



# Supplier Code of Conduct

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Human Resources

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## Table of contents

1. Introduction	3
2. Integrity and Transparency	3
3. Ethical Business Practices	3
4. Compliance with Laws and regulations	3
5. Anti-Corruption and Bribery	3
6. Data Protection	3
7. Trade Restrictions and Sanctions	4
8. Conflict of Interest	4
9. Occupational Health and Safety	4
10. Fair Labour Practices and Collective Bargaining	4
11. Child Labour	5
12. Human Rights	5
13. Modern Slavery	5
14. Diversity and Inclusion	5
15. Supplier Diversity	5
16. Environmental Safety	5
17. Sustainability	5
18. Grievance Mechanism	6
19. Consequence of non-compliance	6



## 1. Introduction

Intellect Design Arena Limited is committed to conducting its business with integrity, transparency, and responsibility. We expect the same level of commitment from our External Stakeholders. This Supplier Code of Conduct outlines the principles and standards that all suppliers and their employees, agents, contractors, consultants, partners ("Suppliers") must adhere to when conducting business with Intellect.

## 2. Integrity and Transparency

Integrity is not only the absence of turpitude, moral or otherwise, but is aptly demonstrated by sticking to one's commitment. In case of delays or unavoidable modifications in such commitments, integrity means informing the other party of these details at the earliest opportunity.

Intellect Design Arena Limited expects its suppliers to uphold the highest standards of integrity and transparency in all business activities. Suppliers are required to provide accurate and complete information and conduct themselves in an honest and forthright manner.

## 3. Ethical Business Practices

Suppliers must conduct their business in accordance with ethical principles, avoiding any involvement in activities that may compromise their integrity or reputation. This includes fair competition, honest advertising, and respectful treatment of stakeholders.

## 4. Compliance with Laws and Regulations

Suppliers are obligated to comply with all applicable local, national, and international laws and regulations governing their operations, including but not limited to, trade, labor, and environmental laws.

## 5. Anti-Corruption and Bribery

Bribery is giving or receiving of an undue reward to influence the behaviour of a public official or other business partner with the intention of obtaining an improper advantage in business transaction.

International legislation against corruption and bribery is developing rapidly. National legislation is being strengthened accordingly, and bribery is illegal in most countries. In addition, increasing numbers of countries are adopting laws to prohibit bribery even when it is committed outside these countries' own borders. A breach of any of these laws is a serious offence which can result in fines for the company and imprisonment for individuals. Suppliers must not engage in any form of bribery, corruption, or unethical practices, and are to have robust anti-corruption policies in place.

## 6. Data Protection

Suppliers handling personal or sensitive data on behalf of Intellect must Implement appropriate security measures to protect data from unauthorized access, disclosure, alteration, or destruction. Comply with all applicable data protection and privacy laws and regulations.

Suppliers handling personal data or sensitive information must implement appropriate measures to protect the privacy and confidentiality of such data, in compliance with relevant data protection laws.



## 7. Trade Restrictions and Sanctions

Sanctions are measures imposed by governments and international bodies (such as the United Nations) to restrict dealings with certain countries, entities and individuals. They take various forms, including:

- broad prohibitions on dealings with or within certain countries, individuals or corporate entities;
- trade restrictions, including arms embargoes and prohibitions on exports of certain equipment;
- financial sanctions, such as asset freezes and prohibitions on financial transactions; and
- travel bans. Both the targets of Sanctions and nature of the restrictions imposed by Sanctions are subject to change on a regular basis, and for compliance purposes it is therefore essential to maintain up-to-date information about all Sanctions that apply to our business.

Suppliers are required to adhere to all trade restrictions and sanctions imposed by relevant authorities, and should not engage in business activities that violate such restrictions.

## 8. Conflict of Interest

Intellect prohibits business conduct and practices that may pose a conflict among the interests of Organization, its employees and its clients. It is our obligation to be alert to actual or potential conflicts and to manage and/or escalate them as appropriate. We will always deal fairly with the Firm, our clients, the public, competitors, suppliers, and one another.

Gifts of any kind, value, including an item, a service, hospitality, use of vacation home, etc from customers or vendors are NOT to be accepted.

