



# IQMCIndia Certification Private Limited

## LGIW CODE OF CONDUCT

### Introduction

The IQMC Labor Growth Is Worship (LGIW) Code of Conduct is structured around three fundamental pillars: Social, Security, Quality and integrates environmental responsibility across all three areas. It establishes the essential ethical principles, legal requirements, and responsible business practices expected from all facilities, business partners, suppliers, contractors, and stakeholders associated with IQMC LGIW. This Code defines the standards necessary to ensure full compliance with applicable national legislation, international labor regulations, and globally recognized best practices that protect human rights, promote safety, and support sustainable, fair, and transparent business operations.

LGIW is committed to promoting labor growth and welfare by ensuring decent working conditions, fair treatment, and respect for every employee. It fosters an environment built on honesty, ethical conduct, integrity, and fairness, enabling a workplace culture where dignity and equality are upheld without compromise. LGIW encourages and supports continuous improvement, responsible sourcing, transparency, and accountability throughout the supply chain.

The principles of this LGIW Code of Conduct are based on relevant International Labour Organization (ILO) Conventions, national labor and employment laws, international human rights frameworks, and recognized occupational health and safety standards. All partners are required to implement these standards proactively and maintain rigorous internal controls to ensure compliance and measurable performance.

This Code is not only a compliance obligation but also a foundation for long-term ethical and sustainable partnership. By adhering to this Code of Conduct, all stakeholders demonstrate their commitment to:

- Protecting workers' rights and promoting their welfare and development
- Preventing exploitation, abuse, discrimination, and unsafe working conditions
- Supporting decent work, fair remuneration, and opportunities for growth
- Ensuring business integrity, transparency, and responsible environmental stewardship

- Building trust, operational excellence, and positive social impact

## Social Part

### Prohibition of Child Labor

The facility strictly prohibits the use of child labor in any form. No person below the legal working age, as defined by applicable national laws and International Labour Organization (ILO) standards, is permitted to work. Systems for age verification, documentation and periodic audits are implemented to prevent child labor. If any case is identified, immediate corrective actions including remediation support and education assistance will be taken.



### Prohibition of Forced Labor

The facility does not engage in or support any form of forced, bonded, trafficked, or involuntary labor. Workers are free to enter and terminate employment voluntarily. Confiscation of original identity documents, retention of wages, security bonds, or restriction of movement is strictly prohibited. Workers' consent must be informed and freely given.





## Prohibition of Discrimination and Harassment

The facility ensures equal opportunities for all workers and prohibits discrimination based on gender, religion, caste, race, nationality, age, disability, pregnancy, marital status, sexual orientation, or any other protected status. Harassment, abuse, threats, or intimidation of any form verbal, physical, psychological, or sexual is not tolerated. Clear reporting mechanisms and disciplinary procedures are in place.



## Freedom of Association and Collective Bargaining

Employees have the right to freely join or form labor unions and to engage in collective bargaining without fear of retaliation, intimidation, or interference. Where trade unions are restricted by law, the facility facilitates alternative forms of worker representation and open communication channels to support worker engagement.



## Decent Working Hours

The facility complies with legally defined working hours, breaks, weekly rest periods, and overtime regulations. Working hours shall not exceed applicable national laws or industry standards. Overtime work is voluntary, compensated at legally required rates, and workers receive at least one weekly rest day.



## Fair Remuneration

All workers receive wages that meet or exceed legal minimum wage standards, industry benchmarks, and collective agreements. Wages are paid regularly, transparently, and documented through pay slips. Deductions must be lawful and clearly communicated. Equal pay for equal work is ensured.



## No Precarious Employment

The facility does not use labor arrangements that undermine worker rights or job security. Temporary, seasonal, part-time, contract, or outsourced labor must follow the same protections and benefits as direct employees. Employment relationships are confirmed through written contracts.





## Occupational Health & Safety

The facility provides a safe and healthy workplace and complies with all health and safety laws and recognized standards. Workers receive safety training, PPE, and access to medical support. Machinery, equipment, and infrastructure are maintained safely, while emergency preparedness measures such as fire safety systems, evacuation plans, and first-aid readiness are implemented and regularly tested.



