

**GUJARAT NARMADA VALLEY FERTILIZERS & CHEMICALS LTD.**

P.O. NARMADANAGAR – 392015, DISTRICT: BHARUCH, GUJARAT

## **SUPPLIER CODE OF CONDUCT**



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## **THE COMPANY:**

Gujarat Narmada Valley Fertilizers & Chemicals Ltd. (GNFC) is a joint sector enterprise promoted by Government of Gujarat and Gujarat State Fertilizers & Chemicals Ltd. (GSFC). The Company has established itself firmly with diversified product portfolio from its initial Fertilizers business to Industrial Chemicals and then to Information Technology (IT) business and Neem FMCG products, etc. Corporate Office of GNFC is located at Narmadanagar, Bharuch in Gujarat. Its Fertilizers and Chemicals Plants are located at Bharuch and Dahej and the IT Division at Ahmedabad and Gandhinagar.

## **PREAMBLE:**

Since inception, GNFC has worked towards an extensive and sustainable growth as a corporation which respects the environment and springs from the progressive vision of GNFC. Sustainability is deemed to make a significant contribution to any company's success and to safeguard its future development. We, at GNFC strive to derive commercial success by upholding social responsibility and environmental protection in our business operations keeping in mind the responsibility towards the Society.

This Supplier Code of Conduct ("Code") takes into account the well-established principles of sustainability and outlines our expectations regarding the workplace standards and business practices of our Suppliers, along with their parent entities, subsidiaries, affiliates, subcontractors and others who are within their supply chain ("Supplier"). The expectations contained in this Code are factors essential to our decision whether to enter into or extend existing business relationships.

## **THE CODE OF CONDUCT:**

1. At GNFC, we are committed to do business ethically and responsibly and expect the same from its Suppliers. To demonstrate this commitment, GNFC has developed this Code of Conduct to convey its expectations of its Suppliers with respect to compliance of laws and statutory requirements, ethical business practices, Environment Protection, Health and Safety from its suppliers.
2. This Supplier Code of Conduct is applicable to all 'Suppliers'. 'Supplier' here refers to Suppliers / Vendors / Service Providers / Traders / Agents / Contractors / Consultants, who have a business relationship with and provide, sell, seek to sell, any kinds of goods or services to GNFC.

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3. Each Supplier shall ensure that its employees, representatives and sub-contractors understand and comply with this Code.
4. Supplier shall operate in full compliance with all applicable laws, rules and regulations where the Supplier conducts business. In particular, the Supplier shall ensure that all its duties, obligations and undertakings in relation to GNFC are performed in a manner which does not infringe any law or regulation applicable to the Supplier, GNFC and the transactions between them.
5. The Supplier shall always adhere to the instructions given by GNFC for the delivery or task or services extended.
6. The Supplier shall ensure that the product/ service delivery will be in line with the Buyer's (GNFC's) Purchase Order / Service Order with no disruption of supply or rendering services. In case of any disruption, Supplier shall immediately inform GNFC and in the event such disruption is not due to Force Majeure, Supplier shall ensure an alternate arrangement to fulfil its contractual commitments towards GNFC.
7. Supplier shall ensure that their vendors are selected based on appropriate criteria, such as qualification, competitive price and reputation. The terms of Suppliers' business relationship shall be established as per applicable procurement policies and procedures, and appropriate measures shall be taken to protect the confidentiality of GNFC's information shared with vendors and/or any third parties.
8. Supplier shall maintain all information pertaining to GNFC and its business confidential and the documents and information of GNFC shall be handled with due attention and same importance as if the Supplier is handling its own information.
9. GNFC expects its Supplier to conduct appropriate due diligence in their own operations and supply chain.
10. The documentation necessary to verify compliance with all Applicable Laws and Regulations shall be maintained, and shall be made available upon request of GNFC or its third-party auditor. Documentation includes, but is not limited to, licenses, permits, certifications, policies and procedures and employee and facility records. Supplier shall periodically conduct objective and independent audits, taking into account the high levels of business ethics, integrity and honesty in dealings required.

11. Security practices shall be implemented by Supplier across their supply chains to maintain processes and standards designed to assure the integrity of shipments.
12. GNFC expects its Supplier to work with it to promote environmental sustainability by assisting in reducing its environmental footprint, conduct business in an environmentally responsible way and offer eco-friendly products and services.
13. Supplier must not engage in any conduct that would expose GNFC to the risk of violating anti-bribery and anti-corruption laws. Bribes or inappropriate, lavish or repeated gifts to GNFC employees be kindly abstained from, regardless of custom.
14. Supplier shall provide healthy and safe workplaces and comply with relevant health and safety laws.
15. Supplier to shall provide all their employees with adequate information and instruction on health and safety concerns and to enable their employees to meet their responsibilities for the maintenance of a healthy and safe workplace. Safety mechanisms shall be in place for managing and maintaining all the production processes in accordance with the applicable safety standards.
16. Supplier shall provide its employees, a safe, clean and healthy working environment, systems and tools that are necessary to ensure compliance with all relevant laws, rules, and regulations. It shall strive to prevent occupational injuries and safety incidents, including during transportation.
17. Supplier to ensure that all its employees shall work on a voluntary basis with reasonable working hours and not be subject to any exploitation, such as child labour, forced, bonded and indentured labour or sexual exploitation. Employees shall not be subject to any forms of coercion, fraud or deception.
18. Supplier shall ensure that a fair compensation system is in place for all its workers, categorizing workers according to qualifications, skill and experience and recognize and reward them for performance through incentives and to regularly adjust their pay according to the cost of living, basic needs and relevant market benchmarks.
19. Supplier must comply with this Code and the law. Supplier shall be responsible for monitoring and documenting of their compliance and their efforts to promote compliance within their supply chains.

20. Supplier must not destroy any GNFC records that may be relevant to any pending or threatened legal or regulatory proceeding. Suppliers must maintain adequate internal records to ensure proper compliance with their obligations to GNFC.
21. Supplier shall disclose any conflict of interest in their dealings with GNFC.
22. The supplier shall be firmly opposed to all forms of money laundering and shall take steps to prevent its financial transactions with GNFC from being used by others to launder money.
23. If the Supplier becomes aware of material, non-public information relating to GNFC or its business, it may not buy or sell GNFC securities or engage in any other action to take advantage of that information, including passing that information on to others. In addition, if the Supplier becomes aware of material, non-public information about any other company, including GNFC customers, supplier's, vendors or other business partners, that is obtained by virtue of the supplier's interaction with GNFC, then the Supplier shall not buy or sell that company's securities or engage in any other action to take advantage of that information, including passing that information on to others.
24. Supplier shall desist from any unfair or anti-competitive trade practices.
25. It is the duty and responsibility of the supplier to report dishonesty, corruption, fraud, labour and human rights concern, environmental damage or any other unethical behaviour to GNFC.
26. Supplier is expected to implement mechanisms to identify, determine and manage risks in all areas addressed by this Supplier Code of Conduct and with respect to all applicable legal requirements.
27. This Code may be amended by GNFC from time to time; its enforcement and / or interpretation rests solely with GNFC and does not confer or create any rights in favour of any party / entity.