



## SUPPLIER CODE OF BUSINESS CONDUCT

It takes courage to create a meaningful life of integrity. It also requires good company. And practice. Shelly Francis, *The Courage Way*



**SIR Move Services Pte. Ltd.**

49A Joo Chiat Place.  
Singapore 427773.

Phone: 65 6534 7345

Fax: 65 6534 7348

Enquiries:

[talk2us@sirmove.com](mailto:talk2us@sirmove.com)

Website: [www.sirmove.com](http://www.sirmove.com)

SINGAPORE . MALAYSIA

Member Of  
**The SIR Group**





**SIR Move Services Pte. Ltd.**  
 49A Joo Chiat Place  
 Singapore 427773.

Phone: 65 6534 7345  
 Fax: 65 6534 7348  
 Enquiries:  
 talk2us@sirmove.com  
 Website: www.sirmove.com

Member Of  
**The SIR Group**



## TABLE OF CONTENTS

1. Introduction .....	3
Scope .....	3
Review and update .....	3
2. Ethical standards .....	3
Respect and collaboration .....	3
Labour practices .....	4
Complaints .....	4
3. Health, Safety and the Environment .....	4
Sustainability and the environment .....	4
4. Compliant Business Conduct .....	5
Conflicts of Interest .....	5
Gifts and Hospitality .....	5
5. Protection of Business Assets and Data .....	5
Protection of Business Assets .....	5
Privacy and Data Protection .....	6
6. Media and Communications .....	6
7. Authority to Commit Expenditure .....	6
Delegated authorities .....	6
Purchase orders .....	6
8. Legal Compliance and Terms of Engagement .....	7
Interaction with agreed terms and conditions .....	7
SUPPLIER ACKNOWLEDGEMENT .....	7



## SUPPLIER CODE OF BUSINESS CONDUCT

SIR Move Services Pte. Ltd  
2019

### 1. Introduction

Acting with integrity is central to how SIR MOVE SERVICES conducts business. This means adhering to the highest standards of ethical conduct within the business and requiring equally high standards from the suppliers we work with.

We require all suppliers to abide by the requirements of this code of conduct, act with integrity and be guided by sustainable ethical business values. We firmly believe this ethos is critical to our joint continuing success.

This code of conduct defines the standards of business conduct required by suppliers to SIR MOVE SERVICES. Its purpose is to make explicit the high standards of business conduct expected.

Compliance with this code of conduct is a condition of doing business with SIR MOVE SERVICES.

Failure of a supplier to comply with this code will negatively influence SIR MOVE SERVICES's future willingness to do business with them and may result in termination of the supply agreement.

This code of conduct is endorsed by the directors of SIR MOVE SERVICES and its implementation is overseen by the Founders.

### Scope

This code of conduct applies globally to all suppliers, sub-contractors, sub-consultants and partners (hereafter referred to as suppliers) engaged by SIR MOVE SERVICES, any subsidiaries to SIR MOVE SERVICES and any joint venture companies in which SIR MOVE SERVICES has an ownership stake.

This code of conduct shall also to any party to whom a supplier may sub-contract an element of the work being undertaken for or on behalf of SIR MOVE SERVICES.

### Review and update

This code of conduct will be reviewed and updated periodically. Suppliers must refer to [www.sirmove.com](http://www.sirmove.com) to access the latest version of the code of conduct.

### 2. Ethical standards

The delivery of high-quality services to our clients is of the utmost importance. Where we involve a supplier in support of our service, we entrust the supplier with upholding our reputation. Suppliers must ensure they understand the supply requirements they are committing to and honour them. Any concerns a supplier has regarding their ability to honour a commitment should be raised with the person responsible for their engagement at the earliest opportunity.

Suppliers must ensure they have adequate arrangements to manage business continuity risks that may impact upon the goods and services they provide to SIR MOVE SERVICES.

### Respect and collaboration

SIR MOVE SERVICES requires that all employees and suppliers are treated with respect and encourages a collaborative approach within the business and in external business relationships. SIR MOVE SERVICES wishes



to work with suppliers who display ethical values and foster a collaborative and inclusive working environment where individuals are treated fairly, with dignity and respect. Harassment, intimidation, abuse, violence or any other offensive behaviour is unacceptable. Suppliers are required to comply with the SIR MOVE SERVICES ethical standards.

### **Labour practices**

Suppliers must ensure their practices, and those of their supply chain, protect human rights and safeguard against any form of modern slavery, forced labour, child labour or human trafficking. Suppliers must ensure that they have procedures in place for employee vetting including identity verification and right to work validation.

### **Complaints**

Suppliers must notify SIR MOVE SERVICES of any complaint they become aware of in relation to any goods or services they provide in support of SIR MOVE SERVICES. Any complaints must be handled in accordance with the SIR MOVE SERVICES complaints procedure, a copy of which is available on request.

## **3. Health, Safety and the Environment**

SIR MOVE SERVICES is committed to ensuring that its business activities do not adversely impact the health, safety or wellbeing of their employees, suppliers or wider stakeholders.

Suppliers must ensure they have adequate procedures in place to manage health, safety and wellbeing risks associated with their activities and any impact their activities may have on SIR MOVE SERVICES employees, suppliers or wider stakeholders.

Suppliers are required to comply with the SIR MOVE SERVICES health and safety policy available at [www.sirmove.com](http://www.sirmove.com)

### **Sustainability and the environment**

SIR MOVE SERVICES is committed to sustainable business practices and to organising our activities with due consideration to environmental risks and impacts. Suppliers are expected to take due consideration of sustainability and the environmental impacts. In their supply of goods and services to SIR MOVE SERVICES.

Suppliers are required to comply with the SIR MOVE SERVICES environmental policy available at [www.sirmove.com](http://www.sirmove.com)

## **4. Compliant Business Conduct**

SIR MOVE SERVICES has a zero-tolerance policy to bribery, corruption, theft, money laundering, tax evasion, fraud, price rigging, cartel participation, unfair practices or any other form of financial crime. We require our suppliers to have the same approach. Suppliers must not offer, solicit or accept bribes, facilitation payments or any other form of illegal inducement.

Suppliers must ensure they have adequate procedures in place to ensure compliance with these requirements by their employees (and any person acting on their behalf) in connection with the supply of goods and services to SIR MOVE SERVICES.

Suppliers are required to comply with the SIR MOVE SERVICES anti-bribery/anti-corruption/anti-trust statement available on [www.sirmove.com](http://www.sirmove.com).



### **Conflicts of Interest**

SIR MOVE SERVICES requires suppliers to declare any real or perceived conflicts of interest. Such conflicts may include being engaged in parallel by competitors of SIR MOVE SERVICES or by clients who may be competitors of SIR MOVE SERVICES's own client.

SIR MOVE SERVICES accepts that potential conflicts can arise and we require suppliers to have adequate procedures in place to prevent these having an adverse impact on any of the parties involved. These procedures must include preventing any unauthorised transfer of knowledge or data.

Conflicts of interest, real or perceived, must be declared to the person responsible for the supplier engagement, together with proposals for their management. Proceeding with the supply of goods or services to SIR MOVE SERVICES will be subject to agreement of these proposals.

### **Gifts and Hospitality**

SIR MOVE SERVICES operates strict procedures in relation to gifts and hospitality given or received. Lavish cash, cash-equivalent, travel only or inappropriate gifts and hospitality are prohibited. Suppliers must not offer any gifts or hospitality to employees of SIR MOVE SERVICES that could be interpreted as an inducement or reward to influence an action.

Suppliers must not offer any gifts or hospitality to any other party in connection with the supply or potential supply of goods and services to or from SIR MOVE SERVICES. This prohibition includes any activities related to securing business for or on behalf of SIR MOVE SERVICES.

Gifts or hospitality received by a supplier while engaged by SIR MOVE SERVICES that are connected to the goods or services provided to SIR MOVE SERVICES will be subject to the same procedure as applies to SIR MOVE SERVICES employees. In such cases the supplier must contact the person responsible for their engagement to check the acceptability or otherwise of the gift or hospitality.

In all cases advance approval is required and the item is to be registered on the SIR MOVE SERVICES gifts and hospitality register. The supplier must request that the person responsible for the supplier's engagement makes the registry entry and retain evidence of that request.

## **5. Protection of Business Assets and Data**

SIR MOVE SERVICES places a high value on our reputation. Should the supplier become aware of any issue that may impact on that reputation they must report it immediately to the person responsible for their engagement.

### **Protection of Business Assets**

Suppliers must take due care to protect the business assets of SIR MOVE SERVICES. This includes intellectual property which shall only be used in accordance with the express permissions given.

**Confidentiality** Suppliers must keep all information in connection with the goods and services provided or created confidential and in accordance with the requirements of their supply agreement. Information must not be disclosed to any third party without the express permission of SIR MOVE SERVICES unless required by law.



### **Privacy and Data Protection**

Suppliers must take due care with respect to privacy and the management of any data provided or created in connection with the goods and services being supplied to SIR MOVE SERVICES. Suppliers must comply with all applicable privacy and data protection law/regulations.

### **6. Media and Communications**

Suppliers must not use any imagery or information relating to SIR MOVE SERVICES projects for marketing purposes without the express permission of SIR MOVE SERVICES.

**Communications.** Suppliers must not comment on SIR MOVE SERVICES projects or activities to the media or other enquiring organisations without the express permission of SIR MOVE SERVICES, unless required by law. All media enquiries must be directed [shyla@sirmove.com](mailto:shyla@sirmove.com)

### **7. Authority to Commit Expenditure**

#### **Delegated authorities**

Suppliers must note that SIR MOVE SERVICES has strict procedures with respect to the authority to commit expenditure. Only certain individuals and levels of individual are authorised to make such commitments. Suppliers should refer to [shyla@sirmove.com](mailto:shyla@sirmove.com) should they have any concerns regarding the legitimacy of the instructions they have received.

#### **Purchase orders**

Where a long-term contractual supply arrangement is not in place, for example rent or utilities, suppliers must note that purchase orders are required for goods or services provided to SIR MOVE SERVICES. Purchase orders are specifically required for any capital expenditure items and any subcontractor or sub-consultant engagements. Purchase orders must be issued in advance of the commencement of work for SIR MOVE SERVICES. Purchase order numbers must be quoted on invoices submitted for payment.

### **8. Legal Compliance and Terms of Engagement**

Suppliers to SIR MOVE SERVICES must comply with all laws and regulations applicable to the goods and services they supply to SIR MOVE SERVICES. In addition, all suppliers must comply with the Singapore Anti-Bribery Act, Criminal Finances Act, Anti-Trust Laws regardless of the country of their operation.

Suppliers must hold all relevant insurances and be willing to evidence the same, including professional indemnity insurance for suppliers providing professional services. Suppliers must ensure they are compliant with all applicable tax regulations.

#### **Interaction with agreed terms and conditions**

Compliance with this code of conduct is a condition of working for SIR MOVE SERVICES.

This code of conduct does not dilute a supplier's legal obligations, nor does it override the terms of any contractual agreement that is in place with SIR MOVE SERVICES.

Where SIR MOVE SERVICES has entered into a contractual agreement with a supplier, the relationship will be governed by the agreed contractual terms and conditions. In addition, the supplier must comply with the requirements of this code of conduct to the extent that such requirements are not already expressly agreed in the contract.



Where there is any conflict between this code of conduct and the contractual agreement with SIR MOVE SERVICES, the terms of the contractual agreement will prevail.

Should the supplier sub-contract any element of work being undertaken for or on behalf of SIR MOVE SERVICES, the supplier must ensure that the sub-contractor is bound by this code of conduct.

SIR MOVE SERVICES reserves the right to terminate the business relationship with any supplier who fails to meet the standards set out in this code of conduct.

**SUPPLIER ACKNOWLEDGEMENT:**

**Supplier acknowledges and accepts SIR Move Services' Supplier Code of Business Conduct. The code of business conduct remains active until termination/end of contract whichever is earlier.**

**Name of Supplier:**

**Date:**

**Authorized Signatory:**