

## **SUSTAINABILITY REQUIREMENTS**

Sustainability is embedded in Solarizes DNA. The Supplier's conduct of business with Mahindra Solarize shall be guided by Solarize supplier of conduct (Annexed with the document). Additionally, Mahindra Solarize has setup IMS (Integrated Management System) which includes QMS (Quality Management System), EMS (Environmental Management System) and OHS (Occupational Health & Safety). Following is to be considered additionally during Services, Manufacturing, Packaging and Dispatch by Supplier.

### **1.1 Environmental REQUIREMENTS**

1.1.1 The packaging material must not include any Hazardous material which may affect the environment adversely or hazard for human health.

1.1.2 Depletion of Natural Resources during Packaging i.e. use of Wood, Paper & similar material to be avoided to the extent possible

1.1.3 Recycling of Waste material: Packaging material used shall be recyclable

1.1.4 In case of emission of Heat, Vibrations, Radio-active rays, Noise or similar, Supplier shall clearly intimate the precautions to be taken during Operations & Maintenance

1.1.5 Wherever Paints & Coatings are used during Manufacture, the same shall be of Environment compatible Grade which will NOT affect Environment adversely

1.1.6 No chemicals/Aerosols which are of Ozone-depletion type shall be used during Manufacturing

1.1.7 In case Hazardous Chemicals/substances are used, Supplier shall furnish the relevant MSDS (Material Safety Data Sheet) with clear instructions for use.

1.1.8 Supplier shall give written instructions about handling/disposal of Equipment during the entire Lifecycle, if special handling is required.

### **1.2 HEALTH AND SAFETY REQUIREMENTS**

1.2.1 Supplier shall ensure that all Safety Norms & Regulations, as described in relevant Manufacturing Codes/Standards, are followed during Manufacturing and Testing at their own Works

1.2.2 Supplier shall appoint a Safety Officer as per applicable law.

1.2.3 HEALTH RISKS: Following health issues to be considered by Supplier during execution of contract with Mahindra Solarize.

- o Tie-up with nearby medical facilities
- o Arrangement of potable water for workers/ Employee & periodic Testing of water as per IS:10051
- o Insurance for workers/Employee
- o Strains and sprains from lifting loads improperly or from carrying loads that are either too large or too heavy are to be avoided.
- o Cuts and bruises caused by falling materials that have been improperly stored or by incorrectly cutting ties or other securing devices are to be avoided.

1.2.4 If unloading is in the scope of Supplier, following shall noted

- o Workers shall be given proper training / pep talk for careful handling of material.
- o All the workers shall use safety gears / PPEs while unloading the material.
- o Follow Work permit system for material handling.
- o Inspection of Crane, vehicle and tools tackles required before unloading the material.
- o Inspection for any kind of hazardous waste leakage (Transformer oil, hydraulic oil, paint etc.)
- o Verification of Crane operator documents (license etc.)
- o Safe loading training imparted to vehicle driver, crane operator, lifting crew.
- o Tacking care of material sharp edge during material manual handling

1.2.5 SIGNAGE & COMMUNICATION:

In cases where prolonged contact with materials which may cause health issues, these shall be clearly indicated by supplier -

1.2.6 USE OF EQUIPMENT AND TRANSPORTATION VEHICLE:

Wherever Equipment involve Hazards & Risks which may affect Health of Operation & Maintenance

Supplier shall ensure that all Safety Norms & Regulations during Operation & Maintenance of Plant & Equipment, are intimated clearly before Commissioning. Supplier shall ensure that during Operation & Maintenance of Plant & Equipment supplied by them, Health & Safety of Operators shall not be compromised The Lifting equipment's and the same shall be checked during inspection

- o Equipment Load Test Certificate
- o PUC
- o Operator valid Driving License
- o Slings and belts load test certificates
- o Fitness certificate for equipment
- o Stack emission for DG sets
- o Reverse horn.
- o Helper while manoeuvring equipment.

