



HCISR

Vendors Code of Conduct

HCISR Public Statement: Supplier Code of Conduct

Hellenic Center of Interdisciplinary Studies and Research (HCISR)

This Code defines the non-negotiable minimum standards of business behavior, ethical trade, and social responsibility that the Hellenic Center of Interdisciplinary Studies and Research (HCISR) requires its Suppliers and their sub-tier suppliers ("the Supplier") to respect and adhere to when conducting business with HCISR.

I. HCISR Mission and Scope of the Code

HCISR is dedicated to advancing interdisciplinary education, research, and cultural exchange, with a strong focus on study abroad programs and collaborative projects in Greece. Our function and activities are based on respect for equality, inclusivity, solidarity, and democratic values.

This Code supports the implementation of our commitment to international standards, including the UN Guiding Principles on Business and Human Rights, the Core Conventions of the International Labour Organisation (ILO), and the 10 Principles of the United Nations Global Compact.

The standards set forth apply to all Suppliers with whom we engage, including their parent, subsidiary, or affiliate entities, as well as their employees, subcontractors, and third-party partners.

II. Labor Practices and Human Rights

HCISR expects its suppliers to respect all human rights, including children's rights and labour rights, in every aspect of their operations.

A. Respect, Dignity, and Non-Discrimination

- Suppliers must treat all employees with dignity and respect, refraining from any form of discrimination, harassment, intimidation, or abuse.
- Suppliers must respect employee privacy and ensure equal opportunities in hiring, working conditions, and remuneration.

B. Voluntary and Fair Labor

- Suppliers must guarantee the right to freedom of association and collective bargaining.
- Suppliers shall ensure that all employment is based on lawful and voluntary agreements, and prohibit the use of forced or compulsory labour in any form.
- Wages, working hours, benefits, rest periods, and parental leave must comply with national laws or industry standards, whichever sets a higher requirement, and all obligations arising from the employment relationship must be honoured in good faith.

C. Prohibition of Child Labor

- Suppliers are strictly prohibited from employing children below the minimum legal age in accordance with ILO Conventions.
- Suppliers must safeguard that young workers are not exposed to conditions that may harm their physical, mental, or emotional development.

D. Health and Safety

- Suppliers are expected to provide their employees with a safe and healthy workplace.
- Appropriate measures must be taken to prevent work-related injuries and illnesses, to prepare for and respond to emergencies, and to ensure that their services and products meet all applicable quality and safety standards.

III. Business Integrity and Transparency

HCISR requires the highest standards of business integrity from its suppliers.

- Anti-Corruption: Bribery, corruption, kickbacks, or any form of improper advantage are strictly prohibited.
- Records: Suppliers should maintain transparent and accurate records.
- Confidentiality: Suppliers must ensure that confidential information is safeguarded and only used for authorised purposes.
- Conflicts of Interest: Any potential conflict of interest between suppliers and HCISR staff or contractors must be reported.
- Product Origin: Suppliers must disclose the country of origin of products and materials when required.
- Grievance Mechanisms: Suppliers are expected to establish mechanisms allowing employees or stakeholders to raise concerns or grievances safely and confidentially.

IV. Environmental Responsibility

HCISR places strong emphasis on environmental sustainability.

- Suppliers are required to comply with environmental legislation and maintain the necessary permits.
- Suppliers must adopt systems to manage and mitigate environmental impacts.
- Suppliers are expected to handle hazardous substances responsibly, to minimise pollution and waste, and to improve the efficient use of natural resources such as water and energy.

V. Compliance, Monitoring, and Review

- Compliance Expectation: Suppliers are expected to comply with all applicable laws and regulations and the principles outlined in this Code, while striving to align with international standards and best practices.
- Verification: HCISR reserves the right to verify compliance through internal reviews or external assessment mechanisms.
- Continuous Improvement: HCISR encourages Suppliers to continuously enhance their practices. Failure to demonstrate improvement may directly affect the Supplier's eligibility to conduct business with HCISR.
- Acceptance: By accepting a Purchase Order or entering into a contractual relationship, the Supplier confirms that its operations are subject to the provisions of this Code.

This Supplier Code of Conduct has been approved by HCISR's Administrative Council and is made available through the organization's official communication channels

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