

TITLE- SUSTAINABLE PROCUREMENT PROGRAM

Doc. Number:
SYM/CEHSP/PRO/006 R2

Effective Date:

10/02/2024

Review Date:

09/02/2027

1.0 OBJECTIVE

To establish a program for sustainable procurement of RMs, goods and services in line with the requirements of United Nation's Global Compact.

2.0 SCOPE

This program covers all the sites of Symbiotec group of companies.

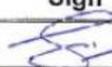
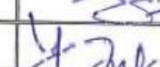
3.0 RESPONSIBILITY

Procurement Head	<ul style="list-style-type: none"> To ensure compliance of this program
HR & EHS Head	<ul style="list-style-type: none"> Evaluation of Suppliers

4.0 DEFINATION

United Nations Global Compact: The United Nations Global Compact is a call to companies everywhere to voluntarily align their operations with ten universally accepted principles in the areas of human rights, labour, environment and anti-corruption, and to take action in support of United Nations goals and issues. The UN Global Compact is a leadership platform for the development, implementation and disclosure of responsible corporate practices and policies.

Vendor/ Supplier: Here the term supplier and vendor includes suppliers of KSM, RM, Solvents, packaging items, service contractors, engineering contractors, AMC contractors, Monitoring labs, waste handlers, food providers, transporters.

	Name	Designation	Sign	Date
Prepared By	SUMIT K SEN	GM - PURCHASE		09-02-2024
Approved By	ANIL SARKARI	MANAGEMENT		9/2/24

5.0 PROCEDURE:

5.1 SUPPLIER'S ASSESSMENT

- 5.11** Procurement head shall identify the key suppliers of raw materials, operating supplies, service contractors and engineering contractors.
- 5.12** All the key suppliers of raw materials, operating supplies, service contractors like man power supply and engineering contractors shall be assessed on the requirements mentioned in annexure-01
- 5.13** Procurement head make a plan shall a plan for assessment in such a way so that all the existing vendors are assessed during the course of four years.
- 5.14** Procurement Head shall maintain and check the progress of the key performance indicators as per Annexure-III
- 5.15** Procurement Head shall arrange to send supplier's assessment questionnaire to concerned suppliers and vendors. Procurement head shall ask supplier to give answers of questions and send it back to Symbiotec.
- 5.16** After giving the answers in questionnaire, supplier shall send it back to Symbiotec.
- 5.17** Procurement head shall send this filled questionnaire to EHS Head for evaluation.
- 5.18** EHS Head shall check the questionnaire and evaluate the answers. He shall give marks to each applicable questions.
- 5.19** Minimum qualifying marks are 30 percent. If any supplier fails to get 30 % marks. Symbioec shall help him in improving the systems.
- 5.191** Symbiotec shall provide supports to it's suppliers and contractors in fulfilling gaps and for improvement in systems, this may include recommendations to get ISO 14001 /45001 certification, to prepare new SOPs and governance of systems, risk assessment, investigations, updation in requirements and new requirements..
- 5.192** Procurement Head and EHS Head shall plan for awareness trainings on Environment, Ethics and legal compliance.
- 5.193** Procurement head, EHS head and HR heads shall plan for auditing of local suppliers and contractors to ensure compliance on Environmental Ethical and legal compliance.
- 5.194** Before creating vendor code for new vendor, Procurement head shall send the assessment questionnaire to vendor and get it evaluated.
- 5.195** Procurement head shall plan for the onsite audit of the suppliers in consultation with EHS head and HR Head. He shall refer the annexure-04 for guidance.

5.196 Head EHS and HR shall conduct onsite audit of the vendors and submit their report to procurement head for further proceedings.

5.197 Frequency of supplier's reassessment is five years.

5.2 SUPPLIER'S CODE OF CONDUCT

5.21 Supplier's code of conduct shall be shared with every supplier, refer Annexure-02

5.22 For all the existing suppliers, Procurement head shall make a plan in such a way so that all the existing vendors are communicated for supplier's code of conduct.

5.23 Before creating vendor code for new vendor, Procurement head shall send the supplier's code of conduct to the vendor and get it back after accepting it.

5.24 Supplier's codes of conduct shall be reviewed during revision of this program

5.25 If there is any change in Supplier's code of conduct, it shall be sent again to all the suppliers.

5.26 Procurement head shall ensure that conditions mentioned in Annexure-05 are included in the purchase order.

5.30 RECORD KEEPING

5.3.1 Procurement head shall maintain the record for supplier's assessment, suppliers due for assessment, receipt of code of conduct, supplier's assessment sheets, new vendors added in system.

5.4 ANTI COMPETITIVE PRACTICES

5.41 Procurement head shall not follow anti-competitive practice that prevents or reduce competition in market. Like he shall not disclose the rates quoted by one supplier to another supplier.

5.42 Procurement head shall ensure that anticompetitive practices and code of conduct being followed in his department.

6.0 TRAINING

6.1 Training on this SOP shall be provided to procurement team, EHS team and HR Team

6.2 Procurement Head shall prepare a training calendar for suppliers for training on Environment, Labour and human Rights and Ethics issues

6.3 HR Heads/ EHS head shall take training sessions for suppliers on sustainability issues.

6.4 The training can be provided either classroom or using online systems (Microsoft Team/ Zoom etc)

6.5 Procurement Head shall maintain training records for supplier's training.

7.0 MANAGEMENT REVIEW

- 7.1 The performance of this program shall be assessed on quarterly basis on indicators mentioned in Annexure-03
- 7.2 The key performance indicators shall be reviewed by head of the department with his team and minutes of meeting shall be prepared.
- 7.3 Procurement Head shall plan to fulfil the findings and recommendation

8.0 REVISION HISTORY:

Revision No.	Effective date	Detail of Review / Revision
R01	07.12.2022	a) Clauses for supplier's assessment, training added. Conditions to be mentioned in PO elaborated b) Supplier's questionnaire revised. c) Provision for onsite audit added d) Clause for review added.

ANNEXURE-01 -A

(ASSESSMENT SHEET FOR SUPPLIERS OF RM/PM /KSM)

ENVIRONMENT, LABOUR & HUMAN RIGHTS & ETHICS

S.NO	QUESTION	ANSWER	
1	Does your company have code of conduct in place		
2	Does your company have environmental permits in place		
3	Is your company certified against ISO 14001 & 45001 Standards ?		
4	Does your company have measures in place to ensure compliance with social responsibility, environment, labour, ethics and other social legislations ?		
5	Does your company provide any anonymous communication channels like whistle blower policy for employees , customers to report compliance issues and violations or concerns in respect to the code of conduct or to improve company's social responsibility or any other kind of concern ?		
6	Does your company has measures in place to ensure human rights compliance ?		
7	Does your company have appropriate practices which aim to prevent and prohibit any form of corruption including extortion and bribery ?		
8	Has your company (at least one location) been audited on site on ESG matters in last two years ?		
9	Does your company have an ESG or Sustainability report ? if yes please provide the basis for it's preparation (GRI,SABS,TCFD, CDP etc)		
10	Does you company provides training to your employees and/or suppliers on Environmental and Human right topics within your supply chain		
11	Does your company measures impact on ecosystem by tracking the level of water consumption and waste water generation ?		
12	What actions have you taken to reduce wate water and energy consumption ?		

