OneSource Solutions Co.

OSC-POL-006 – Vendor Code of Conduct

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Document Title: Vendor Code of Conduct
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Prepared By: Protim Neog – Head of Sales & Information Technology
Reviewed By: Alok Poddar, CA – Head – Finance & Document Control Officer
Approved By: Managing Partner
Review Frequency: Every 12 Months

1. Purpose

The purpose of this Vendor Code of Conduct is to establish the ethical, legal, environmental, and operational standards expected from all suppliers, manufacturers, distributors, contractors, logistics providers, consultants, and service partners conducting business with **OneSource Solutions Co.**

2. Scope

This policy applies to:

- Manufacturers
- Authorized Distributors
- Dealers
- Importers
- Logistics Partners
- Service Providers
- Contractors
- Consultants
- Business Partners

Compliance with this policy is expected before and throughout the business relationship.

3. Compliance with Laws

Vendors shall comply with all applicable laws and regulations, including but not limited to:

- Indian Contract Act
- GST Laws
- Labour Laws
- Environmental Regulations
- Occupational Health & Safety Requirements
- Anti-Corruption Laws
- Data Protection Regulations
- Competition Laws

4. Business Ethics

Vendors shall conduct business with integrity and honesty.

The following practices are prohibited:

- Bribery
- Corruption
- Kickbacks
- Fraud
- False Documentation
- Misrepresentation
- Price Manipulation
- Collusion

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5. Gifts & Hospitality

Vendors shall not offer or provide:

- Cash gifts
- Personal benefits
- Luxury gifts
- Entertainment intended to improperly influence business decisions

Nominal promotional items of reasonable value may be acceptable where permitted by applicable law and company policy.

6. Human Rights & Labour Practices

Vendors shall:

- Prohibit child labour.
- Prohibit forced or bonded labour.
- Provide fair wages.
- Respect employee rights.
- Prevent discrimination and harassment.
- Maintain a safe and respectful workplace.

7. Health & Safety

Vendors shall maintain safe working conditions by:

- Providing appropriate Personal Protective Equipment (PPE)
- Conducting safety training
- Following applicable health and safety regulations
- Reporting workplace incidents where required

8. Environmental Responsibility

Vendors are encouraged to:

- Reduce waste generation.
- Improve energy efficiency.
- Recycle materials where practical.
- Minimize environmental impact.
- Comply with environmental regulations.

9. Product Quality

Vendors shall:

- Supply genuine products.
- Meet agreed specifications.
- Maintain quality assurance processes.
- Notify OneSource Solutions Co. of any product defects, recalls, or quality concerns.

Counterfeit or unauthorized products are strictly prohibited.

10. Confidentiality

Vendors shall protect confidential information relating to:

- Customers
- Pricing
- Contracts
- Product information
- Technical documents
- Procurement activities
- Business strategies

Confidential information shall not be disclosed without prior written authorization.

11. Information Security

Where vendors have access to company systems or information, they shall:

- Protect login credentials.
- Use secure IT systems.
- Report cybersecurity incidents promptly.
- Maintain appropriate security controls.
- Prevent unauthorized access to company data.

12. Conflict of Interest

Vendors shall disclose any actual or potential conflicts of interest that could influence business decisions or create an appearance of bias.

13. Anti-Bribery & Anti-Corruption

OneSource Solutions Co. maintains a zero-tolerance approach to bribery and corruption.

Vendors must not:

- Offer commissions intended to improperly influence decisions.
- Make facilitation payments.
- Engage in illegal payments or unethical practices.

14. Audit & Compliance

OneSource Solutions Co. reserves the right to:

- Request supporting documentation.
- Verify certifications and licenses.
- Review compliance with contractual obligations.
- Conduct supplier assessments where appropriate.

15. Non-Compliance

Failure to comply with this Vendor Code of Conduct may result in:

- Corrective action requests
- Suspension of orders
- Removal from the approved vendor list
- Contract termination
- Legal action where applicable

16. Reporting Concerns

Any suspected violation of this policy should be reported promptly.

Sales & IT Contact

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Head – Sales & Information Technology

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Operations Contact

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Grievance Officer

Vinay Jain
Head – Procurement & Supply Chain

Email: **jain.vinay@onesources.in**

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Response Timeline:

- Acknowledgement: Within **2 Business Days**
- Resolution Target: Within **7 Business Days**

Document Control Officer

Alok Poddar, CA
Head – Finance & Document Control

Responsibilities:

- Policy Management
- Document Version Control
- Compliance Documentation
- Record Retention

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Company Information

OneSource Solutions Co.

Registered Office
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Pune – 411047, Maharashtra, India

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Email: **sales@onesources.in**
Website: **www.onesources.in**

Vendor Declaration

I/We confirm that we have read, understood, and agree to comply with the requirements of this Vendor Code of Conduct.

Vendor Name: _____

Company Name: _____

Authorized Representative: _____

Designation: _____

Signature: _____

Company Seal: _____

Date: ____ / ____ / _____

Document Revision History

Version	Date	Description	Approved By
1.0	01 August 2026	Initial Release	Managing Partner

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