

Vendor Code of Ethics and Conduct

1. Compliance with Laws and Regulations:

- We will comply with all applicable laws, regulations, and standards in the jurisdictions where we operate.
- We will obtain and maintain all necessary permits, licenses, and certifications required to conduct business.

2. Integrity and Honesty:

- We will conduct all business dealings with honesty, integrity, and fairness.
- We will avoid conflicts of interest and disclose any potential conflicts promptly.

3. Fair Competition:

- We will compete fairly and ethically in the marketplace.
- We will not engage in anti-competitive practices, including price-fixing, bid-rigging, or market allocation agreements.

4. Confidentiality and Privacy:

- We will protect the confidentiality of sensitive information provided by JIS.
- We will handle personal data responsibly and in compliance with applicable data protection laws.

Kode Etik dan Perilaku Vendor

1. Kepatuhan terhadap Hukum dan Peraturan:

- Kami akan mematuhi semua hukum, peraturan, dan standar yang berlaku di yurisdiksi tempat kami beroperasi.
- Kami akan memperoleh dan menjaga semua izin, lisensi, dan sertifikasi yang diperlukan untuk melakukan bisnis.

2. Integritas dan Kejujuran:

- Kami akan melakukan semua transaksi bisnis dengan kejujuran, integritas, dan keadilan.
- Kami akan menghindari konflik kepentingan dan segera mengungkapkan konflik potensial.

3. Persaingan yang Adil:

- Kami akan bersaing secara adil dan etis di pasar.
- Kami tidak akan terlibat dalam praktik anti-persaingan, termasuk penetapan harga, pembuatan tawaran palsu, atau perjanjian pembagian pasar.

4. Kerahasiaan dan Privasi:

- Kami akan melindungi kerahasiaan informasi sensitif yang diberikan oleh JIS.
- Kami akan menangani data pribadi dengan bertanggung jawab dan sesuai dengan undang-undang perlindungan data yang berlaku.

Vendor Code of Ethics and Conduct

5. Respect for Human Rights:

- We will respect the fundamental human rights of all individuals, including employees, customers, and stakeholders.
- We will not tolerate any form of discrimination, harassment, or exploitation.

6. Environmental Responsibility:

- We will minimize our environmental impact and strive for sustainability in our operations.
- We will comply with environmental laws and regulations and seek opportunities to reduce waste and conserve resources.

7. Health and Safety:

- We will provide a safe and healthy work environment for our employees.
- We will implement measures to prevent accidents, injuries, and occupational illnesses.

8. Reporting Violations:

- We understand that they can report any violations of this code or unethical behavior encountered through the JIS Whistleblowing Policy. Reports can be made anonymously or with full disclosure to whistlebot@jisedu.or.id. JIS will strive to keep the reporter's identity confidential, where permissible by law, and provide protection from any potential retaliation.

We commit to upholding these principles and we understand that compliance with this Vendor Code of Ethics and Conduct is essential to maintaining our business relationship with JIS.

Kode Etik dan Perilaku Vendor

5. Menghormati Hak Asasi Manusia:

- Kami akan menghormati hak asasi manusia dasar semua individu, termasuk karyawan, pelanggan, dan pemangku kepentingan.
- Kami tidak akan mentolerir bentuk diskriminasi, pelecehan, atau eksploitasi.

6. Tanggung Jawab Lingkungan:

- Kami akan meminimalkan dampak lingkungan kami dan berusaha untuk keberlanjutan dalam operasi kami.
- Kami akan mematuhi undang-undang dan peraturan lingkungan dan mencari peluang untuk mengurangi limbah dan menghemat sumber daya.

7. Kesehatan dan Keselamatan:

- Kami akan menyediakan lingkungan kerja yang aman dan sehat bagi karyawan kami.
- Kami akan menerapkan langkah-langkah untuk mencegah kecelakaan, cedera, dan penyakit akibat kerja.

