

SUPPLIER MANAGEMENT
FRAMEWORK
OF
SIGNATUREGLOBAL (INDIA)
LIMITED

(Formerly known as Signatureglobal (India) Private limited)

(Approved by the ESG Committee on 03.03.2024)

Supplier Management Framework

Updated: 03rd March 2025

1. ESG-Aligned Supplier Expectations

Signatureglobal (India) Limited ensures that all suppliers and contractors adhere to our **Supplier Code of Conduct** and **Sustainable Procurement Policy**, which address:

- Regulatory compliance and business ethics
 - Environmental management (e.g. emissions, resource efficiency)
 - Labour rights (e.g. prohibition of forced and child labour)
 - Health and safety systems
 - Anti-corruption and data protection measures
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2. Supplier Screening and Risk Mitigation

- ESG risks are embedded in our **pre-qualification process** for new suppliers determined by ESG Steering Committee (also known as ESG Committee).
 - Key criteria include: quality certifications (ISO 9001, ISO 14001, ISO 45001), workplace safety track record, ESG disclosures, and grievance mechanisms.
 - High-risk suppliers are flagged and require **additional due diligence** including site visits and compliance checks.
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3. Prioritisation of Sustainable Partners

- Suppliers that hold green certifications or align with sustainability goals (e.g. IGBC, WELL, EDGE) are given preference.
- In projects targeting **green building certifications**, we partner only with contractors/vendors who align with climate resilience and low-carbon targets.
- Vendors are expected to submit **sustainability compliance declarations** at the time of onboarding.

4. Engagement and Training

- Signatureglobal (India) Limited conducts **annual ESG training workshops** for procurement staff and vendors.
- ESG policies, safety procedures, and responsible sourcing principles are shared through onboarding kits and quarterly newsletters.
- Feedback mechanisms are built in for **2-way communication** to address operational or ESG compliance concerns.

5. Performance Evaluation and Audits

- All Tier-1 and critical suppliers are evaluated annually on:
 - Quality and timely delivery
 - ESG practices
 - Safety compliance
 - Labor management standards
- Assessments are captured in a **Vendor Performance Scorecard** and shared with the Supplier Panel for review.
- Non-compliant suppliers are required to submit a **Corrective Action Plan (CAP)**; failure to improve may result in contract termination or delisting.

6. Critical Supplier Monitoring

- Critical suppliers (those accounting for high procurement spend or strategic value) are reviewed quarterly.
 - We ensure 100% of our food and raw material suppliers comply with hygiene and safety protocols where applicable.
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7. Documentation and Evidence

- Supplier Code of Conduct
 - Sustainable Procurement Policy
 - Sample Onboarding Checklist
 - Annual Vendor ESG Audit Template
 - Training logs and workshop decks
 - Corrective Action Reports
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