

1. Purpose

The purpose of this policy is to establish clear guidelines for engaging with vendors, ensuring that all suppliers meet the company's standards of quality, integrity, compliance, and respect for intellectual property rights (IPR).

2. Scope

This policy applies to:

- All vendors, contractors, subcontractors, service providers, and consultants engaged by the company.
- All goods, raw materials, services, and technology supplied to the company.

3. Objectives

- Promote fair, transparent, and ethical vendor relationships.
- Ensure compliance with laws, regulations, and sustainability principles.
- Safeguard company and third-party intellectual property rights (IPR).
- Build a responsible supply chain free from corruption, exploitation, or malpractice.

4. Vendor Code of Conduct

Vendors must adhere to the following principles:

- **Legal Compliance:** Operate in accordance with applicable laws and regulations.
- **Labour & Human Rights:** Prohibit child labour, forced labour, harassment, and discrimination.
- **Health & Safety:** Ensure a safe working environment and provide necessary protective equipment.
- **Environment:** Follow environmental regulations and minimize ecological impact.
- **Business Ethics:** Prohibit bribery, corruption, fraud, and conflicts of interest.
- **Fair Trade:** Maintain transparency in pricing, quality, and delivery.

5. Intellectual Property Rights (IPR) Protection

The company's intellectual property (patents, trademarks, copyrights, trade secrets, know-how, and confidential information) must be strictly protected. Vendors shall:

- Not use the company's brand name, logo, trademark, or materials without prior written approval.
- Maintain confidentiality of all documents, designs, software, data, and technical know-how shared during the business relationship.
- Not disclose or replicate company-owned technologies, products, or processes.
- Ensure that products/services supplied do not infringe upon third-party intellectual property rights.
- Sign a Non-Disclosure Agreement (NDA) before accessing sensitive information.
- Immediately notify the company of any actual or suspected IPR breach.

6. Vendor Selection & Evaluation

- Vendors will be selected based on transparent criteria (quality, cost, compliance, capacity, sustainability).
- All vendors must undergo due diligence, including financial stability, legal compliance, and IPR risk checks.
- Vendors will be subject to annual performance reviews based on delivery, quality, compliance, and ethical conduct.

7. Monitoring & Audit

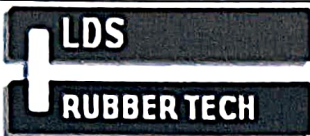
- The company reserves the right to audit vendor facilities, processes, and records.
- Vendors must provide access to documents and cooperate with investigations.
- Non-compliance may result in suspension, blacklisting, or termination of contracts.

8. Conflict of Interest & Gifts

- Vendors must avoid situations that create a conflict of interest with company employees.
- Offering gifts, bribes, or hospitality to employees is prohibited (refer to Gift Register).

9. Record Keeping

- Vendors must maintain accurate records of transactions, contracts, and supply chain details.



VENDOR POLICY

Doc. Ref. : LDS / ESG / VP/01

Rev. No. : 00

Date : 01.02.2024

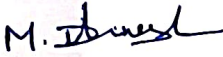

- All records should be retained for a minimum of 5 years or as per legal requirements.

10. Enforcement

- Any violation of this policy will lead to corrective action, including contract termination, recovery of damages, and legal proceedings.

11. Review

This policy will be reviewed every 3 years or earlier if regulatory or operational changes require updates.

Prepared by	Approved by
	
ESG Coordinator	Director / MD

