



METROCHEM API PRIVATE LIMITED

POLICY ON SUSTAINABLE PROCUREMENT

Corporate Office: The Watermark, 3rd floor & 4th floor, Plot No 11, Survey No. 9, Whitefields, Kondapur,
HITECH CITY, Hyderabad - 500081 Telangana State, India.

POLICY ON SUSTAINABLE PROCUREMENT

OBJECTIVE

Metrochem Group of Companies (herein referred to as ‘Company’) for this policy purpose. For our Company, sustainable procurement is the application of principles of sustainable development for making investment decisions. Metrochem is committed to balance its actions against the required future operations.

Procurement means the process of finding, acquiring, and buying goods, or services. To achieve our goals and ensure ethical conduct, it is empirical that our suppliers share our values and vision; and raise the sustainability standards in our supply chain

This policy outlines our expectations from the Suppliers/associates/contractors with regards to Ethics, Human Rights, Business Integrity and a Safe and Healthy Environment.

RESPONSIBILITY

All the employees involved in procurement, sourcing and decision-making shall be responsible for the effective implementation of this policy.

SUSTAINABILITY PRINCIPLES

The supplier organization shall be committed to ensure to meet the sustainability principles like

1. Ethically Driven

We conduct our business activities in a fair and transparent manner with honesty, Integrity and respect to Human Rights. We strongly believe that high ethical standards are essential for sound business relationships. We expect our suppliers to share this commitment while conducting their business

1.1 Business Integrity and Ethics

a) Conflict of Interest

Suppliers are expected to report any conflict of interest in any business dealings with Metrochem that supplier is aware of to allow us the opportunity to take appropriate action against the person/entity.

b) Bribery , Corruption, Gifts and Donations

Suppliers in all commercial dealings must ensure that they will not offer or receive any illegal payments, gift, bribes, and improper advantage in order to obtain unethical favors for the business.

c) Confidentiality

Supplier shall safeguard Metrochem's intellectual property, trade secrets and other sensitive information at all time and shall not disclose to the open market or public. It should only be used between the Metrochem and its dedicated Suppliers.

1.2 Human Rights

a) Child and Forced Labour

Metrochem expects from its suppliers that they, by any means will not use any child or forced labour in their operations.

b) Working hours and Equal Wages

Metrochem expects suppliers to comply with applicable wage and hour laws, regulations and mandatory industry standards pertaining to minimum wages, overtime pay, working hours and rest periods.

c) Non Discrimination and Non Harassment

Suppliers must ensure that they do not discriminate in their hiring or employment or business practices on the basis of race, cast, color, creed, gender, nationality, religion, disability and marital status.

1.3 Legal & Statutory Compliance

Metrochem expects our suppliers to comply with all applicable laws and regulations within the country of operation. All other applicable international laws and regulations should also be complied with. Suppliers should follow guidelines of all the required permits and registrations to be legally compliant at all times.

2. Socially Driven

2.1 Diversity in Work Force

We suggest that suppliers should take initiatives to have a diverse and inclusive workforce in terms of age, gender, experience, ethnicity etc.

2.2 Employee Health and Safety

Metrochem expects our Suppliers to adopt practices for providing healthy and safe working environment to all its employees complying with the applicable laws.

3. Environmentally Driven

3.1 Reduce-Reuse-Recycle (3R.s) Policy

Metrochem always try to follow the rule of 3 R in its operations that is

- Reduce the wastage
- Reuse the product and
- Promote the use of Recycled product
- Zero waste to Landfill

The same it expected from its Suppliers to protect the environment with their ongoing best efforts.

3.2 Reduce Emmision of Carbon in Environment and Water Intake

Metrochem suggest and expect its suppliers to identify the source of emission in their operations and take protective measure to control the emission of various harmful gases and particulate matters like SO_x, NO_x, CO₂. Also, they should implement the best practices by which water consumption can be reduced.

3.3 Disposal of Toxic Waste

Toxic waste should be handled with professional guidance and mechanism should be put in place to dispose-off the waste to authorized waste processors by the suppliers. Toxic waste should not be allowed outside the premise without proper approval.

4.0 EDUCATION & TRAINING

The company is committed to provide the training and create the awareness program for all the employees for energy saving and water conservation. The Human resource personnel has a very vital role to play like wise :

- Arranging awareness material for the employees.
- Arranging external training program for capacity building of the employees as well as coordinate with the purchase personnel for arranging training to the suppliers.
- Encouraging the use of recyclable products through distribution of information , development of internal procedures.
- Cooperating in gathering information for the purpose of tracking, reporting and evaluating.

POWER TO AMEND

The Company reserves the right to amend the policy at any time without assigning any reason whatsoever. The utility and interpretation of the policy will be at the sole discretion of the management and all the decisions of the management shall become final.

Dr. N. Venkateswara Rao
Chairman & Managing Director

Date : June 1st, 2022

Place: Hyderabad, INDIA