

SUPPLIER CODE OF CONDUCT POLICY

Afinta requires all suppliers, contractors, and service providers to uphold the highest standards of integrity, quality and responsibility. This policy sets out the minimum expectations for ethical, legal, and professional conduct by suppliers delivering goods or services on behalf of Afinta.

Lawful & Ethical Business - Afinta expects suppliers to...

- Comply with all applicable laws, regulations and standards
- Avoid corrupt, fraudulent or deceptive practices
- Disclose any actual or perceived conflicts of interest
- Uphold transparency, fair competition and integrity in all transactions

Financial Crime & Anti-Corruption - Afinta expects suppliers to...

- Prohibit all forms of bribery, facilitation payments and money laundering
- Comply with applicable sanctions and trade restrictions
- Maintain accurate financial records and audit trails
- Declare all gifts, hospitality or benefits offered to Afinta staff

Labour, Human Rights & Modern Slavery - Afinta expects suppliers to...

- Prohibit forced, bonded or child labour
- Provide safe, inclusive and non-discriminatory workplaces
- Pay at least the legal minimum wage and allow adequate rest periods
- Respect workers' rights to freedom of association and collective bargaining
- Establish grievance mechanisms accessible to all workers

Health, Safety and Environment - Afinta expects suppliers to...

- Comply with all health, safety and environmental laws
- Prevent workplace hazards and reduce health risks
- Minimise environmental impact and use resources efficiently
- Support carbon reduction, energy efficiency and sustainable practices

Quality & Performance - Afinta expects suppliers to...

- Meet agreed quality, safety and delivery standards
- Cooperate with audits, reviews and corrective actions
- Maintain traceability and manage risks across supply chains
- Implement continual improvement practices

Information Security & Data Privacy - Afinta expects suppliers to...

- Protect Afinta's confidential information and client data
- Comply with applicable data protection laws and standards (e.g. ISO 27001)
- Notify Afinta of data breaches within 72 hours
- Prevent unauthorised access, misuse or loss of information

Insurance & Business Continuity - Afinta expects suppliers to...

- Maintain public liability, professional indemnity and employer's liability insurance
- Maintain and test business continuity and disaster recovery plans
- Provide evidence of such arrangements when requested

Fair Pricing & Contractual Terms - Afinta expects suppliers to...

- Ensure transparent pricing and fair commercial practices
- Honour contractual commitments and avoid undue delay or escalation of costs

Reporting and Whistleblowing - Afinta expects suppliers to...

- Report concerns or suspected breaches of this policy
- Use Afinta's reporting channels or contact sqe@afinta.org
- Protect individuals who report concerns in good faith from retaliation

Governance and Compliance - Afinta will...

- Monitor supplier compliance with this policy
- Require corrective action where standards are not met
- Escalate material or unresolved breaches to executive review
- Terminate engagements where breaches are systemic or unremedied

This policy is communicated to all suppliers and reviewed annually to ensure continued relevance and effectiveness. Suppliers shall ensure their own subcontractors and partners align with these standards.