

Supplier Code of Conduct Policy

Policy Owner	Global People
Policy Issuance	July, 2022
Last updated	January, 2025
Regions/Offices	Global
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1. Introduction

This Code of Conduct applies to all 3ie suppliers, contractors, partners, collaborators, consultants, and sub-contractors, regardless of location (known as supplier throughout this document). In accepting a contract or appointment with 3ie, the supplier agrees to undertake to discharge their duties and to regulate their conduct in line with the requirements of this code, the contract and all relevant policies and procedures. The code is designed for guidance and protection, although a breach may result in suspension of services or termination of the contract with 3ie. Where warranted, a breach could also lead to criminal prosecution.

All 3ie policies and practices related to this code and duty of care are reviewed regularly and are the subject of annual board reporting.

This code may be amended by 3ie from time to time.

2. 3ie's values

Whilst recognising that local laws and cultures differ considerably from one country to another, 3ie works internationally and therefore this code reflects 3ie's fundamental aims and values and seeks to ensure that suppliers maintain the highest standards of behaviour and conduct at all times.

3ie's values provide the foundation for a good duty of care culture:

RESPECT

- We respect human rights and treat everyone with dignity and fairness.
- We follow and advocate ethical and safe research practices that take context into account.
- We respect our stakeholders' time and value clear and responsive communication.

INNOVATION

- We strive to be creative, adaptive, flexible, and solutions-based in addressing complex development problems.
- We balance time-tested approaches with innovation.
- We are a learning organization.

QUALITY

- We promote the use of relevant and rigorous research methods.
- We believe in and promote high standards, be it in research, in fostering quality open data, or in engagement and communication.
- We strive to strengthen the capacity of our staff and L&MIC partners to achieve excellence.

INCLUSION

- We see strength in diversity and value the knowledge that comes from people's diverse experiences.
- We believe in and promote gender equity and have zero tolerance for any form of discrimination.
- We believe research is a public good that must be accessible to as many people as possible

CO-CREATION

- We believe the best solutions come from co-creation. We seek and strengthen partnerships to address complex development problems.
- We advocate for transparent and stakeholder-responsive practice in the workplace as well as in the evidence community.
- We promote context-relevant and engagement-driven research.

3. 3ie's Code of Conduct: our standards

3ie expects its suppliers to have their own robust duty of care policy and their own codes of conduct that either meet or exceed 3ie's own standards. They will also be required to have a minimal duty of care and codes of conduct and policies, which 3ie will have the right to peruse.

3.1 Conduct and behaviour

The Supplier shall uphold the integrity of 3ie by ensuring that personal and professional conduct is, and is seen to be, of the highest standard in keeping with 3ie's aims and values.

In particular, the Supplier will,

- Contribute to a working environment characterised by mutual respect, integrity and

dignity for all personnel and challenge any form of harassment and discrimination during the performance of its services for 3ie.

- Perform duties and conduct their private lives in a manner that avoids conflicts of interest with the work of 3ie.
- Be responsible for the use of information, equipment, money, and resources to which they have access by reason of their association with 3ie.
- Protect the health, safety, security and welfare of all personnel assigned to provide services to 3ie
- Protect human rights in relation to the services provided to 3ie.
- Oppose criminal or unethical activities in relation to the services provided to 3ie.

The supplier shall refrain from and seek to prevent any form of harassment, discrimination, intimidation, or exploitation, and treat all people with dignity and respect. In particular, the supplier must ensure that they and their staff associated with 3ie:

- Do not engage in any exploitative, abusive, or corrupt relationships.
- Do not offer employment, money, goods, or services for any form of humiliating, degrading or exploitative behaviour.
- Do not abuse or exploit any individual in any way.
- Will contribute towards a working environment characterised by mutual respect, integrity and dignity for all staff, associates, and subcontractors.
- Do not engage in or permit any behaviour that may adversely affect 3ie's reputation. This includes misconduct on internet-based activity, including social media sites and blogs.

Any disruptive behaviour or action by the staff of the Supplier associated with 3ie shall expose such staff to appropriate disciplinary action by 3ie.

