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# Code of Conduct for Vendors

This Code of Conduct outlines the expectations of the World Economic Forum (“the Forum”) for the conduct of all vendors (organizations and individuals) supplying goods or providing services to the Forum (“Vendors”).

As a not-for-profit foundation, the World Economic Forum (“the Forum”) enters into agreements with vendors solely for the purpose of fulfilling the Forum’s mission. The Forum’s independence and intellectual integrity are of utmost importance to the preservation of the Forum’s unique status and its close relationship with the entirety of its constituents.

The Forum adheres, among others, to the principles of human dignity, non-discrimination, fair treatment, health and safety, protection of children, fair labour practice, fair competition, environmental protection, good governance, business integrity, ethical business, anti-corruption, economic sustainability, animal welfare and the rule of law.

## Compliance with Applicable Laws and Regulations

Vendors are committed to abide by all laws, regulations and reporting obligations applicable to their activities. Vendors will ensure that their staff do not breach any such laws and regulations and will be responsible for providing the necessary training.

## Labour and Human Rights

The Forum believes all workers in our supply chain deserve to be treated with the utmost dignity and respect, in a fair and ethical workplace upholding the highest standards of human rights.

### Health and Safety:

Vendors shall provide and maintain a safe work environment and integrate sound health and safety management practices into its business. Workers shall have the right to refuse unsafe work and to report unhealthy working conditions.

Vendors shall obtain, keep current and comply with all required health and safety permits.

### Prevention of Involuntary Labour and Human Trafficking:

Involuntary labour includes the transportation, harbouring, recruitment, transfer, receipt, or employment of persons by means of threat, force, coercion, abduction, fraud or payments to any person having control over another person for the purpose of exploitation.

Vendors shall ensure that they do not rely on involuntary labour.

Vendors shall not traffic persons or use any form of slave, forced, bonded, indentured or prison labour.

Vendors shall not withhold workers’ original government-issued identification and travel documents. Vendors shall ensure that workers’ contracts clearly convey the conditions of employment in a language understood by the workers.

Vendors shall not impose unreasonable restrictions on movement within the workplace or upon entering or exiting company-provided facilities.

Workers shall not be required to pay employers’ or their agents’ recruitment fees or other similar fees to

obtain their employment. Vendors shall ensure that recruitment agencies they use are compliant with the provisions of this Code and the law.

### Anti-Discrimination:

Vendors shall not discriminate against any worker based on age, disability, ethnicity, gender, marital status, national origin, political affiliation, race, religion, sexual orientation, gender identity, union membership, or any other status protected by any applicable law, in hiring and other employment practices.

### Anti-Harassment and Abuse:

Vendors shall keep their workplace free of harassment and abuse. Vendors shall not threaten workers with, or subject them to, harsh or inhumane treatment, including but not limited to verbal abuse and harassment, psychological harassment, sexual harassment, mental or physical coercion.

### Staff behaviour when working for the Forum:

Vendors staff shall demonstrate professional behaviour and appropriate conduct at all times with Forum staff, Forum Partners and other constituents, inside and outside the Forum’s premises and, when it is the case, during any events organized by the Forum.

## Child Protection

**Child labour**, is defined by the International Labour Organisation (ILO) as : “work that :

- is mentally, physically, socially or morally dangerous and harmful to children; and
- interferes with their schooling by: depriving them of the opportunity to attend school; obliging them to leave school prematurely; or requiring them to attempt to combine school attendance with excessively long and heavy work.”

The Forum is committed to:

- ensuring the rights and protection of children under age 18;
- Taking all reasonable steps to protect children from all forms of exploitation and abuse;
- Protecting the interests and wellbeing of children in all of our operations, activities and decisions;

Vendors shall therefore refrain from employing child labour and implement a systematic approach to identifying and correcting any violation to the above Forum commitment in its operations.

Any infringement of the above-mentioned commitment should be immediately reported to the Forum using the reporting mechanism described under section “Reporting of violations” below.

## Environment

Vendors shall develop, implement and maintain environmentally responsible business practices to minimize the impact of their operations, products and services on the environment.

Vendors shall obtain, keep current and comply with all required environmental permits and shall comply with the reporting requirements of applicable permits and regulations.

Vendors shall minimize their impact on biodiversity and ecosystems.

### **Regulated Substances:**

Vendors shall comply with regulations regarding Regulated Substances for all products it manufactures for or provides to the Forum.

Vendors shall minimize the use of chemicals known to cause damage or pose risks to the environment.

### **Resource Use:**

Throughout the manufacturing and supply process, Vendors shall maximize resource use to reduce environmental impact (e.g. water, sources of energy, raw materials).

### **Waste Management:**

Vendors shall avoid waste and keep products and materials in active, high-level use for as long as possible. They shall favour materials with reused and recycled content and products that are designed with minimal packaging and can be either reused or recycled.

Vendors shall implement a systematic approach to identify, manage, reduce and responsibly dispose of or recycle hazardous and non-hazardous waste.

### **Pollution Prevention:**

Vendors shall endeavour to minimize the impact of their operations on water, air, soils and biodiversity by implementing conservation and substitution measures.

## Supply chain

Vendors staff in charge of selecting products or services from any other third parties must do so with the sole aim of securing the best overall value, having due regard to price, quality and reputation. Any financial transactions relating to the Forum must be traceable, justified and documented.

