




ZYETA

ZYETA INTERIORS PVT. LTD.

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ESG- Policy Manual - Sustainability Procurement

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ECO-FRIENDLY SUSTAINABLE PROCUREMENT POLICY ZYETA/ESG/P-01

1. Introduction

In line with our mission of becoming a trusted long-term partner, we at Zyeta focus on strengthening our responsible sourcing partnerships. Our Responsible Procurement Policy enables us to mitigate risks and strengthen our relations with the suppliers, customers, and other stakeholder groups. Our Responsible Procurement Policy is focused on reinforcing our commitment towards sustainable procurement practices across the value chain. We endeavor to create a sustainable society where social, economic, and environmental parameters coexist responsibly. In alignment with our mission of developing a sustainable value creation model, we adopt a unified approach with our suppliers in accordance with the policy below

2. Scope of Application

2.1 Who: This policy applies to all employees, procurement teams, suppliers, and contractors involved in purchasing decisions.

2.2 Business Area or Operation Covered: Design consultation and project management services, including procurement of materials, technology, and services.

2.3 Geographical Area Covered: It covers all the branches.

3. Role & Responsibilities

3.1 Procurement Team

- Ensure all suppliers are evaluated based on sustainability criteria, including environmental and social factors.
- Integrate ESG considerations (e.g., price, quality, reliability) into procurement decision-making processes.
- Monitor supplier compliance through regular audits and maintain open communication on sustainability expectations.

3.2 Suppliers

- Adhere to environmental, labor, and human rights laws, and comply with Zyeta's sustainability standards.

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- Maintain transparency in business operations and provide required documentation to demonstrate compliance.
- Participate in continuous improvement efforts, such as reducing carbon emissions and adopting fair labor practices.

3.3 Management

- Provide strategic leadership and allocate resources to ensure the implementation of the sustainable procurement policy.
- Set clear sustainability targets and support the procurement team in driving these objectives.
- Ensure cross-departmental alignment for consistent adherence to the policy and related ESG goals

3.4 Employees (Internal Stakeholders)

- Support the procurement team by integrating sustainability values into day-to-day procurement activities.
- Report any issues or violations related to sustainability practices or supplier non-compliance.

Stay informed about Zyeta's sustainability initiatives and helps promote a culture of sustainability.

4. Application of the Policy

All procurement decisions must consider environmental, social, and economic factors, prioritizing materials and services that have a lower carbon footprint, are ethically sourced, and support circular economy principles.

5. Governance of this Policy

The governance of this policy is overseen by Zyeta's Senior Management, with the Chief Procurement Officer (CPO) and the Sustainability & ESG Committee taking responsibility for its implementation and monitoring. The policy will be periodically reviewed and updated to ensure it aligns with Zyeta's long-term sustainability goals, emerging environmental regulations, and best practices. The CPO will report to senior leadership on the policy's performance and areas for improvement.

6. Definition

Procurement - The action of obtaining or procuring something. Sustainable Procurement . The act of adopting and integrating factors such as social, economic and environment within the procedures carried out in the organization

7. Guidelines

7.1. Doing business with integrity

1. We strive to comply with all the laws and regulations within the countries of operation of our suppliers, including those relating to international trade (such as those relating to sanctions, export controls and reporting obligations), data protection and antitrust/competition laws.

2, We prohibit any form of bribery, corruption, extortion or embezzlement. We have enforced adequate procedures to prevent bribery in all commercial dealings undertaken by the supplier. All and any conflict of interest in any business dealings with Zyeta of which the supplier is aware, will be declared to Zyeta Interiors Pvt, Ltd.to allow the opportunity to take appropriate action.

3. All competitor information is obtained and used legitimately and in compliance with all Applicable laws and regulations. No attempt is made to divulge to Zyeta any information about its competitors. Zyeta's confidential information must not be shared with any third party unless permitted by Zyeta.

