



Supplier Code of Conduct



1 Introduction

Qatar Foundation (QF) is committed to ethical business practices and high standards of integrity and sustainability. QF has a 'zero tolerance' policy when it comes to unethical business behaviour. We expect all of our suppliers to adhere to similar standards and to conduct their business ethically.

QF has developed this Supplier Code of Conduct (hereinafter referred as "The Code") that defines the minimum standards that QF suppliers and their sub-contractors shall respect and adhere to when conducting business with QF. This code clarifies our expectations in the areas of business integrity, labor practices, health and safety, and environmental management.

2 Scope

The Supplier Code of Conduct is applicable to all QF suppliers (contractors, vendors, consultants, agents and other providers of materials and services) including their parent organisation, subsidiary or associated entities and to all personnel (permanent, temporary, contract and migrant workers) employed by or engaged to provide services by the suppliers.

3 Commitment

QF expects the supplier to adhere to all applicable laws and regulations, the requirements set out in this Code and contractual obligations to QF.

QF expects its suppliers to show their commitment to the principles defined herein by establishing appropriate monitoring systems and by following-up in case they receive knowledge about any violations. Suppliers shall have suitable systems and controls in place to ensure compliance with these standards.

Suppliers' systems and controls shall also apply to the sub-contractors and suppliers they work with which are directly or indirectly connected with providing materials and services to QF.

4 Compliance

It is the supplier's responsibility to communicate, educate and exercise diligence in verifying compliance of this Code to its employees, agents and sub-contractors. Suppliers shall maintain records of all relevant documentation necessary to demonstrate compliance with the Code and related laws and regulations.

QF reserves the right to verify compliance to this Code by continuously monitoring suppliers' compliance with the standards set out by asking suppliers to provide relevant information and also by conducting supplier audits and reviews. Suppliers shall address any violations of these standards that come to their knowledge and take appropriate actions. Failure to comply with this Code shall directly impact the ability of the Supplier to conduct business with QF.

The standards of the Code are in addition to, and not in lieu of, provisions of any legal agreement or contract between Suppliers and QF.

5 Business Integrity

5.1 Legal Compliance

All suppliers conducting business with QF must fully comply with all applicable Qatar or local laws and regulations including, but not limited to, those relating to employment and labour, immigration, health and safety, intellectual property, corruption and the environment.

5.2 Anti-Corruption

QF is committed to abiding by all laws and regulations or if necessary exceeding them to prevent bribery and corruption wherever we do business.

Suppliers must not engage in offering, paying, soliciting or receiving (whether directly or otherwise) any form of bribe as an inducement or reward for any business transaction with or involving QF. Such improper benefits broadly includes any illicit advantage such as (but is not limited to) to cash, non-monetary gifts, pleasure trips, loans, commissions, services and amenities of any other nature.

5.3 Conflict of Interest

Suppliers must not enter into transactions with QF that create a conflict of interest. QF expects its suppliers to act in QF's best interest and to support QF's conflict of interest policy. Suppliers must never improperly benefit at the expense of QF. The supplier is expected to report to QF about any situation that may appear as a conflict of interest, and disclose to QF if any QF employee or professional under contract with QF may have an interest of any kind in the supplier's business or any kind of economic ties with the supplier.

5.4 Intellectual Property / Disclosure of Information

Suppliers must respect intellectual property rights and protect confidential information by safeguarding it against misuse, theft, fraud or improper disclosure. The use of any QF intellectual property including trademarks and/or any copyright materials is strictly prohibited unless written consent/ authorization has been obtained from QF.

5.5 Gifts and Entertainment

In the course of conducting our business, QF recognizes that there will be occasions when it is appropriate, out of courtesy and relationship building, to give or receive small gifts of nominal value or provide and receive modest business entertainment to or from our employees.

However, QF is committed to conducting all business without undue influence. The Code requires the suppliers to exercise good judgment and practice moderation in giving and receiving business gifts and entertainment.

Suppliers are responsible for ensuring that acceptance of any business courtesies, gifts, or entertainment is proper and could not reasonably be construed as an attempt by the offering party to secure favourable treatment or otherwise violate applicable laws and/or regulations



5.6 Financial Integrity

Suppliers must keep accurate records of all matters related to their business with QF in accordance with standard accounting practices such as Generally Accepted Accounting Principles (GAAP) or International Financial Reporting Standards (IFRS).

5.7 Anti-competitive practices

QF strictly prohibits anti-competitive practices. QF reserves the right to stop and prevent unfair business practices that are likely to reduce competition and lead to higher prices, reduced quality or levels of service, or less innovation. Anticompetitive practices include activities like price fixing, group boycotts and exclusive dealing contracts.

