

Supplier Code of Conduct

This Supplier Code of Conduct is applicable to all contingent workers, vendors, agents and sub-contractors (hereinafter individually referred to as “Supplier” and collectively referred to as “Suppliers”) engaged by QuEST.

1. Legal Compliance

- Suppliers shall comply with all applicable statutory requirements. This includes requirements for any business license, working conditions, health and safety, environment, tax and anti-corruption practices and other compliances under labour laws, corporate law and other relevant laws as applicable under the jurisdiction in which the Supplier operates.

2. Confidentiality and Intellectual Property Rights

- Supplier shall maintain confidentiality of all written and oral information disclosed by QuEST and shall not disclose such information to any other person, firm, or corporation. Supplier shall ensure that its employees, agents, contractors, sub-contractors and affiliates have legally enforceable obligations to hold in confidence all confidential information of QuEST and the Supplier shall be liable for any breach of confidentiality by such persons/entities to whom QuEST’s confidential information is disclosed or distributed.
- Supplier shall comply with all applicable laws governing intellectual property rights including trade secrets, patents, trademarks, copyrights and designs.

3. Anti-Corruption and Anti-Money Laundering

- QuEST prohibits corruption of government officials and the payments of bribes or kickbacks of any kind, whether in dealings with public officials or individuals in the private sector. Suppliers shall comply with all applicable laws against bribery, corruption, inaccurate books and records, inadequate internal controls and money-laundering, including but not limited to the Foreign Corrupt Practices Act of 1977. Suppliers shall not directly or indirectly, offer or pay anything of value (including gifts, travel, hospitality, charitable donations or employment) to any employee or representative of QuEST, official or employee of any governmental entity (including elected officials or any private person acting on behalf of such entity), political party, or public international organization, or any candidate for political office (“Government Official”), to (a) improperly influence any act or decision of such Government Official for the purpose of promoting the business interests of the other party in any respect, or (b) otherwise improperly promote the business interests of the other party in any respect. Suppliers are prohibited from paying expenses for travel, lodging, gifts, hospitality, or charitable contributions for government officials on behalf of QuEST. Suppliers are also prohibited from using any funds provided by QuEST, or any proceeds resulting from any QuEST business, to pay expenses for travel, lodging, gifts, hospitality or charitable contributions for government officials.

4. Health and Safety

- Suppliers shall provide a safe and healthy working environment for its employees, agents, contractors, sub-contractors and affiliates and take all practicable steps to prevent accidents and injuries. Supplier must have adequate health and safety insurance policies based on the nature of the business and shall implement procedures and systems to manage, track and report occupational injury and illness.
- Supplier shall also ensure that its employees, agents, contractors, sub-contractors and affiliates do not work under the influence of drugs and/or alcohol.

5. Environment Protection

- Supplier shall (i) comply with the applicable statutory and international standards regarding environmental protection (ii) minimize environmental pollution and make continuous improvements in environmental protection and (iii) establish a reasonable environmental management system.

6. Fair competition and anti-trust laws

- Supplier shall comply with national and international competition laws and shall not participate in price fixing, market, or customer allocation, market sharing or bid rigging with competitors during the course of its business.

7. Fair Dealing

- Supplier shall deal honestly and ethically with QuEST and shall not take unfair advantage through manipulation, concealment, abuse of privileged or otherwise undisclosed information, misrepresentation of material facts or any other unfair-dealing practices. Supplier agrees that it will not solicit or offer employment to QuEST's employees.

8. Labour and Human Rights

- Supplier shall comply with all local labour laws and regulations and maintain updated records. Upon request, Supplier shall produce all relevant documentary evidences supporting its compliance requirements to QuEST.
- Supplier shall provide equal opportunity of employment and shall not discriminate against any employee or applicant for employment on the basis of race, color, sex, sexual orientation, religion, national origin, age, disability, veteran status, or any status protected by applicable local laws.
- Supplier shall not (i) employ and shall not support any use of child labor and child exploitation, (ii) engage in any form of forced, compulsory or illegal labor, including trafficking, prison labor or bonded labor (iii) engage in any unacceptable treatment of employees, such as mental cruelty, sexual harassment or discrimination.
- Supplier shall pay minimum wages, comply with the maximum number of working hours and provide other employment related benefits as required under local laws.
- Supplier shall also have applicable whistleblower policies in place.

9. Conflict of Interest

- Supplier shall avoid all conflicts of interest that may adversely influence business relationships and shall disclose any actual, perceived or potential conflict that might arise when loyalties are divided between personal interests and those of QuEST.