



# VENDOR CODE OF CONDUCT



भारतीय शिल्प संस्थान

INDIAN INSTITUTE OF CRAFTS & DESIGN, JAIPUR



## VENDOR CODE OF CONDUCT

It is the stated intent and policy of IICD to comply with all applicable Indian laws and regulations governing its business and purpose to impart education in crafts and design and its interactions with its vendors, suppliers and contractors.

IICD requires all its vendors and their directors, employees, agents, suppliers and subcontractors (collectively Vendors' representatives) conduct themselves at all times with integrity and in full compliance with this Code of Conduct and applicable laws, rules and regulations that govern their business activities. All IICD Vendors will be required to educate and, when appropriate, train their representatives to ensure they understand and comply with this Code of Conduct.

The principles of Code of Conduct summarized below are not all-inclusive, and there may be other conduct not specifically listed that may be considered unacceptable for a Vendor and, or, its representatives.

The term Vendor used herein shall mean and include its employees, agents, and subcontractors.

Listed below are IICD's Code of Conduct principles:

### 1. **Health and Safety**

The Vendor shall secure that its workers are provided with a healthy and safe working environment in accordance with recognized standards.

The Vendor shall do its utmost to control hazards and take necessary precautionary measures against accidents and occupational diseases. Whenever necessary the workers are to be provided with, and instructed to use, appropriate personal protective equipment, and are adequately & regularly trained to ensure that they are adequately educated on health and safety issues.

### 2. **Environment**

The Vendor shall act in accordance with relevant local and internationally recognized environmental laws.

### 3. **Labour Standards**

#### (a) **Compliance with Labour Laws**

The Vendor agrees and undertakes to comply with all laws relating to labour, including but not limited to, the Contract Labour (Regulation and Abolition) Act, 1970, Employees State Insurance Company Act, 1948, Employees' Provident Funds And (Misc Provisions) Act 1952, Payment of Bonus Act 1965, Payment of Gratuity Act, 1972, Equal Remuneration Act, 1976, Maternity Benefit Act, 1961, Labour Welfare Fund Laws, Minimum Wages Act, 1948, Payment of Wages Act, 1936, Shops and Establishment Act and Inter-State migrant workmen ( Regulation of Employment ) and ( Conditions of service ) Act, 1979 and shall produce before IICD copies of all records and returns filed in this regard at monthly intervals.



**(b) Child Labour**

The Vendor shall not directly or indirectly use or employ child Labour. 'Child' here shall mean anyone under 14 years of age.

If any child is found working in the direct or indirect employment of the Vendor, it shall immediately discontinue such employment and take steps to redress the situation in accordance with the best interest of the child.

As regards children falling within the age group of 14-18 years, the Vendor shall comply with all applicable laws including provisions of the Factories Act, 1948; Child Labour (Prohibition and Regulation) Act, 1986.

The Vendor shall secure that persons within the age group of 14-18 do not perform any hazardous work. 'Hazardous work' means any work which exposes children to physical, psychological or sexual abuse; work underground, under water, at dangerous heights, in confined spaces; work with dangerous machinery, equipment and tools, or which involves the handling or transport of heavy loads; exposure to hazardous substances, agents or processes, temperatures, noise levels or vibrations; particularly difficult conditions such as work for long hours or at night or where child is unreasonably confined to premises of the supplier.

**(c) Bonded Labour**

The Vendor shall not use bonded or compulsory labour and shall ensure that the work relationship between the worker and the Vendor is freely chosen and free from any threats whatsoever.

**(d) Non discrimination**

The Vendor shall prohibit direct or indirect negative discrimination based on race, color, sex, sexual orientation, language, religion or political or other opinion, national or social origin, property, birth or other status and shall promote equality of opportunity or treatment in employment and occupation.

The Vendor shall prohibit and refuse to tolerate, and not confer upon its workers, any unacceptable or degrading treatment, including mental cruelty, sexual harassment or discrimination of gestures, language or physical contact, that is sexual, coercive, threatening, abusive or exploitative.

**(e) Sexual Harassment**

The Vendor shall ensure that all its women employees are given full protection from sexual harassment as per mandate and provisions of the Sexual Harassment of Women at Workplace (Prevention, Prohibition and Redressal) Act 2013.

**5. Acting in Concert**



The Vendor shall under no circumstances act in a manner detrimental to IICD's interest / its business. The vendor shall also not act in concert with other vendors, suppliers, third parties in detriment to IICD's business or interestor in violation of any law.

6. **Mirroring of Contractual Requirements towards sub-suppliers**

The Vendor shall contractually secure that its own suppliers', sub-supplier's, business partners and other third parties directly or indirectly used by the vendor in the provisioning of services to accept and adhere to the requirements as set out herein.

7. **Human Rights**

The Vendor shall respect internationally proclaimed human rights and shall avoid being complicit in human rights abuses of any kind. The Vendor shall respect personal dignity, privacy and rights of each individual.

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