CORPORATE POLICY

Subcontractor and Supplier Code of Conduct

EFFECTIVE DATE	VERSION	NEXT REVIEW
11 August 2026	1.0	12 months after approval

POLICY OWNER	APPROVED BY
Compliance Officer, with the Procurement lead	Board of Directors, [date]

APPLIES TO

All subcontractors, labour providers, plant-hire firms, hauliers, material suppliers and consultants working for Boafo Nsa, and their own subcontractors

01 Purpose

Much of the work on a Boafo Nsa site is done by others. Our clients hold us responsible for their conduct, so we hold them to the same standards as ourselves. This Code is part of every subcontract and purchase order above GHS [X].

02 Minimum requirements

AREA	REQUIREMENT	LINKED POLICY
Integrity	No bribes, kickbacks, facilitation payments, bid rigging or false invoices	BN-POL-02
Conflicts	Disclose any relationship with Boafo Nsa staff	BN-POL-03
Safety	Follow our site rules, Life-Saving Rules and permits to work; competent supervision; certified plant and lifting gear	BN-POL-06, 07, 08
Environment	Licensed material sources only; no illegal sand winning or dumping; spill and waste controls	BN-POL-09
Quality	Work and materials to specification, with certificates and test results	BN-POL-10

AREA	REQUIREMENT	LINKED POLICY
Labour	No child or forced labour; written terms; at least minimum wage paid on time; SSNIT paid; no recruitment fees	BN-POL-11
SEAH	All workers are briefed on the SEAH rules and attend training	BN-POL-12
Communities	Respect for local people, property and the grievance process	BN-POL-13
Data	Protect confidential and personal information	BN-POL-15

03 Prequalification

Before engagement, Boafo Nsa checks:

- Business registration, tax clearance (GRA) and SSNIT compliance
- Ownership, including any links to public officials or Boafo Nsa staff
- Relevant licences and classifications
- Safety record, insurances and key plant certificates
- References from previous clients

Higher-risk partners, such as agents and labour providers, receive enhanced due diligence.

04 Fair dealing by Boafo Nsa

In return, Boafo Nsa will select partners on merit, keep tender information confidential, pay certified sums within the agreed terms, and give Ghanaian and local businesses fair opportunity to compete.

05 Monitoring

Boafo Nsa may inspect sites, payroll and SSNIT records, interview workers and audit compliance. Subcontractors must report incidents, accidents and grievances to us within 24 hours.

06 Further subcontracting

No work may be sublet without Boafo Nsa's written approval. Approved sub-subcontractors must accept this Code.

07 Breaches

Breaches must be corrected within an agreed time. Serious breaches, such as bribery, child labour, SEAH or a fatal safety failure, may lead to immediate removal from site, termination and exclusion from future work.

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