

# **Muthoot Microfin Limited – Supplier Code of Conduct Policy**

## **Purpose**

The purpose of this policy is to ensure all our suppliers are encouraged to adopt and practice the highest level of ESG standards in terms of their activities, respect for the environment, good corporate governance, regulatory compliance, health & safety, the promotion of diversity and inclusion and respect for human rights.

## **Preamble**

Muthoot Microfin Limited, (hereinafter referred to as ‘MML’ or ‘The Company’) considers its supply chain as an integral part of its responsibility with regard to sustainable development. As a part of its commitment towards sustainable supply chain management, MML aims to pursue and follow good Environmental, Social & Governance (ESG) standards for its supply chain infrastructure.

## **Scope**

This policy applies to all the sourcing of products or services from MML. ‘Supplier’ means all entities and individuals who supply products, equipment, materials, or provide services to MML under a contract, agreement, or arrangement and also includes agents, sub-contractors, representatives and employees of such Supplier. Suppliers must act with integrity and are expected to demonstrate commitment to sustainable, legal, ethical, safe, and fair business practices in line with this Policy.

## **Policy Statement**

This policy sets out the fundamental values and integrity levels of business conduct that MML expects its Suppliers to uphold in all business relationships. All Suppliers engaged in providing products and services to MML shall act in accordance with this policy, which would include aligning guidelines, policies, and practices of the Suppliers with this policy and communicating and enforcing the Policy provisions throughout their organization and across their supply chain, including sub-supplier and sub-contractors of the Supplier.

The Suppliers shall be committed to:

- Conduct business in an ethical manner and abide by all the national as well as international, legal and regulatory requirements.
- Respect the human rights of all stakeholders in the supply chain
- Comply with the applicable labour laws, orders, rules, regulations, and international labour practice standards which include:
  - Prohibition of child labour;
  - Freedom of association & right to collective bargaining; and
  - Elimination of all forms of forced or compulsory labour
- Promote diversity & inclusivity
- Provide a safe and healthy workplace to its employees and workers

- To promote greater environmental responsibility
- Efficient energy consumption and water management
- Adopt waste management and pollution reduction measures
- Adopt circular economy through reduction, recycling, and re-use practices
- To work against corruption in all forms, including extortion and bribes

## **Roles and Responsibilities**

The role lies in our commitment to follow and promote sustainable business practices and create sustainable business value for the stakeholders. Our partners in the value chain, i.e., our suppliers, are accountable for contributing to responsible conduct and operating in a manner that is sustainable and safe. The operations team is responsible for looking over matters, covered in this policy, that are crucial from the perspective of ensuring a sustainable and responsible supply chain.

## **Communication of Policy**

The Company transparently communicates all necessary and relevant information with all the relevant stakeholders regarding policies and procedures pertaining to the supply chain and related concerns. This policy shall be available on the internal portal and/or on the website of the Company and shall be available for access to the suppliers as well.

## **Grievance Redressal Mechanism**

MML has the right to assess the supplier's alignment with the guiding principles mentioned in the policy and their performance with respect to these principles. Audits may be carried out directly by MML through an independent third party to ensure continuous improvement in suppliers' sustainability initiatives and issues addressed in this policy.

In case of any breach of the terms of this policy by the supplier, MML reserves the right to terminate all existing arrangements/contracts with the supplier with immediate effect. In the event of any conflict between the terms of this policy or any other contract(s) with the supplier, the terms of the contract shall supersede.

## **Corrective Actions**

The Company expects its suppliers to engage and improve their sustainability performance to achieve the larger goal of creating a sustainable value chain. Audit reports, corrective action plans, and follow-up audits in case of non-compliance with any of the guiding principles mentioned may also take place.

## **Reporting**

Any activity or working condition that is inconsistent with this policy or which may pose an unacceptable risk to human health, the environment, or any of the points mentioned above should be immediately reported to the supply-chain team. Suppliers are encouraged to report to the company any breaches or suspected breaches in their or other Suppliers' breach of

principles of this policy or laws applicable, to MML. Suppliers are also expected to report on their progress regarding the recommendations of the corrective action plan to the supply chain team.

All reports of violations should be made in good faith and must have a reasonable basis and shall not be based on personal bias and conjectures.

The employees, suppliers, and other relevant stakeholders of MML can securely and anonymously report any suspected or actual violations of the policy to the CHRO.

### **Amendment of this Policy**

The Board of Directors of the Company has the right to amend or modify this Policy.

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