

HIKAL

**Supplier Code of Conduct of
Hikal Limited**



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Code of Conduct**Contents**

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Code of Conduct

1. Preamble

Hikal is committed to ensuring that working conditions in its operations and supply chain are safe, that all workers are treated with respect and dignity, and that business operations are environmentally responsible and conducted ethically.

Therefore, Hikal has adopted this Supplier Code of Conduct (the "Supplier Code") for its suppliers of products and services (each a "Supplier") based on global industry standards as well as Hikal Core values and Culture Pillars. The Supplier Code may be amended from time to time by Hikal, and Supplier shall comply with the then-current version of the Supplier code.

Supplier must, in all its activities, comply with the laws, rules, and regulations of the countries in which it operates, and must fully adhere to, and comply with, this Supplier Code.

Each Supplier is responsible for ensuring that all its employees and any of its service providers and subcontractors performing work for, or related to, Hikal are informed of, and agree to comply with, the requirements contained in the Supplier Code.

2. Objective

Supplier is expected to apply and monitor the observance of the principles described in the Supplier Code. If requested, Supplier will cooperate with Hikal and provide additional information to ensure adherence to the Supplier Code. If Hikal determines that any Supplier has violated the Supplier Code, Hikal may, at its discretion, require the Supplier to implement corrective actions. If Supplier fails to promptly implement any such corrective actions, Hikal may terminate any current contracts or orders between Hikal and Supplier.

3. Effective date of Policy

This version of the policy stands effective from October 19, 2022



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4. Labor and Human Rights:

Hikal is committed to upholding the human rights of workers, and to treating them with dignity and respect. This applies to all workers, including temporary, contract, and any other type of worker. The labor standards include the following:

a. Child and Forced labor:

Suppliers is prohibited to use of child labour at any stage of their business process/operations. The term "child" refers to any person under minimum age of employment in the relevant jurisdiction. The suppliers must not use forced labour including prison or debt bondage labour, human trafficking, or modern-day slavery.

b. Compensation and Working hours:

Suppliers will comply with applicable wage and hour laws, regulations and mandatory industry standards pertaining to minimum wages, overtime pay, working hours and rest periods.

c. Non-discrimination

Suppliers must ensure there is no discrimination in their hiring and employment practices based on race, colour, gender, age, nationality, religion, sexual orientation, marital status, citizenship, disability, veteran status, medical condition etc. The supplier will be committed to a workforce free of harassment and unlawful discrimination.

d. Humane Treatment

Supplier will not tolerate harsh or inhumane treatment, including any sexual harassment, sexual abuse, other forms of abuse or harassment, whether mental or physical. Supplier will clearly define and communicate to workers its disciplinary policies and procedures in support of these requirements.

e. Non-Retaliation

Supplier will have a defined process that it communicates to its personnel to enable its personnel to raise any concerns without fear of retaliation. Supplier will also maintain procedures to ensure the confidentiality and protection of Supplier personnel who make a disclosure about improper conduct by an employee or officer of Supplier, or by a public official or official body (e.g., whistle-blower procedures).

5. Ethics and Integrity

Supplier will conduct their business activities in a fair and transparent manner with honesty, integrity, high ethical & moral standard.



a. Conflict of interest

Suppliers are expected to report any conflict of interest in any business dealings with Hikal that supplier is aware of to allow us the opportunity to take appropriate action. It should be disclosed if any Hikal employee or professional under contract with Hikal may have significant ownership or interest in a supplier's business.

b. Bribery, corruption, gifts, and donations

Supplier in all commercial dealings with Hikal or otherwise must not receive or offer to make any illegal payments, gifts, bribes, donations, or other improper advantage to obtain unethical favours for the business. Supplier must ensure that no action is taken to violate any applicable anti-bribery or anti-corruption laws and regulations in the locations of their operations and make every effort to eliminate all forms of corruption and bribery.

c. Anti-competitive and restrictive trade practices

Suppliers must comply with applicable local and international laws to promote free and fair competition and to get business by offering competitive prices and innovative products.

d. Accountability and Transparency

Supplier will prepare and maintain accounts of business dealings fairly, accurately and in accordance with accounting and financial reporting standards which represent the generally accepted guidelines, principles, standards, laws, and regulations of the country of operation.

e. Legal and Regulatory Compliance

Supplier will comply to all applicable laws and regulations within the country of operation. All other applicable international laws and regulations should also be complied with. Suppliers should ensure that their business and operations are always legally compliant.

6. Health and Safety

Supplier will adopt robust and relevant management practices to comply with applicable health and safety laws, rules, regulations, and industry standards. The suppliers are expected to conduct training and awareness activities for employees on health and safety.

a. Occupational Safety

Supplier will control worker exposure to potential safety hazards through proper design, engineering, and administrative controls, preventative maintenance and safe work procedures, and ongoing safety training. Workers will not be disciplined or retaliated against for raising safety concerns.



b. Emergency Preparedness

Supplier will identify and address potential emergency situations and events and will minimize their impact by implementing written emergency plans and response procedures, including emergency reporting, employee notification and evacuation procedures, worker training and drills, appropriate fire detection and suppression equipment, adequate exit facilities, and recovery plans.

c. Occupational Injury and Illness

Supplier will have procedures and systems in place to prevent, manage, track, and report occupational injuries and illnesses, including procedures designed to encourage worker reporting, classification, and recording of injury and illness cases, provide necessary medical treatment, investigate such cases, and implement corrective actions to eliminate their causes and facilitate return of workers to work. Workers will not perform work that is likely to jeopardize their health, safety, or well-being.

7. Environmental Impact

Supplier will comply with the requirements of local laws and regulations related to environment in the countries and regions in which it operates and from where it sources any material, product, or services.

a. Reducing emissions and water intake

Supplier will identify sources of emissions (CO₂, Other Greenhouse Gases, SOX, NOX and Particulate Matter) and make progressive efforts towards reducing these emissions. Opportunities for reduction in water usage should be identified and measures for water conservation should be implemented.

b. Efficient systems and process

Suppliers should strive towards enhancing the efficiency and performance of the equipment and processes by continual improvement, monitoring and assessment of technology. Good practices should be followed to ensure environmental resources are valued and protected.

c. Renewable energy

It is recommended to our suppliers to use renewable sources of energy wherever possible to become more energy efficient and energy independent. The suppliers should take steps to identify the scope of replacing conventional sources of energy with sustainable and renewable sources in their operations.

d. Reducing usage of hazardous and toxic materials and substances

Supplier is expected to assess their use of hazardous and toxic material and take necessary steps to reduce it, as much as possible. Appropriate substitutes and replacements should be introduced to minimise exposure to such material.



e. Disposal of toxic waste

Supplier will ensure that toxic waste, if any is handled with professional guidance and will dispose-off the waste to only authorised waste processors. Toxic waste should not be allowed outside the premise without proper approval.

f. Zero waste to landfill

Supplier is expected to analyse waste to landfill if any and try and set targets to reduce the quantity of disposal to landfills. Alternate waste disposal techniques should be adopted to reduce the environmental impact.

g. Responsible consumption of resources

Supplier will identify and take steps to reduce resource consumption by improving efficiency, investing in advanced technology, reusing material by innovating products and processes. The supplier should also minimise dependence on scarce natural resource by identifying and using appropriate replacements.

8. Corporate Social Responsibility

Supplier will support sustainable development and business practices which also encompass social performance criteria as well.

a) Fair dealing with vendors/suppliers

Supplier will conduct all transactions with their business partners in fair and transparent manner including fair evaluation, reasonable selection, equal opportunities, fair and free competition for all.

b) Workforce Diversity

Supplier will take initiatives to have a diverse and inclusive workforce in terms of age, gender, experience, ethnicity etc.

c) Engagement with local communities

Supplier will in best possible manner address issues and concerns of the community impacted by its operations and minimise the impact.

d) Local Community Development

Supplier will undertake steps to collaborate and associate with the local community for economic and social development by providing employment, helping in eradicating poverty, helping in developing skills of local people etc. wherever relevant.



9. Intellectual Property, Confidentiality and Privacy

Suppliers shall safeguard and respect Hikal's intellectual property; trade secrets and other confidential, proprietary, and sensitive information or data at all times and shall not disclose the same. The information provided by Hikal should be used only for its intended and designated purpose as decided and agreed upon between Hikal and the supplier.

a) Proprietary Information and Intellectual Property

Supplier will respect any data, technology, know how, or intellectual property rights to which it or its personnel may have access through its/their dealings with Hikal, and will never use that access for personal gain or outside of the scope of Supplier's business with Hikal.

b) Proper Use

Supplier will not obtain, distribute, or use copyrighted software or information without proper authorization or licensing.

c) Trademarks

Supplier will not use Hikal's trademarks, images, logos or other materials owned or controlled by Hikal, unless explicitly authorized in writing by Hikal

d) Confidentiality

Supplier shall maintain in strict confidence any information disclosed by or obtained from Hikal or any party on its behalf. Supplier will use Hikal's confidential information, data, copyrights, and trademarks only in a manner that is permitted under its contract with Hikal, and, at a minimum, Supplier shall protect such information with a reasonable degree of care, but no less than the same degree of care as is used in Supplier's protection of its own confidential information.

e) Privacy

Supplier shall comply with all applicable privacy, data protection, and information security laws and regulatory and judicial requirements regarding the collection, storage, processing, transmission, or disclosure of data, whether provided by Hikal or any party on its behalf, or obtained by Supplier, including on behalf of Hikal or its clients. Upon request, Supplier shall execute appropriate data protection and transfer agreements with Hikal in any form that Hikal is required by applicable laws to execute with service providers or to flow down to subcontractors.

10. Revision of the code

This Code of Conduct will be reviewed periodically and be modified as deemed necessary.



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