

# Supplier Code of Conduct

**For Synthimed Labs Private Limited**  
(erstwhile Ind-Swift Laboratories Limited)

Revision No. 01/ Effective Date -05.04.2024

Issuing Function : **Supply Chain Management (SCM)**

Target Audience : **All Suppliers/Service Provider to Synthimed Labs Private Limited.**

Approved By : **Mr. Vijay Kumar**

  
Deputy Chief Operating Officer

## **SUPPLIER/SERVICE PROVIDER CODE OF CONDUCT**

At Synthimed Labs Private Limited (SLPL), we firmly believe that our Suppliers/Service Provider form an integral part of our organization, and they play a vital role in helping us develop a sustainable value chain. We have incorporated our Supplier/Service Provider Code of Conduct with the goal of establishing, a formal channel through which our core values and sustainability agenda can be effectively communicated to our Suppliers/Service Provider and business partners. The Code of Conduct is applicable to all our Suppliers/Service Provider working with Synthimed Labs Private Limited, including but not limited to, those individuals and organizations that provide services, raw materials, active ingredients, components, finished goods or other products to SLPL directly or indirectly. Each Supplier/Service provider should conduct the organization's business in a way that upholds its values and commitments. It is the responsibility of each one of the Supplier/Service Provider to be aware of these values, commitments and procedures and adhere to all elements of this Code, in letter and spirit.

### **Environment Protection**

- Suppliers/Service Provider shall always conduct business in a manner which is protective to the environment.
- We expect that Suppliers/Service Provider will work towards energy conservation, energy efficiency and to have systems in place to reduce their environmental footprint through energy, waste and water conservation initiatives for Protection of Biodiversity and Ecosystems across the facility.
- We expect the suppliers to track their GHG emission performance and reduce Green House Gas emission (GHG) from their operations further to prevent the release of harmful emissions into the environment.
- Suppliers must comply with all applicable laws and regulations pertaining to health, safety and environment.
- We also expect our suppliers to take adequate measures to ensure safe handling, movement, storage, recycling, reuse and management of waste and wastewater discharge. Suppliers shall ensure prior treatment of the waste before its direct release into the environment to prevent and mitigate potential adverse impact on human or environmental health.
- We encourage our suppliers to use natural resources (e.g., water, sources of energy, raw materials) in a judicious and sustainable manner and to promote the use of renewable energy sources wherever possible and feasible.
- Suppliers shall adhere to responsible sourcing principles and carry out due diligence on the sourcing of raw materials, ensuring traceability of materials.

### **Animal Welfare**

- Suppliers shall ensure responsible conduct across laboratory research through animal testing, and treat animals used in activities in an ethical and compassionate manner wherever applicable
- Animals must be treated humanely, and alternatives should be employed where they are scientifically valid and acceptable to regulatory body wherever applicable.

### **Laws and Regulations**

- Suppliers/Service Provider must abide by applicable data privacy laws and regulations when handling personal information.
- Suppliers/Service Provider must immediately report any unauthorized disclosure of SLPL's confidential information, to the Legal department of SLPL.
- The Suppliers/Service Provider shall comply with all applicable national and international laws, rules and regulations and requirements in the country of their operations specially related to Human rights, Governance, Environment, Health & safety and Data security.
- Suppliers/Service Provider are obligated to comply with all applicable laws and regulations within the country of operation.
- Suppliers/Service Provider should disclose any conflict of interest in any business dealings with SLPL's management.

### **Employment Practice, Human Rights & Collective Bargaining**

- Suppliers/Service Provider must comply with all applicable laws and regulations pertaining to health, safety and environment.
- The Suppliers/Service Provider shall respect and follow international norms of corporate behaviour e.g., UN Guiding principles, OECD Guidelines, International embargo and trade sanctions etc.
- We expect our Suppliers/Service Provider to provide periodic trainings on Human rights and Labour rights to their employees and contract workers.
- We encourage our Suppliers/Service Provider to follow international labour standards and create a decent work environment.
- Suppliers/Service Provider should also ensure that there is no discrimination based on race, colour, gender, age, nationality, political affiliation, religion, sexual orientation and marital status with any individual whom they interact with on behalf of SLPL.
- We expect our Suppliers/Service Provider to comply with all applicable laws and mandatory industry standards pertaining to minimum wages, working hours, social security benefits, overtime pay and other legally mandated benefits.
- Suppliers/Service Provider should respect the right of its employees to join worker organizations, such as trade unions of their choice and collective bargain for their rights.

