



SUPPLIER CODE OF CONDUCT

Purpose and Scope:

The Supplier Code of Conduct (SCC) is a document which covers the understanding of the company named Godrej & Boyce Mfg. Co. Ltd. (henceforth called as “G&B”) with its Suppliers of Goods and Services. The purpose of the SCC is to outline G&B’s expectations from the registered Suppliers with whom it does business. The SCC document is based upon G&B’s values of **Trust, Integrity, Respect, To Serve & Environment.**

G&B expects that the Suppliers should strive to meet the industry best practices and principles on the Code of Conduct. The SCC is dynamic and Suppliers are encouraged to continually improve their workplace conditions.

G&B expects that this SCC apply to its Suppliers and their employees, parent, subsidiary or affiliate entities, and subcontractors and therefore G&B expects Suppliers to ensure that this SCC is communicated to their employees, parent, subsidiary and affiliated entities as well as any subcontractors, in their local language and in a manner that is understood by all.

Definitions:

- Godrej & Boyce Mfg. Co. Ltd.:** Godrej & Boyce Mfg. Co. Ltd. (G&B), is a company incorporated under the Companies Act, 1913 of India with its registered office at Godrej & Boyce Mfg. Co. Ltd., Pirojshahnagar, Vikhroli (W), Mumbai 400 079.
- Supplier:** Supplier (collectively referred as “Suppliers”) means any individual, business (including affiliates) that is paid consideration for the supply of any goods or services to any part of G&B business and includes all persons employed by Supplier be they permanent, temporary, working under Contract or instructions from the Supplier and whether full-time or part-time.

This SCC is categorized under-

- People
- Environment
- Community
- Corporate Governance and
- Supply Chain

G&B will evaluate Suppliers on capability and commercial acumen, while taking into consideration compliance to SCC wherever relevant.

The provisions as set forth in SCC provide the minimum standards expected of Suppliers to G&B.

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Supplier Code of Conduct:

1. People

G&B is committed to creating and supporting a culture and work environment in which people have equal opportunities to do their best work.

- 1.1. Harassment or Inhumane Treatment:** G&B expects its Suppliers to create and maintain an environment that treats all employees with dignity and respect and refuse to tolerate any harassment or inhumane treatment including but not limited to mental cruelty, violence, sexual exploitation or corporal punishment of any kind.
- 1.2. Discrimination:** G&B expects its Suppliers to ensure equal opportunity to all and treatment in respect of employment and occupation without discrimination on grounds of race, colour, sex, age, disability, religion, political opinion, national extraction or social origin and such other ground as may be recognized under the national law of the country or countries where the performance, in whole or in part, of a Contract takes place
- 1.3. Compensation, Working Hours and Conditions of Work:** G&B expects its Suppliers to comply with all relevant local and national laws and regulations with regards to wages, compensation, working hours and conditions of work and these should meet local industry standard for work of the same character.
- 1.4. Health and Safety:** G&B expects its Suppliers to comply with all relevant local and national laws and regulations with regard to occupational health and safety and the provision of health related benefits to employees. G&B expects its Suppliers to ensure, so far as is reasonably practicable, that:
 - (a) adequate protective clothing, protective equipment and safety devices are provided to prevent, risk of accidents or of adverse effects to health;
 - (b) the workplaces, machinery, equipment and processes under their control are safe to work;
 - (c) appropriate measures of protection are made available to handle chemical, physical and biological substances; and
 - (d) well illuminated and ventilated work environment, safe drinking water and access to clean toilets and restrooms are provided
- 1.5. Freedom of Association and Collective Bargaining:** G&B expects its Suppliers to recognize, as far as legally permitted, the freedom of association and the right of collection bargaining as well as to protect those workers from any action or other form of discrimination.
- 1.6. Forced or Compulsory Labour:** G&B expects its Suppliers to prohibit forced or compulsory labour in all its forms including but not limited to forced prison labour, bonded labour, slave labour or any form of human trafficking.

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- 1.7. Child Labour:** G&B expects its Suppliers not to employ: (a) children below 15 years of age or, if higher than that age, the minimum age of employment permitted by the law of the country or countries where the performance, in whole or in part, of a Contract takes place, or the age of the end of compulsory schooling in that country or countries, whichever is higher; and (b) persons under the age of 18 for work that, by its nature or the circumstance in which it is carried out, is likely to harm the health, safety or morals of such persons.
- 1.8. Learning & Development:** G&B expects its Suppliers to commit themselves to be an integral part of G&B's culture of both learning and sharing best practices to drive excellence in operations through various forums made available by G&B. G&B expects its Suppliers to be committed to the provisions of relevant training, learning and development opportunities for its employees.

