



***Raychem* RPG**

**SUSTAINABLE
PROCUREMENT
GUIDELINES**

Preface

At Raychem RPG Pvt. Ltd., sustainability is growing profitably in a predictable and consistent manner by respecting laws of nature and being socially relevant and responsible, whilst meeting and exceeding needs of our stakeholders. We are dedicated to fostering a harmonious relationship with the environment and society by delivering products and services that meet our customers' expectations for quality, performance, and value. In this pursuit, we uphold the highest standards of environmental stewardship, ethical practices, and social responsibility.

As we work towards enhancing our efforts for sustainable business practices in the energy and engineering sectors, we seek the support of our stakeholders. With a steadfast commitment to our core values, we will continue to work towards our target with pursuing a larger agenda of greener, more inclusive, diverse, and economically sustainable supply chain practices.

Raychem RPG is committed to embedding sustainability throughout its value chain. Our suppliers are our critical business partners as vital extensions of our global enterprise and integral to the long-term success of our Company. Through collaboration, we would like our business partners including our Suppliers to gain full understanding of our expectations towards sustainable development and good corporate citizenship; to ensure legal compliance, encourages them to act beyond legal compliance in addressing environmental and social issues and work in unison with Raychem RPG in the spirit of these Sustainable Procurement Guidelines.

This document aims to ensure that our Suppliers and business partners understand our approach to environmental and social issues. This document clearly sets out Raychem RPG's requirement for our Suppliers/ business partners and encourages them to act beyond legal compliance in addressing environmental and social issues.

Our expectation is that our suppliers and business partners will not only adopt the necessary guidelines and procedures within their own operations, but also promote and ensure the same responsible practices throughout their supply chain.

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Environment

At RaychemRPG, we are committed to continuous excellence in environmental performance, integrating sustainable practices across our operations to minimize impact and foster a healthier planet.

To achieve this, we commit ourselves to

1. Decarbonisation: Raychem RPG is committed to reducing its carbon footprint and achieving emissions reductions. Areas where reduction is not feasible, we will explore carbon offset projects to neutralize our emissions.
2. We are committed to prevent the pollution of water resources and adhere to a zero-discharge philosophy wherever feasible, and to minimize and responsibly treat the effluents discharge. We will adopt water-saving technologies, aiming to reduce our freshwater consumption and to promote efficient water use across our operations.
3. Minimizing waste generation, reduce waste generation by optimizing production processes & reengineering product designs and focus on recyclability & Reuse.
4. Enhance environmental awareness of our employees, dealers and vendors while promoting their involvement in ensuring effective environmental management.
5. Comply with all applicable environmental legislation and control our environmental discharges.

While ensuring regulatory compliances, we expect that our suppliers/business partners will take a proactive approach in environmental initiatives in their business activities, which may include but are not limited to –

1. Incorporate applicable environmental norms & regulations – Comply with all environmental, occupational health and safety regulations, and international convention on environmental standards;
2. Establish the environmental footprint of their operations. Monitor and reduce carbon emissions throughout your operations and supply chain;
3. Use resources efficiently, apply energy efficient and environmental friendly technologies, reduce waste as well as emissions to air, water and soil;
4. Responsible consumption of resources and ensure proper handling & disposal of hazardous waste in line with applicable laws;
5. Ensure, by using appropriate management systems, that product quality and safety meets the applicable requirements;
6. Safeguard the health and well-being of your employees, partners, and the public by addressing hazards associated with your processes and products.

Social

Human Rights

Raychem RPG is committed to providing a platform where the fundamental human rights of all stakeholders are upheld. We believe in protecting human rights across all interactions with employees, business partners, and suppliers.

We expect our suppliers and business partners to adopt a similar approach. In addition to complying with mandatory legal requirements, we encourage them to actively address human rights issues in their business operations.

