



## About the Supplier Code of Conduct

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TSC Global was founded in 1989 by a diverse group of practical and visionary economists, educationalists, financial experts, urban planners, policy makers and private sector leaders. We deliver practical solutions to complex problems, providing targeted advice and assistance alongside our clients, focused on their unique social, environmental, financial, economic, and regulatory challenge. We comprise several regional and country offices based around the world, with our Corporate HQ based in Singapore and our ultimate holding company based in New Zealand

We provide our clients with effective and practical solutions that can be implemented with ease. We tailor our team of experts to match each client's specific needs. We are competent and realistic, and we know how to help our clients grow and achieve their goals. Our clients span across various sectors and domains, such as local and national governments, industry-leading companies, financial sector organizations, start-ups, NGOs, charities, research institutes, and government service providers.

Our vision is to find consultants who have extensive experience and knowledge in various fields and industries, who can provide clients with tailored and innovative solutions that suit their needs and budget. We aim to build better communities today, for tomorrow.

In achieving this vision and upholding the responsibility we bear for our clients, TSC Global is committed to integrity in its operations and supply chains. This means that we comply with applicable legal requirements, we run our operations following a strict set of ethical standards and we follow integrity principles in our relationships with suppliers. We actively promote these principles and standards and expect all TSC Global suppliers to demonstrate commitment toward them.

The Supplier Code of Conduct sets out “Standards” – these are specific principles and standards in the areas of human and labor rights, environmental impact, and anti-corruption measures. Whilst recognizing that local laws and cultures differ considerably from one country to another. Our Supplier Code of Conduct is based on international and UN standards, including the United Nations Global Compact<sup>2</sup>, the Universal Declaration of Human Rights<sup>3</sup>, the Ethical Trading Initiative Base Code<sup>4</sup> and the IASC six Core Principles Relating to sexual Exploitation and Abuse<sup>5</sup>.

## Business Relationships

TSC Global expects all its suppliers to adhere to this Supplier Code of Conduct. Suppliers are requested to read, agree, and acknowledge that this Supplier Code of Conduct provides the minimum standards expected of TSC Global suppliers and that the Standards apply to suppliers and their employees, subsidiary entities, and subcontractors. The Supplier Code of Conduct should be communicated to any such affiliated persons/entities in local languages so that is understood by all.

Expectations for TSC Global and suppliers are defined as follows:

### Suppliers should expect TSC Global to:

- Ensure that our supply activities comply with the Standards and all applicable legal requirements.
- Act impartially and objectively in all our purchasing activities and keep written records where appropriate to demonstrate that our actions have been fair and above reproach.
- Maintain an unimpeachable standard of integrity in all their business relationships.
- Not terminate purchase arrangements without due regard to all material circumstances and appropriate communication.
- Commit to supporting and working with them to achieve conformance with the Standards.
- Commitment to working to improve TSC Global's policies and practice to enable them to achieve conformance with the Standards.

### TSC Global expects its suppliers to:

- Maintain full compliance with all laws and regulations applicable to their business.
- Accept responsibility for the conditions under which goods and services are provided including any work that is subcontracted.
- Be open and transparent about the standards in their supply chain and operations, and provide the information requested by TSC Global to enable our assessment of them.
- Support workers to realize their rights and minimize the barriers which prevent workers from achieving them.
- Demonstrate ability to meet local laws related to the Standards.
- Demonstrate commitment to achieving conformance with the Standards.



“Building better communities”

# Our Standards

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## Labor & Human Rights

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TSC Global expects its suppliers to respect the protection of internationally proclaimed human rights and to ensure that they are not complicit in human rights abuses. They should apply the national labor law to comply with official working conditions.

**Freedom of association and collective bargaining:**

a) workers, without distinction, have the right to join or form trade unions of their choosing and to bargain collectively, b) the employer adopts an open attitude towards the legitimate activities of trade unions, c) workers representatives are not discriminated against and have access to carry out their representative functions in the workplace, d) where the right to freedom of association and collective bargaining is restricted under law, the employer facilitates, and does not hinder, the development of parallel means for independent and free association and bargaining.

**Freely chosen employment:** a) There is no forced, bonded, trafficked, or involuntary prison labor b) No worker is offered employment using materially false or fraudulent pretenses, or representations regarding their employment c) Workers have the right to enter voluntarily and leave freely within the terms of their contract without coercion. d) No worker has their identity or immigration documents destroyed, concealed, confiscated, or otherwise denied to them.

