

Supplier Code of Conduct



Dear valued supplier,

At Tata Projects, we are committed to uphold highest degree of integrity and standards of business conduct in line with our Tata Code of Conduct (TCoC). TCoC sets our expectations of all those who work with us.

We also expect suppliers who deal with us to be aware that TCoC underpins everything we do, and that in order to work with us they need to act in a manner consistent with it. We will seek to develop and strengthen relationships with suppliers who are committed to and act in accordance with our TCoC.

Through this Supplier Code of Conduct, we communicate the minimum requirements that we expect our suppliers to follow while conducting business with or on behalf of us. The Supplier Code of Conduct contains the expectations of our suppliers in the areas of anti-bribery anti-corruption, regulatory compliance, health and safety, labour and human rights, information protection, environment, amongst others.

As a valued supplier of Tata Projects, I look forward to your continued commitment to responsible and ethical business practices.



Sukumar Hebbar
Managing Director & CEO
Tata Projects Limited



Tata Projects Limited ('TPL') follows the Tata Code of Conduct (TCoC) globally. TCoC sets out our expectations of all those who work with us. We also expect suppliers (vendors)* who deal with us to be aware that TCoC underpins everything we do, and that in order to work with us they need to act in a manner consistent with it.

These requirements are not replacements or substitutes for the code itself or applicable laws, nor do they amend contracted obligations. As a TPL supplier, we also expect you to commit to, and act in accordance with our TCoC. We expect that you communicate these requirements to your employees, suppliers and business partners who may provide goods or services to TPL.

*"Supplier" here means any business, company, corporation, contractor, persons (partnership firms or individuals), consultant, or other entity that provides, sells, or seeks to sell, any kind of goods or services to TPL, including the Supplier's employees, agents, subcontractors and other representatives.

1. Products and Services

- I. The Supplier shall be committed to supplying products and services of high quality that meet all applicable standards and laws, including product packaging, labelling and after-sales service obligations. The Supplier shall market its products and services on their own merits and not make unfair or misleading statements about the products and services of competitors.
- II. The supplier shall responsibly source their raw materials/products/services by implementing appropriate mechanism for due diligence and supply chain traceability to support TPL's effort to mitigate ethical and sustainability risks

2. Regulatory Compliance

- I. The Supplier shall abide by the provisions of all applicable domestic and international laws, and appropriate standards & principles and have valid authorizations, licenses and permits to carry out its business and adhere to ethical business standards in all dealings and transactions.
- II. In case the standards mentioned in the Supplier Code of Conduct differ from the legal requirements, the stricter standard shall apply.

1. Fair Competition

- I. The Supplier shall not enter into any activity constituting any anti-competitive behavior such as abuse of market dominance, collusion, participation in cartels or inappropriate exchange of information with competitors.

2. Bribery and Corruption

- I. The supplier shall uphold integrity and transparency while doing business with the Company.
- II. The Supplier shall not engage in any form of bribery or corruption and promote transparency and accountability in the conduct of business, including having in place effective processes and procedures to proactively prevent Bribery or Corruption.

- III. The supplier must implement monitoring, record keeping, and enforcement procedures to ensure compliance with Anti-Corruption laws.
- IV. The suppliers shall establish systems and processes to monitor and report on their compliance with applicable anti-bribery and corruption regulations, and promptly address and report any non-compliance as required under applicable laws.
- V. The supplier shall conduct appropriate due diligence on their suppliers to ensure that they also comply with anti-bribery and anti-corruption regulations and the principles covered under Supplier Code of Conduct

5. Books and Record

- I. The supplier shall accurately record and maintain information regarding its operations, business dealings, financial transactions, labour, health and safety in relation to the Company's business transactions for such periods as may be mandated by applicable statutes and regulatory requirements.
- II. Falsification of records or misrepresentation of conditions or business practices is unacceptable and may result in termination of Supplier's business relationship with TPL.

