

	<b>Supplier Code of Conduct</b>	
<b>Dept :</b> Procurement Department	<b>Revision Date</b>	17.01.2024
<b>Approved By :</b> CPO	<b>Revision No.</b>	00

## 1. INTRODUCTION

This Supplier Code of Conduct (*“the Code”*) reflects values of the Manjushree Technopack Limited (MTL) and its Suppliers.

At Manjushree Technopack Limited (MTL), we are committed to upholding ethical values and fostering responsible business practices. This Supplier Code of Conduct is designed to ensure that our values are not only embraced but also actively practiced by our suppliers and their personnel, which includes employees, officers, and directors.

## 2. PURPOSE OF THE CODE

The Supplier Code of Conduct addresses critical aspects essential for the alignment of both MTL and its suppliers. It serves as a guide for ethical business conduct, promoting transparency, fairness, and integrity in all interactions and transactions between MTL and its suppliers.

## 3. COMPLIANCE WITH THE CODE

Aligning with the principles, the supplier must establish systems and controls to comply with applicable laws, regulations, and the guidelines in this Code. This encompasses the creation of policies, training initiatives, and monitoring mechanisms.

The supplier is required to extend these principles to subcontractors and suppliers engaged in providing goods and services to MTL. Upon request, provide a written confirmation of their compliance with this Code.

MTL reserves the right to assess and monitor your compliance, engaging third parties if necessary. Maintain on-site documentation for compliance demonstration, treated confidentially during audits.

Non-compliance may result in termination or exclusion from future business. This MTL Suppliers Code of Conduct emphasizes core principles extended to all parties engaged, including suppliers, requesting their respectful adherence to the Code in their business dealings. It's the supplier's responsibility to communicate the Code effectively to stakeholders and ensure compliance.

## 4. REPORTING NON-COMPLIANCE WITH THE CODE

Any actual or suspected non-compliance with this Code should be promptly reported to MTL. Additionally, individuals, companies, or local community representatives who believe that an MTL employee or anyone acting on behalf of MTL has engaged in illegal or otherwise improper conduct can report via [compliant@manjushreeindia.com](mailto:compliant@manjushreeindia.com). Rest assured that your relationship with MTL will not be adversely affected by an honest report of potential misconduct.

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## 5. BUSINESS ETHICS

MTL encourages its suppliers to mirror the ethical standards and legal compliance that define MTL's own business practices.

- Suppliers must conduct themselves with integrity and honesty in all interactions with MTL and its employees, avoiding misrepresentation and dishonest practices.
- Suppliers must be fully compliant with all applicable local, national, and international laws and regulations governing their business activities with MTL.
- Suppliers must engage in fair and open competition, refraining from anti-competitive practices, price-fixing, bid rigging, or any activities that undermine fair market competition.
- Suppliers must promptly disclose and manage conflicts of interest when dealing with MTL, ensuring unbiased decision-making, and maintaining the integrity of business transactions.
- Suppliers must implement robust measures to ensure the confidentiality and security of information exchanged with MTL or MTL's employees.
- Suppliers must not participate in bribery, corruption, or any unethical activities when dealing with MTL or its employees. Business transactions must be conducted with transparency.
- Suppliers must uphold fair labor practices, respect human rights, and provide a workplace free from forced labor, child labor, and discrimination when dealing with MTL.
- Suppliers must adopt environmentally responsible practices when providing goods and services to MTL, minimizing their ecological footprint, and complying with environmental laws and regulations.
- Suppliers must ensure the consistent provision of high-quality products and services that meet or exceed agreed-upon standards when dealing with MTL.
- Suppliers are encouraged to contribute positively to the communities in which they operate, supporting local initiatives and engaging in philanthropic activities when dealing with MTL.
- Suppliers must declare any potential conflicts of interest to MTL before entering business transactions involving MTL's employees.

## 6. HUMAN RIGHTS AND LABOUR

MTL our suppliers to uphold human rights for their employees, treating them fairly and in accordance with all applicable laws and regulations.

- Suppliers must not engage in or support any form of forced labour. All employment must be voluntary, and workers should have the freedom to leave their employment at any time.
- Suppliers are prohibited from employing individuals below the legal working age in their respective jurisdictions. Child labour is strictly forbidden.

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- Suppliers must provide safe and healthy working conditions, ensuring reasonable working hours, fair wages, and benefits. Physical and mental demands must be in compliance with applicable laws and international standards.
- Suppliers must prioritize the well-being of workers by maintaining a safe and healthy workplace. Adequate measures should be in place to prevent accidents and injuries.
- Discrimination and harassment based on race, colour, gender, age, religion, marital status, sexual orientation, political opinion, or national or ethnic origin, or other similar characteristics are strictly prohibited. All employees should be treated with dignity and respect.
- Suppliers will ensure that their workers have the right to join or form trade unions and engage in collective bargaining. Suppliers must respect and not hinder the exercise of these rights in accordance with applicable laws.

### 7. ENVIRONMENT

Environmental stewardship is a top priority for MTL, and we look for a corresponding dedication from our suppliers. We anticipate suppliers to carry out their operations with a focus on environmental protection, adhering to all applicable laws and regulations.

Supplier must:

- Comply with all local, national, and international environmental laws and regulations.
- Implement measures to prevent pollution, reduce waste generation, and minimize environmental impact.
- Strive for resource efficiency by optimizing material, energy, and water use.
- Adopt sustainable practices, including eco-friendly materials, recycling, and environmentally responsible packaging.
- Strive to reduce greenhouse gas emissions, air pollutants, and harmful emissions.
- Identify and minimize the use of hazardous substances in compliance with relevant regulations.
- Prioritize biodiversity by ensuring that materials are not sourced, directly or indirectly, from areas of high conservation value or habitats of endangered species, thereby avoiding deforestation and habitat disruption.
- Implement an Environmental Management System (EMS) for systematic environmental management and improvement.
- Be transparent about environmental performance, providing information upon request, and participating in reporting initiatives if applicable.

### 8. GENERAL

The Supplier must rigorously protect MTL's intellectual property, including copyrights, trademarks, patents, inventions, and designs. Use of these requires explicit authorization from an authorized MTL representative, solely for the contracted objectives.

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**9. CONFIDENTIALITY**

The Supplier must actively preserve and safeguard MTL's confidential information, ensuring it remains protected and confidential, with no unauthorized disclosure to external parties.

**10. RIGHT TO CONDUCT AUDIT**

MTL retains the right to perform a comprehensive audit, when deemed necessary, to verify the Supplier's adherence to the Code.

**NOTE:**

MTL retains the authority to assess the Supplier's compliance with established standards through audits or other methods. Non-compliance may result in MTL necessitating corrective measures and/or terminating its business relationship, including any associated partnerships or contracts with the Supplier.

**UNDERTAKING**

I, \_\_\_\_\_, on behalf of \_\_\_\_\_ hereby acknowledge the receipt of the Supplier Code of Conduct of **Manjushree Technopack Limited (MTL)** having its registered office at **MBH Tech Park, 2nd Floor, Survey No. 46(P) and 47 (P), Begur Hobli, Electronic City Phase-II, Bangalore 560100, Karnataka, India**

I have thoroughly reviewed and comprehended the standards and policies outlined in MTL's Supplier Code of Conduct. I affirm that I am committed to adhering to and implementing the principles set forth in MTL's Supplier Code of Conduct.

**Details:**

- Supplier Name: \_\_\_\_\_
- Official Name: \_\_\_\_\_

Signature: \_\_\_\_\_

Designation: \_\_\_\_\_

Date: \_\_\_\_\_

**Seal of Supplier:**