### **Health & Safety**

- We encourage our Suppliers/Service Provider to follow international safety standards and always create a safe working environment for its employees including visitors and contractual workers.
- We expect our Suppliers/Service Provider to provide periodic trainings on health & safety to their employees and contractual workers.

- We expect our Suppliers/Service Provider to provide a safe work environment in compliance with local laws and pharmaceutical sector practices and to implement policies and regulations to minimize accidents or injuries and to ensure the health and wellbeing of its employees.

### **No-Bribery & No-Corruption**

- Suppliers/Service Provider shall not offer any bribe or provide entertainment and gifts or anything of value or influence them in the performance or non-performance of their duties or induce them to use their influence or secure any improper advantage.
- Suppliers/Service Provider should ensure highest standards of integrity and maintain zero cases of corruption and illegal payments. Suppliers/Service Provider shall not engage in any form of bribery or donations to anyone directly or indirectly in order to win for retain business.
- Business associates commit to preventing bribery by, on behalf of, or for the benefit of the business associate in connection with the relevant transaction, project, activity, or relationship.
- The organization is able to terminate the relationship with the business associate in the event of bribery by, on behalf of, or for the benefit of the business associate in connection with the relevant transaction, project, activity, or relationship.

### **Fair Competition**

- Suppliers/Service Provider shall always conduct their business with highest ethical standards.
- Suppliers/Service Provider shall safeguard and respect SLPL's intellectual property, trade secrets and other confidential, proprietary and sensitive information or data always. The information provided by SLPL should be used only for its intended and designated purpose as decided and agreed upon between SLPL and the supplier.
- Suppliers/Service Provider must comply with all applicable laws and regulations regarding fair competition and antitrust authorities.

### **Occupational Health & Safety**

#### **Working Conditions and Workers Protection**

- Suppliers shall comply with the Company's health and safety rules, practices and report incidents pertaining to accidents, injuries and unsafe practices.
- Suppliers shall implement workplace safety training sessions for all its employees and workers to guide them on the risk of exposure to chemical, biological, physical hazards and any physically demanding tasks.
- Suppliers shall ensure appropriate measures to provide access to potable water for its employees and workers.

#### **Emergency preparedness and response**

- Suppliers shall identify and assess any emergency situations for the workplace and correspondingly implement emergency response plans and procedures.

### **Child Labour, Forced Labour & Anti Human Trafficking**

- We expect our suppliers to prohibit any use of child labour and forced labour (including but not limited to human trafficking and modern-day slavery) in their business operations & supply chain and report any deviation to the competent authorities for immediate remediation. Suppliers shall also ensure that no worker shall pay for a job or be denied freedom of movement within work area during working hours as deemed necessary.

### **Monitoring of Compliances**

We understand that our Suppliers/Service Provider fall under various categories in line with their scale, the product/service they supply, the raw materials being used by them, their organizational structure and geographies of operation. Keeping these factors in mind, we have designed our Supplier/Service Provider Code of Conduct in a manner that is applicable for our global supplier base, although the level and type of compliance may vary depending on the type of supplier and the principles applicable to them.

SLPL, reserves the right to conduct supplier audits or investigation to monitor compliance with this supplier code of conduct and shall take necessary actions regarding our relationship with them in case of any non-compliance, depending on need and risk level.

### **Thank You**

For reading our Code of Conduct and making a commitment to conduct business the SLPL's way – lawfully, ethically and in pursuit of enriching lives.

You may acknowledge the principals stated above or demonstrate your commitment via compliance with your own code of conduct or company policy that embraces these standards.

### **Authorized Signatory**

**Synthimed Labs Private Limited.**  
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### **Supplier/Service Provider**

(Stamp & Signature)

**Document Change History Record**

Rev. No.	Effective Date	Details of Change
00	5 <sup>th</sup> Jan' 2022	Document created.
01	5 <sup>th</sup> Apr' 2024	Name Changed from Ind-Swift Laboratories Ltd. To Synthimed Labs Pvt. Ltd.