4. A business and commercial dealings are transparently performed and accurately recorded in the supplier's books and records. There is no actual or attempted participation in money laundering. No confidential information in the supplier's possession regarding Zyeta is used to either engage in or support insider trading. Treating workers and employees with dignity

5. All workers (whether directly employed or not) are provided with means by which to raise their concerns about any of these requirements and processes are in place to ensure that workers who raise concerns and speak up in good faith are protected from retaliation. All workers, both permanent and casual, are provided with employment documents that are freely agreed on and which respect their legal and contractual rights.

6. All workers are treated with dignity and respect. Zyeta endeavors to prevent any form of discrimination based on race, ethnicity, age, role, gender, gender identity, color, and religion, country of origin, sexual orientation, marital status, pregnancy, dependents, disability, social class, union membership or political views.

7. Under no circumstances will the supplier use forced labor, in the form of compulsory or trafficked, indentured, bonded labor. Human slavery and trafficking in the form of mental or physical coercion is strictly prohibited.
8. All the suppliers are prohibited from employing individuals under the local minimum age for work or mandatory schooling, whichever is higher.
9. All the workers are required to be compensated with fair wages that includes wages, employer's operations, overtime pay, benefits and paid leave which meets or exceeds the legal minimum standards or appropriate prevailing industry standards, whichever is higher, and compensation terms established by legally binding collective bargaining agreements are implemented and adhered to. Workers are not required to work more than the regular and overtime hours allowed by the law of the country where the workers are employed.
10. The rights of workers to freedom of association and collective bargaining are recognized and respected. Workers are not intimidated or harassed in the exercise of their right to join or refrain from joining any organization.
11. All the suppliers are required to provide a healthy and safe workplace to prevent accidents and injury linked to work as a result of employer's operations.
12. All workers are provided with transparent, fair and confidential procedures that result in swift, unbiased and fair resolution of difficulties which may arise as part of their working relationship.

8. Protection of environment

1. All the suppliers are required to adhere and comply with the compliance laws and regulations pertaining to the environment.
2. The suppliers are encouraged to contribute to the development of a sustainable society through measures such as preserving of biodiversity, reducing waste materials and drainage, conserving resources, recycling, and preventing of pollution, etc.
3. We promote responsible procurement of palm-derived materials and paper, which exacerbate environmental and human rights issues in the countries of origin, based on Sustainable Raw Materials.

9. Procurement Guidelines

Quality and traceability:

Suppliers shall provide products and services that satisfy the quality and safety standards set forth in all laws and regulations of the countries and territories in which suppliers conduct their business operations, as well as Complying with the contracts entered into with the Zyeta and shall strive to grasp the origins of raw materials used for the products.

10. Monitoring and compliance

1. Zyeta shall monitor supplier's compliance on the standards which may include off-site assessments & on-site audits, use of questionnaires, and review of supplier's information available or any other measure suitable for review of supplier performance.
2. Suppliers also are encouraged to review compliance on periodic basis and designate personnel who shall be responsible for monitoring compliance with regards conduct.

11. Eco-friendly Sustainable Procurement Policy

11.1 Environmental Considerations

Zyeta prioritizes suppliers with strong environmental management practices to support our commitment to sustainability. Suppliers are expected to minimize resource consumption, such as energy and water, and implement waste management systems that reduce, recycle, or comply with disposal laws. We also encourage carbon footprint reduction by adopting energy-efficient technologies. Suppliers who prioritize sustainable sourcing, including renewable materials and eco-friendly packaging, will be favored. Additionally, adherence to environmental regulations, including pollution control, is essential, and suppliers should be prepared for audits to verify compliance with these standards.

11.2 Internal Procurement Procedures

Zyeta will ensure that sustainability is integrated into internal purchasing processes for products and services such as office furniture, stationery, and technology services. We will prioritize suppliers who meet our social sustainability criteria, including ethical sourcing, fair labor practices, and support for local communities. By doing so, we will ensure that our internal operations align with our broader social responsibility goals.

11.3 Labor Practices and Human Rights

Zyeta is dedicated to ensuring that suppliers uphold fair labor practices and respect human rights. Suppliers must provide fair wages that comply with local and international standards, ensure safe and healthy working conditions, and maintain legal working hours. We strictly prohibit child labor, forced labor, or human trafficking. Suppliers must also support workers' right to freely associate and engage in collective bargaining. We expect all suppliers to align with national and international labor laws, creating a safe, fair, and equitable working environment for all employees.

11.4 Sustainable Supplier Contracts

Zyeta will integrate environmental clauses into all supplier contracts, binding them to sustainable practices. These clauses will set clear expectations for compliance with environmental standards, responsible resource management, waste reduction, and energy efficiency. Breaching these clauses will result in penalties or contract termination. This ensures a legally enforceable commitment to sustainability throughout our supply chain.

11.5 Ethical Business Practices

Zyeta expects suppliers to demonstrate high ethical standards in all business practices. Suppliers must implement anti-corruption policies to prevent bribery, fraud, or unethical behavior. Transparency is crucial, and suppliers should provide honest and accurate information about their operations and products. Fair competition must be maintained, respecting intellectual property rights and avoiding anti-competitive conduct. Zyeta requires suppliers to align with these ethical business practices, ensuring integrity and fostering a transparent, competitive, and lawful marketplace.

11.6 Environmental Procurement Integration

Zyeta is committed to integrating environmental factors within procurement by prioritizing sustainable sourcing, reducing resource usage, and selecting suppliers who align with our environmental values. We encourage our suppliers to adopt green practices and reduce their environmental footprints through efficient use of resources and waste reduction. Our procurement team will assess suppliers on their adherence to environmental sustainability practices, ensuring compliance with environmental standards and laws.

11.7 Supplier Ethics Guidelines

Zyeta's Supplier Sustainability Code of Conduct outlines the environmental, labor, and ethical standards expected from suppliers. This document is provided during the onboarding process and must be adhered to for continued business relationships. The code serves as a clear framework for suppliers to understand their obligations in supporting sustainability goals, ensuring compliance with labor rights, and upholding ethical business conduct. Compliance with this code is mandatory, and suppliers must demonstrate their commitment to these practices to maintain their partnership with Zyeta.

Zyeta's Supplier Sustainability Code of Conduct sets clear expectations for suppliers to adhere to environmental and ethical standards. We expect our suppliers to comply with local and global sustainability laws, ensuring the minimization of environmental harm in all stages of production. Suppliers must follow responsible sourcing practices, reduce their carbon footprint, and ensure ethical labor practices. This code will be communicated to all suppliers and will form part of supplier contracts.

11.8 Sustainability Impact Analysis

Zyeta will conduct regular risk assessments to identify potential adverse sustainability impacts in our supply chain. This includes evaluating risks related to human rights violations, environmental harm, labor exploitation, and bribery. We will assess suppliers based on severity and likelihood, prioritizing risks and taking action where necessary. This ensures that we mitigate risks and promote sustainability across our entire supply chain.

Zyeta will conduct regular risk assessments to evaluate potential social impacts in our supply chain, including risks related to labor rights violations, child labor, discrimination, and bribery. This process will help identify key risks and prioritize areas requiring action. By incorporating stakeholder input and analyzing suppliers' social practices, we aim to mitigate any adverse social impacts and uphold ethical standards in our operations.

11.9 Supplier Assessment on Environmental Issue

Zyeta will conduct regular supplier assessments using questionnaires and site visits to evaluate their environmental performance. We aim to ensure suppliers are implementing sustainable practices and mitigating any adverse impacts on the environment. These assessments will be both remote and on-site, with third-party verification where necessary, to ensure transparency and accuracy.

11.10 Sustainable Procurement Evaluation

Zyeta will integrate sustainability into the performance reviews of procurement professionals. Buyers will be evaluated on their ability to source sustainable products, engage with environmentally responsible suppliers, and meet set sustainability goals. This ensures that sustainability remains a priority at every level of the procurement process and drives accountability for achieving environmental objectives.

11.11 Environmental Training for Buyers

Zyeta will provide regular training programs for procurement professionals to ensure they understand the environmental and social risks associated with the supply chain. This will include training on sustainable purchasing practices, supplier evaluation for sustainability, and compliance with relevant environmental laws. Empowering procurement staff with this knowledge ensures that sustainability is incorporated at every stage of the purchasing process.

11.12 Supplier Environmental Audits

Zyeta will implement a rigorous process for conducting on-site audits, both announced and unannounced; to ensure suppliers comply with sustainability requirements. These audits will assess suppliers' environmental impact, waste management practices, resource usage, and adherence to environmental laws. Any discrepancies or non-conformances will be addressed, and corrective actions will be implemented.

11.13 Internal Procurement Processes

Zyeta will ensure that sustainability is a core consideration in internal purchasing processes for products and services such as stationery, office furniture, and data hosting services. We will only purchase certified sustainable products, prioritize energy-efficient services, and select suppliers who meet our environmental criteria, thus minimizing the environmental impact of our internal operations.

11.14 Social Procurement Integration

Zyeta integrates social sustainability in procurement by prioritizing suppliers who uphold fair labor practices, respect human rights, and contribute positively to communities. Our procurement practices encourage suppliers to adhere to ethical standards, ensuring no child labor, forced labor, or discrimination. We actively assess suppliers for their adherence to social responsibility criteria and seek to promote inclusivity and diversity within our supply chain, fostering a positive social impact.

11.15 Sustainable Sourcing Integration

Zyeta will integrate social sustainability objectives into the performance reviews of procurement staff. Buyers will be evaluated based on their ability to engage with socially responsible suppliers, ensure compliance with labor rights standards, and meet social sustainability targets. This ensures that social responsibility is a key performance metric within the procurement process.

11.16 Supplier Assessment on Social Practices

Zyeta will assess suppliers' social practices through self-assessments and third-party evaluations. This assessment will focus on compliance with social responsibility standards, including labor rights, health and safety, and ethical treatment of workers. The goal is to ensure that suppliers adhere to these social criteria, with corrective actions required for non-compliance, thus fostering an environment of responsibility and fairness throughout the supply chain.

11.17 Supplier Sustainability Guidelines

Zyeta's Supplier Sustainability Code of Conduct outlines clear expectations for suppliers to ensure socially responsible practices. This includes adherence to human rights, fair labor practices, anti-discrimination, and community engagement. The Code of Conduct will be shared separately with suppliers, ensuring they understand their obligations to meet Zyeta's social sustainability standards. This code will also guide our decision-making in supplier selection and retention.

11.18 Social Compliance Audits

Zyeta will conduct on-site audits of suppliers to verify compliance with social responsibility standards, including labor rights, diversity, and community welfare. These audits will be unannounced or announced, ensuring transparency and accountability. Auditors will evaluate suppliers on compliance with social clauses in contracts, assessing their adherence to fair labor practices and social welfare commitments.

11.19 Social Responsibility Agreements

Zyeta will integrate social clauses into all supplier contracts to ensure suppliers commit to fair labor standards, respect human rights, and contribute to community welfare. These clauses are enforceable and include provisions for termination or penalties in case of non-compliance. Our contracts will reflect Zyeta's commitment to social responsibility, covering areas like child labor, forced labor, and discrimination, with clear consequences for breaches.

11.20 Social Training for Buyers

Zyeta will offer training programs to our procurement team to strengthen their understanding of social issues within the supply chain. This training will include knowledge of human rights, ethical labor practices, and the risks of adverse social impacts in sourcing. By equipping procurement staff with the necessary knowledge, Zyeta ensures responsible purchasing decisions that support social sustainability.

12. ESG Objectives

Sl. No.	Sustainability Issue	Objective	Measure	Target Value for April 2025-March 2026
1	Environmental Considerations	Ensure environmental factors are considered in procurement decisions.	Percentage of procurement decisions considering environmental factors	95%(↑)
2	Internal Procurement Procedures	Ensure internal procurement procedures align with sustainability goals.	Percentage of internal procurement procedures aligned with sustainability goals	100%(→)
3	Labor Practices and Human Rights	Ensure suppliers adhere to fair labor practices and human rights standards.	Percentage of suppliers complying with labor and human rights standards	100%(→)
4	Sustainable Supplier Contracts	Integrate environmental requirements into supplier contracts.	Percentage of supplier contracts including environmental criteria	100%(→)
5	Ethical Business Practices	Ensure procurement decisions are made with ethical business practices.	Percentage of suppliers adhering to ethical business practices	90%(↑)

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6	Environmental Procurement Integration	Integrate environmental criteria into procurement processes.	Percentage of procurement processes integrating environmental criteria	95%(↑)
7	Supplier Ethics Guidelines	Establish a supplier sustainability code of conduct for all suppliers.	Percentage of suppliers agreeing to the sustainability code of conduct	100%(→)
8	Sustainability Impact Analysis	Conduct sustainability impact risk assessments for suppliers.	Percentage of suppliers assessed for sustainability impact risks	100%(→)
9	Supplier Assessment on Environmental Issues	Assess suppliers based on their environmental impact.	Percentage of suppliers assessed for environmental impact	95%(↑)
10	Sustainable Procurement Evaluation	Evaluate procurement decisions based on sustainability criteria.	Percentage of procurement decisions evaluated for sustainability	95%(↑)
11	Environmental Training for Buyers	Provide environmental training for procurement buyers.	Percentage of procurement staff trained in environmental practices	100 (→)
12	Supplier Environmental Audits	Conduct regular environmental audits of suppliers.	Percentage of suppliers audited for environmental practices	100%(→)
13	Internal Procurement Processes	Integrate sustainability into internal procurement processes.	Percentage of internal procurement processes incorporating sustainability	95%(↑)
14	Social Procurement Integration	Ensure social factors are integrated into procurement decisions.	Percentage of procurement decisions integrating social factors	100%(→)

15	Social Training for Buyers	Provide training for procurement buyers on social sustainability.	Percentage of procurement staff trained on social sustainability practices	100%(→)
16	Supplier Assessment on Social Practices	Ensure ethical and socially responsible practices across the supply chain	Percentage of suppliers assessed for social practices, including labor rights, fair wages, and workplace safety.	60%(↑)
17	Supplier Sustainability Guidelines	Establish supplier sustainability guidelines.	Percentage of suppliers adhering to sustainability guidelines	98%(↑)
18	Sustainable Sourcing Integration	Integrate sustainable sourcing practices into procurement processes.	Percentage of procurement decisions made with sustainable sourcing practices	98%(↑)
19	Social Responsibility Agreements	Integrate social sustainability criteria into supplier contracts.	Percentage of supplier contracts including social sustainability criteria	100%(→)
20	Social Compliance Audits	Conduct social compliance audits of suppliers.	Percentage of suppliers audited for social compliance	1/year(↑)

13. Disciplinary Actions for Policy Violations

Violations of the sustainable procurement policy will be addressed with a tiered approach to corrective actions. For a first offense, the supplier will receive a warning and be given a set timeframe to rectify the issue. A second offense may result in the suspension of the business relationship until the issue is resolved. In the case of a third offense, Zyeta reserves the right to terminate the business relationship and remove the supplier from the approved list. All disciplinary actions will be based on the severity of the violation and will follow a fair review process to ensure transparency.

14. Distribution

The Sustainable Procurement Policy will be distributed to all current and potential suppliers as part of the onboarding process. Additionally, it will be shared with all relevant stakeholders within Zyeta to ensure alignment and compliance with the policy's objectives.

The policy will be included in supplier contracts and agreements, and any updates or changes will be communicated promptly. Suppliers are expected to acknowledge receipt of the policy and confirm their commitment to adhering to its guidelines. Zyeta will also provide training and guidance to key employees involved in supplier selection and management.

15. Annual Review

The Sustainable Procurement Policy will undergo an annual review to ensure its continued relevance and effectiveness. The review process will assess the policy's alignment with Zyeta's sustainability goals, legal requirements, and industry best practices. During the review, feedback from suppliers, internal stakeholders, and external experts will be considered. If necessary, revisions will be made to strengthen the policy and address emerging issues in sustainability, labor practices, and ethical business conduct. The updated policy will be redistributed to all relevant parties to ensure ongoing compliance and support for Zyeta's sustainable procurement objectives.

17. Conclusion

Zyeta is dedicated to leading by example in sustainable procurement practices. By integrating ESG factors into our procurement processes, we aim to foster long-term partnerships with suppliers who share our values of sustainability, ethical conduct, and respect for human rights. We believe that responsible sourcing is not only essential for the success of our business but also for the well-being of the environment and the communities we serve. Through continued collaboration and transparency, we are committed to creating a positive impact across our entire supply chain.

SUSTAINABLE SUPPLIER STANDARDS POLICY ZYETA/ESG/P-02

1. Introduction

At Zyeta, we are dedicated to embedding sustainability across our operations, particularly within our supply chain. As a prominent manufacturer of rubber products, we recognize our duty to go beyond traditional procurement goals of price, quality, and reliability. We hold ourselves accountable for ensuring that our suppliers adhere to the highest labor standards and human rights protections. Our Sustainable Procurement Policy on Labor Practices and Human Rights is designed to promote fair treatment of workers, protect their rights, and foster safe, respectful working environments. This policy ensures that our products are sourced responsibly, reflecting our ethical commitments to both quality and sustainability.

2. Scope of Application

2.1 Who: This policy applies to all suppliers, contractors, and service providers engaged by Zyeta.

2.2 Business Area or Operations Covered: It covers all procurement activities, including raw materials, subcontracted services, and operational supplies.

2.3 Geographical Area Covered: It covers all the branches.

3. Role & Responsibilities

3.1 Procurement Team

- The procurement team ensures labor practices and human rights are integrated into supplier selection and evaluations.
- They conduct regular audits to verify supplier compliance with the policy and provide ongoing training.
- They work with suppliers to improve labor and human rights standards throughout the supply chain.

3.2 Suppliers

- Suppliers must adhere to this policy, including all local labor laws and human rights standards.
- They are required to provide documentation and records to prove compliance with the policy.

- Suppliers must take corrective action if found non-compliant and participate in Zyeta's audits and reviews.

4. Application of the Policy

All suppliers must meet the following sustainability criteria: They must adhere to environmental responsibility by implementing waste reduction, energy efficiency, and pollution control measures. Social responsibility entails compliance with labor laws, human rights policies, and fair wages. Governance requires ethical business conduct, anti-corruption practices, and transparent operations.

5. Governance of this Policy

The governance of this policy lies with Zyeta's Senior Management, who will ensure it is implemented across the organization. The Procurement Department and Sustainability & ESG Committee will monitor compliance with the policy and ensure that it is aligned with Zyeta's broader ESG strategy. The policy will be reviewed annually to reflect the evolving nature of sustainability practices and regulations.

6. Policy/Procedure:

Suppliers must comply with local, national and international laws and regulations that apply, and Zyeta Interiors Pvt. Ltd. expects Suppliers to adhere to the following standards:

6.1. Fair operating practices – Zyeta expects Suppliers to avoid any situations involving divided loyalty or a conflict between their personal interests and those of Zyeta.

6.2. Workplace health and safety - Zyeta. expects Suppliers to provide a safe and healthy workplace for their employees and contractors, and to have documented health and safety policies and procedures in place, together with appropriate safety equipment. When on Zyeta. Ltd. sites, all Zyeta. Ltd. Policies must be complied with, and hazards and incidents relevant to Zyeta.'s operations and supply chains must be reported. Zyeta will not tolerate anyone taking illegal drugs onto our sites, nor anyone carrying out Zyeta. Business while impaired by drugs including alcohol.

6.3. Environment Zyeta.'s goal is to protect the environment in which it operates by minimizing the impact of our activities, and we expect Suppliers to do the same. Suppliers must manage their environmental impacts, as well as their resilience to weather and climate change, and have documented environmental policies and procedures in place.

6.4. Human rights - Zyeta. is committed to upholding human rights and understands that operations and supply chains are complex. This commitment is reflected in our own Zyeta. Code of Business Conduct and Ethics.

We expect our Suppliers to identify any potential or actual adverse impacts their operations may have on human rights and to implement prevention, mitigation and remediation processes. Suppliers should maintain a complete set of records to trace the supply chain of all goods and services provided to Zyeta. In addition, Zyeta values Suppliers that seek to contribute to the social, economic and environmental improvement of communities around our sites.

