



Green Procurement Policy

CORPORATE OFFICE:

Vakrangee Corporate House

Plot No. 93, Road No. 16, M.I.D.C., Marol, Andheri (East), Mumbai – 400093, Maharashtra

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1. Introduction

We are committed to sustainable growth and in alignment to our Sustainable Sourcing Policy, we have incorporated environmental considerations in procurement decisions related to purchase of products and office related products to minimize the environmental impact across the lifecycle of the products and services which we procure.

We expect all our suppliers to comply with necessary environmental sustainability standards defined in this policy and adopt best practices to reduce our environment footprint. We expect our suppliers to review these standards, ensure adherence and improve up on parameters on a regular basis to help contribute to the welfare of the society and environment.

The policy is applicable to all workers and employees of any of those suppliers (including permanent, temporary, contract agency and migrant workers). Each supplier must provide commitment to this policy by signing our Supplier Code of Conduct which will be provided during the supplier onboarding process.

Sustainable Sourcing policy -

<https://vakrangee.in/pdf/Policies-PDF/Sustainable%20Sourcing%20Policy.pdf>

2. Objective

In line with our sustainability objectives, the key pillars of our green procurement philosophy comprise of reduced use of toxic substances, conservation of natural resources, minimizing waste generation & release of pollutants/emissions and maximizing reusability and recyclability across the value chain of the product/service.

All end-users and departments of the organization are responsible for purchasing of products and services for we shall adhere to this policy to the best possible extent and make conscious efforts towards procuring green products/services considering their life cycle cost and potential impacts on people and the planets.

We encourage use of products or services which adopt the cradle-to-cradle approach and design for environment principles which are essential for long-term sustainability.

3. Policy addressing Supplier Process Related Requirements

Environmental concerns are no more issues of tomorrow but are real challenges that need to be addressed today. We aim at making our value chain environmentally friendly

and responsible. We are committed to comply with the requirements of local laws and regulations related to environment in the countries and regions in which it operates and from where it sources or procures any material, product or services. We realize that the scope and nature of operations of our suppliers vary and hence emphasis on these principles may vary accordingly.

Our Suppliers Process Related Guiding Principles are as follows:

3.1 Environmental management principles at manufacturing plants

Suppliers must observe the following environmental management principles at their manufacturing plants:

- Use management plans to meet environmental compliance obligations and mitigate impacts on the environment
- Monitor operational sites owned, leased, managed in, or adjacent to, protected areas and areas of high conservation value to manage impacts on biodiversity

3.2 Emissions

We recommend the following steps to our suppliers to curb emissions from their units:

- Reducing carbon emission and water intake – We suggest that our suppliers identify sources of carbon emission and make progressive efforts towards reducing carbon emissions. Opportunities for reduction in water usage should be identified and measures for water conservation should be implemented.
- Renewable energy - We recommend our suppliers to use renewable sources of energy wherever possible so as to become more energy efficient and energy independent. The suppliers should take steps to identify the scope of replacing conventional sources of energy with sustainable and renewable sources in their operations.
- Emissions to air, boundary noise and effluent discharge should meet applicable local laws
- Efficient systems and process - Suppliers should strive towards enhancing the efficiency and performance of the equipment and processes by continual improvement, monitoring and assessment of technology. Good practices should be followed to ensure environmental resources are valued and protected.

3.3 Reduce, Reuse and Recycle

We recommend the following steps to our suppliers to reduce waste, reuse and recycle:

- Zero waste to landfill – Waste to landfill should be analyzed and suppliers should try and set targets to reduce the quantity of disposal to landfills. Alternate waste disposal techniques should be adopted in order to reduce the impact on the environment
- Responsible consumption of resources – We recommend our suppliers to minimize use of all resources, including raw material, in their processes. The supplier should look for opportunities to reduce resource consumption by improving efficiency, investing in advanced technology, reusing material by innovating products and processes. The supplier should minimize dependence on scarce natural resource by identifying and using appropriate replacements
- Packaging material – Suppliers should try and take steps to reduce the environmental impact of their packaging material by developing innovative, practical solutions to modify the design and disposal method to the best possible extent.

3.4 Adopting Green Initiatives and Practices

In order to monitor the environmental performance and to become environment friendly, practices to monitor and minimize environmental impact should be imbibed in organization's processes. We recommend that our suppliers inculcate such practices in their operations and start new initiatives to reduce their impact on the environment.

4. Policy addressing Product related Requirements

4.1 Commitment to Sustainable Procurement: To procure from preferred selection of suppliers with lower environmental impact in products

We are committed to Sustainable procurement, thereby we prefer and prioritize to work with and procure products from those supplier / vendor partners who are focused on the following parameters and have clear goals for the below mentioned parameters:

- Reduce Consumption of Water
- Reduce Consumption of Energy
- Make Efforts to keep the Environment Green
- Encourage diversity of talent
- Encourage Compliances with Human Rights Conventions
- Adhere to all Applicable laws of the land
- Provide clear, accurate, and appropriate reporting to us on all matters of relevance including the above on request.

4.2 Guiding Principle of Implementation of EPEAT for all IT & Electronics related Products Procurement

The GEC (Green Electronics Council) is a mission-driven, non-profit that through initiatives, such as EPEAT, seeks to increase the design, manufacture and use of sustainable technologies around the world. EPEAT (Electronic Product Environmental Assessment Tool), a resource managed by the Green Electronics Council, (GEC) provides a set of criteria to assess the environmental attributes of electronic products.

EPEAT-registered products meet strict sustainability criteria that address impacts across the full lifecycle of the product, from raw material extraction and production/assembly to product use and managing the product's end-of-life (extending its use and/or looking at its recyclability). Purchasing EPEAT-registered products is an effective way to both reduce organization's environmental impact and meet sustainability goals.

Using these resources, technology purchasers can identify environment friendly products and can also assess environmental impact of one product with that of other competing products. National governments, including the United States and thousands of private and public institutional purchasers around the world use EPEAT as a framework in their sustainable procurement process.

4.3 Sustainable Procurement at Vakrangee

As part of its Green IT strategy, Vakrangee has referred the EPEAT program for its IT hardware and Electronics procurement and has been consistently adhering to the framework.

All of our RFPs (Requests for Proposal) mandate the suppliers to quote only EPEAT certified models. Vakrangee's green IT procurement strategy aligns with its larger sustainability ethos that believe in creating deep and meaningful impact for its communities.

Environmental sustainability is a big priority for organizations today, and every small and big step taken in the right direction can offer far-reaching benefits when it is focused on creating value for the company, its stakeholders and the society at large.

Annexure 1: We have provided the List of all IT related products procured during the year along with their EPEAT Ratings.

How are products rated in EPEAT?

- Products must meet all **required** criteria to qualify for EPEAT.
- Required criteria define high sustainability performance
- Products are rated Bronze, Silver or Gold based on how many **optional** criteria they meet,

Meets <50%
Optional Criteria



Meets 50 – 75%
Optional Criteria



Meets > 75%
Optional Criteria



Ratings are granted automatically by system software based on declaration

4.4 Quality Focus:

Vakrangee is ISO 9001 certified QMS (Quality Management System) company since 1998, we always put an effort to prove to our customers that we want to be the best at what we do and what we are committed to their needs. The standard ISO 9001:2015 is used by Vakrangee to demonstrate our ability to consistently provide products and services that meet customer and regulatory requirements and to demonstrate continuous improvement. As a company, "Quality" is the most important tool for us. We expect that all our vendors/suppliers ensure and adhere to the quality management system and their products and manufacturing facilities are as per the standards.

5. Quality Management System

We expect our vendors/suppliers to follow quality objectives and policies thoroughly and should be certified by the authority like ISO. The suppliers should ensure about the rules and regulations of the local authority, proper product knowledge and training to the staff and the internal reviews, feedback on the Quality Management System for its timely improvement.

6. Facility & Material Management

We expect that our vendors/suppliers should always focus on proper installation of equipment with zero error and the timely maintenance of all the equipment as well as Facilities. Also, we expect that our vendors/suppliers to have housekeeping staff for maintain the hygiene all the time and should arrange pest control over the time for safety and security of its staff. We expect that our vendors/suppliers have enough place or warehousing capacity for the storage of manufacturing goods. They should have proper or the updated techniques/ mechanism for carry the material and its transportation. Also, they should be very much aware about how to prevent from the risk, In case of any emergency.

7. Manufacturing Goods

We expect that our vendor/suppliers are very well established while its process of manufacturing and packaging and complete their order not only in time but also with thorough quality. They should have proper records of order placed and production.

8. Addressing Office Product Related Requirements & Key Initiatives

Vakrangee is fully committed to work with its suppliers to inculcate our Green procurement culture across its supply chain. All end-users and respective departments of the organization are responsible for purchasing of products and services for we shall adhere to this policy to the best possible extent and make conscious efforts towards procuring green products/services considering their life cycle cost and potential impacts on people and the planets.

The Company shall strive to include the following considerations into procurement decisions for capital assets, office products as well as consumable supplies for all its establishments:

- Compliance to all relevant international/national/local regulatory compliance standards and requirements

- Supplier to have a certified Environment management system in place
 - Even the Data Centers we utilize, we prefer Sustainability Rated LEED Certified vendors (**Refer Annexure 2 – LEED Certification**)
- Minimum/no use of hazardous or toxic substances
- Intrinsically safe designs including all safeguards and controls to prevent any health and safety risks to people
- Designed for environment with extended product life, reusability, recyclability and use of recycled content
- Involve or encourage lesser consumption of resources like energy, water, and other natural resources
- Extended producer responsibility with “take-back/ buy-back “policy
- Minimum and environmentally compatible / recyclable packaging.
- Certification and eco-labels for products where applicable

We further work with our suppliers on a continuous basis to improve the environmental performance of products supplied by them.

Some of these Initiatives are:

- We worked with all our ATM Manufacturers to launch a product without the journal printer and receipt printer. This helps the manufacturer to make a product which not only requires less raw material but also saves use to paper. The transaction statements which were printed on paper earlier are now sent to the customers electronically thus reducing carbon footprints.
- We have leveraged technology and collaborated with our service partners to implement E-KYC and paperless transaction facility across various services which has resulted into significant reduction in Carbon Emissions.

Some of the Direct Initiatives at Corporate Office are:

- **Corporate Headquarters –**
Solar Panels: We use Solar Panels at our Head Office, thus reducing the carbon emissions. As of now, 16% of our energy requirement at the Head Office is met through Solar Panels.
- **Procured LED Light Bulbs:**
We use LED lights at our workplace which enables energy conservation thus reducing environmental load at our Office
- **Green Building - Glass walls:**
Our corporate office has glass walls through which natural light is used more often and lesser electricity is used thus enabling conservation of energy

- **Sensor based lights:**

We have sensor-based lights installed at various locations due to which energy is conserved when these locations are not in use

- **Water Re-Use points:**

We have water re-use points at our Head Office thus helping in conservation of water



9. ISO Audit & Certification

9.1 ISO 20400:2017 Sustainable Procurement

Vakrangee has undergone Independent ISO Audit and is certified with ISO 20400:2017 Sustainable Procurement on 12th March 2020. Vakrangee is an ISO 20400 certified company. This standard helps us to recognize the importance of sustainable procurement and provides a framework for its practical implementation. The purpose of ISO 20400 is to assist organizations of any kind and size with the development and implementation of a responsible sourcing strategy.

ISO 20400 is the world's first International Standard for sustainable procurement and aims to assist organizations in meeting their sustainability responsibilities by providing guidance as to the effective implementation of sustainable purchasing practices and policies. The procurement is a powerful instrument for any organization wishing to behave in a responsible way and contribute to sustainable development.



9.2 ISO 14001:2015 Environmental Management System

Furthermore, Vakrangee has undergone Independent ISO Audit and is certified with ISO 14001:2015 Environmental Management System on 12th March 2020, to improve the environmental performance through more efficient use of resources and reduction of waste, gaining a competitive advantage and the trust of stakeholders. This standard helps us to identify, manage, monitor and control Vakrangee environmental issues in a “holistic” manner. It provides us a framework that we can follow, rather than establishing environmental performance requirements and assist us in accomplishing organizational goals.



10. Engagement with suppliers to improve environmental performance

We are committed and aim to make our value chain environmentally friendly and responsible. We are committed to comply with the requirements of local laws and regulations related to environment in the countries and regions in which it operates and from where it sources or procures any material, product or services. We realize that the scope and nature of operations of our suppliers vary and hence emphasis on these principles may vary accordingly. Therefore, we have clear emphasis on engagement with our suppliers on the Implementation of this policy and the said guidelines.

11. Policy implementation

We engage with all suppliers to implement management systems that allow the compliance with this Sustainable Sourcing Policy. The Supplier should communicate the provisions in this policy to its own suppliers and is expected to initiate, maintain and verify a process of continuous improvement towards sustainable practices in the entire upstream supply chain, in line with the requirements and principles set forth in this document.

Implementation Guidance:

In order to ensure compliance with all the topics of this policy, the Supplier should:

- Formulate policies
- Define and assign roles and responsibilities
- Implement procedures
- Communicate on these standards to employees and relevant third parties
- Provide sufficient training to its employees and subcontractors
- Monitor the compliance to the policies and procedures
- Implement corrective actions
- Report on its progress on these topics

12. Compliance & Monitoring:

We recognize that achieving best practice will take time. In its extended supply chain, the company expects its suppliers to continuously monitor and verify their performance and improvement against this policy. Furthermore, we will positively consider every effort made by suppliers to embrace sustainability within their business. We reserve the right to ask the supplier to create full supply chain mapping back to origin to facilitate assessment of supply chain compliance.

We reserve the right to audit any supplier's facilities periodically. Any results of such audits will be provided to the supplier with areas for improvement clearly identified. We expect any supplier so audited to resolve audit issues promptly and to provide supporting documentation as requested.

Further, The Company has also constituted a **GHG Reduction Strategy Committee**. The role & responsibility of the committee is to regularly discuss and identify the various initiatives, monitor & measures those initiatives of the Company from time to time. The reporting and disclosure of the same is done on Annual basis.

The Committee comprises of the following members:

Name	Designation
Sanjay Nandwana	Chief Technology Officer
Ammeet Sabarwal	Chief Corporate Communications & Strategy officer
Ajay Jangid	Chief Financial Officer

The Scope of work and Managerial Responsibility of the Committee is to fulfill our environmental commitments through the following broad-level actions:

- Environmental protection: Integrate environmental considerations into our business operations and take proactive steps and leverage technology & Innovation for energy conservation throughout our operations with an aim to lower our carbon footprint and save Carbon Emissions.
- Integrate Energy and Environmental considerations into the design of our new IT infrastructure including Data centres as well as other infrastructural facilities.
- Reduce Carbon footprint through Energy efficiency measure with a focus to increase the composition of Renewable energy in our Total consumption.
- Adopt a sustainable waste management philosophy in line with the concept of circularity of through waste management, re-cycling and eco-friendly disposals through Industry best practices.
- To Implement initiatives focused on resource efficiency in operations, especially for key resources like energy and water
- Consider and discuss stakeholder expectations with regard to improvement of our infrastructure, operations, processes and solutions to the extent possible
- Monitoring the Implementation of the Green procurement policy

Environmental targets and its monitoring: Set, benchmark and review environmental objectives and targets on an ongoing basis towards achieving continual improvement in environmental performance and overall environmental management system. We shall also continuously monitor and measure the Progress of the various key Initiatives taken to reduce the GHG Emissions.

13. Reporting on breaches:

We support and encourage those who report actual or suspected breaches without any fear of retaliation. Any failure to comply with this Policy (including any failure by our team member or anyone acting on behalf us to so comply), of which the supplier is aware, should have immediately reported us. We will investigate any reported non-conformity and discuss findings with the supplier. If a supplier is not in compliance with this policy, we will take appropriate action to address such non-compliance.

14. Annexure 1: Vakrangee IT Products Procurement List 2018 & 2019 - EPEAT Sustainability Ratings

All the IT products procured by Vakrangee are covered under EPEAT Sustainability rating

SL No	Item Procured	Model No	EPEAT Product Rating
A	Laptop		
1	Lenovo	V130 AMD	Silver
2	Lenovo	V110 AMD	Silver
3	Lenovo	V310 AMD	Silver
4	HP	HP - 820 G4 I77500 - I7	Gold

5	HP	Spectra 360 i5	Gold
6	HP	Spectra x360 13-ap0121TU	Gold
7	Dell	Ci5-8250U/8	Silver
8	Dell	Latitude 3480 (i3)	Gold
9	Dell	Latitude 3480 (i5)	Gold
10	Dell	Latitude 3490 (i5)	Gold
11	Dell	Latitude 3500 (i5)	Gold
10	Microsoft	Surface Laptop 7th Gen i7/8GB/256GB/Win 10 Pro (JKQ-00065)	Silver
11	Apple	Macbook Air	Gold
B	<u>Desktop</u>		
1	Dell	All in one desktop 3050	Silver
2	HP	All in one desktop BZ DT 200 G3	Gold
C	<u>Digital signage</u>		
1	Philips	32BDL3056Q	Silver
2	LG	32SM5KC	Gold
3	Samsung	DB43J	Silver
4	Samsung	DB32E	Silver
D	<u>Printer</u>		
1	HP	HP Lasterjet Pro MFP M132fw	Silver
2	HP	HP 2Q Pro M132FW MFP	Silver
3	HP	2B Pro M104W Printe	Silver
4	HP	MA CLJ Pro M377DW	Silver
5	Brother	DCP-L-2541DW Printer	Silver
6	Cannon	Pixma G2012	Gold
7	Cannon	Pixma G2000	Gold
8	EPSON	L3110	Silver
D	<u>Mobile</u>		
1	Apple I phone	iPhone 11 Pro, 64 GB Space Grey	Gold
2	Nokia	7.2 4GB Ram, 64 GB	Silver
3	Samsung	A70	Gold
4	Samsung	A30	Silver

5	Samsung	S8 Plus, 4GB Ram, 64 GB	Silver
6	One Plus	One plus 7	Silver
<u>E</u>	<u>TV</u>		
	Samsung	Samsung Series 7 138cm	Gold
<u>F</u>	<u>Copier</u>		
	Canon	Canon MF515X	Silver
	HP	Canon MF515X	Silver
<u>G</u>	<u>Scanner</u>		
1	Kodak	I2420 Scanner	Silver
2	Kodak	I1150	Silver

15. Annexure 2: Outsourced Data Centre – Sustainability Rating

Our outsourced datacenter is also certified with sustainability rating from a third party



Thank You

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