



# **Supplier Code of Conduct**

**V-Guard Industries Ltd.**



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## **Purpose**

V-Guard Industries Limited (VGIL) is committed to high standards of ethics, integrity and sustainability. VGIL has embodied the true spirit of ethics in its relations with all its stakeholders including the customers, vendors, employees, shareholders, the government or the society at large. The Company has a 'zero tolerance' policy when it comes to unethical business behaviour. All suppliers and vendors (herein referred to as "suppliers") are expected to adhere to similar standards and to conduct their business ethically.

This Code of Conduct establishes standards to ensure that the working conditions at the suppliers' end are safe, the workers are treated with respect and dignity, its operations are ethical and environmentally sustainable and in full compliance with all applicable laws, rules and regulations of the country in which the supplier operates its business. The Code shall be adopted by all organizations that design, sell, manufacture, or otherwise provide goods or services to VGIL.

## **Scope**

This Code of Conduct defines the basic requirements placed on the suppliers and third-party intermediaries of VGIL concerning their responsibilities towards their stakeholders and the environment. All vendors and suppliers are expected to adhere to the standards mentioned herein and fully comply with applicable laws, rules and regulations and adhere to environmental, social and governance standards.

## **The Code of Conduct**

**V-Guard expects all suppliers and vendors to adhere to the following:**

### **A. Legal compliance**

- Will comply with all applicable laws and regulations, both in letter and in spirit, in all the territories in which it operates.
- Will abide by all statutory laws and regulations in doing business with VGIL and shall always adhere to various amendment in laws of land from time to time.

### **B. Ethics and integrity**

#### **i. Corruption and bribery:**

- V-Guard practices a zero-tolerance approach to bribery and corruption and is committed to act professionally and fairly in all its business dealings and relationships. Suppliers shall not engage in any form of bribery or corruption in any manner with any of V-Guard's officials, officers, representative etc. (VGIL employee or their family, friends, dependents), as the case may be.



Decline any demand for bribe from VGIL employee/employees and immediately notify the VGIL management on the any such demand. Any such demands shall be reported by suppliers to VGIL.

**ii. Competition Laws, and Intellectual Property Rights:**

- Avoid business practices that unlawfully restrain competition.
- Act in accordance with applicable competition laws.
- Respect the intellectual property rights of others.

**iii. Conflict of interest:**

- Avoid all conflicts of interest in dealings with VGIL and disclose any known or potential conflicts of interest as may arise.

**iv. Anti-Money Laundering:**

- Do not engage in any direct or indirect facilitation money laundering or terrorism financing.

**v. Human Rights**

- This applies to all workers including temporary, migrant, student, contract, direct employees, and any other type of worker. It is important to ensure respect of human rights of specifically vulnerable rights holders or groups of rights holders such as women, children or migrant workers, or of (indigenous) communities. Suppliers are encouraged to abide by VGIL policy on Human Rights or adopt a similar policy in their business conduct.

**vi. Forced labour and child labour**

- Adhere to all provisions of International Labour Organisation and Child Labour (Prohibition and Regulation) Act, 1986 and such other applicable laws.
- Neither use nor contribute to forced, bonded (including debt bondage) or indentured labour, involuntary prison labour, slavery or trafficking of persons. This includes transporting, harbouring, recruiting, transferring or receiving vulnerable persons by means of threat, force, coercion, abduction or fraud for the purpose of exploitation.
- Not tolerate or use child labour in any stage of activities other than in accordance with all applicable laws and regulations.

**vii. Non-Discrimination and Respect for Employees**

- Prohibit discrimination, harassment, bias or prejudice in its terms and conditions of employment on the basis of an individual's race, colour, nationality/ancestry, ethnicity, age, sex/gender (including intersex, transgender or intergender status), political affiliation, union membership, pregnancy, maternity, paternity or caring responsibilities, marital or relationship status or civil partnership, sexual orientation, gender/sexual identity or expression, physical/mental disability, creed, religion and religious affiliation, any other protected status under applicable local law, etc.
- Prohibit behaviour including gestures, language and physical contact, that is sexual, coercive, threatening, abusive or exploitative.
- Demonstrate an inclusive and ethical work environment that provides equal opportunity of success and growth to all their employees.
- Ensure a workplace that is free of harassment and unlawful discrimination.



**viii. Working conditions and well-being**

- Comply with all applicable wage laws, including those relating to minimum wages, overtime and statutory benefits.
- Provide training to ensure employees are educated in health and safety issues.
- Establish a reasonable occupational health and safety management system.

**C. Environmental protection**

- Obtain and maintain all required environmental permits, approvals and registrations.
- Act in accordance with all applicable statutory standards regarding the environment.
- Strive to make continuous improvements in environmental performance.

**Administration of the code**

Every Supplier is expected to comply with this Code. This document forms an integral part of the agreement between VGIL and the supplier/vendor. VGIL reserves the right to revise this Code from time to time. VGIL may also require vendors to confirm the compliance with the requirements of this Code of Conduct.

**Documentation and Records**

Each supplier shall maintain adequate documents and records as required under all the applicable laws.