

ABRPL - Supplier Code of Conduct



ABRPL

Assam Bio Refinery Private Limited (ABRPL) is committed to sustainability in all its operations, therefore, in accordance with its Sustainability Policy and internal Code of Conduct, ABRPL wants to actively engage with stakeholders to continuously improve its environmental, social and economic performance. ABRPL's Vendors and contractors play an important role in ABRPL's efforts towards sustainability.

Supplier Code of Conduct

The purpose of this Supplier Code of Conduct is to define the basic sustainability requirements placed on ABRPL's suppliers. The Supplier Code of Conduct is based on the principles of the United Nations Global Compact and is divided into four sections: anti-corruption, human rights, labor standards and environment.

The Supplier Code of Conduct is applicable to all ABRPL's operations in every part of the world and to any supplier that deliver goods, services, works and other business activities to ABRPL. All of ABRPL's suppliers are obligated to implement the principles of the Supplier Code of Conduct across their whole business. Suppliers are also responsible for ensuring and monitoring that their sub-suppliers and sub-contractors comply with this Supplier Code of Conduct. ABRPL's suppliers shall confirm compliance with this Supplier Code of Conduct by continuously documenting compliance, providing information to ABRPL, upon request, and allowing audits at site by ABRPL or by an accredited auditor company representing ABRPL.

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Business Principles

Legal Compliance

ABRPL's suppliers shall comply with all the applicable laws and regulations in all locations where they conduct business. In addition to complying with all applicable legal and regulatory requirements, ABRPL's suppliers are expected to act in accordance with high standards of business ethics. Suppliers agree to safeguard the confidentiality of confidential information concerning ABRPL's business partners and customers, issue accurate and relevant financial and other information on ABRPL's business operations and compete fairly and ethically in all other respects as well.

Anti-Corruption and Anti-Bribery

The highest standards of integrity are expected from ABRPL's suppliers, including its sub-contractors, and other entities acting on behalf of the supplier, in all business interactions. Any form of extortion, bribery and corruption, including improper offers for payments to or from employees or organizations, is prohibited. The supplier shall establish and maintain policies and procedures designed to prevent bribery and corruption, applicable to the supplier and its group companies as well as its suppliers and contractors (if any).

Human Rights

ABRPL's suppliers shall support and respect internationally proclaimed human rights. ABRPL's suppliers shall identify and mitigate their human rights impacts whenever it is needed and provide remedial actions in case of human rights violations.

Labor Standards

Freedom of Association

ABRPL's suppliers shall recognize and respect employees' freedom of association and their right to freely choose their representatives. The suppliers shall also recognize employees' right to collective bargaining.

Forced Labor

ABRPL's suppliers shall not use forced labor and employees shall be free to leave their employment after reasonable notice as required by national law or contract. Employees shall not be required to lodge deposits of money with their employer.

Wages and Working Hours

The employees of ABRPL's suppliers understand their employment conditions. Salary and terms shall be fair and reasonable and comply at a minimum with national laws or industry standards, whichever are higher. Working hours shall comply with national laws. Employees should have at least one day off per seven-day week.

Child Labor and Young Workers

ABRPL's suppliers shall not, under any condition, employ children who are below the minimum legal age for employment. Minimum age is the age of completion of compulsory schooling, or not less than 15 years (or 14 years where the law of the country permits). Children over minimum age shall not be employed for any hazardous work or work that is inconsistent with the child's personal development. If suppliers are employing young people, above the minimum age but under 18 years, suppliers shall not jeopardize their health, safety or moral.

Non-Discrimination

ABRPL's suppliers shall treat their employees with respect and dignity. All kinds of discrimination based on partiality or prejudice is prohibited such as discrimination based on race, color, gender, sexual orientation, marital status, pregnancy, parental status, religion, etc. Threats of violence, corporal punishment, physical or verbal abuse or other unlawful harassment are strictly prohibited.

Health and Safety

ABRPL's suppliers shall provide their employees with a safe and healthy workplace in compliance with all applicable laws and regulations. Suppliers shall ensure that appropriate health and safety information is provided to its employees, sub-suppliers and contractors and that relevant training and equipment is provided. Suppliers shall also comply with any additional safety requirements agreed in the contract documents. At a minimum, suppliers shall provide employees and suppliers with drinking water, clean toilets, adequate ventilation, emergency exits, proper lighting and access to first aid supplies or other provisions for emergency care.

Prevention of Alcohol and Drug Use at Work

ABRPL is an alcohol and drug free workplace. Suppliers' employees and their sub-suppliers are permitted to work at ABRPL's sites only if they are sober and drug-free. Suppliers shall have a policy or guideline in order to take precautionary action of alcohol and drug abuse. Occasional drug tests can be performed on suppliers' employees when they are working at ABRPL's sites.

Environment

ABRPL's suppliers shall support a precautionary approach to environmental challenges and undertake initiatives to promote greater environmental responsibility. At a minimum, suppliers shall comply with all applicable environmental laws and regulations. Suppliers are encouraged to implement their own management systems to meet these requirements. ABRPL also encourages its suppliers to the development and diffusion of environmentally friendly technologies.