International Blue Crescent Relief and Development Foundation (IBC)

Part C: Code of Conduct (CoC): Bidder's Ethical Declaration

Ref Project: Strengthening Access to Safe Drinking Water and Community Resilience Project in Conflict-Affected Southern Ukraine funded by the UMCOR, implemented by the IBC.

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Code of Conduct

A. Labor Standards

The labor standards in this code are based on the conventions of the international Labor Organization (ILO).

- Employment is freely chosen

There is no forced, bonded or involuntary prison labor. Workers not required to lodge "deposits" or their identity papers with the employer and are free to leave their employer after reasonable notice.

- Freedom of association and the right to collective bargaining are respected

Workers, without distinction, have the right to join or form trade unions of their own choosing and to bargain collectively. The employer adopts an open attitude towards the legitimate activities of trade unions. Workers representatives are not discriminated against and have access to carry out their representative functions in the workplace. Where the right to freedom association and collective bargaining is restricted under law, the employer facilitates, and does not hinder, the development of parallel means for independent and free association and bargaining.

- Working conditions are safe and hygiene

A safe and hygienic working environment shall be provided, bearing in mind the prevailing knowledge of the industry and of any specific hazards. Adequate steps shall be taken to prevent accidents and injury to health arising out of, associated with, or occurring in the course of work, by minimizing, so far as is reasonably practicable, the causes of hazards inherent in the working environment. Workers shall receive regular and recorded health and safety training, and such training shall be repeated for new or reassigned workers. Access to clean toilet facilities and potable water and, if appropriate, sanitary facilities for food storage shall be provided. Accommodation, where provided, shall be clean, safe, and meet the basic needs of the workers. The company observing the standards shall assign responsibility for health and safety to a senior management representative.

- Child Labor shall not be used

There shall be no new recruitment of child labor. Companies shall develop or participate in and contribute to policies and programmes, which provide for the transition of any child found to be performing child labor to enable her/him to attend and remain in quality education until no longer a child. Children and young people under 18 years of age shall not be employed at night or in hazardous conditions. These policies and procedures shall conform to the provisions of the relevant International Labor Organization (ILO) standards.

- Working hours are not excessive

Working hours comply with national laws and benchmark industry standards, whichever affords greater protection. In any event, workers shall not on a regular basis be required to work in excess of the local legal working hours. Overtime shall be voluntary, shall not exceed local legal limits, shall not be demanded on a regular basis and shall always be compensated at a premium rate.

- No discrimination is practiced

There is no discrimination in hiring, compensation, access to training, promotion, termination or retirement based on race, caste, national origin, religion, age, disability, gender, marital status, sexual orientation, union membership or political affiliation.

- Regular employment is provided

To every extent possible work performed must be on the basis of a recognized employment relationship established through national law and practice. Obligations to employees under labor or social security laws and regulations arising from the regular employment relationship shall not be avoided through the use of labor-only contracting, sub-contracting or home-working arrangements, or through apprenticeship schemes where there is no real intent to impart skills or provide regular employment, nor shall any such obligations be avoided through the excessive use of fixed-term contracts of employment.

- No harsh or inhumane treatment is allowed

Physical abuse or discipline, the threat of physical abuse, sexual or other harassment and verbal abuse or other forms of intimidation shall be prohibited.

B. Environmental Standards

Suppliers should as a minimum comply with all statutory and other legal requirements relating to the environmental impacts of their business. Detailed performance standards are a matter for suppliers, but should address at least the following:

- Waste Management

Waste is minimized and items recycled whenever this is practicable. Effective controls of waste in respect of ground, air, and water pollution are adopted. In the case of hazardous materials, emergency response plans are in place.

- Packaging and Paper

Undue and unnecessary use of materials is avoided, and recycled materials used whenever appropriate.

- Conservation

Processes and activities are monitored and modified as necessary to ensure that conservation of scarce resources, including water, flora and fauna and productive land in certain situations.

- Energy Use

All production and delivery processes, including the use of heating, ventilation, lighting, IT systems and transportation, are based on the need to maximize efficient energy use and to minimize harmful emissions.

- Safety precautions for transport and cargo handling

All transport and cargo handling processes are based on the need to maximize safety precautions and to minimize potential injuries to IBC beneficiaries and staff as well as the suppliers' employees or those of its subcontractors.

C. Business Behavior

The conduct of the supplier should not violate the basic rights of IBC's beneficiaries. The supplier should not be engaged

i. in the manufacture of arms
ii. in the sale of arms to governments which systematically violate the human rights of their citizens; or where there is internal armed conflict or major tensions; or where the sale of arms may jeopardize regional peace and security.

D. Operating Principles

The implementation of the Code of Conduct will be a shared responsibility between IBC and its suppliers, informed by a number of operating principles, which will be reviewed from time to time.

IBC will:

i. Assign responsibility for ensuring compliance with the Code of Conduct to a project manager.
ii. Communicate its commitment to the Code of Conduct to employees, supporters and donors, as well as to all suppliers of goods and services.
iii. Make appropriate human and financial resources available to meet its stated commitments, including training and guidelines for relevant personnel.
iv. Provide guidance and reasonable non-financial support to suppliers who genuinely seek to promote and implement the Code standards in their own business and in the relevant supply chains, within available resources.
v. Adopt appropriate methods and systems for monitoring and verifying the achievement of the standards.
vi. Seek to maximize the beneficial effect of the resources available, e.g. by collaborating with other NGOs, and by prioritizing the most likely locations of non-compliance.

IBC expects suppliers to:

i. Accept responsibility for labor and environmental conditions under which products are made and services provided. This includes all work contracted or sub-contracted and that conducted by home or other out-workers.
ii. Assign responsibility for implementing the Code of Conduct to a manager.

Both parties will

i. require the immediate cessation of serious breaches of the Code and, where these persist, terminate the business relationship.
ii. Seek to ensure all employees are aware of their rights and involved in the decisions which affect them.
iii. Avoid discriminating against enterprises in developing countries.
iv. Recognize official regulation and inspection of workplace standards, and the interests of legitimate trades unions and other representative organizations.
v. Seek arbitration in the case of unresolved disputes.
vi. Consider Sphere Project's protection principles.

Qualifications for the Policy Statement

The humanitarian imperative is paramount. Where speed of deployment is essential in saving lives, IBC will purchase necessary goods and services from the most appropriate available source.

IBC can accept neither uncontrolled cost increases nor drops in quality. It accepts appropriate internal costs but will work with suppliers to achieve required ethical standards as far as possible at no increase in cost or decrease in quality.

I, the undersigned, xxxxxxx, hereby acknowledge and agree to comply with the above Code of Conduct and to uphold the applicable labour and environmental standards within my company and throughout my supply chain.

Company Name:
Authorized Representative Name:

Signature: ……

Date: