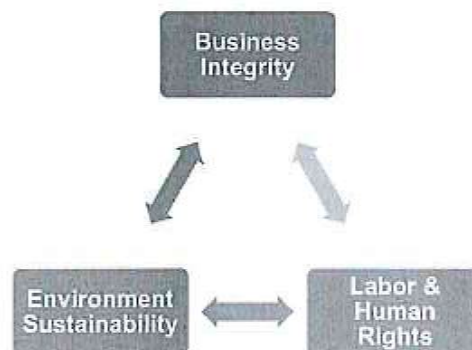

SUSTAINABLE PROCUREMENT POLICY

Objective: PTC India Limited (PTC) is committed to creating sustainable value with – vendors /suppliers through a mutually beneficial relationship based on strong ethical business standards, trust and shared commitments to meet or exceed our customers' requirements.

We strive to do business with supplier / vendors, who are, also, committed to the principles of sustainable development and is aligned with our strategic ambitions. Sustainable sourcing is one of the important components of our ESG framework.

Our Commitment to Vendors/Suppliers

- Our purchasing activities are conducted in accordance with the highest ethical and professional standards.
- **Selection Process:** We select vendors / suppliers based on business defined criteria adjusting to the changing needs such as technical specifications, quality, price, service and technology, and expect our contractor to abide by environmental and social impact requirements.
- **Relations with local communities:** We seek to include smaller-sized and local suppliers in our procurement processes, wherever possible, to support the local economy.
- **Health & safety:** We expect all our vendors/suppliers to provide safe and healthy workplace and shall take steps to prevent potential accidents and injury and also to adhere to our Human Rights Policy as the ones we apply to our own employees.
- **Training & Reviews:** We, endeavour to provide / facilitate regular training programs to our suppliers / vendors to keep them aware of our sustainable procurement policy and take periodic reviews as per changing business environment.



Our Guiding Principles

1. Business Integrity:

- a. **Law & Regulations:** Vendors / Suppliers are expected to apply the highest standards of business and personal ethics and comply with all applicable laws, including international laws & regulations, governance and reporting channels in the countries of operations.

- b. **Conflict of Interest, Corruption, Fraud & Anti-Competitive Practices:** Suppliers are expected to
 - i. Work against all forms of corruption, extortion, fraud and bribery.
 - ii. Do not offer any benefit to PTC employees to facilitate their business with PTC.
 - iii. Inform, if they execute works outside the standard procedure, at the request of or for a PTC employee involved in any procurement decision-making process, they will inform and disclose this information while entering into contractual agreement prior to execution.

- c. **Transparency & Accountability:** Supplier's are expected to transparency and accountability in their business dealings and strive to detect and prevent illegal and unethical activities conducted through commercial transactions via the screening of their business partners, transactions and materials. Further, Suppliers 's commit to collaborate in screenings, if any, conducted by PTC.

- d. **Code of Business Ethics:** You, as supplier to us, are expected to adhere to Business Code of Business Ethics which is available on our website www.ptcindia.com.

2. Labour & Human Rights:

Supplier's respect the International Labour Organisation (ILO's) Declaration on Fundamental Principles & Rights at Work and the international law on Human Rights. They are not complicit in Human Rights abuses. They do not compromise on a safe and healthy working environment. In this context, they are expected to define and implement a policy, a management system and/or practices to ensure respect for the following principles on your webpage (if available) or sign a declaration while executing the contract.

- i. Abolition of child labour.
- ii. Elimination of any form of forced or compulsory labour.
- iii. Freedom from torture and inhumane or degrading treatment.
- iv. Freedom of association and the right to collective bargaining.
- v. Promotion of diversity and inclusion, of equal opportunity, and elimination of discrimination and harassment, ensuring fair treatment in the workplace. Diversity includes gender, religion, race, national or ethnic origin, cultural background, social group, disability, sexual orientation, marital status, age or political opinion.
- vi. Compliance with all applicable laws regarding wages, benefits and working hours (including overtime).
- vii. Employee and contractor's health and safety, with a management system that defines clear guidelines for risk analysis and risk management measures, including the provision of personal protective equipment, and an emergency response.
- viii. The minimum age of any of your employees will be 18 years, except in the framework of internships or vocational training programs, organized in cooperation with schools and training institutes or approved by the competent authority.

3. Environment & Climate:

- a. Suppliers to comply with the applicable environmental laws and regulations in the territories of your operation, and you have to possess all the necessary environmental permits and registrations, as a minimum standard.
- b. Supplier strive to minimize environmental impact, including on climate, while safeguarding the health and safety of their employees and of the public.
- c. Suppliers maintain an environmental management system which enables you to continuously improve environmental performance.
- d. Supplier have procedures in place to prevent incidents. Your procedures are designed to mitigate consequences on the environment>.
- e. Supplier identify and assess potential emergency situations and you implement an emergency response procedure to minimize their impact.



Acknowledgement

I / We acknowledge that I / We have read the sustainable procurement policy. Further, I / We also acknowledge that have read PTC Code of Business Ethics available on the website www.ptcindia.com.

I / we acknowledge that as a supplier / vendor to PTC India Limited, I am / We are required to comply with the guidelines described therein and failure to do so may subject me /our firm with foreclosure of contracts. Further, I/we also confirm to abide by the relevant clauses of code of Business Ethics applicable to suppliers / vendor to the Company.

Signature: _____ Date: _____

Name: _____

Address / Company Details: _____