



**SRI KRISHNA PHARMACEUTICALS LIMITED**  
**C-4, IDA, UPPAL, HYDERABAD 500039**

<b>HUMAN RESOURCE POLICY</b>	Page 1 of 7
<b>Title: Suppliers Code of Conduct</b>	POL No.: COMPLIANCE/POLICY/003 Revision No.:003
<b>Effective Date: 01-11-2022</b>	Next Review Date: 31-10-2025

### 1.0 Objective:

To lay down a Suppliers Code of Conduct Policy for Sri Krishna Pharmaceuticals Limited (SKPL) based on applicable local regulations, international conventions, principles and standards like the United Nations Global Compact (UNGC), Sustainable Development Goals (SDGs), International Labour Organization (ILO), Universal Declaration of Human Rights (UDHR), Pharmaceutical Supply Chain Initiative (PSCI) and Social Accountability International (SAI).

### 2.0 Scope:

This Supplier Code of Conduct is a part of the Sustainable Procurement process at SKPL. It encourages our suppliers to align and adhere with all the applicable local regulations, international conventions and standards expressed herein as part of partnering with SKPL.

### 3.0 Policies

#### 3.1 Ethics:

To meet social responsibilities, our suppliers are expected to conduct their respective businesses in ethical manner and act with integrity.

##### 3.1.1 Business Integrity

Suppliers must refrain from proposing any form of corruption, extortion or embezzlement. Suppliers are expected not to offer any kind of gifts to SKPL employees or any other kind of personal benefit resulting from the relationships with the Suppliers. Suppliers are expected to be committed to work against all forms of corruption, gifts, loans and rebates, which are in violation with applicable laws, rules and regulations.

##### 3.1.2 Fair Competition

Suppliers shall conduct their business in line with fair competition and in accordance with all applicable anti-trust laws.

##### 3.1.3 Privacy & Intellectual Property

Suppliers shall safeguard and make only appropriate use of confidential information and ensure that employees' and business partners' privacy and valid intellectual property rights are protected. Suppliers are required to execute the mutual non-disclosure agreement.

##### 3.1.4 Identification of Concerns

Suppliers shall provide means for their employees to report concerns or potentially unlawful activities in the workplace. Any report should be treated in a confidential manner. Suppliers shall investigate such reported concerns and take necessary corrective action, if needed.

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**3.1.5 Non-Compete.**

Suppliers during their association with the company shall not directly / indirectly. Complete with the business of the company, during the term of this agreement with the company and a period of 05 years there after termination of the agreement.

**3.1.6 Whistle-blower Protection and Anonymous Complaints**

Suppliers shall create a program to ensure the protection of workers whistle-blower confidentiality and prohibit retaliation against workers, who participate in such programs in good faith or refuse an order that is in violation of the SKPL policy. Suppliers shall provide an anonymous complaint mechanism for workers to report workplace grievances in accordance with local laws and regulations.

**3.1.7 Talent Poaching**

The supplier should not directly or indirectly poach the employees of the company to his business/Company or to any of his other known company or business. Also he should not help in talent poaching by any agency in any which way.

**3.1.8 Bribery and Corruption**

The suppliers shall not indulge in any form of bribery or corruption (cash or kind or favours) to the employees of SKPL to get or continue their supply to SKPL. The suppliers shall not indulge in any form of bribery or corruption with government authorities or local bodies. Also, suppliers shall not make SKPL liable to reimburse any such expenditures if any.

**3.2 Labour and Human Rights**

Suppliers shall uphold the human rights of workers and to treat them with dignity and respect.

**3.2.1 Child Labour and Forced Labour**

Suppliers shall not use any form of child, forced, bonded or indentured labour. Suppliers are expected to protect the human rights of their employees and to treat them with dignity and respect. Suppliers shall hire/deploy the manpower as per local labour laws while considering the age and provide the necessary and appropriate direct assistance for the removal of children from the worst forms of child labour and for their rehabilitation and social integration.

**3.2.2 Forced Labour**

Suppliers shall prohibit all forms of forced or compulsory labour. All work must be voluntary, and workers shall be free to leave work or terminate their employment with reasonable notice. Workers need not be required to surrender any government issued identification, passports, or work permits as a condition of employment. Suppliers shall ensure that contracts for both direct and contract workers clearly convey the conditions of employment in a language understood by the worker.

