



**POLICIES and STANDARDS**  
**VENDOR CODE OF CONDUCT**

No. PS-LRA-002-2023  
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Effective: February 22, 2023  
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Prepared by:  
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**I. PURPOSE AND SCOPE**

This Vendor Code of Conduct (the "**Code**") shall govern the conduct of all contractors, consultants, suppliers and service providers (collectively, the "**Vendors**") of Maynilad, and is meant to be followed in conjunction with applicable laws, rules and regulations, the relevant policies of Maynilad and the terms and conditions of the contract.

**II. GENERAL POLICY STATEMENT**

Maynilad is committed to conducting business in a legal, ethical, and responsible manner and, as such, requires its Vendors to work at the same high level of standards. All Vendors and their employees (including project-based employees/temporary staff) and subcontractors must adhere to this Code while conducting business with, or on behalf of, Maynilad.

**III. DISTRIBUTION**

This Code shall apply to all Vendors of Maynilad and shall serve as guide to all employees who deal with Vendors of Maynilad.

A copy of this Code shall be provided to all Vendors of Maynilad during the Accreditation Process. The Code may also be accessed through the Maynilad website.

**IV. STANDARDS OF VENDOR CODE OF CONDUCT**

**A. Vendor's Business Conduct and Ethics**

The Vendor shall do/observe the following:

1. Conduct its business fairly and responsibly, with integrity, honesty and transparency.



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2. Be aware of, and comply with, all the relevant laws, rules and regulations of the Philippines and of the country of its operation and/or domicile, as the case may be.
3. Compete fairly for Maynilad's business. In this regard, it shall not offer any Maynilad employee, his/her spouse, and/or relatives up to the fourth degree of consanguinity or affinity, any gift, bribe or any other form of inducement of whatever nature in order to secure any improper advantage.
4. Promptly disclose to Maynilad any potential conflict of interest which may include, but is not limited to, the following:
  - (a) A relationship with another company that is engaged in the same line of business as Maynilad, which relationship may interfere with the Vendor's responsibility to Maynilad.
  - (b) A relationship with (i) relatives up to the fourth degree of consanguinity or affinity, or (ii) a close friend, where (i) or (ii) is a Maynilad employee, and is in a position to influence and/or compromise decisions or actions affecting the Vendor or that could affect the Vendor's obligations relative to his/her business relationship with Maynilad.
5. Adhere to Maynilad's Policy on Gifts, Entertainment and Sponsored-Travel.
6. Comply with, and have adequate measures in place to ensure compliance with, all existing data protection or privacy laws including, but not limited to, Republic Act No. 10173 (Data Privacy Act of 2012), as well as with Maynilad's policy on data protection.
7. Not solicit any information about a current or future contract unless the information is meant to be known by the public.

**B. Vendor's Compliance with Legal Requirements**

The Vendor shall:

1. register and/or be accredited with, the Securities and Exchange Commission, the Department of Trade and Industry, or the Philippine Contractors Accreditation Board, whichever is applicable. The contractor shall also be enrolled in the Registry of Contractors and Subcontractors of the Regional Office or Bureau of the Department of Labor and Employment;



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2. secure all necessary licenses and permits to engage in business as a Vendor, and maintain its status as an independent Vendor of good standing;
3. own substantial capital, tools, equipment and facilities, necessary to carry out its obligations;
4. pay all its financial obligations to its suppliers and other companies that have provided any product or service to enable the Vendor to implement its project with Maynilad; and
5. carry out its operations with care for the environment.

**C. Vendor's Delivery of Goods/Performance of Services**

It is the Vendor's commitment to:

1. deliver products and services meeting applicable quality and safety standards. Vendors are expected to: (i) know and comply with the quality standards applicable to the products and/or services that is provides; and (ii) report to Maynilad immediately issues that could affect negatively the quality of a product or service that it has provided or the public perception of any such product or service;
2. ensure compliance with all the documentation requirements. Ensure that all invoices and any customs or similar documentation submitted to Maynilad or to the government authorities or audited by third parties in connection with transactions involving Maynilad accurately describe the goods and/or services delivered or provided and the price thereof;
3. perform its obligations with promptness and diligence;
4. protect and preserve existing structures and underground utilities including power and telephone lines, gas, drainage and water pipes, etc. found across, along and/or adjacent to the works insofar as they may be endangered by its operation or execution;
5. honor all its representations regarding the different aspects of the performance or implementation of the contract, ensuring that none of those representations is false or misleading;
6. faithfully abide by all the terms and conditions in its contract(s) with Maynilad; and



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7. ensure that the quality of work and the materials used for the project(s) is in accordance with Maynilad standards.



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**D. Vendor and its Employees**

The Vendor must do the following:

1. Comply with all laws, rules and regulations pertaining to labor and employment, such as, but not limited to, payment of SSS, PhilHealth and Employee Compensation Premiums, payment of 13th month pay, grant of service incentive leaves and other rights and benefits due to its employees;
2. Treat employees fairly and comply with all the legal and regulatory requirements, including, but not limited to, requirements related to the payment of wages and other benefits, and implementation of reasonable work hours;
3. Respect employees' rights to freedom of association and collective bargaining, consistent with local laws;
4. Provide safe and healthy working conditions;
5. Provide a workplace free from discrimination, harassment and any other form of abuse;
6. Prohibit the use of child labor and all forms of forced or compulsory labor;
7. Adhere to Maynilad's Drug-Free Policy. Ensure that its employees adhere to the same policy, whenever its employees are within Maynilad premises and during Maynilad's company time;
8. Comply with all applicable laws and regulations relating to the safety and protection of persons and/or property from damage, injury, or loss. Vendor shall implement and maintain all the necessary safeguards for such safety and protection; and
9. Designate qualified and experienced safety representative(s) at the work site, who shall be responsible for the (i) prevention of accidents; and (ii) implementation of programs on safety precautions.



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**V. IMPLEMENTATION AND MONITORING**

1. The Vendor Management Department of the Supply Chain Management Division ("SCM"), in coordination with the end-user units, shall oversee the implementation of the Code and shall monitor the Vendors' compliance with it.
2. Any suspected violation of the Code shall be investigated by SCM. If the investigation reveals that a violation has occurred, Maynilad shall take such disciplinary or preventive action as it deems appropriate. Disciplinary actions against violators include measures such as suspension or termination of contract, suspension or cancellation of accreditation, imposition of penalties, damages, etc.

**VI. REVIEW OF THE CODE**

This Code shall be reviewed at least once every two (2) years or such other frequency as may be determined by the management.