

SUPPLY CHAIN POLICY & SUPPLIER CODE OF CONDUCT

Company: HiQ Services

Document No.: HIQ/SC/001

Version: 1.0

Effective Date: July 2026

Approved By: Managing Director

1. Purpose

HiQ Services is committed to responsible sourcing, ethical procurement, sustainable supply chain management and conducting business with integrity. This Policy establishes the standards that all suppliers, subcontractors, vendors, consultants, service providers and business partners are expected to follow. The objective is to ensure that every organization within our supply chain operates responsibly, complies with applicable laws, respects human rights, protects the environment and maintains high standards of ethics.

Supplier Expectations:

- Operate ethically and transparently.
- Comply with all applicable legal requirements.
- Respect human rights and labour standards.
- Maintain safe and healthy workplaces.
- Protect the environment and use resources responsibly.
- Prevent bribery, corruption and conflicts of interest.
- Maintain accurate business records.
- Support audits and due diligence activities.
- Report significant compliance concerns promptly.

2. Scope

This Policy applies to all suppliers and business partners providing goods or services to HiQ Services, regardless of their location. Compliance with this Policy is a condition of doing business with the Company.

Supplier Expectations:

- Operate ethically and transparently.
- Comply with all applicable legal requirements.

- Respect human rights and labour standards.
- Maintain safe and healthy workplaces.
- Protect the environment and use resources responsibly.
- Prevent bribery, corruption and conflicts of interest.
- Maintain accurate business records.
- Support audits and due diligence activities.
- Report significant compliance concerns promptly.

3. Responsible Sourcing Commitment

HiQ Services is committed to selecting suppliers based not only on quality, cost and delivery but also on ethical conduct, legal compliance, environmental stewardship, labour practices, health and safety performance and business integrity. The Company expects suppliers to adopt responsible sourcing principles throughout their own supply chains.

Supplier Expectations:

- Operate ethically and transparently.
- Comply with all applicable legal requirements.
- Respect human rights and labour standards.
- Maintain safe and healthy workplaces.
- Protect the environment and use resources responsibly.
- Prevent bribery, corruption and conflicts of interest.
- Maintain accurate business records.
- Support audits and due diligence activities.
- Report significant compliance concerns promptly.

4. Supplier Due Diligence

Appropriate due diligence shall be performed before supplier engagement and periodically thereafter. Assessments may include legal compliance, financial stability, sanctions screening, anti-bribery controls, environmental performance, labour practices and ESG risks.

Supplier Expectations:

- Operate ethically and transparently.
- Comply with all applicable legal requirements.
- Respect human rights and labour standards.
- Maintain safe and healthy workplaces.

- Protect the environment and use resources responsibly.
- Prevent bribery, corruption and conflicts of interest.
- Maintain accurate business records.
- Support audits and due diligence activities.
- Report significant compliance concerns promptly.

5. Compliance with Laws

Suppliers shall comply with all applicable laws and regulations relating to labour, taxation, environmental protection, competition, occupational health and safety, anti-corruption, trade controls and data privacy.

Supplier Expectations:

- Operate ethically and transparently.
- Comply with all applicable legal requirements.
- Respect human rights and labour standards.
- Maintain safe and healthy workplaces.
- Protect the environment and use resources responsibly.
- Prevent bribery, corruption and conflicts of interest.
- Maintain accurate business records.
- Support audits and due diligence activities.
- Report significant compliance concerns promptly.

6. Human Rights & Labour Standards

Suppliers shall respect internationally recognized human rights, prohibit child labour, forced labour, bonded labour, discrimination, harassment and abuse, provide fair wages and lawful working hours, and maintain freedom of association where permitted by law.

Supplier Expectations:

- Operate ethically and transparently.
- Comply with all applicable legal requirements.
- Respect human rights and labour standards.
- Maintain safe and healthy workplaces.
- Protect the environment and use resources responsibly.
- Prevent bribery, corruption and conflicts of interest.
- Maintain accurate business records.
- Support audits and due diligence activities.

- Report significant compliance concerns promptly.

7. Health, Safety & Environment

Suppliers shall provide a safe and healthy workplace, identify hazards, implement risk controls, provide appropriate training and PPE, prevent pollution, conserve resources and continuously improve environmental performance.

