

**RUBAMIN***The Joy of creating an institution!*

## Rubamin Private Limited



## Sustainable Sourcing

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Policy Title	Sustainable Sourcing
Employee Value Proposition	Guideline and General Principles
Applicability	This policy is applicable to all employees, Business Partners, Service Partners, Suppliers and Network of Suppliers working with Rubamin Private Limited
Originator and Contact Information	Human Resource ( <a href="mailto:hrd@rubamin.com">hrd@rubamin.com</a> )
Effective Date	September 1, 2023

## 1. OBJECTIVE

This Policy defines the approach of Rubamin Private Limited (hereinafter referred to as “RPL” or “Company”) to direct and indirect procurement in line with its commitments to promote fair dealing, to ensure health and safety, and to manage impact on climate and environment in our supply. The Company expect its suppliers to be committed to business integrity, to promote the principles of sustainable procurement in their supply chain, to be compliant with international and local laws, to strive to minimize impact on climate and the environment and to respect international human rights legislation, to abolish child and forced labor and eliminate discrimination on their own sites and from their own suppliers.

## 2. SCOPE

The Rubamin Sustainable Sourcing Policy is fully aligned with the Rubamin Way, the Rubamin Code of Conduct. This policy applies to all immediate business partners including service and supply partners of Rubamin. Rubamin is committed to creating sustainable value with our entire network of suppliers through a mutually beneficial relationship based on strong ethical business standards, trust and shared commitments to meet or exceed our customers’ requirements. We therefore seek to do business with partners also committed to the principles of sustainable development and whose partnership supports and is aligned with our strategic ambitions.

## 3. RESPONSIBLE SOURCING

This policy sets out our expectations and give guidance to our immediate suppliers and their respective entire supply chains in line with our five principles of responsible sourcing; Health and safety, Fair business practices, Environmental protection, Human rights and Local community development.

**HEALTH & SAFETY**

We expect our suppliers to adopt management practices in respect of health and safety which provide a high level of safeguarding for their workers, (sub)contractors and their entire supply chains. We are committed to ensuring zero harm to our employees and our (sub) contractors and supply chains.

**FAIR BUSINESS PRACTICES**

The Code of Conduct of the Company outlines the ethical standards and the fair business practices required to be followed by Rubamin employees. We expect our suppliers to adopt similar fair business practices governed by a defined code of conduct. The suppliers should be able to provide documentary evidence that these principles, or similar, are included in their policies and/or work practices.

**ENVIRONMENTAL PROTECTION**

Our suppliers are expected to maintain effective policies, processes and procedures to manage their environmental impact. Rubamin is committed to meeting the requirements of relevant legislation in the countries in which it operates, to the efficient use of natural resources and energy and to continuously reduce the environmental impact of its operations and products through the adoption of sustainable practices.

**HUMAN RIGHTS**

Rubamin respects all human rights of employees and the communities in which we operate and we are committed to promoting these principles to our suppliers. In practice, we require that suppliers develop and implement policies and procedures to ensure all human rights in their business and those of their suppliers. For companies operating in or sourcing from other regions, we require that our suppliers adopt suitable and robust policies and procedures which will prevent human rights abuses which include abolition of child labor, elimination of any form of forced or compulsory labor, freedom from torture and inhumane or degrading treatment, freedom of association and the right to collective bargaining, promotion of diversity and inclusion, of equal opportunity, and elimination of discrimination and harassment, ensuring fair treatment in the

workplace and compliance with all applicable laws regarding wages, benefits and working hours.

## **LOCAL COMMUNITY DEVELOPMENT**

We expect our suppliers to contribute to the social, economic and institutional development of the communities in which they operate.

## **4. POLICY REVIEW**

To continuously improve our contribution to a more sustainable world, Rubamin commits to ensure that this Policy reflects customer and supplier feedback and reflects consideration of material societal challenges, with a periodic review. Any change shall be communicated to our suppliers.

## **5. GRIEVANCE MECHANISM**

Rubamin invites all stakeholders to report concerns or complaints about Rubamin's business approach, or that of its suppliers, using vigil mechanism approach of the Company. Such complaints can be made anonymously under whistle Blower Policy of Rubamin.

## **6. IMPLEMENTATION**

The Policy is the foundation of our relationship with our suppliers, and we follow-up on the implementation and compliance. We may require our business partners to provide information, complete training and perform other activities in connection with this policy before, during or after supply of goods or performance of services. To adhere to this Policy, we require our suppliers to sign our Supplier Code of Conduct at the time of signing of contract and on regular interval thereafter.

## **7. REVIEW**

This Policy will be reviewed and updated whenever required and will also be hosted on the website of the Company.