

10 December 2018

Dear Supplier,

As we approach the year end, we at UNICEF would like to sincerely thank you for your contribution as a UNICEF supplier.

With your support, UNICEF provided goods and services to support health and wellbeing of children around the world. In 2017 this reached a total procurement value of over \$3.4 billion USD, including what was procured on behalf of donors and governments. Through our strategic engagement on essential and emergency supplies, focus on innovation and early engagement in key supply sectors, we interact closely with suppliers to prepare for the future, learn and often share a vision of the future. As a development organization we recognize the many ways in which our suppliers impact positively and contribute by innovation, providing livelihood and expertise, providing opportunities and setting standards in local communities and engaging on values in societies. For this we thank you, and encourage you to keep your standards high.

The end of the year is a time when many people exchange gifts, and we would like to remind you of UNICEF's expectations of ethical conduct. UNICEF requires you and your employees to comply with the highest ethical and legal standards of conduct. UNICEF – and the UN - has a zero-tolerance policy on gifts and hospitality. In view of this, UNICEF personnel are prohibited from accepting from our suppliers any gift, even of a nominal value, including drinks, meals, food products, hospitality, calendars, transportation, and/or any other forms of benefits. Therefore, please do not send or offer gifts or hospitality to UNICEF personnel. Positive expressions and well wishes to offices with whom you work, in the form of cards, emails, or phone calls, are not considered gifts, but are not necessary.

UNICEF is committed to preventing, identifying and addressing all acts of wrongdoing against UNICEF, whether committed by UNICEF staff members or third parties involved in UNICEF activities. As such, UNICEF takes all reports of alleged wrongdoing seriously.

If you have any concerns regarding misconduct, including fraud or corruption involving UNICEF procurement or UNICEF personnel, please promptly report such concerns to the UNICEF Office of Internal Audit and Investigation Services (Integrity1@unicef.org). You may also notify the Supply Division (sd.complaints@unicef.org). Confidentiality will be fully respected by UNICEF officials.

As stewards of public funds, we want to make sure that all the available funds are used in our effort to achieve results for children.

With thanks to you as a partner to realizing UNICEF's mandate, we wish you a healthy and happy new year.

Yours sincerely,

Ursula Wellen
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