



## **EMERALD JEWEL INDUSTRY INDIA LIMITED VENDOR CODE OF CONDUCT & EHS REQUIREMENTS**

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## Contents

1.	PURPOSE.....	3
2.	SCOPE.....	3
3.	VENDOR REQUIREMENTS: .....	3
3.1	General: .....	3
3.2	MSME declaration:.....	3
3.3	Deemed acceptance:.....	4
3.4	Integrity and Compliance:.....	4
3.5	Disputes and Jurisdiction .....	5
3.6	Legally binding clauses in the contract are: .....	5
3.7	Escalation in case of non-compliance: .....	6
3.8	General Safety Rules:.....	6
3.9	Statutory Requirements:.....	8
3.10	Work Permit System: .....	9
3.11	Personal Protective Equipment's (PPEs):.....	10
3.12	Inspection of Tools and Tackles: .....	10
3.13	Safety Training to Contract Employees:.....	10
3.14	Safety in Work Area & House Keeping:.....	11
3.15	Safety in the use of Equipment & Machinery: .....	11
3.16	Emergency Contact Information:.....	15
3.17	Vendor Acknowledgement.....	16

## **1. PURPOSE**

This document is to ensure the legal, Environment & Safety Requirements to be followed by the Vendor or Contractors doing business or working or get in touch with Emerald Jewel Industry India Limited.

## **2. SCOPE**

Scope is applicable to all vendors or contractors irrespective of work nature.

## **3. VENDOR REQUIREMENTS:**

### **3.1 General:**

The contractor will comply with all laws and regulations applicable to its business, as well as the standards of its industry, including those about the manufacture, pricing, sale, distribution, labelling, transport, import, and export of goods and services. Without limiting this requirement, Contractor will not:

- (a) Violate, misappropriate, or infringe upon the intellectual property rights of any person or entity of EJIL or
- (b) Engage in any activities which would violate any applicable laws and regulations relating to
  - Bribery, corruption, or illegal payments
  - Unfair competition or unfair and deceptive trade practices
  - The environment
  - Health and safety
  - International trade, including exports and imports
  - Data privacy and security
  - Money laundering
  - Labour and employment
  - Anti-slavery and human trafficking laws, statutes, regulations, and codes
  - Contracting with governmental entities

### **3.2 MSME declaration:**

Micro, Small, Medium Enterprises (MSME) status should be disclosed by vendor / customer with valid certificate proof to EJIL.

### **3.3 Deemed acceptance:**

Every PO should be returned with seal and sign to EJIL within 3 working days from the date of receipt otherwise it will be considered as deemed acceptance and all terms and conditions will commence automatically.

### **3.4 Integrity and Compliance:**

The contractor must be committed to the highest standards of integrity in conducting its business.

Specifically:

- a) Corruption, Extortion, or Embezzlement; Improper Advantage. The contractor will not engage in corruption, extortion, or embezzlement in any form, offer or accept bribes or employ any other means to obtain an undue or improper advantage.
- b) The contractor must comply with all applicable anti-corruption laws and regulations of the countries in which it operates and the Government of India & Tamil Nādu.
- c) Additionally, the Contractor must not bribe or provide kickbacks or any other improper payments or improper gifts to any employee or representative of EJIL. The contractor must immediately report to EJIL any circumstance where any employee or representative of EJIL has made any such improper request or demand of the contractor.
- d) Accounting Records. The contractor's accounting records must (1) be kept and presented according to the laws of each applicable jurisdiction, (2) in reasonable detail, accurately and fairly reflect transactions, assets, liabilities, revenues, and expenses, and (3) not contain any false or misleading entries.
- e) Conflicts of Interest. The contractor must immediately report to EJIL any "conflict of interest" of which it becomes aware. A "conflict of interest" is any circumstance, transaction, or relationship directly or indirectly involving the Contractor in which the private interest of any employee of EJIL improperly interferes, or even appears to improperly interfere, with the interests of EJIL.
- f) Reporting Violations, Non-Retaliation. The contractor is expected to have a policy prohibiting unlawful and inappropriate conduct that provides employees, and other representatives of the contractor, a way to raise concerns and a process for investigating and resolving incidents.

g) The Contractor must not tolerate retaliation against any employee who makes a good faith report of abuse, intimidation, discrimination, harassment, or any violation of law or this Code, or who assists in the investigation of any report.

h) All information acquired by contractor relating to the EJIL's business will be as confidential and Contractor will not make any use or disclosure of it. The Contractor will also keep confidential the terms of the Contract and all information it obtains concerning contract business. The confidentiality obligations shall survive termination of the Contract.

i) Contractor will be liable to the EJIL for any loss of or damage to property caused by the contractor work and their employee, Debit will be made to the damages or property loss on the settlement.

j) Conflict free Origin of raw materials:

The raw materials supplied by the vendor should be conflict free, as per the corresponding National laws. Diamond Suppliers are expected to comply UN resolutions, Corresponding national law's and WDC guidelines.

Each diamond invoices should carry below mentioned declarations,

- The diamonds herein invoiced have been purchased from legitimate sources not involved in the funding of conflict, in compliance with United Nations Resolutions and corresponding national laws. The seller hereby guarantees that these diamonds are conflict free and confirms adherence to the WDC SOW Guidelines.
- The diamonds herein invoiced are exclusively of natural origin and untreated based on personal knowledge and/or written guarantees provided by the supplier of these diamonds. The acceptance of Goods herein in Invoice will be as per the WFDB Guidelines.

### **3.5 Disputes and Jurisdiction**

a) Any disputes by the contractor shall be subject exclusively to the Coimbatore jurisdiction

b) Neither the EJIL/ Contractor shall take nor adopt any legal proceedings to enforce any claim against the other relating to this order to arising therefrom in any Court other than the Court of Competent jurisdiction located within the Coimbatore.

### **3.6 Legally binding clauses in the contract are:**

a) Accountability for contractor companies and their employees in case of non-usage of Personal Protective Equipment's (PPE's), not following Safety instructions, improper disposal of wastes, and any such violations.

b) Contractor employees shall possess applicable certificates, licenses, and Group or individual insurance.

- c) Equipment like a ladder, welding machine, cutting machine, drilling machine, scaffolding, gas cylinders & Gas cutting equipment's, Centering, Electrical cables & Switch boxes, and other tools must comply with the safety standards.
- d) The vehicles plying inside Emerald premises shall comply with the requirements of "Central Motor vehicles Rules".
- e) In case of any accident happened to Contract Employees inside the Emerald premises, the accountability lies with the contractor.

### **3.7 Escalation in case of non-compliance:**

Escalation in case of non-compliance/violations of EHS requirements by the Contract companies, contractor employees, and subcontractors:

- a) In case of the first instance of non-compliance during the activities, a warning is given to both the contractor employee and his company.
- b) In the case of the second instance, the penalty is imposed on the contractor employee and his company.
  - i) Safety notice along with the details of non-compliance and penalty is issued to the contractors after the second instance.
  - ii) Fine is decided based upon the degree of non-compliance and damage did.
- c) In case of repetition of non-compliance for the third time the contract company can be blacklisted, and the contract can be terminated.

### **3.8 General Safety Rules:**

- a) Smoking and Tobacco, Pan, Gutka usage within the Emerald premises is prohibited. Nobody shall bring a matchbox or lighter inside the Emerald premises.
- b) While working in a confined space, Work at height Cell phones usage, and listening to music are prohibited.
- c) The engine should be in off condition and the key should be carried along with the driver when the vehicle is parked and should ensure to apply hand brake and keep Wheel stopper.
- d) Ensure availability of applicable updated vehicle documents like as (RC, Vehicle insurance, driving license, Pollution certificate, Tanker fitness certificate, Hazardous goods handling license, TREM Card, MSDS, Rubber Lining Tanker Test Certificate, Vehicle fitness Certificate, lifting equipment & tackles competent certificate and Operator Eye Fitness certificate).

- e) Anti-fall guard/safety net/fall protection should be used as a protection measure when the person is working at height.
- f) Cranes approved by safety officer should be used and documents like as (RC, Vehicle insurance, driving license (Special license), Pollution certificate, Vehicle fitness Certificate, lifting, equipment & tackles competent certificate, and Operator Eye Fitness certificate to be kept ready for verification at any time.
- g) The contractor's employees should not report to work in an intoxicated condition. Drinking alcohol within Emerald premises is prohibited.
- h) Contractors' employees should take the food only at designated places.
- i) The contractor shall engage competent supervisor/s to oversee the safety of the job and workers. The supervisor is to be trained/ informed about the hazards which may arise in the work to be carried out; the supervisor shall be present at the worksite. In his absence, the alternate person shall be nominated who is also trained in safety related to the job.
- j) The contractor shall employ competent persons to carry out the work assigned. The contractor shall be aware of the hazards associated with the job.
- k) The contractor/contract supervisor must report to the project in-charge/concerned head of department (HOD) in emerald, daily before starting work, to
  - a. Establish the scope of the day's work
  - b. To obtain the necessary work permits.
- l) Any work beyond normal working hours (6:00 PM onwards) needs permission from the concerned HOD. Extension for working hours shall be planned well in advance. The concerned department will not grant this extension if it is not safe to work beyond the normal working hours.
- m) Always walk; never run at work site unless specifically instructed during an emergency. Contractor/contract employees shall use regular aisles & gangways without making any shortcuts. They should confine themselves to the designated workplace.
- n) In case of emergency, contractor/contract employees should assemble at the nearest safe assembly point and wait for further instructions from the safety officer.
- o) Contractor/contract employee shall not indulge in horseplay or make any loud and unusual noises as it may distract the attention of others.
- p) Contractor/contract employees shall not use compressed air for cleaning their clothes or body.
- q) Contractor/contract employee shall not interfere with machinery, guards, safety devices, or interlocks.

- r) All tools and tackles shall be in safe working condition and the tampered tools/equipment shall NOT be used.
- s) The contractor shall ensure required calibration/test certificates of the instruments/equipment's/ lifting tackle and tools used.
- t) Automobile used for transportation of employees/materials/equipment's/wastewater/freshwater etc. shall have all the statutory permissions and shall be in safe working condition.
- u) Good housekeeping shall be maintained at the site.
- v) In case of any unsafe conditions prevailing at the work area or unsafe acts by certain individuals, the same must be brought to the notice of In-charge.
- w) It is the responsibility of the contractor/ contract supervisor to conduct the daily toolbox talk for their employees highlighting safety requirements for that day's job with an attendance sheet.
- x) As a means of creating awareness, posters on good and bad practices for different high-risk activities shall be displayed at prominent locations in the work area wherever possible.
- y) In case of high-risk work, a method statement needs to be prepared to detail the steps that will be adopted for performing the activity by the contractor supervisor and the same to be approved by Safety Officer.
- z) Chemicals required to perform the job should have a material safety data sheet. This should be supplied to the Emerald contract coordinator in advance to perform the job. The safety risk related to the said chemicals should be assessed and controls should be established before the start of the work. Banned chemicals as per the Factory rules/act and expired chemicals should not be used/brought to the plant.

### **3.9 Statutory Requirements:**

- a) Without prejudice to the generality of what has been stated above, the contractor shall comply with the statutory requirement of various acts such as,
  - Factories Act and Tamil Nadu factories Rules.
  - The Environment Protection Act.
  - Building and other construction workers act.
  - Gas cylinder Rules.
  - Petroleum Act.
  - Indian Electricity Act.
  - Indian Boilers Act.



- Static Mobile and Pressure Vessel Rules.
- Central Electricity Authority (CEA) regulation.
- State rules for lifts, escalators, and passenger conveyors.

**Note:** With latest revision or amendment.

b) The contractor shall comply with statutory requirements like labor license, ESI & PF Acts. The contractor shall hand over the copies of the licenses/documents to the HRD / concerned site in charge before starting the job.