**Living wages:** a) Wages and benefits paid for a standard working week meet, at a minimum, national legal standards or industry benchmarks whichever is higher. Wages should always be high enough to meet basic needs and to provide some discretionary income, b) All workers shall be provided with written and understandable information about their employment conditions including pay c) No compulsory deductions from wages shall be made that aren't mandated by law including no deductions as a disciplinary measure shall not be permitted.

**No Child Labour:** a) There shall be no new recruitment of child labor b) Children and young people under 18 years of age shall not be employed at night or in hazardous conditions c) Companies shall develop or participate in and contribute to policies and programs, which provide for the transition of any child found to be performing child labor to enable her/him to attend and remain in quality education until no longer a child d) These policies and procedures shall conform to the provisions of the relevant International Labour Organisation (ILO) standards.

**A safe and hygienic working environment:** shall be provided, bearing in mind the prevailing knowledge of the industry and of any specific hazards. Adequate steps shall be taken to prevent accidents and injury to health arising out of, associated with, or occurring in the course of work, by minimizing, so far as is reasonably practicable, the causes of hazards inherent in the working environment. Accommodation, where provided, shall be clean, safe, and meet the basic needs of the workers.

**Fair Payment:** a) No worker should pay for a job - the costs of recruitment should be borne, not by the worker, but by the employer b) Wages should be paid directly to the worker c) Workers shall not be held in debt bondage or forced to work for an employer to pay off an incurred or inherited debt.

**Regular employment:** To every extent possible work performed must be based on a recognized employment relationship established through national law and practice.

Working hours are not excessive and comply with national laws and benchmark industry standards, whichever affords greater protection.

## Safeguarding

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TSC Global follows the IASC Six Core Principles Relating to Sexual Exploitation and Abuse and expects its suppliers to abide by them. TSC Global is committed to zero tolerance for sexual harassment, exploitation, and abuse. We expect our suppliers to do everything in their power to prevent it from happening, and rigorously address and report it every time in case of the following instances:

**Sexual exploitation:** Any actual or attempted abuse of a position of vulnerability, differential power, or trust, for sexual purposes, including, but not limited to, profiting monetarily, socially, or politically from the sexual exploitation of another.

**Sexual harassment:** Sexual harassment is any unwelcome sexual advance, request for sexual favor, verbal or physical conduct or gesture of a sexual nature, or any other behavior of a sexual nature that might reasonably be expected or be perceived to cause offense or humiliation to another, when such conduct interferes with work, is made a condition of employment, or creates an intimidating, hostile or offensive work environment. Sexual harassment may occur in the workplace or in connection with work.

**Inappropriate conduct/ No harsh or inhumane treatment is allowed:** Physical abuse or discipline, the threat of physical abuse, sexual or other harassment, and verbal abuse or other forms of intimidation are prohibited (bullying, inappropriate language, etc.)

**Sexual abuse:** The actual or threatened physical intrusion of a sexual nature, whether by force or under unequal or coercive conditions.

**Child Abuse:** Child abuse involves the abuse of children's rights and includes all forms of violence against children: physical, emotional, and sexual abuse, neglect, family violence, sexual exploitation, abduction, and trafficking, including for sexual purposes, involvement of a child in online child sexual exploitation and child labor. For TSC Global, a child is any person under the age of eighteen (18) years as defined by the Convention on the Rights of the Child.

Full details on the IASC Six Core Principles Relating to Sexual Exploitation and Abuse mentioned above can be found here: [IASC Six Core Principles](#)

## Anti-Corruption

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TSC Global does not tolerate corruption and is committed to having robust systems, procedures, and practices that reduce the risk of occurrences. Suppliers are expected to have effective control measures in place to reduce the opportunity for fraud and corruption.

**Bribery:** The offering, giving, promising, or accepting of any financial incentives from one person to another to influence a decision or obtain some sort of undue advantage is prohibited. Suppliers are expected to refrain from engaging in any form of bribery, both giving and receiving.

**Fraud and theft:** Suppliers will put in place proportionate safeguards to prevent opportunities for fraudulent activities to be undertaken by their employees. Such safeguards could include segregating duties or undertaking certain activities (such as counting money) under dual control. Suppliers are expected to

**Nepotism:** Nepotism is any kind of favoritism granted to associates regardless of merit. Suppliers are expected to refrain from engaging in nepotism across all areas of their business, including the recruitment or promotion of staff and the awarding of or bidding for contracts.

