

**VENDOR SELF-DECLARATION FORM**


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[Fundamental principles for doing business with NSS]

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As part of our commitment to following the standard business principals being a supplier/vendor of NSS; we are committed to follow comparable standards in our conduct, which we are contractually obliged to follow:

### **1. Compliance with law, anti-terrorism and adherence to generally accepted Ethics Standards**

As a supplier to NSS, you are expected to:

- Comply with local laws and regulations, including without limitation relevant Anti-Money Laundering legislation. Adhere to the international laws and regulations, if applicable or requested by NSS due to NSS's contractual requirements / obligations with third parties.
- Operate in accordance with generally accepted Ethics principles and standards relating to social and environmental responsibility, including without limitation the laws/rules/principles relating modern slavery, human trafficking, etc., and, if applicable or requested by NSS due to NSS's contractual requirements/obligations with third parties, internationally recognized human rights including laws preventing modern slavery.
- Shall not do anything that is in contravention with the local anti-terrorism law (i.e. Anti-Terrorism Act 2009 and relevant Rules) and the international anti-terrorism laws / rules / regulations if applicable or requested by NSS due to NSS's contractual requirements/obligations with third parties

### **3. Anti-Bribery and Anti-corruption**

As a supplier to NSS, you are expected to:

- Not partake in any form of corruption or bribery violating the applicable national laws,

### **2. Anti-competition and economic and trade sanctions**

As a supplier to NSS, you are expected to:

- Not engage in any activities that could reasonably be construed as being anti-competitive, abusive or unfair.
- Comply with laws and regulations governing the export or import of goods, products and services, and those relating to economic and trade sanctions, and anti-boycott.

### **4. Employees' Health Safety at Work**

As a supplier to NSS, you are expected to:

- Provide for safe workplaces that comply with national & international labor standards; in case of waiver or exemption from any such standards/laws, the supplier shall have to provide evidence of such waiver or exemption.
- Provide a healthy and safe workplace to prevent accidents and injury arising out of, linked with, or occurring in the course of work or as a result of the employer's operations.
- Ensure fair employment practices, and refrain from any form of unethical or illegal employment practices (such as harassment or physical assault, any form of slavery, servitude and forced or compulsory labor including, but not limited to child- labor).

NSS policies and international laws and regulations, if applicable or requested by NSS due to NSS's contractual requirements/obligations with third parties, and ensure that business decisions are not influenced through any improper or illegal payments, either through cash, gifts, travel or anything else of value including intangible benefits.

- Refrain from presenting any invitations or gifts, or anything of value, to NSS employees with an intention to gain any form of influence.
- Disclose to NSS any requests or pressure to provide bribes (any kind of benefit) in any form, either to Public Officials or any other parties, directly or indirectly, that may try to influence or provide an unfair business advantage.

## 5. Books and records

As a supplier to NSS, you are expected to:

- Maintain complete books and records that accurately reflect all business transactions and expenditures that are prepared in accordance with applicable laws and regulations

## 6. Conflicts of interest

As a supplier to NSS, you are expected to:

- Avoid situations where our own interests conflict or could conflict, with the business interests of NSS.
- Notify NSS without delay, if we become aware of a conflict of interest, including if an NSS employee has a financial interest in our company or is related to our company in any other way.

- Not discriminate against employees on the grounds of their ethnicity, gender, sexual orientation, religion, ideology, disability or age.
- Ensure that wages, working hours, vacation and leave periods provided to employees and hired external contractors are in accordance with applicable law and/or agreements.

## 7. Protection of Community Rights

As a supplier to NSS you are expected to:

- Respect the local community and seek to prevent and mitigate adverse impact on local community.
- Respect the rights of the indigenous people e.g. title to property and land. All negotiations with regard to their property or land, including the use of and transfers of it, adhere to local, and international laws if the international laws are applicable or requested by NSS to follow due to NSS's contractual requirements / obligations with third parties.

## 8. Standards towards our own Suppliers

As a supplier to NSS, you are expected to:

- Demand from our own suppliers and subcontractors to adhere to the principles set forth in this Supplier Declaration.
- Systematically include and follow up on these obligations in our business relationships with them.
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## 9. Freedom of Association

As a supplier to NSS, you are expected to:

## **10. Protection of assets, information & good name**

As a supplier to NSS, you are expected to:

- Contribute to safeguarding NSS's assets from theft, misuse, or waste.
- Take necessary measures to protect, and keep NSS data and information that is available to us confidential.
- All competitor information is obtained and used legitimately and in compliance with all applicable laws and regulations. No attempt is made to divulge to NSS any information about its competitors. Likewise, NSS's confidential information must not be shared with any third party unless expressly permitted by NSS.
- Avoid any investment, interest or association (direct or indirect) which might reflect or be seen to reflect unfavorably on NSS's good name and reputation or on your own.

## **11. Preventive measures against sexual exploitation and abuse**

As a supplier to NSS:

- You agree to abide by the contents of NSS Code of Conduct, including without limitation, the ones with regard to Prevent and Respond to Sexual Harassment, Exploitation and Abuse and also agrees to comply with the NSS Safe-Guard Policy, Harassment Policy and Standard of Conduct as to Prevention of Sexual Exploitation and Abuse in the course of this agreement.
- You undertake that a breach of the NSS Safe-Guard Policy may provide grounds for appropriate necessary and reasonable measure/action, including termination of agreement and blacklisting for future transaction with NSS and could result in criminal prosecution, administrative penalties or other legal proceedings.

- Recognize and respect the rights of workers to freedom of association and collective bargaining. Workers will not be intimidated or harassed in the exercise of their right to join or refrain from joining any organization.

## **12. Environmental sustainability**

As a supplier to NSS, you are expected to:

- Conduct our operations safely and minimize the environmental impact of our business activities.
- Comply with applicable environmental legislation and permits.
- Taken every possible action to reduce carbon footprint.

By signing this document, we confirming that all information and declaration we provided in this Supplier Declaration, all are true and correct.

Being the procuring entity, NSS reserves the right to request further investigation on our self-declarations, certifications or to take any other reasonable action as contractually agreed where there may be concerns.

**Declaration signed by Applicant:**

Applicant's company name: \_\_\_\_\_

Address: \_\_\_\_\_  
\_\_\_\_\_

Name of the authorized person: \_\_\_\_\_

Designation : \_\_\_\_\_

\_\_\_\_\_  
Date

\_\_\_\_\_  
Seal & Signature