



**SUPPLIER CODE OF
CONDUCT**
CG/T/8.4/01

T&G Lanka (Pvt) Ltd
Free Trade Zone,
Katunayake – 11420,
Sri Lanka

SUPPLIER CODE OF CONDUCT

T&G LANKA (PVT) LTD

As a part of our business sustainability efforts, T&G Lanka (Pvt) Ltd have developed the Code of Conduct (“the Code”) to ensure that all of our business partners, suppliers, and manufacturers meet our basic expectations of doing business related to legal requirements, health & safety requirements, human rights, and environmental management. These standards are based on well-respected and recognized international standards, including the International Labour Organization, United Nations Universal Declaration of Human Rights, and industry best practices.

Compliance with these standards is an expectation of doing business with T&G Lanka (Pvt) Ltd, as the Code defines the minimum standards that we ask our suppliers and their sub-tier suppliers or sub-contractors (“the Supplier”), to respect and adhere to.

T&G Lanka (Pvt) Ltd seeks to develop and strengthen partnerships based on a shared commitment of transparency, collaboration, and mutual respect. We recognize that our suppliers are independent businesses and the exclusive employers of their workers. However, the actions of our business partners can be attributed to T&G Lanka (Pvt) Ltd, affecting not only our reputation, but the level of trust we have worked hard to earn from partners, and customers. While T&G Lanka (Pvt) Ltd appreciates that our suppliers operate in a variety of different legal, geographical, and cultural environments we expect all Suppliers to comply with the Code, and hope that our Suppliers will strive to exceed these standards.

The standards of this Code are in addition to, and not in lieu of, the provisions of any legal agreement or contract between a supplier and T&G Lanka (Pvt) Ltd. The following five categories encompass the Code of Conduct.

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01. BUSINESS INTEGRITY

T&G Lanka (Pvt) Ltd is committed to the highest standards of business integrity. We do not tolerate any practice that is inconsistent with the principles of honesty, integrity and fairness, anywhere we do business.

A. Compliance with Law

Suppliers' business activities shall comply with all applicable laws and regulations in the countries and jurisdictions in which they operate. This Code applies to activities in the locations where suppliers' goods are produced, where any related services are performed, and where the goods enter the supply chain.

B. Bribery

There is a prohibition of any and all forms of bribery, corruption, extortion or embezzlement and there are adequate procedures in place to prevent bribery in all commercial dealings undertaken by the supplier.

C. Conflicts of Interest

Suppliers will disclose to T&G Lanka (Pvt) Ltd any situation that may appear to be a conflict of interest, and disclose if a worker from one of their family members, or a friend may have an interest of any kind in Supplier's business or any kind of economic ties with Supplier.

E. Records

The Supplier shall maintain transparent and up to date books and records to demonstrate compliance with this code and applicable governmental and industry regulations.

F. Intellectual Property

Supplier respects the intellectual property rights of others. Supplier takes appropriate steps to safeguard and maintain confidential and proprietary information or trade secrets of T&G Lanka (Pvt) Ltd and uses such information only for the purposes authorized for use by T&G Lanka (Pvt) Ltd.

G. Additional Standards

In addition to this Code, the Supplier is bound to any additional requirements as applicable to the materials or services to be delivered to T&G Lanka (Pvt) Ltd.

02. HUMAN RIGHTS

T&G Lanka (Pvt) Ltd expects our suppliers to conduct their activities in a manner that respects human rights.

A. Voluntary Labour

Supplier employs all workers on a voluntary basis free from any threat of violence, threats of criminal penalty, and restrictions on freedom of movement. Supplier shall not use any prison, slave, bonded, forced, indentured, or debt induced Labour, or engage in any other forms of compulsory Labour, or any other forms of slavery or human trafficking.

B. Child Labour

Under no circumstances will supplier employ the child labour as specified by the local law/ UN global compact.

C. Freedom of Association

Suppliers shall respect the rights of workers to associate or not to associate with any group, as permitted by and in accordance with all applicable laws and regulations.

D. Employment Practices

The supplier shall only employ workers who are legally authorized to work in their facilities and are responsible for validating workers' eligibility to work through appropriate documentation. All workers shall be free to leave work or terminate their employment upon reasonable notice.

E. Worker Documentation

Supplier does not require workers to deposit original identification documents, travel documents or any other personal legal documents upon commencing employment with Supplier.

F. Migrant Labour

Supplier recognizes the unique legal, social, and cultural situations that migrant workers face and will ensure that such workers are treated with dignity, respect, and in accordance with the same standards as apply to other workers.

G. Privacy

The Supplier shall respect the privacy rights of its workers whenever it gathers private information or implements worker monitoring practices.

H. Recruitment & Security

Supplier shall ensure that if third-party recruitment agencies are used, they are compliant with the provisions of this Code and the law. Suppliers recruiting foreign contract workers either directly or through third party agencies shall be responsible for payment of all recruitment-related fees and expenses and provide the adequate security.

03. HEALTH AND SAFETY

T&G Lanka (Pvt) Ltd expects the Suppliers operations, facilities, and procedures to protect and promote worker health and safety.

A. Workplace Environment

The Supplier shall provide its workers with a safe and healthy working environment. At a minimum, potable drinking water, adequate lighting, temperature, ventilation, sanitation facilities, and personal protective equipment must be provided together with equipped work stations at no cost. In addition, facilities must be constructed and maintained in accordance with the standards set by applicable laws and regulations.

B. Hazardous Materials & Product Safety

The Supplier shall identify hazardous materials, chemicals and substances, and ensure their safe handling, movement, storage, recycling, reuse and disposal. Supplier shall comply with material restrictions and product safety requirements set by applicable laws and regulations. Suppliers shall ensure that key workers are aware of and trained in product safety practices.

C. First Aid

Supplier shall establish and maintain appropriate first aid equipment at the facility and make it available to workers at all times. The location of the equipment shall be prominently marked and communicated to workers. Supplier maintains records of health and safety training and accidents and injuries at the workplace.

D. Emergency Preparedness

The Supplier shall be prepared for emergency situations. This includes worker notification and evacuation procedures, emergency training and drills, appropriate first-aid supplies, appropriate fire detection and suppression equipment, and adequate exit facilities. The Supplier shall regularly train workers on emergency planning, responsiveness as well as medical care.

04. ENVIRONMENTAL MANAGEMENT

T&G Lanka (Pvt) Ltd requires its Suppliers to comply with all applicable legal environmental requirements and demonstrate continual improvement of its environmental performance.

A. Environmental Permits & Reporting

The Supplier shall make sure that it obtains, keeps current, and follows the reporting guidelines of all the required environmental permits and registrations to be at any time legally compliant.

B. Resource Consumption, Pollution Prevention & Waste Minimization

The Supplier shall optimize its consumption of natural resources, including energy and water. Supplier shall implement and demonstrate sound measures to prevent pollution and minimize generation of solid waste, wastewater and air emissions. Prior to discharge or disposal, supplier shall characterize and treat wastewater, chemical waste and solid waste appropriately and according to applicable laws and regulations.

C. Measurement & Monitoring

Supplier shall continuously monitor, and disclose to T&G Lanka (Pvt) Ltd, their energy and natural resource usage, emissions, discharges, and disposal of wastes and take a progressive approach to minimize negative impacts on the environment.

D. Training

Supplier shall ensure that adequate training is provided to all personnel on environmental policies and procedures to ensure effective implementation and compliance.

05. COMMUNICATION AND REPORTING

Suppliers shall take appropriate steps to ensure the principles of this Code are communicated to their workers. Suppliers shall also take appropriate steps to ensure the principles of this Code are adopted and applied by their workers, suppliers, agents, and contractors.

A. Documents & Records

Suppliers shall maintain accurate and transparent documents, records and accounts to demonstrate compliance with applicable laws and regulations and this Code.

B. Audits & Assessments

T&G Lanka (Pvt) Ltd reserves the right to audit compliance with this Code. Audits can be facility inspections that include interviews and a review of supplier records and business practices. Such audits are conducted by T&G Lanka (Pvt) Ltd or its appointed partner. If an audit identifies a violation of this Code, suppliers shall act promptly to correct the situation to T&G Lanka (Pvt) Ltd satisfaction, with a corrective action plan.

C. Reporting

Suppliers are responsible for prompt reporting of actual or suspected violations of law, this Code, and any contractual relationship with T&G Lanka (Pvt) Ltd. This includes violations by any worker or agent acting on behalf of either the supplier or T&G Lanka (Pvt) Ltd. You may report a violation via e-mail using the following address: info@tglanka.lk or by phone at +94 11 225 21 33.

D. Origin

The supplier shall be capable to disclose all the potential sources of primary origins (country of origin) associated with goods and services. T&G Lanka (Pvt) Ltd reserves the right to ask the supplier to create, at a point of time, full supply chain mapping back to origin to facilitate assessment of upstream supply chain compliance.

F. Communication & Trainings

Suppliers must inform workers about the expectations contained in this Code. This includes prominently posting the Code in the workplace in an area accessible to workers, conducting group or individual meetings to review and explain the Code, distributing explanatory pamphlets to workers, or communicating through on-line channels.



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