

# SUPPLIER AND CONSULTANT

## CODE OF CONDUCT

### INTRODUCTION

Plan International, Inc., including its subsidiaries, regional offices, country offices, liaison offices, and the international headquarters (“**PII**”) is committed to achieving its mission of a just world that advances children’s rights and equality for girls.

Suppliers & consultants of PII are considered trusted associates of the organisation. The actions and behavior of suppliers & consultants (whether inside or outside of the PII offices and environment) can positively impact PII’s ability to achieve its mission but can also undermine PII’s ability to achieve its mission and damage PII’s reputation.

As such, PII expects all suppliers & consultants that it engages with to manage their work and behavior in a way that complies with this Code of Conduct (“**Code**”).

### APPLICATION AND SCOPE

This Code applies to all suppliers & consultants who are engaged by or on behalf of PII.

The Code forms part of the contract that a supplier or consultant enters into with PII. A failure to adhere to the Code could result in that supplier or consultant’s engagement with PII being terminated. In agreeing to this Code, suppliers & consultants confirm that they also hold their employees, subsidiaries, sub-contractors, consultants, and third parties that they engage accountable to the values and standards in this Code.

PII recognises that local laws and culture can differ considerably from one country to another and as such, this Code should be read in conjunction with applicable local laws.

Where a supplier or consultant through their work with PII has direct access to or engagement with children and young people, they must also read and comply with PII’s “Global Policy on Safeguarding Children and Young People”.

Functional Area	Supply chain
Business Owner	Director of Supply Chain
Version	final
Approval Body	LeadTeam
Approval Date	29.06.2020
Effective Date	01.07.2020
Applicability and Exceptions	All suppliers & consultants engaged by Plan International Inc., including its subsidiaries, country offices, regional offices, liaison offices, and international headquarters.
Related policies	Global Policy on Safeguarding Children and Young People.

# RESPONSIBILITIES



## SAFEGUARDING

### Supplier & consultants agree:

- To conduct their work in a way that prevents violence against children and promotes fair chance to everyone.
- To treat children and young people in a manner that is respectful of their rights and to not discriminate against girls.
- To protect all people from sexual abuse and sexual exploitation, meaning any actual or attempted abuse of a position of vulnerability, differential power, or trust, for sexual purposes.
- That where suppliers or consultants engage directly with children and young people, they will comply with PII's "Global Policy on Safeguarding Children and Young People".



## LABOUR & HUMAN RIGHTS

### Suppliers & consultants agree:

- To not employ children (under 18).
- To not engage in slavery, forced labour, human trafficking, unfair working practices or inhumane working conditions.
- To create and maintain an environment that treats all employees with dignity and respect and will not use any threats of violence, verbal or psychological harassment or abuse.
- To ensure equality of opportunity and treatment in respect of employment and occupation without discrimination on grounds of race, colour, ethnic background, sex, gender, sexual orientation, age, religion or belief and political opinion.
- To immediately report any concerns or suspicions in relation to slavery, forced labour, human trafficking, unfair working practices or inhumane working conditions.
- To ensure the payment of fair wages in full and directly to the workers concerned.
- To fulfill their obligations under local law regarding social contributions & tax payments.
- To maintain full compliance with all laws and regulations applicable to their business.



## SAFETY AND SECURITY

### Suppliers & consultants agree:

- To ensure, so far as is reasonably practicable, that the workplaces, machinery, equipment, and processes under their control are safe and without risk to the health of their employees.
- To take due care to ensure their work product meets relevant national or international standards.

- To develop, implement, and maintain processes appropriate to their products to remove the risk of introducing counterfeit parts and materials into deliverable products.
- To report any security or safety incidents occurring where working with, for or on behalf of PII.



