



SUSTAINABLE PROCUREMENT POLICY & SUPPLIER CODE OF CONDUCT

Controlled Sustainable Procurement Document

Document Control	Requirement
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Policy Owner	Purchase / Procurement
Approved By	Managing Director
Scope	All Ziran India establishments; applicable procurement and supplier-management activities
Review Frequency	At least annually and upon significant change
Status	Controlled Management-System Document

1. Purpose

Ziran India integrates responsible and sustainable considerations into procurement and supplier-management decisions while maintaining appropriate quality, regulatory, ethical, environmental, labour and health-and-safety requirements. This document establishes the principles, supplier expectations and management controls to be applied when suppliers are selected, approved, communicated with, monitored, assessed and reassessed.

2. Scope

This document applies to procurement activities and suppliers relevant to Ziran India establishments. It covers raw materials, packaging and other purchased goods and services to the extent applicable to the procurement activity and supplier risk.

The framework applies to relevant suppliers and, where applicable, subcontractors or downstream parties used for Ziran-related activities.

3. Sustainable Procurement Policy — Internal Requirements

3.1 Procurement principles

Area	Ziran requirement
Legal & regulatory compliance	Consider applicable laws, licences, permits and regulatory requirements relevant to supplier activities and supplies.
Human rights & labour	Require prohibition of child labour, forced/bonded labour and discrimination, together with lawful wages, working hours, benefits and worker welfare.
Health & safety	Consider safe and hygienic working conditions and appropriate occupational-risk controls.
Environment	Consider pollution prevention, waste control, hazardous-substance management, MSDS/SDS information, recycling, solvent recovery and energy/resource efficiency where applicable.
Business ethics	Consider integrity, anti-bribery, anti-corruption, fair competition, conflict-of-interest and record-integrity requirements.
Confidentiality & reporting	Protect confidential information and provide appropriate channels for reporting concerns or suspected misconduct.
Supply-chain responsibility	Communicate applicable requirements to relevant subcontractors or downstream parties used for Ziran-related activities.
Responsible sourcing & traceability	Apply appropriate identity, legality, traceability and responsible-sourcing controls to raw materials and other purchased inputs.

3.2 Supplier selection and due diligence

- Use established supplier registration, supplier approval and vendor due-diligence processes.
- Consider sustainability information together with quality, technical, regulatory, commercial and operational requirements.
- Review supplier identity, legal status and relevant compliance information as applicable.
- Request sustainability commitments, declarations, certificates, policies or other supporting evidence where relevant to risk.
- Apply additional evidence review, audit, enhanced monitoring or corrective action to higher-risk suppliers where required.
- Control approved supplier status through the Approved Vendor List / Approved Vendor Database.

3.3 Sustainability assessment criteria

Assessment area	Typical focus	Typical evidence
Labour & human rights	Child/forced labour, discrimination, wages, working hours, benefits, worker welfare	Supplier declarations, policies, assessments, audit records
Health & safety	Safe/hygienic workplace and occupational-risk controls	H&S procedures, audit observations, corrective actions
Environment	Pollution, waste, hazardous substances, resource efficiency, recycling and solvent/resource controls	Environmental information, MSDS/SDS, permits, audit evidence
Business ethics	Anti-bribery, corruption, fair competition, conflicts of interest, record integrity	Supplier Code/clauses, declarations, audit findings
Responsible sourcing	Ethical sourcing, traceability and relevant supply-chain controls	Traceability information, supplier evidence
Confidentiality & reporting	Protection of confidential information and concern-reporting mechanisms	Agreements, reporting channels
Management & corrective action	Document control, subcontractor management and response to deficiencies	Due-diligence records, CAPA/NC records

4. Supplier Monitoring, Audit and Corrective Action

- Monitor supplier performance using applicable vendor-performance and annual vendor-assessment mechanisms.
- Conduct supplier audits where required by supplier risk, customer requirements, compliance needs or the established audit programme.
- Document sustainability-related nonconformities or significant deficiencies and address them through corrective action, additional evidence, follow-up audit, enhanced monitoring or supplier-status review as appropriate.
- Require corrective-action plans to identify the responsible person and completion date where appropriate.
- Verify implementation and effectiveness before closure where verification is required.
- Use recurring findings and supplier performance trends to improve supplier requirements, assessment criteria and supplier-development activities.

