

WFSJ

Supplier Management Policy

Background and Context

The WFSJ is committed to being a sustainable not-for-profit organization and aspires to be an overall positive contributor to our communities, people and the environment. We recognise that our performance depends on that of our suppliers and we aim to work in partnership with them in delivering value and in working towards our vision to create and sustain environments that enrich people's lives.

Our suppliers include all organisations from which WFSJ sources goods and services in the development and operation and in our organization's activities. Potentially many of our suppliers become representatives of WFSJ through their engagement with our customers and communities.

We aim to build long-term collaborative partnerships with organisations that share our values and that are willing and capable of helping us achieve our aspirations. We expect our suppliers to share our commitment to sustainability and to be able to demonstrate how they fulfil this commitment, consistent with our policies.

We engage our suppliers by using a variety of different sourcing strategies and recognise that we need to find the balance between having a consistent approach across our supply chain and retaining flexibility that supports creative solutions. Therefore, whilst our goal is the same, our approach to engaging and managing our suppliers may vary.

General Policy

The WFSJ is committed to working in partnership with its suppliers to realise the full value of our relationships and to positively contribute to our communities, people and the environment.

This includes aiming to:

- Proactively engage with our suppliers with a focus on building trusting, co-operative and long-term relationships;
- Apply good governance to provide oversight and means through which the objectives of the process are monitored, audited and integrity is maintained;
- Define and apply appropriate sourcing methods in our procurement of goods and services, ensuring all capable suppliers have an equal access to opportunities to work with us;
- Deal with suppliers in good faith, ethically and responsibly, and make payments in accordance with agreed terms;

- Set clear expectations for our suppliers regarding their sustainability performance and when appropriate embed its minimum requirements within supplier contracts;
- Employ appropriate methods for assessing the performance of our key strategic suppliers and those engaged in higher risk activities and monitoring their progress over time;
- Encourage our key suppliers to deliver environmentally and socially responsible services as well as to improve the sustainability performance of their organizations; and
- Actively engage with key suppliers and provide data and other relevant information

This Policy is regularly reviewed in light of legislation and organisational changes and developments in sustainability best practice, or at a minimum, every two years.

Monitoring and Evaluation

The WFSJ has a strong commitment to monitoring and evaluation (M&E) as a way to measure our performance and the effectiveness of the projects. We recognise that robust M&E is crucial to demonstrating value for money. In previous projects, we have worked with highly regarded experts who have trained a network of individuals in gathering and analyzing data in several languages and countries. The WFSJ can call upon experienced evaluators it already knows and will also bring in new experts in evaluation. We work with our different partners to ensure that we develop appropriate and robust indicators which can then be developed around the different deliverables.

The M&E is carried out continuously throughout projects as a means of early warning for any problem and with the purpose of making the projects a success. For example, internal M&E measures the efficacy of the training activities implemented by partners; the quality of the governance and services provided by WFSJ associations and other stakeholders; the ability of the journalists at using new technologies, the delivery of sustainable and accurate science/health beats, etc.

In the past, WFSJ teams have M&E the following:

- improvement in the quality of trainees' scientific reporting;
- development in network building between trainers and trainees, between trainees and scientists, and among trainees over time;
- progress of the status of science/health communication in different target territories based on the developments of trainees and trainers career progress, and media and publications developments. (ex. creation of new science/health beats);
- impact of specific stories/articles on media agenda or contribution of specific reporting to a specific policy response.

M&E on the aspects mentioned above were carried out by internal and external evaluations.

1. Internal Evaluation

Internal evaluation is usually carried out by an internal evaluator and by the trainers. In the past, internal evaluation methodology has included the following:

- Surveys with trainees, covering, journalistic education and further education; editorial structures they work in, quantity and topics of trainees' scientific articles; and self-perceived tasks in journalism.
- Interviews with editors/editors-in-chief of trainees' media, covering financial resources and man power for science/health topics, editorial importance of science/health journalism and business aspects of science journalism.

Trainers are usually also an integral part of the evaluation. They evaluate quality improvement in trainees' reporting.

Trainers score the trainees' reporting quality based on a set of quality criteria: these criteria have been developed during previous projects. However, the criteria are regularly reviewed by trainers and an external evaluator at the beginning of any new project to make sure that they are pertinent to the local context.

2. External Evaluation

External evaluators are relied upon to measure the satisfaction of the public with the coverage of science/health provided by trained journalists, as well as the impact of the reporting on researchers' programs and decision-makers' uptake of research. External evaluators can also carry out content analysis for quality evaluation of the trainees' reporting, as well as evaluate the impact of ensuing "impact stories." The main criteria analysed in previous project's baseline studies are:

- topics and topics diversity
- sources usage (number, diversity of sources groups and transparency)
- presence of opposing or diverse viewpoints
- explanation level in articles (figures in context, concepts and terms explained)
- presentation of background information
- science level (occurrence of references to science, and scientific argumentation)
- level of political reference (nominal or operational policy reference)
- presentation of practical advice to media users
- use of visual information (charts and infographics)

All data is desegregated according to gender to measure the success of men and women in being put in charge of science/health beats and in impacting research and policy-making.

3. Service commitment to trainers and trainees

WFSJ ensures appropriate provision of trained staff in the field of science/health journalism, and WFSJ always makes available a shortlist of qualified candidates who will be deployed in the event of untimely departure or replacement.

Given the health safety risks of some of the projects, the WFSJ lays out and/or abides by pre-existing health and safety protocols. The WFSJ seeks to minimize any health and safety risks that researchers and participants are exposed to. For example, under such a protocol, no

researchers or participants were allowed to travel over the Ebola-prevalent areas and at high risk, without consent from the project management team.

For research involving people we always work with an academic partner to make sure we are guided by a code of ethical conduct. The code can cover anything, from the disclosure by respondents of sensitive material to the use of the information, phone and online surveys, the confidentiality of data and retention of data, etc...

In view of minimizing political and social uncertainty in some countries, WFSJ engages with multiple collaborating organizations whose local expertise and operating sites provide projects with flexibility and adaptability in planning and delivery of local activities. We particularly rely, on our local associations of science journalists in neighbouring countries to provide active support to quickly adapt the implementation of local activities in the event of any unforeseen obstacles related to personnel and logistics.

4. Service commitment

WFSJ accountability systems are primarily enforced through self-regulatory mechanisms and internal rules and procedures. Our corruption risk management systems include amongst other things:

- anti-corruption and bribery policies
- risk mapping of countries affected by endemic corruption – we use a mix of quantitative and qualitative indicators and engage closely with the Canadian Department of Foreign Affairs to evaluate the territories where we operate.
- partner selection criteria (ex national and local science journalist associations, partner NGO's etc). We run an in-house assessment and evaluation of the financial management capacities, quality of managing and accounting systems, past performance, governance structure etc.
- detection mechanism to investigate and sanction corruption. This includes a rigorous monitoring of project implementation, activity and financial reporting, on site visits, audits and evaluations.

When we work with other consortium partners, corruption risk mitigation is usually specified in the contract.

As an NGO based in Québec, Canada we are required to provide audited information on financial management standards (audited financial reports, separation of key functions, existence of basic accounting tools) organisational structure and programme through an annual information return.

Gender Diversity

WFSJ recognizes the importance of gender diversity and equality in the workplace and of the clients we serve as an integral part of what we are as an organization and a key to our success.

We strive to promote gender diversity and equality across our network by removing barriers to the full and equal participation of women in the workplace.

We provide unrestricted and genuine access to leadership roles for women and men and foster a culture of inclusion where all genders enjoy the same opportunities, rights, support and outcomes.

WFSJ recognizes that women's empowerment is critical to the well-being, peace and education levels of communities. At the subsidiary level, we seek to support suppliers to comply with the importance of gender diversity and equality in the workplace.

Human Rights

WFSJ's suppliers must comply with the human rights, labor and environmental standards set out in this policy as an absolute minimum, and take reasonable steps to ensure that those with whom they have a business relationship do likewise

Suppliers must:

- take reasonable steps to ensure that they do not profit directly or indirectly from the exploitation of child labor or that of other vulnerable groups, from bonded labor, indentured labor or any other form of servitude
- take reasonable steps to ensure that any goods that they produce, trade or deal in are not, and have not been, implicated in human rights abuses by military, security or police forces or other state agents or by non-state actors, including equipment which may be used in relation to the death penalty
- not cause or contribute to the commission of serious human rights abuses, whether by state agents or by non-state actors, including torture, cruel, inhuman or degrading treatment, and gross abuses amounting to crimes under international law including war crimes and crimes against humanity

Breach of Policy

The WFSJ reserves the right to terminate its relationship with a supplier in the case of breach of this policy.