

Responsible Partner Policy



1. Purpose

This Policy sets the minimum standards we expect from all partners, suppliers, vendors, contractors, and agents engaged in the production, supply, or delivery of goods and services to FirstChoice POSM and our clients. We buy experiences and products — we also buy the impact behind them. Partners must operate legally, ethically, and responsibly.

2. Scope

Applies to all Tier 1 partners and, where reasonable, their subcontractors. Signing our PO/Contract means you agree to comply and to allow verification.

3. Our Standards

A. Business Integrity & Governance

- Legal compliance: Operate with all valid business, tax, and industry licenses. Zero tolerance for bribery, corruption, fraud, or facilitation payments.
- Conflicts of interest: Declare any family, financial, or personal ties to FirstChoice POSM staff before engagement.
- Transparency: Accurate records, invoices, and documentation. No falsified timesheets, delivery notes, or certifications.
- Data & IP: Protect client confidential information, creative assets, and customer data. NDA terms apply.

B. Labor & Human Rights

- No forced or child labor: Comply with ILO conventions and Nigerian Labour Act. Minimum age 18 for hazardous work, 15 for non-hazardous.
- Fair wages & hours: Pay at least legal minimum wage, overtime as required by law. Provide payslips. No excessive overtime — max 60hrs/week including overtime, except emergencies.
- Safe workplace: Provide PPE, fire safety, clean drinking water, first aid. Report all onsite accidents during our projects.
- Freedom of association: Respect workers' right to join unions or worker committees.
- No discrimination/harassment: Equal opportunity regardless of gender, tribe, religion, disability, age. Zero tolerance for sexual harassment, abuse, or bullying.

C. Health, Safety & Environment (HSE)

- Event safety: For fabricators, AV, rigging, power — submit risk assessment, insurance, and competence certificates before site work.
- Environmental duty: Minimize waste. Prioritize reusable/recyclable materials for sets, signage, and packaging. No illegal dumping.

- Chemicals & waste: MSDS for paints, solvents, adhesives. Dispose hazardous waste via licensed handlers.
- Carbon: Preference for local sourcing to reduce transport emissions. Track fuel/power usage on large builds if requested.

D. Quality & Subcontracting

- Quality: Deliver to agreed spec, on time, in full. No unauthorized substitution of materials.
- Subcontracting: Declare all material subcontractors for our jobs. You remain responsible for their compliance with this Policy.
- Traceability: For branded merchandise, provide origin info for core materials on request. No counterfeit goods.

4. Due Diligence & Monitoring

- Onboarding: All partners complete self-assessment + submit CAC, Tax Clearance, HSE policy, and references.
- Audits: We reserve the right to conduct announced or unannounced site visits, document checks, and worker interviews.
- Grievance channel: Workers or third parties can report violations confidentially to: info@firstchoice.com or 08025956798. No retaliation permitted.

5. Non-Compliance & Remediation

- Minor issues: 30 days to submit a corrective action plan.
- Major/Zero-tolerance breaches: Child labor, forced labor, bribery, life-threatening safety — immediate suspension and investigation. Contract termination may apply.
- Improvement: We prefer to remediate with willing partners. Repeat violations or refusal to improve will result in delisting or blacklisting.

6. Continuous Improvement

We encourage partners to go beyond compliance: pay living wage, use women-owned/youth-owned businesses in their supply chain, innovate on sustainable materials. Preferred partner status and larger volumes will favor partners who demonstrate leadership here.

7. Acknowledgement

By signing below, the Partner confirms it has read, understood, and agrees to comply with this Responsible Partner Policy.

Partner Company Name: _____

Name & Title: _____

Signature & Date: _____

Company Stamp: _____