



## **Supplier Code of Conduct**

### **Preamble**

This is a set of minimum requirements, expected by the CHAI Essential Medicines team, from suppliers with whom it does business. CHAI expects adherence to all provisions of this document by suppliers, their employees, subsidiary, or any subcontractors they engage with to execute any contract with CHAI.

### **Ethical Conduct**

CHAI expects its suppliers to adhere to the highest moral and ethical standards and not engage in any form of corrupt practices e.g., extortion, fraud, collusion, coercion, and bribery.

### **Compliance with laws and regulations**

CHAI expects its suppliers to comply with laws and regulations of all jurisdictions in which we do business, including the local laws and regulations in which the suppliers operate and/or register.

### **Confidentiality**

All information provided by CHAI as part of this solicitation must be treated as confidential. If any information is inappropriately released, CHAI will seek appropriate remedies as allowed. Proposals, discussions, and all information received in response to this solicitation will be held as strictly confidential, except as otherwise noted.

### **Communication**

All communications regarding this solicitation shall be directed to appropriate parties at CHAI via the contact information provided in the solicitation document. Contacting third parties involved in the project, the review panel, or any other party may be considered a conflict of interest and could result in disqualification of the proposal.

### **Conflict of interest disclosure**

Suppliers bidding on CHAI business must disclose, to the procurement contact listed in the RFQ, any actual or potential conflicts of interest. Conflicts of interest could be present if; there is a personal relationship with a CHAI staff member that constitutes a significant financial interest, board memberships, other employment, and ownership or rights in intellectual property that may conflict with the supplier's obligations to CHAI. Suppliers and CHAI are protected when actual or perceived conflicts of interest are disclosed. When necessary, CHAI will create a management plan that provides mitigation of potential risks presented by the disclosed conflict of interest in line with existing CHAI policies.

## Inducement

Gifts, commissions, rebates, and any offer of hospitality are considered as inducements and should not be offered to CHAI staff to influence business with CHAI and vice versa.

## Prohibitions

CHAI will not engage in business with any organization that engages in Child Labor or Forced Labor and will not tolerate any acts of discrimination, violence, harassment including sexual exploitation and abuse.

## Reporting Violations

Any concerns or reports of violations of this code should be reported immediately by contacting the CHAI Helpline. The Helpline is a third-party “whistleblower” service that allows complaints to be made anonymously, with identifying details removed. (You may also choose to identify yourself by name.) The Helpline can receive complaints in more than 200 languages.

Email: [chai@integritycounts.ca](mailto:chai@integritycounts.ca)

Reverse Charge (Collect Call): +1-604-922-5953

- Step 1: Call your international operator
- Step 2: Ask the operator to place a collect call to +1-604-922-5953
- Step 3: When the call is accepted by reception, please ask for a Whistleblower Agent
- Step 4: Report your incident to the agent

Website: [www.integritycounts.ca](http://www.integritycounts.ca)

**Failure to comply with the provisions of this document can lead to the disqualification of a supplier.**