

**Project Sarangi Foundation**  
**Kirtipur Municipality–09, Kathmandu, Nepal**

**SUPPLIER CODE OF CONDUCT**

**1. Purpose**

Project Sarangi Foundation is committed to maintaining transparency, accountability, ethical business practices, and respect for human rights in all procurement activities. All suppliers, contractors, and service providers are expected to comply with this Supplier Code of Conduct.

**2. Compliance with Laws**

Suppliers shall:

- Comply with all applicable laws and regulations of Nepal.
- Maintain valid business registration, VAT/PAN registration, and required licenses.
- Pay taxes and statutory obligations in accordance with Government of Nepal regulations.

**3. Ethical Business Practices**

Suppliers shall:

- Conduct business honestly and fairly.
- Avoid fraud, corruption, bribery, collusion, and conflicts of interest.
- Not offer gifts, commissions, or any improper benefits to Project Sarangi Foundation staff or representatives.
- Immediately disclose any actual or potential conflict of interest.

**4. Labour Standards and Human Rights**

Suppliers shall:

- Prohibit child labour and forced labour.
- Provide fair and non-discriminatory employment opportunities.
- Ensure safe and healthy working conditions for employees.
- Respect the dignity and rights of workers regardless of gender, caste, ethnicity, religion, age, or disability.

**5. Environmental Responsibility**

Suppliers are encouraged to:

- Minimize environmental impacts.
- Dispose of waste responsibly.
- Promote sustainable and environmentally friendly practices whenever possible.

**6. Child Protection and Safeguarding**

As Project Sarangi Foundation works with youth and vulnerable communities, suppliers and their employees shall:

- Respect the safety and dignity of children and vulnerable individuals.

- Refrain from any form of abuse, exploitation, harassment, or inappropriate behavior.
- Immediately report any safeguarding concerns to Project Sarangi Foundation.

### **7. Confidentiality**

Suppliers shall maintain confidentiality regarding all documents, information, and project-related matters received during the course of work and shall not disclose such information without prior written approval.

### **8. Quality and Delivery**

Suppliers shall:

- Deliver goods and services according to agreed specifications, quantity, quality, and timeline.
- Provide warranty and after-sales support where applicable.
- Inform Project Sarangi Foundation immediately of any delay or issue affecting delivery.

### **9. Anti-Corruption Commitment**

Project Sarangi Foundation has zero tolerance for:

- Fraud;
- Corruption;
- Bribery;
- Embezzlement;
- Misrepresentation;
- Collusion.

Any violation may result in termination of contracts and exclusion from future procurement opportunities.

### **10. Acceptance**

I/We certify that we have read, understood, and agree to comply with this Supplier Code of Conduct.

Supplier/Company Name: .....

Authorized Representative: .....

Designation: .....

Signature: .....

Date: .....

Company Seal