



VENDOR CODE OF CONDUCT

Document Control

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Prepared By:	Neha Rathod	Signature:	
Reviewed By:	Jayesh Verma	Signature:	
Approved By:	Arun Mishra	Signature:	

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Purpose

LEAP India ("LEAP") is committed to conducting its business in an ethical, transparent, and socially responsible manner. This Vendor Code of Conduct ("Code") outlines the minimum requirements for all vendors and suppliers who engage with LEAP India. By accepting this Code, vendors agree to uphold these values in all business interactions. Adherence to this Code is mandatory for all vendors, and failure to comply may lead to review, sanctions, or termination of business relationships.

Scope

This Code applies to all vendors, suppliers, contractors, and subcontractors who supply goods and services to LEAP India. It ensures vendors meet LEAP's ethical standards, comply with legal requirements, promote sustainability, and protect human rights in all aspects of their operations.

Objective

The Vendor Code of Conduct aims to:

- Promote Ethical Standards
- Ensure Legal Compliance
- Support Social Responsibility
- Encourage Transparency
- Strengthen Business Relationships

Ethical Conduct and Compliance

Vendors must adhere to the highest standards of ethical conduct, complying with all applicable laws and regulations, including but not limited to the following principles:

- **Business Integrity:** Vendors must maintain the highest levels of honesty, transparency, and integrity in all dealings. Corruption, extortion, embezzlement, and fraudulent practices are strictly prohibited.
- **Anti-Bribery and Anti-Corruption:** Vendors must not engage in or tolerate bribery or corruption. This includes prohibiting any form of improper facilitation payments, gifts, donations, or other incentives aimed at influencing business decisions.
- **Political Involvement:** Suppliers must ensure that their involvement with any political party or political activities in their personal capacity does not create the impression that they represent or act as a spokesperson for LEAP India.
- **Conflict of Interest:** Vendors must disclose and avoid any actual or potential conflicts of interest that could affect their business relationship with LEAP.
- **Fair Business Practices:** Vendors must engage in fair advertising, marketing, and competition, and respect intellectual property rights. They must ensure compliance with all applicable export control and customs regulations.

Human Rights and Labor Practices

Vendors must uphold the human rights of workers and treat them with dignity and respect. The following guidelines are non-negotiable:

- **Non-Discrimination:** Vendors must not discriminate against any individual based on race, colour, age, gender, sexual orientation, ethnicity, religion, political affiliation, disability, marital status, or other protected characteristics.
- **Freely Chosen Employment:** Forced, bonded, or involuntary labour is prohibited. All work must be voluntary, and workers must be free to leave upon reasonable notice.
- **Prevention of Child Labor:** Vendors must not employ any workers under the age of 15 (or 14 where legally permitted in accordance with ILO standards). Hazardous work for individuals under 18 is strictly prohibited.
- **Harassment and Abuse:** Vendors must ensure that their workplaces are free from harassment, intimidation, or any form of abuse, whether verbal, physical, or psychological.
- **Freedom of Association:** Workers must have the right to freely associate, join trade unions, or seek representation without fear of retaliation.
- **Working Hours and Wages:** Vendors must comply with all applicable laws regarding wages, working hours, and overtime. Workers must be compensated fairly and provided with at least one day off per week.

Health and Safety

Vendors must provide a safe and healthy work environment for all employees:

- **Occupational Safety:** Vendors must identify and mitigate workplace hazards through appropriate design, engineering controls, and safe work procedures. Regular safety training and emergency preparedness plans must be in place.
- **Sanitation and Housing:** Workers must have access to clean toilets, potable water, and safe food preparation areas. Housing, where provided, must meet adequate living standards.
- **Emergency Response:** Vendors must implement and maintain emergency preparedness and response plans to safeguard workers in the event of an emergency.

Environmental Responsibility

Vendors must adopt environmentally sustainable practices and comply with all environmental laws and regulations:

- **Pollution Prevention:** Vendors must minimize waste and pollution, and reduce the consumption of energy, water, and other resources. Materials should be managed to prevent harm to the environment.
- **Sustainable Products:** Vendors must ensure that their products do not contain harmful substances and are produced in an environmentally responsible manner.
- **Environmental Permits:** Vendors must obtain all necessary environmental permits and ensure compliance with their reporting requirements.

Social Responsibility and Community Engagement

Vendors should act as responsible corporate citizens and support LEAP India's efforts to enhance social well-being:

- **Community Engagement:** Vendors are encouraged to participate in initiatives that promote education, healthcare, vocational training, and overall community welfare.
- **Supporting Inclusive Practices:** Vendors should aim to provide employment opportunities to disadvantaged groups, including people with disabilities, and actively contribute to improving quality of life in local communities.

Confidentiality and Data Security

Vendors must protect confidential information and handle data responsibly:

- **Confidentiality:** Vendors must maintain the confidentiality of all sensitive information provided by LEAP, ensuring it is not disclosed to unauthorized parties.
- **Data Security:** Vendors must implement best practices in data security to protect all information from unauthorized access, loss, or misuse.

Management Systems and Compliance

Vendors must establish and maintain management systems to ensure compliance with this Code:

- **Compliance Systems:** Vendors must have mechanisms in place to monitor and enforce compliance with applicable laws and LEAP's Vendor Code of Conduct. LEAP reserves the right to audit or inspect vendors' facilities to verify compliance.
- **Reporting Violations:** Vendors must report any violations of this Code immediately to LEAP. LEAP will take appropriate action based on the severity of the violation.

Protecting LEAP India's Assets

Vendors must respect and protect LEAP India's assets:

- **Use of Assets:** Vendors are prohibited from misusing or misappropriating LEAP's intellectual property, machinery, resources, or technology for unauthorized purposes.

Reporting and Corrective Actions

Vendors are responsible for reporting any violations of this Code, and for taking immediate corrective actions if violations are identified. Non-compliance may lead to the termination of the business relationship.

Conclusion

LEAP India is committed to building and maintaining partnerships with vendors who share our dedication to ethical practices, environmental sustainability, and social responsibility. By adhering to this Vendor Code of Conduct, vendors demonstrate their commitment to these shared values, fostering a collaborative relationship built on trust and mutual respect. Together, we can contribute to a better future while achieving our business objectives responsibly and sustainably.

CONNECT WITH US

 Commerz, 14th Floor, International Business Park, Oberoi Garden City, Off Western Express Highway, Goregaon (East), Mumbai - 400063, India

 (022) 6958 8700  sales@leapindia.net