



Do's and Don'ts in terms of Supplier's Code & PSEA

Do: Treat people with dignity and respect

- ✓ Introduce yourself and your role as a Supplier of Pulse Bangladesh Society.
- ✓ Accept what is said without passing judgment.
- ✓ Treat all people equally and with respect.
- ✓ Remember people have different ideas about appropriate conduct. Check if you think your behavior may cause offense.
- ✓ Reach out to the designated person (procurement manager) if you think somebody's life or safety is at risk.
- ✓ Remember all assistance is free. It is prohibited to ask for or receive any payment, service or sexual favors in exchange.

- ✓ Maintain and provide up-to-date information.
- ✓ Request information on the standards of conduct and behaviour expected of you.

- ✓ Take note of comments, or recommendations from the people you interact with.
- ✓ Refer comments to procurement personnel if necessary to take action.

Do not

- ❑ Start doing things or talking to persons without them knowing who you are.
- ❑ Contradict or judge what someone tells you.
- ❑ Approach children without permission from parents.
- ❑ Make comments that suggest a survivor of violence, exploitation or abuse may be at fault.
- ❑ Request or accept anything in return for assistance, including payment or favors of any kind.
- ❑ Engage in sexual activities with those in need of help.

- ❑ Provide information you are unsure of or have no knowledge about.
- ❑ Make things up or give false information or promises.
- ❑ Start work without knowing what is expected of you

- ❑ Feel personally attacked by negative comments
- ❑ Be afraid to refer the comments to your contract provider.



CATEGORY: Procurement & Logistics
SUBJECT: Supplier Code of Conduct
EFFECTIVE DATE: 1st January 2023
PAGE(S): 5

I. SCOPE

This policy establishes a code of conduct for current and potential suppliers of **PULSE Bangladesh Society**

II. INTENT

PULSE Bangladesh Society is very much committed to conducting its procurement & Logistics operation in an ethical, legal and socially responsible manner and above all upholding the Humanity, social empowerment and people upliftment. The Organization hence expects its suppliers to share this commitment and, therefore, has established this Supplier Code of Conduct. Although there may be different legal and cultural environments applicable to its suppliers, PULSE Bangladesh Society's suppliers must meet the following minimum requirements in order to do deliver their valuable services with full compliance and adherence to the organization's commitment.

III. SUPPLIER CODE OF CONDUCT

Compliance with Laws, Regulations and Published Standards

The enlisted suppliers must comply with all applicable laws, codes or regulations of the countries, states and localities in which they operate. This includes, but is not limited to, laws and regulations relating to environmental, occupational health and safety, and labor practices. In addition, The suppliers must require their suppliers (including temporary labor agencies) to do the same.

Ethical Business Practices

Suppliers shall conduct their businesses in accordance with the highest standards of ethical behavior and in accordance with applicable laws and regulations. Suppliers are expected to conform to these requirements in each of the following areas:

- Fair Trade Practices. Suppliers shall not engage in collusive bidding, price fixing, price discrimination or other unfair trade practices in violation of antitrust laws.

Bribery, Kickbacks and Fraud. No funds or assets of the supplier shall be paid, loaned or otherwise disbursed as bribes, "kickbacks", or other payments designed to influence or compromise the conduct of PULSE Bangladesh Society, its employees or representatives.



PULSE Bangladesh Society's Policies and Procedures. Suppliers must comply with the PULSE Bangladesh Society's published policies and procedures, including, but not limited to, the Conflict of Interest, Procurement Relationships and other relevant provisions of the organizations Code of Ethics & Business Conduct.

Intellectual Property Rights.

Suppliers shall respect the intellectual property rights of others, including PULSE Bangladesh Society, its affiliates and business partners. Suppliers must take appropriate steps to safeguard and maintain confidential and proprietary information of PULSE Bangladesh Society and shall use such information only for the purposes specified for use by PULSE Bangladesh Society. Suppliers shall observe and respect all humanitarian law for example: Child Rights, Women rights, minority rights. Suppliers shall not transmit confidential or proprietary information of PULSE Bangladesh Society via the internet unless such information is encrypted accordance with minimum standards established by the organization.

Environmental Practices

PULSE Bangladesh Society's suppliers shall comply with all environmental laws and regulations applicable to their operations. Such compliance shall include, among other things, the following items:

- Obtaining and maintaining environmental permits and timely filing of required reports
- Proper handling and disposition of hazardous materials
- Monitoring, controlling and treating discharges generated from operations

Occupational Health and Safety Practices

PULSE Bangladesh Society's suppliers shall provide their employees with a safe and healthy working environment in order to prevent accidents and injury to health arising out of, linked with, or occurring in the course of work or as a result of the operation of the supplier. Suppliers shall, among other things, provide:

- Occupational health and safety training
- A system for injury and illness reporting
- Worker exposure to physically demanding tasks, including manual material handling and heavy lifting, prolonged standing and highly repetitive or forceful assembly tasks is to be identified, evaluated and controlled.
- Medical treatment and/or compensation to injured/ill workers arising as a result of working for supplier.
- Worker exposure to chemical, biological and physical agents is to be identified, evaluated, and controlled. When hazards cannot be adequately controlled by engineering and administrative means, workers are to be provided with appropriate personal protective equipment.