## Business Ethics & Integrity

The facility conducts business with honesty, fairness, transparency, and integrity. Corruption, bribery, falsification of records, fraud, or unethical business practices are strictly prohibited. Confidentiality of personal and business information is protected. All stakeholders are expected to uphold highest ethical standards.



## Protection of Environment

The facility is committed to minimizing environmental impact through responsible use of natural resources, pollution prevention, waste reduction, and compliance with environmental laws. Measures are taken to improve energy efficiency, manage waste responsibly, and reduce carbon emissions. Continuous improvement programs and sustainability practices support long-term environmental protection.

- Using energy, water, and other natural resources efficiently
- Handling chemicals safely and reducing hazardous substances wherever possible
- Limiting waste generation and controlling emissions to air, water, and land
- Choosing processes and materials that reduce environmental impact
- Embedding sustainability considerations into everyday operations and decisions



## Subcontractors



Members and suppliers must ensure full oversight and accountability for any subcontractors involved in their production or services. Expectations include:

- Working only with subcontractors who have been formally assessed and approved
- Making sure subcontractors meet all labor, ethical, safety, and environmental requirements
- Monitoring subcontractor performance regularly
- Preventing any unapproved or hidden subcontracting
- Ensuring the main supplier remains responsible for the behavior and compliance of all subcontractors.



## Security Part

### Security Risk Assessment & Crisis Management

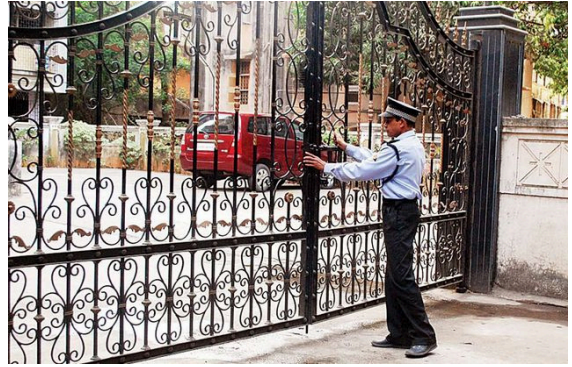
The facility conducts regular security risk assessments to identify, evaluate, and mitigate potential threats to people, assets, operations, and information. Documented crisis management and emergency response plans are maintained to address situations such as fire, natural disasters, civil unrest, security breaches, or other emergencies. Responsibilities, escalation procedures, and communication protocols are clearly defined and periodically tested.



### Physical Security (Premises, Access Control & Surveillance)

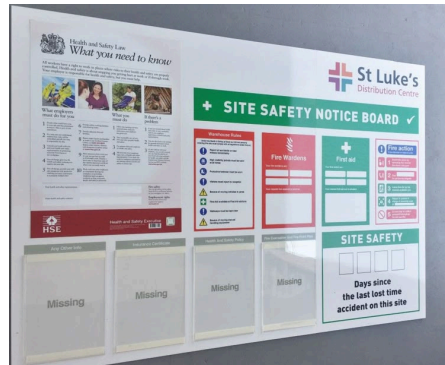
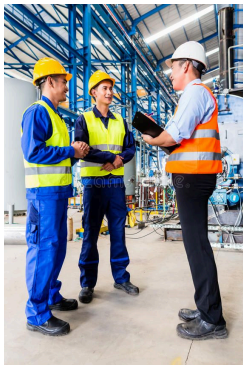
The facility maintains secure premises with controlled entry and exit points. Physical access is restricted to authorized personnel through identification systems, visitor registration, and access control

mechanisms. Surveillance systems such as CCTV, adequate lighting, perimeter controls, and security personnel are deployed to deter unauthorized access and protect workers, property, and assets.



## Employee & Worker Security

The safety and security of all employees and workers are prioritized. Measures are implemented to protect workers from violence, threats, harassment, or intimidation within the workplace. Clear reporting mechanisms exist for security concerns, and confidentiality is maintained. Security awareness is integrated into employee orientation and training programs.



## Transport Security & Shipment

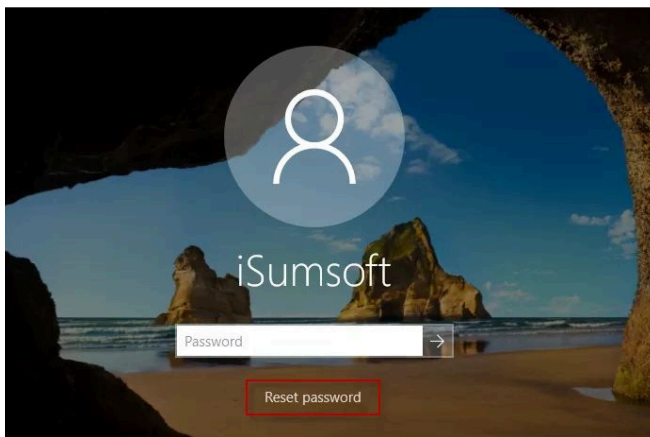
The facility ensures secure transportation of goods, raw materials, and finished products. Transport partners are evaluated and monitored for compliance with security requirements. Vehicles, shipments, and loading areas are supervised to prevent theft, tampering, diversion, or unauthorized access. Documentation and traceability are maintained throughout transportation and delivery processes.





## IT & Cybersecurity

Appropriate controls are implemented to protect information systems, digital data, and communication networks. Access to IT systems is restricted through passwords, authorization levels, and monitoring. Measures are in place to prevent data loss, cyber threats, unauthorized access, and misuse of confidential information. Employees are made aware of cybersecurity responsibilities.



## Warehouse & Inventory Security

Warehouses, storage areas, and inventory locations are secured against theft, loss, damage, or misuse. Inventory records are accurately maintained, and access is limited to authorized personnel. Regular stock checks and monitoring systems are used to ensure transparency, accountability, and traceability of materials and finished goods.



## Sub-Supplier Verification

The facility maintains visibility and control over its supply chain. Sub-suppliers are identified, assessed, and approved prior to engagement. Security expectations are communicated, and compliance is monitored periodically. The primary supplier remains fully accountable for the actions, compliance, and performance of all sub-suppliers.



## Pest Control & Environmental Security

Effective pest control programs are implemented to protect facilities, products, and storage areas from contamination or damage. Environmental security measures ensure that operations do not pose risks to surrounding communities, ecosystems, or infrastructure. All pest control and environmental protection activities comply with applicable laws and safety standards.





## Building Security Design

Facility buildings and layouts are designed or maintained to support safety and security. This includes controlled access points, safe evacuation routes, structural integrity, adequate lighting, signage, and fire protection systems. Building design supports both operational efficiency and protection of people and assets.



## Data Storage

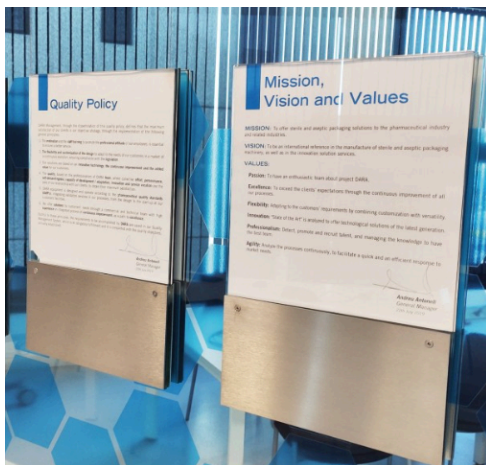
Physical and electronic records are securely stored to prevent loss, misuse, or unauthorized access. Confidential business information, employee data, and customer records are protected in accordance with legal and contractual requirements. Retention and disposal of records follow defined procedures to ensure data security and privacy.



## Quality Part

### Quality Policy & Objectives

The facility maintains a documented Quality Policy aligned with customer requirements, regulatory obligations, and continuous improvement goals. Clear quality objectives are established, communicated, and reviewed regularly to ensure consistent product and service performance.



### Resource Management & Training

Adequate human, technical, and infrastructure resources are provided to meet quality requirements. Employees receive appropriate training to perform their tasks competently and understand quality expectations. Training effectiveness is monitored, and continuous skill development is encouraged.





## Communication & Document Control

Effective internal and external communication channels are maintained to support quality management. Documents and records are controlled to ensure accuracy, availability, traceability, and version control. Obsolete or unauthorized documents are prevented from use.