2. Environment

G&B is committed to environment and expect its Suppliers also to do so and follow best practices to minimize adverse environmental impact in the course of doing business.

- 2.1. Industrial Effluents and Waste:** G&B expects its Suppliers to-
- (a) Identify chemical and other materials posing a hazard if released to the environment to take appropriate measures to ensure their safe handling, movement, storage, recycling or reuse and disposal.
 - (b) Treat the volatile organic chemicals, aerosols, corrosives, particulates, ozone depleting chemicals and combustion by-products generated from operations prior to air emission.
 - (c) Treat wastewater and solid waste generated from operations, industrial processes and sanitation facilities to be safe for discharge or disposal.
- 2.2. Minimize Waste, Maximize Recycling:** G&B expects its Suppliers to ensure to reduce or eliminate waste of all types and encourage its suppliers to adopt industry best practices for materials substitution, conservation, recycling and re-using of materials.
- 2.3. Biodiversity:** G&B expects its Suppliers to take all possible measures to maintain biodiversity and ecosystems

3. Community

G&B aims to make a net positive contribution to our communities and societies and betterment of the mankind.

- 3.1. Community Engagement & Development:** G&B expects its Suppliers to commit to contribute to the local communities which the Supplier impacts and to support their sustainable development.

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4. Corporate Governance, Business Conduct and Ethics

G&B regards good corporate governance as being of critical importance to all its stakeholders and strives to ensure that G&B meets high standards of governance across its operations.

- 4.1. **Corruption and Bribery:** G&B expects its Suppliers to adhere to the highest standards of moral and ethical conduct, to respect local laws and not engage in any form of corrupt practices, including but not limited to extortion, fraud, bribery, prohibited trade and business practices. Any violation may attract appropriate disciplinary action against the concerned Supplier.
- 4.2. **Gifts and Hospitality:** G&B expects its Suppliers not to involve into the activities of offering gift or hospitality including but not limited to invitation to sporting or cultural events, offers of holidays or other recreational trips, transportation, or invitations to lunches or dinners, free goods or services; either directly or through its employees, agents or representatives in order to facilitate the business with G&B.
- 4.3. **Conflict of Interest:** G&B expects its Suppliers to disclose to G&B any situation that may appear as a conflict of interest, and disclose to G&B if any of its official is having family or business relationship with an official or employee of G&B who can influence the performance, in whole or in part, of a Contract.
- 4.4. **Post-employment restrictions:** G&B expects its Suppliers to refrain from offering employment to any present or past employee or official of G&B for a period of one year following separation from service.
- 4.5. **Protection of technology, information and intellectual property:** The secure use and distribution of information and data in the workplace is critical to G&B's and Supplier's success in a competitive marketplace. Both parties must maintain physical and electronic security for all confidential information. If confidential information is to be discussed or exchanged between G&B and the Supplier, or the Supplier and a Third Party, the Parties must first sign a Confidentiality or Non-Disclosure Agreement and comply with it.
- 4.6. **International Trade Controls:** G&B expects its Suppliers to understand and follow applicable international trade control and customs laws and regulations, including those relating to licensing, shipping and import documentation and reporting, and record retention requirements.

5. Supply Chain

G&B is committed to working in partnership with our Suppliers to realise the full value of our relationships and to positively contribute to our stakeholder communities and expects its Suppliers must adopt similar principles to those outlined in this Supplier Code of Conduct in dealing with their own Suppliers.

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Reporting Concerns:

The SCC described above is critical to the ongoing success of G&B. If you have any concerns about compliance or ethics issues while working for or with G&B or want to report illegal or unethical activities:

Email – disclosure@godrej.com

All matters raised in good faith through these reporting lines will be handled in a confidential, no retaliatory basis.

Supplier Acknowledgement:

We hereby confirm that we have received, read and understood the Supplier Code of Conduct of G&B. We shall meet and comply with the requirements set in SCC from time to time.

We shall also pass on the Code of Conduct to our suppliers and use our best endeavour to persuade them to comply with the principles and requirements stated therein.

We shall provide written information within reasonable period of time about the efforts made by and action taken by us and our suppliers to implement principles set in this SCC in the form requested by G&B.

G&B and its representatives shall be entitled during normal working hours to review compliance by us with the requirements set in this SCC.

Name of the Company	M/s.
Your Supplier Code with G&B	In case of multiple supplier codes, please separate it with comma
Name of Authorised Signatory	
Designation of Authorised Signatory	
Date of Signature	DD-MM-YYYY
Signature of Authorised Signatory	
Company Stamp/Seal	