

# SUPPLIER CODE OF CONDUCT

## INTRODUCTION

This Code of Conduct reflects values of the GT Electronic India Pvt Ltd and its Suppliers. The Supplier Code of Conduct is to ensure that values of GT Electronic India Pvt Ltd are being followed by the suppliers and all their personnel including but not limited to employees, officers, and directors. The matters covered in the Code are important for the GTEIPL and its Suppliers, for their business conduct.

All personnel of suppliers shall observe and implement the code of conduct in their official day to day activities.

### 1. ETHICAL CONDUCT

All personnel of the supplier shall deal on behalf of their company with professionalism, honesty and integrity, as well as high moral and ethical standards. Such conduct shall be fair and transparent and be perceived to be as such by third parties.

### 2. REGULATORY COMPLIANCE

All personnel of the supplier shall, in his or her business conduct, comply with all applicable laws and regulations, both in letter and in spirit, in all the territories in which he or she operates

### 3. ACCOUNTING AND REPORTING

All financial transactions shall be reported in accordance with generally accepted accounting practices, and the accounting records must show the nature of all transactions in a correct and non-misleading manner.

### 4. TAX LAWS COMPLIANCE

The supplier shall comply with the tax laws and regulations of country in which it operates. Where tax laws do not give clear guidance, prudence and transparency shall be the guiding principle.

### 5. MARKETING AND SALES

The supplier shall not make false statements or provide misleading information regarding its products or their performance, including the safety and environmental attributes of the products.

### 6. FAIR COMPETITION PRACTICES

Supplier shall compete with other suppliers in a fair manner and with integrity. Supplier shall not exchange information or enter into agreements or understandings with competitors, customers or suppliers in a way that improperly influences the market place or outcome of a bidding/negotiation process.

### 7. NO POLITICAL INVOLVEMENT

Supplier shall observe neutrality with regards to political parties and candidates for public office. Supplier shall refrain from using their assets for promoting interests of political parties or candidates for public office

### 8. CONFLICTS OF INTEREST

The duty of all personnel of supplier towards the GTEIPL demands that he or she avoids and discloses actual and potential conflicts of interest. A conflict of interest exists where the interests or benefits of one person or entity conflict with the interests or benefits of the GTEIPL. If a supplier is considering investing in any customer, supplier, developer or competitor of the GTEIPL, he or she must first take care to ensure that these investments do not compromise on their responsibilities towards GTEIPL. The GTEIPL's policy requires that information to be given while making such an investment. Notwithstanding that conflict of interest exist due to any historical reasons, adequate and full disclosure by the supplier should be made to the GTEIPL's management.

### 9. PROTECTING GTEIPL's ASSETS

The assets of the GTEIPL shall not be misused but shall be employed for the purpose of conducting the business for which they are duly authorized. These include tangible assets such as equipment and machinery, systems, facilities, materials and resources as well as intangible assets such as Intellectual Property Rights, Knowhow & Technology, proprietary information, relationships with customers and suppliers, etc. The supplier must maintain physical and electronic security for all confidential information. Supplier's employees should use extreme care in protecting confidential or proprietary information of any kind. Face-face discussions should be conducted in a secure location. If confidential information to be discussed or exchanged between GTEIPL and the supplier, or the supplier and a Third Party, the parties must first ensure that a confidentiality or Non-Disclosure Agreement has been signed and is being complied with.

### 10. PROTECTING ENVIRONMENT

The supplier must comply with all applicable environmental/pollution control laws and regulations.

### 11. PROVIDING SAFE AND HEALTHY ENVIRONMENT

The supplier shall strive to provide a safe and healthy working environment and comply with all applicable laws regarding working conditions, including worker health and safety, sanitation, fire safety, risk protection and electrical, mechanical and structural safety. The supplier should have strict procedures that prevents the use of illegal drugs or alcohol in the factory and that prevent impaired employees from working. The supplier must inform any reportable accident(s) to GTEIPL immediately with corrective action to be taken to avoid such accident(s) in future.

### 12. HUMAN RIGHTS

The supplier shall support and respect the protection of internationally proclaimed human rights and make sure his company is not complicit in human rights abuses.

### 13. NO CHILD OR FORCED LABOUR

The supplier shall not hire any person less than 18 years of age. Also, supplier must not use involuntary labour of any kind, including prison labour, debt bondage or forced labour. Additional standards include the following: a) A supplier must comply with all applicable child labour laws, including those related to hiring, wages, hours worked, overtime and working condition. Vocational or developmental programs for young people require an exception to the age requirements. b) The supplier must maintain official documentation that verifies a worker's date of birth, employment and training history. GTEIPL reserves the right to review this information whenever required.

### 14. EQUAL-OPPORTUNITIES EMPLOYER

The supplier shall provide equal opportunities to all its employees and all qualified applicants for employment, without regard to their race, caste, religion, colour, ancestry, marital status, sex, age, nationality and disability. Employees of the Supplier shall be treated with dignity and in accordance with maintaining a work environment free of sexual harassment, whether physical, verbal or Psychological.

### 15. WAGES AND HOURS

The supplier must follow all applicable laws regarding working hours, wages and overtime pay. Workers must be paid at least the minimum legal wage or a wage that meets local industry standards. The supplier must pay overtime and any incentive rates that meet all legal requirements or the local industry standard. Workers should receive necessary time off, paid annual leaves and holidays as required by local laws.

### 16. ANTI-CORRUPTION AND BRIBERY

Tolerate no form of and do not engage directly or indirectly in any form of corruption or bribery and do not grant, offer or promise anything of value to a government official or to a counterparty in the private sector to influence official action or obtain an improper advantage. This includes to renounce from giving or accepting improper facilitation payments.

## COMPLIANCE OF SUPPLIER CODE OF CONDUCT

I acknowledge receipt of Supplier Code of Conduct of the GT Electronic India Pvt Ltd.,(GTEIPL) (a company registered under Indian Companies Act,1956) having its registered office at 2/11, Pondy – Tindivanam Main Road, Thiruchitrambalam Koot Road, Near Pondicherry, TamilNadu – 605111. I understand the standards and policies contained in the GTEIPL's Supplier Code of Conduct. I affirm that I have observed and implemented the GTEIPL's Supplier Code of Conduct.

Supplier Name : \_\_\_\_\_

Official Name : \_\_\_\_\_

Signature : \_\_\_\_\_

Designation : \_\_\_\_\_

Date : \_\_\_\_\_

Seal of Supplier : \_\_\_\_\_