Supplier shall note that the vehicle used for transportation of material shall comply with the following :

- o Vehicle shall carry fitness certificate
- o Vehicle shall carry PUC certificate
- o Operator / Driver shall have license to use that type of vehicle

1.2.7 FIRST AID MATERIAL: Supplier shall ensure the availability of first aid material at premises & vehicles.

### **1.3 STATUTORY COMPLIANCES REQUIREMENT FOR SUPPLIER**

1. Supplier / Supplier shall be responsible for identification of applicable laws and taxes in all states of work.
2. Supplier shall issue identity cards on its own name and trading style, to its deputed personnel which act to verification at any time. Mahindra Solarize may refuse entry in its premises to any personnel of the supplier not bearing such identity card.
3. Supplier shall issue attendance cum wages card to every labour at beginning of every month.

4. Supplier shall maintain and produce on request Salary cum Wage Register, Muster Roll, P.F Challan,

P.F ECR Copy, Profession Tax Challan and Labour Welfare Fund Challan

#### **1.4 PENALTY:**

If Supplier is found to be violating from any of the safety requirements, Supplier shall be penalized for the same & decision of SOLARIZE management will be final in this concern.

#### **SUPPLIER CODE OF CONDUCT**

The purpose of this Supplier Code of Conduct is to define the basic sustainability requirements placed on Mahindra Solarizes suppliers. The Supplier Code of Conduct is divided into three sections: Economic, Social and Environment. Mahindra Solarize reports on the sustainability indicators material to the business as per the GRI guidelines. The Supplier Code of Conduct is applicable to all Mahindra Solarizes operations in every part of the world and to any supplier that delivers goods, services, works and other business activities to Mahindra Solarize. All of the Supplier Code of Conduct across their whole business. Suppliers are also responsible for ensuring and monitoring that their sub-suppliers and sub-contractors comply with this supplier Code of conduct. Mahindra Solarize suppliers shall conform compliance with this Supplier Code of Conduct by continuously documenting compliance, providing information to Mahindra Solarize upon request, and allowing audits at site by Solarize or by an accredited auditor company representing Solarize.

#### **I. Environmental**

Solarizes suppliers shall support a precautionary approach to environmental challenges and undertake initiatives to promote greater environmental responsibility. At a minimum, suppliers shall comply with all applicable environmental laws and regulations. Suppliers are encouraged to implement their own management systems to meet these requirements. Solarize encourages its suppliers to the development and diffusion of environmentally friendly technologies to follow the environmental principles listed in the code:

#### **A. CONSERVATION OF NATURAL RESOURCES & BIO-DIVERSITY**

Solarize suppliers shall strive to conserve natural resources and protect the Biodiversity in and around the operation area. Cutting of trees shall be avoided however if tree cutting is necessary, it shall be carried out with due permissions from relevant authorities and 5 new saplings shall be planted for every tree cut. Solarize suppliers shall refrain from killing stray or wild animals found within Factory or site premises and arrange to suitably re-locate them.

## **B. ENERGY SUSTAINABILITY**

Solarizes suppliers shall monitor and strive to improve its specific energy consumption and take initiative to improve output per unit energy consumed. Supplier are encouraged to adopt renewable source of energy to reduce the energy footprint of the supplier's products and services.

## **C. WATER SUSTAINABILITY**

Solarizes suppliers shall actively engage in water conservation and strive for water reuse and minimum wastewater discharge to become a water sustainable business. Supplier shall ensure that no untreated or hazardous wastewater is discharged.

## **D. WASTE MANAGEMENT & RECYCLE**

Solarizes suppliers shall adopt procedures and process to minimize wastage and improve output/unit input. Supplier shall promote innovation to reuse material for business in his organization to eliminate wastage of resources.

## **II. Economic / Business Principles**

Solarizes suppliers shall keep economic sustainability as key strategic guideline. Supplier shall foster strong business relationships and adopt latest business practices to remain competitive and add value to its customers.

## **A. LEGAL COMPLIANCE**

Solarizes Suppliers shall comply with all the applicable laws and regulations in all locations where they conduct business. In addition, complying with all applicable legal and regulatory requirements, Solarizes suppliers are expected to act in accordance with high standards of business ethics.