6 Labour practices

6.1 Non-Discrimination

Suppliers shall not practice any form of discrimination in hiring and employment practices including access to training, promotions and rewards on the grounds of race, colour, religion, gender, sexual orientation, age, physical ability, health condition, political opinion, nationality, social or ethnic origin or marital status

6.2 Ethics

Suppliers should treat their workers and employees with dignity and respect and are prohibited from using corporal punishment, threats of violence or other forms of physical, sexual, psychological or verbal harassment or abuse on its workers and employees. Disciplinary policies and procedures in support of these requirements shall be clearly defined and communicated to the workers.

6.3 Employment

All suppliers shall demonstrate that employment is purely voluntary. QF adopts a zero tolerance policy on forced labour, trafficking or child labour.

6.4 Recruitment Practices

Suppliers shall implement suitable recruitment practices that accurately verify employee's age and legal right to work in the country prior to employment. All terms and conditions of employment including, but not limited to, hiring, pay, training, promotion, termination, and retirement shall be based on an individual's ability and willingness to do the job.

6.5 Compensation and Benefits

Suppliers shall timely pay all workers and employees at least the minimum wage required by applicable laws and regulations and provide all legally mandated benefits. All employment conditions, including compensations, working hours, overtime premiums, vacation time, leave periods and holidays must meet or exceed standards required by law. Suppliers are encouraged to provide wages that meet or exceed local industry standards.

6.6 Working Hours

Suppliers shall provide its workers and employees with reasonable working hours and proper rest days as may be required by law.

6.7 Grievances

Workers shall be able to openly communicate and share grievances with management regarding working conditions and management practices without fear of reprisal, intimidation or harassment.

7 Health and Safety

Suppliers shall ensure a safe and healthy workplace or any other location where production or work is undertaken. Appropriate health and safety information, training and equipment shall be provided to all workers.

7.1 Occupational Safety

Exposure to potential safety hazards shall be controlled by suppliers through proper design, engineering and administrative controls, preventive maintenance, safe standard operating procedures, and continuous safety training. Suppliers shall provide appropriate, well-maintained personal protective equipment for all workers who may be exposed to potential safety hazards.

7.2 Emergency Preparedness

Suppliers shall identify potential emergency situations and events and minimize their impact 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.

7.3 Occupational Injury and Illness

Suppliers shall develop and implement procedures and systems to prevent, manage, track and report occupational injury and illness, including provisions to: a) encourage worker reporting; b) classify and record injury and illness cases; c) provide necessary medical treatment; d) investigate cases and implement corrective actions to eliminate their causes; and d) facilitate return of workers to work.

7.4 Industrial Hygiene

Suppliers shall identify, evaluate and control worker exposure to chemical, biological and physical agents. Engineering and administrative controls must be used to control overexposures. When hazards cannot be adequately controlled by such means, worker health is to be protected by appropriate personal protective equipment programs.

7.5 Physically Demanding Work

Suppliers shall identify, evaluate and control worker exposure to the hazard of physically demanding tasks, including manual material handling and heavy or repetitive lifting, prolonged standing and highly repetitive or forceful assembly tasks.



7.6 Machine Safeguarding

Supplier shall evaluate safety hazards for production and other machinery. Physical guards, interlocks and barriers shall be provided and properly maintained where machinery presents an injury hazard to workers.

7.7 Sanitation, Food, and Housing

Workers are to be provided with ready access to clean toilet facilities, potable water and sanitary food preparation, storage facilities, eating and housing facilities.

8 Environmental Management

Suppliers must be compliant with local environmental laws and practices including but not limited to those pertaining to waste disposal (proper handling of toxic and hazardous waste, segregation where regulated, etc), air emissions, pollution, discharges, etc. QF suppliers shall submit evidence of compliance with the local laws and regulations or best practices (eg ISO 14001 certification or local counterpart).

8.1 Environmental Permits and Reporting

Supplier shall obtain all required environmental permits (e.g. discharge monitoring), approvals and registrations. These permits, approvals and registrations shall be maintained and kept current and their operational and reporting requirements shall be followed.

8.2 Pollution Prevention and Resource Reduction

Suppliers shall reduce or eliminate all types of waste at the source by practices such as modifying production, maintenance and facility processes, materials substitution, conservation, recycling and re-using materials.

8.3 Hazardous Materials

Suppliers shall identify and manage safe handling, movement, storage, use, recycling or reuse and disposal of all chemicals and other materials that pose a hazard, if released to the environment

8.4 Wastewater and Solid Waste

Supplier shall monitor, control and treat all wastewater and solid waste generated from operations, industrial processes and sanitation facilities, as required, prior to discharge or disposal.

8.5 Air Emissions

Supplier shall monitor, control and treat all air emissions of volatile organic chemicals, aerosols, corrosives, particulates, ozone depleting chemicals and combustion by-products generated from operations, as required, prior to discharge.

9 Reporting Violations

Violations of QF Supplier Code of Conduct can be reported confidentially to the contact listed below.



Name:

Job Title:

Signature:

Company Stamp