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### 3.2.3 Anti-discrimination

Suppliers shall not do any discrimination or distinction, exclusion or preference made on the basis of race, colour, age, gender, sexual orientation, ethnicity, disability, religion, political affiliation, union membership, national origin or marital status in hiring and employment practices such as applications for employment, promotions, rewards, access to training, job assignments.

### 3.2.4 Wages, Working Hours and Benefits

Suppliers should ensure that they pay workers according to the applicable wage laws, including minimum wages, overtime hours and mandated benefits. There should be proper communication with the workers about the basis on which they are being compensated in a timely manner. The Suppliers are also expected to communicate with the workers about the overtime requirement and the wages to be paid for such overtime. Suppliers shall abide the applicable rules with regard to working hours. Suppliers shall follow a minimum wage fixing system capable of determining and periodically reviewing and adjusting minimum wage rates having the force of law. Suppliers shall ensure the application of the principle of equal remuneration for men and women workers for work of equal value. The workers are duly notified of the method used to calculate wages. Wages are paid by bank transfer at regular intervals and with reasonable frequency. Deductions from wages for disciplinary reasons are prohibited.

### 3.2.5 Social Security

Suppliers shall lay down a minimum standard for the level of social security benefits and the conditions under which they are granted. It covers the nine principal branches of social security, namely medical care, sickness, unemployment, old age, employment injury, family, maternity, invalidity and survivors' benefits.

### 3.2.6 Termination of Employment

Suppliers shall not terminate the employment of a worker unless there is a valid reason for such termination connected with the worker's capacity or conduct or based on the operational requirements of the undertaking, establishment or service.

## 3.3 Health and Safety

Suppliers shall provide safe and healthy working environment for all employees working at their sites. The supplier shall develop a Health and Safety organization to define, implement and follow-up on a Health & Safety Policy and management system that includes compliance with local and other requirements.

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**3.3.1 Workers Health and Safety protection**

Suppliers shall identify and protect workers from any physical, chemical hazards in the workplace as well as from risks associated with any infrastructures used by their employees. Safety information for any identified workplace risks shall be made available to inform and train workers to protect them from the risk. This includes safety information about hazardous substances used, chemicals, pharmaceuticals active ingredients, intermediate products, etc.

**3.3.2 Protection from Chemical Exposure**

Suppliers shall adopt and implement a coherent policy on safety in the use of chemicals at work, which includes the production, the handling, the storage, and the transport of chemicals as well as the disposal and treatment of waste chemicals, the release of chemicals resulting from work activities, and the maintenance, repair and cleaning of equipment and containers of chemicals. In addition, allocate specific responsibilities to suppliers and exporting states.

**3.3.3 Response to Emergency**

Suppliers shall identify and assess possible emergency situations in the workplace and minimize their impact inside and/or outside the site by implementing emergency response plans and procedures. Suppliers shall identify and assess likely and potential emergency situations in the workplace and minimize their impact by implementing emergency plans and response procedures.

**3.3.4 Process Safety**

Suppliers shall have safety programs in place for managing and maintaining all their production processes in accordance with the applicable safety standards. Suppliers shall address product related issues and their potential impact during all stages of the production process. For hazardous installations, the supplier shall conduct specific risk analyses and implement measures that prevent the occurrence of Incidences such as chemical releases and or explosions.

**3.4 Environment**

Suppliers shall operate in an environmentally responsible manner to minimize adverse impacts on the environment. It is essential that suppliers comply with all applicable environmental regulations. All required environmental permits, licenses, registrations and restrictions shall be obtained and their operational and reporting requirements shall be followed.

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#### 3.4.1 Waste and Emissions

Suppliers shall have systems in place to ensure the safe handling, movement, storage recycling, reuse or management of waste, air emissions and wastewater discharges. Any of these activities which have the potential to adversely impact human or environmental health will be appropriately managed, measured, controlled and treated prior to release of any substance into the environment. Suppliers shall have systems in place to prevent or mitigate accidental spills and releases into the environment.

