

# Recommendations for suppliers and contractors of the 23th United Nations Climate Change Conference – November 2017 (COP23)

## Preface

The United Nations Climate Change Conference in Bonn (COP23) should be conducted in an environmentally friendly and sustainable manner. To this effect, all actors involved need to cooperate closely and trustfully during the preparation, implementation and post-event stages of the COP to ensure that the relevant basic conditions contributing to sound environmental performance and sustainability are met.

Those basic conditions are described in this document. They are based on the United Nations Code of Conduct for suppliers and contractors of goods and services to the United Nations and the requirements of the Eco Management and Audit Scheme (EMAS), at the same time taking into consideration the principles of “Sustainable Bonn”. The COP23 is to be certified according to EMAS, which requires the publication of a comprehensive environmental report on the measures taken by the organizers of the COP that will also include the activities of suppliers and contractors.

## Guiding principles for suppliers and contractors for COP23

### 1. Scope:

These recommendations state the expectations of the UNFCCC secretariat, the Government of Fiji, and the Federal Government of Germany vis-à-vis all suppliers and contractors who engage with COP23, including their personnel working for the COP. They should be observed by the suppliers and contractors themselves, while the suppliers and contractors should share them with any subcontractors and request their subcontractors to also take appropriate action.

The City of Bonn fully supports the efforts of the United Nations Climate Secretariat, the Government of Fiji and the German Federal Government for a sound environmental performance of COP23. It is desired that all who engage with COP23, including suppliers and contractors, align with the criteria of environmentally friendly and sustainable operations. For this reason, the Code of Conduct will be an integral part of all calls for tender announced by the City of Bonn in the context of COP23.

Although the recommendations explicitly address only activities related to the COP itself, any actors involved should bear in mind that the environmentally friendly and sustainable management of their own business activities is not a single action but a continuous process, and that it should therefore be anchored within their core business.

## **2. Continuous improvement:**

Fulfilling these recommendations is considered a dynamic process. The suppliers and contractors should embed them in their future practices so as to allow continuous improvement, as intended by the principles of EMAS and “Sustainable Bonn”.

## **3. Management, Monitoring and Evaluation:**

These recommendations can be followed by the suppliers and contractors in an effective way only if they themselves set guiding principles and establish a sound management system that documents processes and responsibilities, includes the employees and provides for transparent internal and external communications. In addition, procedures should exist which lead to a continuous improvement process with respect to environmental and sustainability aspects.

One basic requirement is legal compliance, and controlling and monitoring support efforts to achieve this. Internal audits should be conducted. If an external audit at the premises of a contractor or supplier is requested by the environmental verifier of COP23, the contractor or supplier will constructively support the verifier in these activities.

## **4. Labour laws:**

The provisions of German labour laws and of the laws regarding the freedom of association of workers will be observed. Minimum wages or provisions of collective agreements for relevant sectors will be followed for all employees of suppliers and contractors. Wages are paid punctually and records on wage payments maintained. Suppliers and contractors do not employ persons below the age of 18 for work that, by its nature or the circumstances in which it is carried out, is likely to harm the health, safety or morals of such persons.



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## **5. Non-discrimination and inclusion:**

There is no discrimination regarding the exercise of freedom of association and the right to exercise trade union activities. In addition, the suppliers and contractors ensure equality of opportunity and treatment regarding employment and occupation without discrimination on grounds of race, colour, sex, religion, political opinion, nationality or social class. Above and beyond legal requirements, suppliers and contractors endeavour to achieve adequate deployment of disabled staff for work which meets their qualifications and needs.

## **6. Health and safety:**

The suppliers and contractors ensure that: (a) the workplaces, machinery, equipment and processes under their control are safe and without risk to the safety and health of the employees; (b) chemical, physical and biological substances and agents under their control are without risk to health and the appropriate measures of protection are taken; and (c) where necessary, adequate protective clothing and protective equipment are provided to employees to prevent risk of accidents or adverse effects to health.

## **7. Human rights:**

The suppliers and contractors support and respect the protection of internationally proclaimed human rights. They ensure that they are not complicit in human rights infringements. Any form of forced labour or slavery is forbidden. This also means that they investigate any violation of human rights in their own value and supply chains. If this occurs, they will take appropriate measures to remedy the situation.

## **8. Fair treatment:**

The suppliers and contractors create and maintain an environment that treats all employees with dignity and respect and do not use any threats of violence, sexual exploitation or abuse, neither verbal nor psychological harassment or abuse. No harsh or inhumane treatment, coercion or corporal punishment of any kind is tolerated. This shall also apply to any threat of such treatment.

## **9. Environment:**

Contractors and suppliers implement an effective environmental policy and ensure that existing legislation and provisions regarding the protection of the environment are observed. In addition, whenever possible, they follow a precautionary approach, especially when dealing with chemicals and hazardous materials, with waste water, the minimization of waste, the use of alternative materials, and the reuse and recycling of materials.

The suppliers and contractors should undertake initiatives to promote a high degree of environmental responsibility and encourage the diffusion of environmentally sound technologies, implementing sound life-cycle practices. They will include their employees in the development of their environmental policy and train employees with respect to environmental issues. The suppliers and contractors familiarize themselves with the EMAS core indicators based on relevant information (see [EMAS Infosheet Indicators](#)) and endeavour to make use of these core indicators in their organization.

## **10. Ethical conduct and corruption:**

The suppliers and contractors adhere to the highest standards of moral and ethical conduct, respect local laws and do not engage in any form of corrupt practices, including but not limited to extortion, fraud or bribery. Conflicts of interest should be disclosed and discussed with the organizers of COP23 and solved in alignment with the ethical principles described here.

## **11. Gifts and hospitality:**

The organizers of COP23 have a "zero tolerance" policy and neither accept any type of gift nor any offer of hospitality. They do not accept any invitation to sports or cultural events, offers of holidays, recreational trips, transportation or meal invitations. They expect their suppliers and contractors not to offer any benefit such as free goods or services, employment or sales opportunities to facilitate the suppliers' and contractors' business or any kind of economic ties with the suppliers or contractors.



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## 12. Transparency:

The suppliers and contractors disseminate these recommendations in their organization in an adequate manner.

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Place, Date

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Company

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Signature