



Standards of Business Conduct



For more than 50 years, Chemonics has pursued a clear and enduring mission: by promoting meaningful change around the world, we help people live healthier, more productive, and more independent lives.

Across the diverse contexts in which we work, our success depends not only on what we achieve, but on how we achieve it. Chemonics' work is grounded in a deep commitment to ethics, professionalism, and respect for the people and communities we serve.

OUR VALUES

Our values—**Caring, Excellence, Innovation, Integrity, and Opportunity**—guide our decisions, shape our partnerships, and define how we work together to advance lasting development outcomes (see box).

Caring

We work inclusively and collaboratively and create a safe, supportive, and respectful environment to empower one another and our clients, partners, and those we serve around the world to thrive.

Excellence

We think critically and drive results to continually add value and improve our projects, proposals, and support services.

Innovation

No matter where we work, we operate with agility and resilience, imagining possibilities, applying solutions, taking risks, and learning fast for greater results.

Integrity

We reinforce transparency by making difficult decisions that honor our mission and values, regardless of consequences to our bottom line.

Opportunity

We embrace continuous learning, inspiring one another to grow as individuals while recognizing opportunities to grow as a company and better achieve our mission.

Fulfilling our mission requires a shared commitment from everyone acting on behalf of Chemonics, including employees, consultants, subcontractors, and partners. Each of us is expected to:

Understand and uphold our ethical standards

Exercise sound judgment and seek guidance when uncertain

Act transparently and honestly in all professional interactions

Voice concerns without fear of retaliation

Chemonics' *Standards of Business Conduct* give clear expression to these expectations. They reflect the principles that have long guided our work and set a common standard for how we conduct ourselves—individually and collectively.

These five standards define expected conduct at Chemonics and inform our ethics, human resources, and other **policies**. Together, they guide how we make decisions, uphold accountability, and honor our responsibilities to one another, to our clients and partners, and to the communities we serve.

Five Standards that Define Our Business Conduct

1. Culture of Access, Belonging, and Connection

We foster a culture where every individual feels valued, respected, and included—regardless of background, identity, or position. Building access, belonging, and connection requires more than preventing harm; it means cultivating an environment that actively promotes dignity, empathy, and fairness. We expect all employees to contribute to a workplace that is free from discrimination, harassment, and bias. This includes embracing diversity, treating all people with respect, and supporting safeguarding practices that protect children, vulnerable groups, and those who may face harmful power dynamics or other barriers to participation. Our commitment extends to ensuring equitable hiring, advancement opportunities, and spaces where concerns can be raised without fear.

OUR COMMITMENTS



Maintaining a workplace free from abuse, discrimination, harassment, intimidation, or exploitation



Creating inclusive environments that honor diverse identities and perspectives



Upholding human rights and safeguarding children and vulnerable populations in all contexts



Supporting fair and equitable hiring, compensation, and professional growth practices



Encouraging respectful communication, dialogue, and collaborative problem-solving

2. Integrity in Business Practices

We conduct business ethically and responsibly in all contexts. Integrity requires honesty in how we represent our qualifications, how we interact with partners, and how we make decisions that affect our work across the globe. We expect employees to maintain objectivity, avoid conflicts of interest, and ensure that decisions are driven by fairness and merit rather than personal gain. Acting with integrity also includes promoting fair competition, upholding strong procurement practices, honoring commitments, and ensuring that emerging technologies—such as artificial intelligence (AI)—are used appropriately, with human oversight, and in alignment with ethical norms. These responsibilities apply across all aspects of our operations, from forming partnerships to promoting our services.

OUR COMMITMENTS



Honoring our word, whether written or spoken



Avoiding real or perceived conflicts of interest and disclosing issues promptly



Making decisions based on objective criteria, fairness, and transparent processes



Upholding ethical and trustworthy communications, subcontracting, and procurement practices



Promoting fair competition and complying with applicable competition laws



Ensuring responsible, human-centered, and ethical use of digital tools, data systems, and AI

3. Transparency and Accountability

We maintain clear, accurate, and truthful records to reinforce trust among donors, partners, teammates, and the clients and communities we serve. Transparency means openly and accurately communicating facts and risks, documenting decisions, and ensuring that our financial, operational, and administrative records stand up to internal and external scrutiny. Accountability requires us to use resources responsibly, support audits or reviews that verify our processes, and take corrective action when issues arise. In all business interactions, we communicate honestly, adhere to internal controls, and avoid practices—such as improper gifts or courtesies—that could compromise our objectivity.

