

## **Vendor Onboarding and Screening Document**

### **Vendor Screening**

We have structured vendor registration procedure for prospective vendors. This procedure starts with submitting details through Vendor Information Form. This would be applicable only to get through the preliminary stages of registration with the Company. List of various required documents to be uploaded at this stage.

Fill up the following information by entering valid information on form and selecting most appropriate option, where applicable.

- a. Incorporation Type
- b. Company Incorporation Number
- c. Date of Company Inception/Formation
- d. Type of Business
- e. Address
- f. Country
- g. State
- h. City
- i. PIN/ZIP number
- j. Contact person
- k. Designation
- l. Mobile No.
- m. Permanent Account No.
  
- n. GST
- o. MSME Declaration
- p. Income Tax Declaration

The Company reserves the right to verify the authenticity of documents furnished with the concerned organization during vendor approval process or after vendor approval. Any vendor providing false information or grossly inaccurate or forged documents will not be considered for this vendor registration, the Company may initiate suitable action it deems fit against such vendor.

The vendor management team of the Company validates that the vendor/vendor representative is in compliance with the above criteria for screening requirements, and education and training requirements if required and informs the management in case noncompliance in writing (electronic or hard copy).

Vendor representative is an individual who is employed or contracted by a vendor to sell, support or service the vendor's products or services.

All vendors and representatives are required to conduct their business relations and activities with honesty and in accordance with the relevant applicable central and state laws and regulations when doing business with or on behalf of the Company. Vendors are required to meet our ethical standards, which include expected conduct in the areas of regulatory compliance, business practices, and employment, in addition to the responsibilities under the vendor's agreement with the Company. We also expect vendors to ensure the same of their agents, subcontractors, intermediaries and workers by adopting, maintaining and implementing reasonable processes that prevent such conduct.

## **Compliance**

Vendors are expected to adopt management systems in furtherance of this policy, the policy and their principals:

1. *Expected Regulatory Compliance Practices from Vendors:*

- a. Conduct business in accordance with applicable antitrust and fair competition laws in the jurisdictions where they do business
- b. Follow the applicable anti-corruption laws
- c. Communicate the expectations of this policy, and provide effective training to workers
- d. Allocate appropriate resources to ensure compliance with this policy and the policy
- e. Maintain documentation to show confirmation with this policy and relevant laws and regulations
- f. Make no direct or indirect payments, planned payments, encouraging payments, or give anything of value to another individual or a government or Govt employee with the intention of influencing him or her
- g. All relevant environmental laws and regulations must be followed
- h. Not impose improper boycott requirements on the Company

## **Expected Business Practices from Vendors**

- a. All company details must be recorded and reported honestly and correctly, and all relevant laws must be followed in terms of completion and accuracy.
- b. Respect the Company's and others' intellectual property rights, such as patents, trademarks, and trade secrets, and only use software, hardware, and content in compliance with their related licences or terms of use.
- c. The Company's physical and intellectual property should be protected and used responsibly.
  - i. Use such assets only if the Company has given you permission to do so.
  - ii. Use the Company provided information technology and systems (including e-mail) only for the Company's business purposes and in compliance with the Company's policy.
  - iii. Vendors and their representatives are not permitted to use the Company properties, technology, or systems to produce, view, store, print, solicit, or submit any material that is harassing, discriminatory, violent, threatening abuse, or otherwise inappropriate or unlawful.
- d. Vendors and their representatives should never offer a bribe, kickback, or bartering arrangement for goods or services or any other incentive to the Company associate in order to obtain or retain the Company business.
- e. Vendors or their representatives should avoid dealing directly with any the Company associate whose spouse, other family member, or other close relative is an employee or has a personal or financial interest in the vendor or the vendor's

company during negotiations or otherwise.

- f. Create, maintain, and dispose of business records in accordance with all legal and regulatory requirements.

#### **Expected Employment Practices from Vendors**

- a. Provide a safe and healthy work environment and comply with all applicable safety and health laws, regulations and practices;
- b. Cooperate with the Company's commitment to providing a workplace free of sexual or other harassment and discrimination;
- c. Prohibit the use, possession, distribution, and sale of illegal drugs while on the Company owned or leased property;
- d. Use only voluntary labour; the use of forced labour, whether in the form of indentured labour or otherwise, is prohibited;
- e. Comply with all applicable central/ state wage and hour and minimum working age laws and requirements; the use of child labour is prohibited; and
- f. Maintain employee records in accordance with local and national regulations.

#### **Violations of the Policy and Penalties**

If a vendor is found to be in violation of the Policy's specifications, we expect the vendor to notify us as soon as possible or as soon as practicable, and to correct any violations in a timely and responsive manner. Failure by a vendor to do so may lead to review or termination of our relationship. Vendor shall cooperate in any internal or external investigations of possible violations.

The failure or omission by the Company to insist upon strict performance and compliance with any of the provisions of this Policy at any time shall in no way constitute a waiver of its rights. In the event of any conflict or ambiguity between any provision of this Policy and the provisions of any relevant contract with any vendor, the provisions of that contract will prevail.

#### **General Statement Regarding the Policy**

The Vendors are instructed that this Policy is intended to provide only broad guidelines on the expected standard of conduct. It does not, and cannot, fix any situation that a vendor can face while dealing with the Company. In the end, we depend in each vendor's good faith and ethical principles to direct our conduct in particular situations, and the Company will assess its vendor relationships based on these standards. The contents of this Policy are in addition to, and do not impair or prejudice, any of the Company's rights and remedies under the applicable vendor contracts, if any.