

# Supplier Code of Conduct





As an integral part of our commitment to enhancing economic, social and environmental performance, Waaree is committed to promoting and improving sustainable practices in our organisation and across all our events.

Sustainability practices within the supply chain strongly influence and contribute to the improvement of the mutual sustainability performance and ultimately lead to long-term, mutually beneficial relationships between suppliers and stakeholders. This Supplier Code of Conduct states our sustainability principles and sets our minimum expectations regarding the actions our suppliers taken on behalf of our company and our clients. The Supplier Code of Conduct (SCC) is part of the Global Initiatives sustainability policy and intends to minimize adverse environmental and social impacts and stimulating our suppliers to source their products and services in a prudent manner.

Recognized standards such as International Labour Organization Standards (ILO), Universal Declaration of Human Rights (UDHR), Social Accountability International (SAI), and the Ethical Trading Initiative (ETI), Global Reporting Initiative guidelines (GRI) were used as references in preparing this Code and may be useful sources of additional information.

# Ethics

To meet social responsibilities, all suppliers are expected to conduct their business in an ethical manner and act with integrity



# Ethics



## **Business Integrity**

Suppliers are expected not to practice or tolerate any form of corruption, extortion or embezzlement. Suppliers will not offer or accept bribes or other unlawful incentives to/from their business partners. Suppliers are expected not to offer to Waaree employees gifts or any other kind of personal benefit resulting from the relationships with the suppliers

## **Fair Competition**

Suppliers shall conduct their business in line with fair competition and in accordance with all applicable anti-trust laws.

## **Privacy & Intellectual Property**

Suppliers shall safeguard and make only appropriate use of confidential information and ensure that all employees' and business partners' privacy and valid intellectual property rights are protected.

## **Identification of Concerns**

Suppliers shall provide means for their employees to report concerns or potentially unlawful activities in the workplace. Any report should be treated in a confidential manner. Suppliers must investigate such reports and take corrective action if needed.

## **Whistleblower Protection and Anonymous Complaints**

Suppliers must create programs to ensure the protection of workers whistleblower confidentiality and prohibit retaliation against workers, who participate in such programs in good faith or refuse an order that is in violation of the Waaree' Supplier Code of Conduct. Suppliers shall provide an anonymous complaint mechanism for workers to report workplace grievances in accordance with local laws and regulations.

# Labour and Human Rights

Suppliers shall not use any form of forced, bonded, indentured, or child labour. Suppliers are expected to protect the human rights of their employees and to treat them with dignity and respect



# Labour and Human Rights



**WAAREE**<sup>®</sup>  
One with the Sun

## **Child labour**

With reference to ILO Minimum Age Convention, 1973 (no138) & Worst Forms of Child Labour Convention, 1999 (no182) The general minimum age for admission to employment or work at 15 years (13 for light work) and the minimum age for hazardous work at 18 (16 under certain strict conditions). Suppliers shall provide the necessary and appropriate direct assistance for the removal of children from the worst forms of child labour and for their rehabilitation and social integration.

## **Forced Labour**

With reference to ILO Forced Labour Convention, 1930 (no29) & Abolition of Forced Labour Convention, 1957 (no105) Suppliers shall prohibit all forms of forced or compulsory labour. All work must be voluntary and workers shall be free to leave work or terminate their employment with reasonable notice. Workers must not be required to surrender any government-issued identification, passports, or work permits as a condition of employment. Suppliers shall ensure that contracts for both direct and contract workers clearly convey the conditions of employment in a language understood by the worker.

## **Anti-discrimination**

With reference to ILO Discrimination Convention, 1958 (no111) Suppliers shall not do any discrimination or distinction, exclusion or preference made on the basis of race, colour, age, gender, sexual orientation, ethnicity, disability, religion, political affiliation, union membership, national origin, or marital status in hiring and employment practices such as applications for employment, promotions, rewards, access to training, job assignments.

## **Termination of Employment**

With reference to Termination of Employment Convention, 1982 (no158) Suppliers shall not terminate the employment of a worker unless there is a valid reason for such termination connected with the worker's capacity or conduct or based on the operational requirements of the undertaking, establishment or service.

# Labour and Human Rights



**WAAREE**<sup>®</sup>  
One with the Sun

## **Fair Treatment**

Suppliers must be committed to a workplace free of harassment and should not threaten workers with or subject them to harsh or inhumane treatment, including sexual harassment, sexual abuse, corporal punishment, mental coercion, physical coercion, verbal abuse or unreasonable restrictions on entering or exiting company provided facilities.

## **Employment Policy**

With reference to Employment Policy Convention, 1964 (no122) Suppliers are expected to declare and pursue an active policy designed to promote full, productive and freely chosen employment. Such a policy shall aim to ensure that there is work for all who are available for and are seeking work; that such work is as productive as possible; and that there is freedom of choice of employment and the fullest possible opportunity for each worker to qualify for, and to use his or her skills and endowments in, a job for which he or she is well suited, irrespective of race, color, sex, religion, political opinion, national extraction or social origin.

## **Freedom to express oneself**

With reference to ILO Freedom of Association and Protection of the Right to Organise Convention, 1948(no87) & Right to Organise and Collective Bargaining Convention, 1949 (no98) Suppliers must respect the right of workers to associate freely, form and join workers organizations of their own choosing, seek representation, and bargain collectively, as permitted by and in accordance with applicable laws and regulations. Suppliers shall not discriminate with respect to employment based on union membership and, in particular, shall not make employment subject to the condition that the worker relinquish union membership or cause of dismissal for not joining in the union.



# Wages and Benefits

Suppliers should ensure that they pay workers according to the applicable wage laws, including minimum wages, overtime hours and mandated benefits. There should be proper communication with the workers about the basis on which they are being compensated in a timely manner. The suppliers are also expected to communicate with the workers about the overtime requirements and the wages to be paid for such overtime







## **Wages, Working Hours, and Benefits**

With reference to Minimum Wage Fixing Convention, 1970 (no131), Equal Remuneration Convention, 1951 (no100) and Protection of Wages Convention, 1949 (no95) Suppliers shall abide the rules in payment to all workers at least the minimum wage required by applicable laws and regulations and provide all legally mandated benefits.

Suppliers must follow a minimum wage fixing system capable of determining and periodically reviewing and adjusting minimum wage rates having the force of law.

Suppliers must ensure the application of the principle of equal remuneration for men and women workers for work of equal value. The workers are duly notified of the method used to calculate wages. Wages are paid in cash, by check or by bank transfer, to the exclusion of any other form of compensation, except in the specific cases.

Wages are paid at regular intervals and with reasonable frequency. Deductions from wages for disciplinary reasons are prohibited.

# Health and Safety

The Supplier provides a safe and healthy working environment for all employees working at their sites. The supplier develops a Health and Safety (HS) organization to define, implement and follow-up on an HS policy and HS Management System that includes compliance with local and national regulations.





## **Protection from Chemical Exposure**

With reference to Chemicals Convention, 1990 (no170) Suppliers should adopt and implement a coherent policy on safety in the use of chemicals at work, which includes the production, the handling, the storage, and the transport of chemicals as well as the disposal and treatment of waste chemicals, the release of chemicals resulting from work activities, and the maintenance, repair and cleaning of equipment and containers of chemicals. In addition, it allocates specific responsibilities to suppliers and exporting states.

## **Workers Health and safety protection**

With reference to Promotional Framework for Occupational Safety and Health Convention, 2006 (no187) & Occupational Safety and Health Convention, 1981 (no155) and its Protocol of 2002 Suppliers shall identify and protect workers from any physical, chemical and biological hazards in the workplace as well as from risks associated with any infrastructures used by their employees. Safety information for any identified workplace risks shall be made available to inform and train workers to protect them from the risk. This includes safety information about hazardous substances used: chemicals, pharmaceuticals active ingredients, intermediate products, etc.

## **Response to Emergency**

With reference to Occupational Health Services Convention, 1985 (no161) Supplier's shall identify and assess possible emergency situations in the workplace and minimize their impact inside and/ or outside the site by implementing emergency response plans and procedures. Suppliers will identify and assess likely and potential emergency situations in the workplace and minimize their impact by implementing emergency plans and response procedures.



## **Process Safety**

Suppliers will have safety programs in place for managing and maintaining all their production processes in accordance with the applicable safety standards. Suppliers will address product-related issues and their potential impact during all stages of the production process. For hazardous installations the supplier will conduct specific risk analyses and implement measures that prevent the occurrence of incidences such as chemical releases and or explosions.