Non-discrimination

Suppliers and business partners must ensure that no individual is discriminated against based on personal characteristics protected by local laws and regulations, including but not limited to gender, caste, class, religion, ethnic origin, sexual orientation, or other protected categories. This applies to all aspects of employment, including recruitment, hiring, promotions, compensation, training opportunities, job assignments, wages, benefits, discipline, termination, and retirement.

Harassment

Suppliers must ensure a safe and secure workplace, free from all forms of harassment. Harassment, whether Physical, verbal, non-verbal or psychological, that interferes with an employee's work performance, diminishes their dignity, or creates a hostile, intimidating, or offensive work environment, is not tolerated.

Suppliers are expected to:

- Promote equal opportunities for all employees and qualified applicants, without regard to gender, caste, class, religion, ethnic origin, sexual orientation, etc.
- Implement procedures for the prompt reporting and investigation of harassment complaints, ensuring employees can report concerns without fear of retaliation or intimidation.
- Maintain a workplace free from all forms of harassment, whether physical, verbal, non-verbal, or psychological.

Child Labour

Raychem RPG strictly prohibits the use of child labour. Suppliers and business partners must comply with all applicable laws and regulations concerning the minimum working age, ensuring that no employee, including apprentices or vocational students, is employed in violation of age-related labour laws. Suppliers must adhere to all local and international laws governing the minimum age for employment.

Forced Labour

Raychem RPG requires that all suppliers and business partners ensure that no forced or involuntary labour is used.

Suppliers must guarantee that all work is voluntary and that employees have the right to freely terminate their employment. Suppliers are expected to comply with all local labour laws and regulations, ensuring that workers are not subject to coercion or undue pressure.

Wages and Benefits

Suppliers and business partners must ensure that wages and benefits are provided in compliance with all applicable labour laws and regulations.

This includes compliance with laws related to minimum wages, overtime hours, wage deductions, and other elements of compensation. Suppliers must provide all legally mandated benefits, and wages, compensation, and deductions should be clearly communicated to employees, in accordance with local laws.

Working Hours

Suppliers must comply with all applicable labour laws and regulations concerning working hours, including rules governing overtime. Suppliers are expected to ensure that working hours are not excessive and comply with legal limits.

Safe and Healthy Working Environment

Raychem RPG believes that safe work practices lead to better business performance, a motivated workforce, and higher productivity. Suppliers and business partners must prioritize safety and health in the workplace, working to prevent accidents and injuries.

Suppliers are encouraged to:

1. Integrate safety and health considerations into all activities.
2. Promote safety and health awareness among employees, suppliers, and contractors.
3. Continuously improve safety performance through preventive measures and employee training.
4. Ensure compliance with all relevant legislative safety requirements.
5. Empower employees to maintain safety in their workplaces.

Additionally, suppliers must not tolerate any form of sexual harassment in the workplace. They are required to ensure that employees respect the dignity of women and comply with local laws such as the Sexual Harassment of Women at Workplace (Prevention, Prohibition, and Redressal) Act, 2013 (POSH Act) and its related rules. An Internal Committee (IC) must be established to handle complaints regarding sexual harassment.

Compliance Beyond Borders

Suppliers and business partners must ensure that no funds are transferred to or from unknown sources. Proper due diligence should be performed to verify that all funds come from and are directed to legitimate sources through recognized channels, in compliance with laws related to money laundering and financial integrity. The Suppliers shall ensure strict compliance with the anti-money laundering laws of the applicable jurisdictions.

Raychem RPG

Governance

Code of Conduct

Raychem RPG has implemented a Code of Corporate Governance and Ethics (“Code”) and policies thereunder for its employees, which also extends to the business partners. The Code is, available on Company’s website. We expect all our suppliers and business partners to implement the policies/code within their organizations, promoting ethical behaviour and integrity.

Legal Compliance

Suppliers and business partners must:

1. Comply with all applicable laws and regulations in the countries and regions where they operate and the laws and regulations of India in their dealings with Raychem RPG.
2. Establish and implement policies, structures, and mechanisms to ensure and verify legal compliance.

