

Welcome to Alembic Pharmaceutical's Supply Chain. We are happy to be associated with you, in delivering value to all our stakeholders.

Together we commit to clean environment and build a sustainable world, by endorsing this Code of Conduct, further pledge to abide by the same.

## **SUPPLIER CODE OF CONDUCT**

**Supplier / Vendor / Contractor / Consultants / Agents**

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This supplier code of conduct is a reflection of the values and vision of **Alembic Pharmaceuticals Ltd.** By following this supplier code of conduct, our associates can demonstrate their commitment to ethical business practices, social responsibility, and customer satisfaction. This is an attempt to also help build trust, loyalty, and partnership between our associates.

### **ALEMBIC PHARMACEUTICALS LIMITED**

REGD. OFFICE : ALEMBIC ROAD, VADODARA - 390 003. INDIA • TEL : +91-0265-2280550 • FAX : +91-0265-2282837  
Website : [www.alembicpharmaceuticals.com](http://www.alembicpharmaceuticals.com) • E-mail : [alembic@alembic.co.in](mailto:alembic@alembic.co.in) • CIN: U24230GJ2010PLC061123

## Preamble

This *Code of Conduct* aims to provide concrete examples on key expectations and good practices from our external associates like the vendors, suppliers and contractors to provide clarification on how suppliers can implement the principles set forth by the organization. This document outlines the ethical and legal standards that suppliers of **Alembic Pharmaceuticals** are expected to follow. It is a way of ensuring that the suppliers share the same values and principles.

We understand the potential impact our operations have on environment, and have pivoted initiatives on energy, waste, water, clean environment and emissions management. We responsibly practice our procurement, operations, and discharge, across all our activities.

*We welcome each one of you to work hand in hand in this journey, and make this world a sustainable place to live and work for the present and future generations.*

## Scope

This code of conduct applies to all suppliers, vendors, contractors, consultants, agents, and other third parties that provide products, services, or support to **Alembic Pharmaceuticals** or its affiliates. This code of conduct also applies to the employees, subcontractors, and sub-suppliers of these parties.

## Key Expectations

- **Quality and safety**
- Suppliers should provide products and services that meet the quality and safety requirements of the pharmaceutical companies and the regulatory authorities. They should also adapt to best practices of the industry like GMP, GDP, GLP, GCP, GVP etc as applicable.
- Suppliers should ensure that their products and services are safe, effective, and reliable for their intended use. They should also ensure that their products and services are properly labeled, packaged, stored, transported, and disposed of in accordance with the applicable standards and regulations.
- Suppliers should promptly notify **Alembic Pharmaceuticals** of any quality or safety issues, defects, recalls, or adverse events related to their products or services. They should also cooperate in investigating and resolving any such issues.
- All associates must implement an appropriate risk mitigation strategy and controls exposures in compliance with applicable standards to As Low As Reasonably Practicable (ALARP).

- Physically demanding tasks and conditions in the workplace as well as risks associated with infrastructures used shall be adequately managed to protect their employees.
- Provide safe workplaces, workstations and work equipment by adequate maintenance and necessary technical protective measures to mitigate risks and to prevent accidents and occupational illnesses.
- **Human rights and labor standards**
  - Suppliers should prohibit any form of discrimination, harassment, forced labor, child labour or human trafficking in their workplaces.
  - Suppliers should respect the human rights and dignity of their workers, and provide them with fair wages, benefits, and working conditions.
  - Suppliers should comply with all applicable labor laws and regulations, such as those related to minimum wage, overtime pay, working hours, rest periods, health and safety, social security, and collective bargaining. They should also respect the right of their workers to freely associate and discuss matters with the management.
  - Suppliers should provide their workers with a safe and healthy work environment that prevents accidents, injuries, illnesses, and exposure to hazardous substances. They should also provide their workers with adequate training, equipment, and personal protective gear to perform their tasks safely.
- **Environmental protection**
  - Suppliers should minimize the environmental impact of their activities, and adopt sustainable practices such as reducing waste, emissions, energy consumption, and water use.
  - Suppliers should also comply with all applicable environmental laws and regulations, and report any environmental incidents or risks to **Alembic Pharmaceuticals**. They should also set and monitor environmental targets and indicators, and report their progress concerned authorities.
  - Suppliers should use environmentally friendly materials and technologies whenever possible, and avoid or minimize the use of hazardous substances in their products or processes. They should also ensure the proper handling, storage, transportation, and disposal of any waste or by-products generated by their activities, and prevent any contamination or pollution of the soil, water, or air.
  - Targets must be set as applicable for GHG emissions, water consumption, air emissions and energy usage etc. A process to monitor and measure the environmental impacts must be in place and effectively implemented to improve the environmental condition.
  - Our Associates are expected to be in line with Alembic Pharmaceuticals strategy towards climate change and accordingly must integrate climate protection as a core element of their business strategy.

