



AWARENESS TRAINING

BUSINESS ETHICS & SUPPLIER CODE OF CONDUCT



WHAT IS ETHICS?



- The moral principles and standards of behaviour that an individual applies in their personal and professional life

- It is the code of conduct that an individual adheres to, and it is based on their values and beliefs.

WHAT DOES CODE OF CONDUCT PROVIDES:

COC is standard set of guidelines and expectations for employees's behaviour and actions while at work, which helps maintain a professional and ethical work environment.





BIG QUESTION OF SHOULD I ?



PLEASE DO CHECK BY ASKING YOURSELF, IF EVER IN DOUBT ABOUT A COURSE OF CONDUCT



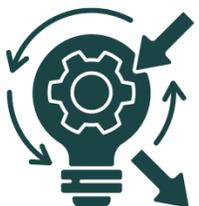
Is it Ethical?



Is it consistent with the code



Is it legal?



How will it reflect on me and the company

Vedanta Values



Trust



Entrepreneurship



Innovation



Excellence



Integrity



Care



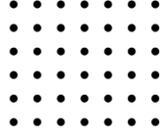
Respect



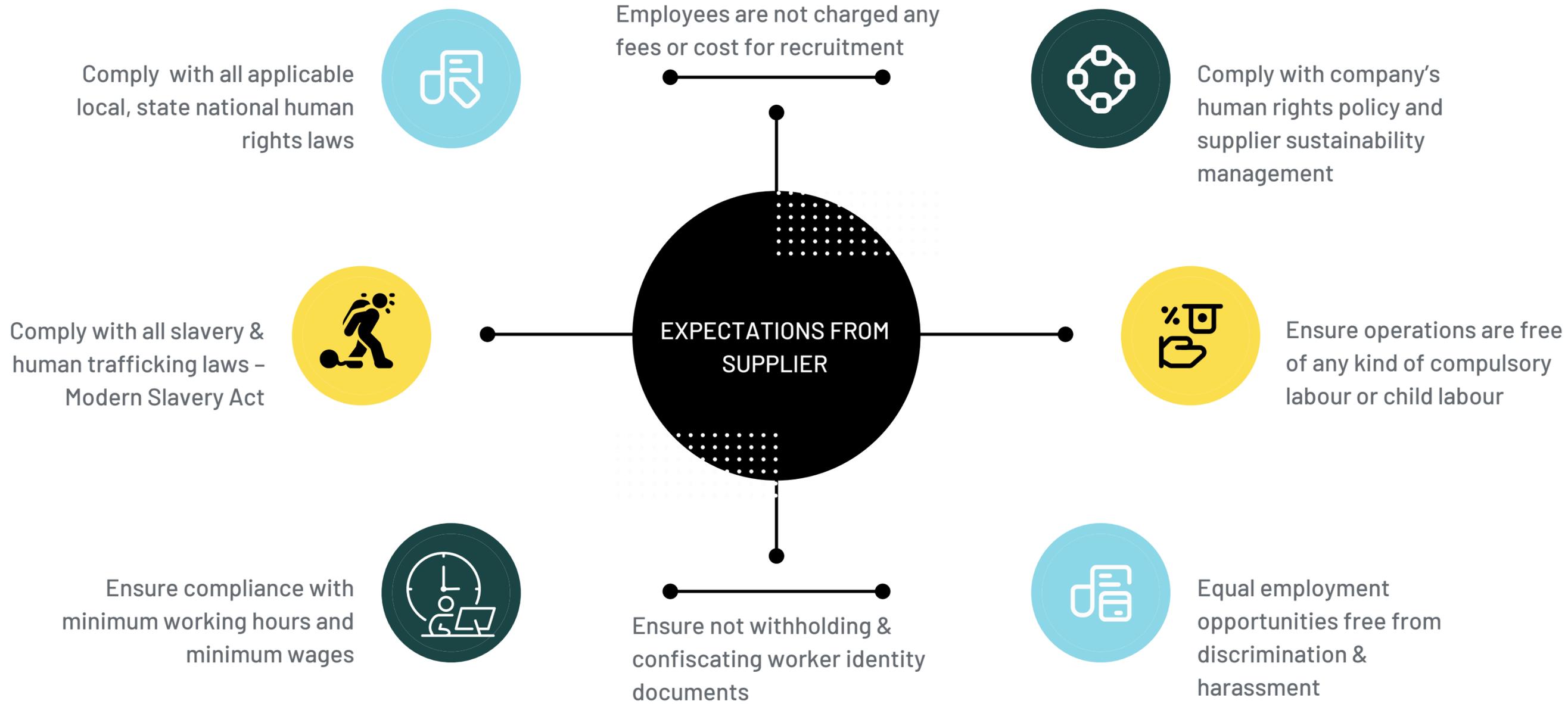
VEDANTA SUPPLIER CODE OF CONDUCT



LABOR & HUMAN RIGHTS



LABOR LAWS ARE IMPORTANT IN THE BUSINESS WORLD BECUSE THEY ENSURE THAT EMPLOYEES ARE TREATED FAIRLY, AND THEIR RIGHTS ARE UPHELD IN THE WORKPLACE. THESE LAWS ALSO HELP TO ENSURE THAT EMPLOYEES ARE PROPERLY COMPENSATED FOR THIER SKILLS AND CONTRIBUTIONS



