

United Nations University

Katajanokanlaituri 6 B Helsinki 00160

Institutional Contractual Agreement

Organizational Unit	Contract ID	Amendment #
UNU-WIDER	605UU-000000000000000000003419	. 0

Contract entered into between the United Nations University and Name (hereinafter referred to as the Contractor)

Name:

Facultad de Ciencias Económicas, Fundaci

ón Para El Apoyo A La Facultad CCEE

Address: Avda Gonzalo Ramirez 1926

Montevideo Montevideo 11200

Uruguay

Telephone:

+59899278436

Fax:

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mnunezfundacion@gmail.com

Terms of Reference or Work Assignment

Background

UNU-WIDER is a leading international development economics think tank. The Institute provides economic analysis and policy advice with the aim of promoting sustainable and equitable development for all. The Institute began operations in 1985 in Helsinki, Finland, as the first research centre of the United Nations University. Today it is a unique blend of think tank, research institute, and UN agency — providing a range of services from policy advice to governments, as well as original research that is 'open access'. More information on UNU-WIDER's current work programme, is available at: www.wider.unu.edu.

There is a growing need to understand income inequality trends and how they interplay with other social, economic, and political outcomes, both at the country level and worldwide. Despite significant progress during the last decades in improving the availability of data to study inequalities, substantial constraints still limit our ability to conduct consistent cross-country comparisons and analyses of long-term trends of income distributions.

This project aims to better understand inequality — how it varies, why it varies, and what the implications of this might be — and to offer new frameworks that provide insight into how to address it. It maps empirical patterns and trends in inequalities and builds our understanding of inequality as both an outcome and a causal variable.

UNU-WIDER has contributed to this important task by hosting and updating the World Income Inequality Database (WIID), which includes all of the main survey-based data on income distributions which is available for most countries. Since March 2021, UNU-WIDER also releases alongside the WIID two companion datasets, one with information about the income distribution at the country level for 200 countries and historical entities, the other with estimates of the global income distribution.

The project mainly helps to monitor the progress made in achieving SDG 10: Reduced Inequalities. Provision of the WIID, a global public good, may also be instrumental to policy makers' ability to analyse the role that reducing inequality can play in achieving other SDGs.

We seek to encourage research extensively using the WIID and its companion datasets to provide novel insights on key questions related to various topics, including (but not limited to):

- Empirical and theoretical analyses of the drivers of economic inequality trends and patterns globally, as well as in specific regions or countries.
- The impact of economic inequality levels, trends, and patterns on other relevant socioeconomic outcomes (wellbeing, labour market, conflict, governance, welfare state, trade, etc.).
- New methods that help to better understand the income distribution, as well as its causes or its implications, whether at the country or global levels.
- Innovative proposals to improve the quality and quantity of information in the WIID, alone or in combination with other data, to make the most of the limited survey-based data on income distributions to more accurately conduct distributive analyses.

Activities

Revision Date: 01-Mar-2022

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In close collaboration with Carlos Gradín, Research Fellow at UNU-WIDER, Veronica Amarante, representing Universidad de la República, will be required to perform the following:

Author a paper of approximately 10,000 words examining inequality broadly as part of the project. The specific topic of the paper should be consistent with the proposal, "Inequality and informality around the world," accepted under the Request for Research Proposals.

Assuming satisfactory quality, the paper will be published as a WIDER Working Paper. The Working Paper will be copyedited by an external copyeditor, who will collaborate with the corresponding author to resolve possible queries in language, format, references, and copyright issues. Furthermore, after publication in the WIDER working paper series, the authors are requested to submit their papers to high-quality journals or books in economics, political science, development studies, or related fields.

The following related deliverables need to be submitted to UNU-WIDER:

- First draft of the paper, by 21 May 2022.
- Final draft of the paper (to be published as UNU-WIDER Working Paper), by 21 September 2022.

Notes:

One author from each successful proposal is expected to attend an online project workshop in June 2022 (exact date TBD). Authors may also be invited to present their research at the WIDER Development Conference on inequality held on 5-7 October 2022, in Bogota, Colombia, pandemic situation permitting.

Research assistants

Costs of research assistants, if necessary, are included in the fee of this contract.

