

## DOCUMENT DETAILS

Document Number	SLSL/SCM/2024/02
Document Name	SUSTAINABLE PROCUREMENT POLICY
Department	Management
Category	SCM POLICIES
Version No	00
Effective Date	07/Nov/2024
Next Review Date	06/Nov/2029

## SIGNATURES

ROLE	NAME	DESIGNATION	DEPARTMENT	DATE&TIME
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ELECTRONIC SIGNATURE PAGE

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## I. PURPOSE:

Sai Life Sciences Limited (Sai) is commitment to sustainable procurement, aligning with the principles of ISO 20400. We integrate social, ethical, and environmental considerations into every stage of our procurement process, ensuring our purchasing decisions contribute to a more responsible and sustainable supply chain.

## II. SCOPE:

This policy applies to all procurement activities undertaken by Sai encompassing all goods and services procured across all departments and global locations. It extends to our suppliers, contractors, and any parties involved in our procurement process, who are expected to adhere to the principles outlined herein.

## III. GUIDING PRINCIPLES

Out sustainable procurement practices are guided by these core principles:

- **Accountability:** Taking responsibility for the social and environmental impacts of our procurement decisions.
- **Transparency:** Maintaining open and honest communication with our stakeholders about our sustainable procurement practices.
- **Integrity:** Conducting all procurement activities with the highest ethical standards.
- **Collaboration:** Working collaboratively with our suppliers to achieve shared sustainability goals.
- **Continuous Improvement:** Continuously improving our sustainable procurement performance.
- **Compliance:** Adhering to all applicable laws and regulations related to procurement and sustainability in every region where we operate.

## IV. OBJECTIVES

Through our sustainable procurement practices, we aim to:

- **Minimize Environmental Impact:** Reduce our environmental footprint by prioritizing products and services with lower environmental impacts, promoting resource efficiency, and minimizing waste generation.
- **Promote Social Responsibility:** Ensure our procurement practices uphold human rights, promote fair labour practices, and support local communities.
- **Enhance Ethical Conduct:** Maintain high ethical standards in all procurement activities, preventing corruption and promoting fair competition.

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- **Drive Innovation:** Encourage innovation in sustainable products and services by engaging with suppliers committed to sustainability.
- **Improve Economic Performance:** Achieve cost savings and improve efficiency through sustainable procurement practices.

## V. IMPLEMENTATION

This policy will be implemented through the following actions:

- **Integrating Sustainability Criteria:** Incorporate social, ethical, and environmental considerations into all stages of the procurement process, from supplier selection and evaluation to contract management and performance monitoring.
- **Supplier Engagement:** Actively engage with suppliers to communicate our sustainability expectations, promote sustainable practices, and foster collaborative partnerships.
- **Employee Training and Awareness:** Provide comprehensive training and awareness programs to all employees involved in procurement activities on sustainable procurement practices.
- **Monitoring and Reporting:** Monitor and report on our sustainable procurement performance to track progress, identify areas for improvement, and ensure accountability.
- **Continuous Improvement:** Regularly review and update this policy and our sustainable procurement practices to ensure they remain aligned with best practices and evolving sustainability standards.

## VI. RESPONSIBILITIES

All employees involved in procurement activities are responsible for adhering to this policy. The Supply chain Management in coordination with various other functions have overall responsibility for the implementation, monitoring, and continuous improvement of this policy.

## VII. COMMUNICATION

This policy will be communicated to all employees and relevant stakeholders through various channels, including the company intranet, training programs, supplier communication platforms, and other appropriate means.

## VIII. REVIEW

This policy will be reviewed as and when required, to ensure its continued effectiveness and relevance in the face of evolving sustainability challenges and best practices.

By adhering to this Sustainable Procurement Policy, we demonstrate our commitment to responsible business practices and contribute to a more inclusive and sustainable future for all.