



WRDOAW is strongly committed in observing the highest ethical standards in all its procurement activities. As such, this suppliers Code of Conduct has been prepared to provide clear summary of WRDOAW's expectation from the suppliers in all procurement dealings, ensuring that internationally recognized procurement ethics are followed. Transparency and accountability should be strictly adhered to in all procurement activities.

WRDOAW procurement ethics focuses on zero tolerance on corruption, avoiding any form conflict of interest and honest representation of supplier's capabilities.

Suppliers are strongly urged to familiarize themselves with this Code of Conduct to ensure successful working relations with WRDOAW.

Policy on Corruption and Position on Conflict of Interest

WRDOAW expects all contracted suppliers and companies seeking to sell goods or services to conduct their business in accordance with the highest ethical standards. Suppliers or potential suppliers must strictly comply with all rules and regulations on bribery, corruption and avoid unacceptable business practices. Hence suppliers are expected to observe the following:

- Shall not, directly or indirectly, offer to any WRDOAW Staff money, goods or a service as a consideration or in expectation of a favorable decision, information, opinion, recommendation, vote or any other form of favoritism which qualifies as a corruption;
- Shall not directly or indirectly, offer, give or agree or promise to give to any WRDOAW staff any gratuity for the benefit of/or at the direction or request of any Staff of WRDOAW;
- To immediately declare if any of the Company's staff and/or officers had or have any relative employed with WRDOAW. Failure to make such declaration shall be construed as a conflict of interest and might result in the exclusion of the supplier from present and future procurement activities and/or other legal action as deemed fit by the Organization.
- To immediately inform the WRDOAW Head of Office in the event that any Staff of WRDOAW solicits or obtained or has made an attempt to obtain gratification for himself/herself or for any other persons.

Representation from Suppliers

WRDOAW expects all its suppliers to honestly declare and warrant that:

- It will comply with all rules, regulations and statutory requirements relating to the provision of the products/ services to WRDOAW;
- It will not act in concert with other suppliers or agents when participating in a bid;
- It is a duly authorized/ certified provider of the supplied products/ services and shall not, expressly or impliedly hold itself out to be an agent/ representative of a third party provider of the same products/ services;
- It will only supply products that are certified to be of merchantable and satisfactory quality;
- The supplier possesses the necessary capabilities, equipment and suitable place of business to perform its obligations;
- It shall not contract out or subcontract or outsource any portion of the products/services unless prior written consent from WRDOAW has been obtained; and
- It shall maintain the highest standards of integrity and quality of work at all times.



Applicability of the Code of Conduct

This Code of Conduct shall apply to all Suppliers, sub-contractors and to other entities acting on behalf of them (with approval of WRDOAW).

Monitoring compliance to the Code of Conduct

To facilitate the monitoring of suppliers' compliance with this Code of Conduct, WRDOAW expects suppliers to:

- Develop and maintain all necessary documentation to support compliance with the described standards; such documentation must be accurate and complete;
- Provide WRDOAW's representatives with access to relevant records, upon WRDOAW's request;
- Allow WRDOAW's representatives to conduct interviews with the supplier's employees and with management separately;
- Allow WRDOAW's representatives to conduct announced and unannounced site visits of supplier locations; and
- Respond promptly to reasonable inquiries from WRDOAW's representatives in relation to the implementation of the Code of Conduct.

Secure Communication Channels

WRDOAW has established a secure communication channel to enable the suppliers to raise their concerns confidentially and responsibly. If the supplier has questions about the Code of Conduct or wishes to report a questionable behavior or possible violation of the Code of Conduct, the Supplier is encouraged and should contact WRDOAW Procurement – logistic department at email address procurement@wrdoaw.org or at: zabih.b@wrodaw.org

WRDOAW will not tolerate any retribution or retaliation by anyone against a concerned Supplier who has, in good faith, sought out advice or has reported questionable behavior and/or a possible violation. WRDOAW will take disciplinary action up to and including termination of contract for anyone who threatens or engages in retaliation, retribution or harassment of the concerned individual. Identities and contents of all information or complaints will be treated strictly confidential.

SANCTIONS

Breach of the Code of Conduct may result in actions being invoked against that supplier, in addition to any contractual or legal remedies. The actions applied will depend on the nature and seriousness of the breach and on the degree of commitment shown by the supplier in breach to its obligations under the Code of Conduct. The range of actions available to be imposed on the supplier includes but is not restricted to the following:

- Formal warnings – that the continued non-compliance will lead to more severe actions;
- Disclosure of nature of breach to all WRDOAW subsidiaries and associate companies;
- Immediate termination of contract, without recourse;

Acknowledgment and Acceptance, to be submitted together with Vendor Registration Template

This is to certify that I have fully read the Supplier's Code of Conduct attached. Having fully read and understood the completed requirement of this Supplier's Code of Conduct, I hereby commit myself and my company to serve this Code of Conduct and to fully comply with all of its principles. I also certify that I am authorized by my company to sign and accept this document in its behalf.

Wahdat Rehabilitation and Development Organization for Afghan Women

Balkh Headquarter

Procurement – Logistic Department

Supplier Code of Conduct



Supplier Name:

Full Address:

Representative:

Contact Details:

Signature /Stamp:

Date:
