

Techbit Solutions Private Limited

Supplier Code of Conduct

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PURPOSE OF CODE OF CONDUCT

In this competitive and changing world, our aim is to improve our services and supply chain relationships with our suppliers and to maintain sustainability. Techbit has always focused on utmost integrity and sound practices.

Supplier code of conduct is just for the awareness of general rules and regulations to be followed by both the parties but it may vary country to country and as per the government guidelines from time to time.

INTRODUCTION

Techbit believes that suppliers are integral part of our system lifecycle and is committed to provide a safe environment for the suppliers to attain utmost respect and confidence.

The term "Supplier" can be company, corporation or other entity that sells, or seeks to sell goods or services including the Supplier's employees, agents and other representatives.

Three major categories are being defined for suppliers:

- Supplier of People: Contractors (business and support) who provide manpower. The manpower assigned to works at Techbit and/or its client locations as an integral part of the workforce.
- Supplier of Services: This refers to partners which provide essential services (such as catering, food and beverage counters, transportation, construction etc.)
- Supplier of Products: This refers to partners who supply products (such as hardware, software, electrical / electronic equipment, furniture, heavy equipment, stationery etc.)

SCOPE

This Code of conduct is applicable to all suppliers and partners providing goods or services to Techbit. This Supplier Code requires suppliers to operate in full compliance with laws, rules and regulations of the countries in which they operate.

In the event that any requirement of this Supplier Code is inconsistent with local law, the applicable law should take precedence. We expect our suppliers to not only fully comply with applicable laws, but also to adhere to internationally recognized environmental, social and corporate governance standards.

All suppliers covered by this Supplier Code must certify the Supplier Code has been read and understood.

This certification commits each of our suppliers to compliance with the Supplier Code. We also expect our suppliers to use their best efforts to implement these standards with their suppliers and subcontractors. Each supplier can come up with their own rules and regulations if there are.

ETHICS AND LAWS

Techbit strongly believes in doing healthy business only on the merits of our product offerings and we does not tolerate bribery or corruption in any form regardless of where we do business, and we expect the same from our suppliers. The highest standards of integrity are to be expected in all business interactions. Suppliers must prohibit any and all forms of corruption.

Suppliers must comply with relevant laws and regulations regarding money laundering, terrorism financing, bribery and corruption. Bribes or other means of obtaining undue or improper advantage (including kickbacks and inappropriate gifts and/or entertainment) with Techbit or any other company must not be offered or accepted. Standards of fair business, advertising and competition must be upheld. Monitoring and enforcement procedures should be implemented to ensure conformance.

Giving or receiving gifts or sharing meals, travel and entertainment (sometimes called “business courtesies”) must comply with anticorruption laws in addition to local laws. These exchanges must not be used to gain unfair advantages. No exchanges should be made if they are intended to influence, or appear to influence, a business decision.

HUMAN RIGHTS AND LABOUR PRACTICES

Techbit confirms to respect the human rights of labour and follow all the labour laws. Following points describes our commitment towards human rights and same for suppliers:

- Supplier should not employ, engage any child labour. Term "child" refers to any person employed under the age of 18.
- Supplier should not engage in any human trafficking / forced labour / slavery of people in their supply chain. All employment should be voluntary and employees shall be free to leave their employment in compliance with applicable laws. Workers should not surrender any govt-issued identification, certificates or any work conditions of employment.
- Supplier should comply to regulate working hours, overtime, maximum hours in their supply chain.
- Supplier should comply with all the wages laws as applicable in their area. It should provide all mandated benefits, leaves, social security, insurances etc.
- Supplier should not discriminate in hiring of employment practices based on gender, race, religion, colour, physical or mental disability, marital status, age or any other criteria.

SAFETY AND ENVIORNMENT

Techbit expects its suppliers to provide employees with a safety and healthy workspace as applicable by laws. Supplier should provide various health and safety benefits, insurances and take necessary steps to minimize the causes of hazards inherent in working environment.

Techbit is ISO-Certified firm and expect suppliers to have similar standards defined for health and safety. Techbit works towards following objectives:

- Techbit expects its suppliers to participate and create solutions to minimize wastage of energy.
- Techbit expects its supplier to follow waste management system and ensure reuse and recycling of products.
- Techbit aims to waste less water in their office locations and rainwater harvesting system. Same is expected from suppliers.

REPORTING CONCERNS

Any violation of supplier code can be reported to supplier@techbitsolution.com

Grievances relating to sexual harassment / child labour or any related concern can be raised in writing on incident@techbitsolution.com