



कोचीन शिपयार्ड लिमिटेड
COCHIN SHIPYARD LIMITED

SUPPLIER CODE OF CONDUCT



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Cochin Shipyard Limited(CSL) is committed to sustainable holistic development throughout the entire value chain of business we are in, including Suppliers. This Supplier Code of Conduct (SCoC) specifies minimum standards or requirements expected out of the Suppliers and their subcontractors for doing business with CSL directly or indirectly. In addition to complying with local laws, rules and regulations in the countries where they operate, suppliers shall endeavor to comply with international industry best practices and standards.

A. EXPLANATION OF CODE OF CONDUCT:



1. Human rights:

As a supplier to CSL you shall:

- ▶ Respect personal dignity , privacy and rights of each individual.
- ▶ Refuse to make any person work against his or her will.
- ▶ Never engage in behaviour including gestures, language, physical contact, that is sexual , coercive , threatening , abusive or exploitative.

2. Fair labour conditions:

- ▶ Refrain from employment discrimination based on gender, age, race, ethnicity, nationality, religion, disability, union membership, political affiliation or sexual orientation.
- ▶ Respect the rights of employees to freely associate and bargain collectively.
- ▶ Not tolerate or use child labour in any stage of your activities other than in accordance with all applicable laws and regulations.
- ▶ Not use any forced labour, including but not limited to involuntary prison labour, victims of slavery and human trafficking and allow all employees the choice to leave their employment freely upon reasonable notice.
- ▶ Compensate employees fairly and follow local wage regulations and / or collective agreements, and where these do not exist, compensate employees so at the minimum they can meet their basic needs.
- ▶ Ensure that working hours, including overtime, do not exceed applicable legal requirements.
- ▶ Ensure that employees are allowed at least one uninterrupted day off per week. Fully comply with the regional and federal laws, rules, and legal requirements of slavery, forced labor and human trafficking (like Modern Slavery acts)



3.HSE and Sustainability Management:

Cochin Shipyards Limited is committed to foster a sustainable and ecofriendly supply chain by encouraging suppliers and business partners to adopt environmentally conscious practices. As a supplier to CSL you and your business partners may align with below initiatives:

- ▶ Pledge to reduce environmental impact throughout the supply chain.
- ▶ Integration of eco-friendly practices in sourcing, production and distribution.
- ▶ Compliance of all relevant statutory and relevant environment provisions.
- ▶ Promote to implement management system on Sustainability, Health, Safety, Environment and Energy areas.
- ▶ Set criteria for selecting suppliers committed to sustainability.
- ▶ Collaboration for continuous improvement in environmental performance.
- ▶ Emphasis on designing eco-friendly products.
- ▶ Issue guidelines for minimizing packaging waste and using recyclable materials
- ▶ Optimization of transportation routes for reduced emissions.
- ▶ Use of energy-efficient vehicles and modes of transport.
- ▶ Strategies to minimize waste generation at all stages.
- ▶ Implementation of recycling programs and proper waste disposal methods.
- ▶ Encouragement of energy-efficient practices in facilities and operations.
- ▶ Investment in renewable energy sources where feasible.
- ▶ Promote sustainability awareness through physical or IT enabled routes.
- ▶ Encourage to disclose their sustainability report and track progress and compliance.
- ▶ Regular assessment and review of the green supply chain practices.
- ▶ Strive to eliminate or reduce carbon footprints in raw materials, process, end products etc.
- ▶ Focus on improving energy and water efficiency.



4. Business Ethics & Integrity:

You shall conduct your business in an ethical manner. In particular, you

- ▶ Follow applicable regional and international principles of ethics and integrity.
- ▶ Comply with not only the letter of applicable laws, rules and regulations, but also the spirit of such laws, rules and regulations.
- ▶ Refuse to make improper payments.
 - Refrain from any and all forms of corruption, extortion and bribery, and specifically ensure that payments, gifts or other commitments to customers (including CSL employees), government officials and any other party are in compliance with applicable anti-bribery laws.
 - Must not offer, make, seek or accept gifts, payment, customers travel, entertainment or services to or from actual or potential business partners which might reasonably be believed to influence business
 - Anti-Bribery and Anti-Corruption laws have severe criminal penalties and reputational harm for individuals and companies that engage in such unlawful practices.



- ▶ Adhere to anti-trust and other competition laws. The minimum standards can be defined as follows:
 - Compete openly and independently in every market. Do not make any agreements – formal or otherwise – with competitors to fix or set prices, or allocate products, markets, territories or customers.
 - Do not obtain or share with competitor's current or future information about price, profit margins or costs, bids, market share, distribution practices, terms of sales, specific customers or vendors.
 - Do not act in a manner that unfairly favors or benefits one customer over another competing customer.
- ▶ Avoid and manage conflicts of interest.
 - Avoid situations in which personal interests, financial interests or relationships conflict or appear to conflict with the interests relating to your activities as a CSL supplier, and not allow business dealings on behalf of the company to be influenced by personal considerations or relationships.
 - Disclose to CSL regarding potential conflicts of interest relating to your activities as a supplier, including disclosure of any financial interest that a CSL employee may hold in your business.
- ▶ Maintain confidentiality for the information provided by CSL and our respective business partners.
 - Keep information securely and share it with only to the people whom the same is intended to.
 - Avoid discussing information in open areas, such as airports, public transport, restaurants and bars, elevators, restrooms, and cafeterias.
 - A confidentiality agreement shall be signed if you want to share some confidential information to a third party for business purpose.
- ▶ Respect intellectual property of others, including CSL.
 - Do not obtain confidential information of other parties by improper means or disclose it without authorization.
 - Infringement of another's intellectual property is a serious matter and may constitute a criminal offense.
- ▶ Adhere to all applicable trade laws and regulations that affect our operations, including customs regulations, export control laws, and trade sanctions. Comply with anti-money laundering rules:
 - Do business with reputable customers and suppliers involved in legitimate business activities, avoiding unacceptable means of payment and being alert to any red flags or other suspicious forms or methods of payment.
 - You may apply due diligence in knowing your customers and suppliers.
- ▶ Keep accurate and complete financial records.
 - All business transactions must be timely and transparently reported and recorded in accordance with the prevailing accounting principles, procedures and other appropriate requirements from governing bodies.
 - Improper, incomplete and fraudulent documentation or reporting is illegal.



B. PERSONAL DATA PROTECTION:

Personal data is any information relating to an identified or identifiable natural person. You shall process personal data in a compliant manner, in accordance with applicable data protection, privacy and information security laws and regulations.

- ▶ Please keep personal data to the minimum level required. Unwanted personal data may be deleted from the system.
- ▶ Implement adequate technical and organizational security measures to protect personal data against loss, alteration or unauthorized disclosure.
- ▶ Report any actual or suspected privacy violations and personal data breaches.

C. SUBCONTRACTING/ PROCUREMENT BY SUPPLIER:

When you choose your supplier, you shall uphold the essence of this SCoC in letter and in spirits. Procurement shall be done in responsible manner. Your suppliers should not engage in any activity which is not aligned with Human Rights requirement. You may design your supplier qualification and evaluation system accordingly. You need to minimize exposure to security threats such as terrorism, crime, pandemics and natural disasters.

D. ENSURING COMPLIANCE

To verify compliance with this Supplier Code of Conduct, CSL reserve the right to audit and inspect your operations, processes and facilities, at our own cost and upon reasonable notice, with or without support of a third party. If the results of such an audit or inspection cause us to be of the opinion that you do not comply with this CSL Supplier Code of Conduct or applicable laws and regulations, you shall take necessary corrective actions in a timely manner, in consultation with CSL.

E. DEVIATION FROM SCOC

In general, deviation from this SCoC is not desirable. In the case of any deviation from or breach of the Supplier Code of Conduct, the supplier should report same to CSL in writing through proper communication channels. CSL and the supplier will discuss and mutually agree on sustainable measures for mitigation and improvement which will be implemented within a suitable time frame. In the case of significant breaches of the Supplier Code of Conduct, CSL reserve the right to take actions against the supplier, including terminating contracts, putting the supplier on the banned list, as well as presuming the supplier's legal liabilities for such breaches.

Disclaimer: CSL reserves the right to make necessary revisions in this document from time to time. In case of any dispute with respect to interpretation of the clauses CSL decision shall be final. The term 'supplier' in this document refers to service providers also in addition to material suppliers.



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