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## Supplier Questionnaire

### **For internal MSI use only**

The following suppliers are required to complete this Questionnaire:

1. All suppliers with an annual projected spend over £1,000 or equivalent in local currency
2. All medical suppliers
3. All banks

**In addition**, if the supplier is a bank, medical supplier or has an annual projected spend over £5,000 they **must also** undergo a database vetting check by LSO.

Please refer to the checklist below after the supplier has completed the Supplier Questionnaire to ensure it has been appropriately completed. Send completed Questionnaire to [supplervettingchecks@msichoices.org](mailto:supplervettingchecks@msichoices.org).

### Checklist

- Supplier Questionnaire is typed or clearly legible
- Supplier has provided its full name, not just an acronym (e.g. 'MSI Reproductive Choices, instead of 'MSI')
- If supplier is an entity - proof of company registration or similar attached
- If supplier is an individual – a form of ID document is attached
- The supplier has signed and dated the declaration at the end of the Questionnaire
- For LSO suppliers** – the supplier has provided an official document as proof of the supplier's bank details (i.e. a letter or quote on the company's headed paper, or a contract) for you to forward to LSO's Purchase Ledger team

### FAQ: Which sections of the questionnaire does the supplier need to complete?

1. All **Entities** (e.g. companies or organisations) need to complete the *Supplier Questionnaire: Entities* starting on page 2:
  - a. If the projected annual spend with a supplier is above £10,000, you should instruct them to also complete Part B1 on page 3
  - b. If it is a medical supplier (i.e. supplier of pharmaceuticals, ancillary medicines, lab grade consumables and medical devices), you should instruct them to also complete Part B2 on page 3
2. **Individual Suppliers** (e.g. consultants) need to complete the *Supplier Questionnaire: Individuals* on page 6

Delete the pages that are not relevant for your supplier and **ensure** the *MSI Code of Conduct for Business Partners* (pages 9-11) is **attached** to the Supplier Questionnaire and sent to the supplier.

## Supplier Questionnaire: Entities

Please complete the relevant sections below and ensure you sign Part C on page 4.

Part A: Legal and Business		
Name of your company/ organisation		
Has your company ever been known by any other names? If so, please list		
Company registration number		
Address of registered office and, if different, head office and payment address		
Company/ organisation's (i) phone number (ii) email address (iii) website (iv) name and contact details of contact person/ account holder		
Company/ organisation's bank details: (i) Bank name and branch (ii) Sort code/ branch number (iii) Swift/ IBAN number (iv) Bank account number (v) Bank account name (vi) VAT/ tax number (if relevant)		
Names of your company/ organisation's current directors		
Within the last three years, has administrative, civil or criminal litigation been filed against your company/ organisation? If yes, provide specific details	YES <input type="checkbox"/> Details:	NO <input type="checkbox"/>
Within the last three years, have any of your directors/ owners been charged or convicted? If yes, provide specific details	YES <input type="checkbox"/> Details:	NO <input type="checkbox"/>
Has your company/ organisation or any of its employees, officers, directors or owners ever been formally accused of, or investigated or sanctioned for: (i) fraud, bribery or corruption? (ii) any treatment of individuals which could amount to slavery or human trafficking? (iii) money laundering? (iv) funding, or otherwise being involved in, terrorism? (v) child or vulnerable adult rights' violations? (vi) sexual harassment or sexual misconduct? If yes, provide specific details	YES          Details:	NO          

<p>To the best of your knowledge, does any employee, officer or director in your company/ organisation have any personal (including family or friend) connection with any employee, officer or director in our organisation? If yes, provide specific details</p>	<p>YES <input type="checkbox"/></p> <p>Details:</p>	<p>NO <input type="checkbox"/></p>
<p>Is your company/organisation required to report under the UK or Australia Modern Slavery Acts? If yes, provide a copy of the most recent Modern Slavery Statement and confirm:</p> <p>(i) Has the statement been published in the last year?</p> <p>(ii) Is it signed at Board/Director level?</p>	<p>YES <input type="checkbox"/></p> <p><input type="checkbox"/></p> <p><input type="checkbox"/></p>	<p>NO <input type="checkbox"/></p> <p><input type="checkbox"/></p> <p><input type="checkbox"/></p>
<p>Does your company/organisation have a Code of Conduct / Organisational Policy which prohibits modern slavery / forced labour? If yes, provide a copy</p>	<p>YES <input type="checkbox"/></p>	<p>NO <input type="checkbox"/></p>
<p>Does your company/organisation carry out modern slavery risk-mapping of its facilities and suppliers? If yes, provide specific details of how this occurs</p>	<p>YES <input type="checkbox"/></p> <p>Details:</p>	<p>NO <input type="checkbox"/></p>
<p>Does your company/organisation provide workers with a mechanism to report work-related concerns?</p> <p>(i) If yes, is this available in the workers' native language?</p> <p>(ii) If yes, provide details of how grievances are managed</p>	<p>YES <input type="checkbox"/></p> <p><input type="checkbox"/></p> <p>Details:</p>	<p>NO <input type="checkbox"/></p>
<p><b>Part B1: ONLY for completion by suppliers with an annual projected spend over £10,000</b></p>		
<p>Are you able to provide Audited Financial Statements for the past two years? If yes provide a copy. If not, please explain why</p>	<p>YES <input type="checkbox"/></p> <p>Details:</p>	<p>NO <input type="checkbox"/></p>
<p>Please provide details of two references from recent customers (if possible Non-Government Organisations (NGO's)) who have purchased products like those you might be supplying to MSI. One contract should be current. If you cannot provide two references, or one is not current, please explain why. <i>*By providing this information the Supplier has consented to MSI contacting any of the customers listed below for a reference</i></p>		
<p>Reference 1:</p> <ul style="list-style-type: none"> <li>• Company/ organisation's name</li> <li>• Address of registered office</li> <li>• Email address</li> <li>• Dates contract(s) awarded/ date of business relationship</li> <li>• Description of services provided</li> </ul>	<p>Details:</p>	
<p>Reference 2:</p> <ul style="list-style-type: none"> <li>• Company/ organisation's name</li> <li>• Address of registered office</li> <li>• Email address</li> <li>• Dates contract(s) awarded/ date of business relationship</li> <li>• Description of services provided</li> </ul>	<p>Details:</p>	

Part B2: ONLY for completion by Medical Suppliers	
Address of your manufacturing facility or storage warehouse if different to head office (if you have multiple sites, please provide the address of each site)	
Please select the classification your company falls under	<input type="checkbox"/> Manufacturer <input type="checkbox"/> Wholesaler <input type="checkbox"/> Importer Other:
Is the company registered by the local National Drug Regulatory Authority (NDRA)? If so please supply copy of your manufacturing license	
Has the company been audited by the local NDRA? If yes, how regularly are you audited and when was the date of your last audit?	
Do you have any of the following: (tick all that apply) Please provide copies of all certificates	<input type="checkbox"/> GMP certification <input type="checkbox"/> GDP certification <input type="checkbox"/> ISO 9001:2008 Other:
What types of medical products does the company supply? (tick all that apply)	<input type="checkbox"/> Medicines/ Pharmaceuticals <input type="checkbox"/> Medical Devices <input type="checkbox"/> Medical Consumables <input type="checkbox"/> Medical equipment <input type="checkbox"/> Laboratory equipment <input type="checkbox"/> Laboratory consumables Other:
Please confirm which countries the products of interest are registered in?	
What are the standard incoterms? What is lead-times for the products of interest based on the above incoterms?	

Part C: Declaration
<p>I, being fully authorised to represent the Supplier, hereby certify that all information provided in the completed Supplier Questionnaire is true, accurate, current and complete.</p> <p>I confirm that I have read MSI's Code of Conduct for Business Partners (<b>which is attached or which I have requested if not attached</b>), and that my company/ organisation agrees to adhere to the Code of Conduct in providing the relevant goods/services to MSI.</p> <p>In the event that any information is found to be inaccurate or any breach of the Code of Conduct, I understand that MSI reserves all rights, including but not limited to the ability to terminate any contract with Supplier and exclude Supplier from eligibility for further contracts.</p>

I understand that the information provided may be used to run checks against an anti-terrorism, sanctions and serious crime database by the MSI Reproductive Choices support office in the United Kingdom.

