

## Abu Dhabi Sustainable Water Solutions Company (SWS) Supplier / Service Providers Ethics and Code of Conduct

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

### **SWS's Business Philosophy is to conduct business without compromising integrity and professionalism, this includes:**

- Compliance with the Law
- A fair and transparent Invitation for the Tender and Awarding process
- Respecting competition
- No apparent conflict of interests

### **SWS expects it is Suppliers / Service Providers 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 is committed to operate in an environment that is free from influence of unethical business practices. Therefore, Suppliers / Service Providers are requested to conduct business with SWS in a manner 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 Providers Ethics and Code of Conduct includes SWS, its successors, owners, board members, senior management, employees, consultants, agents, and representatives.

## **SWS Suppliers / Service Providers and personnel are requested to abide by the following SWS Supplier / Service Providers 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 to obtain 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 SWS.
- All information provided to Suppliers / Service Providers 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 Providers 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 Providers 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 Providers business records will be kept (by) all applicable laws and regulations, and the Supplier / Service Providers will grant access to SWS subject to appropriate confidentiality agreement.
- All communications of commercial terms between the Supplier / Service Providers 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 the 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 Providers' ability to act with total objectivity (about) the supply of products and services to SWS.
- If Suppliers / Service Providers 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 Suppliers / Service Providers 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 the family of the first degree).

**SWS Suppliers / Service Providers who attempt to compromise this Supplier / Service Provider Ethics and Code of Conduct will be subject to termination of the contract without compensation and will be suspended from any future business with SWS. SWS reserves the right to also seek legal action.**

### Reporting an Ethics violation:

- SWS Suppliers / Service Providers are expected to report concerns regarding violations of the SWS Supplier / Service Provider's (delete the space before s) Ethics and Code of Conduct to [EthicsLine@sws.ae](mailto: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:**