

#### SUPPLY CHAIN CODE OF CONDUCTS STANDARS

HTL SUPPLIERS have understood the importance of maintaining responsible supply chain code of conducts & to accomplish this following standard is made:-

## 1. Legal and Compliance:

HTL SUPPLIERS operate in compliance with all applicable environmental, labour and anti-corruption laws and regulations of the countries in which they operate, manufacture or conduct business.

#### 2. Environment:

HTL SUPPLIERS shall maintain an effective environmental policy and / or environmental management system that support environmental protection, prevention of pollution and prudent management of natural resources. HTL shall reduce the environmental impact of their products and services.

# 3. Freely Chosen Employment:

HTL SUPPLIERS shall not use any form of forced, imprisoned, indentured, bonded or involuntary labour.

### 4. Child Labour Avoidance:

HTL SUPPLIERS shall not employ children under the age as defined by the International Labour Organization conventions or by national law whichever is highest.

#### 5. Non-Discrimination:

HTL SUPPLIERS shall provide equal opportunity and advancement opportunities for all employees regardless of race / ethnicity, gender, national origin, age, disability, sexual orientation or religion.

# 6. Compensation and Benefits:



HTL SUPPLIERS shall provide wages and benefits that comply with any applicable law and which match prevailing local practices.

### 7. Hours of Work:

HTL SUPPLIERS shall ensure that their employees are not required to work more than the local legal limits on regular and overtime hours.

#### 8. Freedom of Association:

HTL SUPPLIERS shall recognize and respect the right of their employees to freely associate and collectively bargain within the boundaries of the applicable law.

#### 9. Humane Treatment:

HTL SUPPLIERS shall treat their employees with respect and dignity and provide a work environment free of harassment, intimidation and bullying.

# 10. Health and Safety:

HTL SUPPLIERS shall provide a safe and healthy working environment in order to prevent workplace accidents and injuries. This shall also apply to our employees' residential facilities, if provided by us.

# 11. Anti-Corruption:

HTL SUPPLIERS shall not engage in bribery, collusive practices or any other form of corruption to obtain or retain business.

HTL SUPPLIERS aims to fulfil its supply chain code of conduct by setting up various policies

- 1. Environmental Policy
- 2. Health & Safety Policy
- 3. Human Right & Social Policy
- 4. Anti Corruption Policy