## Supplier & Procurement Management

Suppliers are selected, evaluated, and monitored based on their ability to meet quality, legal, and contractual requirements. Procurement processes ensure that purchased materials, components, and services conform to specified standards. Supplier performance is reviewed regularly.

Supplier Assessment and Evaluation Form			
Supplier Information		Date	Supplier Code
Enter supplier name		DD/MM/YYYY	Enter supplier code
General Supplier Information			
Description	Rating (1-5)	Comments	
Quality of products/services			
Timeliness of delivery			
Responsiveness to inquiries			
Communication effectiveness			
Transparency in pricing			
Supplier Performance			
Description	Rating (1-5)	Comments	
Consistency in meeting quality standards			
Ability to meet deadlines			
Frequency of product defects/returns			
Customer complaints			
Number of on-time deliveries			
Supply Chain Management			
Description	Rating (1-5)	Comments	
Order accuracy			
Inventory management			
Ability to handle demand fluctuations			
On-time delivery to the customer			
Cost efficiency			
Financial Stability			
Description	Rating (1-5)	Comments	
Financial stability			
Payment terms adherence			
Pricing competitiveness			
Creditworthiness			
Cash flow management			
Overall Supplier Rating			
Description	Rating (1-5)	Comments	
Overall performance			
Strengths			
Areas for improvement			
Recommendation			
Additional Comments			



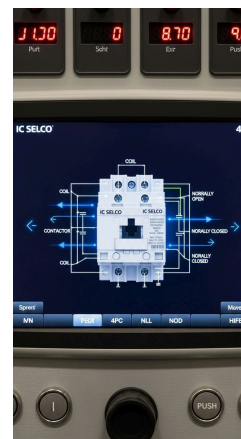
## Incoming Material Inspection & Storage

Incoming raw materials and components are inspected, verified, and handled according to defined procedures. Non-conforming materials are clearly identified and segregated. Storage conditions are controlled to prevent damage, deterioration, or contamination.



## Production & Process Control

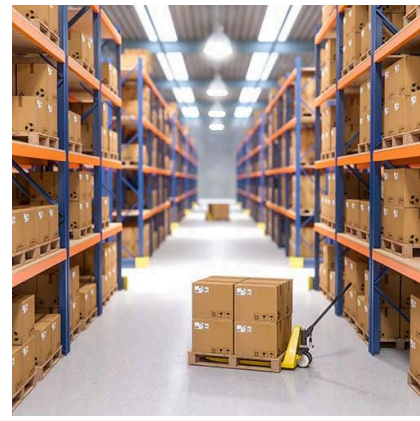
Production processes are planned, controlled, and monitored to ensure consistent quality output. Equipment is maintained, process parameters are defined, and deviations are addressed promptly. Change management procedures are applied to minimize quality risks.



## Finished Goods Inspection & Dispatch

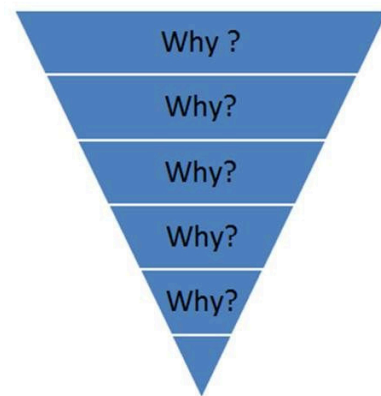
Finished products are inspected against defined specifications before release and dispatch. Only approved products are shipped to customers. Packaging, labelling, and handling are managed to preserve product quality during storage and transportation.





## Non-Conformance, Corrective & Preventive Action

Non-conforming products or processes are identified, documented, and controlled to prevent unintended use. Root causes are analysed, and corrective and preventive actions are implemented to eliminate recurrence. Effectiveness of actions is reviewed.



## Internal Audits & Compliance

Internal audits are conducted periodically to verify compliance with quality systems, legal requirements, and LGIW standards. Audit findings are documented, and corrective actions are tracked to completion.



## Management Review & Continual Improvement

Top management reviews the quality management system at planned intervals to ensure its suitability, adequacy, and effectiveness. Performance data, audit results, customer feedback, and improvement opportunities are evaluated. Continuous improvement is embedded in all operations.



# Thank you!

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