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**INTRODUCTION**

Khansaheb is committed to conducting business in an ethical, legal, sustainable and socially responsible way and expect all Suppliers to adhere to similar standards and values as a precondition of doing business with Khansaheb. This Code reflects those values and all Suppliers of Goods and Services to Khansaheb are expected to comply with the following requirements.

**THE 9 CODE REQUIREMENTS**

1. Suppliers shall comply with all laws and regulations pertaining to ethics, modern slavery, conflicts of interest, anti-corruption legislation, codes, rules and regulations.
2. Suppliers should operate in an ethical and responsible manner insisting upon honesty, integrity and fairness in all their business dealings with Khansaheb and others.
3. Suppliers should never take part in any form of modern slavery, bribery or corruption and should have a procedure in place to prevent and detect unethical business practices. Any contraventions should be promptly reported to Khansaheb without exception.
4. Suppliers must not offer gifts or favours to our employees that are, or may be perceived as being, inappropriate, an attempt to influence business decisions or as a reward for favours.
5. Suppliers must immediately report any requests from Khansaheb personnel seeking favours, gifts or any form of inducement that are inappropriate or may be seen to be inappropriate. Failure to do so will be viewed as participating in, providing tacit acceptance of, or actively condoning unethical practice.
6. Any actual or potential conflicts of interest whether emanating from the Supplier or Khansaheb must be immediately declared to Khansaheb upon discovery by the Supplier. Suppliers shall make periodic checks within its organisation as to whether any conflicts of interest exist.
7. Engagement with Khansaheb on commercial matters should only be conducted through authorised Commercial or Procurement personnel. Orders should only be accepted from appropriately authorised persons from the Commercial or Procurement functions and work should only commence upon receipt of an official Order number.
8. All invoices submitted to Khansaheb for payment must reference the Order number, and should no Order be in existence then the Supplier shall provide full details of the instigation of the transaction including the name of the Khansaheb initiator. Invoices submitted should exactly correspond to the Order issued and not any other instructions received.
9. Suppliers who have access to commercially sensitive information provided by Khansaheb should operate with due discretion, and should not disclose this information to any third parties or seek to benefit from it through financial dealings or other activities.

**COMPLIANCE**

Khansaheb reserves the right to check adherence to the requirements of this Code and to conduct compliance audits from time to time. Suppliers shall keep proper records to demonstrate compliance with the Code and when requested will provide unrestricted access to data and documentation necessary for our representatives to verify compliance. Khansaheb's General Terms and Conditions are provided at [khansaheb.ae](http://khansaheb.ae) for review. All Suppliers should familiarise themselves with these terms prior to being bound by them by the issue of an Order.

**CONFIRMATION AND ACCEPTANCE**

Supplier:		<i>Signature, Date &amp; Stamp</i>
Name:		
Position:		