BAM Vendor

Code of Conduct

Doing things right.
As BAM we want to do things right. This means that we operate in a safe, sustainable and ethical way at all times and in all situations. We are committed to positive, constructive and long-term business relationships with vendors that have values aligned with our own.

The BAM Code of Conduct (BAM Code) outlines the behaviors we expect from our employees and others when they perform work for BAM. We also expect our vendors not only to comply with laws and regulations but furthermore make health and safety, sustainability and integrity a priority. This code of conduct explains the behaviour we expect from our vendors (Vendor Code).

The BAM Code and Vendor Code rely on the BAM Values. Living our four values will help us fulfil our purpose of enhancing people’s lives by creating sustainable environments. Our values are non-negotiable.

- Demonstrating proactive ownership (’I take initiative to prevent rather than fix’) helps us anticipate and resolve problems before they occur.
- Open collaboration (’I share so we all gain’) lets us benefit from each other’s expertise and insights.
- Scalable learning (’I ask, listen and support, so that we can learn collectively’) allows us all to learn faster, with deeper insights, than we ever could on our own.
- Predictable performance: (’I deliver what I promise’) is what builds trust and helps to guarantee our future success, individually and as a group.

Committing to these BAM Values is fundamental for meeting the behavioral requirements that the Vendor Code outlines.
Compliance

BAM requires vendors to comply with the Vendor Code. We believe that having an open dialogue is crucial to support anyone involved in their decision making and to learn from each other. In case of questions on this Vendor Code or to report suspected or known misconduct, please reach out to your local Procurement contact or doingthingsright@bam.com.

BAM is entitled to audit a vendor’s compliance in line with the Vendor Code. Accordingly, a vendor must cooperate by providing relevant information that BAM requests, and by making individuals accessible so BAM can conduct a meaningful audit. Please be aware that non-compliance with this Vendor Code may lead to corrective measures, including termination of the business relationship.

Scope

The Vendor Code applies to vendors – and their employees – of goods and services delivered to BAM. The group that we collectively refer to as “vendors” includes suppliers, subcontractors, professional service providers, consultants, intermediaries and agents. As a vendor, you must ensure that the practices and principles outlined in the Vendor Code are communicated throughout your supply chain.

The Vendor Code is an integral part of the contractual relationship between BAM and the vendor. It should not conflict with the applicable (general) terms and conditions, but in case there is such a conflict, this Vendor Code prevails over the terms for the relevant subject matters, unless those terms are more specific and stringent.

Expected behaviour

After a hard day’s work, we all want to return home safely again. No task is so important or urgent that it cannot be done safely. This is a fundamental priority for BAM. Our business is built upon providing a safe work environment for employees and we expect our vendors, where relevant, to ensure that we achieve this.

What do we expect from our vendors?

- Create a safe working environment.
- Never put safety aside to get the job done.
- Stop any activity - including your own - that you believe is not safe.
- Never work under the influence of alcohol or drugs to ensure safety while working.

Compliant behaviour in the following areas is expected from our vendors:

Working safely

- Create a safe working environment.
- Never put safety aside to get the job done.
- Stop any activity - including your own - that you believe is not safe.
- Never work under the influence of alcohol or drugs to ensure safety while working.

Compliant behaviour in the following areas is expected from our vendors:
Driving sustainability and helping communities

Working towards a more sustainable world is an important priority for BAM and part of how we do business every day. We expect our vendors to care for the environment in their actions and policies when working for and with BAM.

What do we expect from our vendors?

- Comply with all relevant environmental laws and ensure that all necessary permits are in place.
- Strive to (re)use raw materials, energy and other natural resources efficiently, while minimizing waste, emissions and noise.
- Strive to be responsible citizens, who respect other cultures and local traditions and try to create positive impacts through the delivery of products and services.
- Care about the communities they operate in by helping to improve the wellbeing, inform involved communities on projects and take into account any concerns of those communities.

