

JITAMITRA ELECTRO ENGINEERING PRIVATE LIMITED

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SUPPLIER CODE OF CONDUCT

Jitamitra Electro Engineering Private Limited (“Jitamitra”) is committed to conducting business ethically, safely and lawfully, and expects the same of everyone in its supply chain. This Code sets the minimum standards we require of our suppliers — the same standards our own customers expect of us. Adherence is a condition of doing business with Jitamitra.

1. Purpose & Scope

- This Code applies to all suppliers, vendors, contractors, sub-contractors, service providers, agents and their employees (“Supplier”) that provide goods or services to Jitamitra.
- Suppliers must comply with this Code, all applicable laws, and the specific requirements of each purchase order. Where a Jitamitra customer imposes a stricter standard on an order, that stricter standard applies.

2. Legal Compliance & Ethics

- Comply with all applicable laws and regulations of the countries in which you operate.
- Conduct business honestly, fairly and transparently; conduct that could not stand public scrutiny is not acceptable.
- Compete fairly and comply with competition, anti-trust, and applicable trade, export and import laws.

3. Anti-Bribery, Gifts & Conflicts of Interest

- Do not offer, give, solicit or accept bribes, kickbacks, secret commissions or any improper payment or advantage, directly or indirectly, to win or retain business.
- Do not offer gifts, hospitality or entertainment to Jitamitra personnel that could influence, or appear to influence, a business decision; any courtesy must be modest, infrequent and lawful.
- Disclose promptly any actual or potential conflict of interest, including any personal or family relationship with Jitamitra personnel.

4. Labour & Human Rights

- Employment is freely chosen: no forced, bonded, trafficked or child labour.
- No discrimination or harassment; provide equal opportunity regardless of race, gender, religion, caste, origin or disability.
- Pay at least the legal minimum wage and statutory benefits, respect working-hour limits, and uphold the right to freedom of association.

5. Health, Safety & Environment

- Provide a safe and healthy workplace and comply with all applicable occupational health & safety laws, including the Factories Act, 1948.
- Store, handle and dispose of hazardous materials safely, and maintain the required MSDS and statutory permits.
- Comply with all applicable environmental laws and minimise waste, emissions and environmental impact.

6. Quality, Traceability & Genuine Materials

- Supply only genuine materials and components that meet the agreed specification, drawing and applicable standard; counterfeit, re-graded or falsely-marked material is strictly prohibited.
- Maintain full traceability and provide the required Material Test Certificates (e.g. EN 10204 Type 3.1 for critical rotating and pressure parts), with heat/cast numbers matching the material mark.
- Notify Jitamitra in advance of any change to material, process, sub-supplier or manufacturing location, and of any nonconformity that may affect delivered product.

7. Confidentiality & Intellectual Property

- Protect the confidential information, drawings, designs and data of Jitamitra and its customers; use them only to fulfil the order and neither disclose nor copy them.
- Respect intellectual-property rights and do not use Jitamitra's name, marks or drawings without written permission.

8. Records & Business Integrity

- Keep accurate and complete financial and business records; do not make or support any false record or statement.
- Comply with anti-money-laundering rules and all applicable tax and statutory obligations (GST, PF/ESI and the like).

9. Subcontracting & Supply Chain

- Ensure your own sub-suppliers and subcontractors meet this Code or an equivalent standard, and monitor their compliance throughout the contract.

10. Monitoring, Audit & Consequences

- Jitamitra may verify compliance through documentation, self-assessment, inspection or on-site audit, on reasonable notice.
- Non-compliance may lead to corrective action, recovery of losses or damages, suspension, removal from the Approved Vendor List, and termination and debarring — without prejudice to Jitamitra's other rights.

11. Raising Concerns

- Report any suspected violation of this Code, or any unethical conduct by Jitamitra personnel or another supplier, to info@jitamitrablomers.com.
- Reports are treated confidentially. Jitamitra prohibits retaliation against anyone raising a concern in good faith.

Supplier Acknowledgement

We have read, understood and agree to comply with the Jitamitra Supplier Code of Conduct, and confirm that our organisation and our sub-suppliers will uphold these standards throughout our business relationship with Jitamitra.

Supplier name & authorised representative	Designation	Signature & company seal

Place: _____

Date: