

Supplier Policy

1. Human Practice Foundation

Human Practice Foundation ("HPF") focuses on building schools, creating, and implementing quality education and entrepreneurial projects that give children and their communities the power to create a better future. We see schools as our starting point for making a positive impact on the entire community, both creating local jobs and better education, and long-term development projects.

2. Purpose

The Supplier Policy is implemented for HPF to ensure that new and ongoing partnerships are not associated with any illegal activity which can damage the foundation's reputation and work. Moreover, the Supplier Policy is implemented to ensure that charitable funds are properly used, adequately protected, and not misused for financial crime, terrorist, or other criminal purposes. This policy can be used for where it is relevant e.g., working with contractors and other partners in Kenya, Nepal, and Denmark.

3. Partner Relations

Partnerships with suppliers are needed in order to implement and realize projects in the countries where HPF is working. HPF reaches out to potential suppliers when planning a project that needs special skills. HPF aims for our partnerships to be project-based, clear, and transparent to ensure an effective approach. Furthermore, HPF strives for establishing long-term partnerships with local suppliers.

4. Who do we partner with?

HPF seeks to partner with individuals, companies, and organizations who aspire to join our mission, and who share our values and ethics. Furthermore, HPF seeks to partner with companies and organizations who recognize, respect, and promote the realization of the fundamental principles of transparency and accountability.

HPF will not engage with a partner who is associated or taking part in any illegal activity e.g.:

- Child labouring

- Money Laundering
- Corruption
- Terrorist Financing
- Any other illegal activity not mentioned above

5. Due Dilligence

HPF conducts due diligence of potential suppliers to be assured and confident that the foundation knows the suppliers which it works with and is able to identify and manage associated risks.

The due diligence process is of importance, as it includes carrying out proper 'checks' on those individuals and corporations that receive money from the foundation, including partners and others that are contracted to work with it.

Key Questions and Key Issues

HPF follows a guideline with key questions and key issues when establishing a new supplier partnership. HPF's local offices in Kenya, Nepal, and Denmark follow different due diligence processes as the nature of the supplier relationships are different and hence the documents which are created to accommodate the different supplier partnerships that are established in each country vary. Due diligence is conducted by the local HPF teams and reviewed by HPF HQ.

In Kenya, HPF's supplier partnerships are mainly established with contractors, who are responsible for the construction of school infrastructure. In Kenya, the local HPF team follows our Standard Operating Procedure (SOP) which consists of a description of the steps taken, when establishing a new partnership with a contractor. The list of key questions from the SOP can be seen in appendix 1. For further elaboration please refer to the HPF SOP.

In Nepal the construction of school infrastructure is conducted in partnership with the local government and the school management. Therefore, HPF's supplier partnerships are mainly established with the school management. The local HPF team follows a Cooperation Agreement when establishing a new supplier partnership, which is signed by HPF and the school management. For further elaboration please refer to the template for Cooperation Agreement and Project Agreement with the local government.

In Denmark, our partners for the Inner Strength programme are the Inner Strength teachers for the partner schools. In the recruitment process, the teachers submit their application and are selected through a selection process with employment interviews with the Programme Manager. When selected, the teachers participate in different courses to

gain the knowledge and expertise required for the programme and are introduced to the HPF policies.

All reports and checks in relation to due diligence will be documented and saved.

6. Reporting of suspicious activity

If due diligence checks reveal evidence of crime or corruption, HPF is obligated to report the matter to the police and/or other appropriate authorities. In addition, HPF have the right to terminate any partnership if abovementioned is relevant. For further elaboration refer to the HPF Anti-Corruption Policy.