6. Indemnity

The Supplier shall indemnify TPL with regard to any government or third party investigations related to or arising out of alleged violation of this Code, TCoC or anti- bribery laws by the Supplier.

7. Anti- Money Laundering

The Supplier shall not involve in any money laundering activities, including the act of hiding illegal funds or giving such funds apparent legitimacy and have in place effective processes and procedures to proactively prevent such activities.

8. Health and Safety

The Supplier shall strive to provide a safe, healthy, and clean working environment for its employees. The Supplier shall conduct business in a way that supports TPL's HSE goals of no accidents, no harm to people and no damage to the environment and shall comply with applicable HSE laws and regulations. The Supplier shall encourage its workforce and suppliers to report any accident, injury, illness, or unsafe condition immediately, and stop work that could be unsafe, so that appropriate action can be taken.

9. Human Rights

- I. The supplier shall respect the human rights and dignity of all people.
- II. The supplier shall ensure that there is no use of forced or compulsory labor or child labor in any form.
- III. The Supplier shall not discriminate against any worker or employee based on age, disability, ethnicity, gender, marital status, national origin, political affiliation, race, religion, sexual orientation, gender identity, union membership, or any other status protected by applicable national or local law, in hiring and other employment practices.



10. Environment

The Supplier shall strive for environmental sustainability, particularly regarding the emission of greenhouse gases, consumption of water, energy, and the management of waste and hazardous materials. The Supplier shall endeavor to offset the effect of climate change in its activities

11. Protecting Confidential Information

The Supplier shall ensure effective protocols in place for securing and protecting TPL information including respecting proprietary and intellectual property rights of TPL. The Supplier shall limit access to the Confidential Information to employees, agents, representatives, and personnel only on a need-to-know basis and duly protect and secure such confidential information. The Supplier shall observe all applicable data privacy legal requirements on the collection, processing, transfer and disposal of TPL personal data and shall report any suspected or actual information security incidents that impact TPL information or systems to TPL as soon as practically possible.

12. Protecting Company Assets

The assets of Tata Projects shall not be misused; they shall be employed primarily and judiciously for the purpose of conducting the business for which they are duly authorized. These include tangible assets such as equipment & machinery, systems, facilities, materials, and resources as well as intangible assets such as proprietary information & intellectual property.

13. Third Party Representations

- I. The Supplier shall represent TPL (including Tata brand) only with duly authorized written permission. They are expected to abide by the code in their interactions with, and on behalf of TPL, including respecting the confidentiality of information shared with them.
- II. The Supplier shall safeguard the confidentiality on the use of intellectual property and data of TPL.

14. Gifts and Hospitality

Business gifts & hospitality are sometimes used in the normal course of business activity. However, if offers of gifts or hospitality (including entertainment or travel) are frequent or of substantial value, they may perception of, or an actual interest or an 'illicit payment'. The Supplier shall ensure that gifts & hospitality given or received are modest in value & appropriate, in compliance with TCoC.

The Supplier shall neither receive nor offer or make, directly or indirectly, any illegal payments, remunerations, gifts, donations, or comparable benefits to anyone on behalf of TPL including government officials, customers, or their representatives that are intended, or perceived, to obtain uncompetitive favors for the conduct of its business with TPL.

15. Conflict of Interest

The Supplier shall not engage in a financial or any other relationship with TPL employee that creates any actual or potential conflict of interest for TPL. The Supplier understands that conflict of interest arises when the personal interests of the TPL employee are inconsistent with the



responsibilities of his/her position with the company. All such conflicts must be disclosed. Even the appearance of a conflict of interest can be damaging to TPL and to the suppliers. These are to be disclosed and approved in advance by the TPL management.

16. Collusive Conduct and TPL Procurements

The Supplier shall neither share/exchange any price, cost or other competitive information nor will undertake any other collusive conduct with any other third party with respect to any proposed, pending, or current TPL procurement.

17. Use Subcontractors or Third Parties to Evade Requirements

The Supplier shall refrain from using subcontractors or other third parties to evade either legal requirements applicable to it or any of the standards set forth in this Code and TCoC.

