

English

This IHG Vendor Code of Conduct sets out the requirements, principles and practices that IHG has adopted to promote ethical conduct in the workplace, safe working conditions in the supply chain, treatment of persons with respect and dignity, and environmentally responsible practices. These are the minimum standards under which IHG vendors are expected to operate, and IHG encourages vendors to exceed the requirements set out below.

Vendor declares herewith:

Compliance with Laws and Regulations

- to comply with the laws of the applicable countries in which it operates as well as international laws related to the conduct of business.

Labour and Human Rights

- to support the protection of human rights, particularly those of its employees, the parties with whom it conducts business and the communities where it operates
- to respect its employees' rights to voluntary freedom of association under the law
- to provide a safe and healthy working environment
- to not support forced and compulsory labour or the exploitation of children
- to support the elimination of employment discrimination and harassment, and promote diversity in the workplace
- to provide employees with remuneration and tools for growing their careers, and take their wellbeing into consideration.

Environmental Protection

- to implement sound environmental practices in the design, development and operation of its business and provide the training and resources required to implement such practices
- to encourage the development and integration of sustainable technologies and to endeavour to reduce the use of energy and water, and re-use and recycle the resources consumed by its business wherever practical
- to engage its customers, colleagues, partners, suppliers and contractors in its efforts to protect the environment
- to monitor, record and benchmark environmental performance on a regular basis.

Business Integrity

- to tolerate no form of and not to engage in any form of corruption or bribery, including any payment or other form of benefit conferred on any government official for the purpose of influencing decision making in violation of law
- to safeguard from disclosure IHG's confidential and proprietary information as well as its employee and customer privacy and personal information
- to avoid business activity that would conflict or interfere with the provision of products and services to IHG
- to accurately record and disclose information regarding business activities, structure, and financial situation and performance in accordance with applicable laws, regulations and industry practices.

Swahili

Kanuni hizi za Maadili ya Utendaji ya Mchuzi wa IHG hutoa mahitaji, kanuni na desturi ambazo IHG inatumia kukuza utendaji wa uadilifu kazini, mazingira salama kazini katika ugavi, kushughulikia watu kwa heshima na kwa kufuata misingi ya utu, na utendaji unaozingatia utunzaji wa mazingira. Hivi ndivyo viwango vya chini ambavyo wachuzi wa IHG wanatarajiwa kuzingatia wakifanya biashara zao, na IHG huwahamasisha wachuzi wafanye zaidi ya mahitaji yaliyoorodheshwa hapa chini.

Mchuzi anakubaliana na yafuatayo:

Kutii Sheria na Taratibu

- Kutii sheria za nchi husika anapofanya biashara pamoja na sheria za kimataifa zinazohusiana na yafanyaji biashara.

Haki za Kazi na Binadamu

- kusaidia ulinzi wa haki za binadamu, hasa zile za wafanyakazi wake, washiriki anaofanya nao biashara na jumuiya za mahali anapofanya biashara yake.
- kuheshimu haki za wafanyakazi wake za uhuru wao wa kujiunga na vyama vya wafanyakazi kisheria
- kuhakikisha mazingira salama na ya kiafya ya mahali pa kazi
- kutounga mkono kazi za kulazimishwa au utumiaji wa ajira ya watoto
- kuunga mkono umalizaji wa ubaguzi wa ajira na kuhamasisha ujirri wa watu wenye asili na historia mbalimbali katika sehemu za kazi
- kuwapa wafanyakazi ujira na zana za kukuza ujuzi wao, na kuzingatia ustawi wao kwa ujumla.

Ulinzi na utunzaji wa Mazingira

- kutekeleza mbinu bora za utunzaji wa mazingira katika muundo, uandaaji na uendeshaji wa biashara zake, na kutoa mafunzo na nyenzo zinazohitajika katika kutekeleza mipango hiyo
- kuhamasisha uandaaji na matumizi ya teknolojia endelevu na kujaribu kupunguza matumizi ya nishati na maji, na kurudia na kurejeleza (reuse and recycle) bidhaa zinazotumiwa pale inapowezekana
- kuwashirikisha wateja, washiriki wa kibiashara, wabia, wagavi na wakandarasi wake katika juhudi zake za kulinda na kutunza mazingira
- kufuatilia, kutunza kumbukumbu na na kutangaza vigezo vya utendaji kazi wetu na jinsi vinavyohusiana na utunzaji wa mazingira mara kwa mara.

Uadilifu wa Kibiashara

- kutovumilia na kutojihusisha katika aina yoyote ya ufisadi au utoaji rushwa, ikiwa ni pamoja na aina nyingine za manufaa yanayotolewa kwa afisa yeyote wa serikali kwa madhumuni ya kushawishi mchakato wa kufanya uamunzi ulio kinyume na sheria
- kulinda taarifa za siri na nyaraka muhimu za IHG, pamoja na taarifa za siri zinazohusu wafanyakazi na wateja wake.
- kupekua shughuli za kibiashara zinazoweza kupingana au kuingilia kati utoaji wa bidhaa na huduma kwa IHG
- Kurekodi kwa usahihi na kutoa taarifa inayohusu shughuli, muundo, na hali ya kifedha na utendaji wa kibiashara kulingana na sheria, kanuni na desturi husika za sekta.

Supply Chain

- to use reasonable efforts to ensure that vendors, subcontractors and suppliers also operate in a manner consistent with the IHG Vendor Code of Conduct.

Note that this document is not intended to create new or additional third party rights or obligations in favour of third parties, including any rights of, or obligations to, employees of the vendor. It supplements, but does not supersede, any rights maintained by IHG under any contract or agreement with any vendor.

IHG reserves the right to reasonably update, alter or change the requirements of the IHG Vendor Code of Conduct. In such an event, IHG expects the vendor to accept such changes and act accordingly.

Ugavi

- Kufanya juhudi kuhakikisha kwamba wachuuzi, wakandarasi na wagavi pia wanafanya biashara zao kwa namna inayolingana na Kanuni za Maadili ya Kiutendaji za IHG.

Zingatia kuwa waraka huu haukukusudiwa kuunda haki au wajibu mpya au wa ziada kwa watu wowote wasiohusika au majukumu yanayolenga kuwapendelea watu wasiohusika, ikiwa ni pamoja na haki zozote za, au wajibu kwa, wafanyakazi wa mchuuzi. Pia waraka unaongeza, lakini hauchukui nafasi ya, haki zozote za IHG chini ya mkataba au makubaliano yoyote na mchuuzi yeyote.

IHG ina haki ya kusahihisha, kurekebisha au kubadilisha mahitaji ya Kanuni za Maadili za Mchuuzi wa IHG. Jambo hilo likifanyika, IHG inatarajia mchuuzi huyo akubali mabadiliko hayo na atende ipasavyo.