

## SUPPLIER CODE OF CONDUCT

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Sustainability is a key component of INSEAD's business model, and INSEAD strongly believes that it has a crucial role to play in the full lifecycle impact on the environment and people involved in its supply chain.

INSEAD is a member of the United Nations Academic Impact (UNAI) and is committed in actively supporting and promoting global priorities set by the UN Sustainable Development Goals (SDGs), which offer a cohesive and centralized framework for discussing a new development model that is good for all people and the planet. As such, INSEAD wishes to demonstrate to internal and external stakeholders that the school is committed to managing its social and environmental impacts in a responsible way. INSEAD also expects its Suppliers to consider the impacts of their activities on the environment and people and their responsibility in business ethics.

In signing the INSEAD Supplier code of conduct, Suppliers agree to adhere to this code and to protect and grow long-term environmental, social and economic value into their products or services. Suppliers also agree set up and share monitoring values into their reporting on their sustainable procurement practices and to publicly communicate on their sustainability goals and policy.

INSEAD's Suppliers must ensure that practices mentioned here are communicated, understood and applied within their companies and within their sub-contractors' businesses. These guidelines are additional to all existing local rules and regulations.

INSEAD reserves the right to conduct regular reviews and audits, without warning, against this commitment. In case of serious breach in conduct and if no relevant action is taken to solve the breach in an agreed timeframe, INSEAD would consider terminating the relationship and/or blacklisting the Supplier.

### Business Ethics

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- The Suppliers of INSEAD must be familiar with and respect the laws, regulations and guidelines that are relevant to their respective activities for, together with or on behalf of INSEAD
- In specific countries, business areas or markets, stricter rules than those described in this Supplier Code of Conduct may be in place. In such cases, the stricter rules are to be applied
- Any form of active or passive corruption is prohibited, irrespective of whether it concerns public officials or occurs in other business dealings

- Every form of fraud (e.g. fraud, embezzlement, theft, misappropriation, tax evasion or money laundering) is prohibited, regardless of whether INSEAD's assets or third-party assets are affected.
- The Suppliers of INSEAD must be committed to fair and unrestricted competition. They refrain from entering into restrictive agreements with competitors, suppliers, distributors, retailers and customers as well as from restrictive market practices. This includes, but is not limited to, agreements with competitors about prices, agreements about market allocation by customers as well as the unlawful exchange of competitively sensitive information with competitors.
- The Suppliers of INSEAD must respect intellectual property and any works of intellectual creation irrespective of its commercial value. This includes, but is not limited to, INSEAD trademark, logos, copyrightable works, design, patents, research materials or literary works created on behalf of INSEAD, that are protected under relevant laws as trade secrets or as know-how.
- The Suppliers of INSEAD must not participate in Intellectual property infringements. Those include, but are not limited to, the performance, distribution or display of copyrighted material without permission and the creation and distribution of unauthorized copies of intellectual property, both in physical and digital form. Suppliers must take note of Copyright rules mentioned [here](#)
- When collecting, storing, processing or transferring personal data (e.g. name, address, telephone number, date of birth, health information) relating to employees, customers or other third parties, the Suppliers of INSEAD must take great care and maintain strict confidentiality, while also observing applicable laws and rules. The Personal Data Protection Charter rules are mentioned [here](#)
- The Suppliers of INSEAD must ensure that confidential information and data are stored carefully, that information is not forwarded or made available to unauthorized persons and is only used for the agreed business purposes.
- The discussion of confidential information in public and social media or the unauthorized disclosure of information about the entity or its customers to third parties, such as the media or competitors, shall constitute a breach of confidentiality and may also constitute an antitrust violation
- The Suppliers of INSEAD or their subsidiaries and affiliates have not and will not offer, promise or make or agree to make any payments or gifts (of money or anything of value) directly or indirectly to anyone for the purpose of influencing, or inducing anyone to influence decisions in favour of, INSEAD or any of its subsidiaries or affiliates.

## Environment

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- INSEAD aims to minimize the environmental impact of its campuses and operations by implementing systems and practices that reduce the energy and resources consumed, that support reduction and recycling of waste, that expand use of renewable energy and optimize energy efficiency, that increase water savings and that ensure less raw materials are consumed across its campuses.
- The Suppliers of INSEAD must operate in a manner that is protective of the environment. At a minimum, they shall act in accordance with relevant local and internationally recognized environmental standards. They shall take a precautionary approach towards environmental challenges, undertake initiatives to promote greater environmental responsibility, and encourage the development and diffusion of environmentally friendly technologies.
- The Suppliers of INSEAD must also comply with any additional environmental requirements specific to the products or services. They should strive to implement management systems to meet these requirements.

## People

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- INSEAD commits to respect and expects that all its Suppliers commit to respect ILO Conventions in each country. INSEAD expects its Suppliers to enforce as a minimum requirement the ILO conventions<sup>1</sup>
- The Suppliers of INSEAD must support and respect the Universal Declaration of Human Rights and make sure that they are not complicit in human right abuses; it means that if they are working with other suppliers, they have to make sure that the latter also respect the Universal Declaration of Human Rights
- The Suppliers of INSEAD must not use or tolerate any form of child labour. The term “child” refers to any person employed under the age of 16 or under the age for completing compulsory education, or under the minimum age for employment in the country, whichever is greatest. INSEAD supports the use of legitimate workplace apprenticeship programs which comply with all laws and regulations applicable to such apprenticeship programs

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<sup>1</sup> **Freedom of Association:**C087 Freedom of Association and Protection of the Right to Organize;C098 Right to Organize and Collective Bargaining, **The Abolition of Forced Labour:**C029 Forced Labour and C105 Abolition of Forced Labour; **Fair and Reasonable Wages, enough to ensure basic living needs without excessive working time:**C001 Hours of Work and C131 Minimum Wage Fixing with related recommendations R135;C095 Protection of Wages and related recommendations R085, **Equality:**C100 Equal Remuneration;C111 Discrimination (employment and Occupation), **The Elimination of Child Labour and Protection of Young Workers:** C138 Minimum Age and C090 Night Work of Young Persons; C182 Worst Forms of Child Labour

- The Suppliers of INSEAD shall not use forced or compulsory labour, including, but not limited to, debt bonded labour. Suppliers shall ensure that the work relationship between the Worker and the Supplier is freely chosen and free from threats. They must ensure that all workers shall be free to leave their employment/work after giving reasonable notice. Workers shall not be required to lodge deposits of money, identity papers or similar in order to get or keep their employment/work.
- The Suppliers of INSEAD must not discriminate in hiring and employment practices on grounds of race, religion, age, nationality, social or ethnic origin, gender identity or expression, sexual orientation, marital status, pregnancy, political affiliation, or disability.
- The Suppliers of INSEAD must provide remuneration that meets any national legal standard on minimum wage. The basis on which Workers are being paid is to be clearly conveyed to them in a timely manner. They must secure that working hours are not excessive and as a minimum comply with applicable local laws. They must respect individual Worker's need for recovery and secure that all Workers have the right to adequate leave from work with pay. They must ensure that all Workers are provided with written agreements of employment setting out employment conditions in a language understandable to the Worker. They must treat all their employees with respect and will not use corporal punishment, threats of violence or other forms of physical coercion or harassment.
- The Suppliers of INSEAD must provide a healthy and safe working environment for their employees by observing the laws and rules on health and safety in the workplace.

## Sustainability

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- Sustainable procurement is a process whereby each organization meets its needs for goods, services and works by considering the value for money on a whole life basis, thus considering the benefits generated not only to the organization, but also to society, whilst minimizing damage to the environment.
- INSEAD firmly believes in the implementation of the UN Sustainable Development Goals, or SDGs, which offer a cohesive and centralized framework for discussing a new development model that is good for all people and the planet. As such, INSEAD expects all its Suppliers to be mindful of SDGs and to implement the Corporate Social Responsibility commitments.

## Compliance

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- The Suppliers of INSEAD will comply with all applicable laws and regulations in all locations where Supplier conducts business
- The Suppliers of INSEAD shall contractually obligate all their direct and indirect suppliers and agents at every level of the supply chain engaged in the production of goods and services for INSEAD to comply fully with these principles
- The Suppliers of INSEAD shall define and implement appropriate and effective policies to ensure its compliance with the principles embedded into this Supplier Code of Conduct and shall regularly assess its compliance. The Suppliers of INSEAD shall maintain documentation necessary to demonstrate compliance with this Supplier Code of Conduct and shall provide INSEAD with access to that documentation upon INSEAD's request. If a Supplier will be detected as not compliant, it shall immediately remedy such failure. If no remedy is adopted within thirty (30) calendar days from the date of receipt of the notice of failure, INSEAD shall have the right to immediately terminate the agreement for breach.

## Acknowledgement of the INSEAD Supplier Code of Conduct

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From date:.....

I, ....., representing, ..... and having the authority to sign on its behalf, hereby certify that I have read, understood the INSEAD Supplier Code of Conduct and agree to respect all the commitments mentioned above. These obligations are hereby incorporated by reference into each agreement that INSEAD has with the Supplier listed below.

Name of Supplier/Company	
Name	
Position	
Signature	