

<b>PROCUREMENT POLICY</b>	Policy Number: Proc-63, Policy Owner: Central Procurement team, Authorized by: HOD-Procurement AccessLevel: 0-5
<b>Supplier Code of Conduct Policy</b>	

### **Policy Statement and Purpose**

Macrotech Developers Limited ('we', 'our', 'Company') follows transparent and ethical business practices and expects from its contractors, suppliers, their employees, subsidiaries, affiliates and sub-contractors (herein referred to as 'suppliers') to adhere to high level of social, ethical and responsible practices in any business dealings with the company.

### **Our Commitment**

#### **A. Business Integrity and Ethics**

We requests all suppliers to give undertaking to abide by its Transparency & Ethics Policy at the time of their empanelment with the group

1. Suppliers shall act fairly and ethically in sourcing from their supply chain and in operations of their business relationships with customers and employees
2. Suppliers shall make every reasonable effort to avoid or resolve conflict of interest in their business dealings with the Company
3. Suppliers shall compete for business orders on merits in prices and quality of their products/services without undue influencing the stakeholders/ decision makers
4. Suppliers shall be annually reiterated that any direct or indirect approaches of bribery and corruption is prohibited and is liable for penal action

#### **B. Labour Standards and Practices**

1. Suppliers shall be fair, humane and non-discriminatory employment practices, and shall have in place communication mechanisms and grievance handling procedures that enable employees to raise concerns and complaints directly with management.
2. Suppliers shall comply with all applicable laws and regulations pertaining to human rights, working hours, statutory minimum wages, working conditions, occupational health and safety, and industrial relations
3. Suppliers shall not employ anyone below the legal employment age, or any forced or illegal migrant labour, including through subcontracting arrangements

#### **C. Confidentiality & Intellectual Property Rights**

- a. Suppliers shall comply with all applicable data protection and privacy laws and regulations. Contractors/suppliers shall treat all information provided by the Company in confidence, and shall not disclose such information to unauthorised third parties or the public.
- b. Suppliers shall recognise and respect the Company'a intellectual property rights in their trademarks, copyright, design and patents

D. Health, Safety & Environment

1. Suppliers shall comply with applicable occupational safety and health legislations and pertinent requirements to provide a safe and healthy working environment
2. Suppliers shall comply with all applicable environmental codes regulations and ensure to obtain and maintain all necessary environmental permits and registrations to conduct their business
3. Suppliers shall take all appropriate and reasonable measures to sustain and protect the environment through proper waste management and air/noise pollution control

E. Periodic Audits

- a. The Company reserves the right to conduct scheduled and unscheduled compliance audit with contractors/suppliers on this Code of Conduct from time to time as appropriate

We will review the Supplier Code of Conduct annually by reviewing supplier compliance and reported violations, if any to make the code viable and practical at all times.

References:

1. Transparency & Ethics Policy
2. General Conditions of Contract
3. Supplier General terms & conditions