



Supplier Code of Conduct

Doc no: Doc no: ARCE/HR/04SCoC

Version: 1.0 | 2022

Reviewed: Nov 2025



ARCE POLYMERS PVT LTD

Supplier Code of Conduct (SCoC)

Doc No: ARCE/HR/04SCoC

Version 1.0 | 2022

Reviewed: Nov, 2025



Introduction to the ARCE Polymers Supplier Code of Conduct

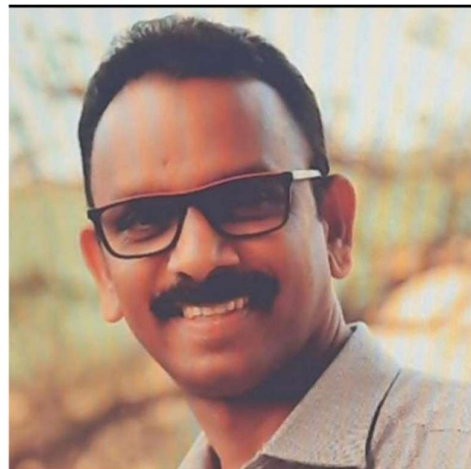
Dear Valued Supplier,

I am pleased to present the ARCE Polymers Supplier Code of Conduct, which reflects our commitment to responsible manufacturing, ethical business practices, and sustainable growth within India's fast-evolving industrial landscape. As expectations around quality, transparency, and environmental stewardship increase, it is essential that our entire supply chain moves forward with the same standards.

At ARCE Polymers, our mission is to deliver advanced polymer solutions through innovation, reliability, and integrity. Strong supplier partnerships are central to this mission, and your support is vital in helping us meet customer expectations and maintain the highest levels of quality and compliance.

Our sustainability approach focuses on three priorities:

- Reducing environmental impact and improving resource efficiency
- Ensuring safe and healthy working conditions
- Upholding fair labor practices and human rights



These principles guide our operations as an Indian manufacturing company, and we expect the same commitment from all our suppliers.

The ARCE Supplier Code of Conduct aligns with recognised Indian and international standards and complements our internal policies. All suppliers and service providers working with ARCE are required to follow this Code or uphold equivalent policies.

Thank you for partnering with ARCE Polymers. We look forward to working together to build a supply chain that is ethical, transparent, safe, and future-ready.

Warm regards,
Kesavan Achary Rajan
Managing Director, ARCE Polymers Pvt. Ltd.



SUPPLIER CODE OF CONDUCT

LAWS Responsibility Prevention
Compliance RULES
Obligations Environment RIGHTS
POLICY HEALTH SAFETY Guidelines
Regulations

1. Purpose & Scope

ARCE Polymers Pvt. Ltd. ("ARCE") is committed to ethical, sustainable, and responsible business practices. This Supplier Code of Conduct (SCoC) outlines ARCE's expectations for all suppliers, vendors, contractors, and service partners ("Suppliers"). Compliance with this policy is **mandatory** for conducting business with ARCE.

2. Compliance With Laws & Standards

Suppliers must comply with all applicable:

- Local, state, and national laws and regulations
- Labour, employment, and industrial relations laws
- Environmental and occupational safety regulations
- Trade, transport, and customs laws
- Quality, environmental, and safety practices aligned with ISO 9001 / 14001 / 45001 to the extent applicable
- MSME / government guidelines relevant to their operations
- Responsible sourcing and sustainability practices that meet ARCE requirements

Supplier Code of Conduct (SCoC)

Doc No: ARCE/HR/04SCoC

Version 1.0 | 2022

Reviewed: Nov, 2025



Note:

Suppliers are not required to hold all the certificates or EcoVadis ratings. However, they must follow practices consistent with these standards wherever possible.

3. Ethical Business Conduct



3.1 Anti-Bribery & Anti-Corruption

Suppliers shall: - Avoid any form of bribery, corruption, or facilitation payments - Maintain transparent and accurate financial records - Not offer anything of value to influence ARCE decisions

3.2 Conflicts of Interest

Suppliers must disclose any personal, financial, or organizational conflict involving ARCE employees or leadership.