4.1 Supplier corrective-action escalation

Stage	Required control	Evidence
1. Identify	Record the sustainability deficiency and supporting evidence.	Assessment/audit finding or NC record
2. Risk classify	Classify significance and supplier risk.	Risk/assessment record
3. Correct	Request CAPA with responsible person and completion date where required.	Supplier CAPA
4. Verify	Review evidence and perform follow-up verification/audit where appropriate.	Closure evidence / follow-up record
5. Escalate	Escalate unresolved or significant issues for enhanced monitoring, reassessment or supplier-status review.	Decision/reassessment record
6. Improve	Use recurring findings to improve requirements and supplier-development activities.	Management review / improvement record

5. Responsible Sourcing & Raw-Material Controls

For raw materials, packaging and other purchased inputs within applicable procurement scope, responsible sourcing controls shall be applied according to supplier and material risk.

Control	Requirement
Supplier identity & legality	Confirm supplier identity, legal status and relevant compliance information before approval.
Herbal & botanical sourcing	Apply supplier qualification and responsible-sourcing requirements relevant to herbs/botanicals.
Quality & authenticity	Review applicable specifications, Certificate of Analysis (CoA) and consistency of supply.
Traceability	Maintain information needed to trace relevant supplied materials through the supplier chain.
Human rights	Require applicable suppliers to address child/forced labour, discrimination, wages, working hours, benefits and worker welfare.
Environment & resource responsibility	Consider pollution, waste, hazardous substances, resource efficiency, recycling and relevant solvent/resource controls.
Supply-chain flow-down	Where applicable, require relevant subcontractors or downstream parties to follow communicated sustainability requirements.

6. Supplier Code of Conduct — External Requirements

The following section is the supplier-facing Code of Conduct. It communicates Ziran India's expectations to applicable suppliers and relevant subcontractors. It is intentionally distinct in purpose from the internal Sustainable Procurement Policy.

6.1 Compliance with law

Suppliers shall comply with applicable laws, regulations, licences, permits and other mandatory requirements relevant to their operations and supplies to Ziran India.

6.2 Child labour, forced labour and worker rights

- Suppliers shall not use child labour, forced labour, bonded labour or involuntary labour.
- Suppliers shall support equal opportunity and non-discrimination.
- Suppliers shall maintain lawful wages, working hours, benefits, rest and other applicable employment conditions.
- Suppliers shall respect applicable worker rights, including freedom of association and collective bargaining where legally applicable.

6.3 Health, safety and welfare

- Suppliers shall provide safe and hygienic working conditions and control occupational risks.
- Appropriate emergency preparedness, personal protective equipment and worker safety controls shall be maintained where relevant.
- Suppliers shall support a workplace free from harassment and discriminatory conduct.

6.4 Environmental responsibility

- Suppliers shall comply with applicable environmental requirements and seek to prevent pollution.
- Suppliers shall manage waste responsibly and reduce unnecessary resource consumption where practicable.
- Hazardous substances shall be appropriately controlled and relevant MSDS/SDS information maintained.
- Where applicable, suppliers shall support recycling, solvent recovery and energy/resource efficiency.

6.5 Business ethics

- Suppliers shall prohibit bribery and corruption and maintain business integrity.
- Suppliers shall avoid anti-competitive practices and appropriately manage conflicts of interest.
- Suppliers shall maintain accurate and reliable records and shall not falsify information.
- Suppliers shall protect confidential information received through their relationship with Ziran India.



6.6 Reporting concerns and non-retaliation

Suppliers may use the available confidential reporting channel for concerns or suspected misconduct. The documented supplier sustainability clauses identify ziran.audit@gmail.com as a confidential whistleblowing channel. Before external issue/publication of this document, Procurement shall verify that the mailbox remains active and access-controlled.

6.7 Audit, monitoring and corrective action

- Ziran India may request relevant sustainability information, declarations or supporting records according to supplier risk and applicable requirements.
- Suppliers may be subject to assessment, document review, performance review or audit as applicable.
- Where deficiencies are identified, suppliers shall cooperate with corrective-action requirements and provide evidence of implementation within agreed timelines.
- Significant or unresolved deficiencies may result in enhanced monitoring, reassessment or supplier-status review in accordance with applicable Ziran processes.

6.8 Subcontractors and supply-chain responsibility

Suppliers shall communicate applicable sustainability requirements to relevant subcontractors or downstream parties used for Ziran-related activities and shall cooperate with reasonable verification of such flow-down controls.

6.9 Supplier acknowledgement

Supplier acknowledgement item	Supplier response
Supplier name	
Authorised representative	
Designation	
Date	
Signature / company stamp	
Acknowledgement of Code of Conduct requirements	

7. Roles and Responsibilities

Role	Key responsibility
Purchase / Procurement	Implement procurement controls; coordinate supplier registration, assessment, Approved Vendor List, supplier communications, audits, corrective action and reassessment.
Quality / Compliance	Review applicable quality, regulatory and sustainability aspects; support supplier audits and follow-up of significant findings.
Relevant Functional Heads	Provide technical, operational, environmental, health-and-safety or service-specific assessment inputs according to supplier risk.
Management	Approve the framework, review significant supplier risks and performance, and provide resources for responsible procurement.
Suppliers	Meet communicated requirements, provide requested evidence, cooperate with assessments/audits and address identified deficiencies.

8. Records and Evidence

Record / evidence	Owner	Review / use
Supplier registration and approval records	Procurement	Supplier onboarding / change
Approved Vendor List / Database	Procurement	Controlled supplier status
Vendor due-diligence assessments	Procurement / Quality	Risk and sustainability review
Supplier Code / sustainability acknowledgement	Procurement	Supplier communication
Supplier audit reports	Procurement / Quality	Performance and risk review
Annual vendor assessment records	Procurement / Quality	Periodic reassessment
Supplier CAPA / NC records	Procurement / Quality	Corrective action and closure
Supplier reassessment records	Procurement	Risk-based reassessment
Traceability and responsible-sourcing records	Procurement / Quality	Raw-material and supply-chain controls

9. Sustainable Procurement KPI Linkage

Supplier sustainability performance shall be monitored through the controlled sustainable-procurement KPI framework. The current KPI register defines the following indicators; actual numerical results shall be populated from the underlying supplier records and shall not be inferred where records are incomplete.

KPI	Measure	Frequency	Primary source
SP-01	Supplier sustainability assessment coverage (% applicable suppliers assessed against defined sustainability criteria)	Periodic / annual	Supplier assessment records
SP-02	Supplier due-diligence completion (% suppliers requiring due diligence with completed assessment)	Periodic	Vendor Due Diligence records
SP-03	Supplier audit completion (% planned supplier audits completed)	Periodic	Audit plan and reports
SP-04	Supplier sustainability nonconformities (number)	Periodic	Audit / assessment records
SP-05	Supplier corrective-action closure (% applicable supplier CAPA closed within defined process)	Periodic	CAPA / follow-up records
SP-06	Supplier reassessment completion (% suppliers due for reassessment reviewed)	Periodic	Reassessment records
SP-07	Supplier Code / sustainability requirement coverage (% applicable suppliers communicated requirements / acknowledgement where required)	Periodic	Supplier records / acknowledgements

10. Management Review and Continual Improvement

- Supplier assessment completion, due-diligence status, audit status, significant nonconformities, corrective-action closure and sustainability-related coverage shall be considered using available evidence.
- Significant supplier risks, recurring deficiencies and adverse trends shall be escalated through the applicable management-review process.
- Supplier-development, enhanced monitoring, reassessment or changes to procurement requirements shall be initiated where supported by risk and evidence.
- This document shall be reviewed at least annually and upon significant changes in procurement activities, supplier risk, applicable requirements or management-system arrangements.

11. EcoVadis Evidence Positioning

Evidence purpose	Controlled evidence in this document / linked record
Internal sustainable procurement policy	Part A — Sustainable Procurement Policy
Supplier-facing sustainability expectations	Part B — Supplier Code of Conduct
Contractual sustainability clauses	Supplier sustainability clauses / purchase arrangements where applicable
Supplier due diligence and monitoring	Vendor Due Diligence, Approved Vendor List, assessments, audits and reassessment records
Corrective action	Supplier CAPA / NC and follow-up records
Performance results	Sustainable Procurement KPI & Results Report and underlying records
Inclusive sourcing	Existing responsible/inclusive supplier-selection and procurement records; this document establishes non-discrimination expectations

EcoVadis questionnaire guidance reviewed for this document states that a Supplier Code of Conduct should serve a different purpose from the Sustainable Procurement Policy and should normally be maintained as a separate document. Accordingly, Part A and Part B are clearly separated within this controlled package and should be split into separate submitted files if required by the assessment workflow.



12. Source Basis

- Existing Ziran Sustainable Procurement Policy and supplier-management framework.
- Ziran Sustainability Procurement Clauses / Supplier Sustainability Clauses.
- Ziran Supplier Sustainability Assessment & Monitoring Action Plan.
- Ziran Sustainable Procurement KPI & Results Report.
- Ziran Sustainable Sourcing & Raw Material Action Plan.
- Ziran Quality Manual / Site Master File supplier-qualification and responsible-sourcing controls.
- Ziran EcoVadis questionnaire, including SUP307 and SUP320 requirements.

13. Approval

Prepared / Controlled By QA head	Reviewed By – Admin coordinator -	Approved By – MD
		