## **B. ANTI-CORRUPTION AND ANTI-BRIBERY**

The highest standards of integrity are to be expected from Solarizes, including its sub-contractors, and other entities acting on behalf of the supplier, in all business interactions. Any form of extortion, bribery and corruption, including improper offers for payments to or from employees or organizations, is prohibited. The supplier shall establish and maintain policies and procedures designed to prevent bribery and corruption, applicable to the supplier and its group companies as well as its suppliers and contractors.

## **C. PROTECTION OF INTELLECTUAL PROPERTY AND CONFIDENTIAL INFORMATION**

Solarizes suppliers shall agree to safeguard the confidentiality of data and information concerning Solarize business partners and customers. Supplier shall issue accurate and relevant financial & other information on Solarize business operations and compete fairly & ethically in all other respects as well.

### **III. Social**

Solarizes suppliers shall ensure that it does not have negative social impact by its own operations or by works for Solarize. Supplier shall strive to actively engage with the stakeholders to assess and mitigate social impact.

### **A. HEALTH AND SAFETY**

Solarizes Supplier shall provide their employees with a safe & healthy workplace in compliance with all applicable laws and regulations. Suppliers shall ensure that appropriate health and safety information is provided to its employees, sub-suppliers and contractors and that relevant training and equipment (PPE) is provided. At a minimum, suppliers shall provide employees and suppliers with drinking water, clean toilets, adequate ventilation, emergency exits, proper lighting and access to first aid supplies or other provisions for emergency care.

### **A. HUMAN RIGHTS**

Solarizes suppliers shall support and respect human rights as per applicable laws and regulations. Solarizes suppliers shall identify and mitigate their human rights impacts whenever it is needed. Supplier shall report to Solarize and provide remedial actions in case of human rights violations.

#### **1. Non-discrimination**

Solarizes suppliers shall treat their employees with respect and dignity. All kinds of discrimination based on partiality or prejudice is prohibited such as discrimination based on race, colour, gender, sexual orientation, marital status, pregnancy, parental status, religion, etc. Threats of violence, corporal punishment, physical or verbal abuse or other unlawful harassment are strictly prohibited.

#### **2. Forced Labour**

Solarizes suppliers shall not use forced labour and employees shall be free to leave their employment after reasonable notice as required by national law or contract. Employees shall not be required to lodge deposits of money or identity papers with their employer.

### **3. Child Labour and young workers**

Solarizes suppliers shall not, under any condition, employ children who are below the minimum legal age for employment. Minimum age is the age of completion of compulsory schooling, or not less than 15 years (or 14 years as per country law). Children over minimum age shall not be employed for any hazardous work or work is inconsistent with the child's personal development. If suppliers are employing young people, above the minimum age but 18 years, suppliers shall not jeopardize their health, safety or moral.

### **4. Freedom of association**

Solarizes suppliers shall recognize and respect them their right to freely choose their representatives and right to collective bargaining.

### **5. Harassment**

Solarizes suppliers shall follow 'Zero tolerance' policy for harassment Which is behaviour that creates an offensive, intimidating, Humiliating or hostile work environment. The supplier's Management shall from internal complaints committee and Encourage employee to report any harassment incident to them. Any harassment, sexual or otherwise which may be physical or verbal and may be done in person or by other means (such as message or email) shall be taken very seriously and strict disciplinary action against any employee found guilty of any kind of harassment shall be taken.

### **6. Wages and working hours**

The employees of Solarizes suppliers understand their employment conditions. Salary and terms shall be fair and reasonable and comply at a minimum with national laws or industry standards, whichever are higher. Working hours shall comply with national laws. Employees should have at least one day off per seven-day week

### **B. PREVENTION OF ALCOHOL AND DRUG USE AT WORK**

Solarize is an alcohol- and drug-free workplace. Supplier's employee and their sub-suppliers are permitted to work at Solarizes sites only if they are sober and drug-free. Suppliers shall have a policy or guideline in order to take precautionary action of alcohol and drug abuse. Occasional drug tests can be performed on supplier's employees when they are working at Solarizes sites if it is allowed in national (or local) legislation.

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**SOLARIZE**



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