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## Supplier Code of Conduct (SCoC)

### Introduction

The Tractors and Farm Equipment Limited (TAFE) Brand is synonymous with trust and reliability. One of TAFE's core values revolves around building long-term relationships with stakeholders. TAFE articulates clear principles in its SCoC, ensuring that suppliers align their business practices with TAFE's standards.

### Objective

This SCoC outlines essential responsibilities for TAFE's suppliers and third-party intermediaries regarding stakeholders and the environment. TAFE reserves the right to reasonably modify these requirements as needed.

## 1. Fundamental Principles and Conduct Regulations

### 1.1. Integrity

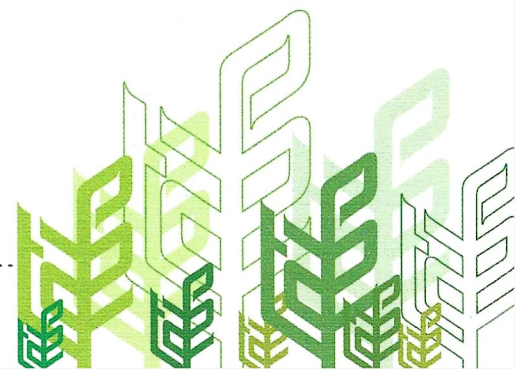
Integrity at TAFE involves aligning all business practices and professional conduct with its core values and principles of ethical behavior. TAFE expects suppliers to comply with relevant laws and values. Maintaining long-term relationships with third parties requires adherence to TAFE's SCoC, ensuring protection against liabilities for TAFE and its employees.

### 1.2. Transparency, trust, and cooperation

TAFE values fairness and reliability in partnerships. We prioritize transparency with our suppliers because it builds trust, essential for successful cooperation. We expect our suppliers to uphold the same standards. Responsible collaboration means transparent actions and decisions, fostering mutual acceptance. Transparency also entails open communication and honesty in addressing issues. TAFE expects integrity from all suppliers, avoiding conflicts of interest that could impact business relationships negatively.

### 1.3. Compliance with applicable laws

TAFE respects and complies with all local, national, and international laws and regulations, which are fundamental to its long-term economic success. Violations can cause substantial harm and have serious consequences for TAFE, employees, business partners, and stakeholders. TAFE strictly prohibits violations and requires its suppliers to equally adhere to all applicable laws, regulations, and rules.



#### 1.4. Handling TAFE's assets with due care

TAFE expects that if any items of TAFE property are placed at supplier's disposal, such as machines, tools, software, data, or intellectual property, suppliers handle them in a responsible manner and protect them against unauthorized access.

#### 1.5. Proper conduct in public

TAFE expects its suppliers to refrain from making any statements or comments about TAFE (either publicly or on social media) and from using TAFE's logo for their purposes without approval from TAFE's Supplier relationship department.

## 2. Expectations from Suppliers

Sustainability is integral to TAFE's values and practices. We expect our suppliers and business partners to adhere to the following core principles of corporate responsibility:

### 2.1. Environmental and Climate Action

- TAFE expects its suppliers to actively work towards reducing GHG emissions, energy, water, and waste consumption, and air pollution across all business functions. Suppliers should prioritize prevention methods such as renewable energy and waste minimization.
- TAFE encourages its suppliers to have Environmental Management Systems Certification aligned with national or international standards.
- TAFE expects its suppliers to incorporate management-level oversight on environmental initiatives and formulate environmental policies aimed at minimizing environmental impact.
- Suppliers of TAFE are prohibited from illegally treating or disposing of any waste.
- TAFE reserves the right to request GHG emissions (Scope 1, 2, 3) data and other environmental-related data from its suppliers.
- TAFE recommends that its suppliers obtain ESG ratings from third-party agencies (e.g.: EcoVadis, CDP) for enhancing transparency and credibility in their ESG practices
- TAFE expects its suppliers to comply with applicable standards on environmental protection, whether local or international.

### 2.2. Human Rights

- TAFE expects its suppliers to adopt a policy of zero tolerance for human rights violations.
- Suppliers are expected to respect the personal dignity, privacy, and rights of each individual at workplace.
- Suppliers are expected to promote equal opportunities for and treatment of their employees irrespective of skin color, race, nationality, social background, disabilities, sexual orientation, political or religious





conviction, sex, or age.

