

**Women and Youth Future Assist Organization (WYFAO)**  
**Procurement Department**

**VENDOR CODE OF CONDUCT**

Vendors that wish to do business with the WYFAO shall abide by all applicable laws and regulations Country, Provincial and Local laws regarding environmental matters, occupational health and safety, Labor and employment practices, human rights, accessibility, product safety, shipping and product labeling. If Vendors become aware of any activities that are not in compliance with all applicable laws and regulations, they must report it WYFAO 's compliance team. WYFAO encourage Vendors to maintain policies, procedures, and practices to address these topics.

1. **Compliance with Laws, Regulations and Published Standards.** At a minimum, WYFAO Vendors must operate in full compliance with the applicable laws, rules, regulations, codes and ethical standards of the countries, states, and localities in which they operate or where they provide products, people, or services to or for WYFAO.
  - 1.1 **WYFAO Policies and Procedures.** Vendors must comply with the WYFAO's published policies and procedures, including, but not limited to, the Conflict of Interest, Anti-corruption, Fair Relationships with Vendors and other relevant provisions of the WYFAO Code of Ethics. WYFAO may modify those policies and procedures, including this Code, from time to time, Vendor should always consent to and comply with the latest version which can be obtained from WYFAO.
  - 1.2 **Labour Practices & Human Rights.** We expect our Vendors to respect and support the protection of human rights of their workers and others affected by their activities.
  - 1.3 **Child Labour.** Child Labour is not to be used in any stage of manufacturing. The minimum age for employment or work is the higher of 15 years of age, the minimum age for employment in the relevant country, or the age for completing the compulsory education in the relevant country. The use of legitimate workplace learning programs, which comply with applicable laws and regulations, is supported. Workers under the age of 18 shall not perform work that is likely to jeopardize their health or safety, including night shifts and overtime
  - 1.4 **Freely Chosen Employment.** Forced, bonded (including debt bondage) or indentured Labour, involuntary or exploitative prison Labour, slavery or trafficking of persons shall not be used. This includes transporting, harboring, recruiting, transferring or receiving persons by means of threat, force, coercion, abduction or fraud for Labour or services.
  - 1.5 **Wages and Benefits.** Vendor shall comply with applicable laws relating to wages and benefits (including minimum wages, overtime pay/rate, equal remuneration and legally mandated benefits). Vendor must not use deductions from wages as a disciplinary measure and must pay workers in a timely manner including a provision of clear and understandable wage statement for each pay period.
  - 1.6 **Humane Treatment.** Vendor shall treat all workers with respect and dignity and ensure that they are protected from harsh or inhumane treatment including violence, gender-based violence, sexual harassment, sexual abuse, corporal punishment, mental or physical coercion, bullying, public shaming, or verbal abuse of workers; nor is there to be the threat of any such treatment. Disciplinary policies and procedures in support of these requirements shall be clearly defined and communicated to workers.
  - 1.7 **Non-discrimination/Non-Harassment.** Vendor shall not engage in, or support harassment or discrimination based on race, color, age, gender, sexual orientation, gender identity and expression, ethnicity or national origin, disability, pregnancy, religion, political affiliation, union membership, covered veteran status, protected genetic information or marital status in hiring and employment practices. Workers will be provided with reasonable accommodation for disability and religious practices. In addition, workers or potential workers will not be subjected to medical tests or exams that could be used in a discriminatory way. Vendor shall promote equal opportunities.
2. **Freedom of Association.** Vendors shall respect the right of their workers to form and join trade unions of their own choosing, to bargain collectively and to engage in peaceful assembly as well as respect the right of workers to refrain from such activities. Workers and/or their representatives shall be able to openly communicate and share ideas and concerns with management regarding working conditions and management practices without fear of discrimination, reprisal, intimidation, or harassment.
  - 2.1 **Health & Safety Practices.** Vendors shall provide a safe and healthy workplace and care for their workers and anyone that could be impacted by their activities.
  - 2.2 **Occupational Safety.** Vendors shall identify and assess workplace hazards (e.g., chemical, electrical, and other energy sources, fire, vehicles, and fall hazards) and control these through proper design, engineering and administrative controls, preventative maintenance and safe work procedures and training. Where hazards cannot be adequately controlled by these means, workers are to be provided with appropriate, well maintained, personal protective equipment. Reasonable steps should be taken to protect pregnant women/nursing mothers.
  - 2.3 **Intellectual Property.** Intellectual Property Intellectual property rights are to be respected; transfer of technology and know-how is to be done in a manner that protects intellectual property rights. Customer and supplier information are to be safeguarded in accordance with WYFAO's standards and requirements. Vendor shall make only appropriate use of confidential information and ensure that all employees' and business partners' privacy and valid intellectual property rights are protected.

