



ANNEX C

AAHI Supplier Code of Conduct

BACKGROUND INFORMATION

Action Africa Help International is a regional not for profit humanitarian and development agency with a mission of improving the quality of life of livelihood challenged communities. AAH-I has country Programmes in Kenya, Somalia, South Sudan, Uganda, Zambia, Djibouti and Ethiopia. AAH-Kenya, is an affiliate Country Program of AAH-I, addresses development challenges in partnership with marginalized Kenyan communities mainly living in low income urban and rural settings including Arid and Semi-arid areas (ASALs). AAH-Kenya supports integrated refugee and host community livelihood projects in Turkana West Sub county, Kakuma refugee camp and the host community with integrated livelihood projects.

AAH-I implements value chain based programs that offer holistic and wholesome approach to livelihood activities as the lead livelihood partner for UNHCR in Kakuma Refugee Camp. These programs analyze structural issues affecting supply and demand and evaluate cost effective and efficient strategies to give target groups – which form Micro and Small Enterprises (MSMEs) – a competitive advantage to grow and scale.

In Kakuma Camp and Kalobeyei settlement, most recovery responses revolve around livelihood activities, such as handicraft, that seek to enhance resilience of and create better conditions for economic growth and employment.

Foreword

Action Africa Help International is committed to being an efficient, responsive and competitive organisation. This entails that accountability on AAH-I programmes/projects should not only be financial and technical accountability for resources provided, but also maintaining all forms of social Accountability to partner communities.

AAH-I as an organization stands for financial, technical and beyond that for social accountability. We are committed to alleviating suffering of the poorest of the poor and therefore vendors working with such communities should give due respect to the communities.

One of the institutional cardinal norms of the organization is “sensitivity and respect of cultural norms of beneficiary community”. The comparative advantage of AAH-I staff, because they

control resources, should not be exploited into any forms of abuse to beneficiary communities. Equally important, AAHI vendors contracted to accomplish identified contractual obligations should identify with the norms in the Code, otherwise, the good image generated through observance of the Code of Conduct would be reversed if such vendors don't observe the Code described herein.

The spirit of this Code of Conduct is to complement, reinforce and enhance similar operational guidelines already in force in the organizations or any other instruments that have the same purpose. The Code is not intended to replace or in any way detract from them.

This Code is intended to enhance positive judgment on part of AAH-I field staff, vendors and management as a whole. While all staff at all levels need to have commitment to the Code of Conduct, the managers at the various levels should ensure that guidelines in the Code are adhered to.

It is my hope that this Code of Conduct will go a long way to ensuring that relationships between vendors, staff and beneficiaries are maintained at the highest level, to facilitate achievement of the overall goal of Action Africa Help - International, namely "Improve standard of living among beneficiary communities".

Scope of Application:

The provisions of this Code of Conduct set forth the AAHI's expectations for all Vendors that are registered with AAHI or with whom it does business. AAHI expects Vendors to ensure that this Code of Conduct is communicated to their employees, parent, subsidiary and affiliated entities as well as any subcontractors, and that it is done in the local language and in a manner that is understood by all. In order for a Vendor to be registered as AAHI Vendor or to do business with the AAHI, the Vendor is required to read and acknowledge that this Code of Conduct provides the minimum standards expected of AAHI's Vendors. In addition, Vendors should note that certain provisions of this Code of Conduct will be binding on the Vendor in the event the Vendor is awarded a contract by AAHI's pursuant to the terms and conditions of any such contract. Failure to comply with certain provisions may also preclude Vendors from being eligible for a contract award.

Continuous Improvement:

The provisions as set forth in this Code of Conduct provide the minimum standards expected of Vendors to the AAHI. AAHI expects Vendors to strive to exceed both international and industry best practices. AAHI also expects that its Vendors encourage and work with their own Vendors and subcontractors to ensure that they also strive to meet the principles of this Code of Conduct. We recognize that reaching some of the standards established in this Code of Conduct is a dynamic rather than static process and encourages Vendors to continually improve their workplace conditions accordingly.

Labour:

Freedom of Association and Collective Bargaining: AAHI expects its Vendors to recognize the freely-exercised right of workers, without distinction, to organize, further and defend their

interests and to bargain collectively, as well as to protect those workers from any action or other form of discrimination related to the exercise of their right to organize, to carry out trade union activities and to bargain collectively.

Forced or Compulsory Labour: AAHI expects its Vendor to prohibit forced or compulsory labour in all its forms.

Child Labour: AAHI expects its Vendors not to employ: (a) children below 18 years of age or, if higher than that age, the minimum age of employment permitted by the law of the country or countries where the performance, in whole or in part, of a contract takes place, or the age of the end of compulsory schooling in that country or countries, whichever is higher; and (b) persons under the age of 18 for work that, by its nature or the circumstances in which it is carried out, is likely to harm the health, safety or morals of such persons.

Discrimination: AAHI expects its Vendors to ensure equality of opportunity and treatment in respect of employment and occupation without discrimination on grounds of race, colour, sex, religion, political opinion, national extraction or social origin and such other ground as may be recognized under the national law of the country or countries where the performance, in whole or in part, of a contract takes place. AAHI expects its Vendors to take all appropriate measures to ensure that neither themselves nor their parent, subsidiary, affiliate entities or their subcontractors are engaged in any gender-based or other discriminatory employment practices, including those relating to recruitment, promotion, training, remuneration and benefits.

Health and Safety: AAHI expects its Vendors to ensure, so far as is reasonably practicable, that: (a) the workplaces, machinery, equipment and processes under their control are safe and without risk to health; (b) the chemical, physical and biological substances and agents under their control are without risk to health when the appropriate measures of protection are taken; and (c) where necessary, adequate protective clothing and protective equipment are provided to prevent, so far as is reasonably practicable, risk of accidents or of adverse effects to health.

Human Rights:

Human Rights: AAHI expects its Vendors to support and respect the protection of internationally proclaimed human rights and to ensure that they are not complicating human rights abuses.

Harassment, Harsh or Inhumane Treatment:

AAHI expects its Vendors to create and maintain an environment that treats all employees with dignity and respect. AAHI further expects that its Vendors, their parent, subsidiary and affiliated entities as well as any subcontractors, will neither use or engage in, or allow their employees or other persons engaged by them to use or engage in, any: threats of violence, verbal or psychological harassment or abuse, and/ or sexual exploitation and abuse. Sexual exploitation and abuse violate universally recognized international legal norms and standards and have always been unacceptable behaviour and prohibited conduct for AAHI. Prior to entering into agreements with AAHI, Vendors are informed of the standards of conduct with respect to the prohibition of sexual exploitation and abuse. AAHI expects its Vendors to take all appropriate measures to prohibit their employees or other persons engaged by the Vendors, from engaging in sexual exploitation and abuse. AAHI also expects its Vendors to create and maintain an

environment that prevents sexual exploitation and abuse.

Ethical conduct:

Corruption: AAHI expects its Vendors to adhere to the highest standards of moral and ethical conduct, to respect local laws and not engage in any form of corrupt practices, including but not limited to extortion, fraud, or bribery.

Conflict of Interest: AAHI Vendors are expected to disclose any situation that may appear as a conflict of interest, and disclose if any AAHI official or professional under contract with AAHI may have an interest of any kind in the Vendor's business or any kind of economic ties with the Vendor.

I certify that I have read the AAH-I Vendor Code of Conduct and I understand that I am expected to live up to the standards of behavior described in it. I hereby append my signature as a sign of commitment that I will abide by it.

Signature: _____

Name: _____

Designation: _____

Duty Station: _____

Date: _____