

## **Sustainable Procurement**

### **Purpose**

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. We acknowledge that long-term sustainable development of our suppliers is critical to our joint success and we value our relationship with suppliers who share the same approach and vision towards doing business.

### **Scope**

In line with our commitment we have developed a Sustainable Procurement Policy (Policy), which is an extension of our values and is applicable to all our suppliers. We expect our suppliers to operate in accordance with the principles as outlined in this Policy and adhere to all applicable laws and regulations. This Policy goes beyond mere compliance with the law Our Commitments

### **Policy**

This Policy outlines our expectations with regards to ethics, business integrity, human rights, health and safety, environment, the local community and quality of product and operations.

### **Process/ The Principles**

Our sustainability Policy is derived on below principals:

1. Ethically Driven
2. Socially Driven
3. Environmentally Driven
4. Quality Driven

1. Ethically Driven:

- a. **Conflict of Interest**

Suppliers are expected to report any conflict of interest in any business dealings with Raghava that supplier is aware of to allow us the opportunity to take appropriate action. It should be disclosed if any Raghava's employee or professional under contract with Raghava's may have significant ownership or interest in a supplier's business.

- b. **Bribery, corruption, gifts and donations**

Suppliers in all commercial dealings with Raghava's or otherwise must not receive or offer to make any illegal payments, gifts, bribes, donations or other improper advantage in order to obtain unethical favors for the business. All suppliers must ensure that no action is taken to violate any applicable anti-bribery or anti-corruption laws and regulations in the locations of their operations and make every effort to eliminate all forms of corruption and bribery.

**c. Confidentiality**

Suppliers shall safeguard and respect Raghava's intellectual property; trade secrets and other confidential, proprietary and sensitive information or data at all times and shall not disclose the same. The information provided by Raghava should be used only for its intended and designated purpose as decided and agreed upon between Raghava and the supplier.

**d. Anti-competitive and restrictive trade practices**

Suppliers must comply with applicable local and international laws to promote free and fair competition and to get business by offering competitive prices and innovative products.

**e. Child Labor**

Suppliers shall prohibit use of child labor at any stage of their business process. We expect that our suppliers will not employ any person below the age of 18 (or as per local law, whichever is greater). The suppliers must not use forced labor including prison or debt bondage labor, human trafficking or modern day slavery.

**2. SOCIALLY DRIVEN****a. Fair & Transparent Dealing**

We encourage our suppliers to conduct all transactions with their business partners in fair and transparent manner including fair evaluation, reasonable selection, equal opportunities, fair and free competition for all.

**b. Diversity in Workforce**

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

**c. Local Community Impact**

We encourage our suppliers to address issues and concerns of the community impacted by operations of the supplier and minimize the impact.

**d. Employee Health and Safety**

We expect our suppliers to adopt robust and relevant management practices in order to comply with applicable health and safety laws, rules, regulations and industry standards. The suppliers are also encouraged to conduct training and awareness activities for employees on health and safety. We also suggest suppliers to take reasonable actions to prevent accident and injuries by analysing and minimising risk exposure

### 3. Environmentally Driven

#### **a. Reducing in Emissions**

We suggest that our suppliers identify sources of emissions (CO<sub>2</sub>, Other Greenhouse Gases, SOX, NOX and Particulate Matter) and make progressive efforts towards reducing these emissions. Opportunities for reduction in water usage should be identified and measures for water conservation should be implemented.

#### **b. Continual Improvement**

Suppliers should strive towards enhancing the efficiency and performance of the equipment and processes by continual improvement, monitoring and assessment of technology. Good practices should be followed to ensure environmental resources are valued and protected.

#### **c. Reduce Usage of Hazardous and Toxic substance**

We expect our suppliers to assess their use of hazardous and toxic material and take necessary steps to reduce it, as much as possible. Appropriate substitutes and replacements should be introduced to minimize exposure to such material.

#### **d. Reduce Waste to Landfill**

Waste to landfill should be analyzed and suppliers should try and set targets to reduce the quantity of disposal to landfills. Alternate waste disposal techniques should be adopted in order to reduce the impact on the environment.

#### **e. Consumption of Resource**

We recommend our suppliers to minimize use of all resources, including virgin raw material, in their processes. The supplier should look for opportunities to reduce resource consumption by improving efficiency, investing in advanced technology, reusing material by innovating products and processes.

#### **f. Packing Material**

Suppliers should try and take steps to reduce the environmental impact of their packaging material by developing innovative, practical solutions to modify the design and disposal method to the best possible extent.

### 4. Quality Driven

#### **a. Quality Management System**

We expect our suppliers to establish quality objectives, policies, manual, procedures and



have in place a certified Quality Management System by competent authority like ISO. The suppliers should comply with local regulations, registrations, have trainings, management reviews and internal audits to ensure that the Quality Management System is effective.

**b. Housekeeping and Machinery**

We expect our suppliers to give utmost importance to equipment design, installation, maintenance and ensure validation/verification of the same. The suppliers should have in place proper housekeeping and pest control to ensure hygiene, safety and security of its workforce.

**c. GMP & QC**

We expect our suppliers to have in place established manufacturing and packaging operations with proper maintenance of records along with process controls and finish product release programme.

For Raghava Life Sciences Private Limited

  
Managing Director

