

Vendors Code of Conduct

The Vendors Code of Conduct establishes the minimum standards expected from the vendors. Vendors should communicate this code to their supply chain, including but not limited, vendors' next-tier suppliers. Failure to comply with this code of conduct, may lead to deletion of vendor from PGESCo's Vendors Database, prevent contract award or may result in contract termination, without any obligation to PGESCo or PGESCo's clients (Clients).

1. ETHICAL CONDUCT

a. Compliance with Applicable Law

Vendors shall conform in all respects with the provisions of the laws of Arab Republic of Egypt (A.R.E) or of any national or state statute, labor laws, labor standards, ordinance or other law or any regulation, or by-law of any local or duly constituted authority that shall be applicable to the potential works and in effect at the time and place of execution of the potential works.

b. Corruption

Vendors shall follow to the highest standards of ethical conduct and not participate in any form of integrity violations, including but not limited to, fraud, corruption, coercion, collusion, and obstructive practices.

c. Bribe, Gifts, Gratuity, Commission, Favors and Benefits

Vendors shall not offer or give, or agree to offer or give, to any employee of PGESCo or Clients or their relatives, or any other person, any bribe, gift, gratuity, commission, favors or any other benefits.

d. Conflict of Interest

No employee, officer, or director of vendors or its next-tier suppliers shall engage, directly or indirectly, either in its own name or through the agency of another person as a consultant or, in any business, profession, or occupation, shall be associated with the preparation of the design, specifications and/or other documents used as part of any selection for which vendors are submitting a bid or proposal.

2. LABOR, HUMAN RIGHTS AND SOCIAL RESPONSIBILITY

a. Labor

Vendors shall not employ or use in anyway the service of child, under-aged, or slave labor. Moreover, vendors shall not in anyway use any kind of physical punishment or threats of violence as a method of discipline to any on the vendors' labor or employees.

In addition, other than as is permitted by the applicable law, vendors should not forcibly retain employees' identification, passports or work permits as a condition of employment.

Vendors shall ensure the payment of wages in legal tender, at regular periods, no longer than every month, in full payment and directly to the employees. Deductions from wages are permitted only under conditions and in accordance to the applicable law, regulations or mutual agreement. Vendors should inform the employees of such deductions at the time of each payment.

b. Harassment

Vendors and their employees must not participate in any form of harassment, including but not limited to, sexual harassment, mental or physical bullying, or verbal abuse of PGESCO staff, Clients' employees or any other person.

Vendors and their employees should report claims of harassment or sexual harassment by PGESCO staff to the PGESCO Compliance Committee. Reports should be made by email to compcom@pgesco.com.

c. Discrimination

Vendors must not participate in any unlawful discrimination based on, but not limited to, color, race, age, gender, ethnicity or national origin, disability, religion, pregnancy or marital status in hiring and employment benefits including but not limited to, wages, promotions and access to training.

3. HEALTH AND SAFETY CONDUCT

Vendors shall provide sufficient safety training for employees, in periodically basis.

In case of a contract award, vendors shall execute the work and conduct its operations at the site in compliance with all applicable laws, regulations, and standards, including those governing safety, and the HSE management program submitted by vendors and approved by PGESCO.

Vendors shall direct their personnel to take all precautions necessary to protect against and prevent injury to personnel and damage to property. Vendors shall continuously inspect the work and supervise its personnel to determine and enforce compliance with all applicable laws, regulations, and standards, including those governing safety, and the HSE management program.

4. ENVIRONMENTAL POLICY

Vendors shall, where possible, use durable products, reusable products and products that contain the maximum level of recyclable content.

Vendors, in the process of production, shall be eager to conserve natural resources, including but not limited to, water, fossil fuels and minerals.

Vendors, where applicable, obtain, maintain and keep environmental permits, approvals and registrations, from institutes like Egyptian Environmental Affair Agency.

In case of a contract award, vendors shall, at all times, keep its work areas at the site in a neat, clean, and safe condition. Waste material shall be removed by vendors from work areas on a continuous basis. Upon completion of any portion of the work, vendors shall promptly remove all of its construction equipment, temporary structures, and surplus materials not to be used at or near the same location during later stages of work. Upon completion of any portion of the work, vendors shall, at their expenses, satisfactorily dispose of all buildings, rubbish, unused materials, and other equipment and materials belonging to vendors or used in the performance of the work, including return of packaging crates for equipment furnished by vendors. Vendors shall leave the premises in a neat, clean, and safe condition.

5. DIVERSITY

Vendors shall provide opportunities for entities owned and/or managed by minorities, women and handicapped persons. Vendors are encouraged to support in expanding minorities, women and handicapped persons' involvement in business by, at a minimum, contracting with such suppliers.