

## ***Policies***

The Supplier warrants that they will fully comply with the policies listed below and linked in their entirety.

### **1. Code of Business Ethics and Conduct.**

Ipas considers adherence to the Ipas Code of Business Ethics and Conduct, as well as strict observance of all applicable laws and regulations, of the utmost importance. While performing the Services, the Supplier is expected to adopt and comply with these same standards.

<https://www.ipas.org/code-of-business-ethics>

### **2. Safeguarding Policy.**

Ipas is committed to protecting the rights of children, youth, and vulnerable adults from violence, exploitation, trafficking, discrimination, neglect, inappropriate behavior, and abuse. There is zero-tolerance toward abuse, exploitation, trafficking, discrimination, inappropriate behavior with, or neglect of children, youth, or vulnerable adults. Any incidents, actual or reasonably suspected, must be reported in writing by the Supplier to Ipas within five (5) business days and will be investigated.

<https://www.ipas.org/safeguarding>

### **3. Anti-Slavery and Anti-Trafficking Policy.**

Ipas is committed to implementing best practices to combat all forms of slavery and trafficking in the conduct of its business and program operations, and has a zero-tolerance policy both internally and as to its entire supply chain. Where the Supplier observes, reasonably suspects, or witnesses an Ipas employee or representative involved in slavery or trafficking, this must be reported in writing by the Supplier to Ipas within five (5) business days and will be investigated.

<https://www.ipas.org/anti-slavery>

### **4. Conflict of Interest.**

The Supplier agrees to the following conditions:

- The Supplier represents that they are not under any contractual obligation with any other entity that would interfere with or impair their ability to perform the Services.
- In the performance of the Services, the Supplier will not disclose to Ipas any information or perform any work which would violate any contractual or legal obligation the Supplier has with any other entity.
- The Supplier affirms that to the best of their knowledge, no actual or potential conflict of interest exists between the Supplier, Supplier's family, business or financial interests and the Services provided under this Agreement. In the event of a change in Supplier's private interest that has potential for conflict of interest with the Services under this Agreement, Supplier will promptly notify Ipas.
- The Supplier agrees that if an actual or potential conflict of interest is discovered after execution of the Agreement, the Supplier will take action to avoid, mitigate, or neutralize the actual or potential conflict, seeking support from Ipas to do so as necessary.
- Supplier will conduct ongoing monitoring of potential or existing personal, business or professional conflict of interest and their mitigation and management.

## Appendix E

<https://www.ipas.org/conflict-of-interest>

### **5. Privacy, GDPR, Content, and Copyright**

The Supplier must comply with applicable provisions of Ipas's Privacy, Content, and Copyright Policy, and shall ensure they have protective measures in place to protect against a data loss event.

The Supplier specifically agrees that they will immediately notify Ipas in writing of any data breach, suspected or actual, that concerns data gathered or stored in connection with this Agreement.

<https://www.ipas.org/about-us/privacy>

### **6. Anti-Fraud and Restricted Parties' Financing**

Ipas strives to conduct itself according to the highest standards of lawful and ethical conduct. In line with this commitment, Ipas recognizes fraud as a criminal act and a diversion of funds away from Ipas's mission. Ipas also prohibits funding identified restricted parties, including by our partners.

<https://www.ipas.org/anti-fraud>

### **Acknowledgement & Certification**

The Supplier certifies that they have read, understand and will comply with all policies and procedures set forth in Appendix E (Policies) above, and declare that the foregoing information is true and complete to the best of their knowledge. The Supplier agrees that if there is a material change in any statement or information provided above, they will immediately notify Ipas and complete an amended disclosure form.