## PROFESSIONAL CONDUCT AND ETHICAL BEHAVIOUR

### Suppliers & consultants agree:

- To ensure that individual behaviour does not bring PII into disrepute.
- To be open, honest and show integrity in working with PII.
- Where using PII's equipment, to not use it to view, download, create or distribute inappropriate material.
- To not use any PII related premises or sites other than for PII authorized activities.
- To not engage in arms manufacture, sale or export to governments which violate the human rights of their citizens.
- To reduce or eliminate waste of all types, including water and energy, at the source or by practices such as recycling and re-using materials; and to undertake initiatives to promote environmental responsibility and sustainability.



## BRIBERY, FRAUD AND CORRUPTION

### Suppliers & consultants agree:

- To not engage in any form of bribery, both giving or receiving.
- To implement measures to prevent opportunities for fraudulent activities to be undertaken by its employees.
- To report any suspected or confirmed incident relating to bribery, fraud or nepotism at the earliest opportunity to PII and will not withhold any relevant information for any investigation.
- To ensure the proper use of PII's resources and prevent them from theft, fraud or other damage (where in their control).-

**"Bribery":** This is the offering, giving, promising or accepting of any financial incentives from one person to another in order to influence a decision or obtain an unfair advantage.

**"Fraud":** This is civil or criminal deception, intended for unfair or unlawful financial or personal gain or to cause loss to another party, such as by misappropriation of assets, abuse of position, collusion, false representation and/or prejudicing someone's rights.



## CONFLICT OF INTEREST

**Suppliers & consultants agree:**

- To report any actual, possible or potential conflict of interest and declare to relevant management or a contact within PII if the supplier or consultant is party to any business relationship with any organisation or person with whom PII does business if that relationship creates a potential conflict of interest to working with PII.



## TERRORISM AND FINANCIAL CRIME

**Suppliers & consultants agree:**

- To not employ, provide funds, economic goods or material support to any entity or individual designated as a "terrorist" and anyone carrying out "terrorist activities" as defined under the relevant national legislation. Note that PII may carry out various verification checks.
- Where a supplier or consultant is incurring expenses on behalf of PII, to conduct its own verification checks where possible to check that PII resources are not paid to a sanctioned entity or used to support terrorism.
- To not engage in money laundering and will take reasonable steps to prevent involvement in any money laundering activities.



## INCIDENT REPORTING

**Suppliers & consultants agree:**

- To report any concern or matter in relation to their own organisation, PII or a third party which contravenes this Code to their PII contact. Where not possible to report to their PII contact or feel uncomfortable to do so, report any concerns or suspicions using Safecall<sup>1</sup> through the dedicated telephone number appropriate for the country location (as displayed in all Plan International offices), or [www.safecall.co.uk/report](http://www.safecall.co.uk/report) or email to [plan@safecall.co.uk](mailto:plan@safecall.co.uk).
- To support any investigation into suspected, alleged or known breaches of this Code.



## DATA PROTECTION

**Suppliers & consultants agree:**

- To keep information relating to PII or its staff or beneficiaries confidential unless disclosure is a requirement of the law or they have the explicit permission of PII to do so.
- To have measures in place to aid the ethical treatment of data including appropriate collection, storage, processing, sharing and deletion of data.
- To ensure informed, freely given consent is obtained when collecting data.

The provisions as set forth in this Code of Conduct provide the minimum standards expected of suppliers and consultants to PII. PII also expects that suppliers encourage and work with their own suppliers and subcontractors to ensure that they also meet the principles of this Code of Conduct.

PII asks suppliers to promptly report deviations from this Supplier Code of Conduct to the relevant PII member for resolution between the supplier/consultant and that member.

☐ **If you are a consultant having direct involvement with children and young people, you confirm by signing this document that you also have read and signed the PII "Global Policy on Safeguarding Children and Young People"**

I, undersigned [Name & Title]

representing [name of the company]

declare that I understand the requirements of the above code of conduct and undertake to comply with them in the course of my activities.

Date & Signature:

<sup>1</sup> **Safecall:** An external provider of an ethics telephone hotline and online reporting system, with the ability to handle reports in over 170 languages. When an individual telephones Safecall

they will automatically be offered a series of languages appropriate to the location they are calling from.