I confirm my company/organisation agrees to comply with MSI's commitments to prevent modern slavery and human trafficking as outlined within the Code of Conduct and within MSI's Anti-Modern Slavery Policy throughout this tender process and during the terms of any contract awarded. **(MSI's Anti-Modern Slavery Policy can be found [here](https://www.msichoice.org/media/4368/20210210-modern-slavery-policy-v2-external.pdf): https://www.msichoice.org/media/4368/20210210-modern-slavery-policy-v2-external.pdf)**

Signature.....	Date.....
Print name.....	Job title.....

**For internal MSI use only**

Part D1: For LSO use	
<b>Procurement lead/ supplier requestor to complete</b>	
Reason for creation of new supplier	
Select the relevant catalogue Item	
Select the additional catalogue Item (if required)	
Requested by (print name):	Title:
Signature:	Date:
Approved by (line manager's name):	Title:
Signature:	Date:
Part D2: Adverse Results	
<b>Compliance Officer to complete if there are any adverse results</b>	
Detail of adverse results in Supplier Questionnaire	
Details of adverse results from online database vetting check	
<b>Country Director or Finance Director to complete if there are any adverse results</b>	
Decision to Proceed or Continue in the event of adverse results	Reasoning:
Signature:	Date:
Print name:	Title:

## Supplier Questionnaire: Individuals

Part A: Legal and Business		
Business/ consultancy trading name (if applicable)		
Address of registered office (if applicable)		
First name(s) Middle name(s) Surname Alternative names (e.g. Maiden name)		
Gender		
Date of birth (DD/MM/YYYY)		
Country/ies of citizenship		
Country of residence		
Contact details: (v) phone number (vi) email address (vii) website		
Bank details: (vii) Bank name and branch (viii) Sort code/ branch number (ix) Swift/ IBAN number (x) Bank account number (xi) Name of account holder (xii) VAT/ tax number (if relevant)		
Within the last three years, has administrative, civil or criminal litigation been filed against you or your business? If yes, provide specific details	YES <input type="checkbox"/>  Details:	NO <input type="checkbox"/>
Do you have any unspent convictions within the last three years? If yes, provide specific details	YES <input type="checkbox"/>  Details:	NO <input type="checkbox"/>
Have you or any of your business partners, colleagues or associates ever been formally accused of, or investigated or sanctioned for: (i) fraud, bribery or corruption? (ii) any treatment of individuals which could amount to slavery or human trafficking? (iii) money laundering? (iv) funding, or otherwise being involved in, terrorism? (v) child or vulnerable adult rights' violations? (vi) sexual harassment or sexual misconduct?  If yes, provide specific details	YES  <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>  Details:	NO  <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>
Do you have any personal (including family or friend) connection with any employee, officer or director in our organisation? If yes, provide specific details	YES <input type="checkbox"/>  Details:	NO <input type="checkbox"/>

**Part B: Declaration**

I hereby certify that all information provided in the completed Supplier Questionnaire is true, accurate, current and complete and understand that MSI reserves all rights, including but not limited to the ability to terminate any contract with Supplier and exclude Supplier from eligibility for a period between one to five years without any liability, if this is not the case.

I understand that the information provided may be used to run checks against an anti-terrorism, sanctions and serious crime database by the MSI Reproductive Choices support office in the United Kingdom.

I confirm that I have read the MSI's Code of Conduct for Business Partners (**which is attached**), and that I agree to adhere to the Code of Conduct in providing the relevant goods/services to MSI.

I understand that MSI has the right to terminate any contract due to breach of Code of Conduct.

Signature.....

Date.....

Print name.....

Job title.....

**For internal MSI use only**

**Part C1: LSO use only**

***Procurement lead/ supplier requestor to complete***

Reason for creation of new supplier	
Select the relevant catalogue item	
Select the additional catalogue item (if required)	
Requested by (print name):	Title:
Signature:	Date:
Approved by (line manager's name):	Title:
Signature:	Date:

**Part C2: Adverse Results**

***Compliance Officer to complete if there are any adverse results***

Detail of adverse results in Supplier Questionnaire	
Details of adverse results from online database vetting check	

***Country Director or Finance Director to complete if there are any adverse results***

Decision to Proceed or Continue in the event of adverse results	Reasoning:
Signature:	Date:
Print name:	Title:

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# MSI's Code of Conduct for Business Partners

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## 1. Introduction

The MSI Partnership, which includes UK-based MSI Reproductive Choices and local MSI organisations (collectively, “**MSI**”), helps women to have children by choice, not chance. MSI does this by providing contraception and safe abortion to women in urban and rural communities all over the world.

MSI expects its Business Partners to share its ethical business principles, as set out in this Code, and to promote these principles to their suppliers, sub-contractors and business partners. A Business Partner's approach to these principles is an important factor in MSI's selection and evaluation process, and acceptance of the Code is a pre-requisite in MSI's contracts with Business Partners.

MSI reserves the right to verify compliance with this Code by asking Business Partners to provide relevant information and by conducting audits and reviews.

Where breaches of the Code are identified and/or persist, MSI will consider termination of the business relationship with the partner concerned.

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## 2. Business Integrity

### Compliance with laws and regulations

Business Partners will comply with all relevant laws, including employment laws, regulations, standards and any applicable international trade (including import and export/reexport controls), and economic laws and regulations, including tax, in the countries or jurisdictions in which they operate and hold all licenses necessary to operate their business,. Where the applicable laws and Code address the same subject and are not in conflict, the highest standard will apply. Should any Code requirement conflict with applicable laws, the highest standards consistent with applicable local laws will apply.

### Anti-corruption

Business Partners shall not take any action to violate, or cause their business partners to violate, applicable anti-bribery laws. They shall not engage in or tolerate any form of corruption, bribery, extortion or embezzlement. In particular, they must not promise, offer, authorise, give or accept anything of value, either directly or indirectly through intermediaries, in order to obtain or retain a business or other advantage from a third party, whether public or private.

### Conflict of interests

Business Partners must avoid conflicts of interest. They shall not enter into a relationship with an MSI trustee, director, employee or contractor which could lead such trustee, director, employee or contractor to make a decision that would not be in MSI's best interest. Business Partners are expected to disclose to MSI any situation that may appear as a conflict of interest, including any situation where a person working for MSI, or any close relation of such person, has an interest in the Business Partner's business or any kind of economic tie with the Business Partner.

### Political Contributions and Unauthorised Lobbying

Business Partners are not authorised to make any type of political contribution or charitable donations on behalf of MSI. Business Partners are not authorised to undertake any type of lobbying or other similar representative efforts on behalf of MSI before any kind of government entity, official, body or representative without the express consent of MSI.

### Protection of Third Party Rights, Confidential Information and Privacy

Business Partners must safeguard and make only appropriate use of confidential information of their business partners, and shall ensure that valid intellectual property rights are protected. Business Partners must ensure that they manage personal data in line with applicable laws relating to data privacy and data protection.



#### Anti-Money Laundering and Anti-Terrorism

Business Partners must comply with the financial crime, anti-money laundering and anti-terrorism laws in all jurisdictions where they carry out their business activities. Business Partners shall not accept, facilitate or support money laundering. Business partners will conduct business only with reputable parties that are engaged in legitimate business activities, with funds derived from legitimate sources. Business partners must not accept funds known to be derived from illegal activities, or engage in any business or other arrangement with any party that is or may be involved with, or supports, terrorism. Business Partners shall not have dealings with any party that is on any US or UK government, or UN, terrorist list, or subject to international economic sanctions.

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### 3. Human Rights, Working Conditions and Modern Slavery

#### Employment Contracts

Business Partners must meet legal requirements compliant with employment laws of the jurisdiction in which they operate, including where applicable, providing workers with contracts of employment outlining the hours they can expect to work and remuneration they can expect to receive.

