



Supplier Code Of Conduct

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Since its inception, the Tata Group has epitomized the true spirits of Business Ethics in its interactions with all its stakeholders – be it the Customers, Suppliers, Employees, Shareholders, the Government or the Society at large. The Tata Group is led by its Purpose statement of ‘Leadership with Trust’, which embodies the concern for both the Results as well as the Means by which the results are achieved.

Tata Consultancy Services (TCS), a Tata Group Company, is proud of this heritage and would do everything to sustain this tradition. TCS follows the Tata Code of Conduct (TCoC) globally, and expects all suppliers to adhere to the same principles of TCoC. For this purpose, TCS has drawn up this Supplier Code of Conduct which is applicable to all TCS suppliers globally.

“Supplier” here means any business, company, corporation, Architect, Contractor, Persons, Consultant, or other entity that provides, sells, or seeks to sell, any kind of goods or services to TCS, including the supplier’s employees, agents and other representatives.

Regulatory Compliance

The Supplier shall comply with all applicable laws and regulations, both in letter and in spirit, in all the territories in which it operates.

Gifts and Donations

The Supplier shall neither receive nor offer or make, directly or indirectly, any illegal payments, remunerations, gifts, donations or comparable benefits that are intended, or perceived, to obtain uncompetitive favours for the conduct of its business with TCS. The Supplier shall cooperate with governmental authorities in efforts to eliminate all forms of bribery, fraud and corruption.

However, promotional gifts e.g. items such as stationery, diaries, mugs, calendars, mouse mats or pens that bear the supplier name / logo, and that have no significant commercial value, may be given / accepted with full disclosure.

Quality of Products and Services

The Supplier shall be committed to supply goods and services of world class quality standards, backed by after-sales services consistent with the requirements of TCS. The quality standards of the company's goods and services shall meet applicable national and international standards.

Product Suppliers shall display adequate health and safety labels, caveats and other necessary information on its product packaging. Service Suppliers shall display appropriate health and safety warnings, notices as applicable to the services provided.

Health Safety and Environment

The Supplier shall strive to provide a safe, healthy, clean and ergonomic working environment for its people. It shall prevent the wasteful use of natural resources and be committed to improving the environment, particularly with regard to the emission of green house gases, and shall endeavour to offset the effect of climate change in all spheres of its activities.

Third Party Representation

Suppliers shall not be authorised to represent TCS or to use the TATA/TCS brand to further its interests without the written permission of TCS. Third parties and their employees who are authorised to represent TCS are expected to abide by the Tata Code of Conduct in their interaction with, and on behalf of TCS. All third parties must sign a non-disclosure agreement to support confidentiality of information.

Conflict of Interest

The Supplier shall not enter into a financial or any other relationship with a TCS employee that creates any actual or potential conflict of interest for TCS. The Supplier understands that a conflict of interest arises when the material personal interests of the TCS employee are inconsistent with the responsibilities of his/her position with the company. All such conflicts must be disclosed and corrected. Even the appearance of a

conflict of interest can be damaging to TCS and to the Supplier, and are to be disclosed and approved in advance by TCS management.

Protecting Company Assets

The assets of TCS shall not be misused; they shall be employed primarily and judiciously for the purpose of conducting the business for which they are duly authorised. These include tangible assets such as equipment and machinery, systems, facilities, materials and resources, as well as intangible assets such as information technology and systems, proprietary information, intellectual property, and relationships with customers and suppliers.

Securities transactions and confidential information

If the Supplier becomes aware of material, non-public information relating to TCS or its business, it may not buy or sell TCS securities or engage in any other action to take advantage of that information, including passing that information on to others. In addition, if the Supplier becomes aware of material, non-public information about any other company, including TCS customers, suppliers, vendors or other business partners, that is obtained by virtue of the supplier's interaction with TCS, then the supplier may not buy or sell that company's securities or engage in any other action to take advantage of that information, including passing that information on to others.

Reporting Ethical Concerns

The Supplier shall promptly notify TCS regarding any known or suspected improper behaviour by the Supplier relating to its dealings with TCS, or any known or suspected improper behaviour by TCS employees by email to: corporate.ethics@tcs.com

Reported concerns will be treated confidentially without retaliation.

TCS Supplier Code of Conduct Compliance Commitment

We hereby confirm that we have received the TCS Supplier Code of Conduct and commit to comply with it in letter and in spirit.

We understand that TCS reserves the right, upon reasonable notice, to check compliance with the requirements of this Supplier Code of Conduct.

We understand that TCS encourages its suppliers to implement their own binding Code of Conduct and agree that we will be responsible for controlling our own supply chain. We further agree to encourage any subsequent provider of goods and services used by us to comply with our obligations under this Supplier code of conduct.

Company Name : _____

Authorized Signatory : _____

Signature : _____

Company Stamp : _____

Place : _____

Date : _____



About Tata Consultancy Services Ltd (TCS)

Tata Consultancy Services is an IT services, consulting and business solutions organization that delivers real results to global business, ensuring a level of certainty no other firm can match. TCS offers a consulting-led, integrated portfolio of IT and IT-enabled, infrastructure, engineering and assurance services. This is delivered through its unique Global Network Delivery Model™, recognized as the benchmark of excellence in software development. A part of the Tata Group, India's largest industrial conglomerate, TCS has a global footprint and is listed on the National Stock Exchange and Bombay Stock Exchange in India.

For more information, visit us at www.tcs.com

IT Services
Business Solutions
Outsourcing

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