



IWMI Supplier Code of Conduct

Purpose

The International Water Management Institute (IWMI) Supplier Code of Conduct outlines the expectations and standards required from all suppliers registered with or conducting business with IWMI. This Code combines IWMI's principles for ethical conduct, transparency, and responsibility, along with its Integrity Pledge to ensure a sustainable, responsible, and transparent supply chain. These principles apply to suppliers, their employees, parent companies, subsidiaries, affiliated entities, and subcontractors. Suppliers are responsible for ensuring this Code of Conduct is communicated in a clear, understandable manner and in the local language to all relevant parties.

Registration as an IWMI supplier or engaging in business with IWMI necessitates reading and acknowledging this Code of Conduct as the baseline for compliance. Specific provisions within this Code may become legally binding if the supplier is awarded a contract. Non-compliance with certain provisions may disqualify suppliers from obtaining or retaining contracts.

Scope

This policy applies to all IWMI purchase orders (POs), solicitation documents, service agreements, and contracts. Suppliers must agree to the terms by signing an acknowledgment of the Supplier Code of Conduct. IWMI reserves the right to periodically verify adherence to this Code.

Supplier Commitments

As a supplier to IWMI, all suppliers commit to:

- **Conduct Business Ethically and Responsibly**
 - Abide by all applicable laws, regulations, and industry standards in all business activities.
 - Commit to honest, transparent, and fair practices, avoiding any activities that could be perceived as corrupt or unethical.
 - Protect and respect confidential information and intellectual property.
- **Promote Fair Employment Practices**
 - Ensure fair wages, benefits, and working hours for all employees in accordance with local labor laws.
 - Provide a safe, respectful, and inclusive workplace free of harassment, discrimination, and exploitation.
 - Uphold and respect human rights, including preventing any form of forced labor, child labor, or human trafficking.
- **Maintain Environmental Responsibility**
 - Actively minimize environmental impact by implementing sustainable practices such as reducing waste, conserving water, and managing energy efficiently.
 - Comply with all environmental laws and regulations.
 - Continually seek to reduce the carbon footprint and minimize pollution.
- **Foster Transparent Supply Chain Practices**
 - Ensure transparency throughout the supply chain, working only with suppliers who share IWMI's commitment to ethical conduct and responsible practices.
 - Disclose any subcontractors or suppliers, ensuring they meet the standards outlined in this Code.
- **Support Anti-Corruption Measures**
 - Avoid any form of bribery or unethical influence in business decisions.
 - Report any conflicts of interest and refrain from offering or accepting gifts that may influence business relations.
- **Report and Remediate Violations**
 - Promptly report any suspected violations of these commitments to IWMI through the confidential IWMI HOTLINE.
 - Cooperate fully in investigations of unethical practices and take appropriate corrective actions when necessary.

Policy Guidelines

Compliance with Laws

Suppliers must comply fully with all applicable laws, regulations, and ethical standards in their operational jurisdictions and when providing products, services, or personnel to IWMI. They must also require their subcontractors and agents to adhere to these standards.

Respect for Human Dignity

IWMI enforces zero tolerance for harassment or discrimination. Suppliers must take all necessary measures to prevent and address such practices in their workplaces and business dealings with IWMI.

Human Rights and Social Sustainability

Suppliers must ensure their operations are free of forced labor, child labor, bonded labor, and human trafficking.

Environmental Sustainability

Suppliers are expected to understand and mitigate the environmental risks and impacts of their products and services, maintaining environmentally sound practices throughout their operations.

Intellectual Property

Suppliers must protect IWMI's confidential information and intellectual property. Unauthorized disclosure or transfer of such information is strictly prohibited unless explicitly permitted. Any transfer must safeguard intellectual property rights.

Health and Safety Practices

Suppliers must provide a safe and healthy work environment for employees and mitigate risks associated with chemical, biological, and physical agents. Where risks cannot be eliminated, appropriate personal protective equipment (PPE) must be provided and used. Suppliers must comply with IWMI's health, safety, and PPE standards during all business engagements.

Ethics

Suppliers must adhere to the highest standards of integrity. The following practices are strictly prohibited and may result in contract termination and legal action:

- Bribery, kickbacks, corruption, extortion, and embezzlement.
- Offering or providing monetary or other incentives to IWMI personnel to gain business advantages.
- Price fixing or collusive activities.
- Using subcontractors or agents who fail to meet applicable legal and ethical standards. Suppliers must comply with all applicable trade regulations and laws.

Wages and Benefits

Suppliers must ensure employees receive wages and benefits that meet or exceed the minimum national legal standards.

Reporting Misconduct

Suppliers must report any unethical requests, such as bribes, made by IWMI employees. Reports can be submitted via email to **IWMI@CGIAR.ORG** with the subject line "Procurement Grievance." The email should include details such as the business name, date, location, and a description of the incident.

Maintenance of Business Documents

Suppliers must maintain all required licenses, certifications, and registrations (e.g., business trade licenses, tax identification numbers, VAT registration) and inform IWMI of any changes to their business status or authorization.

Sanctions and Legal Compliance

Suppliers confirm that they are not under any legal sanctions or involved in ongoing legal actions.

By acknowledging this Code of Conduct, suppliers agree to comply with IWMI's standards and principles, ensuring ethical, sustainable, and responsible business practices at all times.

It is understood that the contents of the Supplier Code of Conduct may change at any time and that our Procurement will provide a notification. By signing and dating this document, we attest having read, understood, and will follow the terms set forth as long as a contractual supply or trade obligation / commitment is in effect between both parties.

(Signature & date)

Printed Authorized Signatory Name and Designation:

Name of Business & Address:

Telephone Contact: