



Astec LifeSciences Ltd.

Supplier Code of Conduct

For ASTEC LifeSciences Limited
May,2023

Version 1.0



Regd. Office :
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CIN : L99999MH1994PLC076236



Astec LifeSciences Ltd.

Issuing Function

Procurement Department, ASTEC LifeSciences Limited

Target Audience

Suppliers to ASTEC LifeSciences Limited

Approver

Mr Anurag Roy

Chief Executive Officer

Contact Information

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Purchase Manager

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ISO 9001
International Standards
Certifications

ISO 9001:2008



ISO 14001
International Standards
Certifications

ISO 14001:2004



OHSAS 18001
International Standards
Certifications

OHSAS 18001: 2007



Responsible Care®
OUR COMMITMENT TO SUSTAINABILITY

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Astec LifeSciences Ltd.

A 'Good & Green' Godrej

ASTEC LifeSciences is pioneered in the manufacturing of agrochemical active ingredient, intermediate and pharmaceutical intermediate in India, back in 1994. Today, we are a part of highly reputed "Godrej Group", an Indian multinational conglomerate and a legacy that was established in the year 1897. We have strong export presence in more than 25 countries worldwide. Apart from this, through our contract-manufacturing business, we deliver value and quality to our partner by developing a product portfolio which is not just diversified but also sustainable.

One of the imperative pillars of the Godrej Group's Vision 2025 is Good & Green. It is based on the principle of shared value, a concept that promotes policies and operating practices that enhance the competitiveness of a company while also improving economic and social conditions in the communities in which it operates. As part of Good & Green, the Godrej Group aspires to create a more employable Indian workforce, build a greener India and innovate for good and green products.

Godrej Group believes that companies can help solve critical social issues while enhancing their competitive advantage. As part of this vision, we have undertaken numerous initiatives under healthcare, education, environment, renewable energy and vocational training and have adopted sustainability and shared value as an intrinsic part of our business operations in order to achieve our vision for the year 2025. (Please find details of Godrej Good & Green vision at - <https://www.godrejindustries.com/sustainability/10-years-of-sustainability#Next>)

Godrej has always promoted high ethical standards of professional and personal conduct by our team members and business associates. All of our team members and business associates must be committed to integrity in all aspects of their activities and comply with all applicable laws, regulations and internal policies. We have laid down a Code of Ethics and Business Conduct (<https://www.godrejindustries.com/sustainability/codes-and-policies>) to improve overall compliance as well as to further the scope of good Corporate Governance with an ethical and transparent process in managing the affairs of the Company. We aim to ensure that our business operations are managed in accordance with the aforementioned Code of Conduct.

Sustainable Procurement

To achieve our goals and ensure ethical conduct, it is empirical that our suppliers share our values and vision; and raise the sustainability standards in our supply chain. We acknowledge that long-term sustainable development of our suppliers is critical to our joint success and we value our relationship with suppliers who share the same approach and vision towards doing business.



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In line with our commitment we have developed a Responsible Procurement Policy, which is an extension of our values and is applicable to all our suppliers. We expect our suppliers to operate in accordance with the principles as outlined in this Policy and adhere to all applicable laws and regulations. This Policy goes beyond mere compliance with the law by drawing upon internationally recognised standards in order to identify and define best practices from across the globe.

This Policy outlines our expectations with regards to ethics, business integrity, human rights, health and safety, environment, the local community and quality of product and operations.

We will periodically review the policy to ensure that it continues to help us move towards our vision. We encourage our suppliers to review this information and ensure that the principles and practices outlined in the Policy will be reflected in your on-going business dealings with us. We expect you to communicate the Policy throughout your organisation as appropriate. Let us move together towards an ethically driven, socially focused, green inspired and quality centred supply chain.

Mr Anurag Roy

Chief Executive Officer

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The Principles

1. Ethically Driven

We conduct our business activities in a fair and transparent manner with honesty, integrity, high ethical & moral standards and respect for human rights. We strongly believe that high ethical standards are essential for sound business relationships. We expect our suppliers to share this commitment while conducting their business.

1.1 Business Integrity and Ethics

a. Conflict of interest

Suppliers must ensure that if the Supplier's employee or his or her family member has a relationship with ASTEC employee who can make decisions that will affect the supplier's business, then the supplier must disclose these types of relationships to concerned ASTEC companies before entering into negotiations. Suppliers are not authorised to represent brands without written approval from ASTEC management.

b. Bribery, corruption, gifts and donations

Suppliers in all commercial dealings with ASTEC or otherwise must not receive or offer to make any illegal payments, gifts, bribes, donations or other improper advantage in order to obtain unethical favours for the business. All suppliers must ensure that no action is taken to violate any applicable anti-bribery or anti-corruption laws and regulations in the locations of their operations and make every effort to eliminate all forms of corruption and bribery.

c. Confidentiality

Suppliers shall safeguard and respect ASTEC's intellectual property; trade secrets and other confidential, proprietary and sensitive information or data at all times and shall not disclose the same. The information provided by ASTEC should be used only for its intended and designated purpose as decided and agreed upon between ASTEC and the supplier.

d. Anti-competitive and restrictive trade practices

Suppliers must comply with applicable local and international laws to promote free and fair competition and to get business by offering competitive prices and innovative products.¹





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e. Conflict of minerals

ASTEC requires its suppliers to not source tin, tantalum, tungsten or gold (the “Conflict Minerals”) from the notified countries (the “Covered Countries”) in a manner which directly or indirectly finances or benefits armed groups in the Covered Countries. ASTEC is committed to not source from these “Conflict Minerals” from “Covered Countries”.