- Suppliers are expected to refuse to employ anyone below the legal minimum age as required by national laws and regulations and restrict child labor practices.
- Suppliers are expected to refuse to employ or make anyone work against his will and restrict forced labor practices.
- Suppliers are expected to refuse to tolerate any unacceptable treatment of employees, such as mental cruelty, sexual harassment or discrimination and prohibit behavior including gestures, language, and physical contact, which is sexual, coercive, or threatening.
- Suppliers are expected to provide fair remuneration and guarantee the applicable national statutory minimum wage.
- Suppliers are expected to comply with the maximum number of working hours laid down in the applicable laws.
- Suppliers are expected to recognize, as far as legally possible, the right of free association of employees and to neither favor nor discriminate against members of employee organizations or trade unions.
- Suppliers are expected to conduct CSR initiatives to contribute to human capital development in their local community.

### 2.3. Workplace Health & Safety

- Suppliers are expected to comply with all relevant laws and regulations, conduct internal risk assessments, provide appropriate personal protective equipment (PPE) where needed, and implement emergency plans including drills.
- Suppliers are expected to provide a suitable working environment for employees using the corresponding diligence and observance of legal requirements, stipulations, and recommendations and/or requesting this working environment in the supply chain.
- Suppliers are expected to formulate necessary Occupational Health & Safety (OHS) policies to ensure a safe working environment, incorporate management-level oversight on OHS, implement necessary monitoring mechanisms, continuously improve their OHS performance, and attain OHS Management Systems that may conform to national or international standards.
- Suppliers are expected to take particular care in the case of female, and persons with disabilities (PWD).
- Suppliers are encouraged to enhance the skills of their workforce.

### 2.4. Gifts, invitations, and other benefits

- Suppliers are expected not to offer TAFE employees or third parties any inappropriate benefits,



including but not limited to gifts of precious metals, jewelry, gift vouchers, coins, clothing, utility items, utensils, travel, holidays, other monetary instruments, or cash, in order to unduly influence them. Any attempt, or awareness of an attempt, to press for the acceptance of such inappropriate benefits should be immediately reported to TAFE.

- Compliments and gifts from suppliers to TAFE personnel should be limited to eatables, office items, and stationery. These items should be branded with the identity of the presenting organization. Unmarked items should be avoided.

## 2.5. Responsible Sourcing

- Suppliers are expected to responsibly source materials crucial to TAFE's industries, adhering to ethical and sustainability standards, laws, and regulations.

## 2.6. Taxes and customs

- TAFE expects its suppliers to adhere to taxation laws and customs regulations of the country where they are operating.

## 2.7. Handling of Information

- TAFE expects its suppliers to safeguard information against misuse, loss, destruction, and manipulation.
- TAFE expects its suppliers to protect and respect personal rights, ensuring adherence to applicable regulations and laws, especially concerning the handling of personal data, using appropriate measures.
- Data processed in IT systems must be protected to the highest possible standard, meeting or exceeding legal requirements.

## 2.8. Protection of data, business & TAFE's assets

- Suppliers should observe all laws in force to protect the personal data of employees, customers, suppliers, and other concerned parties.
- Suppliers must respect TAFE's tangible and intangible assets and do not use them for unfair or non-business purposes.
- Suppliers must ensure that their employees as well as any third parties they commission in the business relationship (such as subcontractors or representatives) neither damage nor misuse TAFE assets, i.e., use these assets contrary to TAFE's interests.
- Suppliers must respect the know-how, patents, trade, and business secrets of TAFE and third parties and do not pass such information on to third parties without the express prior written consent of TAFE or in a way that is otherwise inadmissible.



## Monitoring and Remedial Actions

TAFE actively monitors suppliers for compliance with the SCoC. This includes requesting documentation and conducting onsite audits through authorized representatives. Suppliers found in violation are required to implement corrective action plans. TAFE reserves the right to terminate relationships with non-compliant suppliers.

## Reporting & Contact person

Improper behavior at TAFE is actively addressed. Employees and external agents are encouraged to report concerns without fear of retaliation. Retaliation against suppliers who report in good faith is prohibited. If a supplier becomes aware of or witnesses improper behavior by their employees or by employees of the TAFE Group, they must notify TAFE through email at [cocp@tafe.com](mailto:cocp@tafe.com).

The supplier hereby acknowledges that it has received the Code and agrees that all its current or future employees, subsidiaries, and the employees of its subsidiaries, dealing with one or more entities of the TAFE Group will receive the Code and will comply with all its terms.

## Policy Review Mechanism

This Policy is reviewed periodically by the relevant stakeholders/department and may be amended or modified based on any subsequent changes to applicable regulations or when deemed necessary to enhance our approach and commitment to supplier code of conduct.

**Company Name:**

\_\_\_\_\_

**Stakeholder Name:**

\_\_\_\_\_

Place & Date: \_\_\_\_\_

Signature: \_\_\_\_\_

**Issuing Authority:**

  
\_\_\_\_\_

**Swithun Manoharan**  
President – Supply Chain

