
The Department of Culture & Tourism (DCT) - Supplier Code of Conduct

The Department of Culture & Tourism (DCT) commitment to social, environmental and economic sustainability extends to our supply base; therefore, all DCT's suppliers are expected to adhere to the Supplier Code of Conduct.

Suppliers must comply in full with Abu Dhabi Government Labour Laws and treat workers with dignity and respect, provide safe working conditions, use environmentally responsible manufacturing processes, and practice the highest level of ethical standards.

This Code does not replace contractual terms and conditions in the event that a Supplier is awarded a contract by DCT.

General Responsibility

1. Hiring and Employment Practices

Suppliers' hiring practices must include verification of workers' legal right to work in the country and ensure that all mandatory documents, such as work permits, are available.

2. Subcontracting and Assignment

Unless permitted to do so under contractual terms and conditions, Suppliers shall not subcontract or assign services, supply of goods or manpower. Where permitted to do so, Suppliers shall still be liable for the work of subcontractors and DCT reserves the right to refuse a subcontractor.

3. Compensation and Working Hours

1) Local Suppliers

Local Suppliers must comply where applicable with Abu Dhabi wage and hour labour laws and regulations governing employee compensation and working hours. This includes adhering to the Wages Protection System adopted by the Ministry of Labour, providing health insurance, proper housing and accommodation in the Emirate of Abu Dhabi and providing a valid residency for employees in line with the current effective legislations. Suppliers should also conduct operations in ways that limit overtime to a level that ensures a humane and productive work environment. Suppliers operating outside the Emirate of Abu Dhabi are expected to observe fair and honest labour practices aligned with the respective country laws.

2) International Supplier

International Suppliers must comply with the applicable host country's wage and hour labour laws and regulations governing employee compensation and working hours. Suppliers should also conduct operations in ways that limit overtime to a level that ensures a humane and productive work environment. Suppliers operating outside the Emirate of Abu Dhabi are expected to observe fair and honest labour practices aligned with the respective country laws.

4. Health and Safety

Suppliers must provide workers with a safe and healthy work environment. They should take proactive measures that support accident prevention and minimize health risk exposure

Suppliers shall use sustainable materials, where possible, and shall have due regard for HS&E while on DCT premises and in their own offices / facilities.

5. Environment

Suppliers are expected to conduct their operations in a way that minimizes the impact on natural resources and protects the environment, customers, and employees. They must ensure their operations comply with all laws related to air emissions, water discharges, toxic substances, and hazardous waste disposal.

Ethics

1. Conflict of Interest

Suppliers must avoid Conflicts of Interest and shall not enter into a financial or any other relationship with a DCT employee that creates any actual, potential or perceived conflict of interest for DCT.

They must understand that a conflict of interest arises when the personal interests of the DCT employee are inconsistent with the responsibilities of his/her position with the company (DCT). All such conflicts must be disclosed and corrected. Even the appearance of a conflict of interest can be damaging to DCT and to you as a supplier, and must be disclosed and approved in advance by DCT management.

To disclose any conflict of interest, contact the Business Partners Team at: supplierconflictofinterest@dctabudhabi.ae

2. Gifts and Gratuities

Suppliers must refrain from offering money, gifts of nominal value, special hospitality treatment or other financial benefits that may influence decision making. Although giving gifts is acceptable in some cultures, DCT requests that suppliers respect its policy of not accepting gifts.

Suppliers must also refrain from unethical or compromising practices in relationships, actions or communications. Instead, they are to ensure that any expenditure incurred in connection with any current or future transaction with DCT is transparent and duly incurred in the ordinary course of business.

3. Improper Payments

Bribes, kickbacks, and similar payments for the purpose of obtaining or retaining business related in any way to DCT are strictly prohibited. Employees, suppliers, and agents acting on behalf of DCT are strictly prohibited from accepting such considerations under any circumstances.

4. Transparency

Suppliers shall provide data and information required by DCT for registration and / or prequalification purposes and any data and information that may be helpful in making award decisions for tenders.

Such data and information may include relevant company information, previous projects, trade samples and others.

Suppliers shall provide accurate, honest data and information and shall not attempt to conceal or alter factual information.

5. Confidential Information

Proper management of confidential information is critical to the success of both DCT and suppliers. Suppliers must protect all DCT information, electronic data, and intellectual property with appropriate safeguards. Any transfer of confidential information must be executed in a way that secures and protects the intellectual property rights of DCT and its suppliers. Supplier personnel shall comply with DCT's policies concerning information and data security.

Suppliers may receive our confidential information only as authorized by a signed Confidentiality or Non-Disclosure Agreement and must comply with their obligations to not disclose the confidential information.

All Suppliers shall sign a Nondisclosure Agreements (NDAs) with DCT, and shall comply with NDA terms and conditions.

Suppliers shall not make use of intellectual property belonging to other organizations without written permission to do so. If necessary, Suppliers shall provide evidence of such permission to DCT.

All information provided to Suppliers / Service Providers within the Invitation for Tender and Awarding process, and all subsequent communications, is strictly confidential and is not permitted to be disclosed or discussed with any other Suppliers / Service Provider or individuals outside this Invitation for Tender and Awarding.

Suppliers are to not use the information except as permitted by the agreement, and to protect the information from misuse or unauthorized disclosure. Our suppliers can expect DCT to similarly safeguard their confidential information when authorization is provided to DCT. Suppliers may not use the DCT trademark, images, or other materials to which DCT owns the copyright, unless explicitly authorized.

DCT suppliers must comply with the laws, rules, regulations, and DCT policies of the countries and locations in which they operate. They are expected to be familiar with the business practices of their suppliers and subcontractors, and ensure they operate according to this code of conduct.

DCT may discontinue its relationship with suppliers who fail to comply with this code.

6. Communication

Suppliers are expected to assist DCT in enforcing this Supplier Code of Conduct by communicating its principles to their supervisors, employees, and suppliers.

Agreement and acknowledgement

If you have any relatives working at DCT please state their name(s) and position in the space below:

No.	DCT Employee Name	Employee Designation

If you or any of your staff have previously worked for DCT state the date you/they left the organization:

No.	Previous DCT Employee Name	Department	Last Work Date at DCT

For and on behalf of:

Company Name:	
Name of Authorised Signatory:	
Signature:	
Date:	
Company Stamp:	