

NUS Supplier Code of Conduct

1. Overview

At NUS, we prioritize establishing long-term, sustainable relationships with our suppliers that generate economic value while benefiting our stakeholders. We are dedicated to partnering with suppliers who align with our values of sustainability and ethical conduct. Our goal is to work together with our suppliers to ensure a robust and eco-friendly supply chain.

As a leading global university based in Asia, and Singapore's flagship university, NUS is committed to advancing sustainable development and contributing to the global fight against climate change. We aim to build a strong culture and consciousness of sustainability with our suppliers.

We expect all suppliers to adhere to and respect this Code in their business dealings with NUS.

2. Purpose

Our Supplier Code of Conduct ("Code") establishes the minimum standards that we require from our suppliers, including their subcontractors, when delivering goods or services to NUS. We expect our suppliers to comply with all relevant laws and regulations applicable to their operations including those relating to workplace safety, business ethics, intellectual property rights, data protection and environmental sustainability.

The standards set forth in this Code are intended to complement, not replace, any legal or regulatory obligations that suppliers must meet.

3. Definition of Supplier

For the purposes of this Code, "Supplier" refers to any individual, company, partnership, or other entity that provides goods or services to NUS, including its employees, agents, consultants, subcontractors, and any other third parties engaged in the performance of work or services for NUS.

4. Business Conduct

4.1 Legal Compliance

Suppliers must comply with all applicable laws, regulations, and industry standards in the jurisdictions in which they operate.

4.2 Anti-Corruption and Anti-Bribery

Suppliers must adhere to all applicable laws concerning business integrity, including anti-bribery, anti-corruption, anti-money laundering, and counter-terrorism financing laws.

4.3 Anti-Fraud

Suppliers must ensure that financial, business, and sustainability records are accurate and in compliance with applicable laws and generally accepted accounting and reporting standards.

4.4 Fair Competition

Suppliers must adhere to antitrust and competition laws. Business activities that limit competition, including collusion and price-fixing are strictly forbidden.

4.5 Conflict of Interest

Suppliers must disclose to NUS has any actual or potential conflicts of interest, including situation where:

- Any employee, agent, or subcontractor (or their immediate family members) has an employment or business relationship with NUS; or
- Any gifts, inducement or rewards have been offered to NUS staff or employees.

4.6 Confidentiality

Suppliers must safeguard all confidential information received from or on behalf of NUS and must not disclose such information without prior written consent. Confidential information shall be used solely for fulfilling contractual obligations to NUS.

4.7 Record Keeping

Suppliers must maintain accurate, complete, and transparent records relating to their business activities with NUS. Records must be retained in accordance with applicable legal requirements and be made available to NUS upon reasonable request for audit or verification purposes.

4.8 Data Protection and Information Security

Suppliers must implement appropriate technical and organisational measures to protect personal data and confidential information against unauthorised access, disclosure, alteration, or destruction. Where personal data is processed on behalf of, suppliers must comply with applicable data protection laws and contractual data protection obligations.

5. Labour and Human Rights

5.1 Ethical Labour Practices

NUS is committed to ensuring that every worker within its supply chain is treated with dignity and respect. Suppliers are required to offer a fair, safe, ethical and non discriminatory work environment.

5.2 Safety and Health

Suppliers must provide a safe and healthy working environment, including appropriate occupational health and safety policies, procedures, training, and controls to prevent accidents, injuries, and work-related illnesses. Suppliers must comply with all applicable workplace health and safety laws and regulations.

6. Environment & Sustainability

NUS takes its responsibility to protect the environment seriously and aims to minimise environmental impacts associated with purchased goods and services.

Suppliers are encouraged to engage in sustainable sourcing practices, including the use of recycled or renewable raw materials, reduction of non-recyclable packaging, and implementation of energy and water efficient processes.

7. Reporting Concerns

Suppliers can may raise concerns about any actual or suspected breach of this Code by contacting NUS's procurement team at cpo@nus.edu.sg.

If you have knowledge of, or reasonable grounds to suspect, malpractice, fraud, bribery, or corruption, please contact the NUS Whistleblowing Unit at whistleblow@nus.edu.sg or via telephone at +65 6516 6209.