

## **Supplier Conduct and Work Rules Policy**

### **Objective**

Our Supplier Code of Conduct serves as a guiding framework for all our suppliers (including their employees and associates) outlining the key principles and expectations we uphold in our business relationship. Swades Foundation strong follower of business integrity, ethics and governance and has absolutely zero tolerance on unethical business practices. We expect our suppliers to conduct their business with utmost integrity, honesty, transparency and adhering to all applicable laws & regulations.

### **Who Must Comply**

This policy is applicable to all the Supplier, Vendor, Consultant, Service provider and contractors of Swades Foundation.

### **Procedure**

Swades Foundation is committed towards providing a safe working environment to all the individuals associated with the Foundation are treated in respectful and fair manner. Following are the examples that will be considered as infractions of Swades Foundation's rules of conduct. Such behavior may result into disciplinary action, up to and including termination of contract/PO/WO/agreement

Any behaviour that is vindictive towards anyone related with Swades Foundation, directly or indirectly or falls under the category of moral turpitude or is unethical/unprofessional and is not listed below will be treated on an independent basis and Swades Foundation reserves full right to take the appropriate disciplinary action after investigation.

#### 1. Business Integrity and Ethics

Anti-Bribery: The Supplier shall not, directly or through intermediaries, take any recourse to any unethical behavior(implicit or explicit), or offer or promise any personal or improper advantage in order to obtain or retain a business or other advantage from a third party, whether public or private, including with any employee of Swades Foundation.

#### 2. Conflict of Interest

This includes situations where Swades Foundation employee or director may have an interest of any kind in the Supplier's business, whether through personal relationships, investments, directorships or any kind of economic ties with the Supplier. In event of any conflict of interest arising at the time of empanelment or prior/post/during engagement, Suppliers shall promptly disclose such situations to Swades Foundation

#### 3. Quality & Product responsibility

Suppliers shall ensure that the quality of product/service delivered shall be in-line with all the contract terms and conditions. Suppliers shall adhere to all applicable laws and regulations regarding prohibition or restriction of specific substances, including labelling of products, if required.

#### 4. Fair Business, Advertising and Competition

Suppliers shall uphold standards of fair business, advertising and competition. Suppliers shall not engage in collusive bidding, price fixing, price discrimination, or other unfair trade practices in violation of applicable antitrust laws.

5. Laws and regulations

Suppliers shall fully comply with all applicable national and/or local laws and regulations, treaties and industry standards including, but not limited to, those related to immigration, health and safety and the environment. The Suppliers shall maintain all records of such compliance as mandated under the applicable laws and provide the same to Swades Foundation upon request.

6. Data Privacy & Intellectual property

Suppliers shall ensure that confidential or proprietary information about Swades Foundation, our clients, employees or other parties. Suppliers shall take all steps to adhere to the intellectual property rights of Swades Foundation including but not limited to the logo, brand, donor details, etc. Supplier organization is responsible for agreeing on service deliverables, ensuring compliance against contractual security requirements, extending support on annual security assessments, ensuring timely notification of incidents and notifying major changes/vulnerabilities to Swades Foundation.

7. LABOR PRACTICES AND HUMAN RIGHTS

- a. Suppliers shall comply with all applicable wage laws and regulations including, but not limited, to minimum wages, duration of payment, overtime hours, equal remuneration and other elements of compensation.
- b. Suppliers shall comply with prevailing applicable laws and regulations on working hours and minimum wages, overtime and maximum hours
- c. Suppliers shall not employ, engage or otherwise use any child labor
- d. Suppliers shall not engage in any instance of forced, bonded or compulsory labor and/or slavery or trafficking of people in their supply chain
- e. Suppliers shall not discriminate in hiring or employment practices based on pregnancy, childbirth or related medical conditions, race, religious creed, colour, sex, gender, national origin or ancestry, physical or mental disability, medical condition, marital status, age, sexual orientation, union membership or any other criteria protected under law.
- f. Suppliers to provide a harassment-free workplace for everyone.
- g. Suppliers to provide employees with a safe and healthy workplace in compliance with all applicable laws and regulations.
- h. Suppliers shall develop, implement, and maintain environmentally responsible business practices.
- i. Suppliers shall ensure its operations are in harmony with community stakeholders and shall not infringe upon land, forest and water rights of the community.

**Raise Concern**

It is the responsibility of all the Supplier to report any unprofessional behaviour that comes to their notice. All matters may be reported on: [amit.gupta@swadesfoundation.org](mailto:amit.gupta@swadesfoundation.org)

Whilst, a disclosure should normally be submitted to the [amit.gupta@swadesfoundation.org](mailto:amit.gupta@swadesfoundation.org), it may also be submitted directly to [mangesh.wange@swadesfoundation.org](mailto:mangesh.wange@swadesfoundation.org), when they feels it necessary under the circumstances.