

Abu Dhabi Sewerage Services Company Supplier / Service Provider Ethics and Code of Conduct

- a) Abu Dhabi Sewerage Services Company (ADSSC) expects all Suppliers / Service Provider to comply with its Supplier / Service Provider Ethics and Code of Conduct, regardless of business practices and social customs.

ADSSC Business Philosophy is to conduct business without compromising integrity and professionalism, this includes:

- Compliance with the Law
- A fair and transparent Invitation for Tender and Awarding process
- Respecting competition
- No apparent conflict of interests

ADSSC expects its Suppliers / Service Provider to meet its Supplier / Service Provider Ethics and Code of Conduct requirements, this includes:

- Complying with ADSSC Supplier / Service Provider Ethics and Code of Conduct
 - Ensuring that all their employees who interact with ADSSC understand and adhere to the ADSSC Supplier / Service Provider Ethics and Code of Conduct for doing business with ADSSC.
- b) ADSSC desires to operate in an environment that is free from influence due to unethical business practices. Therefore, Suppliers / Service Provider are requested to conduct business with ADSSC in a manner that would not in any way compromise the ADSSC Supplier / Service Provider Ethics and Code of Conduct.
- c) The name 'ADSSC' as used in this Supplier / Service Provider Ethics and Code of Conduct shall include ADSSC's, its successors, owners, Board Members, senior management, employees, consultants, agents and representatives.

ADSSC Suppliers / Service Provider and personnel are requested to abide by the following ADSSC Supplier / Service Provider Ethics and Code of Conduct when dealing with ADSSC:

1. Illegal Payments & Business Courtesies

- Shall not make or offer bribes, kickbacks, or payments of money or anything of value to ADSSC for the purpose of obtaining or retaining business related in any way to ADSSC.
- Refrain from accepting or offering money in any form, gifts over a nominal value, special hospitality treatment, or other financial benefits that may influence any decision.
- Refrain from unethical or compromising practices in relationships, actions or communications.
- Ensure that any expenditure incurred in connection with any current or future transaction with ADSSC are transparent and duly incurred in the ordinary course of business.
- Refrain from offering any business courtesies to ADSSC that will be embarrassing to the Supplier / Service Provider or to ADSSC.

- All information provided to Suppliers / Service Provider within the Invitation for Tender and Awarding process, and all subsequent communications, is strictly confidential and is not permitted to be disclosed or discussed with any other Suppliers / Service Provider or individuals outside this Invitation for Tender and Awarding.

2. Financial Integrity And Financial Records And Accounting:

- Accurate and reliable financial and business records are of critical importance in meeting ADSSC's financial, legal, and business obligations. Suppliers / Service Provider should not have any false or inaccurate entries in the accounting books or records related to ADSSC for any reason.
- ADSSC expects that Suppliers/ Service Provider business records will be kept in accordance with all applicable laws and regulations and the Supplier / Service Provider will grant access to ADSSC subject to appropriate confidentiality agreement.
- All communications of commercial terms between the Supplier / Service Provider and ADSSC must be directed through the channels prescribed in the RFP or RFI process. Outside this, a Supply Chain representative must be included in all correspondence concerning financial aspects of proposals.

3. Conflicts Of Interest:

- The term “conflict of interest” describes any circumstance that could cast doubt on the Supplier’s / Service Provider ability to act with total objectivity with regard to the supply of products and services to ADSSC.
- If Suppliers / Service Provider know, or is expected to know, that there exists a conflict of interest with ADSSC whether, actual, perceived, or potential, all pertinent details should be reported to ADSSC immediately.
- Without limitation, the Supplier / Service Provider should report immediately any situations where it is aware, or is expected to be aware, that a current owner, officer, director, employee, consultant, agent or representative of the Supplier / Service Provider is a current owner, officer, director, employee, agent or representative of ADSSC (including family of the first degree).

ADSSC Suppliers / Service Provider who attempt to compromise this Supplier / Service Provider Ethics and Code of Conduct will be subject to termination of contract without compensation, and be suspended from any future business with ADSSC. ADSSC reserves the right to also seek legal action.

Reporting an Ethics violation:

ADSSC Suppliers / Service Provider are expected to report concerns regarding violation of the ADSSC Supplier / Service Provider’s Ethics and Code of Conduct to EthicsLine@adssc.ae

All correspondence through this channel will be confidential. It is strongly recommended that contact details are provided to assist with any independent investigation which may follow.

Received and accepted by:

Name of Supplier / Service Provider :

Date and Supplier / Service Provider company seal: