

Vendor Code of Conduct Acknowledgement

I acknowledge on behalf of(**company name**) that I have been provided with a copy of the Water For People Vendor Code of Conduct and have reviewed it. In accordance with(**title of project/activities**) contract/LPO,(company name) agrees that it will comply with all provisions of the Vendor Code of Conduct including:

- Act with Integrity
- Embrace Justice, Equity, Diversity, and Inclusion and Treat Others with Respect and Dignity
- Follow the Law at all Times and in All Locations
- Protect the Environment, Health, and Safety
- Avoid Conflicts of Interest
- Keep Accurate Financial Books and Records
- No Inappropriate Gifts, Entertainment and Payments
- Take Actions to Protect our Community Members from Abuse or Exploitation
- Confidential Information and Data Protection
- Monitoring and Compliance
- Reporting Concerns and No Retaliation

Signed: _____

By: _____

Its: _____

Date: _____

VENDOR CONFLICT OF INTEREST CERTIFICATE

Relative is defined as “a spouse, domestic partner, child, parent, sibling, grandparent, grandchild, aunt, uncle, first cousin, niece, nephew or corresponding in-law or `step relation’.”

Financial Interest means that a person has a financial interest if the person has, directly or indirectly, through business, investment, or family:

1. An ownership or investment interest in any entity with which the organization has a transaction or arrangement,
2. A compensation arrangement with the organization or with any entity or individual with which the organization has a transaction or arrangement, or
3. A potential ownership or investment interest in, or compensation arrangement with, any entity or individual with which the organization is negotiating a transaction or arrangement.

Compensation includes direct and indirect remuneration as well as gifts or favors that are not insubstantial.

1. Does any owner or employee of vendor have any relatives who work for Water For People?

No ___ YES ___

If so, please provide details.

2. Does any Water For People employee or relative of a Water For People employee work for your organization or has any owner or employee of vendor made an offer of employment to a Water For People employee or relative?

No ___ YES ___

If so, please provide details.

3. Does any Water For People employee or relative of an employee own or have a financial interest in your organization?

No ___ YES ___

If so, please provide details.

4. Does vendor (or any owner or employee of vendor) have any current or proposed business transactions with any Water For People employee or relative? Business transactions include contracts, leases or real estate transactions but do not include retail purchases or sales where the general public acquires goods or services.

No ___ YES ___

If so, please provide details.

5. Has vendor (or any owner or employee of vendor) given or offered to give any Water For People employee or relative compensation, gift or entertainment with a value of USD\$25.00 or more?

No ___ YES ___

If so, please provide details.

Signed:

By: _____

For: _____

Date: _____



water for people
EVERYONE • FOREVER

Vendor Code of Conduct



To all Water For People Consultants, Independent Contractors, Contractors, Partners, Subawardees, Subrecipients, and Suppliers (“Vendors”):

Water For People is guided by its commitment to ethical conduct as a core value for our organization and for those with whom we do business. Water for People's commitment to integrity and ethics is embodied in the Water For People Code of Conduct. Water For People's expectations for those with whom we do business is set forth in this Vendor Code of Conduct. The Vendor Code of Conduct applies to all Vendors who have not adopted a mandatory code of ethics or conduct generally consistent with this Vendor Code of Conduct.

We appreciate your partnership in our important work in providing sustainable water and sanitation and your commitment to ethical, honest, and legally compliant behavior.

OUR VISION

A world where every person has access to reliable and safe water and sanitation services.

OUR MISSION

Water For People exists to promote the development of high-quality drinking water and sanitation services, accessible to all, and sustained by strong communities, businesses, and governments.



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ACT WITH INTEGRITY

Integrity means doing the right thing even when nobody is watching and even if there is tremendous pressure to do otherwise. Our ability to achieve our mission depends on acting with

integrity. We expect our Vendors to be honest and ethical in their business dealings with Water For People. Likewise, we commit to honesty and ethics in our dealings with you.

EMBRACE DIVERSITY AND INCLUSION, AND TREAT OTHERS WITH RESPECT AND DIGNITY

Water For People believes we must champion a culture and environment of justice, equity, diversity, and inclusion (JEDI) for all employees, Board members, volunteers, business partners, and members of the communities we serve. Water For People's Vendors shall provide equal opportunity and fair treatment for all without regard to race, ethnicity, ancestry, tribal affiliation, age, gender, sexual orientation, gender identity, religion, veteran status, disability, socioeconomic class, educational

attainment, pregnancy, parental status, genetic information, political affiliation, or other social identities protected by law. Vendors agree to not retaliate against any person who, in good faith, alleges wrongdoing. Water For People will not tolerate discrimination, harassment, or retaliation.



FOLLOW THE LAW AT ALL TIMES AND IN ALL LOCATIONS

Water For People seeks to be 100% compliant with the law of the land, wherever that land may be. As laws can't cover every scenario, Water For People will comply with the letter and spirit of all applicable laws and regulations.

In many cases, laws apply to Water For People and its employees activities and vendors in the performance of their work with Water For People wherever they are in the world. Examples of such laws include U.S. and EU laws or United Nation's regulations and programs that forbid the payment of bribes to gain unfair business advantages or

impose sanctions on doing business with particular countries, entities, or individuals.