1.2 Human Rights & Labour Practices

a. Forced & Child Labour

Suppliers shall prohibit use of child labour in their business operations consistent with the International Labour Organization’s (ILO) core labour standards and the United Nations Global Compact principles. If the local minimum-age law stipulates a higher age for work or mandatory schooling, the higher age applies.

We do not tolerate slavery, or forced or compulsory labour and human trafficking in our supply chain. Bonded, indentured, or involuntary prison labour is also not accepted. Practices such as withholding personal property, passports, wages, training certificates, work, or any other document for inappropriate reasons are not acceptable.

b. Compensation and working hours

Working time for suppliers’ employees shall not exceed the maximum set by the applicable national law and by ILO standards. Compensation shall be paid to employees regularly, in a timely manner and in full according to applicable laws and must comply with applicable national wage laws. Compensation and benefits should aim at providing an adequate standard of living for employees and their families. Suppliers are expected to provide their employees with fair and competitive compensation and benefits and to support equal pay for work of equal value. It is recommended that suppliers offer their employees ample training and educational opportunities.



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c. Non-discrimination

Equal treatment of all employees must be a fundamental principle of the supplier's corporate policy. Suppliers must ensure there is no discrimination in their hiring and employment practices on the basis of age, disability, ethnicity, family status, gender, gender expression, gender identity, genetic information, national origin, physical characteristics, political affiliation, pregnancy, religion, social origin, sexual orientation, union membership, or any unlawful criterion under applicable law. ASTEC encourages suppliers to provide an inclusive and supportive working environment by exercising diversity when it comes to their employees. Likewise, ASTEC encourages suppliers to have an active Supplier Diversity Program by engaging with diverse-owned businesses.

1.3 Accountability and Transparency

Maintaining appropriate financial records - We expect suppliers to prepare and maintain accounts of business dealings fairly, accurately and in accordance with accounting and financial reporting standards which represent the generally accepted guidelines, principles, standards, laws and regulations of the country of operation.

1.4 Legal and Regulatory Compliance

We expect our suppliers to comply with all applicable laws and regulations within the local or state or country of operation. All other applicable international laws and regulations should also be complied with. Suppliers should follow guidelines of all the required permits and registrations to be legally compliant at all times.

2. Social Focused

We are committed towards supporting sustainable development and business practices. Sustainable practices now have grown to encompass social performance criteria as well. We believe that an organisation should play a significant and beneficial role within the local community and society in general. We are contributing towards social and economic development of the communities in which we operate and expect our suppliers to take steps towards same.



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2.1 Responsible Conduct with Stakeholders

a. Fair dealing with vendors/suppliers

We encourage our suppliers to conduct all transactions with their business partners in fair and transparent manner including fair evaluation, reasonable selection, equal opportunities, fair and free competition for all.

b. Engage and involve local communities

We encourage our suppliers to address issues and concerns of the community impacted by operations of the supplier and minimise the impact.

2.2 Employee Health and Safety

We expect our suppliers to adopt robust and relevant management practices in order to comply with applicable health and safety laws, rules, regulations and industry standards. The suppliers are also encouraged to conduct training and awareness activities for employees on health and safety. We also suggest suppliers to take reasonable actions to prevent accident and injuries by analysing and minimising risk exposure.

Suppliers shall provide appropriate controls, safe work procedures, adequate maintenance and necessary technical protective measures to mitigate health and safety risks in the workplace and to prevent accidents and occupational illnesses. In addition, suppliers shall provide employees with appropriate personal protective equipment. Safety information relating to any identified workplace risk or hazardous materials – including compounds in intermediate materials – shall be available to educate, train and protect workers from hazards. A safe and healthy working environment shall include as a minimum the provision of drinking water, adequate lighting, temperature, ventilation, and sanitation and, if applicable, safe and healthy company living quarters.



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2.3 Local Community Development

We understand that our operations not only affect our own communities but also of those who are in contact of our supply chains and our suppliers. Therefore, we encourage our suppliers to undertake steps to collaborate and associate with the local community for economic and social development by providing employment, helping in eradicating poverty, helping in developing skills of local people etc. wherever relevant.

3. Green Inspired

Environmental concerns are no more issues of tomorrow, but are real challenges that need to be addressed today. We aim at making our value chain environmentally friendly and responsible. We are committed to comply with the requirements of local laws and regulations related to environment in the countries and regions in which it operates and from where it sources any material, product or services. We realise that the scope and nature of operations of our suppliers vary and hence emphasis on these principles may vary accordingly.

3.1 Reducing usage of hazardous and toxic materials and substances

We expect our suppliers to assess their use of hazardous and toxic material and take necessary steps to reduce it, as much as possible. Appropriate substitutes and replacements should be introduced to minimise exposure to such material.

3.2 Air and GHG Emissions

Supplier shall ensure that air emissions of volatile organic chemicals, aerosols, corrosives, particulates, ozone-depleting chemicals and combustion by-products generated from operations are to be characterized, monitored, controlled and treated as required by law prior to discharge

We suggest that our suppliers identify sources of GHG emissions (CO₂, Other Greenhouse Gases) and make progressive efforts towards reducing these emissions.

3.3 Usage of Renewable energy

We recommend our suppliers to use renewable sources of energy wherever possible so as to become more energy efficient and reduce dependency on fossil fuel energy. The suppliers should take steps to identify the scope of replacing conventional sources of energy with sustainable and renewable sources in their operations.





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3.4 Disposal of toxic waste

Toxic waste should be handled with professional guidance and mechanism should be put in place to dispose-off the waste to authorised waste processors by the suppliers. Toxic waste should not be allowed outside the premise without proper approval.

3.5 Packaging material

Suppliers should try and take steps to reduce the environmental impact of their packaging material by developing innovative, practical solutions to modify the design and disposal method to the best possible extent.

3.6 Energy management

Energy management with a focus on minimizing the waste of energy shall be applied in all business operations. Suppliers should strive to implement management systems & guidelines. Suppliers are encouraged for the adoption of renewable energy in their overall mix of energy used.

3.7 Responsible consumption of natural resources and Climate Protection

We recommend our suppliers to minimise use of all resources, including virgin raw material, in their processes. The supplier should look for opportunities to reduce resource consumption in line with circular economy principles such as material reduction, substitution, collection, sharing, maintenance, reuse, redistribution, refurbishment, remanufacturing and recycling. Suppliers shall engage in the development and use of environmentally and climate-friendly products, processes and technologies.

To ensure the conservation of renewable natural resources, suppliers shall promote the application of broadly recognized sustainability standards and certifications that have been developed by multiple stakeholders. Negative impacts on the environment and climate caused by the suppliers or in their supply chain shall be minimized or eliminated at their source.

4. Quality Centred

Ensuring quality and adherence to manufacturing and product standard is of prime importance to us.



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4.1 Quality Management System

We expect our suppliers to establish quality objectives, policies, manual, procedures and have in place a certified Quality Management System by competent authority like ISO. The suppliers should comply with local regulations, registrations, have trainings, management reviews and internal audits to ensure that the Quality Management System is effective.

4.2 Facility and Machinery

We expect our suppliers to give utmost importance to equipment design, installation, maintenance and ensure validation/verification of the same. The suppliers should have in place proper housekeeping and pest control to ensure hygiene, safety and security of its workforce.

4.3 Good Manufacturing Practices and Quality Controls

We expect our suppliers to have in place established manufacturing and packaging operations with proper maintenance of records along with process controls and finish product release programme.

4.4 Material Management

We expect our suppliers to have in place established practices for storage, handling and transportation of raw material and to maximise the risk prevention measures through good warehousing practices and proper handling of rejected items.

Applicability and Implementation

We understand that our suppliers fall under different categories in terms of their scale, the product / service they supply, the raw materials being used by them, their organisation structure and geographies of operation. Keeping these factors in mind, we have designed the Policy in a manner that it works for the whole supplier base, although the level and type of compliance will vary depending on the type of the supplier and the principles applicable to them.

We expect our suppliers to set in place internal policies, governance structures, systems, processes and take any other relevant measures to ensure adherence with this Policy. The suppliers are expected to disclose to us the goals set by them and the measures undertaken by them for each of the various principles underlined in this Policy. We will work with our suppliers to identify issues that do not meet our expectations and help them in addressing the gaps identified, if any.



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Monitoring and Reporting

We expect our suppliers to monitor and report the initiatives undertaken by them with regards to ensuring adherence to this code of conduct. We recommend our suppliers to place monitoring and reporting mechanisms and management systems, wherever required to effectively implement and manage such initiatives. The suppliers should focus on continuously improving their performance with regards to compliance with this code of conduct.

Reporting on Breaches

We support and encourage those who report actual or suspected breaches without any fear of retaliation. Any failure to comply with this code of conduct (including any failure by a team member of ASTEC or anyone acting on behalf of ASTEC to so comply), of which the supplier is aware, should be immediately reported through our anonymous whistle-blower process, details of which can be found on the ASTEC website (<https://www.astecls.com/codes-and-policies.aspx>) The failure to do so will be a breach of this code of conduct.



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