Supplier Expectations:

- Operate ethically and transparently.
- Comply with all applicable legal requirements.
- Respect human rights and labour standards.
- Maintain safe and healthy workplaces.
- Protect the environment and use resources responsibly.
- Prevent bribery, corruption and conflicts of interest.
- Maintain accurate business records.
- Support audits and due diligence activities.
- Report significant compliance concerns promptly.

8. Business Ethics

Suppliers shall maintain the highest standards of integrity. Bribery, corruption, kickbacks, fraud, facilitation payments and unethical business practices are strictly prohibited.

Supplier Expectations:

- Operate ethically and transparently.
- Comply with all applicable legal requirements.
- Respect human rights and labour standards.
- Maintain safe and healthy workplaces.
- Protect the environment and use resources responsibly.
- Prevent bribery, corruption and conflicts of interest.
- Maintain accurate business records.
- Support audits and due diligence activities.
- Report significant compliance concerns promptly.

9. Confidentiality & Data Protection

Confidential information received from HiQ Services shall be protected and used only for authorized business purposes. Appropriate cybersecurity and privacy controls shall be maintained.

Supplier Expectations:

- Operate ethically and transparently.
- Comply with all applicable legal requirements.
- Respect human rights and labour standards.
- Maintain safe and healthy workplaces.
- Protect the environment and use resources responsibly.
- Prevent bribery, corruption and conflicts of interest.
- Maintain accurate business records.
- Support audits and due diligence activities.
- Report significant compliance concerns promptly.

10. Monitoring & Audits

HiQ Services reserves the right to request information, conduct assessments or audits and require corrective action where non-conformities are identified.

Supplier Expectations:

- Operate ethically and transparently.
- Comply with all applicable legal requirements.
- Respect human rights and labour standards.
- Maintain safe and healthy workplaces.
- Protect the environment and use resources responsibly.
- Prevent bribery, corruption and conflicts of interest.
- Maintain accurate business records.
- Support audits and due diligence activities.
- Report significant compliance concerns promptly.

11. Corrective Actions

Suppliers shall cooperate in implementing corrective and preventive actions within agreed timelines. Serious or repeated violations may result in suspension or termination of the business relationship.

Supplier Expectations:

- Operate ethically and transparently.
- Comply with all applicable legal requirements.
- Respect human rights and labour standards.
- Maintain safe and healthy workplaces.
- Protect the environment and use resources responsibly.
- Prevent bribery, corruption and conflicts of interest.
- Maintain accurate business records.
- Support audits and due diligence activities.
- Report significant compliance concerns promptly.

12. Continuous Improvement

Suppliers are encouraged to establish management systems, performance indicators and improvement plans to enhance sustainability, ethics, quality, safety and environmental performance.

Supplier Expectations:

- Operate ethically and transparently.
- Comply with all applicable legal requirements.
- Respect human rights and labour standards.
- Maintain safe and healthy workplaces.
- Protect the environment and use resources responsibly.
- Prevent bribery, corruption and conflicts of interest.
- Maintain accurate business records.
- Support audits and due diligence activities.
- Report significant compliance concerns promptly.

13. Policy Review

This Policy shall be reviewed periodically and updated whenever required due to changes in legislation, customer expectations or business operations.

Supplier Expectations:

- Operate ethically and transparently.
- Comply with all applicable legal requirements.
- Respect human rights and labour standards.
- Maintain safe and healthy workplaces.
- Protect the environment and use resources responsibly.
- Prevent bribery, corruption and conflicts of interest.



- Maintain accurate business records.
- Support audits and due diligence activities.
- Report significant compliance concerns promptly.

14. Declaration

HiQ Services expects every supplier and business partner to comply with this Policy and to cascade equivalent standards throughout their own supply chains, thereby promoting ethical, sustainable and responsible business practices.

Supplier Expectations:

- Operate ethically and transparently.
- Comply with all applicable legal requirements.
- Respect human rights and labour standards.
- Maintain safe and healthy workplaces.
- Protect the environment and use resources responsibly.
- Prevent bribery, corruption and conflicts of interest.
- Maintain accurate business records.
- Support audits and due diligence activities.
- Report significant compliance concerns promptly.



A handwritten signature in black ink, appearing to read "Rajesh K. Reddy", written over the stamp.

Authorized Signatory
Managing Director
HiQ Services