#### Forced Labour

Business Partners shall prohibit any use of forced, bonded, indentured labour or involuntary prison labour. All work shall be voluntary, and workers shall be free to leave work or terminate their employment with reasonable notice. Business Partners shall not request that workers hand over government issued identification, passports or work permits as a condition of employment.

#### Child Labour

Business Partners shall work against all forms of child labour. Business Partners must not employ children below the minimum age of employment or the age for completing compulsory education in the applicable country, whichever is the higher. Business Partners must not employ any young workers under the age of 18 to perform any work that is likely to be hazardous or harmful to their health and safety.

#### Non-discrimination

Business Partners shall not practise any form of discrimination in hiring and employment practices including access to training, promotions and rewards on the grounds of race, colour, caste, national origin, religion, age, disability, gender, marital status, sexual orientation, union membership or political affiliation.

#### Fair Treatment

Business Partners shall create and maintain an environment that treats all workers with dignity and respect and shall not use any physical abuse, verbal abuse, or sexual or other harassment, or the threat of any of the aforesaid. No harsh or inhumane treatment, coercion or corporal punishment of any kind, or the threat of any of the aforesaid, shall be tolerated.

#### Wages and Benefits

Business Partners must pay all workers at least the minimum wage required by applicable laws and regulations and provide all legally mandated benefits.

#### Working Hours

Working hours, including overtime hours, shall comply with all applicable laws or recognised industry standards.

#### Health and Safety

Business Partners shall provide a safe and hygienic working environment for workers. Adequate steps shall be taken to prevent accidents and injury to health arising out of workplace hazards. Where Business Partners provide housing to workers, it shall be clean and safe, and meet the living and safety conditions standard to the country and area.

#### Grievance Process

Business Partners shall provide workers with a means to raise work-related grievances, which amongst other concerns may include reports relating to working conditions, exploitation, abuse or harassment. Business

Partners will respond and take appropriate action to all reports received including: investigating allegations, taking required disciplinary action where allegations are substantiated, maintaining confidentiality and supporting whistleblowers and/or survivors of abuse.

#### Safeguarding

Business Partners will safeguard and protect the rights of children and vulnerable adults, including staff, with whom they interact in the course of their operations. MSI's Business Partners will prevent any form of abuse, exploitation, neglect or violence within their operation by: identifying and mitigating risks, particularly in relation to protecting the rights of children and vulnerable adults with whom they interact in the course of their business, and taking appropriate if any form of abuse should occur.

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## 4. Environmental Responsibility

Business Partners shall comply with applicable environmental legislation and international standards, including obtaining all required environmental permits and registrations that apply to their business activities. If environmental legislation is not evident or enforced, Business Partners shall adopt responsible practices for managing and, wherever possible, reducing their environmental impact, including optimising the consumption of natural resources and minimising the release of harmful discharges to the environment.

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## 5. Commitment

Business Partners are encouraged to fulfil the expectations set forth in this Code by allocating appropriate resources.

#### Monitoring System

Business Partners shall have adequate systems and controls in place to ensure compliance with these standards or equivalent standards. Business Partners' systems and controls shall also apply to any sub-contractors, suppliers and business partners they work with, who are directly or indirectly connected with providing goods and services to MSI.

#### Consequences in Case of Violations

Business Partners shall address any violations of these standards or equivalent standards that come to their knowledge and take appropriate action. Depending on the severity of the violation, appropriate action could be a request for corrective measures, disciplinary actions or termination of contract with the relevant party.

#### Reporting

Business Partners are required to promptly report any suspected or known violations of this Code to MSI. Alternatively, the concerns can be directed in confidence via email to [speakingup@safecall.co.uk](mailto:speakingup@safecall.co.uk). MSI will not tolerate retaliation against any person who is trying to do the right thing by raising a concern. A person who makes a good faith report about potential misconduct who experiences retaliation or other adverse action for raising a concern should report this immediately via the channels identified above.