	SUSTAINABLE PROCUREMENT POLICY	Effective From: 01-09-2023 Revision No.:00 Policy Type: Internal /Public
	RELIABLE AUTOTECH PVT. LTD.	

1. PURPOSE:

Reliable Autotech Private Limited believes that movement toward Sustainable Procurement is gaining momentum and broad adoption. RAPL expects its suppliers to recognize the importance of Sustainable Procurement and work with the company to implement appropriate practices to create value for all stakeholders.

Reliable Autotech Pvt. Ltd. collaborates with suppliers to create new opportunities that can not only improve compliance, safety, quality, cost and delivery but also create value for the entire supply chain through environmental stewardship practices, respect for human rights, support of fair labor practices and increased transparency. RAPL does this while positively contributing to the local communities in which its supply chains exist.

2. SCOPE & APPLICABILITY:

This policy shall be applicable to all suppliers, each supplier made partner in implementing the policy. The suppliers are expected to disclose us the goals set by them and the measures undertaken by them for each of the various principles underlined in this policy.

3. OBJECTIVE:

As part of its operations, Reliable Autotech Private Limited intends to make its procurement practices more sustainable by:

- Complying with all the applicable laws, and regulatory requirements.
- Protecting and safeguarding confidential information including sensitive personally Identifiable information of its supply chain partners as per regulatory requirements.
- Identifying risks in the procurement process and developing mitigation mechanisms.
- Screening of suppliers on social and environmental parameters as part of supplier onboarding process.
- Defining suppliers as critical and non-critical as per pre-defined criteria which includes volume of procurement, non-substitutable nature and other suitable parameters.
- Carrying out assessments of suppliers based on RAPL supplier assessment framework.
- Integrating results of supplier assessments into onboarding process with consideration for suppliers from local geography and from vulnerable groups.
- Awareness generation and training of supply chain partners on principles defined under this policy.

4. THE PRINCIPLES:

1) Ethically Driven


We conduct our business activities in a fair and transparent manner with honesty, integrity, high ethical & moral standards and respect for 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 RAPL that

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supplier is aware of to allow us the opportunity to take appropriate action. It should be disclosed if any RAPL employee or professional under contract with RAPL may have significant ownership or interest in a supplier's business.

b. Bribery, corruption, gifts & donations

Suppliers in all commercial dealings with RAPL or otherwise must not receive or offer to make any illegal payments, gifts, bribes, donations or other improper advantage in order to obtain unethical favours 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 RAPL'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 RAPL should be used only for its intended and designated purpose as decided and agreed upon between GCPL 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.

1.2 Human Rights

a. Forced and child labour

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

b. Compensation and working hours

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

c. Non-discrimination


Suppliers must ensure there is no discrimination in their hiring and employment practices on the basis of race, colour, gender, age, nationality, religion, sexual orientation, marital status, citizenship, disability, veteran status, medical condition etc.

1.3 Accountability and Transparency

a. Maintaining appropriate financial records

We expect suppliers to prepare and maintain accounts of business dealings fairly, accurately and in accordance with accounting and financial reporting standards which represent the generally accepted guidelines, principles, standards, laws and regulations of the country of operation.

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1.4 Legal and Regulatory Compliance

We expect 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. Social Centric

We are committed towards supporting sustainable development and business practice. Sustainable practices now have grown to encompass social performance criteria as well. We believe that an organisation should play a significant and beneficial role within the local community and society in general.

We are contributing towards social and economic development of the communities in which we operate and expect our suppliers to take steps towards same.

2.1 Responsible Conduct with Stakeholders

a. Fair dealing with vendors/suppliers

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. Engage and involve local communities

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


2.2 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.

2.3 Local Community Development

We understand that our operations not only affect our own communities but also of those who are in contact of our supply chains and our suppliers. Therefore, we encourage our suppliers to undertake steps to collaborate and associate with the local community for economic and social development by providing employment, helping in eradicating poverty, helping in developing skills of local people etc.

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3 Green Approach

Environmental concerns are no more issues of tomorrow but are real challenges that need to be addressed today. We aim at making our value chain environmental friendly and responsible. We are committed to comply with the requirements of local laws and regulations related to environment in the countries and regions in which it operates and from where it sources any material, product or services.

We realise that the scope and nature of operations of our suppliers vary and hence emphasis on these principles may vary accordingly.

3.1 Green Products and Processes

a. Reducing carbon emission and water conservation

We suggest that our suppliers identify sources of carbon emission and make progressive efforts towards reducing carbon emissions. Opportunities for reduction in water usage should be identified and measures for water conservation should be implemented.

b. Efficient systems and process

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. Reducing usage of hazardous, toxic chemicals, materials and substances

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 minimise exposure to such material.

d. Disposal of hazardous & toxic chemical waste

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

e. Renewable energy


We recommend our suppliers to use renewable sources of energy wherever possible so as to become more energy efficient and energy independent. The suppliers should take steps to identify the scope of replacing conventional sources of energy with sustainable and renewable sources in their operations.

3.2 Reduce, Reuse and Recycle

a. Zero waste to landfill

Waste to landfill should be analysed 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.

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b. Responsible consumption of resources

We recommend our suppliers to minimise 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. The supplier should minimise dependence on scarce natural resource by identifying and using appropriate replacements.

c. Packaging 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.

3.3 Adopting Green Initiatives and Practices

In order to monitor the environmental performance and to become environmental friendly, practices to monitor and minimise environmental impact should be imbibed in organisation’s processes. We recommend that our suppliers inculcate such practices in their operations and start new initiatives to reduce their impact on the environment.

4 Quality Focused

Ensuring quality & adherence to manufacturing and product standard is of prime importance to us.

4.1 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.

4.2 Facility 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 the hygiene, safety and security of its workforce.


4.3 Good Manufacturing Practices and Quality Controls

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.

4.4 Material Management

We expect our suppliers to have in place established practices for storage, handling and transportation of raw material and to maximize the risk prevention measures through good warehousing practices and proper handling of rejected item.

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5. MONITORING & REPORTING

We expect our suppliers to monitor and report the initiatives undertaken by them with regards to ensuring adherence to this policy.

We recommend our suppliers to place monitoring and reporting mechanisms and management systems, wherever required to effectively implement and manage such initiatives.

The suppliers should focus on continuously improving their performance with regards to compliance with this Policy.

6. IMPLICATION

If our suppliers do not follow policy will go under screening, receive warning letter and penalized.

7. GRIEVANCE:


In the event of any grievances, stakeholders are encouraged to submit their grievances on <https://akath-whistleblowing.reliableautotech.com> by opting appropriate category.

The grievance officer will handle all grievances in a fair and confidential manner, ensuring timely resolution and adherence to company policies and applicable laws.

8. REVIEW:

The policy shall be reviewed once a year.

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Confidentiality:

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