



MITS Global Consulting Private Limited

SUSTAINABLE PROCUREMENT POLICY

Version	Date	Prepared by	Reviewed by	Approved By
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1.1	11.12.2024	Sangeeta Mungapatil	Aakash Dhurka	Sandeep Dhurka

Policy Statement:

At MITS, while our operations do not involve extensive procurement of raw materials or large-scale products, we recognize the importance of integrating sustainability into every aspect of our business. We are committed to making responsible purchasing decisions that align with our values and contribute to a sustainable future.

Scope:

This policy applies to office supplies, equipment, and services procured by MITS.

Commitments:

We are committed to

- Prioritizing eco-friendly and energy-efficient products.
- Promoting digital processes to minimize the need for paper-based communication and documentation.
- Ensuring the responsible disposal of electronic waste through CPCB certified recyclers.
- Prioritizing use of reusable items, such as water bottles, coffee mugs, and utensils, to reduce single-use waste in the office.
- Minimizing waste and encouraging reuse and recycling.
- Support local businesses and suppliers whenever possible.
- Integrating Environmental, Social, and Governance (ESG) criteria into the client selection process.

We will monitor our progress by achieving the following target by the end of the year 2028 as compared to the baseline year 2025:

- We have developed a Sustainable Procurement Policy and Guidelines, and we plan to integrate them into all our purchasing processes.
- Develop training and awareness campaigns, ensuring 100% of our internal employees are engaged and informed.
- Disposing of 100% of electronic waste responsibly through certified recycling partners.
- Develop a culture of sustainability by encouraging and adopting eco-friendly practices, such as the use of reusable office supplies and minimizing single-use items.

Roles and Responsibility:

The Management and Procurement teams will be responsible for ensuring the implementation of sustainable procurement practices across all levels of the organization, including the sourcing of office supplies, equipment, and other materials.

Policy Review:

We ensure that there is constant monitoring to prevent violations of this policy. This policy is subject to review and updated every six months and all changes will be communicated to the relevant stakeholders.

Records and Documentation:

- Training records
- Sustainable Procurement Questionnaire
- Internal Audits

Reporting:

We will monitor and report on the overall progress of the effective implementation of the policy.

To raise issues related to Sustainable Procurement Policy, Employee and HR portal can be used. Implementation Mechanism is attached in **Annexure – I**.

ANNEXURE 1 – IMPLEMENTATION MECHANISM

SUSTAINABLE PROCUREMENT POLICY

The Policy sets the strategies for procurement activities of MITS, ensuring that all the purchasing decisions are made considering the environmental Impacts.



SUSTAINABLE PROCUREMENT GUIDELINES

The guidelines provide clear and actionable steps for implementation of the policy with detailed instructions on how to procure products and incorporate sustainability into procurement processes.



INSTITUTIONAL MECHANISM

The Procurement Department is responsible for overseeing the process, with support from the Board and guidance provided by a third-party consultant. Mr. Jayesh Parmar is accountable for the overall implementation of the guidelines at MITS.



APPROVAL PROCESS

The Requestee must submit the procurement requirements along with the Sustainable Procurement questionnaire.



VERIFICATION FROM PROCUREMENT TEAM

The Procurement Department is responsible for overseeing the process, with support from the Board and guidance provided by a third-party consultant. Mr. Jayesh Parmar is accountable for the overall implementation of the guidelines at MITS.