18. Audit

The Supplier shall promptly give all assistance, information, and explanations to TPL and its group companies or its employees or its professional advisors or consultants to conduct periodical audits as may be reasonably requested by TPL.

19. Insider trading

Suppliers shall not use any confidential information or non-publicly disclosed information, or unpublished price sensitive information obtained during their business relationship with TPL as the basis for trading or for enabling others to trade in the stock or securities of the Company.

20. Sanctions and trade controls

Suppliers shall comply with applicable sanctions and trade restrictions imposed by the governments in the countries in which they operate. This would include and relate to restrictions on trade with embargoed countries, entities, or individuals, as well as restrictions on the use or transfer of certain technologies or products.

21. Reporting Violations

The Supplier shall notify TPL regarding any known or suspected improper behavior by the Supplier relating to its dealings with TPL, or any known or suspected improper behavior by TPL employees. Reported violations will be treated confidentially without retaliation.

Email Ids:

ecounsellor@tataprojects.com
tpl-whistleblower@tataprojects.com

Web:

<https://tpl.integritymatters.in>



Read and accept our terms and conditions

Business Ethics:

Please visit our website www.tataproyects.com to view the complete text of TATA Code of Conduct. Tata Projects requires that Vendor Partners observe highest standard of ethics during the procurement and execution of Order. Tata Projects shall be within its right to reject a proposal for award, if it determines that the Vendor Partner recommended for award has engaged in corrupt or fraudulent practices; If the Vendor Partner, offers or gives or agree to give to any person in Tata Projects or to any other person on his behalf any payment, compensation, consideration, gift or any kind of inducement or reward for doing or forbearing to or for having done or forborne to do any act in relation to the obtaining or execution of the Order from Tata Projects, Tata Projects shall be within its right to terminate the order by written notice.

Supplier responsibility and accountability:

The supplier is expected to have a written policy(s) covering important areas like anti-bribery and anti-corruption, human rights, occupational health, and safety, labour rights, environmental protection, information security, data privacy and others and suitably communicate on the principles highlighted in the Supplier Code of Conduct to their employees, associates, subcontractors and others involved in providing product or services to TPL. The supplier shall take an integrated approach to identify and assess risks, opportunities, and its impact, covering operations, supply chain, human rights; occupational health and safety; labour rights; environmental protection and anti-corruption issues. The supplier shall self-monitor and audit their day-to-day management and demonstrate their compliance with the Supplier Code of Conduct and share data / reports with the Company upon request.

Social Accountability:

Tata Projects expects its Suppliers to comply with requirements of SA 8000 standard. Please visit the website www.sa-intl.org for more details.

Affirmative Action:

Tata Projects is committed to inclusive growth through various initiatives under Affirmative Action. Tata Projects encourages entrepreneurs from socially disadvantaged communities (SC/ST, Dalit and Tribes) for inclusion in supply chain on the basis of equal merit. Tata Projects encourages its Vendor Partners to also contribute to the Affirmative Action.

Other Details:

Vendor Partners are requested to visit www.tataproyects.com for more details regarding the Vision, Mission, Values and Core Business areas of TPL.



Disclaimer:

The purpose of this website is to collect information required for vendor registration. This registration does not guarantee any enquiry/ orders from Tata Projects. The Orders will be issued as per TPL's procurement process based on the techno-commercially competitive offers submitted by Vendor Partners in response to our enquiries. In case of Change in Company Name, or any other update required in the information submitted, please do revert to us on this website.

UNDERTAKING

I have read and understood the contents of the Supplier Code of Conduct and that my company/firm/enterprise agrees to abide by it. I have the requisite authority, in the capacity of an authorized officer, to bind my company/firm/enterprise with this code . I also consent to Tata Projects storing the Aadhaar ID I have entered while registering. I certify that I am a duly authorized representative of the company and that the information contained herein is accurate.

Signature: _____

Email : _____

Date: _____

Supplier Name & Seal:

Place: _____