

Code of conduct for Vendor/Supplier/Consultant/Contractor

To : Team Leader, Procurement Committee, COAST Foundation

Ref:

Here we refer to Vendor/Supplier/Consultant/Contractor and their worker/ staff/labour. On behalf of the Vendor/Supplier/Consultant/Contractor, I hereby declare that:

1. We are committed to conduct our business in accordance with the highest ethical standards and in compliance with all applicable law, rules and regulation of government republic of Bangladesh.
2. We have no financial or other personal interest, relation, direct or indirect, with COAST Foundation, Procurement Committee, and other staff of the organization.
3. We are not offering, directly or indirectly, any gift, favour, entertainment, loan or anything of monetary value or for the purpose of obtaining or retaining business or any improper business advantage to COAST Foundation staff. We must not provide any inappropriate fees, favour, other compensation, including travel and entertainment, that are intended to influence, or may appear to influence a business decision.
4. We have no relatives (Mother, Father, Brother, Sister, Uncle, Aunt, Cousin, Nephew, Brother-in-law, Sister-in-law, Father-in-law, mother-in-law) in the COAST procurement committee.
5. We will protect confidential information of COAST Foundation. We will maintain process to provide reasonable protection for personal, proprietary and confidential information that we access, receive or process on behalf of COAST Foundation.
6. We will comply COAST Protection from Sexual Exploitation, Abuse and Harassment (PSEA) policy and will not violate human rights. COAST can refer and take any action to government law enforcing agencies as per COAST PSEA policy.
7. We abide by child labour laws. We will not recruit/engage any worker/ labour/volunteer/ staff who are below 18 years.
8. We will create and maintain dignified and respectful environment for all COAST

employees and program participants/project beneficiaries. Any employees and program participants/project beneficiaries will not be sexually exploited and abuse or harassed by our staff/labour/workers. Even no one will not act any threats of violence, fear and harmful for anyone.

9. We (contractors, suppliers, consultants and sub-partners) are committed to abide by COAST PSEA policy and we will take immediate actions and measures if any incident happens.
10. Any kind of sexual exploitation and abuse (SEA) are treated as zero tolerance for vendor/ contractor/supplier/consultant/any third party and they are committed to prevent SEA case.
11. We will provide orientation and training to my worker/ labour/volunteer/ staff about COAST PSEA policy.
12. We or our subcontractor not engage with human trafficking.
13. We must follow the terms and condition of the RFQ (Request for Quotation) and Work Order (WO) issued by COAST (Purchaser) and agreed by the Supplier/Vendor with both party signature.
14. All documents are valid and true, which we attached with quotation (business address, trade license, TIN certificate, VAT/BIN registration, business profile, experience certificate etc.).
15. I also declare that our institution is not blacklisted by the government or UN Agencies.
16. We will ensure, so far as is reasonably practicable, that: (a) the workplaces, machinery, equipment and processes under their control are safe and without risk to health.
17. We are environment friendly in the whole process of procurement including in its all production, using materials (Chemical and Hazardous Materials), waste management (wastewater and solid waste process i.e. minimizing waste and maximize recycling), cleanliness, air emission, packaging and delivery.
18. We will submit the following documents along with their original bill/invoice to the Accounts section for payment.
 - a) A copy of the Work Order duly signed by both parties.
 - b) An original Challan of goods/materials delivery.
19. We will ensure equality of opportunity and treatment in respect of employment and occupation without discrimination on grounds of race, color, sex, religion,

political opinion, national extraction or social origin and such other ground as may be recognized under the national law of the country or countries where the performance, in whole or in part, of a contract takes place.

20. We will follow the highest standards of moral and ethical conduct, to respect laws in land and not engage in any form of corrupt practices, including but not limited to extortion, fraud, or bribery.
21. We must provide a safe and healthy working environment that minimizes health and safety risks and supports accident prevention and ensures the health and safety of all personnel and all others affected by their activities.
22. If we give false information then, we accept any kind of legal punishment by COAST Foundation authority.
23. COAST may terminate this contract in whole or in part by giving notice (either written or by email) to the default address (business address, Email-ID) of supplier, and the Supplier will be bound to admit this:
 - a) If the supplier fails to deliver any or all of the Goods (as per description and specification) within the period(s) specified in the contract, or within an extension thereof granted by the purchaser pursuant to written request: or
 - b) If the supplier fails to perform any other obligation(s) under the contract.
24. Adhere to above commitments and terms at all times. Failure to comply with shall constitute grounds for immediate termination of this agreement and no further payment will be made as violation of agreement.
25. We will read, agree and sign code of conduct and comply the all conditions.

Signed in duplicate in English, on the dates and others indicated below.

Signature :

Name :

Name of organization :

Date and Seal :