HSE & ESG Expectations from Suppliers

- 1. Provide a safe & healthy working environment
2. Comply with applicable working condition laws
- Supplier shall follow all health, safety & environment policies in place while executing any work at company site
- Shall follow all laws of the land while executing any work at company's site
- Suppliers should adopt sustainability practices in their operations.



Gifts, Entertainment & Hospitality



Do not send gifts/ entertainment means in exchange of any business/services/confidential information etc. to derive any benefit conflicting with the interest of the Company.



Shall not offer hospitality for the purpose of obtaining any advantage, order or undue favor.



Report if any such unethical requests are made by any Vedanta employee/other Suppliers.

INSIDER TRADING



If the supplier becomes aware of material, non - public information relating to HZL or its business

Do not trade (buy/sell) in company securities

Engage in other action to take advantage of that information, including passing it to others

Make necessary disclosures within prescribed timelines

Be aware of consequences management in case of any compliance

- **Adhere to all applicable laws and regulations**
- **Merit shall be the sole attribute of association with vedanta.**
- **Report any unethical activity or discrimination if practiced by vedanta employee/ other suppliers**



- **Do not enter into a financial or any other relationship with a vedanta employee that creates any potential conflict of interest.**
- **Desist from any unfair or any anti competitive trade practices.**

Whistler Blower (WB) Policy

It is our Duty to report concern and suspicions in respect to:

- A violation of the law.
- Conduct that might be a violation of the law.
- Questionable conduct that might indicate a violation

Report to:

- An employee's supervisor unless the employee suspects that the supervisor has participated in or condoned the violation.
- A member of the Law Department.
- The Compliance Hotline.
- Group Head – Management Assurance

if you
SEE | **SAY**
something | something™

Complain Hotline*

- hzi.whistleblower@vedanta.co.in
- **vedanta.ethicspoint.com**
- **Telephone (India) +91-22-66461000**

* This is NOT Emergency or Customer Helpline

Your reports to the Complain Hotline will be confidential if you request so.

VENDOR GRIEVANCE PORTAL



SALIENT FEATURES OF POLICY

- A foundation for fair and unbiased resolution of disputes
- Define the Business partner Grievance Redressal Mechanism
- Act as reference for confidentiality management and conflict management to the BPs.



Grievance Redressal mechanism policy for all our Business partner through “**ROBOS- Mobile App**”.

This app-based Grievance Redressal initiative of HZL reinforces our current focus on digitalization which aims to leverage technology to maintain the Interface with the highest integrity.

vedanta
transforming for good

HINDUSTAN ZINC
Zinc & Silver of India

Taking a Step Towards Greater Transparency

Hindustan Zinc's Grievance Redressal Mechanism goes Digital with Robos

USING ROBOS

- Vendors can register their grievances by using their existing login ID & password of ROBOS. Upon receipt of the grievance, our efficient grievance response committee will address the concerns
- For closure of the grievance, a written confirmation will be provided to notify the Grievance Raiser and feedback will be taken for successful closure
- Empowering our vendors and easing their engagement through a single window portal



Hello Ms. R. This is Mr. P from ABC MNC. Just wanted 5 min of your time.



Mr. P, Hello! Yes I'm free, please tell me.



I got to know that you have also submitted your bid for recent tender at XYZ company. However I feel that your quote is very less, it should be almost 10% higher looking at the services requested.



Oh! But Mr. P we think that our quote was justified and good enough looking at the long term engagement with XYZ company.



Ms. R I insist you to reconsider. Such low prices will not be beneficial for any of us. I assure you that if we both work together, both of our companies will get good profits.



Alright Mr. P, give me some time and I'll get back to you.

What should be the Ms. R's course of action ?



Hello Sir, This Ms. X from Sales. Am I speaking to Mr. Y?



Yes, Mr. Y speaking. Tell me, what's the matter?



Sir, I wanted to convey that outstanding payments from ABC Corp is still not cleared. It's been four months and we got to know that our invoices are not getting approved.



Did you get in touch with the concerned person from ABC Corp.? Last time they told there was issue with supporting documents.

Yes Sir, I spoke to them multiple times. All the requirements were fulfilled including the supporting documents. Still I'm not getting proper response even after multiple follow-ups. Invoices were rejected thrice without proper justification.



Okay. Please forward me relevant communications. Let me see what I can do.

What would you do in same situation?

**THANK
YOU!**