Trave

Costs of attending the project's meetings or events will be borne separately by UNU-WIDER in accordance with United Nations University travel policy and must have prior approval of the Director of UNU-WIDER.

Copyright

By signing this contract, the contract holder agrees to UNU-WIDER holding copyright on the study referred to in this contract, and later revisions and updates thereon as requested by the Institute, to allow for inclusion in the Institute's publications series and/or later submissions to external/commercial publishers. Should the study not be used for publication UNU-WIDER can transfer copyright to the contract holder—any material published thereafter should carry due acknowledgement of UNU-WIDER as the original commissioning Institute.

iThenticate

UNU-WIDER only commissions original research which has not been published elsewhere. To ensure the quality and originality of research, all submitted studies are analysed with the iThenticate software prior to publication.

Authors are requested to observe the attached Guidelines for preparing studies for UNU-WIDER.

This agreement is subject to the attached Conditions of Service for Institutional Contractual Agreements and the UN Supplier Code of Conduct.

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uration of Contract his contract shall commence on <u>15-Mar-2022</u> an ot later than <u>31-Jan-2023</u> , unless sooner termina ttached.	d shall expire on the satisfactory completion of the ted under the terms of this contract. This contract	services described above, but is subject to the conditions
Consideration As full consideration for the services performed by hall pay the Contractor upon certification that the	the Contractor under the terms of this contract, the services have been satisfactorily performed.	e United Nations University
Currency:	USD 6,000.00	
Fee: Expenses:	0.00	
Total Amount:	6.000.00	
ne fee is payable on satisfactory completion of the ach phase is required. Expenses, as agreed, are	ne contract. For payment in installments, certification in ins	on of satisfactory performance at ce of payment.
A total fee of USD 6,000 will be paid under this co 1) USD 1,800 upon receipt of the following delive First draft of the paper	rable, due by 21 May 2022:	
 USD 4,200 upon receipt of the following delive Final draft of the paper 		
I deliverables need to be certified satisfactory ar	nd authorized for payment by Carlos Gradin, Resea	arch Fellow of UNU-WIDER.
The contract holder is requested to take note of the delivery schedule but has been fixed at a later	e delivery dates in this contract. The duration of the date only for administrative/financial purposes.	e contract is not an indication of
Acknowledgement acknowledge that I have read and accept the cor		/ 03 /2 Z Date
JORGE XAVI Certifying Officer PRESIDENTE Kunal Sen, Director of UNU-WIDER, on behalf of		
La participation of the second	_	4/00/0000
	1	4/03/2022
Signature		Date

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CONDITIONS OF SERVICE FOR INSTITUTIONAL CONTRACTUAL AGREEMENT

1. LEGAL STATUS

- a) Institutions engaged by the United Nations University ("UNU") under an Institutional Contractual Agreement ("ICA") shall be considered as having the legal status of an independent contractor. Nothing within or relating to this ICA shall establish the relationship of employer and employee, or of principal and agent, between the UNU and the Contractor.
- b) Any personnel, officials, representatives, employees or subcontractors of the UNU and of the Contractor shall not be considered in any respect as being the employees or agents of the other, and the UNU and the Contractor shall be solely responsible for all claims arising out of or relating to its engagement of such persons or entities.

2. OBLIGATIONS

- a) The Contractor shall neither seek nor accept instructions from any authority external to the UNU in connection with the performance of its obligations under this ICA. Should any authority external to the UNU seek to impose any instructions on the Contractor regarding the Contractor's performance under this ICA, the Contractor shall promptly notify the UNU and shall provide all reasonable assistance required by the UNU.
- b) The Contractor shall comply with all laws, ordinances, rules and regulations bearing upon the performance of its obligations under this ICA.
- c) The Contractor warrants that it has not and shall not offer any direct or indirect benefit arising from or related to the performance of this ICA or the award thereof to any representative, official, member of the personnel, employee or other agent of the UNU.
- d) The Contractor shall not take any action in respect of its performance of this ICA or otherwise related to its obligations under this ICA that may adversely affect the interests of the UNU, and the Contractor shall perform its obligations under this ICA with the fullest regard to the interests of the UNU.
- e) The Contractor shall not advertise or otherwise make public the fact that it is a contractor with the UNU, without the written consent of the UNU.
- f) The Contractor shall comply with the standards of conduct set forth in the Secretary-General's bulletin ST/SGB/2003/13 of 9 October 2003, concerning "Special measures for protection from sexual exploitation and sexual abuse," and in the UNU Policy on Prohibited Conduct. In particular, the Contractor shall not engage in any conduct that would constitute sexual exploitation or sexual abuse, as defined in that bulletin, and sexual harassment, as defined in the said Policy.
- g) The Contractor acknowledges and agrees that any breach of any of the provisions hereof shall constitute a breach of an essential term of this ICA, and, in addition to any other legal rights or remedies available to any person, shall give rise to grounds for termination of this ICA. Nothing herein shall limit the right of the UNU to refer any alleged breach of the foregoing standards of conduct to the relevant national authorities for appropriate legal action.

3. TITLE RIGHTS, AND UNU NAME AND EMBLEM

a) The UNU shall be entitled to all property rights, including but not limited to patents, copyrights

and trademarks, with regard to material which bears a direct relation to, or is made in consequence of, the services provided to the UNU by the Contractor. The retention or exercise of such rights may be subject to special arrangements between the parties. Any material published by, or on behalf of, the Contractor in this regard shall contain appropriate reference to the UNU, and a copy of such published material shall be provided to the UNU. At the request of the UNU, the Contractor shall assist in securing such property rights and transferring them to the UNU in compliance with the requirements of the applicable law.

- b) Title to any equipment and supplies which may be furnished by the UNU shall rest with the UNU, and any such equipment shall be returned to the UNU at the conclusion of this ICA or when no longer needed by the Contractor. Such equipment, when returned to the UNU, shall be in the same condition as when delivered to the Contractor, subject to normal wear and tear.
- c) The Contractor may not use the name, emblem or logo of the United Nations University or any abbreviation of the name of the United Nations University in connection with its business or otherwise, without the written consent of the UNU.

4. CONFIDENTIALITY

- a) The Contractor may not disclose to any third party information that, at the time of disclosure to the Contractor, the UNU has marked or labelled, "Confidential" or "Restricted" or has otherwise marked, labelled or referred to the information in a manner that would lead the Contractor to reasonably conclude that such information is to be regarded as confidential, except with the written consent of the UNU. The Contractor shall use the same care and discretion to avoid disclosure, publication or dissemination of the UNU's information as it uses with its own similar information that it does not wish to disclose, publish or disseminate. The Contractor may only use the UNU's information solely for the purpose for which it was disclosed to the Contractor and such use shall be limited to the Contractor on a "need to know" basis.
- b) Subject to and without any waiver of the privileges and immunities of the UNU, the Contractor may disclose information to the extent required by law, provided that the Contractor gives the UNU sufficient prior notice of a request for the disclosure of such information in order to allow the UNU to have a reasonable opportunity to take protective measures or such other action as may be appropriate before any such disclosure is made. The UNU may disclose information to the extent required pursuant to the Charter of the United Nations University, Statutes, regulations, rules or policies. The Contractor shall not be precluded from disclosing information that is obtained by the Contractor from a third party without restriction, is known by the Contractor to be public knowledge, or at any time is developed by the Contractor completely independently of any disclosures hereunder.
- c) These obligations and restrictions of confidentiality shall be effective during the term of this ICA, including any extension thereof, and, unless otherwise provided in the ICA, shall remain effective following termination or expiration of the ICA.

5. PERSONAL DATA PROTECTION

a) If any of the contractual obligations under this ICA require access to UNU data, including personal data (UNU Data), UNU shall transfer such UNU Data necessary for the performance of the Contractor's obligations. Use (including accessing, processing, retention, storage) of UNU Data is limited to the purposes contained in this ICA and such use shall be limited to the Contractor on a "need to know" basis. Use of UNU Data for internal research, marketing, sales or promotional purposes is strictly prohibited. The Contractor shall treat UNU Data as confidential and may neither disclose it nor make it available to any third party except with the prior written consent of the UNU.

- b) In relation to the sub-paragraph above, or if any of the contractual obligations under this ICA require the Contractor to collect personal data on behalf of UNU, the Contractor warrants that it shall afford an appropriate level of security and protection to preserve the integrity and confidentiality of UNU Data and prevent any corruption, tampering, loss, damage, unauthorized or accidental access or improper disclosure of UNU Data in light of the principles set out in UNU's Policy on Personal Data Protection and the obligations of UNU in compliance with UNU's Policy on Personal Data Protection.
- c) In addition, the Contractor shall:
 - i. immediately update, rectify and/or delete UNU Data upon instruction from the UNU;
 - ii. at its sole expense and risk, return, delete, or destroy all UNU Data, including data backups, upon written instruction of the UNU; and
 - iii. immediately notify the UNU upon discovery of a data security breach and undertake at its sole expense to cooperate fully with any UNU investigation, remediation action and damage mitigation, and otherwise respond to the data security breach.

6. INDEMNIFICATION AND INSURANCE

- a) The Contractor shall indemnify, defend, hold and save harmless, the UNU, its officials, agents, servants and employees from and against all suits, proceedings, claims, demands, losses and liability of any kind or nature, including, but not limited to all ligation costs and expenses, attorney's fees, settlement payments and damages, based on, arising from, or relating to:
 - i. allegations or claims that the use by the UNU of any patented device, any copyrighted material or any other goods or services provided to the UNU for its use under the terms of this ICA, in whole or in part, separately or in combination, constitutes an infringement of any patent, copyright, trademark or other intellectual property right of any third party; or
 - ii. any acts or omissions of the Contractor, or of any subcontractor or anyone directly or indirectly employed by them in the performance of this ICA, which give rise to legal liability to anyone not a party to this ICA, including, without limitation, claims and liability in the nature of a claim for workers' compensation, or arising from its failure to comply with its obligations under paragraph 5 above.
- b) The Contractor shall provide and thereafter maintain for the duration of this ICA and any extension thereof (i) insurance against all risks in respect of its property and any equipment used for the implementation of this ICA, (ii) all appropriate worker compensation and employer liability insurance, or its equivalent, with respect to its personnel to cover claims for injury, illness, death or disability in connection with this ICA, and (iii) liability insurance in an adequate amount to cover claims including but not limited to claims for death or bodily injury, loss of or damage to property arising from or in connection with the provision of services under this ICA, or the operation of any vehicles, boats, airplanes or other equipment owned or leased by the Contractor or its personnel performing work or services in connection with this ICA.

7. PROHIBITION ON ASSIGNMENT

The Contractor may not assign, delegate, transfer, pledge or make any other disposition of this ICA, of any part thereof, or of any of the rights, claims or obligations under this ICA, except with the prior written authorization of the UNU.

8. SUBCONTRACTORS

In the event that the Contractor requires the services of subcontractors to perform any obligations under this ICA, the Contractor shall obtain the prior written approval of the UNU for any such subcontractors. The Contractor shall be solely responsible for all services and obligations performed by their subcontractors. The terms of any subcontract shall be subject to, and shall be construed in a manner that is fully in accordance with all of the terms and conditions of this ICA.

9. TERMINATION

- a) This ICA may be terminated by either party before its expiry date by giving notice in writing to the other party. The period of notice shall be five days in the case of ICAs for a total period of less than two months and fourteen days in the case of ICAs for a longer period.
- b) In the event of this ICA being terminated prior to its due expiry date in this way, the Contractor shall be compensated on a pro rata basis for no more than the actual amount of work performed to the satisfaction of the UNU. Additional costs incurred by the UNU resulting from the termination of this ICA by the Contractor may be withheld from any amount otherwise due to the Contractor from the UNU.

10. TAX EXEMPTION

- a) Pursuant to Article II, Section 7 of the Convention on the Privileges and Immunities of the United Nations, the UNU is exempt from all direct taxes, except charges for public utility services, and is exempt from customs duties and charges of a similar nature in respect of articles imported or exported for its official use.
- b) In the event any governmental authority refuses to recognize the UNU exemption from such taxes, duties or charges, the Contractor shall immediately consult with the UNU to determine a mutually acceptable procedure. The Contractor shall be responsible for any amount representing such taxes, duties or charges, unless it has consulted with the UNU before the payment thereof and the UNU has, in each instance, specifically authorized the Contractor to pay such taxes, duties or charges under protest. In that event, the Contractor shall provide the UNU with written evidence that payment of such taxes, duties or charges has been made and appropriately authorized.

