

PARTNER SELECTION POLICY

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6001	Partner Selection Policy	
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NA = not applicable

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Section 1. Purpose

The NICOLE Foundation is committed to complying with all applicable laws relating to business ethics when performing assignments, also referred to in NICOLE Foundation's Code of Conduct, and subsequently in this Policy.

Therefore, the Board of Directors must use this Partner Screening Policy to screen and evaluate partners before engaging with any of them.

Section 2. Scope

All Foundation Partners (sub-consultants, consortium partners and agent/representatives) are assessed every 12th month for every assignment and agreement. Yet it is worth mentioning that the NICOLE Foundation is always ultimately responsible to her project beneficiaries for all actions taken by her Foundation Partners.

Thus, a Business Ethics Assessment is performed as part of the general Partner Screening process.

Bribery and Corruption are more prevalent in some countries than others and therefore doing business with individuals or organizations in certain countries increases the likelihood of misconduct such as Bribery arising. Different assessment routines may therefore be applicable for different countries, dependent on each country's perceived risk-level according to Transparency International's Corruption Perspective Index (CPI) rankings.

Section 3. Definitions

Partners: all those that receive grants or financial support from the Foundation or will benefit from the volunteer services of the Foundation: partners would typically be NGO's, national and international organizations, subcontractors, partner consortia, etc.

Section 4. Procedure

An agreement with a Foundation Partner can only be established once a Foundation Partner screening according to the NICOLE Foundation's routines is approved.

Any new arrangement that has been agreed by the NICOLE Foundation and a Foundation Partner should be confirmed in a written contract. Every such contract must contain appropriate anti-bribery provisions.

All records generated pursuant to this policy and in the management system procedures, including Foundation Partner Business Ethics Assessments, checklists, forms and certificates, should be maintained for at least five years, unless otherwise required by law or instructed by the Compliance Director.

Particular attention should also be paid to situations where a third party represents the NICOLE Foundation in its dealings with a governmental authority. A specific example of such a situation is where an individual or organization is engaged by NICOLE Foundation to provide services or to negotiate on NICOLE Foundation's behalf with authorities.

The NICOLE Foundation's assessment of Foundation Partners includes:

- Ascertaining what anti-bribery and corruption policies, programs and compliance regime the third party has in place;
- Making third parties aware of NICOLE Foundation's Code of Conduct and Anti-Bribery and Corruption Policy;
- Formally agreeing to abide by NICOLE Foundation's policies as a prerequisite for cooperation; and
- More extensive background checks including screening of ownership of the potential third party, where cooperation is perceived to be high risk.