#### 3.4.2 Resource Conservation and Climate Change

Suppliers are expected to use natural resources (e.g. water, sources of energy, raw materials) in an environment friendly way. Adverse environmental impacts on the environment and climate will be minimized or eliminated at their source or by practices such as the modification of production, maintenance and facility processes, material substitution, conservation, recycling and material reutilization. Suppliers shall engage in the development of climate-friendly products and processes to reduce power consumption and greenhouse gas emissions.

#### 3.4.3 Legal and regulatory requirements

Suppliers shall ensure compliance with all local regulations and recommendations relating to environmental protection in force within the countries where it carries out its activities. Suppliers shall have the appropriate certificates and/or permits allowing it to operate. Environmental reports are prepared in accordance with country regulations.

### 3.5 Sustainable Procurement

SKPL commit to integrate the above principles into the procurement processes and decisions and expect that their suppliers adhere to this "Supplier Code of Conduct Policy", over and above any compliance obligations and mutually agreed upon contract applicable to the suppliers.

### 3.6 Management Systems

SKPL adopt management systems to facilitate continual improvement of operational performances with regard to environment and social aspects and encourage its suppliers to establish management system designed to ensure compliance with this code and applicable laws and regulations, identify and mitigate related operational risks, and facilitate continual improvement in their supply chain. ISO 14001, ISO 45001, SA 8000, etc. may be useful resources.

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**3.6.1 Risk Management**

Suppliers are expected to implement mechanisms to identify, determine and manage risks in all areas addressed by this Suppliers Code of Conduct Policy and all applicable legal requirements.

**3.6.2 Documentation**

Suppliers are expected to develop adequate documentation to demonstrate that they share the principles and values expressed in this Supplier Code of Conduct Policy. The documentation may be reviewed by SKPL upon mutual agreement.

**3.6.3 Training and Competency**

Suppliers shall establish appropriate training measures to allow their managers and employees to gain an appropriate level of knowledge and understanding about this Supplier Code of Conduct Policy, the applicable laws and regulations and generally recognized standards.

**3.6.4 Audits and Assessments**

Periodic self-evaluations shall be carried out to ensure that the Suppliers are complying with this policy and with applicable laws and regulations. SKPL personnel may visit (and/or have external experts visit) supplier facilities upon mutual agreement to audit supplier's facilities to assess compliance with this policy.

**3.6.5 Communication**

The provisions of the Suppliers Code of Conduct Policy as given above, set forth the expectations of all suppliers with whom SKPL does business. SKPL expects that this policy apply to suppliers & their parent/subsidiary/affiliate entities, as well as all others including employees, subcontractors and other third-parties. SKPL expects that its suppliers ensure that this policy is communicated to the employees and subcontractors of all suppliers, and that it is done in the local language and in a manner that is understood by all. A process for communicating information about the supplier's performance with regard to compliance with this policy shall be followed as a regular practice.

**3.6.6 Compliance**

SKPL expect suppliers to ensure their operations comply with all applicable laws and regulations at a minimum. Furthermore, we expect that all suppliers adhere to this policy requirements. Suppliers shall report any concerns about compliance with legal requirements or any aspect of this policy, to their designated point of contact. Where suppliers are found to have contravened the requirements set out in this policy, SKPL reserves the right to terminate any associated agreement or business relationship.

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**4.0 History of changes**

<b>Version No.</b>	<b>Effective date</b>	<b>Summary /History of changes</b>
Revision No.:001	16-05-2016	New Policy
Revision No.:002	05-11-2020	<ul style="list-style-type: none"><li>• The following changes are carried out</li><li>• Policy title Suppliers/Contractors code of conduct changed as Suppliers code of conduct.</li><li>• Point no. 3.1.3,3.2.1,3.4.3 are modified.</li><li>• Point no. 3.1.6 Procedure of Bribery and corruption is briefly elaborated.</li><li>• Point no. 3.5 Procedure of Sustainable procurement is newly added.</li><li>• Point no. 3.6.6 Procedure of Compliance is newly added.</li><li>• Editorial changes are done.</li></ul>
Revision No.:003	01-11-2022	<ul style="list-style-type: none"><li>• Point no. 3.1.5 Non-compete clause newly added.</li><li>• Point no. 3.1.7 Talent poaching clause. newly added.</li></ul>

	<b>PREPARED BY</b>	<b>REVIEWED BY</b>	<b>APPROVED BY</b>
Sign & date			
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