

Supplier Code of Conduct



Dear valued suppliers,

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 out 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 towards 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.



Vinayak Pai
Managing Director
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.

Products and Services

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.

Regulatory Compliance

The Supplier shall abide by the provisions of all applicable domestic and international laws, and appropriate standards & principles and have valid authorisations, licenses and permits to carry out its business and adhere to ethical business standards in all dealings and transactions.

Fair Competition

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

Bribery and Corruption

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.

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.



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.

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.

Human Rights

The Supplier shall respect the human rights and dignity of all people. Ensure no use of forced or compulsory labor or child labor in any form.

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.

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 and transfer 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.

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.



Third Party Representations

- a. 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.
- b. The Supplier shall safeguard the confidentiality on the use of intellectual property and data of TPL.

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 that are intended, or perceived, to obtain uncompetitive favors for the conduct of its business with TPL.

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.

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.

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.

Audit

The Supplier shall promptly give all assistance, information, and explanations to TPL and its group companies or its employees and its professional advisors to conduct periodical audit and check on the compliances part as may be reasonably requested by TPL.



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.

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 authorised officer, to bind my company / firm / enterprise with this Code.

Date: _____ Signature: _____

Place: _____ Name of Signatory: _____

Supplier Name & Seal:

Email Ids:
ecounsellor@tataprojects.com
tpl-whistleblower@tataprojects.com

Web:
<https://tpl.integritymatters.in>