



SUPPLIERS **CODE OF** **CONDUCT**

VIKAS GROUP

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Introduction

The Vikas Group is committed to conduct business ethically and responsibly across all operations and relationships. This Code of Conduct serves as a foundational guide for ethical behaviour and applies to all suppliers, contractors, subcontractors and service providers, herein referred as suppliers.

Ethical Business Conduct

Anti-Corruption and Bribery: Suppliers shall not engage in corruption, bribery, extortion, or robbery in any form.

Conflicts of Interest: The supplier shall not engage in any financial or other relationship with Vikas Group employees that creates any sort of conflict of interest. In event of any conflict of interest arising at the time of empanelment or prior/post/during engagement, suppliers shall promptly disclose such situations.

Gifts and Hospitality: The Suppliers shall neither receive nor offer or make, directly or indirectly, any illegal payments, remunerations, gifts, donations or comparable benefits that are intended or aims to influence business decisions or otherwise encourage them to act contrary to their obligations

Confidentiality and Intellectual Property: Suppliers must protect the confidentiality of proprietary information and respect intellectual property rights.

Human Rights and Labor Practices

No Forced or Child Labor: Suppliers shall not use forced, bonded, indentured, or child labor under any circumstances.

Non-Discrimination: Employment practices must be free of discrimination based on 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.

Wages and Working Hours: Compensation must comply with applicable wage laws and regulations but not limited, to minimum wages, duration of payment, overtime hours, equal remuneration and other elements of compensation. Proper records for age, working hours and wages must be maintained.

Harassment: Vikas Group has a zero-tolerance policy with respect to any form of harassment including sexual harassment and the Suppliers shall take appropriate initiative to ensure a harassment-free workplace by way of publication of policies, periodic trainings and requisite & timely support to affected parties.

Health and Safety:

- Suppliers must provide a safe and healthy working environment in compliance with all relevant health and safety laws and regulations.
- Suppliers shall ensure that all legal requirements including but not limited to occupational safety, emergency preparedness, occupational injury and illness, industrial hygiene, physically demanding work, machine safeguarding, sanitation, food and housing are addressed.
- Appropriate health and safety policies, risk assessments, trainings, and protective equipment must be in place to prevent workplace hazards.
- Contractors/ Subcontractors must ensure the availability of PPEs and upkeep of the equipment being brought in the company premises.

Products and Services

- The Suppliers shall be committed to supplying products and services of high quality that meet all applicable standards. The products and services offered shall comply with applicable laws, including product packaging, labelling and safety standards. 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.
- Supplier must submit the information related to Substance of Concern, REACH, ROHS, etc. wherever applicable

Auditing

- Vikas Group reserves the right to conduct audits with prior intimation to Suppliers. Without limitation, such audits may include Environmental, Social, Governance (ESG) parameters, Sustainability, Social compliance, Modern Slavery, Information security, etc. These audits and assessments may be performed physically at Suppliers' premise, virtually or in hybrid mode (partially physical and partially virtual) by Vikas Group or by its nominated third party. Suppliers shall support such audits in their organization in line with outlined scope of audit.
- Suppliers/ Service providers with a legit Sustainability report are exempted from this audit requirement.

Protecting Company Assets

The assets of Vikas Group must be used responsibly, judiciously, and solely for authorized business purposes. Misuse, unauthorized use, or negligent handling of these assets is strictly prohibited. They shall be employed primarily and judiciously for the purpose of conducting the business for which they are duly authorised. These include tangible assets such as equipment and machinery, systems, facilities, materials and resources as well as intangible assets such as proprietary information and intellectual property.

Reporting Concerns

The Supplier shall notify Vikas Group regarding any known or suspected improper behaviour by the supplier relating to its dealings with Vikas Group's or any known or suspected improper behaviour by Vikas Group's employees by email to: vigil@vikasgroup.in

Reported violations will be treated confidentially without retaliation.

Penalties & Consequences

Any Violations by suppliers, contractors, agents, or other business partners may result in **termination of contracts**, blacklisting, and legal proceedings.

Vikas Group Supplier Code of Conduct Compliance Commitment

We hereby confirm that we have received, read, and understood the Vikas Group Supplier Code of Conduct, and we commit to comply with its principles and requirements in both letter and spirit.

We acknowledge that the provisions of this Code form an integral part of our contractual agreement with Vikas Group and are binding upon our organization and any subcontractors or third parties we engage in relation to our business with Vikas Group.

We understand and accept that:

We reserve the right, with reasonable prior notice, to verify compliance through audits or assessments.

We are fully responsible for meeting the obligations outlined in this Code and ensuring that our employees, agents, and sub-suppliers are also aware of and adhere to its requirements.

Failure to comply with the Supplier Code of Conduct may result in corrective actions, suspension, or termination of the business relationship, and potentially legal or reputational consequences.

Authorised Supplier Declaration:

Company Name

Signature

**Authorised Signatory
with Company Stamp**

Place

Date