



Science • Sustainability • Social Impact

An ISO 9001-2015 Company

## **CODE OF CONDUCT APPLICABLE TO SUPPLIERS, CONTRACTORS AND VENDORS**

This Code of Conduct is applicable to all “suppliers”, who include suppliers/ service providers/ vendors/ traders / agents/ consultants/ contractors/ joint venture partners/ third parties, including their employees, agents and other representatives, who have a business relationship with, and provide, sell, seek to sell, any kind of goods or services to Banka BioLoo Limited (“the Company”).

This Code sets forth the basic requirements that we ask our Suppliers to respect and adhere to, when conducting business with the Company. This Code embodies the Company’s commitment to all the applicable statutory requirements concerning environment protection, minimum wages, child labour, anti-bribery, anti-corruption, health and safety, whichever requirements impose the highest standards of conduct.

- **LABOUR & HUMAN RIGHTS**

Adhering to all labour laws and human rights laws, the suppliers shall:

- Comply with all applicable local, state and national laws regarding human rights;
- Comply with the Company’s human rights policy;
- Ensure that all their employees are hired on their own free will and guarantee that all their operations are free from forced, bonded, compulsory, indentured, prison labour or any other form of compulsory labour and child labour;
- Ensure that all its employees are provided equal employment opportunities, an environment conducive to their growth, free from any form of discrimination and harassment;
- Ensure compliance with maximum working hours and minimum wages prescribed by applicable laws and regulations;
- Comply with all slavery and human trafficking laws. Suppliers must ensure they have taken steps to ensure their business operations are free from slavery and human trafficking practices, both internally and within their supply chains and other external business relationships;
- Ensure that employees are not be charged any fees or costs for recruitment, directly or indirectly;

- Not confiscating or withholding workers' identity documents or other valuable items, including work permits and travel documentation of any of its workers/ employees.

- **HEALTH, SAFETY & ENVIRONMENTAL SUSTAINABILITY**

- The Supplier shall provide its employees a safe and healthy working environment, and comply with all applicable laws and regulations regarding working conditions;
- Supplier shall follow all environmental, health, safety and other operational policies of the Company while executing any work or contract at the company site;
- Supplier shall follow all laws of the land, including laws on environment sustainability and protection while executing any work for the Company.

- **BUSINESS INTEGRITY**

The Supplier shall not, directly or through intermediaries, take any recourse to any unethical behaviour (implicit or explicit), or offer or promise any personal or improper advantage in order to obtain or retain a business or other advantage from a third party, whether public or private, including with any employee of the Company. More specifically as referred to in the **Anti-Bribery & Anti-Corruption Policy** of the Company.

- **REPORTING OF UNETHICAL PRACTICES AND GRIEVANCE ADDRESSAL MECHANISM**

The Supplier shall ensure that an effective grievance procedure has been established to ensure that any worker/ employee, acting individually or with other workers, can submit a grievance without suffering any prejudice or retaliation of any kind.

Suppliers shall, also, forthwith report any unethical activity or discrimination, if practised a Company's employee/ other supplier, as per the Company's whistle-blower policy (uploaded on the company website).

- **INTELLECTUAL PROPERTY**

The Supplier shall take appropriate steps to safeguard, and not infringe Company's confidential and proprietary information/ intellectual property/ technology, which come to one's knowledge during the course of business relationship/ dealings with the Company. In case of sub-contracting, sharing of confidential information should be made with the consent of the Company.

- **THIRD PARTY REPRESENTATION**

The supplier shall not be authorized to represent the Company, or to use the Company's brand, without the written permission of the Company. Third parties and their employees who are authorized to represent the Company are expected to abide by the Company's Code of Conduct & Business Ethics Policy in their interaction with, and on

behalf of the Company, including the confidentiality of information shared with them and to sign a non-disclosure agreement to support confidentiality of information.

- **PROHIBITION ON INSIDER TRADING**

If the supplier becomes aware of material, non-public information relating to the Company or its business, it may not buy or sell the Company's 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 the Company customers, suppliers, vendors or other business partners, that is obtained by virtue of the supplier's interaction with the Company, 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.

- **SUPPLIER'S COMPLIANCE COMMITMENT**

The Company expects the supplier to adhere to all applicable laws and regulations, and in particular comply with this Code in letter and spirit. It is the supplier's responsibility to read and understand the contents of this Code, and the Company's Code of Conduct & Business Ethics Policy. As a condition of doing business with the Company, the Supplier must comply with this Code and agree to uphold such values during its business association with the Company.

The supplier shall maintain adequate documentation to demonstrate compliance with the principles of this Code, and allow access to the Company to check compliance upon request with reasonable notice.

The supplier shall notify the Company regarding any known or suspected improper behaviour by the supplier relating to its dealings with the Company, or any known or suspected improper behaviour by the Company's employees.

Please contact the Company Secretary, who is also the Compliance Officer, if you have any questions about this Code.