

Sustainable Procurement Policy

For Synthimed Labs Private Limited

Revision No. 02/ Effective Date- 01.09.2025

Issuing Function: Procurement Department

Target Audience: All Suppliers to Synthimed Labs Pvt. Ltd.

Approver : 
Mr. Vijay Kumar
Deputy Chief Operating Officer

PURPOSE AND BACKGROUND

Synthimed Labs Pvt. Ltd. (SLPL) is committed to procure required goods and services in responsible and sustainable manner, thus contribute towards positive impacts, and minimize or avoid any negative impacts on triple bottom lines (social, environmental, and economic performance) associated with our purchasing decisions.

SLPL is committed to selecting goods and services that are produced and provided in compliance with the most stringent environmental, social, and governance standards.

The Policy will become an integral part of our procurement processes. It will ensure that **SLPL** procures its raw materials, goods and services in a sustainable way, in line with our Values.

Sustainable procurement will be given systematic consideration alongside factors such as price and quality. We encourage our suppliers to work with us and to improve continuously with respect to the Policy.

This Policy applies to all goods and services as mentioned in the “scope” supplied by all our suppliers and their supply chains.

This Policy has the following principles as detailed in our “Vendor management” procedures and is below.

- Health & Safety
- Fair Business Practices
- Environmental Protection
- Human Rights

SLPL evaluate all vendors/ suppliers’ sites for compliance of Corporate Social Responsibilities and Risk status will be known through an assessment of procedures and questionnaires with defined intervals as designed by **SLPL**.

The purpose of this policy is to establish a code of conduct for all the suppliers of Synthimed including conduct for ethical practices, labour, human rights, wages, payroll, health and safety, green chemistry, environmental practices, organisation committees, policies and management systems.

This Sustainable Procurement Policy (hereinafter “policy”) is aligned with the 2030 Agenda and the Sustainable Development Goals (SDG), more specifically with SDG 10: “Reduce inequality within and among countries”, SDG 12: “Ensure sustainable consumption and production patterns”, and SDG 17: “Strengthen the means of implementation and revitalize the global partnership for sustainable development”.

Through this policy, SLPL expects our all suppliers to work towards attainment of sustainable development principles, goals and contribute to our supply chain sustainability programs.

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.

SCOPE

This Policy is relevant to all SLPL's suppliers and contractors and their affiliates and applies to all products and services that we purchase. SLPL strongly encourages its suppliers to promote the requirements of this policy and supplier code of conduct within their own supply chain as cascade effects.

The scope of this policy includes the purchase of goods and services that are necessary for the sustainable development of our business activities.

COMMITMENTS

SLPL undertakes to protect and enhance internationally recognized human rights in line with the United Nations Guiding Principles on Business and Human Rights and other international norms of behavior. SLPL expects that this policy will promote sustainable business practices across our supply chain.

OUR EXPECTATIONS FROM SUPPLIERS

Suppliers providing goods and services to SLPL, must ensure that they comply with the appropriate requirements with a clear understanding of the consequences of non-compliance. SLPL expect its supplier to cooperate and transparently disclose its sustainability related performance whenever asked so by SLPL, as part of our commitment towards Sustainable Development Goals and Sustainable procurement practices.

Our sustainable procurement policy principles are:

1. **A) Business Integrity and Ethics**

Code of conduct- Conduct our business with intended to enhance the company's reputation by operating in conjunction with the code of ethics. The Company believes that all its stakeholders wish to be associated with an organization that expects its employees to conduct themselves to high standards in all that they do,

a) in particular:

- To show consideration and respect for your colleagues and ensure there is no discrimination, or harassment, nor tolerate others doing so
- Be mindful and considerate of the environment in which we operate
- Make decisions based on sound, defensible reasons
- To be open and honest in everything you do

b) **Honest and Ethical conduct-** Suppliers are expected to conduct themselves for: Nurture and develop the abilities,

- Safety and wellbeing, to comply with the applicable laws and regulations.
- Free from fraud or deception and conforming to accepted professional standards.
- Allow access to training and provide practical support
- Communicate, consult, listen and respect the points of view of stakeholders

- Ethical conduct includes the ethical handling of actual or apparent conflicts of interest between personal and professional relationships
- c) Conflicts of Interest - Suppliers are expected to report any conflict of interest in any business dealings with **SLPL** that the supplier is aware of in order to allow **SLPL** the opportunity to take appropriate action.
- d) Identify ethical dilemmas and conflict of interest situations and acts to avoid and prevent them
- e) Able to overcome the barrier of conflicting needs and priorities of the team and the individual, aligning them for achieving common goal of organization
- f) Bribery, corruption, gifts and donations- Suppliers in all commercial dealings with **SLPL** 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
- g) Confidentiality - Suppliers shall safeguard and respect **SLPL** intellectual property; trade secrets and other confidential, proprietary and sensitive information or data at all times and shall not disclose the same
- h) Compliance with Statutory laws, rules and regulations and site specific procedures and policies- 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.

