

## **Code of Conduct for Suppliers**

Zuhura Innovations Africa is strongly committed in observing the highest ethical standards in all its procurement activities. As such, this Code of Conduct for Suppliers has been prepared to provide clear summary of Zuhura Innovations Africa's expectation from the suppliers in all procurement dealings, ensuring that internationally recognized procurement ethics are followed. Transparency and accountability should be strictly adhered to in all procurement activities.

Zuhura Innovations Africa procurement ethics focuses on **zero tolerance on corruption, avoiding any form conflict of interest and honest representation of supplier's capabilities.**

Suppliers are strongly urged to familiarize themselves with this Code of Conduct to ensure successful working relations with Zuhura Innovations Africa

### **Policy on Corruption and Position on Conflict of Interest**

Zuhura Innovations Africa expects all contracted suppliers and companies seeking to sell goods or services to conduct their business in accordance with the highest ethical standards. Suppliers or potential suppliers must strictly comply with all rules and regulations on bribery, corruption and avoid unacceptable business practices. Hence suppliers are expected to observe the following:

- Shall not, directly or indirectly, offer to any Zuhura Innovations Africa Staff money, goods or a service as a consideration or in expectation of a favorable decision, information, opinion, recommendation, vote or any other form of favoritism which qualifies as a corruption;
- Shall not directly or indirectly, offer, give or agree or promise to give to any Zuhura Innovations Africa staff any gratuity for the benefit of/or at the direction or request of any Staff of Zuhura Innovations Africa;
- To immediately inform the Zuhura Innovations Africa Manager in the event that any Staff of Zuhura Innovations Africa solicits or obtained or has made an attempt to obtain gratification for himself/herself or for any other persons.
- To immediately declare if any of the Company's staff and/or officers had or have any relative employed with Zuhura Innovations Africa. Failure to make such declaration shall be construed as a conflict of interest and might result in the exclusion of the supplier from present and future procurement activities and/or other legal action as deemed fit by the Organization.

## **Representation from Suppliers**

Zuhura Innovations Africa expects all its suppliers to honestly declare and warrant that:

- It will comply with all rules, regulations and statutory requirements relating to the provision of the products/ services to Zuhura Innovations Africa;
- It will not act in concert with other suppliers or agents when participating in a bid;
- It is a duly authorized/certified provider of the supplied products/services and shall not, expressly or impliedly hold itself out to be an agent/representative of a third party provider of the same products/services;
- It will only supply products that are certified to be of merchantable and satisfactory quality;
- The supplier possesses the necessary capabilities, equipment and suitable place of business to perform its obligations;
- It shall not contract out or subcontract or outsource any portion of the products/services unless prior written consent from Zuhura Innovations Africa has been obtained; and
- It shall maintain the highest standards of integrity and quality of work at all times.

## **Applicability of the Code of Conduct**

This Code of Conduct shall apply to all Suppliers, sub-contractors and to other entities acting on behalf of them (with approval of Zuhura Innovations Africa).

## **Monitoring compliance to the Code of Conduct**

To facilitate the monitoring of suppliers' compliance with this Code of Conduct, Zuhura Innovations Africa expects suppliers to:

- Develop and maintain all necessary documentation to support compliance with the described standards; such documentation must be accurate and complete;
- Provide Zuhura Innovations Africa's representatives with access to relevant records, upon Zuhura Innovations Africa's request;
- Allow Zuhura Innovations Africa's representatives to conduct interviews with the supplier's employees and with management separately;
- Allow Zuhura Innovations Africa's representatives to conduct announced and



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unannounced site visits of supplier locations; and

- Respond promptly to reasonable inquiries from Zuhura Innovations Africa's representatives in relation to the implementation of the Code of Conduct.

### **Secure Communication Channels**

Zuhura Innovations Africa has established a secure communication channel to enable the suppliers to raise their concerns confidentially and responsibly. If the supplier has questions about the Code of Conduct or wishes to report a questionable behavior or possible violation of the Code of Conduct, the Supplier is encouraged and *should* contact Zuhura Innovations Africa at email address [info@zuhura-africa.com](mailto:info@zuhura-africa.com)

Zuhura Innovations Africa will not tolerate any retribution or retaliation by anyone against a concerned Supplier who has, in good faith, sought out advice or has reported questionable behavior and/or a possible violation. Zuhura Innovations Africa will take disciplinary action up to and including termination of contract for anyone who threatens or engages in retaliation, retribution or harassment of the concerned individual. Identities and contents of all information or complaints will be treated strictly confidential.

### **SANCTIONS**

Breach of the Code of Conduct may result in actions being invoked against that supplier, in addition to any contractual or legal remedies. The actions applied will depend on the nature and seriousness of the breach and on the degree of commitment shown by the supplier in breach to its obligations under the Code of Conduct. The range of actions available to be imposed on the supplier includes but is not restricted to the following:

- Formal warnings – that the continued non-compliance will lead to more severe actions;
- Immediate termination of contract, without recourse;