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|  | <h1>Supplier Code of Conduct</h1> | <p>Effective From: 01/07/2023</p> <p>Rev. No.: 01</p> <p>Type: Public</p> |
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Purpose:

We have created this Code as an extension of our own Code of Conduct to form the cornerstone of our commitment to responsibly source our products. This Code defines the standards that we require our suppliers to adhere to when conducting business with us.

We expect our suppliers to operate in accordance with the principles outlined in this Policy and adhere to all the applicable laws and regulations.

Scope:

The term “Supplier” or “Suppliers” means any person or entity that is the source for goods or services, back to the primary production level. The Code is also applicable to all workers and employees of any of those suppliers.

1. Business Ethics

- **Compliance with Law:** Suppliers’ business activities shall comply with applicable laws and regulations in the countries and jurisdictions in which they operate. They shall also comply with all other applicable international laws and regulations, including those relating to international trade, sanctions, export controls, antitrust/competition, and data protection. Where local law and this Code address the same topic, the supplier shall meet the requirement which affords greater protection.
- **Bribery/ Corruption:** All forms of bribery, kickbacks, corruption, extortion, embezzlement, and unethical practices are prohibited, and Suppliers must have a zero-tolerance policy to prohibit any such behavior.
- **Conflicts of interest:** Suppliers will declare any conflict of interest in any business dealings with us and will actively seek to avoid such conflicts.

2. Labor and Human Rights

- **Freely Chosen Employment:** All forms of involuntary labor – including forced, coerced, bonded (including debt bondage), involuntary or exploitative prison, slavery, trafficked or indentured or other forms – are prohibited
- **Child Labor:** Child labor shall not be used. The term “child” refers to any person under the minimum age for employment in the country law.
- All employment of young workers, including apprentices or vocational students, must comply with laws and regulations on the minimum working age.

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- **Freedom of Association and Collective Bargaining:** Suppliers shall respect workers’ legal rights to freedom of association and collective bargaining
- **Wages and Benefits:** Suppliers shall ensure workers receive wages and benefits that meet, at a minimum, national legal standards
- **Working Hours:** Regular and overtime working hours must comply with the law and not be excessive.
- **Humane Treatment:** All workers are to be treated with respect and dignity
- **Discrimination:** Suppliers shall commit to a workforce free of discrimination. There shall be no discrimination on the basis of race, color, gender, national or social origin, religion, age, disability, gender identity, marital status, political affiliation or pregnancy status.

3. Health and Safety

- **Working conditions:** Suppliers shall provide a safe and hygienic work environment, as appropriate for the industry, geography, and workforce.
- **Safety Protocols:** Adequate steps shall be taken to prevent accidents and injuries to health arising out of, associated with, or occurring in the course of work, by minimizing, so far as is reasonable and practicable, the causes of hazards inherent in the work environment.
- **Safety Awareness:** Workers shall receive regular health and safety training. Suppliers shall respect workers’ right to refuse unsafe work and to report unhealthy working conditions

4. Environmental Sustainability

- **Resource consumption, and waste minimization:** Business is conducted in a manner which proactively embraces sustainability. Suppliers shall optimize their consumption of natural resources, including energy and water.
- **Environmental impact management:** Business is conducted in a manner which reduces environmental impact. As such, suppliers will measure and minimize the environmental impact of their facilities and operations, including air and greenhouse gas emissions, water, contamination, and waste.
- **Hazardous materials and product safety:** Suppliers shall identify and reduce the use of hazardous materials, chemicals and substances. Suppliers will also ensure their safe handling, storage and disposal. All applicable employees shall be aware of and trained in related safety procedures.

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- **Responsible Sourcing of Steel:** Steel being our single largest raw material, we ensure that we procure steel only from certified Steel manufacturers & their traders. Our steel suppliers are either certified members of Responsible Steel™ or those who follow Environmental Product Declaration (EDP), Type III Ecolabels & ISO 14025 for their products.

5. Governance Mechanism

- **Management Systems:** Suppliers will develop and enforce policies and procedures to ensure compliance with all aspects of this Code. This includes ensuring transparent and accurate record-keeping to demonstrate compliance with applicable laws and this Policy.
- **Grievance Mechanism:** Suppliers shall have systems in place to enable fair, confidential, and anonymous grievance reporting and follow-up without fear of reprisal. This includes worker whistle blower protections.

6. Quality

- **Quality Management System:** We expect our suppliers to establish quality objectives, policies, manuals, procedures and have in place a Quality Management System certified under ISO or other similar international standards.
- **Facility & Machinery:** We expect our suppliers to give due importance to equipment design, installation, maintenance and ensure periodic validation & calibration of the same.

7. Implementation

- We understand that our Suppliers fall under different categories in terms of their scale of operations, their organization structure, and geographical operations. The level and type of compliance will vary depending on the type of supplier and laws/ principles applicable to them.
- We will work with our suppliers to identify issues that do not meet our expectations and help them in addressing the gaps identified.

8. Monitoring & Reporting

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- We expect our suppliers to monitor and report the initiatives undertaken by them about ensuring adherence to this Policy. The suppliers should focus on continuously improving their performance to achieve the objectives of this Policy.
- We recognize that achieving the requirements of this Code is a dynamic process and encourages continuous improvement within its supply chain. In cases where improvement is required, we will support the supplier to establish clear milestones and processes to support their achievement. Suppliers who ultimately fail to comply may be subject to consequences up to and including termination of business.
- We support and encourage those who report actual or suspected breaches without any fear of retaliation. Any failure to comply with this Policy (including any failure by employees of Reliable Autotech or anyone acting on behalf of Reliable Autotech), of which the supplier is aware, should be immediately reported through our anonymous whistle-blower process. The details of the whistle-blower process & Policy can be found on the website of Reliable Autotech Pvt.Ltd. (www.reliableautotech.com).

9. Vendor Information Security Prerequisite

- Presently no vendor is allowed to connect network or database of Reliable Autotech Pvt. Ltd. In future, if there is such a requirement then it shall be mandatory for the vendor to have appropriate information security controls & preferably ISO/IEC 27001 compliant.

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Annexures:


The following principles, standards, conventions, and guidelines were referred to while preparing this Supplier Code of Conduct:


1. International Labor Organization Conventions
2. Universal Declaration of Human Rights
3. Reliable Autotech's Code of Conduct for Employees
4. Reliable Autotech's Business Ethics Policy

Disclaimer:

The management reserves rights to withdraw or modify the policy and the same shall be communicated to you as and when required.

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| Organization | Reliable Autotech Pvt Ltd |
| Document number | RAPL / Sustainability / PLY /12 |
| Release Date | 01/07/2023 |

| Recommended By | Title | Date of Recommendation | Signature |
|-----------------------|-------------------------|-------------------------------|---|
| Abhijeet Katti | Head Strategic Sourcing | |  |

| Approved By | Title | Date of Approval | Signature |
|--------------------|--------------|-------------------------|---|
| Amol Chitnis | Director | |  |

Confidentiality:

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