

Guidelines for sustainable procurement

Vontobel's principles for responsible management are defined in its Mission Statement, Code of Conduct and Sustainability Principles. Vontobel strives to conduct its business activities in accordance with these principles and to meet high ethical standards. Vontobel expects its vendors and service partners to do likewise.

These guidelines, which are based on the principles of the UN Global Compact, set the benchmark for responsible management which Vontobel expects from its vendors. Vontobel is aware that the same practices do not apply everywhere and that legal regulations are not enforced to the same extent everywhere. Where vendors diverge from the stated principles, Vontobel will try to ensure that the principles are better adhered to and will discuss ways and means of doing this with the vendor. If the principles are proven to have been seriously violated, Vontobel will exclude the vendor.

These guidelines will successively be integrated into existing and new agreements and Vontobel will find appropriate means to regularly monitor that the standards are being adhered to.

1. Legal and regulatory requirements

Vendors must comply with all applicable laws, regulatory requirements and standards in the countries in which they are active. This applies in particular to environmental, labour and anti-corruption laws.

2. Environmental protection

Vendors whose products and services have significant environmental impacts should have principles and systems in place to minimize these impacts. Emphasis should be on principles for a prudent management of resources, to minimize environmental impacts and for the development of environmentally friendly products.

3. Child and forced labour

Vendors may not employ any children below the minimum age of employment stipulated in national law and under no circumstances employ forced labour. At the same time, they should ensure that neither child nor forced labour is used by their own vendors.

4. Respect in the workplace

Vendors should treat their employees with respect and create a working culture that is free of harassment and bullying. They should commit to offering equal opportunities in their personnel decisions and not to discriminate against anyone based on their origin, ethnicity, gender, age, physical ability, sexual orientation or religion.

5. Conditions of employment

Employees' wages, benefits and working hours of all vendors must at least comply with the minimum legal requirements and should also reflect current local practices.

6. Freedom of association

Vendors should recognize their employees right to freedom of association and collective bargaining, at least in as far as applicable law allows.

7. Health and safety

Vendors should implement appropriate measures to ensure that their employees work in a safe and healthy working environment and that they receive regular training related to safety issues.

8. Anti-corruption commitment

Vendors may not engage in any form of bribery, price fixing or other corrupt practices in the course of their matters of business.

Zurich, October 2010