- Suppliers, vendors and contractors are encouraged to undertake reasonable efforts to apply good purchasing requirements for renewable electricity, and increase the overall use of renewable energy on a yearly basis. Associates must also continuously improve energy efficiency in their operations.
- **Business ethics and integrity**
  - Suppliers should conduct their business with honesty, transparency, and accountability. They should avoid any conflicts of interest, corruption, bribery, fraud, or other illegal or unethical practices. Our associates will conduct their business in line with fair competition and in accordance with all applicable anti-trust laws.
  - All promotional materials used must be consistent with the product information currently approved by the pertinent authority in the country of operation, and must be periodically reviewed and updated. Customers and the general public must be provided with clear information about the environmental and safety aspects of their products.
  - While interacting healthcare professional or organizations nothing shall be offered or provided in a way that has an inappropriate influence on practice.
  - Our associates and their employees or representatives will exercise appropriate behavior including unlawful discussions with competitors about price, costs, terms or contract conditions, at all times in their business dealings. Appropriate controls must be exercised to prevent insider trading of information.
  - Expected to disclose any conflict of interest or undue influence to gain business with Alembic Pharmaceuticals.
- **Compliance and monitoring**
  - Suppliers should adhere to the supplier code of conduct and all applicable laws, rules, and regulations in their operations. They should also cooperate with the pharmaceutical companies in verifying their compliance through audits, assessments, or investigations. They should also report any violations or concerns to the appropriate authorities.
- **Disclosure and Confidentiality**
  - Suppliers, vendors and contractors shall maintain documentation necessary to demonstrate conformance with this Code of Conduct, and also respect confidentiality of information shared with other entities.
  - As a minimum records like internal and external audit findings, inspections, injury and illness, wages and benefits, working hours, worker complaints, performance evaluations, trainings etc. must be maintained.

- Suppliers must ensure that Intellectual Property rights are always protected. Evidence of regulatory compliance must be always valid and available for verification.
- All personal data collected shall be processed fairly, transparently, carefully and in full compliance with the applicable legal requirements.
- Access control, backups and methods for data redundancy must be robust enough to protect digital data.
- Maintain financial and nonfinancial records accurately and truthfully.

**Dated: 1<sup>st</sup> June 2024**



**Head of Supply Chain**

# CODE OF CONDUCT

## Supplier / Vendor / Contractor / Consultants / Agents

I/We, \_\_\_\_\_, acknowledge that I/We have been provided with the opportunity to read the Alembic Pharmaceuticals Code of Conduct.

I/We acknowledge and accept that I/We will work in accordance with this Code of Conduct and comply with the requirements and the associated policies and procedures to the best extent possible.

I/We agree to co-operate with your officials during any audit, site surveillance or survey conducted on us.

Signature:

Designation:

Company Stamp

Date:

**Please return this completed form to the supply chain Team either by hand or scan Mail id [ashish.modi@alembic.co.in](mailto:ashish.modi@alembic.co.in) / [arpit.parikh@alembic.co.in](mailto:arpit.parikh@alembic.co.in) / [sandeep.yeshi@alembic.co.in](mailto:sandeep.yeshi@alembic.co.in).**

If you have any questions about any of these policies, please contact us on 0265-663 7000.