



## JTC'S PARTNER CODE OF CONDUCT

### 1 General

1.1 JTC is committed to conducting our operations, including procurement of goods and services, etc., in a manner that upholds the integrity and reputation of Singapore's Public Service. Our cores values are integrity, innovativeness, teamwork and customer focus. Our staff endeavour to maintain high standards of integrity and ethics, as well as professional and personal conduct at all times.

1.2 We understand that parties who deal with us (each hereinafter a "Partner") are independent parties. We also recognise that our Partners play an important role in our commitment to conducting our operations with the highest standards of integrity, ethics and conducts. Therefore, we have established this Partner Code of Conduct to secure each Partner's collaboration towards our commitments when they conduct their business with us, in addition to each Partner's contractual obligations. We ask that our Partners work with us to endeavour that they, their employees, their subcontractors and any other representatives acting on their behalf comply with this Partner Code of Conduct.

1.3 Through this Partner Code of Conduct, we hope to share our commitment with all our Partners and work together in a collaborative manner, in good faith, and in the spirit of mutual trust and respect. If there is any issue, disagreement or dispute arising from this Partner Code of Conduct, all parties shall use their best endeavours to resolve such issues sincerely, amicably and in good faith.

1.4 Our Partners may contact the official contacts named in their respective contracts should there be any questions on the Partner Code of Conduct.

## **2 Laws and Regulations, Corporate Governance, Etc**

- 2.1 Each Partner shall ensure that their businesses are conducted in accordance with all applicable laws and regulations of Singapore, as well as those countries that are in the supply chain for provision of the required goods and services, to JTC.
- 2.2 Such applicable laws and regulations include but not limited to the following areas:
- (i) Corruption/fraud/collusion;
  - (ii) Labour/employment/health/safety;
  - (iii) Environmental sustainability; and
  - (iv) Protection of data/intellectual properties
  - (v) Data protection/safeguarding of confidential information/protection of intellectual properties
- 2.3 In addition, we expect our Partners to conduct their businesses with high standards of corporate governance, ethical conduct and behaviour, including integrity, fairness, transparency, faithful and honest disclosure of information, and avoidance of conflict of interest.

## **3 Corruption/Fraud/Collusion**

- 3.1 We have zero tolerance for corruption, fraud and collusion. Our Partners shall under no circumstances directly or indirectly offer or attempt to offer any gratification, gift, business entertainment/hospitality, or consideration of any kind as an inducement or reward to any staff or representatives or agents of JTC in order to obtain favour or illegal, improper or unfair advantages.
- 3.2 They shall also not engage in any collusion with others in bid rigging, price fixing and other unlawful agreements or understanding and all acts or omissions that improperly restrict competition.
- 3.3 Our Partners who encounter any instances or suspected cases of corruption, fraud or collusion should immediately report to the relevant authorities as well as to JTC for investigation. This includes instances where our Partners have suspicions or reasons to believe that any staff or representatives or agents of JTC have engaged in any acts of corruption, fraud or collusion or other illegal or improper conduct. JTC has established channels to raise concerns of wrongful practices. We are committed to investigate any allegation of improper conduct.

#### **4 Labour/Employment/Health/Safety**

- 4.1 Our Partners shall comply with all prevailing laws and regulations pertaining to labour and employment. Employment of illegal immigrants and foreign employees without valid employment pass or work permit is strictly prohibited. There shall be no discrimination or preference in the employment opportunity of applicants based on their gender, race, religion, age, marital status.
  
- 4.2 They should ensure safe and healthy working environment for their employees, and observe all workplace safety and health requirements that may be stipulated in the contracts with us.

#### **5 Environmental Sustainability**

- 5.1 JTC expects our Partners to share the same vision of committing to environmental sustainability and take all reasonable practicable measures to protect the environment. They should ensure efficient operations, use of resources, minimising of wastages, stringent control of disposal of waste and effluence, air emissions and pollution. This includes innovative ideas and proposals, or developing initiatives that are environmental friendly and sustainable, greener products and services, etc, over and above the contractual requirements.

#### **6 Protection of Data/Intellectual Properties**

- 6.1 Our Partners shall comply with all laws and regulations regarding protection/safeguarding of data, confidential or classified information and intellectual properties. Any information given by JTC or acquired during the course of the contract shall not be abused. This includes protection and non-disclosure of all personal information confidentiality and patents, copyrights and trademarks and other third parties.
  
- 6.2 Our Partners shall ensure that all intellectual properties used in the course of performing their obligations under the contract do not infringe any rights or interests of any third party.

## **7 Corporate Governance**

- 7.1 Our Partners shall ensure that all information or documents that are provided to JTC shall be factual, accurate and complete without any misrepresentation. They shall also not conceal any information that are essential for proper investigation or assessment or decision making. Likewise, JTC commits to the same standards in being fair and transparent, and upholds the integrity of information and documents communicated to our Partners.
  
- 7.2 All parties shall take all practicable steps to avoid being in situations of conflict of interest. Where issues of conflict arise (whether actual or perceived), such conflicts shall be declared immediately. For avoidance of doubt, such situations of conflict of interest extend to personal interests of not only the staff, agents or representatives of JTC and our Partners but also their close relatives.
  
- 7.3 A conflict of interest exists when it appears likely that officer could be influenced, or could be perceived that they are influenced, by a personal interest or gain in carrying out their duties.
  
- 7.4 All personnel deployed by our Partners shall be deemed to be duly authorised by them to act on their behalf.