

# Code of Conduct

## Our Mandate

Swisscontact performs the Swiss Import Promotion Programme (SIPPO) on behalf of the Swiss Confederation, represented by the State Secretariat for Economic Affairs (SECO). We are a competent and strong partner for the SECO, equipped to execute the programme in a professional, business-driven and market-oriented manner. We extend our competency through close collaboration with our subcontracting partners, HELVETAS Swiss Intercooperation and BHP Brugger & Partners Ltd.

## Our Core Values

The following fundamental values build the basis for our behavior towards our employees and our contractual partners, while providing our services to our stakeholders.

### Respect

We respect all people and promote equal rights. We make no differentiation with respect to gender, ethnic origin, religion, culture, education, social status, disability, age, sexual orientation, family status, political values or nationality. All actions or statements that put individuals at a disadvantage, humiliate or ridicule them, are regarded as acts of discrimination and therefore not tolerated.

### Partnership-based Cooperation

Our cooperation with partners and target groups is fair, reliable and based on transparency, trust, honesty and mutual respect. We stand for a constructive approach in conflict management.

### Integrity

We protect privacy, intellectual property and business sensitive data.

Our partners share confidential business information with us. We have an obligation to respect and preserve this information entrusted to us, unless disclosure is specifically authorised or legally required.

We avoid conflicts of interest.

We take sufficient care to separate business from private spheres. We immediately reveal conflicts of interests and resolve them in a manner that is objectively verifiable by and understandable to all parties involved.

We do not tolerate any forms of corruption, bribery and fraud.

We do not accept, nor do we hand over gifts or other advantages (money, loans, rewards, reduced prices or fares etc.) from or to partners, companies, collaborators and public officials.

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## Our Responsibility

We promote socially responsible, environmentally-friendly, inclusive and thereby sustainable trade. With this Code, we anchor a set of core values, which guide our daily work and our behaviour towards our employees and stakeholders. These values are to be evolved with specific measures, in an ongoing process and will supplement our future policies, guidelines and rules.

As facilitator for trade services and with respect to our central role in a worldwide network of partners and stakeholders, we are aware of our responsibility to actively live, communicate and disseminate these core values. We see ourselves in an outstanding position to foster the linkage between export and import marketers - not only by the trade of goods and services, but also by mutual values for respect and sustainability. Through the way we behave and communicate, we act as a role model and promote the values of this Code of Conduct proactively and on a regular basis, to all our stakeholders.

We annually report and publish our activities and contributions to the values of this Code.

## Compliance with the Law

We comply with all laws applicable to our activities in Switzerland and in the respective partner countries, on behalf of SIPPO, and perform our duties in a transparent and ethical manner. If a law conflicts with a policy in this Code of Conduct, we comply with the law; however, if a local custom or policy conflicts with this Code of Conduct, we comply with the Code.

## Compliance with the Code of Conduct of Swisscontact

All individuals working for SIPPO under the Swisscontact name and legal status, must additionally comply to the Code of Conduct of Swisscontact, which forms an integral part of all Swisscontact contracts of employment and conditions of service for all employees.

## Contractual Partners and Stakeholders

We conduct our duties within a worldwide network of contractual partners, as well as governmental and non-governmental stakeholders and actors in the private sector.

In principle, we call on all our contractual partners and stakeholders to uphold the basic values of this Code, irrespective of whether a written agreement exists or not. Compliance with the Code ensures ours, our contractual partners' and our stakeholders' reputations. We expect our contractual partners to ensure that their sub-contractors and stakeholders along the value chain comply with this Code and additional standards, certificates and labels.

For our contractual partners, the Code or parts of it may be included in our mutual written agreement. We may also demand in the agreement the adherence to internationally recognised quality standards, certificates and labels regarding the production, processing and trade of products and services. In specific cases, we may provide assistance and advice to our contractual partners, to enable them and their sub-contractors and suppliers to comply with the values of this Code and with further quality requirements.

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## Our Guidelines for Sustainable Trade

To address our mission for a sustainable and inclusive trade, we follow the Ten Principles of the UN Global Compact (UNGC). By incorporating these principles into our strategies, policies and procedures, and establishing a culture of integrity, we are not only upholding our basic responsibilities, but also setting the stage for our long-term success.

### Human Rights

- We support and respect the protection of internationally proclaimed human rights; and
- make sure that we and our partners are not complicit in human rights abuses.

### Labour

- We uphold the freedom of association and the effective recognition of the right to collective bargaining;
- the elimination of all forms of forced and compulsory labour;
- the effective abolition of child labour; and
- the elimination of discrimination in respect of employment and occupation.

### Environment

- We support a precautionary approach to environmental challenges;
- undertake initiatives to promote greater environmental responsibility; and
- encourage the development and diffusion of environmentally friendly technologies.

### Anti-Corruption

- We work against corruption in all its forms, including extortion and bribery.

## Reporting Violations

Our partners and stakeholders are to report any suspected violations of this Code, regulations and laws.

To enable a prompt assessment and the implementation of appropriate corrective action, the informant may not report anonymously. Nevertheless, protection and confidentiality are guaranteed by the independence of the appointed and instructed contact person at Handel Schweiz, the association for Swiss trade:

Handel Schweiz, Güterstrasse 78, CH-4053 Basel; +41 61 228 90 30;

[www.handel-schweiz.com](http://www.handel-schweiz.com); [info@handel-schweiz.com](mailto:info@handel-schweiz.com).