3.3 Gifts & Hospitality

Only symbolic, reasonable, and non-influential gifts are acceptable. **Cash or equivalents are strictly prohibited.**



4. Labour & Human Rights Requirements



4.1 Freely Chosen Employment

No forced, bonded, involuntary, or trafficked labour is permitted.

4.2 Child Labour

Suppliers shall not employ anyone below the legally permissible age.

4.3 Non-Discrimination & Equal Opportunity

Suppliers may not discriminate based on gender, caste, religion, disability, age, or any protected classification.

4.4 Working Conditions

Suppliers must ensure: - Fair wages - Legal working hours - Safe accommodation (if provided) - Respectful treatment of workers

4.5 Freedom of Association

Employees must be free to form/join worker associations where legally permitted.



5. Health, Safety & Environment (HSE)



5.1 Health & Safety

Suppliers shall maintain: - Safe workspaces aligned with **ISO 45001** - Proper PPE and training
- Emergency preparedness and machine safety protocols

5.2 Environmental Responsibility

Suppliers are expected to follow **ISO 14001** principles, including: - Reduced emissions, waste, and energy usage - Responsible chemical and material handling - Avoidance of banned/restricted substances

5.3 Sustainability Alignment

ARCE encourages suppliers to improve environmental footprint and support circular economy initiatives.



6. Product Quality & Process Standards



Suppliers must ensure: - Compliance with ARCE specification sheets, drawings, and QC plans
- Traceability of materials and batches - Consistent quality aligned with **ISO 9001** -
Documented CAPA systems (Corrective and Preventive Actions) - Immediate notification to
ARCE about any suspected nonconformance

7. Data Privacy, Confidentiality & Intellectual Property

Suppliers shall: - Protect ARCE's confidential information, documents, and IP - Implement
secure data handling and cybersecurity practices - Not share ARCE data with third parties
without written approval

8. Supply Chain Governance

Suppliers are responsible for ensuring that: - Their subcontractors follow this SCoC -
Materials are ethically and legally sourced - No conflict minerals or illegal supply channels
are used - Full supply chain transparency is maintained

Supplier Code of Conduct (SCoC)

Doc No: ARCE/HR/04SCoC

Version 1.0 | 2022

Reviewed: Nov, 2025



9. Monitoring, Verification & Audits



ARCE reserves the right to: - Conduct audits (announced/unannounced) - Request certifications, reports, and documentation - Suspend or terminate partnerships for noncompliance

Suppliers must provide access to facilities, documents, and workforce interviews during compliance checks.

10. Reporting Violations – ARCE Reporting Channel

ARCE encourages transparent communication. Suppliers can confidentially report: - Misconduct - Fraud or bribery - Safety violations - Human rights concerns - Environmental risks - Data/privacy breaches

Reporting Channels:

- **Email:** info@arcepolymers.com
- **Phone Hotline:** +91-9948276706
- **Escalation Contact:** ARCE Compliance Officer

Reports may be submitted anonymously. Retaliation against any whistleblower is strictly prohibited.

Supplier Code of Conduct (SCoC)

Doc No: ARCE/HR/04SCoC

Version 1.0 | 2022

Reviewed: Nov, 2025



11. Acceptance & Declaration by Supplier

All suppliers must sign the declaration confirming that: - They have read and understood this Supplier Code of Conduct - They agree to comply with all requirements - They will ensure implementation across their organization and subcontractors

Authorized Signatory (Supplier):

Name: _____

Designation: _____

Company Name: _____

Signature & Seal: _____

Date: _____

ARCE Polymers Pvt. Ltd.

Corporate Office: Plot No: D- 66, Phase-1, I.D.A., Jeedimetla, Hyderabad - 500055 Telangana, INDIA.

Website: www.acmetooling.com / www.arcepolymers.com

Email: hr@acmetoolings.com