

# Airtel Sustainable Procurement Policy



**Bharti Airtel Ltd**

Version: 2.0

Date of Issue: 30<sup>nd</sup> March'2022

Date of amendment: 8th November 2022

## **Airtel Sustainable Procurement Policy**

## A. Sustainable Procurement: Introduction and Objective

Bharti Airtel recognizes that the social and environmental performance of our business associates play a significant role in our long-term business success. We are committed to understanding and minimizing any adverse social and environmental impacts across our value chain. In line with our commitment, we have developed a Sustainable Procurement Policy, which is an extension of our values and is applicable to all our business associates.

This policy is applicable to all our new and existing Business Associates which includes all entities and individuals who supply products, equipment's, material or provide services of various types to Bharti Airtel under a contract, agreement or arrangement and also includes agents / representatives of such business associates.

Our Sustainability principles are centred on promoting Ethical Business Conduct, Environmental consciousness and Sustainable Social Impact.



Our sustainable supply chain strategy sets the roadmap for a long-term holistic approach to manage and maintain supplier relationships through a robust set of business procedures which guide supplier screening, selection, and engagement

## B. Expectation from Business Associates

We expect collaboration on below aspects from our **Supply Chain Partners** to work with us in promoting sustainable business practices.

### 1. Environmental Commitment

- **Environmental Protection-** It is expected that our Business Associates shall
  - Comply with applicable environmental health & safety laws
  - Adopt sustainable environmental practices in their operations, such as use of renewable source of energy measures for energy efficiency, water conservation, resource efficiency, waste reduction and effective climate risk management.
  - Encourage to obtain environment management system (EMS) certification in line with international standards such as ISO 14001.
  - Business Associates are expected to comply with Airtel's Environmental Health and Safety Policy. Reference -[Airtel Sustainability](#)
- **Waste Management-** Business Associates shall adopt
  - Sustainable Waste Management practices

- Comply with all applicable local, national and international laws in relation to management of hazardous wastes, persistent organic pollutants and hazardous chemicals.
  - Implement measures to reduce, reuse and recycle waste in order to promote efficient use of resources.
- **Energy Efficiency-** We expect Business Associates to
    - Continuously explore re-engineering of existing and new products/supplies to Airtel with the objective to increase energy efficiency of equipment's.
    - Implement energy efficiency measures in their operations and strive to increase the share of renewable energy to reduce greenhouse gas emissions.
    - Share a roadmap to reduce energy consumption on supplied equipment
  - **Water Conservation-** We expect Business Associates to undertake measures for promoting water efficiency in their operations through conservation measures

## 2. Socially Focused

- **Human Rights and Protection of other legal rights-** Bharti Airtel expects its Business Associates to
  - Comply with all applicable local, national and international laws on human rights and labour rights and anti-modern slavery, and promote respect for human rights in accordance with international standards such as United Nations Universal Declaration of Human Rights and the International Labour Organization's Declaration on Fundamental Principles and Rights at Work.

- Promote and ensure robust governance of Human right aspects in their organization.
  - Ensure compliances with respect to Bharti Airtel Human Rights policy which includes- Equal opportunity & Non-discrimination, Freedom of Association, Harassment free workspace, data privacy etc. Reference - [Airtel](#)
  - To provide the annual acknowledgement of compliance with respect to Airtel Human Rights Policy
- **Health & Safety-** Bharti Airtel expects its Business Associates to
    - Have robust Occupational Health and Safety Management system to provide healthy and safe working conditions to their employees.
    - Endeavour to maintain a workplace free from recognized hazards that cause or are likely to cause physical injury or harm. Also
      - Ensure compliances with respect to Bharti Airtel Employee Health & Safety guidelines.
  - **Preferential Procurement-** We encourage our Business Associates to ensure that their procurement activities are inclusive and allows preferential procurement from marginalized /vulnerable groups, small producers, local suppliers and MSME.

Marginalized /vulnerable groups are defined as group of individuals who are unable to realize their rights or enjoy opportunities due to adverse physical, mental, social, economic, cultural, political and geographic or health circumstances.

- **Sustainable development of Society-** We expect our Business Associates to contribute to community development through charitable/philanthropic initiatives and CSR programs.

- **Community Involvement & Development-** Bharti Airtel encourages Business Associates to take Community Involvement & Development initiatives such as
  - Support community development by promoting Education, Skill development etc.
  - Providing basic Infrastructure & Health Facilities
  - Promote local culture and Increase engagement with Local Communities
  - Technology development to solve Social and Environmental issues
  - Increase engagements with vulnerable/Marginalized group.

### 3. Ethical Business Conduct & Corporate Governance

- **Business Integrity & Ethics-** it is expected that our Business Associates shall comply with Bharti Business Associates Code of Conduct in all their business decisions and actions. Reference <https://www.airtel.in/partnerworld/Business Code of conduct>
- **Data Privacy and Confidentiality-** Bharti Airtel expects Business Associates to protect data confidentiality of customers and respect our privacy requirements and obligations.
- **Customer Focus** – Bharti Airtel expects Business Associates shall
  - