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**SUSTAINABLE PROCUREMENT POLICY**

**LatentView Analytics Ltd.**

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**Document Release Notice**

This Sustainable Procurement Policy, Version 1, is released for use in LatentView Analytics Limited with effect from 15<sup>th</sup> March 2023.

Soft copy of the latest version of this document is available in Policies in Sphere Portal.

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## 1. PURPOSE

LatentView conducts business activities in a fair and transparent manner with honesty, integrity, high ethical & moral standards and with respect for human rights. We strongly believe that high ethical standards are essential for sound business relationships. We expect our suppliers to share this commitment while doing the business by addressing social, economic and environmental considerations over the entire life cycle in ways that offer real long-term benefits to the economy, communities and to the environment.

## 2. SCOPE

The policy is applicable to LatentView's suppliers where relevant and proportionate to the goods, services or subcontracts being provided.

## 3. PRINCIPLES OF SUSTAINABLE PROCUREMENT POLICY

# LATENTVIEW'S PRINCIPLES OF SUSTAINABLE PROCUREMENT



**At LatentView operated and customer operated locations,** occupational health impacts arising from the nature of work environment are key material aspects. Primary among these are ergonomic health impacts, communicable diseases, food safety and commute/business travel safety.

**With respect to our supply chain,** identification and control of risks arising out of unsafe occupational environments and work practices are material aspects. These include issues like health & safety impacts arising out of improper/non-use of protective personal equipment, unsafe handling methods of waste, among others.

### A. ETHICALLY DRIVEN

We conduct our business activities in a fair and transparent manner with honesty, integrity, high ethical & moral standards and respect for human rights. We strongly believe that high ethical standards are essential for sound business relationships. We expect our suppliers to share this commitment while conducting their business.

## **i) Business Integrity and Ethics**

### **a. Conflict of interest**

Suppliers are expected to report any conflict of interest in any business dealings with LatentView that supplier is aware of to allow us the opportunity to take appropriate action. It should be disclosed if any LatentView employee or professional under contract with LatentView may have significant ownership or interest in a supplier's business.

### **b. Bribery, corruption, gifts and donations**

Suppliers in all commercial dealings with LatentView or otherwise shall adhere to Anti-Bribery and Anti-Corruption Policy of the Company and prohibit receipt or offer to make any illegal payments, gifts, bribes, donations or other improper advantage in order to obtain unethical favors for the business. Any gifts in the normal course of business shall not exceed INR 5,000 individually and collectively it shall not exceed INR 50,000 in a Financial Year. All suppliers must ensure that no action is taken to violate any applicable anti-bribery or anti-corruption laws and regulations in the locations of their operations and make every effort to eliminate all forms of corruption and bribery.

### **c. Confidentiality**

Suppliers shall safeguard and respect LatentView's intellectual property, trade secrets and other confidential, proprietary and sensitive information or data at all times and shall not disclose the same. The information provided by LatentView should be used only for its intended and designated purpose as decided and agreed upon between LatentView and the supplier.

### **d. Anti-competitive and restrictive trade practices**

Suppliers must comply with applicable local and international laws to promote free and fair competition and to get business by offering competitive prices and innovative products

## **ii) Human Rights**

### **a. Forced and child labour**

Suppliers shall prohibit use of child labour at any stage of their business process. We expect that our suppliers will not employ any person below the age of 15 (or as per local law, whichever is greater). The suppliers must not use forced labour including prison or debt bondage labour, human trafficking or modern day slavery.

### **b. Compensation and working hours**

We expect suppliers to comply with applicable wage and hour laws, regulations and mandatory industry standards pertaining to minimum wages, overtime pay, working hours and rest periods.

### **c. Non-discrimination**

Suppliers must ensure there is no discrimination in their hiring and employment practices on the basis of race, colour, gender, age, nationality, religion, sexual orientation, marital status, citizenship, disability, veteran status, medical condition etc (as detailed in LatentView's Equal Opportunity & Anti-discrimination Policy).

### **iii) Accountability and Transparency**

#### **Maintaining appropriate financial records**

We expect suppliers to prepare and maintain accounts of business dealings fairly, accurately and in accordance with accounting and financial reporting standards which represent the generally accepted guidelines, principles, standards, laws and regulations of the country of operation.

### **iv) Legal and Regulatory Compliance**

We expect our suppliers to comply with all applicable laws and regulations within the country of operation. All other applicable international laws and regulations should also be complied with. Suppliers should follow guidelines of all the required permits and registrations to be legally compliant at all times.

## **B. SOCIAL FOCUSED**

We are committed towards supporting sustainable development and business practices. Sustainable practices now have grown to encompass social performance criteria as well. We believe that an organization should play a significant and beneficial role within the local community and society in general. We are contributing towards social and economic development of the communities in which we operate and expect our suppliers to take steps towards same.

### **i) Responsible Conduct with Stakeholders**

#### **a. Fair dealing with vendors/suppliers**

We encourage our suppliers to conduct all transactions with their business partners in fair and transparent manner including fair evaluation, reasonable selection, equal opportunities, fair and free competition for all.

#### **b. Diversity in workforce**

We suggest that suppliers should take initiatives to have a diverse and inclusive workforce in terms of age, gender, experience, ethnicity etc.

#### **c. Engage and involve local communities**

We encourage our suppliers to address issues and concerns of the community impacted by operations of the supplier and minimise the impact.

### **ii) Employee Health and Safety**

We expect our suppliers to adopt robust and relevant management practices in order to comply with applicable health and safety laws, rules, regulations and industry standards. The suppliers are also encouraged to conduct training and awareness activities for employees on health and safety. We also suggest suppliers to take reasonable actions to prevent accident and injuries by analysing and minimising risk exposure.

## **C. GREEN INSPIRED**

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 environmental 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 any material, product or services. We realise that the scope and nature of operations of our suppliers vary and hence emphasis on these principles may vary accordingly.

**i) Green Products and Processes**

**a. Reducing emissions and water intake**

We suggest that our suppliers identify sources of emissions (CO<sub>2</sub>, Other Greenhouse Gases, SO<sub>x</sub>, NO<sub>x</sub> and Particulate Matter) and make progressive efforts towards reducing these emissions. Opportunities for reduction in water usage should be identified and measures for water conservation should be implemented.

**b. 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.

**c. Reducing usage of hazardous and toxic materials and substances**

We expect our suppliers to assess their use of hazardous and toxic material and take necessary steps to reduce it, as much as possible. Appropriate substitutes and replacements should be introduced to minimise exposure to such material.

**d. Disposal of toxic waste**

Toxic waste should be handled with professional guidance and mechanism should be put in place to dispose-off the waste to authorised waste processors by the suppliers. Toxic waste should not be allowed outside the premise without proper approval.

**e. 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 operation.

**ii) Reduce, Reuse and Recycle**

**a. Zero waste to landfill**

Waste to landfill should be analysed 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.

**b. Responsible consumption of resources**

We recommend our suppliers to minimise use of all resources, including virgin 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 minimise dependence on scarce natural resource by identifying and using appropriate replacements.

**iii) Adopting Green Initiatives and Practices**

In order to monitor the environmental performance and to become environmental friendly,

practices to monitor and minimise environmental impact should be imbibed in organisation'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. IMPLEMENTATION OF POLICY**

- **APPLICABILITY AND IMPLEMENTATION**

Our approach is to look at health and safety from a holistic and integrated perspective, covering preventive and mitigating measures.

- We understand that our suppliers fall under different categories in terms of their scale, the product/service they supply, the raw materials being used by them, their organisation structure and geographies of operation. Keeping these factors in mind, we have designed the Policy in a manner that it works for the whole supplier base, although the level and type of compliance will vary depending on the type of the supplier and the principles applicable to them.
- We expect our suppliers to set in place internal policies, governance structures, systems, processes and take any other relevant measures to ensure adherence with this Policy. The suppliers are expected to disclose to us the goals set by them and the measures undertaken by them for each of the various principles underlined in this Policy. We will work with our suppliers to identify issues that do not meet our expectations and help them in addressing the gaps identified, if any. Specifics related to applicability of principles and their implementation is provided in the Sustainable Procurement Guide for Suppliers.

#### **5. MONITORING AND REPORTING**

We expect our suppliers to monitor and report the initiatives undertaken by them with regards to ensuring adherence to this Policy. We recommend our suppliers to place monitoring and reporting mechanisms and management systems, wherever required to effectively implement and manage such initiatives. The suppliers should focus on continuously improving their performance with regards to compliance with this Policy.

#### **6. 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 a team member of LatentView or anyone acting on behalf of LatentView to so comply), of which the supplier is aware, should be immediately reported to [incidents@latentview.com](mailto:incidents@latentview.com). The failure to do so will be a breach of this Policy.

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### Change history

<b>Version number</b>	<b>Details of change</b>	<b>Change date</b>	<b>Preparer</b>	<b>Reviewer</b>
1	Initial release	March 15, 2023	Saiswarjeeth M.A	Rajan Bala Venkatesan (CFO)
2	Principles of Sustainable procurement	January 22, 2024	Swetha Sriperambuduru	Rajan Bala Venkatesan (CFO)