11. SETTLEMENT OF DISPUTES

- a) The UNU and the Contractor shall use their best efforts to amicably settle any dispute, controversy or claim arising out of this ICA or the breach, termination or invalidity thereof. Where the parties wish to seek such an amicable settlement through conciliation, the conciliation shall take place in accordance with the Conciliation Rules then obtaining of the United Nations Commission on International Trade Law ("UNCITRAL"), or according to such other procedure as may be agreed between the parties in writing.
- Any dispute, controversy or claim between the parties arising out of this ICA, or the breach, termination, or invalidity thereof, unless settled amicably, as provided above, shall be referred by either of the parties to arbitration in accordance with the UNCITRAL Arbitration Rules then obtaining. The decisions of the arbitral tribunal shall be based on general principles of international commercial law. The arbitral tribunal shall be empowered to order the return or destruction of goods or any property, whether tangible or intangible, or of any confidential information provided under this ICA, order the termination of this ICA, or order that any other protective measures be taken with respect to the goods, services or any other property, whether tangible or intangible, or of any confidential information provided under this ICA, as appropriate, all in accordance with the authority of the arbitral tribunal pursuant to Article 26

("Interim Measures of Protection") and Article 32 ("Form and Effect of the Award") of the UNCITRAL Arbitration Rules. The arbitral tribunal shall have no authority to award punitive damages. The parties shall be bound by any arbitration award rendered as a result of such arbitration as the final adjudication of any such dispute, controversy or claim.

12. PRIVILEGES AND IMMUNITIES

Nothing in or relating to this ICA shall be deemed a waiver, express or implied, of any of the privileges and immunities of the United Nations or of UNU, which is an autonomous organ of the General Assembly thereof.

13. AMENDMENTS

No amendment to this ICA shall be made, except by prior written consent between the parties.

14. OTHER PROVISIONS

Unless otherwise provided herein, the Contractor shall bear all expenses of carrying out the services provided under this ICA. The Contractor shall not be entitled to any compensation or reimbursements except as explicitly provided in this ICA, nor shall the Contractor commit the UNU to any expenditure or other obligations, without the written consent of UNU.

UN SUPPLIER CODE OF CONDUCT

<u>UN Charter</u>: The values enshrined in the United Nations (UN) Charter, respect for fundamental human rights, social justice and human dignity, and respect for the equal rights of men and women, serve as the overarching goals that suppliers to the UN are expected to achieve.

Global Compact: At the World Economic Forum, Davos, on 31 January 1999, the UN Secretary-General challenged world business leaders to "embrace and enact" the Global Compact, both in their individual corporate practices and by supporting appropriate public policies. The Global Compact's operational phase was launched at UN Headquarters in New York on 26 July 2000. During the first Global Compact Leaders Summit, held on 24 June 2004 at UN Headquarters in New York, the Secretary-General announced the addition of a tenth principle against corruption. The Global Compact is a voluntary international corporate citizenship network initiated to support the participation of both the private sector and other social actors to advance responsible corporate citizenship and universal social and environmental principles to meet the challenges of globalization. The United Nations strongly encourages all suppliers to actively participate in the Global Compact. And to that end, this Code has been developed with recognition of the importance of the ten principles of the UN Global Compact, and is viewed as an important means of integrating the Compact's principles into the operations of the UN. The Code addresses the issues included in the Compact in the areas of human rights, labour, environment and anti-corruption and interpretation of the Code should be undertaken in a manner consistent with the Global Compact. Suppliers interested in supporting the Global Compact and for more information on the ten principles, can visit the Global Compact website at www.unglobalcompact.org.

International Labor Organization (ILO) Core Labor Conventions: The Labour Conventions as established by the tripartite UN affiliated agency, the ILO, have served as the foundation on which much of this Code of Conduct is based. It is the UN's expectation that any supplier providing products or services to the UN, will adhere to the spirit of its Charter, and the core principles of the ILO Conventions. The full text of the ILO Conventions can be accessed by accessing the ILO electronic database¹.

Continuous Improvement: The provisions as set forth in this Code of Conduct provide the minimum standards expected of suppliers to the UN. It is the expectation of the UN that suppliers adhere to all laws, rules and regulations, and strive to exceed both international and industry best practices. The UN recognizes that reaching the standards established in this Code of Conduct is a dynamic rather than static process and encourages suppliers to continually improve their workplace conditions.

Monitoring and Evaluation: The UN may conduct on-site evaluations and inspections of its supplier's facilities and those of their subcontractors to review their progress towards these principles. It is the expectation of the UN that suppliers, at a minimum, have established clear goals toward meeting the standards set forth in this Code of Conduct. The UN may monitor that milestones have been set and management systems have been put in place to ensure that the principles set out in this Code of Conduct have been met and failure to do so may impact the future ability of a supplier to do business with the UN. Notwithstanding the aspirational character of the principles contained in this Code of Conduct, UN Suppliers must understand that if they are awarded a contract with the United Nations, the United Nations General Conditions of Contract are an essential part of UN contracts and, therefore, legally enforceable against UN contractors.

www.ilo.org/ilolex/english/conydisp2.htm.

- 1. Supplier Relationships: The provisions of this Code of Conduct set forth the expectations of all suppliers with whom the UN does business. The UN expects that these principles apply to suppliers, parent entities and subsidiary or affiliate entities, as well as all others with whom they do business including employees, subcontractors and other third-parties. The UN expects that suppliers ensure that this Code of Conduct is communicated to the employees and subcontractors of all suppliers, and that it is done in the local language and in a manner that is understood by all.
- 2. Promoting the Principles of this Code of Conduct: The UN expects that its suppliers will establish and maintain appropriate management systems whose scope is related to the content of this Code of Conduct, and that they actively review, monitor and modify their management processes and business operations to ensure they align with the principles set forth in this Code of Conduct. All principles contained in this Code of Conduct are of equal importance independently of their order of appearance. Supplier participants in the Global Compact are strongly encouraged to operationalize its principles and to annually communicate their progress to stakeholders.
- 3. Subcontracting: The UN expects that its suppliers encourage and work with their own suppliers and subcontractors to ensure that they also strive to meet the principles of this Code of Conduct or equivalent set of principles.

Labour:

- 4. Freedom of Association and Collective Bargaining: The UN expects its suppliers to recognize and respect the rights of employees to freely associate, organize and bargain collectively in accordance with the laws of the countries in which they are employed, as well as core ILO conventions Freedom of Association and Protection of the Right to Organise Convention, (C 87, 1948) and Right to Organise and Collective Bargaining Convention, (C.98-1949). The UN recognizes the importance of open communication and direct engagement between workers and management and suppliers are to respect the rights of workers to associate freely and communicate openly with management regarding working conditions without fear of harassment, intimidation, penalty, interference or reprisal.
- 5. Forced Labor: The UN expects its suppliers to prohibit any use of forced, bonded or indentured labor or involuntary prison labor, and embrace employment practices consistent with ILO conventions pertaining to forced labor: Forced Labour Convention, (c.29-1930) and Abolition of Forced Labour Convention, (C.105-1957). All work, including overtime work, will be voluntary and workers should be free to leave upon reasonable notice. Suppliers should also not mandate that workers hand over government-issued identification; passports or work permits as a condition of employment.
- 6. Child Labor: The UN expects its suppliers, at a minimum, not to engage in any practice inconsistent with the rights set forth in the Convention on the Rights of the Child, the ILO Minimum Age Convention (C.138-1973) or the Prohibition and Immediate Elimination of the Worst Forms of Child Labor Convention (C. 182-1999). The minimum admission to employment or work shall not be less than the age of completion of compulsory schooling, normally not less than 15 years or 14 where the local law of the country permits, deferring to the greatest age. Additionally, all young workers must be protected from performing any work that is likely to be hazardous or to interfere with the child's education or that may be harmful to the child's health, physical, mental, social, spiritual or moral development. All suppliers should also adhere to legitimate workplace apprenticeship programs and comply with all laws and regulations governing child labor and apprenticeship programs.
- 7. Discrimination: The UN does not tolerate any form of discrimination in hiring and employment practices on the ground or race, color, religion, gender, sexual orientation, age, physical ability, health condition, political opinion, nationality, social or ethnic origin, union membership or marital status.

