



PROCUREMENT GUIDELINE

TATA STEEL MINERALS CANADA (TSMC)

1. *PURPOSE*

THE PURPOSE OF THIS PROCUREMENT GUIDELINE IS TO ESTABLISH CLEAR, TRANSPARENT, AND FAIR PROCESSES FOR THE ACQUISITION OF GOODS AND SERVICES. TSMC IS COMMITTED TO BUILDING STRONG, SUSTAINABLE, AND MUTUALLY BENEFICIAL PARTNERSHIPS WITH SUPPLIERS THAT UPHOLD OUR STANDARDS OF SAFETY, ETHICS, AND RESPONSIBILITY.

2. *SCOPE*

THIS GUIDELINE APPLIES TO ALL PROCUREMENT ACTIVITIES UNDERTAKEN BY TSMC, INCLUDING:

- MINING EQUIPMENT AND SPARE PARTS
- ENGINEERING AND CONSTRUCTION SERVICES
- TRANSPORTATION AND LOGISTICS
- SITE SERVICES (CATERING, CAMP MANAGEMENT, ETC.)
- PROFESSIONAL AND CONSULTANCY SERVICES
- HEALTH, SAFETY, AND ENVIRONMENTAL SUPPLIES

3. *GUIDING PRINCIPLES*

➤ **FAIRNESS & TRANSPARENCY**

- ALL PROCUREMENT DECISIONS ARE BASED ON OBJECTIVE CRITERIA SUCH AS QUALITY, COST, DELIVERY, SAFETY, AND SUSTAINABILITY.
- SUPPLIERS WILL BE GIVEN EQUAL OPPORTUNITY TO PARTICIPATE IN OPEN AND COMPETITIVE BIDDING.

➤ **ETHICAL CONDUCT**

- TSMC MAINTAINS A ZERO-TOLERANCE POLICY TOWARD BRIBERY, CORRUPTION, AND CONFLICTS OF INTEREST.
- ALL SUPPLIERS MUST ADHERE TO THE *SUPPLIER CODE OF CONDUCT*.

➤ **SAFETY FIRST**

- SUPPLIER OPERATIONS MUST ALIGN WITH TSMC'S SAFETY STANDARDS AND REGULATORY OBLIGATIONS.
- CONTRACTORS WORKING ON-SITE ARE REQUIRED TO FOLLOW MANDATORY INDUCTION AND TRAINING PROTOCOLS.

➤ **SUSTAINABILITY & INDIGENOUS PARTNERSHIPS**

- PREFERENCE WILL BE GIVEN TO SUPPLIERS WHO DEMONSTRATE SUSTAINABLE PRACTICES AND ACTIVELY SUPPORT INDIGENOUS AND LOCAL COMMUNITY PARTICIPATION.

4. *PROCUREMENT PROCESS*

➤ **IDENTIFICATION OF NEED**

- DEPARTMENTS RAISE REQUESTS WITH DETAILED SPECIFICATIONS.



➤ **SOURCING & TENDERING**

- OPPORTUNITIES ARE PUBLISHED ON TSMC'S WEBSITE.
- REQUEST FOR QUOTATION (RFQ), OR REQUEST FOR PROPOSAL (RFP), DEPENDING ON SCOPE.

➤ **EVALUATION & SELECTION**

- BIDS ARE ASSESSED AGAINST PRE-DEFINED CRITERIA: PRICE, QUALITY, EXPERIENCE, SAFETY RECORD, AND COMPLIANCE WITH STANDARDS.
- EVALUATION TEAM ENSURE IMPARTIAL DECISION-MAKING.

➤ **CONTRACT AWARD**

- CONTRACTS AWARDED TO THE MOST RESPONSIVE AND RESPONSIBLE SUPPLIER.
- NOTIFICATION SENT TO ALL PARTICIPATING BIDDERS.

➤ **DELIVERY & PERFORMANCE MONITORING**

- SUPPLIERS MUST MEET AGREED TIMELINES, SPECIFICATIONS, AND PERFORMANCE STANDARDS.
- NON-PERFORMANCE MAY RESULT IN PENALTIES OR DISQUALIFICATION FROM FUTURE CONTRACTS.

5. *SUPPLIER EXPECTATIONS*

SUPPLIERS MUST:

- PROVIDE ACCURATE AND COMPLETE INFORMATION IN ALL SUBMISSIONS.
- MAINTAIN VALID LICENSES, INSURANCE, AND CERTIFICATIONS.
- ENSURE COMPLIANCE WITH CANADIAN LAWS, CNESST STANDARDS (QUÉBEC), AND WORKPLACENL REQUIREMENTS (NEWFOUNDLAND & LABRADOR).
- DEMONSTRATE COMMITMENT TO HEALTH, SAFETY, AND ENVIRONMENTAL PROTECTION IN ALL ACTIVITIES.
- TREAT ALL WORKERS WITH DIGNITY, FAIRNESS, AND RESPECT.

6. *CONFIDENTIALITY*

ALL PROCUREMENT-RELATED INFORMATION, INCLUDING BIDS AND PRICING, IS TREATED AS CONFIDENTIAL. SUPPLIERS ARE EXPECTED TO SAFEGUARD TSMC'S PROPRIETARY AND SENSITIVE INFORMATION.

7. *CONTACT INFORMATION*

FOR PROCUREMENT INQUIRIES, SUPPLIERS MAY CONTACT:

PROCUREMENT DEPARTMENT

TATA STEEL MINERALS CANADA (TSMC)

✉ PROCUREMENT@TATASTEELCANADA.COM

☎ +1 (514) 764-6700

NOTE: THIS GUIDELINE DOES NOT REPLACE CONTRACTUAL TERMS. IN CASE OF CONFLICT, THE CONTRACT SHALL PREVAIL.