3.2 Exploitation and abuse

3ie believes that everyone with whom we come into contact, regardless of sex, age, gender identity, disability, sexual orientation, ethnic origin, religion or caste has the right to be protected from all forms of harm, abuse, neglect and exploitation. 3ie is committed to providing a healthy and safe working environment.

3ie has a zero-tolerance policy for any form of sexual harassment, treats all incidents seriously and promptly investigates all allegations of sexual harassment. 3ie expects

suppliers to have their own policies in relation to any incident of sexual harassment while at workplace and/ or any place visited by such person(s) arising out of or during the course of employment with 3ie.

3ie also has the highest standards and takes a zero-tolerance approach to any form of human trafficking, exploitation or modern slavery in any of its dealings or on the part of its suppliers.

3ie reflects these commitments in its safeguarding policies.

3.3 Conflicts of interest

The supplier will take all reasonable steps to avoid any possible conflicts of interest with the work of 3ie and will inform 3ie in writing as soon as it becomes aware of the potential conflict.

3.4 Bribery and corruption

3ie is committed to the highest standards of openness, probity and accountability by having adequate and responsible policies which comply with laws, best practice and meet donor requirements.

The supplier will take a zero-tolerance approach to all bribery and corruption. In particular, the supplier undertakes the following:

- Undertakes not to accept benefits it is not contractually entitled to, attempt to bribe officials or any other person, receive bribes or fail to prevent bribery that it is aware of
- Undertakes not to accept gifts or any form of remuneration or payment from governments, donors, suppliers and other persons, which have been offered to it as a result of, or in connection with the services supplied to 3ie and shall inform 3ie in writing immediately if any such gifts or payments are offered or proposed (this does not apply to one-off small tokens of appreciation valued at less than US\$40 of a nominal value)
- Undertakes not to request any service or favour from others in return for assistance by 3ie.

3ie encourages the reporting of fraud and corruption through formal reporting mechanisms or a whistle-blower policy. The supplier can use 3ie's whistle-blower policy to

report instances of bribery and corruption that have any association with 3ie.

3.5 Data, confidential information and property

Suppliers will be responsible for the appropriate, ethical and legal use of data, information, equipment, money and resources to which it has access by reason of its association with 3ie. Suppliers will act in these ways:

- Comply with 3ie policy and procedures, and all relevant legislation, when handling personal, sensitive or confidential data or information
- Work within agreed authorisation levels before communicating externally in 3ie's name or in relation to the services
- Appropriately account for all 3ie funds and property e.g. vehicles, office equipment, and computers, including the use of internet, email and intranet protection in 3ie policies

3.6 Health and welfare

The supplier will protect the health, safety, security and welfare of its own and 3ie employees working, associated and sub-contracted with the supplier. In particular, the supplier will act in these ways:

- Will comply with local security management guidelines and be proactive in informing the 3ie project leader of any necessary changes to such guidelines
- Will ensure that its staff which is associated with 3ie, takes all steps necessary to avoid any unnecessary risk to the safety, health and welfare of themselves and others.

3.7 Prohibited activities

Suppliers must avoid involvement in the following activities:

- Criminal or unethical activities
- Contravene human rights
- Compromise the work of 3ie or its grantees by bringing disrepute to 3ie.

The supplier will ensure that its staff are sensitive to and aware and respectful of, customs and culture in the places where they work and of those they work with, except where such customs or cultures conflict with this code of conduct which shall take precedence

over such customs or culture. The supplier will have its own policies or policy statements in place to ensure adherence to the standards set out above. Where the supplier does not have such policies in place or 3ie does not deem such policies adequate, the supplier will adhere to comply with 3ie's policies and procedures.

3ie requires all its suppliers to comply with this code and reserves the right to check compliance at any time. The supplier is responsible for conveying this code to its employees and representatives and throughout its supply chain.

Any breach of the obligations stipulated in this code is considered a material breach of contract by the supplier and may lead to the termination of the relationship with 3ie. Our preference is to work collaboratively with our suppliers to identify any issues and to ensure that appropriate remediation steps are taken promptly. 3ie encourages its suppliers to engage with 3ie at the earliest opportunity if it becomes aware of any difficulty in complying with this code. These can be raised through the Senior Safeguarding Officer at 3ie (safeguardingconcerns@3ieimpact.org) or through 3ie's [Whistleblowing Reporting Form](#).