NAME OF COMPANY	
SELF ASSESSMENT DONE BY	
NAME	
DESIGNATION	
DATE	

SEAL / STAMP OF COMPANY



FOR SYMBIOTEC'S USE	
CHECKED BY	
NAME	
DESIGNATION	
DATE	
COMMENTS	

ANNEXURE-01 -B

(ASSESSMENT SHEET- FOR SERVICE PROVIDERS)

ENVIRONMENT, LABOUR & HUMAN RIGHTS & ETHICS

S.NO	QUESTION	ANSWER	
1	Does your company has valid labour licences. Please submit a copy		
2	Does the Company have a process to identify, track and monitor legal compliance related to human rights?		
3	Do you comply with the minimum wages rules.		
4	Do you provide personal protective equipment to your workmen		
5	Does the Company maintain payroll records with breakups of salary provided to workers?		
6	Are formal working hours in line with legal requirements and clearly communicated to workers?		
7	Has the Company established a process for internal and external stakeholders to raise grievances with respect to human rights without fear of repercussions and anonymously?		
8	Does the Company have a policy with regards to Anti-bribery & Anti-competition?		
9	Does the Company conduct regular trainings or awareness sessions for its employees on anti-bribery and anti-competitive behaviour?		
10	Does the Company employ any young workers (age 14-18) as employees? If yes, are these workers protected from mental and physical hazards?		
11	Has the Company identified and mapped risks related to forced labour within and outside the boundary?		
12	Does the Company have a process to identify, track and monitor legal compliance related to discrimination?		
13	Does your company has valid Environmental permits and licences		
14	Does your company has waste management process		

NAME OF COMPANY	
SELF ASSESSMENT DONE BY	
NAME	
DESIGNATION	
DATE	

SEAL / STAMP OF COMPANY



FOR SYMBIOTEC'S USE	
CHECKED BY	
NAME	
DESIGNATION	
DATE	
COMMENTS	

ANNEXURE-02

SUPPLIER'S CODE OF CONDUCT

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. This shall be achieved by following codes :

1.0 ENVIRONMENT

- a) Supplier must run it's business in environment friendly manner and adopt environmental friendly technologies
- b) Supplier must ensure the availability of valid environmental permits like consents, Hazardous waste authorization and comply with the applicable legal requirements
- c) Supplier shall ensure smooth running of all the pollution control systems like ETP, emission control systems of boiler and DGs.
- d) Our suppliers shall ensure NDPE commitment while producing Palm oil base products (*No Deforestation, No Development on peat, and No exploitation of the rights of indigenous peoples, workers and local communities*).

2.0 Conflict of interest

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

2.0 Bribery, corruption, gifts and donations

Suppliers in all commercial dealings with Symbiotec 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.

3.0 Confidentiality

Suppliers shall safeguard and respect Symbiotec Pharma Lab 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 Symbiotec Pharma Labs should be used only for its intended and designated purpose as decided and agreed upon between Symbiotec Pharma Labs and the supplier.

4.0 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.

5.0 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 (or 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.

6.0 Compensation and working hours

We expect 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.

7.0 Freedom of association

Supplier shall run the business in such a way so that workmen's freedom of association and effective recognition to the rights to collective bargaining can be ensured.

8.0 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.

9.0 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.

10.0 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.

11.0 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.

12.0 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.

13.0 Engage and involve local communities.

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

14.0 Local Community Development

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. wherever relevant.

NAME OF COMPANY	
SELF ASSESSMENT DONE BY	
NAME	
DESIGNATION	
DATE	

SEAL / STAMP OF COMPANY



ANNEXURE-03

KEY PERFORMANCE INDICATOR

DESCRIPTION	Sr.NO	KEY PERFORMANCE INDICATOR	UOM	VALUS
1 SUPPLIER'S ASSESSMENT	1.0	TOTAL NOS OF KSM SUPPLIERS	NOS	
	2.0	NOS OF TARGETTED SUPPLIERS FOR SUSTAINABILITY ASSESSMENT USING CHECK LIST	NOS	
	3.0	NOS OF TARGETTED SUPPLIERS UNDEGONE FOR ASSESSMENT	NOS	
	4.0	NOS OF CONTRACTORS	NOS	
	5.0	NOS OF CONTRACTORS HAVE ASSESSED FOR SUSTAINABILITY COMPLIANCE	NOS	
	6.0	% OF TARGETTED SUPPLIERS ASSESSED FOR SUSTAINABILITY COMPLIANCE	%	
	7.0	NOS OF SUPPLIERS/CONTRACTORS TARGETTED FOR ONSITE AUDIT	NOS	
	8.0	NOS OF ONSITE AUDITS DONE	NOS	
	9.0	% OF TARGETTED SUPPLIERS ASSESSED FOR SUSTAINABILITY COMPLIANCE		
	10.0	NOS OF SUPPLIERS GIVEN RECOMMENDATIONS	NOS	
2 SUPPLIER'S CODE OF CONDUCT	1.0	NO OF TARGETTED SUPPLIERS WHERE CODE OF CONDUCT TO BE SHARED	NOS	
	2.0	SIGNED CODE OF CONDUCT RECEIVED FROM SUPPLIERS	NOS	
	3.0	% OF TARGETTED SUPPLIERS THOSE HAVE SIGNED CODE OF CONDUCT	%	
	4.0	NOS OF NEW VENDORS CREATED IN THE MONTH	NOS	
	5.0	CODE OF CONDUCT RECEIVED FROM NEW VENDORS BEFORE GIVING PO	NOS	
3 ACTIONS FOR PROMOTING VULNERABLE GROUP'S BUSINESS (MINORITIES , POORS, FEMALE)	1.0	NOS OF VENDORS FROM MINORITIES (FARMER/ KACHRE WALA/ SMALL SHOP KEEPER ETC)	NOS	
	2.0	PO GIVEN TO VENDORS FROM MINORITIES	NOS	
	3.0	NOS OF VENDORS FROM FEMALE OWNED BUSINESS	NOS	
	4.0	PO GIVEN TO VENDORS FROM MINORITIES	NOS	
4 TRAINING AND DEVELOPMENT	1.0	NO OF TARGETTED SUPPLIERS FOR SUSTAINABILITY TRAINING	NOS	
	2.0	NOS OF SUPPLIERS RECEIVED TRAINING	NOS	
	3.0	% OF TARGETTED SUPPLIERS RECEIVED TRAINING ON SUSTAINABILITY	%	

