

Supplier Code of Conduct Policy

1. Purpose

This Code of Conduct outlines the ethical and professional standards CSA expects from all suppliers, contractors, consultants, and partners (“suppliers”). By entering into any agreement with CSA, suppliers commit to upholding these standards throughout the duration of their engagement. Compliance is mandatory and breaches may result in contract termination, suspension of services, or legal action where applicable.

2. CSA Values

CSA operates globally and expects its suppliers to uphold these shared values, regardless of local legal or cultural norms:

- **Respect:** Uphold human rights, dignity, fairness, and ethical conduct in all interactions.
- **Innovation:** Embrace creativity, adaptability, and practical solutions while honoring time-tested approaches.
- **Quality:** Commit to rigorous standards in research, data, and delivery.
- **Inclusion:** Value diversity and promote equity, especially gender equity.
- **Co-Creation:** Foster collaboration and transparency in problem-solving.

3. Supplier Conduct Expectations

3.1 General Conduct

Suppliers must act with integrity, fairness, and professionalism at all times. They are expected to:

- Respect CSA’s reputation and maintain the highest standards in behavior and decision-making.
- Ensure a safe, respectful, and harassment-free working environment.
- Avoid conflicts of interest and promptly disclose any potential conflicts to CSA.
- Use resources responsibly, safeguarding information, equipment, and funds.
- Protect human rights and promote the welfare, health, and safety of all involved.
- Challenge and prevent all forms of discrimination, harassment, and exploitation.

3.2 Protection from Exploitation and Abuse

CSA enforces zero tolerance for:

- Sexual harassment, exploitation, or abuse in any form.
- Human trafficking, forced labor, and modern slavery.

Suppliers must have robust policies in place to prevent these abuses or comply fully with CSA’s safeguarding policies.

3.3 Conflicts of Interest

Suppliers must actively avoid situations where personal, financial, or organizational interests could conflict with CSA’s work. Any potential conflict must be disclosed immediately in writing.

3.4 Bribery and Corruption

CSA maintains strict anti-bribery standards. Suppliers must:

- Reject bribery, corruption, and improper influence in all forms.
- Not offer, accept, or solicit gifts or favors in connection with CSA work (minor tokens under \$40 excluded).
- Not offer employment, goods, or services in exchange for preferential treatment.
- Report any suspected corruption through CSA's whistleblower channels.

3.5 Data and Confidential Information

Suppliers must:

- Protect CSA's data, information, and intellectual property.
- Follow CSA's data protection policies and relevant legal standards.
- Not communicate externally on CSA's behalf without authorization.

3.6 Health, Safety, and Wellbeing

Suppliers are responsible for safeguarding the health, safety, and welfare of all individuals involved in delivering services to CSA. This includes adhering to local security protocols and ensuring that risks are proactively managed.

3.7 Prohibited Activities

Suppliers must not engage in activities that:

- Violate human rights or criminal law.
- Harm CSA's reputation or undermine its mission.
- Contravene ethical standards, whether online or offline.

Any legal charges against suppliers or their staff relevant to CSA's work must be disclosed immediately.

4. Compliance and Monitoring

Suppliers must have their own policies to meet these standards. Where gaps exist, CSA's policies apply. CSA reserves the right to audit compliance at any time.

Failure to comply is considered a serious breach and may result in termination of the relationship. CSA prefers collaborative resolution but will act decisively to uphold its standards.

Suppliers are encouraged to report any compliance concerns through CSA's established communication or whistleblower channels.