

## Bilgi Gelişim Derneği (MIDMAR) Supplier Code of Conduct

### Introduction

Code of conduct for Suppliers – Bilgi Gelişim Derneği (MIDMAR) requires all suppliers to adhere to the Code of Conduct developed based on the Inter-Agency Procurement Group (IAPG) and the generally accepted standards of procurement and supply chains management.

Suppliers and manufacturers to Non-Governmental Organizations (NGO's) should be aware of the Code of Conduct initiatives that the Inter-Agency Procurement Group (IAPG) supports.

This information is to advise you, our suppliers of the Corporate Social Responsibility (CSR) element in our supplier relationships.

1. Goods and services purchased are produced and developed under conditions that do not involve the abuse or exploitation of any persons.
2. Goods produced and delivered by organizations subscribe to no exploitation of children.
3. Goods produced and manufactured have the least impact on the environment.

### Supplier Code of Conduct

1. The introduction is an integral part of this code of conduct.
2. This document set all the expectation for supplier dealing with Bilgi Gelişim Derneği (MIDMAR) to ensuring that a company's suppliers put into place safe working conditions and their employees are treated with respect.
3. The supplier's production process being responsible and environmentally friendly.
4. Bilgi Gelişim Derneği (MIDMAR) expects that any supplier providing products or services will adhere to the principles concerning International Labor Standards.
5. Bilgi Gelişim Derneği (MIDMAR) expects our suppliers to use their best efforts to implement these standards with their suppliers and subcontractors, and that it is done in the local language and in a manner that is understood by all. Inspired by the United Nations Global Compact initiative, the United Nations Guiding Principles and Human Rights, the International Labor Organization's Declaration on Fundamental Principles and Rights at Work, and the chemical industry's Responsible Care program our Supplier Code of Conduct represents our understanding of these ESG standards (Environmental, Social, and Governance (ESG) Criteria Definition).
6. Components of a supplier code of conduct include the following:
  - a. Compliance with Laws: Suppliers, providing services, goods and works, are expected to abide by all the host country laws and regulations. These include but not limited to laws regarding anti-corruption, anti-bribery, environmental matters, occupational health and safety, labor and employment practices, human rights, immigration, product safety, shipping and product labeling.
  - b. Gifts, Hospitality and Entertainment: Bilgi Gelişim Derneği (MIDMAR) has a "zero tolerance" policy and does not accept any type of gift or any offer of hospitality. Code of Business Conduct restricts Bilgi Gelişim Derneği (MIDMAR) employees from accepting gifts or favors from Suppliers or prospective Suppliers, and from using their status with Bilgi Gelişim Derneği (MIDMAR) in order to obtain personal gain from those wishing to do business with Bilgi Gelişim Derneği (MIDMAR).
  - c. Environmental Commitment: Bilgi Gelişim Derneği (MIDMAR) expects its Suppliers to conduct their businesses in a manner that preserves and protects the environment. To minimize or eliminate negative impacts of their operations on the environment, Suppliers should endeavor to minimize waste, avoid excess packaging, use nontoxic, recycled and recyclable materials where possible and promote energy efficiency.
  - d. No Child Labor or Forced Labor: Bilgi Gelişim Derneği (MIDMAR) does not use child Labor and it expects its suppliers to do the same. We expect our suppliers to comply with local laws regarding the minimum age of employees Suppliers. Suppliers shall not use workers under the applicable legal age of employment, or forced or involuntary labor or engage any supplier, vendor, contractor or partner that uses such workers.

Suppliers should only use workers who are not less than sixteen (18) years of age. Where local standards are higher, no person under the legal minimum working age will be employed by supplier.

- e. Immigration/Legally Qualified to Work: Suppliers shall ensure that all of its workers, whether employees or contractors, are properly documented and legally qualified to work in the jurisdiction where such workers are providing services as required under local immigration, tax, and other related laws.
- f. Employment Practices of Suppliers: The procedures and policies of Suppliers should reflect the commitment of Bilgi Gelişim Derneği (MIDMAR) to fair and reasonable labor and employment practices as well as diversity in the workplace. Suppliers are expected to comply with all local and applicable labor laws and employment standards, such as compensating workers in compliance with all applicable wage, benefit and employment standards laws and maintaining reasonable employee work hours and a safe and healthy workplace.
- g. Health, Safety and Hazard Prevention: Supplier shall identify, evaluate and manage occupational health and safety hazards through a prioritized process of hazard elimination, engineering and administrative controls. Supplier shall provide workers with appropriately maintained job-related protective equipment, and provide instructions and training on its proper use.
- h. Confidentiality: Suppliers may from time to time may be provided with or have access to confidential business information, trade secrets, formulations, recipes, specifications or other sensitive information which belongs to Bilgi Gelişim Derneği (MIDMAR). Suppliers must keep all such information strictly confidential and shall only disclose it to those individuals within their own organizations with a need to have the information. Suppliers shall not disclose such information to any other party without the written permission of Bilgi Gelişim Derneği (MIDMAR).
- i. Conflict of Interest: Supplier should avoid any interaction with any Bilgi Gelişim Derneği (MIDMAR) employee that may conflict or appear to conflict with that employee acting in the best interests of Bilgi Gelişim Derneği (MIDMAR). Bilgi Gelişim Derneği (MIDMAR) suppliers are expected to disclose to Bilgi Gelişim Derneği (MIDMAR) any situation that may appear as a conflict of interest.
- j. Corruption: Bilgi Gelişim Derneği (MIDMAR) expects its suppliers 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.