.
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12. Reporting Misconduct

- Vendors must report any violations of this Code of Conduct or unethical behavior to OX Humanitarian Relief.
 - Retaliation against individuals who report misconduct in good faith is strictly prohibited.
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13. Terms of Compliance

- Vendors must acknowledge and agree to this Code of Conduct as a condition of their engagement with OX Humanitarian Relief.
- Failure to comply with this Code may result in penalties, including termination of the business relationship and disqualification from future opportunities.
- Ox Humanitarian Relief reserves the right to update this Code of Conduct as needed and expects vendors to stay informed of any changes.

14. Agreement

By engaging in business with OX Humanitarian Relief, you acknowledge that you have read, understood, and agree to abide by this Code of Conduct. Any violations may result in the termination of contracts, legal actions, and removal from approved vendor lists.

Vendor Name:

Authorized Representative Name:

Title:

Signature:

Date:

Official Stamp
