

## Declaration on ethical and professional conduct

I the undersigned [insert name], representative of company [insert name] declare that I nor any subcontractors I engage

- am bankrupt or being wound up, be insolvent, have my affairs administered by the courts, have entered into an arrangement with creditors, have suspended business activities, am the subject of proceedings concerning those matters, or am in any analogous situation arising from a similar procedure provided for in national legislation or regulations;
- have been convicted of an offence concerning my professional conduct by a judgment that has the force of *res judicata*;
- have been guilty of practices of collusion;
- have been the subject of a judgment that has the force of *res judicata* for fraud, corruption, involvement in a criminal organization or any other illegal activity.
- have not fulfilled obligations relating to the payment of social security contributions or the payment of taxes in accordance with the legal provisions of the country in which they are established or those of the country where the contract is to be executed;
- do not respect basic social rights and working conditions, and the labour legislation of the country in which I am established or in the country where the contract is to be performed;
- employ child labour;
- have been guilty, in the framework of another purchase process, of grave professional misconduct proven by any means that Oxfam-Solidarity can justify;
- am subject to a conflict of interests;
- am guilty of misrepresentation in supplying the information required by Oxfam-Solidarity;
- have made gifts to personnel of Oxfam-Solidarity and/or the partner organisation and/or the inspection company.
- have made threats to the personnel of Oxfam-Solidarity and/or the partner organisation and/or the inspection company.
- Am involved in the production of tobacco
- Am involved in the production and sale of arms
- Am involved in acts of piracy or terrorism

I the undersigned [insert name], representative of company [insert name] also declare that I

- will ensure that my conduct is consistent with the human rights framework to which Oxfam subscribes.
- will contribute to preventing all forms of criminal or unethical activities.
- will comply with local security management guidelines of Oxfam and will act on appropriate risk assessments of Oxfam.
- will behave in such a way as to avoid any unnecessary risk to the safety, health and welfare of themselves and others, including partner organizations and beneficiaries.
- will use my discretion when handling sensitive or confidential information during the execution of my contract with Oxfam.
- will seek authorization where necessary before communicating externally in Oxfam's name and will be cautious to avoid any unintended detrimental repercussions for Oxfam.
- will make every effort to protect the environment (nature) and work sustainably.
- will be sensitive and respectful of local customs and cultures
- contribute to a work environment characterized by mutual respect, integrity, dignity and non-discrimination.
- will not work under the influence of alcohol and will not use or be in possession of illegal substances in Oxfam's premises, vehicles or accommodation.
- will not engage in relationships or behaviors based on exploitation, abuse or corruption.
- respect the rights of others, including the rights of children, and will not engage in the abuse or sexual exploitation of children, or any other person of any age.
- never trade money, job offers, jobs, goods or services for sexual acts or any other humiliating, degrading or exploitative behavior.

Date, and signature