

Supplier Code of Conduct

PradeepIT Supplier Ethics and Conduct Guidelines

At PradeepIT, our commitment to ethical business practices resonates in every interaction we have with our diverse stakeholders – whether it's our valued customers, dedicated suppliers, esteemed employees, shareholders, governmental bodies, or society as a whole. PradeepIT Consulting Services Pvt Ltd takes great pride in upholding this time-honored legacy and remains steadfast in its efforts to perpetuate these values.

Guided by the PradeepIT Code of Conduct (PCoC) on a global scale, we extend the expectation of principled behavior to all our suppliers. It is imperative that every supplier aligns with the PCoC principles. To facilitate this alignment, PradeepIT has established the following Supplier Ethics and Conduct Guidelines, which apply to all PradeepIT Suppliers worldwide. In this context, the term "Supplier" encompasses businesses, companies, corporations, individuals, or any entities engaged in providing, selling, or intending to sell goods or services to PradeepIT. This definition also includes the Supplier's personnel, agents, and representatives.

The essence of these guidelines is to maintain transparency, integrity, and responsibility throughout our supply chain. As partners in our mission, suppliers play a vital role in sustaining the values that define PradeepIT. We hold steadfast to these principles and invite our suppliers to join us in upholding the highest standards of ethics and conduct.

Together, we fortify the foundation of trust, respect, and ethical excellence upon which PradeepIT is built.

1. INTRODUCTION

This Sustainable Supply Chain Management (SSCM) Code of Conduct extends its principles to encompass all entities that supply products and services to PradeepIT Consulting Services Pvt Ltd. These entities, collectively referred to as "Suppliers," include suppliers, vendors, contractors, and companies contributing to our operations.

We expect them to abide by and ensure continuous improvements in

1. Ethical business practices
2. Management practices that honor the rights of both employees and the local community.
3. Privacy and Data protection

4. Illicit business practices in accordance with local laws
5. Reducing ecological footprint
6. Providing a safe and healthy work place

PradeepIT acknowledges the autonomy of our suppliers as distinct entities, yet acknowledges that their business conduct can reflect upon PradeepIT. Sustainability is acknowledged as a pivotal contributor to our company's prosperity, with suppliers holding a pivotal role in this. Superior operational principles and practices among suppliers yield higher-quality products and services. We hold our suppliers to a set of social, ethical, and environmental standards of behavior, urging them to aspire to elevated benchmarks. We take proactive measures to foster a sustainable Supply Chain by actively collaborating with our key suppliers.

2. COMPLYING WITH LEGAL REQUIREMENTS

Complying with legal requirements in the supply chain is crucial for any company, including IT companies. While the specific legal requirements can vary based on your location, industry, and other factors, here is a general list of considerations for an IT company to ensure compliance in its supply chain:

- **Data Privacy and Security:**
 - Comply with data protection laws such as GDPR (for EU) or CCPA (for California).
 - Protect sensitive customer and employee data through encryption, access controls, and secure data storage.
 - Implement cybersecurity measures to prevent data breaches and cyberattacks.
- **Intellectual Property:**
 - Ensure that your suppliers do not infringe upon others' intellectual property rights.
 - Establish clear terms in contracts to address intellectual property ownership for any collaborative projects.
- **Labor and Employment Laws:**
 - Ensure suppliers follow labor laws, including fair wages, working hours, and safe working conditions.
 - Avoid engagement with suppliers that use child or forced labor.

- **Environmental Regulations:**

- Comply with environmental laws and regulations related to e-waste disposal, energy efficiency, and sustainable practices.
- Verify that suppliers adhere to proper disposal and recycling procedures for electronic components.

- **Supply Chain Transparency:**

- Maintain transparency by disclosing relevant information about suppliers, materials, and processes to stakeholders.
- Address any issues related to conflict minerals, where applicable.

- **Anti-Corruption and Anti-Bribery:**

- Implement policies to prevent bribery and corruption within the supply chain.
- Perform due diligence on suppliers to ensure they also follow these policies.

- **Export Controls and Sanctions:**

- Understand and comply with export control regulations for technology and software products.
- Avoid engaging with entities or countries subject to economic sanctions.

- **Product Safety and Compliance:**

- Ensure that IT products comply with relevant safety standards and certifications.
- Implement mechanisms to track and address product recalls, if necessary.

- **Contractual Agreements:**

- Draft comprehensive contracts that outline legal responsibilities, compliance expectations, and consequences for non-compliance.
- Include clauses for indemnification and dispute resolution.

- **Social Responsibility:**

- Align with suppliers that uphold social responsibility principles, such as diversity and inclusion.
- Encourage suppliers to adopt ethical practices that benefit communities and workers.

- **Supply Chain Audits:**

- Conduct regular audits of your supply chain to assess compliance with legal requirements.
- Address any non-compliance issues promptly and take corrective actions.

- **Continuous Monitoring and Adaptation:**

- Stay updated on changing regulations that affect the IT industry and adjust your supply chain practices accordingly.

Third party representation

The Supplier shall not be authorized to represent PradeepIT or to use the PradeepIT brand without the written permission of PradeepIT. Authorized representatives of PradeepIT are expected to abide by the PradeepIT Code of Conduct in their interaction with, and on behalf of PradeepIT, including the confidentiality of information shared with them.

Conflict of Interest

The Supplier shall not enter into a financial or any other relationship with a PradeepIT employee that creates any actual or potential conflict of interest for PradeepIT. The Supplier understands that a conflict of interest arises when the material personal interests of the PradeepIT employee are inconsistent with the responsibilities of his/her position with the company. All such conflicts must be disclosed and corrected. Even the appearance of a conflict of interest can be damaging to PradeepIT and to the Supplier, and are to be disclosed and approved in advance by PradeepIT management.

Supply chain

The Supplier is expected to implement its own binding code of conduct, and is expected to make reasonable efforts to promote the principles of this code in its own supply chain.

Child labor

The Supplier shall not employ children.

Forced labor

The Supplier shall not use forced or slave labour of any type (e.g. bonded, indentured, prison, or involuntary labor).

Regulatory compliance

The Supplier shall comply with all applicable laws and regulations, both in letter and in spirit, in all the territories in which it operates.

Monitoring

The Supplier shall maintain adequate documentation to demonstrate compliance with the principles of this code, and allow access to PradeepIT to check compliance upon request with reasonable notice.

Reporting violations

The Supplier shall notify PradeepIT regarding any known or suspected improper behavior's by the Supplier relating to its dealings with PradeepIT, or any known or suspected improper behavior's by PradeepIT employees by email to: Reported violations will be treated confidentially without retaliation. corporate.ethics@in.pradeepit.com