

# BBS Suppliers Code of Conduct

The success of the Budapest Business School (hereinafter: the 'University') is based on a strong organisational culture that supports ethical behaviour in interacting with each other as well as with external partners. The University is committed to conducting its activities in accordance with the applicable national and international laws, other relevant standards and internal regulations. As a major actor in higher education, the University works together with over a thousand suppliers including large companies and local SMEs, and therefore considers it particularly important to engage with partners whose economic, social and environmental performance meets the highest standards of business ethics.

In addition to ethical behaviour, the University seeks to ensure that its suppliers pay particular attention to sustainability matters and therefore reserves the right to audit, assess and rate suppliers in terms of sustainability. As part of this process, the University is committed to collaborating with its partners to resolve any sustainability incidents and to improve processes accordingly. In this context, the University is aware that the audits should not lead to the violation of its suppliers' trade secrets.

The purpose of the BBS Suppliers Code of Conduct to define the rules of ethical and lawful behaviour in respect of the University's mission of higher education and its strategic goals of sustainability, including the principles governing business relations with suppliers (in particular sustainability, equal opportunities, prohibition of active and passive corruption, and conflicts of interest).

The document summarising the University's vision and mission can be accessed [here](#).

## **Contents of the Code**

### **1. Sustainability**

The University expects its suppliers to contribute to the achievement of the University's strategic goals for sustainability; to strive for sustainable operations, to promote social mobility and equal opportunities, and to support active community life and healthy lifestyles.

### **2. Equal opportunities**

The University condemns and prohibits all forms of discrimination. This prohibition covers discrimination against University citizens and business partners on any grounds, in particular age, sex, marital status, nationality, ethnic origin, religion, political views, sexual orientation, health status, disability, advocacy membership, or any other status, characteristic or attribute. Exceptions may include cases of discrimination or preference that are clearly necessary due to the nature of employment, or that are based on law (e.g. medical incapacity).

The University respects the human values, dignity and uniqueness of its citizens. Under this principle, the University values partnership, community and collegiality with the aim of ensuring that the citizens of the University work together with each other and with external partners, showing respect and helping each other.

The University considers it important to promote national, ethnic and cultural diversity, recognizing that the various cultures and professions enrich the University community.

The University's plan on equal opportunities can be accessed [here](#).

### **3. Anti-corruption**

The University shall not tolerate fraud, corruption or any attempts thereof, and expects its business partners and suppliers to similarly reject any misuse of funds or other considerations paid by the University.

The Supplier shall not use any funds or other remunerations paid to it by the University for illegal purposes, in particular it shall not commit any act of corruption as described in Chapter XXVII of Act C of 2012 on the Criminal Code of Hungary, i.e. it shall not directly or indirectly (by using intermediaries) grant or promise to grant undue advantage to a person/body or individual performing a public function for the purpose of assisting the University, or any persons acting on behalf of the University, to obtain or retain business.

### **4. Conflict of interest**

The University seeks to avoid conflicts of interest. Conflicts of interest may arise from external legal or personal relationships, or from contracting, countersigning or performance certification duties. In such cases the University shall act transparently and shall take steps to eliminate any conflict of interest as soon as possible.

With regard to intellectual activities governed by Act LXXVI of 1999 on copyright (in particular lecturing and writing papers), the University considers it particularly important to ensure that no employee accepts any invitation or request which would result in an obligation towards the party issuing the invitation or request.

### **5. Code of Ethics**

The University's Code of Ethics summarises the principles of ethical conduct accepted in our community with the aim of providing guidance and support for cooperation for all stakeholders. The University expects its Suppliers to observe the principles laid down in the Code of Ethics.

The University's Code of Ethics can be accessed [here](#).

## **6. Accepting and offerings gifts and invitations**

The University rejects any gifts offered with an intent to influence, considering such acts as bribery. Offering and accepting small gifts and tokens of appreciation without an intent to influence shall be permitted. Any accepted gifts should preferably be offered for the benefit of the community.

## **7. Fair competition**

The Supplier shall not, either on behalf of the University, or on its own behalf or on behalf of others, engage in unlawful anti-competitive behaviour or deceptive trade practices. Accordingly, the Supplier shall not influence bids, fix prices or disclose to its competitors competitively sensitive information (including but not limited to price, costs and technical parameters) relating to the Client, the University, the Supplier or any other party. The Supplier shall not abuse its market power by any means including price discrimination practices, tying arrangements for products or services, or similar abusive practices. The Supplier shall not engage in any other misleading or unfair market practice either on its own behalf or on behalf of others. Furthermore, the Supplier shall not make any misrepresentations about its own products or services, or the products or services offered by any other party, nor shall it misrepresent its competitors or their products or services.

## **8. Data protection and intellectual property**

Suppliers shall protect and exclusively use any confidential information that comes to their knowledge as appropriate, and shall ensure that the data and valid intellectual property rights relating to employees and business partners are well protected.

For further information please contact the University's Office for Sustainability and Equal Opportunities via the address [fenntarthatosag@uni-bge.hu](mailto:fenntarthatosag@uni-bge.hu)