



Vendor Code of Conduct

1. Statement of principles

Foundation to Educate Girls Globally (FEGG) is committed to ethical business practices and to supporting the long-term sustainability of the global environment and the communities in which we and our donors operate. We expect our suppliers to share these commitments. To the fullest extent permitted by law, FEGG expects its suppliers to adhere to these expectations.

2. General Expectations of Vendors

Foundation to Educate Girls Globally Vendor Code of Conduct applies to companies, partnerships, and individuals supplying goods and/or services to the organization. It serves as a commitment to sustainable and ethical practices through our supply chain.

Vendors are expected to obtain Foundation to Educate Girls Globally' prior written consent before subcontracting the performance of their service obligations to a third party. Any approved subcontractor is also expected to be in compliance with this Code of Conduct.

a. Compliance with Laws

Vendors will abide by all national and international laws and norms applicable in the jurisdictions in which they operate, including those on anti-corruption, anti-money laundering and the prevention of financial crime, competition, environmental, labor & human rights, health and safety, and data protection.

b. Management Processes

Vendors will have management processes in place to ensure that the requirements of the Foundation to Educate Girls Globally Vendor Code of Conduct are enforced in their own businesses and in their own supply chains.

c. Product / Service Compliance

All products / services supplied will meet the requirements of relevant local and international product / services safety laws.

d. Commitment to Responsible Procurement

Vendors will apply the principles of responsible procurement to their own suppliers and supply chains. This means that they should, as applicable and necessary, have their own responsible procurement policy and related vendor code of conduct.

e. Anti-Harassment, Abuse and Disciplinary Action

Vendors will prohibit and not tolerate any form of abuse of employees or any form of

harassment. Formal disciplinary and grievance appeal procedures will be clearly documented and communicated to all employees.

f. Whistle blowing

Vendors will have policies and procedures in place to support employees raising genuine concerns about legal or ethical issues. Whistleblowers will be provided with all requisite support, including anonymity if requested and will not be subject to harassment or retribution.

g. Vendor Responsiveness

By providing goods and services to FEGG, all vendors agree to respond to reasonable inquiries and provide supporting data as reasonably requested by FEGG related to their sustainability commitments and ethical practices. We may seek evidence of compliance with the Code of Conduct and carry out site audits with reasonable notice to verify adherence to the standards set out in this Code of Conduct.

h. Contacting Foundation to Educate Girls Globally Personnel

Vendors will not use a Foundation to Educate Girls Globally employees' contact information for the purpose of making unsolicited telephone calls or sending any marketing or unsolicited emails, nor will vendors sell any FEGG or FEGG employee data.

i. No Use of Foundation to Educate Girls Globally' Name or Logo

Vendors will not refer to Foundation to Educate Girls Globally in their marketing or promotional materials nor use Foundation to Educate Girls Globally' logo or other marks in any way or in any medium, including but not limited to digital, print, social or other forms of media, for any reason without Foundation to Educate Girls Globally' prior written consent.

3. Ethical Business

a. Fiscal and Tax Compliance

Vendors will comply with all applicable laws related to fiscal and tax compliance, including local statutes and regulations and, specifically, the Income Tax Act, 1961, Central Excise Act, 1944, Companies Act, 2013 and The Good and Services Tax Act, 2017 including having reasonable procedures in place to prevent tax evasion and its facilitation by Vendors and their associated persons, within the meaning of the applicable laws.

b. Anti-Bribery and Corruption

Vendors will comply with all applicable laws, specifically, as applicable, the standards expected by the Prevention of Corruption Act, 1988 even if they provide goods or services outside India. In addition, vendors should comply with all local statutes and regulations relating to anti-bribery and anti-corruption, and have processes in place to ensure compliance.

c. Unfair Business Practices

Vendors will ensure that management systems and practices are in place to ensure the prevention of money laundering, insider trading, conflicts of interest, and fraud.

d. Confidentiality, Personal Data and IP Protection

Vendors will comply with all applicable laws and contractual obligations, and have appropriate safeguards and processes in place to protect personal and business information.

Vendors will also support Foundation to Educate Girls Globally' compliance with applicable laws relating to privacy and the protection of personal data, including the prompt notification to Foundation to Educate Girls Globally of personal data breaches affecting the vendor and any data subject requests received.

e. Modern Slavery & Human Trafficking

Vendors will conduct themselves in a way that respects all human rights and will comply with all applicable anti-slavery and human trafficking laws and not use any slave, bonded, child, illegal or compulsory labor. Where the Bonded Labor System (Abolition) Act, 1976 is applicable, vendors will comply with the requirements contained therein.

