

## Vendor Conflict of Interest Declaration

### Key Instructions and Information

- I. Any ADAC Group Vendor interested in conducting business with ADAC must complete this Vendor Conflict of Interest Declaration Form (Vendor Declaration) on its letterhead and return it to the Head of Contracts of ADAC at [pramesh@adac.ae](mailto:pramesh@adac.ae) and [compliance@adac.ae](mailto:compliance@adac.ae)
  - a. upon submission of pre-qualification documents / bid / tender / proposal to ADAC, and/or prior to award / renewal / variation of a contract / task order / purchase order, or any other form of contractual arrangement.
  - b. every year, until the expiry of contract / task order / purchase order, or any other form of contractual arrangement.
  - c. 'as and when' a Conflict of Interest situation arises.
- II. ADAC reserves the right -
  - a. to request further self-declarations, certifications or supporting documents.
  - b. to take any other reasonable action including termination of contractual arrangements if there are concerns, or the information provided herein is incorrect or incomplete.
- III. If you have any doubt as to whether a Conflict of Interest situation exists, or you would like to make any disclosure relating to Conflict of Interest, gift, entertainment, etc., please contact the Head of Compliance and Assurance at [ethics@adac.ae](mailto:ethics@adac.ae), or 02-5053038.
- IV. For the purpose of this Vendor Declaration -
  - a. **ADAC Group** means Abu Dhabi Airports Company PJSC (ADAC); any entity, operation, or investment, which is owned or controlled by ADAC; and/or any entity, operation, or investment that adopts the ADAC Group Code of Conduct.
  - b. **ADAC Group Personnel means** an individual who works for, or represents the ADAC Group including, for example, directors, employees and consultants.
  - c. **Conflicts of Interest** means a situation where the interests of a Vendor may interfere with the interest of ADAC Group.
  - d. **Related Person** In relation to ADAC Group Personnel, it means:
    - a. a person related to ADAC Group Personnel by blood, marriage or through legal adoption including, for example, a spouse, child, stepchild, grandchild, parent, stepparent, grandparent, sibling, cousin, mother or father-in-law, son or daughter-in-law, or brother or sister-in-law.
    - b. a business relationship in which ADAC Group Personnel is a partner, owner, or takes management decisions; or a trust in which ADAC Group Personnel is a trustee; or an estate where a ADAC Group Personnel is an executor.
    - c. close (non-family) personal relationship due to, for example, friendship.
    - d. any other person or entity whose transactions are directed by, or subject to, ADAC Group Personnel's influence or control.
  - e. **Vendor** means a person, or an organization, including, for example, contractors, sub-contractors (at any level), suppliers, consultants and other stakeholders, or associates, or employees of such organization (or its associate) -
    - i. currently doing business with ADAC Group.
    - ii. seeking or who may in the future seek to do business with ADAC Group.
    - iii. who is, or may be a potential partner of ADAC Group in relation to a business venture, or otherwise in a commercial relationship with ADAC Group.
    - iv. Who may represent ADAC Group and working on ADAC's behalf

## Vendor Conflict of Interest Declaration

*(To be addressed to the ADAC's Head of Contracts and printed on Vendor's letterhead)*

On behalf of [Vendor's name], I hereby declare that (except as disclosed herein under Para 9) -

1. No ADAC Group Personnel, or Related Person has an ownership interest or any other financial interest in the **[Vendor's name]**.
2. No individual who has been an employee in the ADAC Group during 2 (two) years preceding the date of this Vendor Declaration, has an ownership interest, or any other financial interest in [Vendor's name].
3. No ADAC Group Personnel, or Related Person is currently employed, or under offer of employment with [Vendor's name].
4. Unless otherwise disclosed, [Vendor's name] has not provided, and will not provide any gift, entertainment or hospitality or any other gratuity in cash (or in kind) to ADAC Group Personnel, or Related Person.
5. [Vendor's name] did not communicate with ADAC Group Personnel, or Related Person with a view to obtain preferred treatment in the award / renewal / variation (as appropriate) of the contract / task order / purchase order, named [contract title].
6. Where applicable, there was no Conflict of Interest in preparing the proposal and/or quote for [tender name] being submitted by [Vendor's name] to ADAC Group.
7. [Vendor's name] has not entered into any contract, or any other form of contractual arrangement, which creates a Conflict of Interest preventing the personnel of [Vendor's name] (assigned to the performance of services for ADAC Group) from acting with objectivity, and freely performing its obligations set out in the in the contract / task order / purchase order / any other form of contractual arrangement named xxx.
8. [Vendor's name] has not engaged in any unlawful or improper conduct that compromises, or could be seen to compromise, the integrity of the ADAC Group procurement process.
9. There is no Conflict of Interest pertaining to this [pre-qualification / proposal / bid / contract / task order / purchase order] which needs to be disclosed to the ADAC Group.

OR

Below are the details of existing or potential Conflicts of Interest known to [Vendor's name] as on the date of this Vendor Declaration -

- i. Name of ADAC Group Personnel, or Related Person with whom there may be a Conflict of Interest
- ii. [Vendor's name] relationship to ADAC Group Personnel, or a Related Person
- iii. Other pertinent details

I declare that the information provided herein is true and correct.

**Signature of Vendor's duly authorized signatory** \_\_\_\_\_

**Name** \_\_\_\_\_

**Date** \_\_\_\_\_

**(Vendor's Seal)**