Consistent with the principles espoused in ILO Conventions on Discrimination (Discrimination (Employment and Occupation) Convention, C.111-1958) and Equal Remuneration (Equal Remuneration Convention, C. 100-1951), the UN also discourages discrimination regarding access to training, promotion, and rewards.

- **8. Working Hours:** The UN expects its suppliers to comply with all applicable working hour requirements as established by local law, and should never exceed 60 hours per week, including overtime, except in emergency or unusual situations. Suppliers must ensure that all overtime work is voluntary and compensated at the prevailing overtime rates. Suppliers are encouraged to ensure that workers are provided with one day off in every seven-day week.
- 9. Compensation: The UN expects its suppliers to comply, at a minimum, with all wage and hour laws and regulations, including those pertaining to minimum wages, overtime wages, piece rates, other elements of compensation and to provide legally mandated benefits

Human Rights:

- 10. Human Rights: The UN expects its suppliers to support and respect the protection of internationally proclaimed human rights and to ensure that they are not complicit in human rights abuses.
- 11. Harassment, Harsh or Inhumane Treatment: The UN expects its suppliers to create and maintain an environment that treats all employees with dignity and respect and will not use any threats of violence, sexual exploitation or abuse, verbal or psychological harassment or abuse. No harsh or inhumane treatment coercion or corporal punishment of any kind is tolerated, nor is there to be the threat of any such treatment.
- 12. Health and Safety: The UN expects its suppliers to follow all relevant legislation, regulations and directives in country in which they operate to ensure a safe and healthy workplace or any other location where production or work is undertaken. At a minimum, suppliers should strive to implement recognized management systems and guidelines such as the ILO Guidelines on Occupational Safety and Health (ILO-OSH-2001) which can be found at ILO's website² and ensure at a minimum, reasonable access to potable water and sanitary facilities; fire safety; emergency preparedness and response; industrial hygiene; adequate lighting and ventilation; occupational injury and illness and machine safeguarding. Suppliers will also ensure these same standards apply to any dormitory or canteen facilities.
- **13. Mines:** We expect UN suppliers to strive not to engage in the sale or manufacture of anti-personnel mines or components utilized in the manufacture of anti-personnel mines.

Environment:

14. Environmental: The UN expects its suppliers to have an effective environmental policy and to comply with existing legislation and regulations regarding the protection of the environment. Suppliers should wherever possible support a precautionary approach to environmental matters, undertake initiatives to promote greater environmental responsibility and encourage the diffusion of environmentally friendly technologies implementing sound life-cycle practices.

² www.ilo.org/public/english/protection/safework/managmnt/guide.htm

- **15.** Chemical and Hazardous Materials: Chemical and other materials posing a hazard if released to the environment are to be identified and managed to ensure their safe handling, movement, storage, recycling or reuse and disposal.
- 16. Wastewater and Solid Waste: Wastewater and solid waste generated from operations, industrial processes and sanitation facilities are to be monitored, controlled and treated as required prior to discharge or disposal.
- 17. Air Emissions: Air emissions of volatile organic chemicals, aerosols, corrosives, particulates, ozone depleting chemicals and combustion by-products generated from operations are to be characterized, monitored, controlled and treated as required prior to discharge.
- 18. Minimize Waste, Maximize Recycling: Waste of all types, including water and energy, are to be reduced or eliminated at the source or by practices such as modifying production, maintenance and facility processes, materials substitution, conservation, recycling and re-using materials.

