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**SUPPLIER CODE OF CONDUCT**

REV. NO.	R0								ISSUE
	INITIALS	SIGN.	INITIALS	SIGN.	INITIALS	SIGN.	INITIALS	SIGN.	
PPD. BY	UBK/YK	Sd/-							R0
CHD. BY	SM/NK	Sd/-							
APD. BY	HJ	Sd-							
DATE	14-02-2022								

**REVISION STATUS**

<b>REVISION</b>	<b>DATE</b>	<b>DESCRIPTION</b>
R0	14-02-2022	Issued for implementation.

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## SUPPLIER CODE OF CONDUCT

The Tata Code of Conduct (TCoC) represents the values and core principles that guide and govern the conduct of Tata companies and all the stakeholders associated with Tata Group in all matters relating to business. We believe that adhering to the highest possible standards of integrity and ethical behaviour is the only way to succeed. At the Tata Group, we are committed to improve the quality of life of the communities we serve globally through long-term stakeholder value creation based on “Leadership with Trust”. Tata Consulting Engineers limited (TCE) has epitomized the true spirits of ethics in its interactions with all its stakeholders – be it the Customers, Vendors, Suppliers, Contractors, Employees, Consultants, Agents, Shareholders, the Government, any other person associated with TCE or the Society at large.

TCE follows the Tata Code of Conduct (TCoC) globally and expects all its Suppliers to strictly adhere to the same principles of TCoC.

“**Supplier**” means any Firm, Company, Corporation, Person, or other entity that provides, sells, or seeks to sell, any kind of goods or services to TCE, including the Supplier’s employees, agents, and other representatives.

### 1) **Products and Services**

The Supplier shall be committed to supply products and services of high quality that meet all applicable standards. The product and services offered by Supplier to TCE shall comply with applicable laws, including product packaging, labelling and after-sales service obligations. The Supplier shall market its products and services on their own merits and shall not make unfair or misleading statements about the products and services of competitors.

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2) **Regulatory Compliance**

The Supplier shall comply with all the applicable laws, regulations, and policies on supply of products and services that they make available to TCE, both in letter and in spirit, in all the territories in which it operates.

3) **Bribery and Corruption**

The Supplier shall not engage in any form of bribery or corruption and/or any illegal or immoral activities.

4) **Human Rights**

- a) The Supplier shall not employ child labour.
- b) The Supplier shall not use forced labour in any form.
- c) The Supplier shall not practice the policies which are against the Human Rights.

5) **Gift and Hospitality**

Business Gifts and 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 create the perception of, or an actual conflict of interest or an illicit payment or bribery/corruption. Therefore, Gifts and Hospitality given or received should be modest in value and appropriate, and in compliance with TCE's Gift and Hospitality Policy.

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 favours for the conduct of its business with TCE.

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**6) HEALTH AND SAFETY**

The Supplier shall strive to provide a safe, healthy, and clean working environment for its employees which are compliant to the applicable legal norms and conditions.

**7) ENVIRONMENT**

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

**8) CONFLICT OF INTEREST**

The Supplier shall not engage into financial or any other relationship with TCE and/or its employee that creates any actual or potential conflict of interest for TCE. The Supplier understands that a conflict of interest arises when the personal interest of TCE employee is inconsistent with the responsibilities of his/her position as an employee of TCE.

All such conflicts must be promptly disclosed by the Supplier. Even the appearance of a conflict of interest can cause damages to TCE and Supplier and hence the same must be disclosed in advance to TCE management.

**9) THIRD PARTY REPRESENTATION**

- a) The Supplier shall represent TCE (including Tata Brand) only when the Supplier is duly authorised by TCE and with prior written permission of TCE. The Supplier is expected to abide by this Code in their interactions with, and on behalf of TCE, including respecting the confidentiality of the information shared with them.

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b) The Supplier shall safeguard the confidentiality on the use of intellectual property and data of TCE.

**10) PROTECTING COMPANY ASSETS**

The Supplier shall protect the assets of TCE and shall not misuse the same. The assets shall be employed primarily and judiciously only for the purpose of conducting the business with TCE.

These assets include tangible assets such as equipment, machinery, systems, facilities, materials, and resources as well as intangible assets such as proprietary information and intellectual property.

TCE's and or its client's confidential information and intellectual property must be safeguarded and must not be shared with any third party unless expressly permitted by TCE.

**11) REPORTING VIOLATIONS**

The Supplier shall promptly notify TCE regarding any known or suspected improper behaviour by the Supplier relating to its dealings with TCE and/or any known or suspected improper behaviour by Employee of TCE by sending email to [tceabac@tce.co.in](mailto:tceabac@tce.co.in).

Reported violations will be treated strictly confidential without retaliation.

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**12) MANAGEMENT SYSTEMS**

In order to monitor Supplier's performance against the requirements in this Code and where necessary, to improve their performance and implement corrective action plans, Supplier is expected to have management systems in place to strategically address the concerns related to Human Rights, Workplace and Fair Labour Standards, Anti-Bribery and Anti-Corruption, Anti-Money Laundering, the Environment and Data Protection.

TCE reserves all rights to ensure the Supplier's compliance with this Code through monitoring, independent third-party verification, and audit. TCE expects our Supplier to implement a continuous improvement strategy and will seek to work with our Supplier in this way.

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**TCE SUPPLIER CODE OF CONDUCT  
COMPLIANCE COMMITMENT**

We hereby confirm that we have received the TCE Supplier Code of Conduct and commit to comply with it in letter and spirit. We are also aware that the clauses/provisions of the Code form an integral part of Agreement/Contract executed with TCE.

We understand that TCE reserves all rights, upon reasonable notice, to check compliance with the requirements of TCE Supplier Code of Conduct.

We understand that TCE encourages its Supplier to implement their own binding Code of Conduct and agree that we will be responsible for complying obligations under this Code. We also understand that failure to adhere this Code would attract the disciplinary consequences including termination of Agreement/Contract.

<b>Name of the Supplier</b>	
<b>Signature of Authorised Signatory</b>	
<b>Name &amp; Designation of Authorised Signatory with Seal / Stamp</b>	
<b>Place</b>	
<b>Date</b>	

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