

Vendors Code of Conduct

1. SCOPE OF APPLICATION

This Code of Conduct (the “Code”) sets out the minimum standards expected from the World Bank Group (“WBG”) vendors (“Vendors”) and is part of the WBG vendor integrity policies¹. Vendors should consider this Code as applicable to their entire supply chain, and, at a minimum, shall also require their next-tier suppliers to acknowledge and implement the Code or a substantially equivalent code. Failure to comply with the provisions of this Code may preclude Vendors from being eligible for a contract award and may result in a contract being terminated.

In addition to this Code, Vendors whose employees perform work on WBG premises are subject to WBG’s Code of Conduct for On-site Vendor Employees.

2. ETHICAL CONDUCT

Compliance with Applicable Law

Vendors must operate in full compliance with applicable laws, rules, and regulations.

Corruption

Vendors must adhere to the highest standards of moral and ethical conduct and not engage in any form of integrity violations, including, but not limited to, fraud, corruption, coercion, collusion, and obstructive practices.

Gifts, Favors, and Benefits

Vendors must not offer or provide any gifts, favors, entertainment, hospitality or any other benefits to a WBG staff member or their immediate family².

Conflict of Interest

Vendors must disclose to the WBG’s Corporate Procurement unit any situation that constitutes or may appear as a conflict of interest.

Vendors must not be associated, or involved in any way, directly or indirectly, with the preparation of the design, specifications and/or other documents used as part of any selection for which Vendor is submitting a bid or proposal.

¹ WBG Vendors and Contracts are used interchangeably. Vendors include prospective Vendors. Prospective Vendors are firms submitting bids or proposals.

² WBG Staff includes Short Term and Extended Term Consultants and Temporaries.

WBG policy restricts companies or entities from bidding on or receiving WBG contracts if (i) a WBG staff member or their immediate family is an owner, officer, partner or board member of the company or entity or (ii) a WBG staff member or their immediate family has a financial interest in the company or entity. Vendors must comply with this policy and promptly disclose any violation of the policy to the WBG's Corporate Procurement unit.

WBG policy also restricts current and former WBG staff from providing services under a WBG contract. Former WBG staff members are prohibited from performing services for any other entity, or person related to an activity in which the staff member participated personally and substantially during the WBG employment. Vendors must facilitate WBG's compliance with this policy.

3. LABOR, HUMAN RIGHTS AND SOCIAL RESPONSIBILITY

Labor

Vendors must not engage in forced or compulsory labor in all its forms. Vendors must not employ: (a) children below 14 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.

Vendors must ensure the payment of wages in legal tender, at regular intervals no longer than one month, in full and directly to the employees concerned. Vendors should keep an appropriate record of such payments. Deductions from wages are permitted only under conditions and to the extent prescribed by the applicable law, regulations or collective agreement, and Vendors should inform the employees concerned of such deductions at the time of each payment. The wages, hours of work and other conditions of work provided by Vendors should be not less favorable than the conditions prevailing locally (i.e., as contained in: (i) collective agreements covering a substantial proportion of employers and employees; (ii) arbitration awards; or (iii) applicable laws or regulations), for work of the same character performed in the trade or industry concerned in the area where work is carried out.

Harassment

Vendors and their employees must not engage in any form of harassment, including sexual harassment, mental or physical coercion, or verbal abuse of WBG staff, contractors and its employees.

Vendors and their employees should report allegations of harassment or sexual harassment by WBG staff to the WBG's Ethics and Business Conduct Department (EBC). The reporting can be anonymous. Vendors must not dissuade or penalize

their employees from reporting harassment or sexual harassment allegations to EBC. Reports can be made by email to ethics_helpline@worldbank.org, by phone at +1 202-473-0279, by calling a 24/7 hotline at +1 800-261-7497, or online: <http://www.worldbank.org/en/about/unit/reporting-sexual-misconduct>.

Non-discrimination

Vendors will not engage in unlawful discrimination based on race, color, age, gender, sexual orientation, gender identity and expression, ethnicity or national origin, disability, pregnancy, religion, political affiliation, union membership, protected genetic information or marital status in hiring and employment practices such as wages, promotions, rewards, and access to training.

4. HEALTH AND SAFETY CONDUCT

Vendors will provide adequate occupational safety training for employees and will identify, assess and control potential exposure to safety hazards. Personal protective equipment and educational materials will be provided where hazards cannot be adequately controlled.

5. ENVIRONMENTAL POLICY

Environmental Conduct

In order to contribute to waste reduction and to increase the development and awareness of environmentally sound purchasing, wherever possible, Vendors will strive to use durable products, reusable products and products (including those used in provision of services) that contain the maximum level of post-consumer waste, post-industrial and/or recyclable content, without significantly affecting the intended use of the goods or services. It is recognized that a cost analysis may be required in order to ensure that such products are made available at competitive prices.

Pollution prevention and resource reduction

Vendors will utilize strategies to deliver the product or service that minimizes the emissions and discharges of pollutants and generation of waste. Vendors should strive to conserve [scarce] natural resources, including water, fossil fuels, minerals, and virgin forest products.

Environmental Permits and Reporting

Vendors must obtain, maintain, and keep current all environmental permits, approvals, and registrations.

Hazardous Substances

Vendors will adhere to all applicable laws and regulations regarding the restriction of specific substances in products and manufacturing and will take particular care to restrict and/or avoid the use of the "[hazardous handful](#)" of chemicals in products.

6. DIVERSITY

Vendors will support opportunities for access and growth of entities owned and controlled by minorities, women, and disabled persons with an emphasis on measurable results and continuous improvement. Vendors are encouraged to support the World Bank Diversity program by, at a minimum, directly contracting with such suppliers to expand their involvement in WBG's business. Vendors will be expected to report on results specifically pertaining to diversity as required by the WBG.