

## Abu Dhabi Sustainable Water Solutions Company Supplier / Service Provider Ethics and Code of Conduct

a) Abu Dhabi Sustainable Water Solutions Company (SWS) expects all Suppliers / Service Provider to comply with its Supplier / Service Provider Ethics and Code of Conduct, regardless of business practices and social customs.

### **SWS 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

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

- Complying with SWS Supplier / Service Provider Ethics and Code of Conduct
- Ensuring that all their employees who interact with SWS understand and adhere to the SWS Supplier / Service Provider Ethics and Code of Conduct for doing business with SWS.

b) SWS 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 SWS in a manner that would not in any way compromise the SWS Supplier / Service Provider Ethics and Code of Conduct.

c) The name 'SWS' as used in this Supplier / Service Provider Ethics and Code of Conduct shall include SWS's, its successors, owners, Board Members, senior management, employees, consultants, agents, and representatives.

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

#### **1. Illegal Payments & Business Courtesies**

- Shall not make or offer bribes, kickbacks, or payments of money or anything of value to SWS for the purpose of obtaining or retaining business related in any way to SWS.
- 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 SWS is transparent and duly incurred in the ordinary course of business.
- Refrain from offering any business courtesies to SWS that will be embarrassing to the Supplier / Service Provider or to SWS.
- 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 SWS'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 SWS for any reason.
- SWS 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 SWS subject to appropriate confidentiality agreement.
- All communications of commercial terms between the Supplier / Service Provider and SWS 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 SWS.
- If Suppliers / Service Provider know, or is expected to know, that there exists a conflict of interest with SWS whether, actual, perceived, or potential, all pertinent details should be reported to SWS 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 SWS (including family of the first degree).

**SWS 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 SWS. SWS reserves the right to also seek legal action.**

### **Reporting an Ethics violation:**

- SWS Suppliers / Service Provider are expected to report concerns regarding violation of the SWS Supplier / Service Provider 's Ethics and Code of Conduct to **EthicsLine@sws.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: