

## **SUPPLIER CODE OF CONDUCT**

**Ecoss (India) Mobility & Hospitality Limited**

### **Version History:**

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<b>Approved by</b>	Board of Directors

## **SUPPLIER CODE OF CONDUCT**

### **1. PURPOSE**

Ecos (India) Mobility & Hospitality Limited ("ECOS/ Company") is committed to conducting business ethically, responsibly and in compliance with applicable laws. ECOS expects all suppliers, contractors, consultants, service providers and business partners ("Suppliers") to maintain similar standards while conducting business with ECOS.

This Supplier Code of Conduct ("Code") sets out the minimum standards expected from all Suppliers engaged by ECOS. Through this Code, ECOS seeks to promote ethical business conduct, legal compliance, environmental responsibility, human rights, workplace safety and responsible supply chain practices across its supplier ecosystem.

### **2. COMPLIANCE WITH LAWS**

Suppliers shall comply with all applicable laws, regulations, licences, permits and statutory requirements relevant to their business and services. Suppliers shall maintain all registrations, approvals and records required under applicable law and provide reasonable assistance to ECOS during compliance reviews, audits or investigations.

### **3. BUSINESS ETHICS AND INTEGRITY**

Suppliers shall conduct business honestly, fairly and professionally.

Suppliers shall not engage in bribery, corruption, fraud, money laundering, falsification of records, misrepresentation, or any other unethical business practice. No Supplier shall directly or indirectly offer, promise, request or accept any improper payment, benefit or advantage in connection with business dealings involving ECOS.

Suppliers shall maintain accurate books, records, invoices and supporting documents relating to services provided to ECOS and shall promptly notify ECOS if they become aware of any actual or suspected misconduct that may affect ECOS, its customers or its business operations.

### **4. GIFTS AND HOSPITALITY**

Suppliers shall not offer or provide cash, cash equivalents or any benefit intended to improperly influence a business decision.

Reasonable and infrequent business courtesies of nominal value may be exchanged where permitted by law and where such courtesies are transparent, appropriate and not intended to create any obligation or influence any business decision.

### **5. HUMAN RIGHTS AND FAIR EMPLOYMENT**

Suppliers shall treat their employees with dignity and respect and comply with applicable labour and employment laws.

Suppliers shall not employ child labour, forced labour, bonded labour or engage in any form of human trafficking or any other form of modern slavery. Suppliers shall provide a workplace free from unlawful discrimination, harassment and abusive conduct and shall comply with applicable laws relating to wages, working hours and employee welfare.

## **6. HEALTH, SAFETY AND ENVIRONMENT**

Suppliers shall conduct their operations in a manner that protects the health and safety of employees, customers, visitors and other persons who may be affected by their activities.

Suppliers shall maintain a safe working environment, take reasonable precautions to prevent accidents and injuries and comply with applicable environmental, health and safety laws.

Suppliers should use resources responsibly, minimise waste, reduce environmental impact where reasonably practicable and conduct operations in an environmentally responsible manner

## **7. TRANSPORTATION AND MOBILITY SERVICE PROVIDERS**

Suppliers providing transportation, chauffeur, fleet management or vehicle related services to ECOS shall additionally ensure that:

All vehicles deployed for ECOS assignments possess valid registrations, permits, insurance policies, fitness certificates and pollution control certificates as required under applicable law.

Drivers possess valid driving licences and are suitably qualified and verified for the services being performed.

Drivers comply with applicable road safety laws and maintain professional conduct while providing services.

No vehicle is operated by any driver under the influence of alcohol, narcotics or any substance that may impair safe driving.

Any accident, safety incident, regulatory violation or customer complaint relating to services provided to ECOS is reported promptly to ECOS and appropriate corrective action is taken.

Suppliers shall ensure that vehicle related statutory documents remain valid throughout the period of engagement with ECOS.

## **8. DATA PRIVACY AND CONFIDENTIALITY**

Suppliers shall protect confidential information received from ECOS and use such information only for legitimate business purposes connected with the services being provided.

Suppliers shall comply with applicable data protection, privacy and cybersecurity laws and implement reasonable safeguards to prevent unauthorized access, disclosure, loss, misuse or alteration of information.

Any actual or suspected data breach, cybersecurity incident or unauthorized disclosure involving ECOS information or customer data shall be reported to ECOS immediately upon becoming aware of the same.

## **9. TAX AND STATUTORY COMPLIANCE**

Suppliers shall comply with applicable tax and statutory requirements, including but not limited to GST, PF, ESIC, Income tax and other relevant regulations. Supplier must maintain valid registrations, file applicable returns and make timely payment of taxes and statutory dues.

Suppliers shall issue legally compliant invoices and maintain records necessary to support transactions with ECOS.

ECOS reserves the right to conduct reasonable compliance reviews or audits, either directly or through authorised representatives, upon prior notice to the Supplier.

## **10. CONFLICT OF INTEREST**

Suppliers shall avoid situations that create an actual or perceived conflict of interest in relation to their dealings with ECOS. This includes any personal, familial, financial or business relationship with any director, employee or representative of ECOS that may influence business decisions.

Any relationship, financial interest or other circumstance that may influence, or appear to influence, business decisions involving ECOS shall be promptly disclosed to ECOS.

## **11. OBLIGATIONS OF SUPPLIERS**

Suppliers shall ensure that the Supplier Code is communicated to their employees, subsidiaries, business partners and subcontractors involved in providing services to ECOS in the language known to them and that they abide by the same. Compliance with the Supplier Code is required in addition to any other obligations in any agreement a Supplier may have with ECOS. Suppliers shall remain responsible for ensuring compliance with this Code by their subcontractors and business partners engaged in connection with services provided to ECOS.

ECOS reserves the right to conduct audits with prior intimation to Suppliers. Without limitation, such audits may include Environmental, Social, Governance (ESG) parameters, Sustainability, Social compliance, Modern Slavery, Information security, Business continuity, applicable Statutory and regulatory compliances and adherence to other contractual commitments.

## **12. REPORTING CONCERNS**

Suppliers are encouraged to promptly report any suspected or actual fraud, bribery, corruption, unethical conduct, conflict of interest, safety violation, data breach, cybersecurity incident, regulatory non-compliance, or any other serious misconduct relating to ECOS's business.

Such major concerns may be reported at [peoplehotline@ecosmobility.com](mailto:peoplehotline@ecosmobility.com) or through the Whistle blower Mechanism established by ECOS. ECOS will endeavour to treat all reports confidentially and prohibits retaliation against any person who raises a concern in good faith.

Any actual or suspected data breach, cybersecurity incident, or unauthorized access to ECOS information or customer data shall be reported to ECOS immediately and, in any event, within 24 hours of becoming aware of the same.

## **13. NON-COMPLIANCE**

Failure to comply with this Code may result in corrective action, audit, suspension of services, withholding of payments where contractually permissible, or termination of the business relationship in accordance with the applicable agreement and law.

Nothing in this Code limits any rights or remedies available to ECOS under applicable contracts or law.



## **ACKNOWLEDGEMENT**

We confirm that we have read and understood the ECOS's Supplier Code of Conduct and agree to comply with its requirements.

We further confirm that, to the best of our knowledge, no actual conflict of interest exists in relation to our business dealings with ECOS. If any such conflict arises in the future, we shall promptly disclose the same to ECOS.

We acknowledge that compliance with this Code forms an integral part of our business relationship with ECOS.

Name of Supplier: \_\_\_\_\_

Authorized Signatory: \_\_\_\_\_

Designation: \_\_\_\_\_

Signature & Stamp: \_\_\_\_\_

Date: \_\_\_\_\_