Bribery & Corruption:

- 19. Corruption: The UN expects UN suppliers to adhere to the highest standard of moral and ethical conduct, to respect local laws and not engage in any form of corrupt practices, including extortion, fraud, or bribery, at a minimum.
- **20.** Conflict of Interest: UN suppliers are expected to disclose to the UN any situation that may appear as a conflict of interest, and disclose to the UN if any UN official or professional under contract with the UN may have an interest of any kind in the supplier's business or any kind of economic ties with the supplier.
- 21. Gifts and Hospitality: The UN has a "zero tolerance" policy and does not accept any type of gift or any offer of hospitality. The UN will not accept any invitations to sporting or cultural events, offers of holidays or other recreational trips, transportation, or invitations to lunches or dinners. The UN expects UN suppliers not to offer any benefit such as free goods or services or a work position or sales opportunity to a UN staff member in order to facilitate the suppliers business with the UN.
- 22. Post employment restrictions: Post-employment restrictions apply to UN former staff members and to staff in service who participated in the procurement process, as well as to UN suppliers. For a period of one year following separation from service, former staff members are prohibited from seeking or accepting employment, from a UN supplier. Staff members in service must also refrain from accepting any future employment from a UN supplier, with whom they have been involved with. In case of violations of these provisions, UN Suppliers may be subject to having their registration as a qualified supplier with the United Nations barred, suspended or terminated.

We encourage UN suppliers to communicate to us any actions taken to improve its business practices and to send us suggestions about how can the UN best contribute to the implementation of the principles set out in this Code of Conduct.

Contacts:

Any questions related to this Code of Conduct can be addressed to the Chief, Procurement Service.

GUIDELINES FOR PREPARING STUDIES FOR UNU-WIDER

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The Word template, the LaTeX template, and LaTeX file submission guidelines can be found under the page Info for authors.

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Please add DOI links if available. Please add date accessed when you include a URL link that is not a DOI link.

Books and chapters in books

Hertel, T.W. (ed.) (1997). Global Trade Analysis: Modeling and Applications. Cambridge: Cambridge University Press.

Bourguignon, F., A. Robilliard, and S. Robinson (2005). 'Representative versus Real Households in the Macroeconomic Modeling of Inequality'. In T.J. Kehoe, T.N. Srinivasan, and J. Whalley (eds), Frontiers in Applied General Equilibrium Modelling. Cambridge: Cambridge University Press.

Milanovic, B. (2005). Worlds Apart. Princeton: Princeton University Press.

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Reports (similar to books, titles in italics)

UNCTAD (2008). Trade and Finance in a Globalizing World. Geneva: UNCTAD.

Bank of Italy (2016). Annual Report 2016. Rome: Bank of Italy.

Journals

- Bhagwati, J., and T.N. Srinivasan (2002). "Trade and Poverty in Poor Countries". American Economic Review, 92(2): 180–83. https://doi.org/10.1257/000282802320189212
- Liu, A.Y.C. (2001). 'Markets, Inequality, and Poverty in Vietnam'. Asian Economic Journal, 15(2): 217–35. https://doi.org/10.1111/1467-8381.00132
- Dollar, D., and A. Kraay (2002). 'Growth is Good for the Poor'. *Journal of Economic Growth*, 7(3): 195–225. https://doi.org/10.1023/A:1020139631000 Note in this sample the page numbers are in two different hundred series and thus are both used.

Working papers or similar

- Elbers, C., J.O. Lanjouw, and P. Lanjouw (2002). 'Micro-level Estimation of Poverty and Inequality'. Working Paper 2911. Washington, DC: World Bank. Available at: https://openknowledge.worldbank.org/bitstream/handle/10986/19218/multi0page.pdf?sequence= 1&isAllowed=y (accessed 10 January 2019).
- World Bank (2001). 'Vietnam Living Standards Survey (VLSS), 1997–98. Basic Information'. Washington DC: World Bank, Poverty and Human Resources Division. Available at: http://siteresources.worldbank.org/INTLSMS/Resources/3358986-1181743055198/3877319-1181827303756/vn98bifBasicInformation.pdf (accessed 5 May 2018).
- Nsabimana, A., and J.T. Mensah (2020). 'Weather Shocks and Child Nutrition: Evidence from Tanzania'. WIDER Working Paper 2020/57. Helsinki: UNU-WIDER. https://doi.org/10.35188/UNU-WIDER/2020/814-6

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Dissertation

Zengeni, T. (2014). 'The Competitiveness and Performance of the Zimbabwe Poultry Industry'. Unpublished Master's dissertation. Johannesburg: University of Witwatersrand. Available at: http://hdl.handle.net/10539/16856 (accessed 1 June 2019).

Web page

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