B) Human Rights

- a) Forced and child Labour- Suppliers shall prohibit use of child labour at any stage of their business process. **SLPL** expect that its suppliers will not employ any person below the age of 18. Suppliers must not use forced labour including prison or debt bondage labour, human trafficking or modern day slavery.
- b) Compensation and working hours - **SLPL** expects suppliers to comply with applicable wage laws, regulations and mandatory industry standards pertaining to minimum wages, working hours and rest periods.
- c) Anti-discrimination- **SLPL** expects all its suppliers can work in an environment free from unlawful harassment, discrimination, and retaliation. The company will make every reasonable effort to ensure that all concerned are familiar with the policy and are aware that any complaint in violation of such policies will be investigated and resolved appropriately.

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, citizenship, genetic information, etc.

C) Accountability and Transparency

- a) Maintaining appropriate financial records- **SLPL** expects suppliers for accountability of work and drive them to productive conclusions.
- b) Accept personal accountability to meet the business needs, improve systems and help others improve their effectiveness
- c) Act like owners, treating the Company's assets as our own and behaving with the company's long-term success in mind
- d) Raise awareness in others about managing risks
- e) Persuade and encourage others to adapt to desired changes
- f) 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.
- g) Legal and Regulatory Compliance – **SLPL** expects 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.

2. Provide a safe, healthy, and fair workplace

- a) **SLPL** expects suppliers to adopt management practices in respect of Health & Safety which provide a high level of safeguarding for their workers
- b) **SLPL** expects suppliers to adopt relevant site procedures and management practices in order to comply with applicable health and safety laws, rules, regulations and industry standards.
- c) Suppliers are advised to conduct risk assessment for their products, services, operations and also encouraged to conduct training and awareness activities for employees on health and safety and to take actions to prevent accident and injuries by analysing and minimising risk exposure

3. Environmental compliance

- a) **SLPL** expects suppliers to comply with all environmental rules, regulations as per local and international laws and also to comply the site procedures and management practices accordingly.
- b) **SLPL** expects vendors to follow pollution control methods, Green chemistry procedures and progressive efforts towards reducing carbon emissions and measures for water and energy conservation practices, reduction of waste, etc.

4. Local community development

SLPL encourages suppliers to undertake steps to collaborate and associate with the local community for economic and social development by providing employment, helping in developing skills of local people etc. wherever relevant

IMPLEMENTATION

SLPL expects its suppliers to implement the following lines of action:

- ❖ Completing a self-assessment questionnaire based on the expectations mentioned in this policy.
- ❖ Providing SLPL or its representatives with relevant documentation to demonstrate compliance with the policy, to co-operate and to use reasonable endeavors to ensure that their sub-suppliers/sub-contractors do the same.
- ❖ As per the risk and impact profile, suppliers can be required to conduct an independent responsible sourcing audit.
- ❖ Developing a remediation plan with realistic timeframes to close-out non-conformance and communicate progress to us when the self-assessment questionnaire or independent verification audits have indicated non-compliances. SLPL reserves the right to disengage from suppliers that do not meet the requirements of this Policy or who cannot provide or commit to a remediation plan.

REVIEW

SLPL will periodically review this policy to evaluate its relevance, to monitor compliance and to drive continuous improvement. For any grievances or feedback regarding sustainable procurement practices, please write to bindasbol2024@gmail.com. SLPL welcomes feedback and encourage dialogue(s) with any interested party.



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Document Change History Record

Rev. No.	Effective Date	Details of Change
00	5 th Jan 2022	Document created.
01	01 st April 2024	Name Changed from Ind-Swift Laboratories Ltd. To Synthimed Labs Pvt. Ltd.
02	01 st Sept 2025	1. Detailed procedure on supplier environmental and social practices incorporated in the procedure. 2. Sustainable procurement policy principles are incorporated in procedure like Business Integrity & Ethics, Human Rights, Accountability and Transparency, Environmental compliance and local community development 3. Sustainable procurement policy align with supplier commitments