Respecting Human Rights

BAM considers respecting and promoting human rights as an important part of our responsibility in society (e.g. the Guiding Principles on Business and Human Rights of the United Nations). We do not tolerate any form of child, forced or compulsory labour in our business or in our supply chain. People who work for or provide services to BAM, do so of their own free will. BAM is committed to preventing slavery and human trafficking throughout our operations and those associated with our business.

What do we expect from our vendors?

- Respect the dignity of every person you come into contact with and those affected by our projects treat them fairly, in accordance with all applicable laws.
- Do not engage in or support child labour practices or forced or involuntary labour, including indentured, bonded or slave labour.
- Respect employees’ freedom of association. Don’t retaliate or discriminate against any person in your work force who chooses to exercise this right.
- Provide employees with wages and benefits that at least meet the minimum amount required by applicable local laws/regulations.

Preventing bribery & corruption

At BAM, we do business honestly and build relationships based on trust. We have a zero-tolerance for bribery and corruption as they are simply against everything we stand for. Our vendors must never receive, accept, give or promise anything of value to gain an improper business advantage.

What do we expect from our vendors?

- Never receive, accept, give or promise bribes or anything else of value to gain an improper business advantage.
- Do not offer or make unofficial payments to speed up an administrative process or secure a routine government action by an official (facilitation payments).
- Do not accept or offer hospitality or gifts that may improperly influence – or create the appearance of improperly influencing – their business decisions or those of BAM, or others.
- Never tolerate extortion, corruption, and/or embezzlement.

Avoiding conflicts of interest

We do business in a way that is open and transparent and with the highest integrity. An actual or perceived conflict of interest may jeopardise BAM’s reputation and the individuals involved.

What do we expect from our vendors?

- Immediately communicate any potential conflict of interest before starting a business relationship and/or during the business relationship.
- Do not provide financial or other support to political parties and/or other organisations to influence transactions with or for BAM.
What do we expect from our vendors?

- Compete fairly and comply with antitrust and competition laws in the countries in which you operate.
- Do not make agreements or carry out practices that are illegal, such as price-fixing, market allocation or abuse of a dominant position.
- Don’t share competitive, sensitive information such as price, terms of contracts and tenders with competitors or business partners.
- Comply with relevant trade controls and provide accurate and truthful information about it to customs and other authorities when required.
- Identify and manage trade restrictions applicable to your business with us, including those of sanctioned countries and parties. BAM does not accept any materials or service from persons, entities, governments or countries if doing so violates applicable export control regulations.

Competing fairly and comply with trade controls

As a major player in the market, it is BAM’s responsibility to contribute to fair competition. When we focus on winning contracts, we do not avoid tough competition, but we compete in a legal and ethical manner. We follow the laws and regulations, wherever in the world we are operating and our vendors should do the same. Furthermore, compliance with applicable trade controls should also be safeguarded at all times.

Protecting assets, property and equipment

What do we expect from our vendors?

- Protect all BAM assets and resources you use from misuse, damage, loss, and theft when entrusted to your care.
- Do not use BAM assets for personal purposes.
- Respect intellectual property rights, including those of BAM.

Protecting data and privacy

What do we expect from our vendors?

- Prevent accidental loss and unauthorised access, disclosure or destruction of (personal) data and confidential information.
- Respect applicable privacy legislation and establish an information security system to protect (personal) data – including data from its customers and employees – from being disclosed, changed, destroyed or used for any purpose other than the purpose for which it was provided.
- Data is only kept as long as is necessary for the intended purpose and securely deleted or returned once it is no longer needed for this purpose.
- Keep accurate, complete and up-to-date records which may have an impact on the business activities with BAM.

Protecting assets, property and equipment

It could be necessary for vendors to use assets and resources of BAM. These assets and resources include tools, machines, raw materials, cars and vans, phones, laptops, patents, trademarks, know-how, trade secrets and even our brand. As these assets are vital to our business and entrusted to your care, you are responsible to use them in an appropriate way and protect them from any form of misuse, damage, loss or theft.

BAM uses a great deal of (personal) data, such as client information, financial reports, and construction specifications. We handle (personal) data carefully and securely and manage it in a professional, lawful and ethical way.