



CATHOLIC DIOCESE OF HOMABAY

ST PAUL'S MISSION HOSPITAL

P.O BOX 426 – 40300 HOMABAY, TEL: +254111817447

SUPPLIER CODE OF CONDUCT

1. Integrity and Ethical Standards

St. Paul's is a mission-driven institution. We expect our partners to operate with the highest level of honesty:

- **Anti-Corruption:** Suppliers shall not offer, provide, or promise any bribes, kickbacks, or facilitation payments to any hospital staff to influence a decision.
- **Conflict of Interest:** Suppliers must disclose if any hospital employee or board member has a financial interest in their business.
- **Fair Competition:** Suppliers shall not engage in price-fixing or collusive bidding with other vendors.

2. Clinical and Product Safety

As a healthcare provider, we do not compromise on quality. You agree to:

- **Authenticity:** Provide only genuine, licensed products. Counterfeit or "sub-standard" medical supplies will lead to immediate contract termination and legal reporting.
- **Cold Chain Integrity:** If you supply temperature-sensitive items (vaccines, reagents), you must provide proof of temperature maintenance during transit.
- **Accuracy:** Deliver exactly what is ordered. Substituted brands are not accepted unless pre-approved in writing by the Hospital Pharmacist.

3. Labor and Human Rights

We believe in the dignity of all workers. Our suppliers must:

- **Fair Wages:** Pay their employees a fair wage in accordance with Kenyan Labor Laws.
- **Child/Forced Labor:** Strictly prohibit the use of child labor or any form of forced or bonded labor.
- **Safety:** Provide a safe and healthy working environment for their own staff.

4. Environmental Responsibility

St. Paul's strives to protect the environment we heal in:

- **Waste Management:** Suppliers are encouraged to reduce excess packaging.
- **Hazardous Materials:** Any hazardous chemical or medical waste must be accompanied by a Material Safety Data Sheet (MSDS).

5. Professionalism in the Hospital

When delivering to our facility, supplier staff must:

- **Respect Patients:** Maintain silence and respect the privacy of patients.
- **Identification:** Wear company branding or carry identification at all times.
- **Road Safety:** Use designated loading bays and observe hospital speed limits.

6. Monitoring and Compliance

St. Paul's reserves the right to:

1. Conduct unannounced site visits to a supplier's premises.
2. Audit delivery logs and quality certifications.
3. Terminate any contract immediately if this Code of Conduct is breached.

Declaration by Supplier: I, _____, representing _____ (Company Name), have read and understood the St. Paul's Mission Hospital Supplier Code of Conduct. We commit to upholding these standards in all our dealings with the hospital.

Signature: _____ **Date:** _____ **Company Stamp:** _____