Water For People expects our Vendors to comply with all applicable laws in the performance of our agreements. If more than one jurisdiction's laws apply to a project or agreement, Vendors are expected to comply with the most rigorous of the applicable laws. Vendors shall ensure that any third parties with whom they work comply with applicable laws.

PROTECT THE ENVIRONMENT, HEALTH, AND SAFETY

Vendors are responsible for ensuring and protecting the health and safety of their employees and the parties they retain to perform Water For People projects or contracts. This obligation extends to understanding, informing, and safeguarding employees from hazards and complying with applicable health and safety laws.

Vendor employees shall not use illegal drugs or be under the influence of alcohol, legal drugs, or medicine

while performing work or services for Water For People. Vendors must take actions to protect the environment, comply with environmental laws in the performance of their services or work, and reduce the consumption of resources.



AVOID CONFLICTS OF INTEREST

Vendors are required to avoid any situation or relationship that may constitute an actual, potential, or perceived conflict of interest. Water For People Vendors must not engage in business transactions with or employ Water For People employees or

their relatives without prior approval of the Chief Administrative Officer (CAO). Vendors are required to disclose any actual, potential, or perceived conflicts of interest to the CAO (jdebs@waterforpeople.org) or via [Ethicspoint](#).

KEEP ACCURATE FINANCIAL BOOKS AND RECORDS

Water For People Vendors shall maintain accurate and complete financial books and records in relation to agreements with Water For People. Water For

People, directly or indirectly, reserves the right to audit such books and records.

NO INAPPROPRIATE GIFTS, ENTERTAINMENT, AND PAYMENTS

ANTI-CORRUPTION/ANTI-BRIBERY

Water For People strongly opposes corruption and the toll it takes by diverting funding away from critical infrastructure and development needs where we operate. Water For People's Anti-Corruption/Anti-Bribery Policy mandates that no person or entity associated with the organization shall offer, promise to pay, or give money or anything of value, directly or indirectly, to any person to obtain or retain some business advantage or authorize another to do the same. Water For People employees shall not pay so-called facilitation or "grease" payments to individuals, including government officials. Facilitation of "grease" payments are normally small payments, not required by law, that individual government

employees request to speed up the issuance of some government document or approval.

GIFTS AND ENTERTAINMENT

Water For People employees must comply with all applicable local anti-corruption or anti-bribery laws and the US Foreign Corrupt Practices Act.

Vendors must not offer or provide gifts, hospitality, or entertainment with a value of USD\$25 or more to Water For People employees or their relatives.



TAKE ACTIONS TO PROTECT OUR COMMUNITY MEMBERS FROM ABUSE OR EXPLOITATION

Water For People has an ethical obligation to the communities in which we work and with respect to the employees we hire to protect them from abuse or exploitation. This obligation is heightened when we interact with the most vulnerable individuals that are in need of water, sanitation, and hygiene services – including children and disabled individuals.

Vendors shall not engage in human trafficking nor use, directly or indirectly, forced labor, illegal child

labor, or labor from individuals who have been trafficked.

Vendors shall not engage in nor permit the sexual exploitation or abuse of any person, including children. With respect to children, the following conduct is impermissible: Sexual exploitation includes the exchange of money or other benefits for sex or sexual favors or sexual relationship with beneficiaries of Water For People programs.

CONFIDENTIAL INFORMATION AND DATA PROTECTION

Water For People's Vendors shall use Water For People's and its donors' confidential information, copyrights and trademarks, and other personal or proprietary information in accordance with law and our agreements. Vendors must protect and

minimize the use and disclosure of personal data and shall immediately inform Water For People of an impermissible disclosure of such data.

MONITORING AND COMPLIANCE

Water For People, directly or indirectly, may audit compliance with our Vendor Code of conduct. Vendors agree to correct any violations of this Code

and to cooperate with any investigations. Your non-compliance with this Code may negatively impact our ability to continue to do business with you.



REPORTING CONCERNS AND NO RETALIATION

Water For People wants to hear and address your concerns regarding any potential violations of this Code, whether minor to major. Water For People will not retaliate against anyone who raises good-faith questions or concerns. You can report concerns to the Chief Administrative Officer (jdebs@waterforpeople.org) or through Ethicspoint at www.waterforpeople.ethicspoint.com.

Water For People expects that you will have a non-retaliation/whistleblower policy where you will commit to not engage in retaliation when any individual raises good faith concerns about Water For People or your misconduct and that you will promptly disclose to Water For People any misconduct that occurred under any Water For People contract.

YOU MAY ALSO CALL ETHICSPPOINT USING THE NUMBERS BELOW:

- **Bolivia** - 800-10-0707
- **Canada** - 1-855-481-6235
- **Guatemala** - 1-800-6240091
- **Honduras** (spanish operator) - 800-0123
- **India** - 000-800-100-1071
- **Malawi** - There is no local phone number available. Callers should use the USA number or report [online](#).
- **Peru** - 0800-52116
- **Rwanda** - There is no local phone number available. Callers should use the USA number or report [online](#).
- **Uganda** - There is no local phone number available. Callers should use the USA number or report [online](#).
- **UK** - 0800-032-8483
- **USA** - 1-855-481-6235



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EVERYONE • FOREVER

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