- 2.4 **Emergency Preparedness.** Vendor shall identify, assess, and be prepared for emergency situations by implementing emergency plans and response procedures including emergency reporting, employee notification and evacuation procedures, worker training and drills, appropriate fire detection and suppression equipment, adequate exit facilities and recovery plans.
- 2.5 **Occupational Injury and Illness.** Vendor shall ensure that procedures and systems are in place to prevent, manage, track and report occupational injury and illness including provisions to: encourage worker reporting; classify and record injury and illness cases; provide necessary medical treatment; investigate cases and implement corrective actions to eliminate their causes; and facilitate return of workers to work.
- 2.6 **Industrial Hygiene.** Vendor workers exposure to chemical, biological and physical agents shall be identified, evaluated, and controlled according to the Hierarchy of Controls. When hazards cannot be adequately eliminated or controlled, workers shall be provided with and use appropriate personal protective equipment.
- 2.7 **Physically Demanding Work.** Vendor workers exposure to the hazards of physically demanding tasks, including manual material handling and heavy or repetitive lifting, prolonged standing and highly repetitive or forceful assembly tasks is to be identified, evaluated, and controlled.
- 2.8 **Machine Safeguarding.** Vendor shall ensure that production and other machinery are evaluated for safety hazards. Physical guards, interlocks and barriers are to be provided and properly maintained where machinery presents an injury hazard to workers.
- 3 **Sanitation, Food, and Housing.** Vendor shall provide workers with access to clean toilet facilities, potable water and sanitary food preparation, storage, and eating facilities. Worker dormitories provided by the Vendor or a Labour agent must be clean and safe, and provided with appropriate emergency egress, hot water, adequate lighting, heat and ventilation, individually secured accommodations for storing personal and valuable items, and reasonable personal space along with reasonable entry and exit privileges.
  - 3.1 **Health and Safety Communication.** Vendors shall provide workers with appropriate workplace health and safety information and training in the language of the worker or in a language the worker can understand for all identified workplace hazards that workers are exposed to, including but not limited to mechanical, electrical, chemical, fire, and physical hazards. Health and safety related information shall be clearly posted in the facility or placed in a location identifiable and accessible by workers. Training shall be provided to all workers prior to the beginning of work and regularly thereafter. Workers shall be encouraged to raise any health and safety concerns without retaliation.
  - 3.2 **Environmental Practices.** Vendors shall minimize the adverse environmental impacts of their operations, products and services.
  - 3.3 **Hazardous Substances.** Chemicals, waste, and other materials posing a hazard to humans, or the environment are to be identified, labeled and managed to ensure their safe handling, movement, storage, use, recycling or reuse and disposal.
  - 3.4 **Solid Waste.** Vendor shall implement a systematic approach to identify, manage, reduce, and responsibly dispose of or recycle solid waste (nonhazardous).
  - 3.5 **Air Emissions.** Air emissions of volatile organic chemicals, aerosols, corrosives, particulates, ozone depleting substances, and combustion byproducts generated from operations are to be characterized, routinely monitored, controlled and treated as required prior to discharge. Vendor shall conduct routine monitoring of the performance of its air emission control systems.
  - 3.6 **Materials Restrictions and Product Content.** Vendors shall adhere to applicable laws, regulations and WYFAO requirements regarding prohibition or restriction of specific substances in products and manufacturing, including labeling for recycling and disposal.
  - 3.7 **Water Management.** Vendor shall implement a water management program that documents, characterizes, and monitors water sources, use and discharge; seeks opportunities to conserve water; and controls channels of contamination. All wastewater shall be characterized, monitored, controlled, and treated as required prior to discharge or disposal.
  - 3.8 **Ethical Practices.** Vendors shall conduct their business in accordance with the highest standard of ethical behavior and in accordance with applicable laws and regulations. Ethical guidelines are established to achieve success in the marketplace without ignoring social responsibilities. Areas include business integrity, the need to avoid improper advantage, zero tolerance for bribery and corruption, disclosure of information, intellectual property, fair business, advertising and competition, responsible sourcing (minerals), international trade, privacy, and risk assessment and management.
- 4 **Business Integrity, Anti-bribery, and Anti-corruption.** Vendor shall uphold the highest standards of integrity in all business interactions. Vendors shall have a zero-tolerance policy to prohibit any and all forms of bribery, corruption, extortion, and embezzlement.
  - I. Bribes or other means of obtaining undue or improper advantage shall not be promised, offered, authorized, given or accepted. No funds or assets of the Vendor shall be paid, loaned or otherwise disbursed as bribes, "kickbacks", or other payments designed to influence or compromise the conduct of WYFAO, its employees or representatives.
  - II. Vendors must comply with applicable anti-bribery and anti-corruption laws and must have adequate policies and procedures in place to enforce and monitor compliance with such laws.
- 4.1 **Conflict of Interest.** Vendors must avoid actual, potential or perceived conflicts of interest with WYFAO employees. If these occur, Vendor must disclose such a conflict, so that appropriate steps are taken to manage the situation.

