



## Code of Conduct for the relationship with suppliers

The function of the areas of Procurement & Supply and Logistics of TEMA India is to maximise the competitiveness of the company through the excellence of its work, in order that the company is preferentially recognised by its customers and value is added to the capital of the shareholders. To achieve this, these areas are committed to provide solutions in logistics and ensure the provision of raw materials, supplies, packaging materials, equipment and services in accordance with specifications, at the requested times, at the best final cost and with the least working capital.

Frankness, fair relationships, quality assurance, delivery at the right time, optimisation and integration of industrial and administrative processes are the primary agents for survival, growth and perpetuity of the relationship with all our suppliers. We conduct our business based on transparent and competitive proposals, seeking to value our suppliers, providing them the opportunity to compete for our business and build long-term relationships, subject to the principles of free enterprise and fair competition.

We understand that the position of the areas of Procurement & Supply and Logistics of TEMA India can affect the manner in which the company is viewed by its suppliers, customers, shareholders and other organisations. With the intention to maintain the image of TEMA India as a solid and reliable entity and to ensure long-term and profitable relationships with our suppliers, we established the *Code of Conduct for the relationship with suppliers*, which is aligned with the Code of Conduct of TEMA India.

The implementation of this *Code of Conduct* is a shared responsibility between TEMA India and its suppliers. Following this code is also part of the selection criteria and performance validation of all our suppliers.

### **The areas of Procurement & Supply and Logistics of TEMA India are committed to the following principles**

- Consider the interests of the company in all business transactions, seeking to obtain the best cost/benefit for TEMA India possible within the rules and laws of the market
- Promote positive relationships with suppliers, through courtesy and impartiality
- Periodically validate the performance of suppliers, requiring continuous improvement and productivity development of our products and services
- Provide accurate and fair information that cannot be misunderstood
- Avoid agreements of reciprocity
- Know and obey the legal requirements applicable to supply management
- Negotiate proposals and quotations evenly with defined ethical criteria that consider the technical, economic, commercial, legal and strategic aspects, as also take into account the areas of quality, health, safety and environment
- Establish the negotiations on a transparent basis with all suppliers, without using or getting confidential or privileged information
- For the duration established in the confidential agreement, be duty-bound to maintain secrecy of all confidential information entrusted to the company by service providers and suppliers in the course of business and identified as confidential by the service provider, the supplier or TEMA India, which includes not addressing the above-mentioned issues in public places. Confidential information is considered all or any information and/or data of interest and relevance to the business of the company, including, but not limited to the following information:
  - Commercial (e.g.: customers, suppliers, marketing and sales strategies, costs, prices and other marketing data)
  - Technical (e.g.: methods, know-how, processes, projects and designs protected or not by intellectual or industrial property rights)
  - Strategic (e.g.: future strategies for business development, sales or marketing)
  - Concerning employees, outsourcing workers, consultants, service providers, representatives and prospects (e.g.: skills, competencies, hierarchies, remuneration or compensation values, functional or similar records, medical records or records of workplace incidents); copies or records of these, oral or written, contained in any physical way, which have been directly or indirectly, shared or disclosed to members of the company, related to it, its subsidiaries, affiliates, wholly-owned

subsidiaries, shareholders, customers, service providers or suppliers

- Reject and report any business practice that is inappropriate

### **The following practices are condemned and will not be undertaken by members of the areas of Procurement & Supply and Logistics**

- Using the terms of the contract or other forms of ambiguous communication to obtain advantage over the other
- Enabling people and friendships to influence the purchase decision
- Requesting or providing confidential information belonging to another company
- Adopting specifications that favour a specific supplier or requesting quotes from suppliers who have little or no chance of success
- Having employees and/or directors of the company maintain economic and/or financial interests related to suppliers, if that interest could influence or appear to influence the actions taken by them on behalf of TEMA India
- Providing remunerated services and/or receiving remuneration for services rendered to any supplier

### **We expect suppliers to maintain the following stance when interacting with TEMA India**

- Provide fully transparent proposals with competitive technical and commercial conditions
- Adopt a dignified and appropriate behavior that does not damage the image of TEMA India
- Attend to the defined technical specifications for the products or services supplied to TEMA India without any deviation
- Attend to all legal requirements established by TEMA India, in accordance with fiscal, financial, quality, health, safety and environmental aspects
- Supply products and services according to the agreed terms, which do not include abuse and/or exploitation of persons (children, minors, forced labour, etc.)
- Wait until further communication from the company in case of tenders where a commercial offer already submitted has not been formally accepted for reasons of price alone

Any contact with TEMA India must be made through the Supply Chain Management team. This includes meetings deemed necessary with members of the technical team.

In order to maintain the fairness of our business and to provide equal opportunities to all our suppliers, favours of any kind shall not be accepted under any circumstances, as also presents that correspond to values in excess of the ones established in the Code of Conduct of TEMA India.

Invitations to events with expenses paid by the supplier may only be accepted when there is a real opportunity to develop a business contact, and must be approved by the Area Manager of the concerned team member of TEMA India.

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Name and signature of the legal representative

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Date and Place