Vendors will be immediately responsive to any requests from Foundation to Educate Girls Globally to verify their compliance with the obligations.

f. Gifts and Entertainment

Vendors will not give or offer to any Foundation to Educate Girls Globally employee:

(i) anything of value or gift(s) or

(ii) Anything of value or gift(s) in order to secure, induce or reward an improper benefit or improper performance of a function or activity.

4. Environmental sustainability

a. Overall Environmental Impacts

Foundation to Educate Girls Globally encourages vendors to adopt an environmental policy and implement sustainable systems. Vendors should understand, and take account of, the environmental impacts of their own operations and their supply chains. Vendors are also expected to adopt suitable global environmental standards where local laws and regulations are absent.

b. Resource Efficiency

Sustainable businesses minimize their use of natural resources. Vendors are expected to have commitments to improve resource efficiency, including minimizing use of scarce or non-renewable resources, by using recycled materials where possible and by recycling the materials that they use.

c. Energy

Energy efficiency reduces the use of resources and reduces costs. Vendors should aim to reduce energy consumption in the creation and use of their products and services.

d. Greenhouse Gas (carbon) Emissions

Vendors should understand where greenhouse gas or carbon emissions occur in their products, services, and supply chains. They should have targets and processes to reduce emissions from operations and products over their life cycle.

e. Water

Vendors should aim to sustainably manage their use of water in their own operations, supply chains,

and their products and services. This includes minimizing the use of water in regions where water is scarce and ensuring that water discharges is free from pollution.

- f. **Waste**
Vendors should have targets and processes to reduce waste from their own operations. This should include reducing waste and ensuring waste is properly disposed of. Vendors should also be aware of waste issues in their supply chains and work with their own suppliers to minimize impacts.
- g. **Biodiversity**
Vendors should aim to understand and to protect biodiversity in their local environment and communities. They should also seek to understand and reduce impacts from their own supply chains by using sustainable sourcing.
- h. **Product Standards**
Vendors should ensure that their products meet the highest quality standards and do not contain ingredients or components that might pose a threat to human health or the environment. Physical products supplied should be manufactured in a sustainable manner that minimizes environmental impacts.

5. Social Sustainability

- a. **Overall Labor Principles**
Vendors should have working conditions that meet the standards of Labor Laws of India and international human rights, which include but are not limited to the Universal Declaration of Human Rights (UDHR).
- b. **Forced Labor**
Vendors will not use, or in any way benefit from the use of, forced, bonded, prison or slave labor. Workers will not be required to lodge deposits or identity papers and must be free to leave their employer after reasonable notice.
- c. **Child Labor**
Vendors will uphold the Child Labor (Prohibition and Regulation) Act, 1986 on the Minimum Age. Vendors will ensure that no underage labor has been used in the production or distribution of goods and services.
- d. **Freedom of Association**
Vendors will respect the right of their employees to freely associate, including joining workers' organizations, as permitted by law.
- e. **Equality, Diversity and Inclusion**
Even in jurisdictions in which it is not a regulatory or legislative requirement, Foundation to Educate Girls Globally expects that vendors will promote diversity and inclusion, and will not discriminate on the basis of age, gender, sexual orientation, gender identity or expression, race, ethnicity, color, disability, religion, political affiliation, union membership, national origin, or marital or pregnancy status during any recruitment or employment activities.

f. Anti-Harassment, Abuse and Disciplinary Action

Vendors will prohibit and will not tolerate physical, mental, verbal, sexual or any other abuse, inhumane or degrading treatment, corporal punishment or any form of harassment. Formal disciplinary and grievance appeal procedures should be documented and communicated to all workers in clear and understandable terms.

g. Working Hours

Vendors will ensure working hours comply with Factories Act, 1948 and standards and should not expect workers to work more than the statutory hours set out in relevant working time legislation or other national legal limits.

h. Wages and Benefits

Vendors will ensure that all wages and benefits paid meet, at a minimum, national legal standards mentioned in Minimum Wages Act, 1948 or industry standard benchmarks, whichever is higher. There will be no deductions from wages or imposition of monetary fines as a disciplinary measure.

I have read FEGG's Vendor Code of Conduct and I understand the conduct and behavior expected from me.

I understand that in case of my misconduct I have found guilty of any offence as punishable as per the policy and law the organization will take action against me and I agree to abide by it.