

TCS Supplier Code of Conduct



July 2016

TCS Supplier Code of Conduct

The Tata Group has always 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.

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 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, person 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.

Products and Services

The Supplier shall be committed to supplying products and services of high quality that meet all applicable standards. The products and services offered shall comply with applicable laws, including product packaging, labelling and after-sales service obligations. The Supplier shall market its products and services on their own merits and not make unfair or misleading statements about the products and services of competitors.

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.

Bribery and Corruption

The Supplier shall not engage in any form of bribery or corruption.

Child labour

The Supplier shall not employ children.

Forced labour

The Supplier shall not use forced or slave labour of any type (e.g. bonded, indentured, prison, or involuntary labour).

Health and Safety

The Supplier shall strive to provide a safe, healthy, and clean working environment for its employees.

Environment

The Supplier shall strive for environmental sustainability, particularly with regard to the emission of greenhouse gases, consumption of water and energy, and the management of waste and hazardous materials. The Supplier shall endeavour to offset the effect of climate change in its activities.

Gifts and Hospitality

Business gifts and hospitality are sometimes used in the normal course of business activity. However, if offers of gifts or hospitality (including entertainment or travel) are frequent or of substantial value, they may create the perception of, or an actual conflict of interest or an 'illicit payment'. Therefore, gifts and hospitality given or received should be modest in value, appropriate, and compliant with the law and company policies. TCS employees will decline any offer of gift or hospitality that does not comply with the TCS gifts and hospitality policy.

Third party representation

The Supplier shall not be authorised to represent TCS or to use the TATA/TCS brand without the written permission of TCS. Authorised representatives of TCS are expected to abide by the Tata Code of Conduct in their interaction with, and on behalf of TCS, including the confidentiality of information shared with them.

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 proprietary information, intellectual property, and relationships with value-chain partners of TCS.

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.

Supply chain

The Supplier is expected to implement its own binding code of conduct, and is expected to make reasonable efforts to promote the principles of this code in its own supply chain.

Monitoring

The Supplier shall maintain adequate documentation to demonstrate compliance with the principles of this code, and allow access to TCS to check compliance upon request with reasonable notice.

Reporting violations

The Supplier shall 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 violations will be treated confidentially without retaliation.

IT Services
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