

Ethical Standards Declaration for all Suppliers, Contractors & Consultants

We, the undersigned, ('we', 'our' or 'us') **CONSIDERING THAT:**

FIRST, we are bidding for, or entering into, a contract with the Norwegian Refugee Council (NRC) to supply goods, services or works to NRC ('the Contract').

SECOND, we understand that as a humanitarian organisation, NRC expects its suppliers and contractors to have high ethical standards.

THIRD, we understand that NRC therefore needs us to confirm that we adhere to the required ethical standards ('the ethical standards') by signing this declaration ('the Declaration').

THEREFORE, we **DO HEREBY DECLARE** as follows:

WORK TO THE BEST OF OUR ABILITIES

We will ensure that conduct, both professionally and privately, reflects positively on, and supports, the integrity of NRC's mission and work.

This means that we, and to the best of our knowledge our Representatives, are not in any of the following situations:

- Made an offer, payment, consideration or benefit of any kind, which constitutes illegal or corrupt practice, directly or indirectly, as an inducement or reward in relation to the tendering, awarding or execution of the Contract. And not subject to legal proceedings related to that.
- Involved in any form of fraud, corruption, collusion, coercive practice, bribery, involvement in a criminal organisation or other illegal activity
- Have suspended activities, are insolvent, in receivership, bankrupt, or closing
- Have at any time been found guilty and sentenced by a court, whether in the country of employment or abroad, for a criminal offence in respect of children or vulnerable adults

This also means we are:

- Not engaged in terrorism or the material support of terrorism
- Do not sell or manufacture, directly or indirectly, weapons or anti-personnel mines or any components produced primarily for the operation thereof
- Are not involved in production of alcohol, tobacco, or pornography

TREAT OTHERS WITH RESPECT

We will contribute to a working environment founded on respect, fairness, honesty, courtesy, dignity and professionalism. This means that we will:

- Not discriminate against others, including for reasons of disability, ethnicity, gender, nationality, political opinion, race or religious beliefs.
- Value, celebrate and promote gender equality, diversity, inclusion and equity.
- Seek out, listen to and value different voices, experiences and opinions.
- Respect local customs and culture, including through our conduct, language and dress.

DO NOT HARM OR EXPLOIT OTHERS

We will treat people with dignity and respect. We will not sexually abuse, exploit or harass any person, This means that we will:

- **Not intimidate, bully, harass or mistreat others.** This includes not using corporal punishment or any other form of physical, emotional or mental abuse, or neglect of children.
- **Not have sexual activity with children.** Sexual activity with anyone under the age of 18 is not allowed, even if it is legal in country of assignment or origin. Not knowing their age is not an excuse.
- **Not have sexual activity with project participants or anyone receiving help from NRC.** Suppliers, contractors and consultants are not allowed to take advantage of their position of power to develop sexual relationships with those receiving assistance.
- **Not bribe or ask for sex or sexual favours in exchange for money, gifts, employment, services, assistance or opportunities.** Sexual activity with sex workers is not allowed even if legal in the country of operation.
- **Respect basic social rights** and working conditions according to international standards in respect to labour such as fair wages and benefits, adequate working conditions and times etc.
- **Never employ children (under the age of 18)** in mentally or physically dangerous or hazardous work or work that interferes with schooling.
- **Never knowingly obtain goods or services** (hotels, restaurants, party venues, transport, and other service providers) from providers that employ children in mentally or physically dangerous or hazardous work or work that interferes with schooling.
- **Never employ children under the age of 15 in full-time work** including in household/non-workplace related work.
- **Never benefit from forced or trafficked labour** or other forms of labour exploitation inside and outside of work.

This means that all workers:

- Receive a contract of employment that is written in a language they understand and are free to leave after giving reasonable notice.
- Have the right to join or form trade unions of their own choosing and to bargain collectively where legally applicable.

- Are not required to lodge 'deposits' or identity papers or immigration documents in order to obtain employment.
- Have working hours that comply with national laws and benchmark industry standards, whichever affords greater protection.
- Receive wages and benefits paid for a standard working week that meet, at a minimum, national legal standards or industry benchmark standards, whichever is higher and always sufficient to meet basic needs.
- Whenever possible do not exceed 48 working hours per week (8 hours per day).

This also means that we will:

- Not solicit persons for the purpose of employment or offer employment by means of materially false or fraudulent pretences, representations, or promises, or charge recruitment fees.
- Not deduct from wages as a disciplinary measure.
- Provide workers with at least one day off for every 7-day period.
- Those with housed employees ensure accommodation is clean, safe and suitable for living (with toilets, access to water...).

