

## **Supplier Code of Conduct & Ethical Procurement Policy**

**Ethosphere Consulting Pvt Ltd**

**Effective Date:** 01/11/2025      **Next Review Date:** 31/10/2026

**Location:** Bengaluru, Karnataka, India

### **1. Purpose**

Ethosphere recognises that our supply chain and vendor ecosystem contribute to our sustainability and integrity. This policy establishes our expectations for ethical, environmental, and social performance of suppliers, contractors, and business partners.

### **2. Scope**

Applies to all suppliers/vendors (henceforth referred to as suppliers in this document), contractors, subcontractors, and business partners providing goods or services to Ethosphere.

### **3. Ethical & Legal Compliance**

- Suppliers must comply with applicable national, state, and local laws, including labour, environmental, health & safety, taxation, and anti-corruption laws.
- Suppliers must respect human rights and not engage in forced labour, child labour, or discrimination.

### **4. Environmental Responsibility**

- Suppliers should minimise resource consumption (energy, water, materials), promote recycling, reduce waste, and manage hazardous materials responsibly.
- Suppliers should support innovation and improvement in environmental performance.

### **5. Labour & Human Rights**

- Suppliers must provide a safe and healthy working environment, fair wages and benefits, reasonable working hours, and respect freedom of association.
- Suppliers should promote diversity, equity, and inclusion in their workforce.

### **6. Business Integrity**

- Suppliers must conduct business without bribery, corruption, facilitation payments, extortion, or embezzlement.
- Gifts, hospitality, and charitable contributions must be transparent and recorded.
- Suppliers must declare conflicts of interest and maintain proper records.

### **7. Monitoring, Evaluation & Continuous Improvement**

- Ethosphere may request suppliers to provide information on their ESG performance (e.g., resource consumption, incident records, ethics breaches).
- Suppliers will be evaluated periodically through a simple supplier assessment process.
- Non-conformances may lead to corrective action plans or termination of contract.

## 8. Communication & Training

- Suppliers are expected to communicate this policy internally and train relevant staff on compliance requirements.
- Ethosphere may provide guidance or support for supplier improvement, but the primary responsibility remains with the supplier.

## 9. Documentation & Records

- Suppliers must maintain up-to-date records of ESG-related performance, audits, incidents and corrective actions, and make them available to Ethosphere upon request.
- Ethosphere will retain supplier evaluation records for audit purposes.

Signature:  Date: 01/11/2025  
Name & Role: Sanchi Poovaya, Director