

Supplier Code of Conduct



Company : Jyoti World Pvt. Ltd.

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Department : Purchase / IMS

Approved By : Management Representative / Director

1. Purpose

Jyoti World Pvt. Ltd. is committed to ensuring that all suppliers, contractors, service providers, consultants, transporters, and business partners comply with applicable legal, quality, environmental, occupational health & safety, and ethical business requirements.

This Supplier Code of Conduct (SCOC) has been established to :

- Communicate Jyoti World's Integrated Management System (IMS) requirements to suppliers.
- Ensure supplier compliance with ISO 9001:2015, ISO 14001:2015, and ISO 45001:2018 principles.
- Minimize risks related to quality, environment, health & safety, legal compliance, and business ethics.
- Promote sustainable and responsible sourcing practices.

This Code shall form part of all purchase orders, supply agreements, work orders, contracts, and vendor onboarding documents.

2. Scope

This Supplier Code of Conduct applies to all suppliers and business partners who provide products, materials, services, manpower, logistics, or support activities to Jyoti World. The intent is to ensure that all external parties working with Jyoti World understand and align with the company's quality, environmental, safety, ethical, and legal expectations.

This policy applies to : -

- Raw material suppliers
- Packaging suppliers
- Tooling / machine suppliers
- Service providers
- Contractors / subcontractors
- Logistics and transport vendors
- Consultants / third-party agencies
- Temporary manpower providers

Suppliers shall ensure compliance by their : -

- Employees
- Contract workers
- Agents
- Sub-contractors
- Visitors entering Jyoti World premises

3. General Compliance Requirements

Jyoti World expects all suppliers to operate responsibly, transparently, and in compliance with applicable laws, contractual obligations, and company expectations. Suppliers are expected to establish suitable controls, maintain records, and support continual improvement to ensure reliable, safe, and compliant business operations.

Suppliers shall : -

- Conduct business with integrity and comply with all applicable anti-bribery, anti-corruption, anti-fraud, and fair competition laws. Suppliers shall not offer, give, solicit, or accept bribes, kickbacks, facilitation payments, gifts, or any undue advantage to influence business decisions.
- Prohibit child labour, forced labour, bonded labour, and any form of modern slavery in their operations and supply chain. Suppliers shall comply with minimum age requirements, working hour limits, wage laws, and all labour welfare requirements.
- Establish an effective grievance redressal mechanism for employees and contract workers to report concerns related to safety, labour practices, harassment, ethics, or compliance without fear of retaliation.
- Ensure that their own suppliers, subcontractors, agents, and service providers engaged for Jyoti World-related work also comply with this Code. The supplier shall remain responsible for monitoring and ensuring such downstream compliance.
- Comply with all applicable statutory and regulatory requirements.
- Meet all contractual, technical, and quality requirements.
- Adhere to Jyoti World's IMS policies and procedures.
- Maintain records to demonstrate compliance.
- Cooperate during audits, inspections, and performance reviews.
- Immediately report any legal non-compliance, safety incident, environmental incident, or supply risk.

4. ISO 9001 – Quality Management Requirements

Jyoti World expects suppliers to establish and maintain effective quality management controls to ensure consistent product and service conformity, reliable delivery, and continual improvement. Suppliers shall support Jyoti World's customer requirements by implementing suitable systems, controls, and corrective actions.

Suppliers shall :

4.1 Product / Service Quality

- Supply products/services as per approved specifications, drawings, standards, and purchase orders.
- Ensure product conformity before dispatch.
- Prevent supply of defective / non-conforming materials.

4.2 Quality Assurance Controls

- Maintain documented quality procedures / SOPs.
- Calibrate inspection and measuring instruments.
- Conduct incoming / in-process / final inspection.
- Ensure traceability where applicable.

4.3 Change Management

- Inform Jyoti World in advance for:
 - process changes
 - raw material changes
 - source changes
 - manufacturing location changes
 - quality system changes

4.4 Corrective Actions

- Respond to customer complaints / NCRs within agreed timelines.
- Implement root cause analysis and corrective actions.
- Share CAPA records upon request.

4.5 Delivery Performance

- Ensure on-time delivery.
- Inform proactively about delays / shortages.
- Maintain supply continuity plans.

5. ISO 14001 – Environmental Management Requirements

Jyoti World is committed to environmentally responsible operations and expects suppliers to support sustainable practices across their activities.

Suppliers shall comply with all applicable environmental laws and adopt responsible environmental practices like prevent pollution, conserve resources, and minimize environmental risks arising from their products, services, and operations.

5.1 Legal Compliance

- Maintain valid environmental consents / licenses / approvals as applicable.
- Comply with pollution control norms.
- Ensure legal waste disposal.

5.2 Resource Conservation

- Minimize energy, water, fuel, and raw material consumption.
- Promote reuse, recycling, and resource efficiency.

5.3 Waste Management

- Segregate hazardous and non-hazardous waste.
- Ensure safe storage and disposal.
- Maintain disposal records.

5.4 Emissions and Pollution Prevention

- Prevent air, water, land, and noise pollution.
- Control spills, leakages, and contamination.
- Maintain spill kits and emergency controls.

5.5 Chemical Management

- Maintain MSDS / SDS for hazardous chemicals.
- Label and store chemicals safely.
- Prevent unsafe discharge.

5.6 Environmental Incidents

- Report spills, leaks, fires, environmental complaints, or notices immediately.

6. ISO 45001 – Occupational Health & Safety Requirements

Jyoti World places the highest priority on occupational health and safety. Suppliers are expected to proactively identify hazards, control risks, protect workers, and maintain safe systems of work to prevent injury, illness, and unsafe incidents.

Suppliers shall provide safe working conditions and protect workers from injury and ill health.

6.1 Legal and Safety Compliance

- Comply with applicable health & safety laws.
- Maintain statutory registers, licenses, and insurance.

6.2 Safe Working Practices

- Conduct work hazard assessment.
- Follow safe operating procedures.
- Ensure machine guarding and safe tools.
- Use LOTO where applicable.

6.3 Personal Protective Equipment (PPE)

- Provide suitable PPE free of cost.
- Ensure mandatory PPE usage.

6.4 Training and Competence

- Train workers on :
 - safe work practices
 - emergency response
 - machine safety
 - chemical handling

6.5 Emergency Preparedness

- Maintain emergency response plans.
- Provide fire protection systems.
- Conduct mock drills as required.

6.6 Incident Reporting

- Report immediately :
 - injuries
 - near misses
 - unsafe conditions
 - property damage

6.7 Working at Jyoti World Site

When working at Jyoti World premises, suppliers shall : -

- Follow gate / security rules.
- Follow permit-to-work system.
- Follow site safety instructions.
- Avoid unsafe acts / conditions.
- Ensure contractor supervision.

Jyoti World reserves the right to stop unsafe work.

7. Labour, Human Rights and Welfare

Jyoti World is committed to fair, ethical, and respectful treatment of all workers across its supply chain. Suppliers shall uphold human rights, labour welfare, dignity, equality, and lawful employment practices in all operations.

Suppliers shall : -

- Prohibit child labour and forced labour.
- Ensure fair wages and legal working hours.
- Prohibit discrimination and harassment.
- Respect employee dignity and human rights.
- Provide hygienic workplace conditions.
- Maintain freedom of association as per law.

8. Ethics and Business Integrity

Jyoti World expects suppliers to conduct all business dealings ethically, transparently, and in compliance with applicable laws. Integrity, fairness, and accountability are essential to building a trusted and sustainable business relationship.

Suppliers shall : -

- Conduct business ethically.
- Avoid bribery, corruption, kickbacks, and fraud.
- Avoid conflict of interest.
- Protect confidential information.
- Respect intellectual property.
- Maintain accurate records.
- Avoid falsification of data.

9. Information Security and Confidentiality

Jyoti World values the confidentiality, integrity, and security of business information. Suppliers shall protect all shared data, documents, designs, and proprietary information from unauthorized access, use, disclosure, or misuse.

Suppliers shall : -

- Protect Jyoti World confidential information.
- Use information only for agreed business purposes.
- Not share data without written approval.
- Protect drawings, specifications, samples, and process information.

This Code shall be read in conjunction with NDA / confidentiality agreements. Existing NDA requirements remain applicable.

10. Supplier Evaluation, Monitoring and Audit

To ensure continued compliance and supplier performance, Jyoti World may periodically review, monitor, and assess suppliers against quality, environmental, safety, legal, and delivery requirements. Suppliers are expected to cooperate fully and support improvement initiatives.

Jyoti World may : -

- Evaluate suppliers periodically.
- Review quality, delivery, EHS, and legal compliance.
- Conduct supplier audits / assessments.
- Seek evidence such as : -
 - licenses
 - calibration certificates
 - training records
 - incident records
 - waste disposal manifests
 - insurance documents

Suppliers shall provide access to relevant records upon reasonable notice.

11. Non-Compliance and Consequences

Suppliers are expected to comply with this Code in both letter and spirit. Any non-conformance, legal violation, or serious breach may impact the business relationship and result in corrective or disciplinary action.

Failure to comply may lead to : -

- Warning / corrective action request
- Supplier re-evaluation
- Temporary suspension
- Blacklisting / delisting
- Contract termination

Suppliers shall close non-conformities within agreed timelines.

12. Communication and Acknowledgement

Effective communication of supplier expectations is essential for successful implementation of Jyoti World's IMS and business requirements. This Code shall be formally communicated, acknowledged, and periodically reinforced with suppliers.

By adopting the principles outlined in this Code, suppliers contribute to improved quality, safer workplaces, environmental protection, legal compliance, and long-term business sustainability. Jyoti World believes that strong supplier partnerships built on responsibility, transparency, and continual improvement are essential for mutual growth and success.

We appreciate the support, commitment, and cooperation of our suppliers in aligning with these expectations and helping us maintain high standards across our value chain.

This Supplier Code of Conduct shall be :

- Shared during vendor onboarding.
- Attached with RFQs / POs / contracts.
- Reviewed during supplier meetings.
- Acknowledged by supplier authorized signatory.

Supplier shall sign and return acknowledgement within 15 days.

This document strengthens and expands the existing supplier expectations already reflected in Jyoti's supplier code framework

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Supplier Declaration / Acknowledgement

We hereby confirm that we have read, understood, and agree to comply with Jyoti World Pvt. Ltd.'s Supplier Code of Conduct and applicable IMS requirements.

Supplier Company Name	
Address	
Authorized Representative	
Designation	
Signature & Stamp	
Date	