



## CODE OF CONDUCT FOR SUPPLIERS AND SERVICE PROVIDERS

Amel Association International

*“TREAT THE OTHERS THE WAY YOU WANT TO BE TREATED”*

***Amel Association International is a civil non-sectarian association, declared of public utility under Presidential Decree No. 5832 issued on 10.08.1994. It was founded in the wake of the Israeli invasion in 1978, which ravaged Lebanon and resulted in many Lebanese killed or uprooted. Amel Association International is committed to human beings, regardless of religious affiliation, political or geographical location.***

**Every person who agrees to work with Amel (i.e. “Supplier” or “Service Provider”), becomes a member of our large family, and must respect the humanitarian mission of the association and pledge to uphold the principles and values of democracy, justice and equality.**

### **Article I**

This document is called the “Code of Conduct for Suppliers and Service Providers”.

### **Article II**

- 1) The provisions of this Code of Conduct apply to all suppliers and service providers related to Amel Association International, to their employees, to their subsidiaries and related entities, and their subcontractors.
- 2) Every service provider and / or supplier must read and sign every page of this Code of Conduct, pledging to abide by all the provisions contained therein. A copy of the signed Code of Conduct will be kept on his file.
- 3) This Code of Conduct is based on the foundations and principles of justice, equal opportunities, transparency, accountability, professional integrity, impartiality, sincerity and determination to achieve the mission and objectives of Amel Association International.
- 4) Any violation of the provisions of this Code of Conduct will require accountability. Action and measures will be taken in accordance with the provisions of applicable laws and regulations.

### **Article III**

This Code of Conduct aims to establish ethical standards, rules and basic principles of humanitarian work ethics, and high professional values and culture.

### **Article IV: General duties and responsibilities of suppliers and service providers**

- 1) Must perform duties and functions with honesty, integrity, accuracy, impartiality and full professional potential.
- 2) Refrain from any actions, practices or behavior that violate morals and good conduct, and abstain from offending or inciting against the political opinions or religious beliefs of others inside or outside the Association.

### **Article V: In dealing with others**

- 1) Respect the rights and interest of others without exception and deal with them with respect, tact and courtesy.
- 2) It is strictly forbidden to express private opinions relating to religion or politics.
- 3) Deal with decision makers with respect and not try to gain any preferential treatment over methods of flattery, deception, nepotism, favoritism or pressure.
- 4) Refrain from any immoral acts, practices or behavior that violate ethics, morals and proper behavior.
- 5) Reject third-party pressures leading to preferential treatment.



**Article 6: In respecting labor laws and workers' rights**

- 1) Amel Association International expects its service providers and / or suppliers to prohibit forced or compulsory labor in all its forms.
- 2) Service providers and / or suppliers shall not use any form of forced or compulsory labor. Work for them must be voluntary and non-compulsory. Workers should not be required to make deposits or forced to sign debt bonds as a condition of employment.
- 3) Amel Association International expects its service providers and / or suppliers not to employ children below 14 years of age or under the minimum age of the end of compulsory schooling.
- 4) Amel Association International expects its service providers and / or suppliers not to employ persons under the age of 18 for work that, by its nature or the circumstances in which it is carried out, is likely to harm the health, safety or morals of such persons.
- 5) Amel Association International expects its service providers and / or suppliers to ensure equality of opportunity and treatment in respect of employment and occupation without discrimination on grounds of race, color, sex, religion, political opinion, national extraction or social origin.
- 6) Amel Association International expects its service providers and / or suppliers to ensure payment of wages at regular intervals, in full and directly to the workers concerned. The wages, hours of work and other conditions of work provided by service providers and / or suppliers should not be less favorable than the best conditions prevailing locally.
- 7) Amel Association International expects its service providers and / or suppliers to ensure, so far as is reasonably practicable, all health and safety standards.
- 8) Amel Association International expects its service providers and / or suppliers to support and respect the protection of internationally proclaimed human rights and to ensure that they are not complicit in human rights abuses. They are also expected to create and maintain an environment that treats all employees with dignity and respect.
- 9) Amel Association International expects its service providers and / or suppliers to have an effective environmental policy and to comply with existing legislation and regulations regarding the protection of the environment.
- 10) Amel Association International expects its service providers and / or suppliers to maintain business confidentiality while providing services.

**Article 7: In fighting corruption**

- 1) Service providers and / or suppliers are committed to prevent and fight all forms of corrupt practices, extortion, embezzlement and illegal means of profit.
- 2) Service providers and / or suppliers are committed not to offer or accept or request any gifts, hospitality or benefits of any kind, whether directly or through an intermediary, that may have a direct or indirect impact on the objectivity of carrying out duties or that may affect the decisions of the Association as a result of accepting such gifts.

**Article 8: Conflict of interest**

Service providers and / or suppliers are committed not to use any position, directly or indirectly, to obtain financial gain or anything of value for their benefit or the benefit of their families.

**Article 9: Fair business practices**

Service providers and / or suppliers shall avoid falling into competition involving complicity in conspiratorial bids or preferential prices or monopolistic practices in violation of competition ethics or other unfair commercial practices.

**Name of the Company:**

**Name:**

**Signature:**

**Date:**