8. Melaporkan Pelanggaran:

- Kami mengerti bahwa mereka dapat melaporkan setiap pelanggaran terhadap kode etik ini atau perilaku tidak etis yang ditemui melalui Kebijakan Pelaporan Pelanggaran JIS. Laporan dapat dibuat secara anonim atau dengan identitas lengkap ke whistlebot@jisedu.or.id. JIS akan berusaha semaksimal mungkin untuk merahasiakan identitas pelapor, jika diizinkan oleh hukum, dan memberikan perlindungan dari kemungkinan pembalasan.

Kami berkomitmen untuk mematuhi prinsip-prinsip ini dan kami memahami bahwa kepatuhan terhadap Kode Etik dan Perilaku Vendor ini sangat penting untuk mempertahankan hubungan bisnis kami dengan JIS.

Whistleblowing Policy for Vendors

Jakarta Intercultural School (JIS) is committed to upholding its mission, vision, and values across all partnerships, including those with vendors. JIS aims to foster an environment that encourages all vendors to report, in good faith, credible information regarding suspected illegal acts, misconduct, or impropriety. This “Whistleblowing” policy provides vendors with a confidential and objective pathway to report concerns about JIS or its affiliates.

Objectives of the Whistleblowing Policy

The objectives of this policy for vendors are to:

- Support a culture of high ethics, integrity, and honesty in our partnership.
- Provide a path for vendors to raise concerns about actual or suspected misconduct.
- Allow vendors to report concerns related to behavior, ethics, improprieties in financial dealings, irregularities, fraud, corrupt conduct, conflicts of interest, bribery, and breaches of law or ethics within JIS partnerships.

JIS Vendor Standards

Vendors must observe high standards of conduct, reflecting values like honesty, integrity, and respect, in fulfilling their responsibilities to JIS. JIS does not tolerate any illegal, unethical, or immoral activities by any individual or vendor organization involved with JIS.

Reporting Channels

Vendors are encouraged to report concerns through JIS’s established channels, beginning with the primary JIS contact person. If escalation is required, vendors may report directly to JIS Management (Head of School - Deputy Head of School - CFO), the Board of Trustees, or through an external, independent service JIS provides to facilitate whistleblowing reports.

Reports can be made anonymously or with full disclosure. JIS will strive to keep the reporter’s identity confidential, where permissible by law, and provide protection from any potential retaliation.

Confidentiality and Investigations

JIS will treat all information reported by vendors with strict confidentiality. Circumstances requiring disclosure—such as compliance with legal obligations or safety concerns—will be handled with transparency, and JIS will endeavor to notify the reporting vendor if such circumstances arise.

Investigations, when necessary, will involve only relevant personnel and/or external experts. JIS assures vendors that all individuals involved in an investigation, including vendor representatives, will be protected, and participation in good faith will not jeopardize their position or contract with JIS.

Assisting with Investigations

Vendors may be required to assist in investigations. If the whistleblower has any personal interests related to the concern, they should disclose this at the outset. Should a vendor representative be involved in the alleged misconduct, they will still be held accountable. However, the fact that they have reported the concern may be taken into consideration.

Reporting Details

Reports should be made as soon as possible, providing detailed information on the background, facts, parties involved, and supporting evidence. When appropriate, vendors may report directly to JIS Management or the Board of Trustees.

JIS will work with the Human Resources Office and other relevant bodies to ensure a timely and confidential investigation process, with actions taken according to relevant policies and the laws of Indonesia.

Examples of Reportable Concerns

Examples of concerns vendors may report include, but are not limited to:

- **Abuse of Influence:** A JIS employee or representative receives a benefit that influences their judgment in vendor dealings.
- **Conflict of Interest:** A JIS employee has an interest in a vendor organization that may benefit from undisclosed relationships.
- **Corruption and Bribery:** Unauthorized use of JIS funds, property, or services, or acceptance of benefits from vendor contracts.
- **Fraud:** Any deceptive actions or financial misrepresentations involving vendor interactions with JIS.
- **Malpractice:** Financial irregularities or failure to meet legal obligations relevant to JIS-vendor relationships.