Vendors shall ensure that products and services are sourced, produced and supplied under a set of internationally accepted environmental, social and ethical requirements and standards in alignment with the key principles of the United Nations Global Compact.

## Ethical Conduct

### **Integrity Dealing with Others:**

The Forum does not tolerate any form of bribery or corruption and actively supports international efforts to fight bribery and corruption.

Vendors shall comply with all applicable laws, statutes, regulations, codes, et al relating to anti-bribery and anti-corruption, including the UK Anti- Bribery Act and the Foreign Corrupt Practices Act (FCPA) and applicable international anti-corruption conventions.

Vendors shall refrain from engaging in any form of bribery or corruption (including facilitation payments) when dealing with private parties or public officials.

In particular, Vendors shall not offer, provide, authorize, request or receive any financial or other advantage (e.g. gifts or hospitality) with the intent or prospect of influencing or determining the recipient's decision-making or other conduct and/or as an inducement or reward for the improper performance of a person's relevant function.

Furthermore, Vendors shall not engage in embezzlement, theft, misappropriation or misuse of assets.

If a Vendor acts on behalf of the Forum and becomes aware of any suspicious, risky or corrupt conduct, they must immediately report it to and follow any instructions by the Forum.

### **Conflicts of Interest:**

Vendors shall ensure of its staff professional judgment, objectivity and independence.

Vendors' staff shall not solicit any form of personal advantage from any person seeking to procure Vendors' products or services.

### **Relationship with Forum employees:**

Vendors' staff should neither solicit gifts nor offer gifts to Forum's staff; as well as any other advantage such as trips or other forms of hospitality in a professional/business context, including access to events or other entertainment venues, participation in seminars, conferences, trade fairs and similar events.

Vendors shall not award special discounts to Forum employees and must not allow any preferential treatment of Forum employees.

### **Disclosure of Information:**

Vendors shall accurately record information regarding their business activities, labour, health and safety, and environmental practices and shall disclose such information, without falsification or misrepresentation, to all appropriate parties and as required by law.

### **Statements on Behalf of the Forum:**

Vendors are not authorized to make statements on behalf of the Forum and shall not promote its products, services or activities during any event and/or in connection with any event and/or on any digital platform. A contract with the Forum does not grant or imply the Forum's endorsement or sponsorship of the Vendor's products or services or otherwise express any preferences for, or promotion of, the Vendor's products or services in the marketplace.

### **Economic Sanctions:**

Economic and trade sanctions are restrictive measures taken by a country, or group of countries (e.g. the European Union), or an international organization (e.g. the United Nations), which target one or more countries, organizations, entities and/or individuals. Vendors must ensure, as a matter of principle, compliance with economic and trade sanctions, and ensure that their staff must not do anything that is not permissible under applicable law.

### **Fair Competition:**

Antitrust/competition laws ensure that organizations compete fairly. They prohibit behaviour that prevents, restricts or distorts competition and aim to protect competitive markets structures to enable companies to compete fairly with each other. Vendors will conduct their business in line with fair competition and in accordance with all applicable antitrust laws.

Vendors shall uphold the principles of good faith and fair dealing, and follow standards of good procurement practice, as well as all applicable rules and regulations regarding fair competition.

### **Animal Welfare:**

Vendors shall comply with the animal welfare standards outlined in the Convention on International Trade in Endangered Species of Wild Fauna and Flora (CITES) and in ABTA's Animal Welfare Minimum Requirements.

## **Non-Compliance**

Unless explicitly and mutually agreed upon by the Forum and the Vendor, all the above listed expectations will be treated by the Forum as having contractual force in the context of the relationship with the Vendor.

### **Violation of this Code of Conduct:**

Vendors shall notify the Forum upon discovery of conduct which is inconsistent with this Policy and take timely and appropriate remedial or corrective actions in such situations, and if necessary, coordinating such actions with the Forum.

The Forum may assess the compliance of vendors with this Code. Any violations of this Code may jeopardize the vendor's business relationship with the Forum up to, and including, termination of ongoing relationship as well as debarment from further activities involving the Forum.

The Forum shall coordinate with Vendors and their representatives as well as with relevant national or local authorities, at its discretion, to recover Forum resources determined to have been misused or misappropriated in violation of this Code of Conduct.

The Forum reserves the right to notify national or local authorities of violations without notification to the Vendor, if disclosure may jeopardize further law enforcement efforts to identify responsible parties or recover funds.

### **Reporting of violations**

Employees of Vendors working on delivering goods or providing services to the Forum shall be made aware of the existence of, and given access to, this Code of

Conduct.

If they become aware of breaches of this Code of Conduct that have not been properly reported to the Forum, employees of vendors are invited to escalate such reporting through the World Economic Forum's reporting hotline by sending an email to : [compliance@weforum.legal](mailto:compliance@weforum.legal)

Reports received through the hotline will be treated with due care and confidentiality by the hotline operator and the Forum's Legal & Compliance Department, in order not to disclose, to the extent legally and practically possible, the identity of the reporter.

Any form of retaliation by a Vendor against their employees for reporting or suggesting to report issues through the World Economic Forum hotline will be considered by the Forum as a violation of this Policy, even if the reported issue does not constitute a violation itself.

*The Procurement and Legal & Compliance Departments of the World Economic Forum are the custodian of this Code of Conduct.*

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