### **3.10 Work Permit System:**

- a) The contractor must follow and adhere to the work permit system of Emerald.
- b) The work permit must be obtained from the concerned authority for the following works:
  - I. Hot work (welding, open burning of bitumen, grinding, Cutting).
  - II. Confined space entry.
  - III. Working at heights/ Fragile roofs. Working on the lift, Scaffolding (Above 1.8 meters height considered as a Height work).
  - IV. Earth excavation.
  - V. Lifting Work Permit. (Machine & Material Shifting).
  - VI. Temporary Electrical connection/Electrical jobs.
  - VII. Work at high-risk areas (high-risk areas include fuel yards, licensed premises, chemical stores, processes like heat treatment, and surface treatment operations).
  - VIII. Any other work may be required within Emerald premises.
- c) Safety clearance must be obtained for work related to
  - I. Opening of pipeline joints.
  - II. Erection, dismantling, and movement of heavy equipment.
  - III. Electrical-related work.
  - IV. Hazardous chemical handling and storage.
  - V. Flammable and toxic gas and liquid items. (Handling and storage).
  - VI. Earth excavation.
  - VII. Confined space Entry.
  - VIII. Height Work.
  - IX. Hot work.
  - X. All shifting and lifting Activities.
- d) Display of work permit at the place of work is mandatory.

### **3.11 Personal Protective Equipment's (PPEs):**

- a) The contractor shall provide the necessary Personal Protective Equipment (confirming to IS standards) to his workforce. The use of the following PPEs is considered as an essential and mandatory requirement:
- Helmets with chin strap for all workforces.
  - Safety shoes or half gumboot with steel or fiber toe (Based on work)
  - Safety belts with double lane yard for working at a height equal to or more than 1.8 m.
  - Safety Shoe, Leather Gloves, Leather Apron, Safety goggles or Face shield, Nose mask & earplugs for gas cutting/grinding activities.
  - Safety shoes, Safety goggles, and earplugs for chipping activity.
  - Safety Shoe, Leather Gloves, Leather Apron, Safety goggles or Face shield and nose mask for welding activity.
  - Safety shoe, Safety Belt, and Safety Helmet for Height work activity.
  - Gumboot, Hand gloves, Apron, Safety Goggles, Filter Mask, Fireproof light, Ladder, for Confined space work activity.
- b) Other job-specific PPEs including respirators shall be provided by the contractor wherever required. However, advice can be obtained from the concerned/Safety department for choosing the correct PPE.

### **3.12 Inspection of Tools and Tackles:**

All the tools and tackles should be approved by a competent person. The test certificates from competent authorities for tools like chain pulley block, Belt, Hydraulic Pallet Trucks, Power Tools, Wire Ropes, D shackles, cranes, Forklift, etc. to be produced. Entry of tools and tackles will be allowed only after inspection of the same by the safety officer. Defective tool/tackle is not allowed inside the factory premises.

### **3.13 Safety Training to Contract Employees:**

The contractor shall ensure his entire workforce engaged had undergone safety as well as job-specific training before deploying them. If any specific training is required for carrying out the assigned job safely, he shall inform in writing the concerned HOD in Emerald.

### **3.14 Safety in Work Area & House Keeping:**

The contractor shall keep the work area clean and remove all scraps and surplus material generated during the work and after it to be disposed of properly as per the Emerald waste management systems.

### **3.15 Safety in the use of Equipment & Machinery:**

#### **3.15.1 Scaffolds:**

- A scaffold should be firm enough to bear the load of workers and materials. Normally scaffolds are erected in such a way that they can withstand at least four times the anticipated working load.
- Inspect the scaffolding thoroughly before allowing the workers on it.
- Provide a safe and convenient means to gain access to the working platform.
- Keep the platform free from any unnecessary obstruction, rubbish, and projected nails.
- Provide boards of at least 150 mm and guardrails at 450 mm & 900 mm on all working platforms and cross benching, Access ladder, Proper coupler, locking pin and Proper Base Plate are must for scaffold activity.
- Competent certificate required for scaffolding work.
- Never use platforms less than 30 mm thick. (Wooden scaffolding not allowed inside factory premises area).
- Before use, the concerned safety supervisor must inspect the scaffolds. Those which are safe to use should have green tags and those under erection or unsafe for use should have red tags.