Confidentiality and Protection of Intellectual Property

Suppliers and business partners are expected to:

1. Manage and protect Raychem RPG or its customers and stakeholder's confidential information as shared by the Company and use it only as agreed. Suppliers should obtain confidential information about other companies only from authorized personnel and through legitimate means.
2. Ensure that confidential information shared with subsidiaries, associates, employees, or third-party vendors is disclosed strictly on a need-to-know basis, and only to fulfil contractual obligations. Suppliers must ensure that their affiliates adhere to confidentiality agreements and will be held accountable for any breaches.
3. Monitor and protect all intellectual property belonging to Raychem RPG and ensure no infringement occurs.
4. Not to infringe on the intellectual property rights of others, including patents, trademarks, and copyrights, and refrain from making unauthorized copies of software or publications.

Indemnity

Supplier/ business partner agrees to indemnify, defend, save and hold harmless Raychem RPG against any and all suits, proceedings, actions, demands and claims from third parties for any loss, damage, cost and expense of whatever kind and nature, whether arising out of any breach by the Supplier/ business partner of any of its obligations or representations under or any the business transaction related agreement or on account

of any defect or deficiency in the material supplied by the Supplier/business partner or from any negligence of the Supplier/business partner or deficiency in services by supplier/ business partner under contract or breach of any policies or regulatory compliances or on any other ground whatsoever by reason of Supplier's acts or omissions.

Anti-Bribery

Raychem RPG is committed to maintaining a fair, transparent, ethical, and professional work environment, free from the influence of bribery or corruption. We expect our suppliers and business partners to comply with the following anti-bribery guidelines:

1. Adhere to all applicable laws and regulations with respect to their business operations in India, including Indian anti-corruption laws, such as the Prevention of Corruption Act, 1988;
2. Comply with laws concerning political donations or contributions, ensuring transparent and fair relationships with political parties and administrative bodies;
3. The company prohibits its suppliers on behalf of the Company from engaging in any form of Bribery and Corruption with Public Officials or other business partners in exchange for unjust or preferential treatment;
4. Report any such practices, including any violation by Raychem RPG employees, to Raychem RPG management immediately.

Anti-Competitive Behaviour

Raychem RPG promotes fair competition and expects suppliers to be in compliance with all applicable competition laws. Suppliers must avoid engaging in any business transaction or agreement related to the production, supply, or delivery of goods or services that may lead to significant harm to fair competition practices.

Data Protection

Suppliers and business partners are responsible for ensuring that all personal data is protected in accordance with applicable laws. In the event of a data breach, suppliers must notify the relevant data protection authorities and any affected individuals in compliance with applicable regulations.

Compliance with Sustainable procurement standards

Suppliers and business partners can either acknowledge the principles outlined above or show their commitment through their own code of conduct or policies that align with these standards.

Raychem RPG reserves the right to audit and inspect supplier operations and facilities, at Raychem RPG's expense and with reasonable notice. If non-compliance is discovered, suppliers must take corrective actions promptly as directed by Raychem RPG. Failure to comply may result in suspension or termination of ongoing contracts.

Redressal Mechanism

The purpose of the redressal mechanism is to provide a framework and structure through which all the Stakeholders can report their genuine concerns and actual/potential violations and to promote and maintain a conducive and unprejudiced environment.

If you or your employees believe that the terms of Raychem RPG's Sustainable Procurement Guidelines have not been adhered to, or that Raychem RPG is not acting in accordance with these guidelines, we encourage you to report your concerns through the designated reporting channels.

Sr. No.	Reporting Channel	Contact Information
1	Email Id	legal_compliance@raychemrpg.com
2	Address	The Chief Compliance Officer/ Chief Executive Officer Raychem RPG Private Limited, A-1401, Thane One, DIL Complex, Ghodbunder Road, Majiwada, Thane (West) 400 610, Maharashtra. If any complaint is received by the CEO or CFO of the Company, such complaint or concern shall be informed to the CCO for further action.