- 4.2 Protection of Identity and Non-Retaliation.** Vendor shall implement and maintain programs that ensure the confidentiality, anonymity and protection of Vendor and employee whistleblowers. Vendor should have a communicated process for their personnel to be able to raise any concerns without fear of retaliation.
- 4.3 Privacy.** Vendor shall commit to protecting the reasonable privacy expectations of personal information of everyone they do business with, including Vendors, customers, consumers, and employees. Vendor shall comply with privacy and information security laws and regulatory requirements when personal information is collected, stored, processed, transmitted, and shared.
- 4.4 Legal and Customer Requirements.** A process to identify, monitor and understand applicable laws, regulations, and customer requirements, including the requirements of this Code.
- 4.5 Risk Assessment and Risk Management.** A process to identify and control the legal compliance, environmental, health and safety and Labour practice and ethics risks associated with Vendor's operations.
- 4.6 Documentation and Records.** Creation and maintenance of documents and records to ensure regulatory compliance and conformity to company requirements along with appropriate confidentiality to protect privacy.
- 4.7 Export Sanctions / Terrorism Activities.** WYFAO Vendors should not perform their obligations in any way that would cause WYFAO nor themselves to be in violation of International Export Controls. Neither Vendors nor any of their affiliates, nor any officer or director of the Vendor or any of their affiliates, should be included on any lists of terrorists or terrorist.
- 4.8 Solicitation by Vendors.** All Vendors shall comply with all guidelines issued by WYFAO relating to access to WYFAO facilities, offices and departments, and employees. No Vendor shall use WYFAO's computer system, including its electronic mail system and internet site, for purpose of sending unsolicited electronic mail messages to the WYFAO community
- 5 Monitoring and Compliance.** WYFAO or its representatives may engage in monitoring activities to confirm Vendor's compliance to this Code, including on-site audits and inspections of facilities, use of questionnaires, review of publicly available information, or other measures necessary to assess Vendor's performance and comply with applicable due diligence legal requirements. Any WYFAO Vendor or WYFAO employee that becomes aware of violations of this policy is obligated to notify WYFAO's Supply Chain management. Based on the assessment of information made available to WYFAO, WYFAO reserves the right (in addition to all other legal and contractual rights) to disqualify any potential Vendor or terminate any relationship with any current Vendor found to be in violation of the Code without liability to WYFAO.
- In case of observed non-compliance with this Code, Vendor will take all reasonable measures to meet the standards exposed in this Code in a diligent manner.
- Vendors are encouraged to take responsibility to continually improve their environmental, social conditions and ethical behavior.
- Anyone can report concerns about illegal, unethical, or improper conduct. We enforce a strict policy prohibiting retaliation for reporting a concern or suspected misconduct in good faith.
- To report your concern, please choose one of the following options:
- Email our Corporate Ethics and Compliance Officer at

Vendor Confirmation:

Vendor Company Name:

Vendor Authorized Representative Name and Title:

Signature and Company Seal/Stamp: