



United Arab Emirates

مواصلات الإمارات  
Emirates Transport



## Emirates Transport's Supplier Code of Conduct



# Emirates Transport's Supplier Code of Conduct



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## Vision

Excellence and leadership in sustainable transport and general services.

## Mission

Achieving the highest levels of luxury and comfort for our partners and clients through a creative team of human resources that provides transport, maintenance and leasing services, as well as facilities management and other complementary professional services, all in accordance with the highest in safety and environmental standards.

## Values

Safety/ Care / Creativity /Participation /Excellence / Transparency / Responsibility.



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## Purpose

In order for Emirates Transport (ET) to be able to serve its customers with a high level of excellence and leadership in a responsible and sustainable approach, ET had to reveal its values and ethics in dealing with others, and thus expects from its suppliers, who represent a real extension of the Corporation and its activities, to abide by the standards outlined here.

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## Scope

The standards of the Code set forth expectations to all suppliers, whether they are establishments, individuals, subcontractors, affiliates, or any party tasked by the supplier to carry out business on their behalf. Suppliers should fully commit to the Code's terms and are responsible for informing all related parties of the standards of the Code and ensure they comply with it.

## Pillars of Code

The 3 pillars of the ET Supplier Code:

### ■ **United Arab Emirates Laws:**

Laws issued in the United Arab Emirates are deemed as the core foundation for this Code, so abiding by its articles is a prerequisite for supplying materials, products or services for ET, and particularly the 08/1980 Law and its subsequent amendments.

### ■ **Continuous improvement:**

This Code represent the minimum standards expected from ET suppliers, and the organisation expects from suppliers to abide by all effective laws, rules and regulations in the UAE, in general, and those required by ET in particular, and at the same time to work hard to apply the best international practices in the area of their business. ET encourages suppliers to continue developing their work environment on a continuous basis.

### ■ **Monitoring and evaluation:**

Emirates Transport may perform assessment and filed inspection operations of suppliers' and subcontractors' facilities with the aim of verifying their commitment and application of stipulated rules and principles. ET expects from suppliers, at a minimum, to have methodologies, clear goals, management systems and standards in order to achieve stipulated standards outlined in this Code and apply them on the ground. Field visits aim to check out all the previous points, and in light of them, ET will refrain dealing with uncommitted suppliers in the future.



## Terms

### ■ **Fair practices and integrity of work:**

The supplier should avoid entering competitions using unfair methods such as conspiratorial bids, price-fixing, breaching competitions rules, monopolistic practices or any other unfair and unethical practices.

The supplier shall not attract, encourage or try to take advantage of any employee, currently working or previously worked for Emirates Transport, in a way that would make him/her divulge or reveal a trade secret or corporation-owned material or any other resource, or provide any information obtained during work, with view of influencing current, proposed or potential business transactions to seek a commercial advantage.



■ **Forced Labour:**

The supplier shall not use any form of forced or compulsory labour, and the work has to be done voluntarily and based on choice. Workers should not be required to provide deposits or forced to sign debt bonds as a condition of employment.

■ **Child Labour:**

Child labour is prohibited, and the supplier shall always abide to restrictions imposed on age limit for working. This involves labour used in the processing of materials or services supplied to Emirates Transport from anywhere around the world.

■ **Discrimination:**

The supplier shall fight all forms of discrimination and promote equal opportunities for all workers.

■ **Health and Safety:**

The supplier shall provide its employees with a healthy and safe workplace, and therefore apply effective programmes aiming to develop and improve the work environment. The supplier is encouraged to apply Occupational Health and Safety Specifications (ISO45001 or OHSAS18001) or any equivalent or similar specification or system.

■ **Environment and Natural Resources:**

Emirates Transport expects from its suppliers to adopt an effective environmental policy, abide by all laws and legislations in force in the State and to obtain all necessary permits to perform their activities.

ET also encourages its suppliers to adopt initiatives that aim to promote environmentally sustainable growth such as preserving natural resources, reducing waste and recycling materials, embracing environmentally friendly technology and processing waste resulting from operations.

■ **Bribery and Corruption:**

It is not permissible for any supplier or its representatives to pay, offer, loan, or promise to pay or facilitate any other benefit in any form, in order to obtain fund, assets, services or benefits, as a bribe or "commission" or any other payments or inducements aimed at influencing the behaviour or weakening the judgment of ET employees.

■ **Gifts and Hospitality:**

It is not permissible for any supplier or his representatives to offer or provide gifts, gratuities or hospitality to ET employees except for gifts with a symbolic value and in line with usual business practices. Symbolic gifts are described as gifts with low material value such as pens, hats, shirts with slogans and all customary business practices in relation to hospitality. Gifts, gratuities or hospitality offered by suppliers to ET employees, exceeding the symbolic value and reasonable hospitality, come under the corporation's prohibitions in accordance with ET's Code of Conduct and Ethics, and should be reported according to the internal regulations of the corporation.

■ **Conflict of Interest:**

ET's suppliers are expected to disclose any situation that may result in a conflict of interest and to reveal whether one of ET employees is a relative (up to the fourth degree) or has a personal or business relationship with him that might be a source of conflict of interest.



#### ■ **Intellectual Property:**

The Supplier is not permitted to benefit from the use of any information, materials, logos and any material that falls under the intellectual property of ET, whether internally or externally, without a specific written permission by an authorised person from ET.

#### ■ **Confidentiality:**

During the implementation period of a contract or agreement, or in a preparation phase for a contract, the supplier might obtain information or material which is deemed confidential for ET. Therefore, the supplier shall commit to confidentiality and to not disclose or use any information obtained during an invitation to submit a proposal, tender or any other request for proposal document or in the agreement between ET and the supplier.

ET considers any breach of confidentiality, disclosure of any unauthorised information, or the use of owned or confidential information as a very serious matter and it as such retains its right (without prejudice to legal and contractual rights) to disqualify any potential supplier or terminate a relationship with a current supplier if a violation of confidentiality is proven.

Official approval from ET must be sought before publishing or using any advertising materials, press releases or publications that refer to Emirates Transport or to a current or potential relationship with a supplier.

#### ■ **Whistleblowing:**

ET has an approved mechanism for the disclosure of any unethical, improper or wrong practices such as bypassing control systems, embezzlement, administrative and moral corruption. This tool offers whistle-blowers access to a competent and impartial authority that will keep their identity confidentiality and ensure the integrity of the investigation into the case highlighted to the corporation.

Each supplier is responsible for reporting on irregularities in accordance with the corporation's approved system (AMANA), through the following contact details:

**Tel: (04) 2090900**

**Email: amana@et.ae**

## Emirates Transport's Supplier Code of Conduct Acknowledgement

Dear supplier, please complete this form and return to the concerned department at Emirates Transport.

## **Emirates Transport's Supplier Code of Conduct Acknowledgement**

**By signing this document, I agree on the behalf of the  
company/organisation:**

.....  
.....

(Commercial name as indicated in the trade license)

To adhere to the policies and principles of the above-mentioned code, and I ensure that employees, officials, members of the board of directors, company's representatives and sub-contractors are committed to abide by all the policies and principles, during the procedures of processing and submitting bids and proposals, and during supplying goods and services to Emirates Transport and during implementing and managing all the agreements signed with them.

**Name of authorised signatory:**

.....  
.....

**Date:** .....

**Job title:** .....

**Signature:** .....

**Company Stamp/Seal:** .....