6.5. Diversity and inclusion - Zyeta. is committed to providing an environment where people are treated fairly, with respect and free from discrimination, harassment, bullying or victimization. We expect this of our Suppliers too. Suppliers should commit to employing and developing a diverse and inclusive workforce.

7. Use of the Code:

7. 1. Supplier acknowledgement/agreement:

All new and existing Suppliers are required to comply with this Code and demonstrate their commitment to doing so.

7. 2. Monitoring:

Compliance with this Code will be used as part of Zyeta.'s Supplier evaluation, selection and contract management process. In addition, Zyeta. may set sustainability requirements that are specific to a product or service, and require Suppliers to provide detailed information about how they meet these requirements in their operations and extended supply chains.

7. 3. Corrective Action/Support/Termination:

When a Supplier does not meet our requirements, corrective action plans shall be established, and progress will be monitored. Zyeta may support Suppliers in developing their capabilities. Zyeta. will terminate the relationship with Suppliers that repeatedly and knowingly violate this Code. Reporting grievances or breaches of the Code If Suppliers have any concerns about compliance with this Code, they are encouraged to raise the matter directly with Zyeta. Such reports will be treated confidentially to the extent possible, consistent with Zyeta.'s obligation to deal with matters transparently and lawfully. Breaches of this Code should be reported to senior anagement within the Supplier's organization, who in turn should raise it with Zyeta. Senior management.

8. Sustainable Supplier Standards Policy

8.1 Fair Wages

Zyeta ensures that suppliers pay their workers at least the legal minimum wage and provide fair compensation for overtime work. Suppliers must also maintain a policy of equal pay for equal work, regardless of gender, ethnicity, or other status, ensuring fairness in compensation. Timely payment of wages is a key requirement, with suppliers expected to pay workers without delay or withholding. Zyeta holds its suppliers accountable for meeting these standards, ensuring that workers are fairly compensated for their efforts in line with legal and ethical standards.

8.2 Working Hours and Rest Periods

Zyeta requires suppliers to comply with local labor laws and international standards regarding working hours, overtime, and rest periods. This includes adherence to maximum weekly working hours and ensuring regular breaks for workers during shifts. Overtime should be voluntary and compensated fairly, with strict limits on the number of overtime hours. Suppliers are also required to provide adequate rest periods between shifts, as well as paid leave or holidays, ensuring workers maintain a healthy work-life balance while complying with relevant laws and regulations.

8.3 Health and Safety

Zyeta prioritizes the health and safety of workers within its supply chain. Suppliers must maintain safe working environments, free from any potential hazards that could harm workers. Compliance with health and safety regulations is mandatory, including the provision of personal protective equipment (PPE) and the availability of first aid services. Workers should receive appropriate health and safety training, particularly in high-risk environments, to minimize the likelihood of accidents and injuries. Suppliers are expected to create a workplace where workers' well-being is always a top priority.

8.4 Prevention of Child and Forced Labor

Zyeta enforces a strict zero-tolerance policy for both child and forced labor in its supply chain, in accordance with international human rights conventions. Suppliers must ensure that no workers are employed under the legal minimum working age, as defined by local law or international standards. Additionally, suppliers must ensure no workers are subjected to forced labor, involuntary servitude, or human trafficking. Workers should have the freedom to leave their employment without fear of threats or illegal restrictions, guaranteeing their basic rights and dignity are upheld.

8.5 Non-Discrimination and Equal Opportunity

Zyeta is committed to promoting diversity, inclusion, and equal opportunity in its supply chain. Suppliers must ensure that all workers are treated fairly and with respect, regardless of their race, gender, religion, sexual orientation, disability, or other personal characteristics. A work environment where all employees have equal access to opportunities for career advancement should be promoted. Additionally, suppliers must have policies in place to prevent all forms of harassment, including sexual, physical, and psychological abuse, ensuring that workers feel safe and valued in their workplace.

