

## Vendor Disclosure Agreement

Ipas is a US based NGO, works globally since 1973 to advance reproductive justice. In Bangladesh, Ipas has been working in close collaboration with the Ministry of Health and Family Welfare and its directorates since 2011 to improve availability of and access to high quality SRHR services in the country including humanitarian settings in Cox's Bazar.

As a part of being added to Ipas Bangladesh vendor database, we require this disclosure statement to be read, understood and signed by all vendors and submitted to the procurement department. Ipas Bangladesh reserves the right to refuse to enter into or to cancel, without penalty, any contract or agreement with any entity or individual who fails to comply to Ipas's policies on protection from sexual harassment, exploitation and abuse as well as fraud and corruption.

### Definitions

For the purposes of this form, the terms shall have the following meanings:

- **Agreement:** Any agreement, contract, memorandum of understanding, or grant document under which goods or services are to be provided by You.
- **Child:** A child is any individual under the age of 18, irrespective of local country definitions of when a child reaches adulthood.<sup>1</sup>
- **Vulnerable adults:**
  - Those aged over 18 years and who identify themselves as unable to take care of themselves/ protect themselves from harm or exploitation; or
  - Who, due to their gender, mental or physical health, disability, ethnicity, religious identity, sexual orientation, economic or social status, or as a result of disasters and conflicts, are deemed to be at risk.<sup>2</sup>
- **Sexual Exploitation:** Sexual exploitation means any actual or attempted abuse of a position of vulnerability, differential power, or trust, for sexual purposes, including, but not limited to, profiting monetarily, socially or politically from the sexual exploitation of another.<sup>3</sup>
- **Sexual Abuse:** Sexual abuse means the actual or threatened physical intrusion of a sexual nature, whether by force or under unequal or coercive conditions.
- **Sexual Harassment<sup>4</sup>:**
  - Inappropriate, unwanted and unwelcome conduct of a sexual or anti-social nature perceived as harassment by the receiver.
  - Any action which has a degrading effect on the dignity of women or men within the workplace and outside. Any form of abuse or discrimination based on race, color, religion, national origin, sex, age, sexual orientation, marital status, citizenship status, disability or military status.
  - Making deliberate or repeated unwelcome verbal comments, joke, gestures or role play of a sexual nature.
  - Touching or making unwanted physical contact in any manner.
  - Unwelcome sexual flirtation; making unwelcome advances or propositions.
  - Using psychological and mental pressure and/or actions as a form of punishment for refusing sexual advances.
  - Making sexually aggressive comments about an individual's dress or body.
  - Displaying or storing demeaning, intimidating or sexually suggestive objects or pictures, including photographs.
  - Sending sexually suggestive written, recorded or electronic messages, including pornographic video programs.

### Ipas Bangladesh maintains Zero Tolerance Policy on Fraud and Corruption

- Forgery or alteration of any prime or supporting documents, bills, invoices, registers or account;
- Forgery or alteration of a check, bank draft, or any other financial documents;

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<sup>1</sup> Definition of child from the InterAgency Standing Committee (IASC) Guidelines to implement Minimum Operating Standards for Protection from Sexual Exploitation and Abuse by UN and non-UN Personnel, March 2013.

<sup>2</sup> Ipas Bangladesh Policy on Protection from Sexual Exploitation and Abuse

<sup>3</sup> Definitions of "sexual exploitation" and "sexual abuse" from the United Nations Secretary General's Bulletin: Special measures for protection from sexual exploitation and sexual abuse (ST/SGB/2003/13).

<sup>4</sup> Anti-Fraud and Restricted Parties' Financing Policy

- Impropriety in the handling, reporting of money, financial transactions, or bidding procedures:
- Diversion, alteration, or deliberate mismanagement or misuse of documents, data or information, and/or any similar or related irregularity.

**Certification**

- This declaration form is to confirm that as a vendor of Ipas Bangladesh, I confirm that my organization and its staff are committed to the protection from sexual harassment, exploitation and abuse of vulnerable adults and children. We will not conduct any activities that will be considered in violation of Ipas’s Zero Tolerance policies on Sexual Harassment, Exploitation and Abuse.
- I hereby confirm that my organization and its staff shall not conduct any activities that may be considered fraud or corruption as per the Ipas Bangladesh Zero Tolerance policy. I acknowledge that any anticipated or reported fraud or corruption will be communicated with the concerned authority, and justly investigated, monitored, remediated, and closed out.

By my signature below, I certify that I am the Authorized Representative of the VENDOR and hereby confirm compliance to the above policies of Ipas Bangladesh:

**Signature**

\_\_\_\_\_  
Vendor’s Name and Address

\_\_\_\_\_  
Name and Position Title of the Vendor’s Authorized Representative

\_\_\_\_\_  
Signature

Date: \_\_\_\_\_