OUR COMMITMENTS



Maintaining accurate financial, operational, personnel, programmatic, and administrative records



Using funds and resources responsibly and only for authorized purposes



Exercising care with gifts, business courtesies, and situations that could create the appearance of improper influence



Supporting audits, reviews, and reporting practices that reinforce accountability

4. Protection of Assets and Information

We safeguard the physical, financial, digital, and intellectual assets entrusted to us by Chemonics, clients, and partners. Protecting assets requires vigilance in how we access, store, transmit, and use information and resources. Employees must ensure that confidential data—particularly personal, proprietary, or sensitive information—is handled responsibly, protected from unauthorized access, and used only for legitimate business purposes. We also maintain strong data privacy practices, follow cybersecurity requirements, and ensure that new tools, including AI systems, are adopted in ways that reinforce security and uphold ethical standards.

OUR COMMITMENTS



Using company and client assets solely for authorized business purposes



Protecting confidential, sensitive, personal, and proprietary information



Following laws and company policies on data protection, privacy, and cybersecurity



Respecting intellectual property rights and obtaining proper permissions before use or disclosure



Ensuring responsible use of digital tools, technology resources, and data systems

5. Compliance with Laws and Ethical Standards

We comply with all applicable laws and regulations in the countries where we operate. Compliance includes adhering to anti-corruption and anti-bribery laws, rejecting improper payments, and recognizing that ethical conduct extends beyond legal requirements. We do not engage in bribery, kickbacks, or attempts to influence official decisions by offering something of value. When confronted with unethical requests or behaviors—including solicitation for bribes—we act immediately to report concerns through appropriate channels. Our commitment includes respecting human rights, avoiding harmful practices, and ensuring that our work aligns with global expectations for fairness and dignity.

OUR COMMITMENTS



Adhering to anti-corruption, anti-bribery, and related legal requirements in all operating environments



Rejecting any form of improper payment, kickback, or influence on official decisions



Declining offers of anything of value that could affect—or appear to affect—professional judgment



Reporting requests for bribes or unethical conduct to appropriate authorities immediately



Ensuring that our actions reflect global expectations for human rights, fairness, and ethical engagement

Reporting Concerns

Sustaining an ethical culture requires shared responsibility. When Chemonics staff, subcontractors, partners, or consultants have a question, face uncertainty, or observe potential misconduct, several resources are available to seek guidance or report issues or concerns.

Internal Reporting - Chemonics staff or consultants who need help, can follow any one of the following reporting paths:

Discuss issues with colleagues or supervisors when appropriate

Contact relevant support divisions: **Finance, Human Resources, General Counsel** for guidance on specialized concerns

Seek support or confidential advice from the **Office of Business Conduct**

Seek support or confidential advice from the **Safeguarding Team**

Report concerns through the Chemonics HelpLine (**Voicemail:** +1-888-955-6881; **WhatsApp & Telegram:** +1-202-615-1084) or the **online reporting tool**, with the option to report anonymously

External Reporting - Chemonics' partners, subcontractors, or other external parties can report concerns by contacting the Office of Business Conduct directly through the Chemonics HelpLine (**Voicemail:** +1-888-955-6881; **WhatsApp & Telegram:** +1-202-615-1084) or the **online reporting tool**, with the option to report anonymously.

Chemonics expects our leaders to support employees and other reporters who come forward to discuss questions or concerns about business conduct. It is our firm policy that no retaliation in any form shall be allowed for reporting of suspected misconduct or participation in investigations.

Chemonics conducts inquiries or investigations into all reports. Chemonics makes every effort to maintain confidentiality or anonymity to the extent possible under the law; however, disclosure may be necessary in some cases to conduct an investigation effectively.