



GOOD BUSINESS PRACTICES

Good Business Practices provide the basis for any working relationship between Terre des hommes and its suppliers. These practices are **mandatory** compliance requirement and must be annexed to any purchase contract.

If a contradiction is noted between this document and conditions of the contract/call for tenders, **do not proceed** with the transaction and please contact your Logistics manager for advice and support.

Principles of Procurement Procedures

- Transparency in the procurement procedure
- Proportionality between the procedures used to award a market and the value of that market
- Equal treatment of potential suppliers
- No bias, favoritism, or discrimination

Supplier Selection Criteria commonly includes:

- Legal and proper registration in the country of operation
- Authorization to sell goods/services in the country
- Financial and Economic capacity
- Technical and Professional expertise
- Respect for ethical standards, including safeguarding, child labor and conflicts of interests.

When entering an agreement with Tdh:

The Supplier agrees:

- To cooperate and provide all related financial and accounting documents, regarding joint operations with Tdh, when Tdh conducts its own audits or when audited by representatives of its institutional donors.
- That Tdh carries out screenings and due diligence exercises of its company to ensure they are not blacklisted by its institutional donors, in accordance with the fight against money laundering and the financing of terrorism.
- That if found involved in corrupt, fraudulent, collusive, or coercive practices, Tdh will immediately inform its institutional donors and provide them with all relevant information.

The Supplier will share, at a minimum:

- Status and registration of the company
- Mission order or power of attorney authorizing the representative to sign the contract
- Copy of tax registration

Attention:

- Additional documents may be requested for a particular market, country or per donor requirements.
- The supplier must have a minimum of administrative equipment to issue an Invoice and a Delivery Note – and to stamp them.

Ineligibility and Exclusion:

Tdh will exclude a bidder from any active or potential competition in case of:

- × **Fraud and Corruption** as defined in the Anti-Fraud and Corruption Policy
- × **Unsatisfactory screening results** based on reputational, legal, and financial considerations that could include but is not limited to the involvement of a supplier in illegal or criminal activities, a bankruptcy or questionable financial situation or juridical outstanding matters with the suppliers related to the law, taxes, etc.
- × **Conflict of Interest** as defined in the Conflict-of-Interest Policy
- × **Market Collusion**
- × **Past unsatisfactory performance**
- × **Unethical standards** that do not align with Tdh Global Code of Conduct, including but not limited to non-compliance with Safeguarding policies, trafficking in human beings, exploitation of human beings and child labor.

When a contracted supplier is found to be involved in corrupt, fraudulent, collusive, or coercive practices, Tdh can impose the following measures:

Administrative measures: The fraudulent practices of the supplier may be notified to the competent civil or commercial authorities and will result in the immediate end of any professional relationship with the latter.

Financial measures: Tdh will seek reimbursement of costs directly and indirectly related to the conduct of a new procedure for awarding a market or call for tenders. The warranty of the offer or performance will still apply if relevant.

DECLARATION OF CONFORMITY AND CONSENT

I, the undersigned _____ representative of the company _____ certifies to understand and be in accordance with the conditions set out in this document.

As the representative and on behalf of the company, I accept the terms of the Good Business Practices of Tdh.

I also certify that the company _____ does not meet any of the Ineligibility or Exclusion Criteria.

I guarantee, explicitly, that the company _____ respects the principles of non-exploitation of children, as well as the social rights and working conditions for any employee or subcontractor.

By signing this document, I certify that I have read and acknowledge the various Tdh policies available on <https://www.tdh.org/fr>

Date: _____

Name, Signature & Stamp: _____

Tdh has ZERO tolerance to Fraud, Corruption and PSEAH: If you believe that any member of Tdh has breached the above set rules, the Global Code of Conduct, the Conflict-of-Interest Policy or the Anti-Fraud and Corruption Policy, please submit a report to our e-mail address: Concern@tdh.org or go to our website: <https://concern.tdh.org> (allows anonymous reporting)