PROTECT OUR OWN AND OTHERS' SAFETY, HEALTH AND WELLBEING

We will actively contribute to creating and maintaining a safe and supportive working environment for everyone.

We will avoid taking unnecessary risks that could harm our own or others' safety, health or wellbeing.

We will not work, or drive an NRC or other vehicle, while under the influence of alcohol or drugs.

We will not possess, deal or use illegal substances in any NRC workplace; at any NRC-related work or social event; or in any vehicle or accommodation that we are in due to our work for NRC.

ACT ETHICALLY

We will act in accordance with the humanitarian principles of humanity, impartiality, neutrality and independence in the work we do for NRC and will not engage in any criminal, unethical or dishonest activities, or in any behaviour that violates or undermines human rights.

We will comply with the [Conflict of Interest Policy](#) and will declare any actual or perceived conflicts of interest.

- Where any potential conflict of interest exists between our Representatives and NRC or any NRC staff member, we shall notify NRC in writing of the potential conflict using NRC's Conflict of Interest Policy.

We will work within applicable laws and export laws and regulations, and follow NRC policies and procedures and declare that we and, to the best of our knowledge, our Representatives:

- Are registered with the relevant government authority with regard to taxation for the duration of the Contract.

- Pay taxes according to all applicable national laws and regulations for the duration of the Contract.

We will work in a way which supports NRC in reducing its environmental impact and protecting and preserving the natural environment, respect national and international environmental legislation and regulation.

This means that we will:

- Ensure that production and extraction of raw materials for production does not contribute to the destruction of the resources and income base for marginalised populations
- Take environmental measures into consideration throughout the production and distribution chain ranging from the production of raw material to the consumer sale.
 - This includes reasonable steps to minimise negative environmental impacts (e.g. emissions, water usage, waste) and to use - where possible - sustainable resources.
 - Local, regional and global environmental aspects shall be considered.
- Ensure the local environment at the production site will not be exploited or degraded by pollution and waste.
- Carefully manage hazardous chemicals and other substances in accordance with documented safety procedures.

ACT WITH HONESTY AND INTEGRITY

We will not [engage in any form of bribery or corruption](#) and will appropriately manage, safeguard and accurately account for all NRC funds, assets and resources that we are responsible for.

We will take all reasonable steps to prevent or reduce the risk of aid diversion, including NRC funds or assets being intentionally or negligently diverted to sanctioned individuals or entities.

We will not abuse or take advantage of any privilege, power, trust or authority that we have as a Supplier, Contractor, or Consultant.

We will not accept honours, gifts, money or hospitality offered to us as a result of our work for or with NRC, except for small tokens of appreciation that do not influence or appear to influence our professional decisions.

We will ensure that NRC assistance is never provided in exchange for service, favour or benefit for ourselves or others.

COMMUNICATE RESPONSIBLY

We will communicate professionally, respectfully and in accordance with the humanitarian principles in our interactions online and offline.

- We will not engage in communications online or offline that could put the people NRC works with or NRC representatives at risk, or that could harm NRC's reputation, credibility or public image.

- We understand that we have a right to freedom of expression. However, if we are engaging in political or controversial discussions online or offline, we will be clear that we are expressing personal views and not those of NRC.
- We will not misuse NRC's name or logo or make unauthorised statements on behalf of NRC.

PROTECT NRC ASSETS AND INFORMATION

We will treat information confidentially and in accordance with the [Personal Data and Privacy Policy](#) and applicable laws.

- We will safeguard and make responsible use of information and resources that we have access to as a Supplier, Consultant or Contractor at NRC.
- We will take care of NRC assets and protect them from damage, misuse, theft or other harm.

BE ACCOUNTABLE

We will report any concerns of serious misconduct, in accordance with the [Speak Up Policy](#).

- We will report concerns via inbox@nrc.caseiq.app or this [online form](#), honestly and in good faith.
- We understand that we are protected from retaliation when doing so. We will not retaliate against anyone who raises a concern.
- We will maintain the confidentiality of others who are involved in raising a concern.
- We will fully cooperate with any investigation, audit or fact-finding process that we are involved in.
- We will not conceal or destroy evidence, and we will always tell the truth.

Signed on our behalf as follows:

Signature	
Name	
Position	
Date	
Place	