ANNEXURE-04

GUIDANCE FOR ONSITE AUDIT

A. ETHICAL RESPONSIBILITY		
A.1 HUMAN RIGHTS		
A.1.1	Does the Company have a process to identify, track and monitor legal compliance related to human rights?	<p>A periodically revised (based on audit / assessment) a risk management document which would help to identify and prioritise the areas of actual or potential non-conformance should be implemented. Actions to address these risks shall be prioritised according to their severity or where a delay in responding would make it impossible to address.</p> <p>Evidence Review of risk management document, copies of audit / assessment of risk management process and interaction with the personnel concerned. Compliance to "7A" section of Factories Act.</p>
A.1.2	Has the Company identified roles and responsibilities internally to manage human rights related aspects?	<p>Person or team from senior management shall be responsible for ensuring all human right related practices / processes including relevant compliance, training / awareness to workforce and stakeholder engagement from human rights perspective.</p> <p>Evidence Compliance to "7A" section of factories act, General duties of occupier.</p>
A.1.3	Does the Company communicate and obtain acknowledgement on adherence to its policy on human rights with its employees?	<p>Human right policies, practices together with relevant compliance related information to be displayed in the most common language spoken by the workforce. The information should be displayed in areas where the workforce tend to be together use like canteen, attendance recording area.</p> <p>Evidence Display of abstract of factories act as per section 108 together with other human right policies and practices adopted by the factory.</p>
A.1.4	Has the Company established a process for internal and external stakeholders to raise grievances with respect to human rights without fear of repercussions and anonymously?	<p>A formal stakeholder engagement process needs to be implemented with focus on addressing any potential / happened issue without persecuting affected group or individual and whistle blowers.</p> <p>Evidence Review of stakeholder engagement process</p>

		and compliance With respect to section 117 of the factories act.
A.2 ANTI-BRIBERY & ANTI-CORRUPTION		
A.2.1	Does the Company have a process to identify, track and monitor legal compliance related to Anti-bribery & Anti-competition?	<p>Either at organisation or company level, risk management With respect to anti-bribery & anti-competition to be undertaken mapping with relevant legal requirements. The risk management process / practice need to be periodically reviewed and if incidence(s) arise corrective actions to be implemented.</p> <p>Evidence Review of risk management With respect to anti-bribery & anti-competition together with compliance: (a) Anti-corruption; (i) Prevention of corruption act, 1988 (PCA), (ii) Foreign Contribution Regulation Act, 2010 (FCRA) and (iii) criminal act under general criminal statutes (such as the Indian Penal Code, 1860). (b) Anti-competition; Competition act 2002.</p>
A.2.2	Does the Company have a policy with regards to Anti-bribery & Anti-competition?	<p>A formal policy on anti-bribery & anti-competition approved by the senior most member of the management.</p> <p>Evidence Review of the anti-bribery & anti-competition policy.</p>
A.2.3	Does the Company communicate and obtain acknowledgement on adherence to its policy on anti-bribery and anti-competition with its employees?	<p>The anti-bribery & anti-competition to be communicated to entire workforce from senior most management onwards including those on contract and all relevant stakeholders.</p> <p>Evidence Review of the anti-bribery and anti-competition policy being communicated to entire work force including the senior management and a note of acknowledgment from them, that they have understood it and will comply to it. In case of workers including those on contract it can be written in the most common language spoken by the majority.</p>

A.2.4	Does the Company conduct regular trainings or awareness sessions for its employees on anti-bribery and anti-competitive behaviour?	<p>A formal policy on anti-corruption and anti-competition approved by the senior most member of the management, in turn communicated to entire workforce including those on contract and all relevant stakeholders.</p> <p>Evidence Review of the anti-bribery and anti-competition policy implemented at site together with how it has been communicated to the workforce and relevant stakeholders.</p>
A.2.5	Does the Company have processes to identify and resolve cases of conflict of interest?	<p>A formal process to address potential conflict of interest both at organisation level and at unit level to be implemented.</p> <p>Evidence Review of conflict of interest process together with compliance to section 184 of companies act, 2013 as applicable.</p>
A.3 TRANSPARENCY AND ACCOUNTABILITY		
A.3.1	Does the Company have a process to identify, track and monitor legal compliance related to transparency and accountability?	<p>Current practices & processes together with periodic review based on the practices linked to applicable laws in countries where it sells its product and ISO 26000.</p> <p>Evidence Review of current practices & processes together with periodic review documents.</p>
A.3.2	Does the Company have a policy with regards to transparency and accountability?	<p>A formal transparency and accountability policy approved by the senior most member of the organisation based on ISO 26000</p> <p>Evidence Review of transparency and accountability policy.</p>
A.3.3	Does the Company have systems to manage data privacy within the company? (accessibility of information, protection and distribution of information)	<p>Policy, practices and processes With respect to. data privacy at site in compliance to Section 43A and Section 72A, Information Technology Act (2000) and ISO 27701.</p> <p>Evidence Review of Policy, practices and processes With respect to. data privacy and periodic audit / assessment documents.</p>
A.3.4	Does the Company have processes to identify and resolve cases related to data privacy and identified data leaks/breaches?	<p>Processes and practices to address instances of data privacy breaches.</p> <p>Evidence Review of data privacy breach recording system.</p>

A.3.5	Does the Company have management systems to manage IT security within the company?	<p>An information security management system in compliance to Information Technology Act 2000 and ISO 27001 implemented.</p> <p>Evidence Review of information security management system together with periodic review practices / processes.</p>
A.3.6	Does the Company have processes to identify and resolve breaches and cases related to IT security?	<p>Processes and practices to report on IT security related breaches together with addressing breaches that have happened taking into consideration Information Technology act 2000 and ISO 27001.</p> <p>Evidence Review of incidence reporting, capturing and addressing practices and processes in case of IT security breach.</p>
A.3.7	Does the Company have processes to backup the data and information it collects and stores?	<p>Practices and processes to store backup data and information aligned to ISO 27001 and ISO 22301.</p> <p>Evidence Review of data and information practices and processes and relevant periodic audit reports.</p>
A.3.8	Does the Company define its policy/process for document control and maintaining records?	<p>Policy, practices and processes for document control and records maintenance based on ISO 19475.</p> <p>Evidence Review of policy, practices and processes, periodic review and any breaches With respect to. document control and records maintenance.</p>
A.4 CHILD LABOUR		
A.4.1	Has the Company identified and mapped risks related to child labour both within and outside its boundaries?	<p>The site management shall establish, document, maintain and effectively communicate to personnel and other interested parties, written policies and procedures that it doesn't employs child labour including in its supply chain. It also complies with section 67 of factories act in this regard.</p> <p>Evidence Review of "Prohibition of child labour" in terms of policy, practices and processes including in the supply chain in compliance with statutory requirement.</p>
A.4.2	Does the Company have a system to monitor and record the age of its employees?	<p>Practice and process to monitor age of employees including those on contract in compliance to sections 68, 69 and 70 of factories act.</p> <p>Evidence Review of age records of employees including those on contracts.</p>

A.4.3	Does the Company employ any young workers (age 14-18) as employees? If yes, are these workers protected from mental and physical hazards?	Minimum age to work in the site including for those on contract in compliance with sections 68, 69 and 70 of factories act. Evidence Review of age records of employees including those on contracts.
A.5 FORCED LABOUR		
A.5.1	Has the Company identified and mapped risks related to forced labour within and outside the boundary?	Policy, practices and processes together with periodic audit for compliance to ILO convention on forced labour (29 and 105) ratified by the government of India. Evidence Review of policy, practices and processes together with periodic audit With respect to. abolition of forced labour at site.
A.5.2	Are employees/contractors able to avail personal and/or medical leave at their will and convenience?	Practice and processes to ensure compliance to section 79 of factories act together with leave register (Sl. No prescribed With respect to relevant state, UT). Evidence Review of compliance to section 79 of factories act, leave & attendance record and interaction with section of workers including those on contract.
A.5.3	Are employees/contractors free to leave workplace after the end of their shift?	Site should comply to section 54 and 59 of factories act, applicable to those on contract. Evidence Review of attendance records and interaction with workforce.
A.5.4	Can the worker refuse to work in case of eminent threat to health and safety?	All personnel shall have the right to remove themselves from imminent serious danger without seeking permission from the organisation to be implemented taking into consideration section 111A (i) of factories act. Evidence Review of H&S practice With respect to. personnel right to vacate in case of imminent danger, recording of such incidents and interaction with workforce.
A.5.5	Has the Company established a system for internal and external stakeholders to raise grievances related to forced labour anonymously without fear of reprisal?	A formal stakeholder engagement process needs to be implemented with focus on addressing any potential / happened issue With respect to. forced labour incident(s) in the site without persecuting affected group or individual and whistle blowers. Evidence Review of stakeholder engagement process and compliance With respect to. section 117 of the factories act.

A.5.6	Is the employment contract of employees documented and signed by the employee in a language of their understanding?	All employees need to have a offer letter with terms and conditions of work including those applicable by law written in the most common language spoken by majority of the workforce. In case of migrant workers who may be able to read the language known to majority of workforce, compliance to interstate migrant labour act to be implemented. Evidence Review of personnel files of sample of workforce across categories.
A.6 NON-DISCRIMINATION		
A.6.1	Does the Company have a process to identify, track and monitor legal compliance related to discrimination?	Practices and processes to trace and address instances of "discrimination" implemented aligned to ILO convention 111 ratified by government of India in its supply chain. Evidence Review of practices and processes to trace and address instances of "instances of "discrimination" and review of supplier contract and relevant supplier audit / assessment undertaken.
A.6.2	Does the Company formally ensure, commit and promise equal opportunities (in promotion, access to training, remuneration, etc.) to its employees irrespective of gender, race, physical ability, religion, sexual orientation, etc.	Company policy on "Anti-discrimination", approved by the senior most member of the management, communicated to sub-suppliers and other business partners. Evidence List of suppliers and business partners to whom company policy on "Anti-discrimination" has been communicated and acknowledgement received from them.
A.6.3	Has the Company established a system for other workers to raise grievances related to discrimination anonymously without fear of reprisal?	A formal process for workers including those on contract to raise any instance of discrimination to the management anonymously. Evidence Review of relevant process and complianceWith respect to. section 117 of the factories act.
A.7 RELATION WITH SUBCONTRACTORS AND SUPPLIERS		
A.7.1	Does the Company have a process to identify, track and monitor legal compliance related to its suppliers and subcontractors?	Practices and processes to trace and address instances of "discrimination" implemented aligned to ILO convention 111 ratified by government of India. Evidence Review of practices and processes to trace and address instances of "instances of "discrimination" and interaction with workforce across the categories.

A.7.2	Has the Company identified and mapped key risks related to suppliers and subcontractors?	<p>The company shall conduct due diligence on its suppliers/subcontractors, private employment agencies and sub-suppliers' compliance covering EHS and social aspects linked to applicable legal requirement. The same due diligence approach shall be applied when selecting new suppliers/subcontractors, private employment agencies and sub-suppliers.</p> <p>Evidence Review of relevant due diligence reports covering practices / processes and outcome.</p>
A.7.3	Does the Company communicate its policies to its sub-suppliers and other business partners and obtain acceptance of these policies?	<p>All EHS and social policies approved by the senior most personnel from the management need to be communicated to sub-suppliers and other business partners.</p> <p>Evidence Process and list of sub-suppliers to whom EHS and social policies have been communicated and acknowledgement received from them.</p>
A.8 ANIMAL WELFARE		
A.8.1	Does the Company have processes and practices to ensure humane treatment of animals?	Animals shall be treated humanely with pain and stress minimized.
A.8.2	Does the Company have procedures to ensure animal testing is carried out only when most essential and irreplaceable?	Animal testing should be performed after consideration to replace animals, to reduce the numbers of animals used, or to refine procedures to minimize distress. Alternatives should be used wherever these are scientifically valid and acceptable to regulators.
B. ENVIRONMENTAL RESPONSIBILITY		
B.1 ENERGY & EMISSION MANAGEMENT		
B.1.1	Does the Company have defined standard operating procedures or any written procedure on energy and emission accounting?	<p>The Company needs to define relevant SOPs and formats for recording and accounting energy consumption sources and monitor the sources in collecting more reliable information.</p> <p>Evidence: protocols and formats for recording energy used within the Company, record of energy consumption within the Company</p>
B.1.2	Do you use PUC valid Vehicles?	Evidence: List of vehicles, PUC certificates of company owned vehicles
B.2 WASTE MANAGEMENT		