## **Social Security**

With reference to Social Security Convention, 1952 (no. 102) Suppliers must Lay down a minimum standard for the level of social security benefits and the conditions under which they are granted. It covers the nine principal branches of social security, namely medical care, sickness, unemployment, old age, employment injury, family, maternity, invalidity and survivors' benefits.

# Environment

It is essential that Suppliers should comply with all applicable environmental regulations. All required environmental permits, licenses, information registrations and restrictions shall be obtained and their operational and reporting requirements should be followed





## **Waste and Emissions**

Suppliers will have systems in place to ensure the safe handling, movement, storage, recycling, reuse, or management of waste, air emissions and wastewater discharges. Any of these activities which have the potential to adversely impact human or environmental health will be appropriately managed, measured, controlled and treated prior to release of any substance into the environment. Suppliers will have systems in place to prevent or mitigate accidental spills and releases into the environment.

## **Resource Conservation and Climate Protection**

Suppliers are expected to use natural resources (e.g. water, sources of energy, raw materials) in an economical way. Negative impacts on the environment and climate will be minimized or eliminated at their source or by practices such as the modification of production, maintenance and facility processes, material substitution, conservation, recycling and material reutilization. Suppliers will engage in the development of climate-friendly products and processes to reduce power consumption and greenhouse gas emissions.

## **Compliance with legal and regulatory requirements**

The supplier ensures compliance with all country regulations and recommendations relating to environmental protection in force within the countries where it carries out its activities. The supplier has the appropriate certificates and/or permits allowing it to operate. Environmental reports are prepared in accordance with country regulations. They are available at the sites.



# Management Systems

Suppliers must adopt or establish a management system designed to ensure compliance with this Code and applicable laws and regulations, identify and mitigate related operational risks, and facilitate continuous improvement. ISO 14001, OHSAS 18001, Eco Management and Audit System (EMAS) may be useful resources.





## **Risk Management**

Suppliers are expected to implement mechanisms to identify, determine and manage risks in all areas addressed by this Supplier Code of Conduct and all applicable legal requirements.

## **Documentation**

Suppliers are expected to develop adequate documentation to demonstrate that they share the principles and values expressed in this Supplier Code of Conduct.

This documentation may be reviewed by Waaree's upon mutual agreement.

## **Training and Competency**

Suppliers will establish appropriate training measures to allow their managers and employees to gain an appropriate level of knowledge and understanding of this Supplier Code of Conduct, the applicable laws and regulations and generally recognized standards.

## **Audits and Assessments**

Periodic self-evaluations are done to ensure that the Supplier and its subcontractors and its next-tier Suppliers are complying with this Code and with applicable laws and regulations Waaree's personnel may visit (and/or have external monitors visit) Supplier facilities, with or without notice, to assess compliance with this Code and to audit Supplier's wage, hour, payroll, and other worker records and practices.

## **Communication**

A process for communicating clear and accurate information about the Supplier's performance, practices, and expectations to its workers, Suppliers, and customers is to be followed as a regular practice.

# Bribery and Corruption





**WAAREE**<sup>®</sup>  
One with the Sun

The suppliers hereby warrant that they will not, and they have no knowledge that other persons will, make any payment, gift or other commitment

to employees of the Purchaser, to government officials or otherwise in a manner contrary to applicable laws (such as but not limited the U.S. Foreign Corrupt Practices Act and, where applicable, legislation enacted by member States and signatories implementing the OECD Convention

Combating Bribery of Foreign Officials), policies or standards of conduct, for the purpose of obtaining or facilitating the performance of, or otherwise relating to the Contract.

Nothing in this Agreement shall render Waaree' liable to reimburse the Agents or their associates for any such consideration given or promised or for any consequences arising out of such action.

Address

602, Western Edge-I, Off. Western  
Express Highway, Borivali (E),  
Mumbai 400066, Maharashtra, India

Phone

+91-22-6644 4444  
1800 2121 321

Email & Mail

[waaree@waaree.com](mailto:waaree@waaree.com)  
[www.waaree.com](http://www.waaree.com)

**Thank You !**