8.6 Freedom of Association and Collective Bargaining

Zyeta recognizes and supports the rights of workers to freely form and join trade unions or other worker organizations. Suppliers must respect workers' rights to organize without fear of retaliation or discrimination. Workers should also have the right to engage in collective bargaining to negotiate on wages, benefits, and working conditions. Suppliers must refrain from interfering with these rights and ensure that workers are allowed to engage in collective actions without hindrance. This commitment ensures that workers can collectively advocate for better working conditions and treatment.

9. ESG Objectives

Sl. No.	Sustainability Issue	Objective	Measure	Target Value for April 2025-March 2026
1	Fair Wages	Ensure suppliers provide fair wages to their workers.	Percentage of suppliers providing fair wages to all employees	100%(→)
2	Working Hours and Rest Periods	Ensure suppliers comply with working hours and provide adequate rest periods.	Percentage of suppliers complying with working hours and rest periods	100%(→)
3	Health and Safety	Ensure suppliers maintain safe working conditions and provide necessary health and safety measures.	Percentage of suppliers with implemented health and safety measures	100%(→)

4	Prevention of Child and Forced Labor	Ensure suppliers do not engage in child labor or forced labor.	Percentage of suppliers adhering to child and forced labor prevention policies	100%(→)
5	Non-Discrimination and Equal Opportunity	Ensure suppliers provide equal opportunities and do not discriminate.	Percentage of suppliers with non-discrimination policies in place	100%(→)
6	Freedom of Association and Collective Bargaining	Ensure suppliers allow freedom of association and collective bargaining.	Percentage of suppliers respecting employees' right to association and bargaining	95%(↑)

10. Disciplinary Action for Policy Violations

Violations of this policy by suppliers or internal stakeholders will be addressed promptly and seriously. The first offense will result in a formal warning, along with a specific action plan and timeline for corrective measures. A second offense will lead to the suspension of business dealings or internal operations until the required corrective actions are taken. In cases of a third violation, the relationship with the supplier may be terminated, or disciplinary actions will be taken against internal stakeholders, which could include termination of employment. These steps ensure that the policy is upheld and that standards are consistently maintained.

11. Distribution

The Sustainable Procurement Policy will be distributed to all suppliers, contractors, and relevant stakeholders as part of the onboarding process. Zyeta will ensure that all internal teams, particularly the procurement and compliance departments, are familiar with the policy and its implementation. It will be provided in an easily accessible format for ongoing reference. A copy will also be available on the company's internal portal for employees and on request for external partners. By ensuring broad distribution, Zyeta aims to promote transparency and alignment with the policy's objectives throughout the supply chain.

12. Annual Review

Zyeta will conduct an annual review of the Sustainable Procurement Policy to ensure its continued relevance and effectiveness. This review will assess the effectiveness of the policy in promoting ethical labor practices and environmental responsibility. It will include feedback from suppliers, employees, and other stakeholders to identify areas for improvement or adjustment.

The review will also include an evaluation of compliance levels and any new regulatory or market developments that may affect the policy's goals. Any necessary updates will be implemented and communicated to all stakeholders to maintain high standards.

13. Conclusion

At Zyeta, we believe that ethical sourcing and the protection of human rights are integral to our business operations and long-term success. We are committed to working with our suppliers and stakeholders to ensure that labor practices within our supply chain uphold the values of fairness, respect, and dignity for all workers. Through continuous collaboration, transparency, and accountability, we will drive positive change within our supply chain, create a more sustainable future, and contribute to the global effort to uphold human rights.

Acknowledgement of Receipt for Policy

I hereby acknowledge that I have received a copy of the Policy. I understand that it is my responsibility to thoroughly read the contents of the Policy and adhere to the policies, rules, and regulations outlined therein.

By signing below, I confirm my commitment to comply with the principles and guidelines stated in the Policy.

Signature

:

A handwritten signature in blue ink is written over a circular stamp. The stamp contains the text "ZYETA INTERIORS PVT. LTD." around the perimeter and "Saurabh Maurya" in the center.

Name

: Saurabh Maurya | VP Procurement

Date

: 5th February, 2024