

Code of Conduct for Vendors and Service Providers



LT Foods Ltd.

Code of Conduct for Vendors and Service Providers

S C O P E

•LT FOOD LTD commitment to conduct our business activities in full compliance with applicable laws and to be guided by integrity and honesty. Our consumers expect similar behaviour from all parties that we deal with, especially from our suppliers. All the suppliers including their employees, agents, sub-contractors and their service providers should adhere to our code while conducting business with LT FOODS LTD. The policy has been designed to encompass suppliers of different scales. Suppliers are expected to have internal policies complementing and complying with LT FOOD LTD policies. Suppliers are required to implement any suggestions given by LT FOOD LTD based on supplier audits conducted by LT FOOD LTD teams.

1) Business integrity & Ethics

- LT FOOD LTD expects the highest standards of ethical conduct in all of its endeavours. Vendors and service providers should always be ethical in all aspects of their businesses, including their relationships, practices, sourcing and operations. LT FOOD LTD expects that vendors and service providers will comply with the applicable laws in this regard.
- LT FOOD LTD expects that vendors and service providers will not offer any benefit, either in cash or in kind, to any officer or employee or any relative/associate of any officer or employee of LT FOOD LTD or of any of its associate companies, in order to facilitate its business with LT FOOD LTD.
- To meet social responsibilities, associates are expected to conduct their business in an ethical manner and act with integrity. Associates shall safeguard and make only appropriate use as authorized by LT FOODS LTD of confidential information and ensure that all employees, associates, business partners privacy and valid intellectual property rights are protected

2) Sustainability

- LT FOODS LTD expects suppliers to comply with environmental laws and regulations. LT FOODS LTD supports and encourages operating practices, farming practices and agricultural production systems that are sustainable. This is an integral part of LT FOODS LTD supply strategy and supplier development. LT FOODS LTD expects the Supplier to LT FOODS LTD to continuously strive towards improving the efficiency and sustainability of its operations, which will include water conservation programs. We also promote sustainable processes and practices for agriculture and animal welfare amongst our suppliers.

3) Safety and health

- Workplace Environment
The Supplier shall provide employees with safe and healthy working and, where provided, safe housing conditions. As a minimum, potable drinking water, adequate sanitation, fire exits and essential safety equipment, access to emergency medical care, appropriately lit and equipped work stations must be provided. In addition, facilities must be constructed and maintained in accordance with the standards set by applicable codes and ordinances.
- Product quality and safety
All products and services delivered by the Supplier must meet the quality and safety standards required by applicable law. When conducting business with or on behalf of LT FOODS LTD, the Supplier must comply with the LT FOODS LTD quality requirements.

4) No Bribery and Anti-Corruption

- As a Member we must always compete for business based on the goodness of our products. Each of the Members should always encourage and ensure meritocracy; compliance with the laws and shall always follow both of these as a principle while interacting business with any third parties. Company discourages bribery and corruption in any all forms. Dealings with public officials are particularly high risk: even the appearance of illegal conduct could cause significant damage to Company's reputation.

5) Confidentiality

- We expect our suppliers to ensure data confidentiality. Supplier shall safeguard LT FOODS LTD intellectual property and other confidential information and data. All information provided by LT FOODS LTD should be used by the supplier only for its intended and designated purpose as decided and agreed upon between LT FOODS LTD and the supplier.
- Members shall at all-time protect the Confidential Information and shall not disclose Confidential Information to any person.
Confidential information shall include but not be limited to all undisclosed financial data or information, strategic business plans, product architectures, source codes, product plans and road maps, proprietary and technical information, intellectual properties viz. trade secrets, trademarks, patents, etc., employee details, list and names of suppliers, vendors, dealers, financial information and projections, price sensitive information, non-public information and such other information which will be specifically termed as "Confidential Information".

6) Environment:

- The Supplier must operate with care for the environment and ensure compliance with all applicable laws and regulations in the country where products or services are manufactured or delivered.
- LT FOODS LTD expects Vendors and service providers shall comply with the existing environmental laws and regulations concerning the protection of the environment and, wherever possible, adopt environmentally friendly technologies and implement sound life-cycle

practices. All required / applicable permits, licenses, information registrations and restrictions shall be obtained by the Vendors and service providers.

7) Labour Practices:

LT FOODS LTD recognises and respects that its vendors and service providers are independent entities and the exclusive employers of their employees. LT FOODS LTD expects that the vendors and service providers will comply with all the current labour legislations at all times and will respect the following:

- Child Labour:
Vendors and service providers shall only employ workers that are above the legal minimum age as per the applicable laws. If the vendors and service provider's employs workers under 18 but over the legal age, they must be able to demonstrate that such employment does not expose them to undue physical risks that can harm their physical, mental or emotional development.
- Anti-Discrimination and Fair Treatment:
Vendors and service providers shall promote and maintain a workplace free from discrimination and treat their employees with fairness, dignity and respect. They shall not discriminate against their employees based on their caste, religion, disability, gender, sexual orientation, race, colour, ancestry, marital status or affiliation with a political group/party, religious organisation, union membership or any majority/minority group.
Vendors and service providers shall adopt a strict no-tolerance policy with respect to any form of physical, sexual, psychological or verbal harassment or abuse.
- Forced Labour
Workers of vendors and service providers shall be free to leave work or terminate their employment upon reasonable notice. Vendors and service providers should not use forced or bonded labour in any form.

8) Working Conditions

- Working hours:
LT FOOD LTD expects the highest standards of ethical conduct in all of its endeavours. Vendors and service providers should always be ethical in all aspects of their businesses, including their relationships, practices, sourcing and operations. LT FOOD LTD expects that vendors and service providers will comply with the applicable laws in this regard.
- Minimum Wages:
Vendors and service has to providers the minimum amount of remuneration that an employer is required to pay wage earners for the work performed during a given period, which cannot be reduced by collective agreement or an individual contract, as per government rule providing in the state.
- Remuneration:
 - (i) Ensure a competitive and consistent compensation system across all locations, considering applicable collective agreements. Define remuneration equally and not tolerate any discrimination related to origin, nationality, religion, race, gender, disability or age.
 - (ii) Provide all its employees with extra-social benefits to foster employee engagement.

- (iii) Ensure that part-time workers receive the same protection, basic wage and social security, as well as employment conditions equivalent to those agreed to comparable full-time workers.

➤ Responsibility of employer for maintaining health and working condition:

- (1) The employer shall be responsible to maintain in his establishment the health and working conditions for the workers to provide them such standard of working atmosphere as may be prescribed by the Central Government.
- (2) Without prejudice to the generality of the power conferred under sub-section (1), the Central Government may prescribe for providing all or any of the following matters in the establishment or class of establishment, as the case may be, namely: –
 - (i) cleanliness and hygiene;
 - (ii) ventilation, temperature and humidity;
 - (iii) environment free from dust, noxious gas, fumes and other impurities;
 - (iv) the adequate standard of humidification, artificially increasing the humidity of the air, ventilation and cooling of the air in work rooms;
 - (v) potable drinking water;
 - (vi) the adequate standards to prevent overcrowding and to provide sufficient space to workers or persons, as the case may be, employed therein;
 - (vii) adequate lighting;
 - (viii) sufficient arrangement for latrine and urinal accommodation to male, female and transgender separately for workers maintaining hygiene therein;

9) International Labour Organization Conventions

- The ILO Conventions cover a wide area of social and labour issues including basic human rights, minimum wages, industrial relations, employment policy, social dialogue, social security and other issues.
Vendors and service providers has to adhere all the eight core conventions of the ILO (also called fundamental/human rights conventions).
- The eight Core Conventions of the ILO are:
 - (i) Forced Labour Convention (No. 29)
 - (ii) Abolition of Forced Labour Convention (No.105)
 - (iii) Equal Remuneration Convention (No.100)
 - (iv) Discrimination (Employment Occupation) Convention (No.111)
(The above four have been ratified by India)
 - (v) Freedom of Association and Protection of Right to Organised Convention (No.87)
 - (vi) Right to Organise and Collective Bargaining Convention (No.98)
 - (vii) Minimum Age Convention (No.138)
 - (viii) Worst forms of Child Labour Convention (No.182)
(These four have not been ratified by India)

Approved by: The Board of Directors of LT Foods Limited
Adopted on: July 29, 2022