



Towards Transparency's code of conduct with its Contractual partners and consultants

Towards Transparency (TT), Transparency International's National Contact in Vietnam is committed to respecting the following guiding principles concerning anti-corruption and good business practice. These principles are in line with TT's mission, applicable Vietnamese and other laws, and are instrumental in protecting the reputation of TT, Transparency International and their partners. Towards Transparency's Vision, Mission & Values can be found in its website (<https://towardstransparency.vn/>).

As part of its ongoing cooperation with them, TT expects all its partners to commit to and apply the same principles in their operations. Where a partnership or other business relationship with an organisation, company or individual involves a contract with TI or TT, the following guidelines are a mandatory standard for the conduct of both parties.

TT and its partners will co-operate on preventing corruption within and through their collaboration and require their respective staff and consultants undertaking activities financed through this Contract/Project not to offer or seek any financial or other benefit, such as gifts or hospitality, that could be interpreted as an illegal or corrupt practice. The parties will take swift action to stop, redress and where relevant report, in accordance with applicable laws, any suspected misuse of resources or corruption. The parties will promptly inform each other of any actual or suspected instances of corruption and of the measures taken to report such acts in accordance with the procedure outlined below.

These guidelines encourage the *bona fide* reporting of suspected breaches to enable both parties to cooperate in the adequate resolution of relevant matters, in accordance with applicable law. TT is committed to assisting its partners in understanding and addressing corruption risks in a constructive manner. However, the willful breach of these guidelines may lead to the termination of the contractual relationship with TT.

As Parties to this Contract/Project, we agree to observe the following standards:

Conflicts of interest

If a conflict of interest¹ arises, we will proactively disclose such conflict and jointly resolve it in a transparent manner.

Anti-corruption

- a. We will always maintain integrity and fair practices in all aspects of our activities and we expect the same standards of those parties in this Contract/Project, including any subcontractors or third parties appointed by either party for the purposes of this Contract/Project.
- b. We do not tolerate corruption and we prohibit bribery in any form, whether direct or indirect. This includes facilitation payments, which are payments to a public official for the performance of their assigned duty. Regardless of their size, these are bribes and must not be made.
- c. If we are placed in a situation where bribes are offered or sought, or corrupt activities

¹ For the purpose of this Code of Conduct, a conflict of interest is a situation where anybody associated with Towards Transparency is confronted with choosing between the duties and demands of their position and their own private interests.

are anticipated, we will promptly notify the other party and jointly seek a transparent resolution.

Gift and Entertainment

There are a variety of customs concerning the giving and receiving of gifts in the Vietnamese culture. As the giving or acceptance of a gift may create, or appear to create an undue obligation, we will avoid giving or accepting gifts, favours and gratuities in connection with this contract as required by the following policies:

- a. We will not accept or give directly or indirectly any discount, gift, entertainment (invitations to dinner, cultural events, tourist visits, etc), or favours (referred to as gifts) that may influence or be perceived to influence the exercise of our function, or the performance of our duties, or our judgment.
- b. All gifts with an estimated value of more than VND 500,000 will be refused.

Specific Matters – Involvement of public officials and media personnel

- a. As a general rule, we will not provide payments to public officials for their participation at meetings or workshops to which they are invited as a result of their official position.
- b. We will not offer any financial compensation for the attendance of events such as workshops or press conferences, or the reporting of project activities to media personnel as this could affect, or be seen to affect, the impartiality of their reporting. Paid advertisement, while it will be an exception, is a different matter and allowed so long as procurement regulations are observed.

Private Activities and Private Properties

- a. We will not engage in any activity or transactions or acquire any position or function, whether paid or unpaid, that is incompatible with or detracts from the proper performance of our duties as it relates to this contract or that may bring either party into disrepute.
- b. We will not use this contractual relationship to solicit or obtain favours or improper benefits in our private life.
- c. We will not allow our political affiliations and/or activities to unduly influence or interfere with the political neutrality that is the hallmark of the Transparency International movement.

Procurement of Goods & Services

- a. The procurement of goods and services from commercial providers under this Contract/Project shall be done in accordance with Towards Transparency's and Transparency International's procurement guidelines. As a matter of principle, all procurement should be based on best value and competitive offers. For all contracts equal to a value of VND10,000,000 or more, three competitive quotations must be obtained before procurement is authorised.

Project Personnel

- a. Recruitment of staff under this Contract/Project shall follow open, transparent and competitive selection processes. In circumstances requiring direct appointments, the reasons for the appointment and selection must be properly documented.
- b. Consultants applying for TT's assignment should inform TT about their ongoing and future engagements..

Support to implementation of these guidelines, Reporting and Resolving Issues

These guidelines are designed to support compliance with applicable laws and the protection of the reputation of Towards Transparency, Transparency International and their partners. In order to support the implementation of these guidelines in practice, TT will proactively offer additional guidance to its partners and support them upon request as specific questions arise.

TT's designated staff for this support is:

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Any actual or suspected breaches of these guidelines by a representative of either party should be promptly brought to the attention of the other party, in order to enable a swift and appropriate resolution of the concern. Any legal obligations by representatives of either party under Vietnamese or other applicable law to report illegal activity remain unaffected by these guidelines.

We have read, understood and accept the above code of conduct and agree that it shall be a condition of this Contract.

For Towards Transparency

For

Name

Name

Position

Position

Date

Date