B.2.1	Has the Company defined standard operating procedures or any written procedure on Hazardous and non hazardous waste accounting?	<p>The Company should have SOPs and formats for recording and accounting waste disposal and monitor the sources generation and disposal for more reliable information.</p> <p>Evidence: protocols and formats for recording waste disposed within the Company, records of waste disposal</p>
B.2.2	Does the company comply with the regulatory norms related to waste storage, generation and disposal?	<p>The Company should comply to all applicable regulatory norms for waste storage and disposal like filings of Form 10 etc</p> <p>Evidence: Manifests for waste disposal, authorisation for disposal, etc.</p>
B.2.3	Does the Company take steps to ensure responsible storage, handling and disposal of wastes generated with minimal impact on the environment?	<p>The Company needs to have procedures to ensure minimal impact on environment through the storage, handling and disposal of wastes it generates.</p> <p>Evidence: aspect/impact register, SOPs for waste handling</p>
B.3 PACKAGING		
B.3.1	Does your company adhere with all the regulations and guidelines associated with Environment friendly packaging?	<p>The Company should identify all the relevant local or international regulations and guidelines related to packing material and adhere to the applicable rules and guidelines with environmental friendly packing.</p> <p>Evidence: legal register, list of updated regulations</p>
B.3.2	Does the company took any initiatives on recycling plastic waste under extended product responsibility?	<p>The Company should develop a mechanism under EPR as per Plastic waste management rules. The Company should establish yearly commitments and plans for diversion of single use plastic or rigid plastic quantities and maintain diversion certificates for the same.</p> <p>Evidence: diversion certificate, EPR related records, diversion plans</p>
B.4 WATER MANAGEMENT		
B 4.1	Does the company comply to the SPCB/CPCB norms on water parameters?	<p>The Company needs to demonstrate that it complies to applicable SPCB and CPCB norms, as well as those indicated in its Water Consent.</p>

		Evidence: Monitoring reports for water and effluent quantity and quality, water cess records,
B 4.2	Does the company have defined Standard operating procedures or any written procedure on water accounting?	The Company should have SOPs and formats for recording and accounting waste disposal and monitor the sources generation and disposal for more reliable information. Evidence: protocols and formats for recording waste used/ withdrawn/ disposal within the Company, records of water use/ withdrawal /disposal
B 4.3	Does the company monitor water quality from Effluent treatment plant	The Company should have an effluent treatment / sewage treatment plant installed and monitor water quality parameters. The Company should maintain water test reports and comply to local regulatory norms of water quality. Evidence: water quality reports, ETP/STP monitoring records
B 4.4	Does the company review the adequacy of ETP/STP systems?	Evidence: ETP adequacy study reports, Maker reports and test records
B.5 RESTRICTED MATERIALS AND GOODS		
B 5.1	How does the company record entry of materials and goods inside premises?	The Company needs to record the entry of materials and goods into its premises with an emphasis on restricted materials/goods. Evidence: Material entry/procurement, security records, etc.
B 5.2	Does the company adhere to the Glenmark list of approved substances?	Evidence: Signed copy of code of conduct and signed copy of approved substances proved by glenmark
B.6 ENVIRONMENTAL COMPLIANCE		
B.6.1	Does the Company have a process to track and update its legal register?	The Company needs to have a process through which it tracks and updates all applicable statutory and regulatory requirements in its legal register. Evidence: Process of legal compliance, legal register, process to obtain updates to legal register

B.6.2	Do the company comply with all the relevant regulatory compliances for the operations?	<p>The Company needs to comply with applicable regulatory compliance related to its operations.</p> <p>Evidence: legal register, consents to operate, environmental clearances, other authorisations</p>
B.6.3	Has there any procedure for internal audits on compliance management?	<p>The Company should have a written procedure on conducting reviews and internal audit for tracking applicable compliance.</p> <p>Evidence: internal audits, review mechanism</p>
B.6.4	Is the required testing and calibrations are adequate as per the norms and requirements?	<p>The Company shall maintain relevant manufacturing and environmental data monitoring equipment certifications and calibration tests to maintain stability and accuracy.</p> <p>Evidence: equipment certification records, calibration tests of equipment.</p>
B.7 MANAGEMENT SYSTEM		
B.7.1	Do you comply with the requirements of local, national and international laws related to environment standards?	<p>The Company needs to comply with regulatory compliances related to its environmental standards.</p> <p>Evidence: legal register</p>
B.7.2	Do you have up-to-date certification of ISO 14001 or any other equivalent standard?	<p>The site should be certified under ISO 14001 standard or any equivalent standard valid during the supplier audit. Certificate need to be evidenced with last audit report stating that all non compliances are closed.</p> <p>Evidence: audit report, certification.</p>
B.7.3	Do you have any environmental policy covering the significant aspects and associated impacts?	<p>The Company needs to implement and environment management system to identify, assess and monitor risks related to environmental aspects and maintain an aspect/impact register.</p> <p>Evidence: environment management system, risk register, defined roles and responsibilities, tracking systems</p>
B.7.4	Do you have all the legal permits and licenses to operate?	<p>Evidence: Consent to operate & Consent to establish of the company</p>
C. SOCIAL RESPONSIBILITY		
C.1 OCCUPATIONAL HEALTH AND SAFETY		

C.1.1	Does the Company have a process to identify legal compliance related to OHS?	<p>The site needs to have a dedicated practice to update all relevant compliance requirement with respect to OHS. A personnel from the management shall be responsible for updating. The role can to be aligned with compliance to "7A" section of factories act, General duties of occupier.</p> <p>Evidence Interaction and confirmation from the management personnel concerned and review of the register and process in place to update and implement applicable new legal requirement.</p>
C.1.2	Does the Company have a process to track and monitor legal compliance related to OHS?	Mapped with D.1.1
C.1.3	Does the Company have a Health and Safety Policy?	<p>The company need to have a H&S policy complying with the Section 7A(3) of factories act.</p> <p>Evidence Review of the H&S policy and interaction with the management personnel responsible for implementation, revision of policy if required.</p>
C.1.4	Does the Company carry out training and awareness sessions on occupational health and safety for its employees and contractors?	<p>Training and awareness on H&S from a formal H&S management system perspective aligned with section 7A(c) to be implemented covering entire workforce including those on contract.</p> <p>Evidence Review of H&S training policy, practices and processes together with audit / assessment findings to check effectiveness.</p>
C.1.5	Does the Company communicate OHS issues (hazards, policies, exits) to its workers through adequate safety signage's?	<p>Compliance to section 7A and 40B of factories act with respect to. General duties of the occupier and Safety Officers.</p> <p>Evidence Review of relevant practices and processes and interaction with safety officer.</p>
C.1.6	Is the occupational health and safety management system certified to OSHAS18001 / ISO 45001:2018 or any other equivalent standard?	<p>The site should have a formal management system with respect to H&S</p> <p>Evidence Review of H&S management system including internal audit reports and interaction with relevant management representative.</p>
C.1.7	Does the Company have systems to capture and report occupational health and safety incidents?	<p>Compliance to sections 88 and 88A of factories act with respect to. Notice of certain accidents and Notice of certain dangerous occurrences together reporting on first aid and near misses.</p> <p>EvidenceReview of accidents and incidents records together first aid and near misses. Interaction with</p>

		safety manager and workforce including those on contract.
C.1.8	Does the Company fix targets for its OHS performance?	H&S performance targets need to be set with involvement from the top management from a formal H&S management perspective. Evidence Review of H&S performance against targets set and interaction with safety officer.
C.1.9	Does the Company identify and provide PPEs adequate to the risks identified and ensure their proper maintenance and use?	Compliance to section 7A of factories act with respect to General duties of the occupier. Evidence Review HIRA together with PPE's provided to the workforce including those on contract taking into consideration relevant potential hazards linked to the work undertaken by them. Interaction with safety manager and workforce.
C.1.10	Does the Company have a formal health and safety committee with equal representation of workers and management?	Compliance to section 41G of factories act with respect to . Workers' participation in safety management. Evidence Review of safety committee meeting records together with H&S audit reports. Interaction with safety committee members and safety manager.
C.1.11	Does the Company carry out adequate and regular evacuation drills relevant to the risks and emergencies identified?	Compliance to section 7A and 40B of factories act with respect to . General duties of the occupier and Safety Officers. Evidence Review of relevant practices and processes including internal audits with respect to . relevant drills and interaction with safety manager and workforce.
C.1.12	Does the Company have a fire NOC for the facility?	The site needs to have a fire NOC from the relevant state government department. Evidence Review of copy of the applicable fire NOC and interaction with the safety manager.
C.1.13	Does the Company maintain documentation on hazardous chemicals used in the company and ensure it is available to workers?	Compliance to section 7A, 36 & 37 factories act with respect to . General duties of the occupier, Precautions against dangerous fumes, gases, etc. and Explosive or inflammable dust, gas, etc. Evidence Review of relevant practices and processes covering HIRA, MSDS, interaction with safety manager and workforce.

C.1.14	Does the Company have adequate number of persons trained in first aid and fire safety?	<p>Mapped to D4.10 and compliance to section 37 and 38 of factories act with respect to . Explosive or inflammable dust, gas, etc and precautions in case of fire.</p> <p>Evidence Review of first aid and fire safety practices and processes together with interaction with safety officer and first aid team.</p>
C.1.15	Does the Company have adequate systems to suppress and mitigate fires?	<p>Compliance to section 38 of factories act with respect to . precautions in case of fire.</p> <p>Evidence Review of fire management system including relevant drill records and interaction with safety manager.</p>
C.2 EMPLOYMENT CONDITIONS		
C.2.1	Does the Company have a process to identify and monitor legal compliance related to labour relations and employment?	<p>The site needs to have a dedicated practice to update all relevant compliance requirement. A personnel from the management shall be responsible for updating. The role can to be aligned with compliance to "7A" section of factories act, General duties of occupier.</p> <p>Evidence Interaction with the management personnel concerned and review of the register and process in place to update and implement applicable new legal requirement.</p>
C.2.2	Does the Company have processes to track and ensure payment of basic needs wages or as a minimum, minimum wages to workers in its premises as per the local regulations?	<p>The organisation shall respect the right of personnel to a living wage and ensure that wages for a normal work week, not including overtime, shall always meet at least legal or industry minimum standards, or collective bargaining agreements (where applicable). Wages shall be sufficient to meet the basic needs of personnel and to provide some discretionary income.</p>
C.2.3	Does the Company maintain payroll records with breakups of salary provided to workers?	<p>Wage records covering workforce on contract with each of the personnel signing off at the end of wage period in compliance to Code on wages 2019 in a language understandable by workers.</p> <p>Evidence Review of wage records of workforce including those on contract and interaction with workforce available in local language/language understandable by worker.</p>

C.2.4	Does the Company formally and clearly communicate job contracts indicating wages, benefits and deductions, and payslips to its employees and pay employees regularly?	<p>Wage breakup including deductions as per the factories act and wage code 2019 need to be shared with the workforce including those on contract. They need to be given awareness about it. Also payslip with wage breakup including deductions as mentioned earlier need to be given to each of the workforce member mentioned in the most common language spoken by the workforce.</p> <p>Evidence Review of wage records and interaction with workforce including those on contract.</p>
C.2.5	Are formal working hours in line with legal requirements and clearly communicated to workers?	<p>Working hours for each shift together with break time and overtime to be communicated to the workforce at the time of joining. Change in shift needs to be communicated in advance. All working hours related sections of factories act to be complied upon ensuring issues like overlap of shift timing, overtime beyond the legal limit (12 hours per week and 2 hours per day) doesn't happens (compliance to section 61 and 62 of factories act)</p> <p>Evidence Review of attendance recording including overtime and interaction with workforce including those on contract.</p>
C.2.6	Does the Company have a system to monitor and record actual working hours?	Mapped to D3.8
C.2.7	Does the Company ensure that employees are entitled to at least one free day following six consecutive days worked?	<p>The company needs to comply with section 51 and 52 of factories act with respect to . weekly off. Section 53 of the factories act can be applied based on necessity which is formally recorded and communicated to the worker. Regular usage of section 53 not to be done.</p> <p>Evidence Review of leave register of workforce including those on contract and interaction with workforce.</p>
C.2.8	Are workers compensated (at a minimum, by legal requirements) for the overtime hours worked?	<p>Overtime has to be paid double the normal rate per hour,.Also if an worker has less than an hour over time, the over time has to be paid for an hour (Codes on wages, 2019 and section 59 of factories act).</p> <p>Evidence Review of overtime record and payment together with interaction with workforce including those on contract.</p>

C.2.9	Has the Company established a system for its employees and workers to raise grievances related to working conditions anonymously without fear of reprisal?	A formal grievances addressing process needs to be implemented (covering option of anonymous reporting) with focus on addressing any potential / happened incident in the site without persecuting affected employee(s) and whistle blowers. Evidence Review of grievance addressing process and compliance with respect to . section 117 of the factories act.
C.3 INFRASTRUCTURE AND WELFARE SERVICES		
C.3.1	Has the Company obtained and evaluated the structural integrity of its building premises?	Site should have structural stability certificate (Form VII, Certificate for structural stability). Evidence Review of structural stability certificate
C.3.2	Does the Company provide adequate breaks during work for its workers?	Section 55 and 56 of factories act need to be complied upon with respect to . break / rest time to the workforce including those on contract. This needs to be communicated in advance at the time of joining. Evidence Review of attendance record, timing for usage of canteen / eating area and interaction with workforce.
C.3.3	Does the Company ensure access to free and clean potable water?	Section 18 of factories act with respect to . provision of drinking water need to be complied upon. Evidence Review of drinking water facility provided to workforce including those on contract and periodic drinking water test reports.
C.3.4	Does the Company ensure that lighting, noise levels and ventilation in its workspace is adequate?	Section 13, 14 & 17 of factories act with respect to . Ventilation and temperature, Dust and fume & Lighting to be complied upon. In case of noise irrespective of the operations with noise a factor either it should be within the prescribed decibel or appropriate ear plug to be provided. Evidence Review of practices with respect to . compliance to section 13, 14 and 17 of factories act and in case of noise safe practices implemented at site and interaction with workforce.
C.3.5	Has the Company evaluated risks linked to ergonomics relevant to its workplace?	A formal HIRA needs to be implemented with periodic review / audit taking into consideration all applicable sections of factories act ensuring either risks are mitigated or eliminated. Evidence Review of HIRA and relevant audit / assessment report, interaction with safety manager at site and workforce including those on contract.

C.3.6	Does the Company provide adequate access for medical facilities (medical room, ambulance, first aid kits) for its workers?	Site needs to comply with section 45 of factories act with respect to . first aid appliances. In case the site has more than 500 people, provision for ambulance and first aid room with appropriate staff to be in place. Evidence Review of first aid facility and interaction with safety manager and members of workforce.
C.3.7	Does the Company have written emergency procedures in place for dealing with cases of trauma or serious illness up to the point at which the patient care can be transferred to an appropriate medical facility?	Mapped with D4.10
C.3.8	Does the Company have a process to ensure adequate housekeeping within and outside its premises?	Site need to comply with section 11 of factories act with respect to .cleanliness together with section 12, 19 and 20 for Disposal of wastes and effluents, Latrines and urinals and Spittoons respectively. Evidence Review of compliance and periodic review and interaction with H&S manager and workforce.
C.3.9	Does the Company adhere to the legal requirements to be provided in terms of health and welfare facilities for workers?	The site need to comply with sections 40B and 49 with respect to . having a formal safety officer and welfare officers who are responsible for ensuring all applicable laws are complied upon with periodic review to address any non compliance if arise. Evidence Interaction with safety and welfare officers together review of relevant documentations.
C.3.10	Does the Company comply with social insurance as legally applicable?	The company needs to comply to The Employees' Provident Funds And Miscellaneous Provident Act, 1952 and Employees' State Insurance Act, 1948 including for workers on contract. Evidence Review of PF and ESI deduction records including payslips of workers.
C.3.11	Does the Company ensure legally mandated leave (paid, religious, sick, maternity) is provided to its employees, and monitor that subcontractors are extending the same to their employees?	Compliance to section 79 & 80 of factories act with respect to . Annual leave with wages & Wages during leave period and Industrial Establishments (National and Festival) Holdings Act, 1974. Evidence Review of leave register of workforce including those on contract and interaction with workforce.
C.3.12	Does the Company conduct regular medical examinations for its workers?	Compliance to section 7A of factories act with respect to . General duties of the occupier. If applicable sections 69 & 70 with respect to . Certificates of fitness & Effect of certificate of fitness granted to adolescent.

		Evidence Review of medical examination process of workers including those on contract.
C.4 FACILITY SAFETY AND SECURITY		
C.4.1	Does the site ensure adequate lighting in loading and unloading areas?	The company shall comply with the section 17 of factories act with respect to . lighting from H&S perspective covering all areas including loading and unloading. Evidence Review of HIRA together lumen records, H&S audit finding with respect to . lighting related issues at site.
C.4.2	Does the site have documented procedures on unauthorised entry?	Policy, practice and process to stop unauthorised entry into site premise in place. Evidence Review of policy, practices and processes for each category of people covering employees, visitors and contractors entering and leaving the premises.
C.4.3	Is there any documented procedure requiring periodic sweeps/patrols by CCTV and/or guards and/or responsible member of the workforce.	Implementation of facility security from Annex A.11.1 of ISO 27001:2013 perspective. Evidence Review of facility security management process together with periodic audit reports and interaction with security manager.
C.4.4	Emergency exits that are used for emergency purposes only (Ex: Fire exits), and are alarmed at all times with an individual or zoned audible sounder, and identified / linked to main alarm system.	Compliance to section 32 of factories act with respect to . Floors, stairs and means of access. Evidence Review of emergency exist practices and processes together with interaction with safety officer and ERT personnel.
C.4.5	Is there a Visitor policy documented and projected	A formal visitor entry & exist management process to be implemented taking into consideration safety of the facility including workforce and visitor too. Evidence Review of visitor management process and interaction with security manager at site.
C.4.6	All visitors registered and log maintained for minimum of 30 days.	Mapped with C4.8

C.4.7	All drivers identified using government-issued photo-ID (e.g. driver's license; passport or national ID card, etc.) and a driver log maintained	H&S management system covering suppliers, visitors vehicles entering and leaving the premises covering compliance to applicable road safety and driving rules. Evidence Review of H&S management system with respect to . logistics at site to be reviewed together with interaction with site security manager.
C.4.8	Alarm monitoring records and physical security policy and procedures in place	Implementation of facility security from Annex A.11.1 of ISO 27001:2013 perspective. Evidence Review of facility security management process together with periodic audit reports and interaction with security manager.
C.5 LOCAL COMMUNITY		
C.5.1	Does the Company have a CSR policy?	CSR policy based on CSR act if applicable at site. Evidence Review of CSR policy approved by the senior most personnel at site irrespective of whether CSR act is relevant or not.
C.5.2	Does the Company have a system to collaborate and associate with the local community?	Processes and practices to implement CSR projects by site management based on stakeholder engagement model. Evidence Interaction with CSR team with respect to . CSR project management.
C.5.3	Does the Company have systems to communicate and engage with the local community?	Mapped to D.5.3
C.5.4	Has the Company established a system for identifying and redressing grievances from the local communities?	Need based implementation of CSR projects based on stakeholder engagement. Evidence Review of need based study and stakeholder engagement processes and practices with respect to CSR and interaction with CSR team.
C.5.5	Does the Company have a process or policy to encourage local employment and/or local procurement?	Company policy and practice to promote local employment and procurement if applicable. Evidence Review of policy, practices and processes with respect to . promoting local employment and procurement if applicable at site. Interaction with HR, procurement teams.

ANNEXURE-05 A

CONDITIONS TO BE MENTIONED IN PURCHASE ORDER/AGREEMENT OF KSM/RM/PAKAGING MATERIAL SUPPLIERS

1.0 REGULATORY COMPLIANCE AND ENVIRONMENTAL

The supplier shall not without first obtaining Symbiotec written EHS permits/ licences :

- (A) Change the Manufacturing site;
- (B) Change any process used in the manufacture of Product;
- (C) Effect any change that constitutes or requires a change to any Specification; and
- (D) Effect any change that may reasonably be expected to affect the quality or physical characteristics of the Product, any Finished Product, Symbiotec ability to use the product in the manufacture of Finished Product or Symbiotec regulatory obligations with respect to the Finished Product.

2.0. SAFETY HAZARDS

The supplier shall inform and keep Symbiotec informed of all safety Hazards and changes in regulations and guidance (Statutory or otherwise) which the supplier knows or believes affect or may affect the use, handling , storage, labeling, transport, treatment and disposal of product.

The supplier shall ensure that all consignments of product are safe, packaged and labeled so as to prevent any health risk to persons, property or the environment and properly marked with the appropriate internationally recognize danger symbols and that prominent hazard warnings appear in English (and /or any other language specified by Symbiotec) on all packages and documents .

3.0. ETHICAL STANDARDS AND HUMAN RIGHTS

The supplier warrants to be the best of its knowledge and belief, that in relation to its performance of its agreement and unless otherwise required or prohibited by law:

- (A) It does not employ engage or otherwise use any child labour could reasonably be foreseen to cause either physical or emotional impairment to the development such child;
- (B) It does not used forced labour in any form (prison, indentured, bonded or otherwise) and its employees are not required to lodge papers or deposits on starting work;
- (C) It provides a safe and healthy workplace, presenting no immediate hazards to its employees. Any housing provided by the supplier provided access to clean water, food, and emergency healthcare to its employees in the event of accidents or incidents at the supplier's workplace;
- (D) It does not discriminate against any employees on any ground (including race, religion , disability or gender);

- (E) It does not engage in or support the use of corporal punishment, mental, physical, sexual, or verbal abuse and does not use cruel or abusive disciplinary practices in the workplace;
- (F) It pays each employees at least the minimum wage or affair representation of the prevailing industry wage (whichever is the higher) and provides each employee with all legally mandated benefits;
- (G) It complies with the laws on working hours and employment rights in the countries in which it operates;
- (H) It is respectful of the employees right to join and form independent trade unions and freedom of association; and

In relation to its performance of this agreement , the supplier complies with and shall continue to comply with symbiotic Anti- Bribery and corruption Requirements set out in schedule 5.

The supplier is responsible for controlling its own supply chain and shall encourage compliance with ethical standards and human rights by any supplier of goods and services that are used by the supplier when performing its obligations under this agreement.

The supplier shall ensure that it has ethical and human rights policies and an appropriate complaints procedure to deal with any breaches of such policies. In case of any complaints, supplier shall report the alleged complaint and proposed remedy symbiotec.

4.0 Contractor / Vendor must ensure that vehicle being sent to Symbiotec Pharma Labs complying to all the legal requirements like to have Road permit, certificate of 'Pollution under Control'. Driver must have valid license and vehicle registration.

ANNEXURE-05B

CONDITIONS TO BE MENTIONED IN PO OF SERVICE CONTRACTORS

1. Contractor shall abide by all the site safety rules and regulations.
2. Contractors shall abide by all local environmental regulations .
3. Contractor/ Vendor shall pay each employees at least the minimum wage or fair representation of the prevailing industry wage (whichever is the higher) and provides each employee with all legally mandated benefits.
4. Contractor/ Vendor complies with the laws on working hours and employment rights in the countries in which it
5. operates;
6. The supplier shall ensure that it has ethical and human rights policies and an appropriate complaints procedure to deal with any breaches of such policies. In case of any complaints, supplier shall report the alleged complaint and proposed remedy symbiotic.
7. Vendor/Contractor shall not deploy child and forced labour for work and it's site.
8. Vendor/ Contractor shall ensure safe and health workplace for his employees.
9. Vendor/Contractor shall not does not discriminate against any employees on any ground (including race, religion , disability or gender).
10. Contractor/vendor shall not engage in or support the use of corporal punishment, mental, physical, sexual, or verbal abuse and does not use cruel or abusive disciplinary practices in the workplace.
11. Contractor / Vendor must ensure that vehicle being sent to Symbiotec Pharma Labs complying to all the legal requirements like to have Road permit, certificate of 'Pollution under Control'. Driver must have valid license and vehicle registration

ANNEXURE-05C

CONDITIONS TO BE MENTIONED IN PO OF ENGINEERING CONTRACTORS

1. Contractor / Vendor must run it's business in environment friendly manner and adopt environmental friendly technologies.
2. Contractor / Vendor must ensure that vehicle being sent to Symbiotec Pharma Labs complying to all the legal requirements like to have Road permit, certificate of 'Pollution under Control'. Driver must have valid license and vehicle registration.
3. Contractors like civil, mechanical, insulation, electrical etc. shall provide their worker all the necessary PPEs like safety helmet , safety shoes, safety goggles and gloves.
4. Contractors shall not start their work without obtaining permit.
5. Before start of work contractor shall explained their workmen all the hazards related to work and precautions to be taken.
6. Vehicle must have reverse horn and driver shall be assisted by a helper.
7. Vendor must ensure the availability of valid environmental permits like air and water consents, Hazardous waste authorization and comply with the applicable legal requirements.
8. Vehicles with self-start problems, worn out tyres, damaged silencer & damaged battery terminal are shall not allowed into the company premises.
9. Safety Data Sheet shall be supplied along with the raw material.
10. Vendor shall ensure all the containers/ bags/carboys/drums/carboys/jerry cans/tins are without any leakage before the shipment.
11. Materials should be properly secured during the transportation.
12. If materials are hazardous, the vendor should be informed to warehouse personnel in well advance and should provide procedure for safe handling, storage and disposal.
13. Vehicle should not enter into the premises without spark arrester to exhaust.
14. Vehicle should not enter into the restricted zones and should maintain specified speed limit.
15. Vendor/transporter/driver should follow the company EHS guidelines.
16. If any accident/incident took place during the transportation of the material, the responsibility lies with the vendor only. Information shall be given to purchase department.
17. If any accident/incident took place during the material handling in the site, vendors shall report the incident to security/EHS department with the help of TERM card.
18. Emergency Action Code (HAZCHEM Code) shall be displayed on the Road Tanker.
19. Supplier's of gas cylinders shall ensure that cylinders have colour codes, good condition, cap for the valve is in place. Rubber mat or shock absorbing material shall be provided along with vehicle for unloading the cylinders.
20. Vendor/Contractor shall not deploy child and forced labour for work and it's site.
21. Vendor/ Contractor shall ensure safe and health workplace for his employees.
22. Vendor/Contractor shall not does not discriminate against any employees on any ground (including race, religion , disability or gender).

23. Contractor/vendor shall not engage in or support the use of corporal punishment, mental, physical, sexual, or verbal abuse and does not use cruel or abusive disciplinary practices in the workplace.
24. Contractor/ Vendor shall pay each employees at least the minimum wage or fair representation of the prevailing industry wage (whichever is the higher) and provides each employee with all legally mandated benefits.
25. Contractor/ Vendor complies with the laws on working hours and employment rights in the countries in which it
26. operates;
27. The supplier shall ensure that it has ethical and human rights policies and an appropriate complaints procedure to deal with any breaches of such policies. In case of any complaints, supplier shall report the alleged complaint and proposed remedy symbiotec