



SUSTAINABLE PROCUREMENT POLICY

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1. Objective

During acquisition of material for production in the manufacturing industry, there are parts of climate (air, water, waste) and people (diversity and inclusion in suppliers/vendors selected) that need consideration. As an association endeavoring towards accomplishing sustainability, Suprajit Engineering Limited views procurement as an element of climate and people. At Suprajit we coordinate ecological issues and human & labour rights issues in the organization's procurement network as a way to facilitate the supply chain process in a sustainable and continuous manner. As an organization operating in the manufacturing industry, not only does Suprajit Engineering Limited indulge in procurement but are also part of larger procurement networks to supply their finished goods and products. In the whole ecosystem of procurement, it is imperative that market leaders (revenue and product quality wise) set standards and benchmarks in policy making. In view of this information, Suprajit Engineering Limited has created this Sustainable procurement policy.

2. Scope Of Application

This policy applies to all employees and suppliers of Suprajit Engineering Limited.

3. Our Commitment

Our company adheres to the commitments made in regard to the following topics and drive our suppliers to do the same:

3.1 Procurement and Climate

Taking into account, Climate is critical to the sustainability of a business. Suppliers are expected to join us in the journey to net zero by considering the following:

- Minimize and/or eliminate the emissions and discharge of pollutants and generation of waste.
- Implement a water & energy management program that documents, characterizes and monitors sources, consumption, recycle and discharge.
- Track and document Scopes 1 and 2 greenhouse gas emissions at facility and/or corporate level in line with GRI Guidelines.

3.2 Procurement and People

Social responsibility is at the heart of how we think and who we are. The following principles guide us in conducting business:

- Child labor is not to be used in any stage of manufacturing. Workers should be above the age of 18 years.

- The workplace should be free of harassment and unlawful discrimination. Company shall not engage in discrimination based on race, color, age, gender, sexual orientation, etc.
- Potential emergency situations and events are to be identified and assessed, and their impacts minimized by implementing emergency plans and response procedures.
- Zero tolerance to all forms of bribery, corruption, extortion and embezzlement. Standards of fair business, advertising and competition are to be upheld.
- Committed to protecting the reasonable privacy expectations of personal information of everyone they do business with.

Targets:

- Increase the number of targeted suppliers who signed the supplier code of conduct to 50% by 2025.
- Increase the number of targeted suppliers who were subjected to a sustainability assessment to 40% by 2025.
- Increase the number of targeted suppliers who were subjected to a sustainability on-site audit to 10% by 2025.
- Increase the number of buyers who have received training on sustainable procurement to 30% by 2025.

4. Responsibilities

Information sharing about this policy along with ensuring that the policy is enforced and abided by will be the responsibility of management and the employees.

Management – To enforce the policy document upon the organization and all staff members.

Staff members – To adhere to this policy and execute it.

5. Review

Annual review about the extent to which this policy document is being enforced and followed by the organization, its various departments as well as all business units will be conducted by the senior management of the organization. Review of this policy document also extends to its application by the suppliers. Revision details are provided at the end of this document.

6. Communication

Suprajit Engineering Limited will rely on the following channels of communication to disseminate information about this policy.

1. During onboarding of employees, the policy document will be shared with the new staff members.
2. Post review email sent out to all group employees and suppliers.

7. Reporting

Non-compliance of this Policy is looked upon critically. Full-time, part-time, contractual employees and especially the senior management will be responsible for identifying the areas of breach and any assistance from the employees is encouraged. We bank upon all our employees to report any suspected breaches of this policy by writing to [Anonymous Feedback - Suprajit Group](#) or calling on [+918043421100](#). The confidentiality and anonymity of all employees reporting any suspected neglect of this policy will be protected by the company's Whistleblower Policy.



Rev. No: 01
Rev. Date: 02.01.2024

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8. Revision History

Revision no.	Date of last review	Revision Details	Date of next review
00	01.06.2022	Initial issue	-
01	02.01.2024	Sustainable Procurement Policy expanded to include objectives and Targets	JAN 2025