- Machine safeguarding and other protective measures to prevent injuries/illnesses to workers
- Workers are to be provided clean and safe facilities including clean toilet facilities, access to potable water and sanitary food preparation and storage facilities.
- Worker dormitories provided by the Suppliers are to be clean, safe, and provide emergency egress, adequate heat and ventilation and reasonable personal space.

Labor Practices

PULSE Bangladesh Society expects its suppliers to adopt sound labor practices and treat their workers fairly in accordance with local laws and regulations. In addition, suppliers must comply with the following standards:

- Freely Chosen Employment. Suppliers shall not use any forced labor, whether in the form of prison labor, indentured labor, bonded labor or otherwise.
- No Child Labor. Suppliers shall comply with local minimum working age laws and requirements and not employ child labor.
- Minimum Wages. Suppliers shall provide wages for regular and overtime work and benefits that meet or exceed legal requirements.
- Working Hours. Suppliers shall not require workers to work more than the maximum hours of daily labor set by local laws.
- No Harsh, Inhumane Treatment or Abuse. Suppliers shall treat each employee with dignity and respect. In no event shall Supplier's workers be subject to threats of violence, physical punishment, confinement or other form of physical, sexual, psychological or verbal harassment or abuse.
- No Discrimination. Suppliers shall not discriminate in its employment practices on the basis of race, color, religion, sex, age, physical disability, national origin, creed or any other basis prohibited by law.
- Freedom of Association. Suppliers shall recognize and respect the rights of its workers to join or to refrain from joining associations of their own choosing and the right to collective bargaining in accordance with local labor laws and established practices.

Terrorism Activities

Suppliers must not directly or indirectly engage in or support any terrorist activity.

Neither suppliers nor any of their affiliates, nor any officer or director of the supplier or any of their affiliates, should be included on any lists of terrorists or terrorist organizations compiled by the Peoples Republic of Bangladesh or any other national or international body



Solicitations by Suppliers

All suppliers shall comply with all guidelines issued by PULSE Bangladesh Society relating to access to organization's facilities, offices and departments, and employees. No Supplier shall use the organization's computer system, including its electronic mail system and internet site, for purpose of sending unsolicited electronic mail messages.

Suppliers must receive prior written authorization from PULSE Bangladesh Society's Procurement & Logistic department to hold trade shows, demonstrate products, utilize PULSE Bangladesh Society's resources (i.e. bulletin boards), or make unsolicited calls on Procurement departments.

Monitoring and Compliance

Suppliers shall conduct audits and inspections to insure their compliance with this Supplier Code of Conduct and applicable legal requirements. If a supplier identifies areas of non-compliance, the supplier agrees to notify the relevant PULSE Bangladesh Society's Procurement Department as to its plans to remedy any such non-compliance.

PULSE Bangladesh Society or its representatives may engage in monitoring activities to confirm Supplier's compliance to this Supplier Code of Conduct, including on-site inspections of facilities, use of questionnaires, review of publicly available information, or other measures necessary to assess supplier's performance.

Any PULSE Bangladesh Society's supplier or PULSE Bangladesh Society's employee that becomes aware of violations of this policy is obligated to notify PULSE Bangladesh Society's Procurement management. Based on the assessment of information made available to PULSE Bangladesh Society, PULSE Bangladesh Society reserves the right (in addition to all other legal and contractual rights) to disqualify any potential supplier or terminate any relationship with any current supplier found to be in violation of the supplier Code of Conduct without liability to PULSE Bangladesh Society.

IV. APPLICATION/EXCLUSIONS

This Supplier Code of Conduct is a general statement of PULSE Bangladesh Society's expectations with respect to suppliers. This Policy should not be read in lieu of but in addition to any supplier obligations as set forth in any (i) request for proposal or other solicitation, or (ii) agreements by and between PULSE Bangladesh Society and the Supplier. In the event of a conflict between this Policy and any PULSE Bangladesh Society's solicitation document or applicable agreement, the terms of the solicitation document or applicable agreement shall control.

No exclusions are applicable to this policy.



V. Compliance Issue:

The supplier is bound to all the compliance issue as an enlisted vendor of PULSE Bangladesh Society notably the followings:

- a. Safeguarding policy**
- b. PSEA**

Vi. Other terms & Conditions:

- a. No engagement of Child labor (Safeguarding policy) not at any part of the supply procedure at any circumstances.
- b. Quality assurance must be 100%
- c. The risk of the materials will be bestowed upon the vendor until reach to the delivery point.
- d. Vat rate 7.5% and tax rate 3%(Both inclusive to the agreed price)
- e. Payment term/period: maximum 14 days after submission of bill
- f. Payment mode: Accounts payee cheque by the name of “_____”

Vi. REFERENCES

IN WITNESS WHEREOF, the undersigned have caused this Supplier Code of Conduct to be executed by their authorized officers as of the date and year first written above.

SUPPLIER

By: _____

Name: _____

Title: _____

Date: _____