



REIA India

Supplier Code of Conduct

This Code sets out the standards of behaviour REIA India expects suppliers to meet when doing business with us. REIA India expects suppliers to read, understand and comply with these standards and to ensure that any authorised sub-contractors comply with the minimum standards set out in this Code.

This Code is effective from 1 December 2021.



Compliance with Code

When assessing and appointing suppliers, REA India's procurement team will take into account the ability of suppliers to adhere to this Code. This will happen whether or not the Code has been formally incorporated into a supplier's contract. If REA India's contract with you sets out more specific requirements, then this Code supplements those provisions.

REA India may at any time audit a supplier's compliance with the Code, with the supplier's co-operation.

Where a supplier becomes aware of a breach of this Code, REA India must be notified as soon as practicable, with remediation occurring on a timely basis.

Material non-compliance may result in the termination of the supplier's business relationship with REA India.

- align to the standards set out in applicable labour laws and as such, workers shall not be required to work for more than 9 working hours per day (including overtime), except in extraordinary business circumstances with their consent.
- not use any form of forced, bonded, compulsory labour, prison labour, slavery or human trafficking. Workers must not be required to surrender any government issued identification, passport or work permit or other personal document as a condition of employment and/or be required to pay or reimburse fees associated with their recruitment.
- not utilise child labour. The minimum age for employment or work is 18 years of age, the minimum age for employment in the relevant country, or the age for completing compulsory education in the relevant country. This Code does not prohibit participation in workplace apprenticeship programs or light work as defined by the ILO.
- not engage in or support discrimination in hiring and employment practices, including on grounds of gender, age, religion, ethnicity, race, cultural background, disability, physical features, marital relationship status, sexual orientation, gender identity and expression, pregnancy or potential pregnancy, family responsibilities, political beliefs, industrial activity, union membership, irrelevant criminal record, nor personal association with a person who possesses or is thought to possess any of these attributes.
- not use violence, threats of violence or other forms of physical coercion or harassment.

Workers' Rights and Human Rights

Suppliers must:

- comply with all laws in the countries where they operate, including laws relating to wages and benefits (including minimum wages, overtime pay and superannuation).
- respect workers' freedom of association, recognise and protect their right to collective bargaining and to form, join and administer workers' organisations, all as permitted by applicable law.
- pay workers in a timely manner.
- not use deductions from wages as a disciplinary measure.



Health and safety

Suppliers must comply with relevant workplace and product health and safety laws, maintain a safe work environment and ensure their workers understand and follow health and safety policies, standards and procedures that apply to their work.

Environmental considerations

Suppliers must minimise adverse environmental impacts of their operations, products and services. Suppliers shall work to reduce the use of raw materials and work towards the elimination, substitution, re-use and recycling of materials and solid waste.

Privacy

Suppliers must:

- comply with all applicable privacy laws, including the Information Technology Act (2000), or equivalent legislation in other countries where they operate.
- maintain adequate processes and procedures to monitor compliance with privacy laws.
- adopt appropriate technical and organisational measures to secure personal information from unauthorised access, use or disclosure and to detect data breaches.
- immediately notify REA India of any data breach affecting REA India data.

Business Integrity

Suppliers must:

- comply with applicable anti-bribery and anti-corruptions laws and must have adequate policies and procedures in place to monitor compliance with such laws.
- respect the intellectual property rights of REA India. Technology transfer must be handled in a manner which protects intellectual property rights.

Definitions

In this document:

Code: means this REA India Supplier Code of Conduct.

REA India: means REA India Pte Ltd and its subsidiaries.

Supplier: means any entity that supplies goods or services to REA India anywhere in the world

Worker: includes employees, contractors, agency, migrant and temporary staff of the supplier and of its related entities.

