

# Statement of Business Principles

## Our Mission

To build markets, create jobs and sustain peace in developing countries by championing local entrepreneurs and connecting them to new business opportunities.

## Our Work

Building Markets' Sustainable Marketplace Initiative (SMI) provides a suite of services that help facilitate local economic growth in countries recovering from conflict and disaster.

The services and activities implemented through the SMI target local entrepreneurs and the various institutional buyers operating in each country. This includes bilateral donors, the United Nations and its agencies, national governments, non-governmental organizations, the military and private companies.

## Our Commitment

Building Markets and its staff are committed to achieving the goals of the SMI, including providing courteous, reliable and professional services to all of our clients, stakeholders and partners.

# What to Expect from Your Interactions with Building Markets

### Service Standards

• We take great pride in the professional quality of our work and aim to provide the highest level of service to all of our clients and partners.

• We maintain high ethical standards and insist that our operations are driven by honesty and integrity. Bribes in any form are unacceptable.

- We respond to requests for services from our clients in a timely and considerate manner.
- We are committed to continuous improvement of our services by always striving to understand and take stock of the needs and demands of our various clients and stakeholders.

## Transparency

- We interact with our clients, stakeholders and partners in a fair and transparent manner.
- Corruption, extortion, or embezzlement are not tolerated in any form.

• We receive confidential information as part of our normal client relationships and seek to maintain the confidence of all of our clients.

• We are not involved in the implementation of buyers' procurement procedures. We do not evaluate their bids, proposals or their award of contracts.

- We do not provide technical or budget advice to suppliers responding to tenders or other requests for bids and proposals.
- Our staff does not hold interests in commercial firms in any country where we operate.

### Accountability

All staff sign the Building Markets Code of Conduct. The purpose of the Code of Conduct is to establish standard operating procedures for staff regarding gifts, advantages, conflict of interest and other relevant issues pertaining to their professional activities. Adherence to these principles ensures Building Markets' commitment to integrity, transparency and fairness.

Building Markets is a 501(c)(3) nonprofit organization headquartered in New York City (EIN/ Tax ID number: 98 0575195). Building Markets is legally registered in all locations where it operates and complies with all indigenous laws, rules and legal and regulatory requirements.

Building Markets is governed by a Board of Directors that provides general oversight of the organization's operations. Building Markets' Chief Executive Officer is responsible, through a team of senior managers, for the day-to-day management of the organization.

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