



CODE OF CONDUCT

FOR ALL ABE PARTNERS, SUPPLIERS, AND
ACCREDITED CENTRES



Est. 1973



TAKING OUR SOCIAL RESPONSIBILITY SERIOUSLY



We exist to empower people to transform their lives and communities through gaining high-quality business, management and entrepreneurial skills.

We believe that high-quality business education is an essential building block for a modern economy. Financial skills can help to address corruption, entrepreneurship skills may help to create jobs and management education will lead to practices which enhance productivity, value, and attract investment.

ABE learners acquire the skills and confidence to innovate and to find solutions to complex problems. Through education we aim to achieve the following social objectives:

- **Improve life chances**
- **Eradicate poverty through sustainable, high-impact entrepreneurship and job creation**
- **Foster an open, inclusive, global market economy where everyone benefits from responsible globalisation and trade**
- **Achieve a safer, healthier and more prosperous future for all.**

SUPPORTING THE UNITED NATIONS SUSTAINABLE DEVELOPMENT GOALS



ABE is a multi-national organisation. Our brand and qualifications are recognised internationally and we aim to connect our graduates and partners to a mosaic of international trade and education opportunities.

The UN Sustainable Development Goals is a plan of action for people, planet and prosperity. The goals seeks to strengthen universal peace through recognising that eradicating poverty in all its forms and dimensions is the greatest global challenge and an indispensable requirement for sustainable development. ABE works collaboratively across the public, private and aid-funded sectors to fuel inclusive economic growth, social mobility and productive capacity in some of the world's most challenging environments. We are determined to support the UN in taking these bold and transformative steps which are urgently needed to shift the world onto a sustainable and resilient path and ensure that no one will be left behind.

The 17 Sustainable Development Goals and 169 targets build on the Millennium Development Goals and seek to realize the human rights of all and to achieve gender equality and the empowerment of all women and girls.

ABE selects partners and suppliers which reflect our commitment to promoting these specific UN Sustainable Development Goals.

- **Quality education**
- **No poverty**
- **Decent work and economic growth**
- **Industry, innovation and infrastructure**
- **Responsible consumption and production**
- **Reduced inequalities**
- **Gender inequality**
- **Peace, justice and strong institutions**



CODE OF CONDUCT

Social responsibility and respect for human rights are central to ABE's expectations of its Partners, Preferred Suppliers and Accredited Centres ('Partners').

Partners must ensure that robust procedures are adopted and maintained to eliminate the risk of poor human rights practices. These practices include sexual exploitation, abuse and harassment; all forms of child abuse and inequality or discrimination.

Partners must place an emphasis on the control of unethical and illegal employment practices, such as modern day slavery, forced and child labour and other forms of exploitative and unethical treatment of workers.

ABE's policies are available in full on our website and customer portal.

Specific requirements:

- The Partner warrants that it has developed and embedded an adequate safeguarding policy to protect children and young or vulnerable people from all forms of exploitation.
- Where appropriate, the Partner warrants that it has delivered, or is in the process of delivering safeguarding training to relevant members of staff.
- Those involved in ownership and/or general management of the Partner organisation have not been found, by a court or regulatory authority, as having been involved in any fraudulent activity or other dishonesty including misrepresentation and/or identity theft.
- Those involved in the ownership and/or general management of the Partner organisation are not linked through commercial interest, political affiliation or personal association to any organisation or persons(s) involved in poor human rights practices, or open hostility based on identity.

We define a 'Partner' as:

Any organisation or person(s) directly involved with ABE in supporting the achievement of ABE's objectives, and/or delivering ABE products, or products and services endorsed by ABE.

We define a 'Preferred Supplier' as:

Any organisation or person(s) from which ABE procures goods and services.

We define an 'Accredited Centre' as:

Any organisation which has been accredited by ABE to deliver regulated qualifications.

Within this document we define these organisations collectively as 'Partners'.

- Those involved in the ownership and/or general management of the Partner are not the subject of sanctioning or blacklisting procedures by the UK Government.
- The Partner warrants that it will reflect ABE's principles and policies on anti-slavery and political neutrality in the normal course of its business operations.
- Partners must be familiar with, keep up to date with, and comply with all regional/country laws and regulations relating to (1) sales and investment activities with local government entities, (2) economic sanctions and trade embargoes imposed or approved by the United Kingdom, (3) anti-money laundering, anti-corruption, import and export laws and regulations, and laws and regulations involving customs and taxation.
- Partners must comply with all local environmental laws, labour laws, and laws upholding the human rights of persons, without discrimination.
- Partners should undertake to engage in social media in a way that is lawful, respectful and ethical.
- We expect all Partners to abide by all laws designed to deter criminal enterprise, prevent terrorism and protect the security of the countries/regions where we operate.



- We expect all of our Partners to respect our trademarks and copyrights, and at no point to make representations on behalf of ABE without prior agreement.
- We expect Partners to comply with applicable regional/country data privacy laws, regulations, rules and ordinances, and to strive to protect an individual's Right to privacy.
- Our Partners shall conduct their business consistent with fair and vigorous competition and in compliance with applicable regional/country antitrust laws.
- Our Partners shall employ fair business practices including accurate and truthful advertising.
- Partners shall not offer, pay, ask for or accept anything of value – or give the appearance that they do – in order to improperly influence decisions or actions with respect to any business or government activities.
- Our Partners shall encourage all workers to report concerns or suspected illegal activities without threat of reprisal, intimidation or harassment, and shall investigate and take corrective action if needed. Partners shall provide workers with information on how to confidentially report concerns, and shall ensure that reporting workers are protected from retaliation. Anonymous reporting channels should be provided where permitted by law.

OUR RESPONSIBILITIES



All ABE Accredited Centres are on-boarded according to robust ABE standards and application screening processes as per the Guide to Accreditation.

ABE regional offices may seek further assurances that all due diligence considered as part of the ABE accreditation or procurement process can be verified.


Before taking forward any new Partner arrangements ABE will always check company registration details and may carry out a public search on a Partner's background.

TAKING ACTION



ABE will investigate when it suspects a violation of its Code of Conduct has occurred. We expect Partners to cooperate with our investigations including, where permitted, providing reasonable access to facilities, records and staff.

In rare cases where a breach of the Code of Conduct is verified, ABE at its sole discretion may take immediate action, including the termination of contracts, arrangements and accreditation, and may make notifications to the relevant authorities.



QUESTIONS AND CONCERNS



ABE acknowledges the complexities of operating in a fast-moving, globalised environment and we always respect local traditions, customs and laws in the countries and regions where we operate.

If you have questions or concerns about our Code of Conduct please get in touch, we will always listen to your views respectfully and constructively.

**"We make a difference
in the world"**





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