Publication or Speech which states that any article/speech is to be submitted to the Intellect prior to its publication/delivery to ensure that it contains nothing that is confidential in nature or contains no information to which the individual has access by virtue of his/her association with the company.

We expect our suppliers to maintain a similar level of adherence. Suppliers, their employees and their family members cannot receive improper benefits through their relationship with Intellect.

## 9. Occupational Health and Safety

Suppliers must take the necessary steps to ensure a safe, hygienic and healthy working environment for their employees, contractors, and visitors, and comply with all applicable occupational health and safety regulations.

As part of this effort, Supplier must have in place a documented Health and Safety Management System providing for continuous monitoring and improvement of the working environment. The preferred standard is the ISO 45001 certification. Supplier must also have a senior manager within its organization who is directly responsible for Health and Safety. All suppliers are required to provide relevant information to enable Intellect to fulfil its obligations regarding occupational health and safety.

## 10. Fair Labour Practices and Collective Bargaining

Suppliers shall uphold fair labor practices, including non-discrimination, reasonable working hours, fair wages, and the right to freedom of association and collective bargaining.



## 11. Child Labour

Suppliers are strictly prohibited from employing child labor. The minimum age for employment must comply with local legal requirements, and special consideration must be given to the protection, education, and development of young workers.

## 12. Human Rights

Suppliers must respect and support internationally recognized human rights, including the elimination of all forms of forced or compulsory labor, and the protection of the rights and dignity of workers.

## 13. Modern Slavery

Suppliers must not engage in or support any form of modern slavery or human trafficking. They are expected to conduct due diligence to identify and mitigate such risks within their supply chains.

## 14. Diversity and Inclusion

Equal opportunities and fair treatment to all employees regardless of race, gender, age, religion, disability, sexual orientation, or any other protected status. Suppliers are encouraged to promote diversity and inclusion within their own organizations, ensuring equal opportunities for all employees. Provide

## 15. Supplier Diversity

Intellect Design Arena Limited encourages diversity among its suppliers and seeks to engage with businesses from various backgrounds and demographics.

## 16. Environmental Safety

Intellect suppliers are expected to act in an environmentally responsible manner, and to respect applicable legislation. Suppliers are expected to implement procedures and standards that, at minimum, meet legal requirements and cover environmental aspects of waste management, handling and disposal of chemicals and other hazardous materials, emissions to air and water as well as energy and water use.

Intellect requires its suppliers to make continuous improvements in environmental protection and to minimize the environmental impact and pollution generated by their activities. Environmental aspects shall not be limited to the supplier's own operation. Local, regional and global environmental issues shall be taken into consideration.

Suppliers are expected to minimize their environmental impact by adopting environmentally responsible practices, reducing waste, conserving resources, and complying with relevant environmental regulations.

## 17. Sustainability

Suppliers are encouraged to implement sustainable practices that contribute positively to the environment, society, and the economy.



## **18. Grievance Mechanism**

Intellect expects its suppliers to have effective grievance channels in place through which individuals who may be adversely impacted by the supplier's business practices can report complaints and grievances regarding violations of the principles outlined in this policy at [supplier.complaints@intellectdesign.com](mailto:supplier.complaints@intellectdesign.com).

## **19. Consequences of Non-Compliance**

Failure to adhere to this Supplier Code of Conduct may result in termination of the supplier relationship with Intellect.

Intellect reserves the right to amend or update this Supplier Code of Conduct periodically in accordance with Intellect's code of conduct policy, and Suppliers are expected to stay informed of any changes.

By supplying goods or services to Intellect Design Arena Limited, Suppliers acknowledge their acceptance of and commitment to this Supplier Code of Conduct.



### Revision History

Version No.	Author	Published Date	Sections Changed	Description of changes
1.0	Ramchandrakanth	01-Apr-23	-	New Policy for Intellect Design Arena Limited
1.1	Ramchandrakanth	1-Jan-24	-	Policy has been reviewed and published without changes
1.2	Ramchandrakanth	1-Nov-24	18	Grievance report and complaints procedure updated.
1.3	Ramchandrakanth	1-Jan-25	-	Policy has been reviewed and published without changes
1.4	Ramchandrakanth	1-Jan-26	-	Policy has been reviewed and published without changes

