



Institute for Democracy and Mediation
Instituti për Demokraci dhe Ndërmjetësim

IDM Supplier Code of Conduct

IDM is committed to ensuring that its procurement practices are transparent, fair and responsible and uphold high standards of integrity and honesty.

This document establishes our expectations of suppliers, and their supply chain, in providing goods and services to the IDM. Suppliers are strongly advised to familiarize themselves and their sub-contractors with the Code of Conduct to ensure successful working relations with IDM.

IDM expects its suppliers to:

1. Improve value for money

- a. Actively seek to demonstrate and improve results, and reduce costs through the life of the Long Term Agreement, and /or Purchase Orders.
- b. Price appropriately and honestly to reflect requirements and risks.
- c. Proactively pursuing continuous improvement to reduce waste and improve efficiency across the organization and wider supply chain.
- d. Earn fair, but not excessive rewards.

2. Act with Professionalism and Integrity

- a. Be honest and realistic about capacity and capability when bidding.
- b. IDM expect that its suppliers encourage and work with their own suppliers and subcontractors to ensure that they strive to meet the principles of the Code of Conduct, and be able to demonstrate this as and when required.
- c. Work collaboratively to build professional business relationships, including with IDM staff.

3. Be accountable

- a. Apply pricing structures that align payments to results and reflect a more balanced sharing of performance risk.
- b. Expect to be held accountable for delivery and accept responsibility for their role, including being honest when things go wrong so that lessons can be learn.

4. Align with IDM

- a. Apply a strong emphasis on building local capacity by seeking ways to develop local markets and institutions, and avoid the use of restrictive exclusivity agreements.
- b. Share and transfer innovation and knowledge of best practices to maximize overall development impact.
- c. Accept we work in challenging environments and act to manage uncertainty and change in

a way which protects value for money.

5. Observe International Labour Conventions

- a. IDM expects its suppliers, and their sub-contractors to observe International Labour Conventions.
- b. Prohibit any use of forced, bonded or involuntary detention labor.
- c. IDM expects its suppliers not to employ: (!) children below 14 years of age or if higher than that age, the minimum age of employment permitted by the Albanian law, and (!!) persons under the age of 18 for work that, by its nature or the circumstances in which it is carried out, is likely to harm the health, safety or morals of such persons.
- d. IDM does not tolerate any form of discrimination in hiring and employment practices on the ground of race, color, religion, gender, ethnicity, age, physical disability.
- e. Comply with local law in terms of wages, working hours, and freedom to association and right to organize and bargain collectively.
- f. IDM expects its suppliers to support and respect the protection of human rights and to ensure that they are not complicit in the abuse of human rights.
- g. IDM expects its supplier to ensure that they operate a safe and healthy workplace or any other place where production or work is undertaken.

6. Have a strong Environmental Policy

- a. IDM expects its suppliers to have an effective environmental policy and comply with existing legislation and regulations to protect the environment.
- b. Suppliers are expected to undertake initiatives to promote greater environmental responsibility and encourage the use of environmental friendly technologies.
- c. Suppliers should obtain wherever possible, a certified quality management system.

7. Anti – corruption and Bribery

- a. IDM expects its suppliers to adhere to the highest standards of moral and ethical conduct, including extortion, fraud and bribery.
- b. Disclose any situation that may appear as a conflict of interest.
- c. Apply a zero tolerance approach to corruption and fraud, with top – quality management.

Supplier Name

Name and Title of Supplier Representative

Signature

Date