#### **3.15.2 Lifting tackles:**

- The lifting machines, chain pulley blocks, etc. must be tested by the competent authority and valid test certificates should be submitted to the project site in-charge.
- Ensure that chain pulley block with locking lever (catch lever) are used.
- The safe working load (SWL) should be clearly marked on each of the above items. In no case, this rated capacity should be exceeded.
- Do not use a chain pulley block for pulling objects horizontally.
- Barricade the area where lifting activity is taking place and provide a caution board. No person should stand within a barricaded area.
- Never work or move below the suspended loads.
- During the Lifting activity person must wear Safety shoes, Reflective Jacket, and safety Helmet.

### **3.15.3 Welding:**

- Use only the welding equipment conforming to standards.
- Welding machines shall be in good condition and are provided with local isolation switch for emergency isolation.
- System should be such that electrical shock is prevented. Insulation of electrode holders and welding cables should be checked daily till the completion of work.
- Barricade the required area and provide a display board.
- Ensure that the area, in which welding sparks are likely to travel, is free from all possible flammable materials. Keep the cylinders away at safe place.
- Provide face shield, apron, nose mask, leather hand gloves and Safety Shoe to the welder.
- Grind all the burrs after the completion of welding/cutting jobs to make the corners round, smooth & safe. Ensure that no protruded pieces are left around the site.
- Once Welding work is completed, the fire watcher should monitor the work area for 15 min to ensure there are no fire hazards in the area.
- After Welding, used welding rods to be stored in a sand bucket or water bucket.
- Only qualified welders are allowed to carry welding activities.
- The supervisor/ Firewatcher needs to monitor the workplace area when welding process is carried.
- Bare wires, damaged plug Top & Damaged switch boxes are not allowed in emerald factory premises.
- When Tig welding activity, Gas cylinder to be stored properly in trolley with Locking System.

### **3.15.4 Gas cutting equipment:**

- Use torches, rubber-tubing, etc. As per color code of tubes and confirming to standards.
- Use cylinders (Oxygen, acetylene, LPG) approved in writing by the Chief Controller. Submit copies of the test certificates/supplier's authorization to the project in- charge/concerned HOD.
- Standard color codes for the cylinders must be followed. (Oxygen: Black; Acetylene: Maroon)
- The cylinder in use to be mounted on a trolley or tie cylinder with the chain to avoid toppling.
- Provide safety shoes, apron, goggles, or face shield & hand gloves to cutters and helpers.
- Make sure that the rubber tubing is so laid that sharp edges heavy objects and hot surfaces do not abuse it.
- Gas cutting rubber tube ends should be fixed with the clamps.

- Test the valves and joints in tube for leaks by using soap solution daily before the commencement of work. All leaks shall be rectified before lighting the torch.
- Use proper hose connectors while repairing leaks. Avoid binding with wire or tape.
- Keep nozzle of gas cutting torch clean and free from defects to avoid distortion of flame and backfiring. Provide a flash-back arrestor in both ends to avoid backfires.
- Unused and empty cylinders must be fitted with a neck cap.
- Used and unused cylinders need to be store separately and properly locked by chain.
- Pressure gauges used in gas cutting equipment to be fixed properly and must be calibrated.

### **3.15.5 Electrical Safety**

- Use portable grinders, drilling machines, cutting machines, Welding machines, Power tools, etc. confirming to BIS standards.
- Never overload cables beyond the rated capacity. This is one of the common causes of fire.
- Provide the rubber gloves to electricians based on as per rated capacity, Rubber gloves shall be tested & approved by a competent agency.
- Before commencing repair or maintenance work on any machine, switch off the main supply/ remove fuse, display caution tags on machines and switchboards. Follow the standard lockout, tag out (LOTO) procedure.
- All equipment should have proper earthing arrangements.
- Do not insert bare wires in the socket for energizing any equipment. Use only plug tops for all the electrical equipment.
- All-electric bulbs to have a protective wire mesh guard.
- While laying cables, ensure that cables are so laid that they do not obstruct the smooth movement of men and machinery.
- Make sure that all cables are protected against abuses and possible damage and ensure rating of ELCB & MCB is fixed at equipment as per activity requirement.
- Junction/extension boxes should be used, and Open connections are not permitted.
- Approved flameproof fittings shall be used in flameproof areas.
- Arrange for sufficient lighting in-case, work extension is required beyond normal working hours, and get necessary approvals for the same in safety.
- Rubber mats should be provided near/below the electrical Panels.

- Check underground cables, gas lines, water lines, Acid pipelines, etc. before starting excavation jobs. if anything is observed, Get clearance from the concerned department.

#### **3.15.6 Machine Guarding**

- All the rotating machinery/parts should be protected with proper guards.
- Necessary safety interlocks should be in place wherever required.
- Hand grinding machines shall possess proper guard on the grinding wheel.
- Follow Log Out & Tag Out (LOTO) procedure when starting maintenance activity for pressurized machines and other equipment, to cut off the power supply and all pressurized equipment pressure needs to drain pressure before starting the work.

#### **3.15.7 Floor Openings**

- Ensure that the floor, slab, duct, and equipment openings are properly covered with MS plates or gratings. Barricade the area suitably with Reflector Tapes.
- As far as possible avoid the use of wooden planks for covering the openings. MS plates are preferred.
- Take special precautions for openings provided for AC ducts which are of smaller sizes and many times adjacent to walls where the movement of people is more likely.

#### **3.15.8 Gas Cylinders**

- All gas cylinders must have test certificates. Copy should be given to the site in charge. A standard color code must be followed.
- Use proper trolleys to transfer compressed gas cylinders. Do not roll the cylinders.
- Cylinders shall be properly supported by chains/clamps.
- All cylinders shall have valve caps.
- Keep all gas cylinders away from the job in an upright position at a designated place.
- Do not throw the cylinders from the truck on the tire while unloading. Use cradles or unload cylinders on raised platforms.
- Do not expose cylinders to heat or direct sunlight.
- Proper labelling should be done to identify empty cylinders.
- Cylinder valve wrench to be kept at a proper place.
- Do not apply oil or grease on cylinder valves and fittings.

### **3.15.9 Movement of Equipment and Machinery**

- Before starting the activity, plan properly by examining the route, taking measurements, if needed, to ensure that sufficient clearances are available.
- While planning the route, look for overhead cables, Drainages, pipelines, guide ropes, and other protruding objects.
- Use a properly rated trolley to move the equipment/machinery.
- Ensure no damage to the walls or other surrounding machinery during movement. Make clear communication system to follow all the fellow contract men, to avoid misunderstanding.
- If you are moving smaller items like pipelines etc. ensure that these items are properly secured and tied.
- Accidents/incident / Near Miss or dangerous occurrences to be immediately communicated to concerned HOD and Safety.
- Know the location of the First Aid Centre before starting the work. This will reduce the time delays, in-case of any emergencies.
- For all accidents, incidents, and near misses, root cause analysis must be carried out within 24 hours of the occurrence of an incident. The lesson learns to be shared with HOD's / Safety and the employees. The required corrective and preventive actions should be implemented immediately.

### **3.16 Emergency Contact Information:**

In case of Emergency, Contact the Security and Safety department as per the guidelines provided in the work permit system.



**3.17 Vendor Acknowledgement**

I certify that my company has received, read, and understood and will abide by Emerald Jewel Industry India Limited's Vendor Code of Conduct and EHS requirements.

<b>Company Name and full address</b>	
<b>Authorized person name</b>	
<b>Designation</b>	
<b>Contact number and E-mail ID</b>	
<b>Signature and date</b>	
<b>Company seal</b>	