

AICHM SUPPLIER CODE OF CONDUCT

AIC Health Ministries Charter: The values enshrined in the AIC Health Ministries (AICHM) Charter, *respect for AIC fundamental human rights, social justice and human dignity, and respect for the equal rights of men and women*, serve as overarching values to which suppliers of goods and services to the AICHM1 are expected to adhere.

Scope of Application:

The provisions of this Code of Conduct set forth the AICHM's expectations for all suppliers AICHM does business. The AICHM expects that these principles apply to suppliers and their employees, parent, subsidiary or affiliate entities, and subcontractors. The AICHM expects suppliers to ensure that this Code of Conduct is communicated to their employees, parent, subsidiary and affiliated entities as well as any subcontractors.

Continuous Improvement:

The provisions in this Code of Conduct provide the minimum standards expected of suppliers to the AICHM. The AICHM expects suppliers to strive to exceed both national and industry best practices. The AICHM also expects that its suppliers encourage and work with their own suppliers and subcontractors to ensure that they also strive to meet the principles of this Code of Conduct. The AICHM recognizes that reaching some of the standards established in this Code of Conduct is a dynamic rather than static process and encourages suppliers to continually improve their workplace conditions accordingly.

Management, Monitoring and Evaluation:

It is the expectation of the AICHM that suppliers, at a minimum, have established clear goals toward meeting the standards set forth in this Code of Conduct. The AICHM expects that its suppliers will establish and maintain appropriate management systems related to the content of this Code of Conduct, and that they actively review, monitor and modify their management processes and business operations to ensure they align with the principles set forth in this Code of Conduct. The AICHM may monitor that milestones have been set and management systems have been put in place to ensure that the principles set out in this Code of Conduct have been met and failure to do so may impact the future ability of a supplier to do business with the AICHM. To review the progress of suppliers and subcontractors in Implementing the Code of Conduct, the AICHM may take various supporting initiatives, including conducting on site evaluations and inspections of supplier facilities and those of their subcontractors.

Labour:

Freedom of Association and Collective Bargaining: The AICHM expects its suppliers to recognize the freely-exercised right of workers, without distinction, to organize, further and defend their interests and to bargain collectively, as well as to protect those workers from any action or other form of discrimination related to the exercise of their right to organize, to carry out trade union activities and to bargain collectively.

Forced or Compulsory Labour: The AICHM expects its suppliers to prohibit forced or compulsory labour in all its forms.

Child Labour: The AICHM expects its suppliers not to employ: (a) children below 14 years of age or, if higher than that age, the minimum age of employment permitted by the Kenyan law.

Discrimination: The AICHM expects its suppliers to ensure equality of opportunity and treatment in respect of employment and occupation without discrimination on grounds of race, colour, sex, religion, political opinion, national extraction or social origin and such other ground as may be recognized under the Kenyan Laws.

Wages, Working Hours and Other Conditions of Work: The AICHM expects its suppliers to adhere to the Labour Laws and employment acts of Kenya.

Health and Safety: The AICHM expects its suppliers to ensure, so far as is reasonably practicable, that: (a) the workplaces, machinery, equipment and processes under their control are safe and without risk to health; (b) the chemical, physical and biological substances and agents under their control are without risk to health when the appropriate measures of protection are taken; and (c) where necessary, adequate protective clothing and protective equipment are provided to prevent, so far as is reasonably practicable, risk of accidents or of adverse effects to health.

Human Rights:

Human Rights: The AICHM expects its suppliers to support and respect the protection of internationally proclaimed human rights and to ensure that they are not complicit in human rights abuses.

Harassment, Harsh or Inhumane Treatment: The AICHM expects its suppliers to create and maintain an environment that treats all employees with dignity and respect and will not use any threats of violence, sexual exploitation or abuse, verbal or psychological harassment or abuse. No harsh or inhumane treatment coercion or corporal punishment of any kind is tolerated, nor is there to be the threat of any such treatment.

Mines: The AICHM expects its suppliers not to engage in the sale or manufacture of anti-personnel mines or components utilized in the manufacture of anti-personnel mines.

Environment:

Environmental: The AICHM expects its suppliers to have an effective environmental policy and to comply with existing legislation and regulations regarding the protection of the environment. Suppliers should wherever possible support a precautionary approach to environmental matters, undertake initiatives to promote greater environmental responsibility and encourage the diffusion of environmentally friendly technologies implementing sound life-cycle practices.

Chemical and Hazardous Materials: Chemical and other materials posing a hazard if released to the environment are to be identified and managed to ensure their safe handling, movement, storage, recycling or reuse and disposal.

Wastewater and Solid Waste: Wastewater and solid waste generated from operations, industrial processes and sanitation facilities are to be monitored, controlled and treated as required prior to discharge or disposal.

Air Emissions: Air emissions of volatile organic chemicals, aerosols, corrosives, particulates, ozone depleting chemicals and combustion by-products generated from operations are to be characterized, monitored, controlled and treated as required prior to discharge or disposal.

Minimize Waste, Maximize Recycling: Waste of all types, including water and energy, are to be reduced or eliminated at the source or by practices such as modifying production, maintenance and facility processes, materials substitution, conservation, recycling and re-using materials.

Ethical conduct:

Corruption: The AICHM expects its suppliers to adhere to the highest standards of moral and ethical conduct, to respect local laws and not engage in any form of corrupt practices, including but not limited to extortion, fraud, or bribery.

Conflict of Interest: AICHM suppliers are expected to disclose to the AICHM any situation that may appear as a conflict of interest, and disclose to the AICHM if any AICHM official or professional under contract with the AICHM may have an interest of any kind in the supplier's business or any kind of economic ties with the supplier.

Gifts and Hospitality: The AICHM has a “zero tolerance” policy and does not accept any type of gift or any offer of hospitality. The AICHM will not accept any invitations to sporting or cultural events, offers of holidays or other recreational trips, transportation, or invitations to lunches or dinners. The AICHM expects its suppliers not to offer any benefit such as free goods or services, employment or sales opportunity to a AICHM staff member in order to facilitate the suppliers’ business with the AICHM.

Post-employment restrictions: Post-employment restrictions may apply to AICHM staff in service and former AICHM staff members who participated in the procurement process, if such persons had prior professional dealings with suppliers. AICHM suppliers are expected to refrain from offering employment to any such person for a period of one year following separation from service.

Non-adherence to these principles will determine whether a supplier is deemed eligible to do business with the AICHM, in accordance with applicable AICHM policies and procedures.

AICHM encourages suppliers to improve their business practices in accordance with the principles set out in this Code of Conduct.

Contacts:

Any questions related to this Code of Conduct can be addressed to the Procurement Committee on Procurement@aichm.org

Supplier’s Name: _____

Supplier’s Signature: _____ Date: _____