**Terrorism and financial crime:** Suppliers will not knowingly or recklessly provide funds, economic goods, or material support to any entity or individual designated as "terrorist" by the international community or Affiliate domestic governments and will take all reasonable steps to safeguard and protect its assets from such illicit use and to comply with national

report any suspected or confirm fraudulent or corrupt acts involving TSC Global funds.

Conflict of Interest: Suppliers are expected to report any actual, possible, or potential conflict of interest, and disclose if any TSC Global employee or professional under contract may have an interest of any kind in the supplier's business or any kind of Shared economic interest, political or national affinity, family or emotional ties or any other shared interest with another party of personal ties with the supplier.

government laws. Suppliers will not knowingly engage in money laundering and will take reasonable steps to prevent involvement in any money laundering activities.

Fair Competition: Suppliers will conduct their business in line with fair competition and follow all applicable anti-trust / competition laws.

### *Unethical Activities*

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*TSC Global will not knowingly enter into a contract or partnership with suppliers that participate in the activities outlined below:*

**Tax Evasion:** Our suppliers must take a zero-tolerance approach to the criminal evasion of taxes wherever they operate, and knowingly facilitate another's tax evasion.

arms manufacture, sale or export, or strategic services to governments that systematically violate the human rights of their citizens, or where there is internal armed conflict or major tensions, or where the sale of arms may jeopardize regional peace and security.

Extractive industries, including active lobbying to undermine public policies to tackle climate change or pushing for continued expansion of fossil fuel use.

Pesticide sales outside the Food and Agriculture Organisation (FAO) guidelines for pesticide retailing.

The sale of baby milk is outside the World Health Organisation (WHO) Code of Conduct.

adult entertainment including production, publication, or broadcast.

Tobacco industry including production and sale

Illegal logging operations or knowingly becoming involved in, colluding with or purchasing timber from such operations.

### *Environmental Impact*

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*TSC Global is committed to reducing its reliance on finite/ scarce resources and minimizing the environmental impact of its operations including its supply chain. The Supplier must respect applicable environmental laws and regulations and seek to reduce the impact of their activities and products.*

**Carbon Emissions:** Monitor and actively seek to reduce the Greenhouse Gas (GHG) emissions associated with its operations, which contribute to climate change.

**Waste, material & Packaging:** a) minimize waste to landfill, b) maximize recycling, c) avoid unnecessary packaging, and d) promote sustainable options.

**Energy & water:** a) work to reduce energy consumption, b) develop an understanding of its impact on water use, and develop management processes where appropriate.

## **Monitoring and Compliance**

**Due diligence:** As a charitable organization, TSC Global must take care to protect its assets and funds. One of the steps that TSC Global takes to comply with this legal duty is to conduct adequate and proportionate due diligence on suppliers before entering into a contract. This includes checking legal registration and financial solvency but may also include other checks. Important note: TSC Global performs a regular screening check of all suppliers against international sanctions lists.

**Audit:** Any audit requirements are detailed in the terms and conditions of business

**Data protection:** TSC Global is legally bound to ensure that all personal details held by the organization relating to any individual or entity are kept secure and according to international data protection standards.

TSC Global is committed to and expects its suppliers to comply with the Standards outlined in this Supplier Code of Conduct. Both parties should be open and transparent with each other and report any instances of non-compliance. TSC Global recognizes that work towards good ethical practice is a continual process and suppliers may not be able to meet all the standards set out in the Supplier Code of Conduct immediately. TSC Global encourages suppliers to continually improve their workplace conditions and will endeavor to support suppliers, where necessary, in putting systems in place to manage standards and to set practical goals.

Where non-compliance is reported, TSC Global reserves the right to demand corrective measures. TSC Global takes an approach of zero tolerance to inaction with its suppliers. TSC Global will terminate a contract where the conduct of suppliers demonstrably violates the Standards, and there is no willingness to address any specific instances which arise or address underlying weaknesses in systems that led to the incident, within a reasonable time.

Important note: if any check against international sanctions lists results in a positive match of a supplier, TSC Global reserves the right to terminate any agreement with such supplier and/or exclude such supplier from any procurement process. TSC Global may take additional steps as it considers necessary in the circumstances.

The TSC Global Ethics Point Hotline is available for Suppliers as well as TSC Global employees, to ensure that TSC Global continues to operate under the highest ethical standards and principles. You can use it to report any concerns involving fraud, waste, and abuse to, or by TSC Global, by submitting a report to

[whistle@tsc.dev](mailto:whistle@tsc.dev)



“What we value, we protect”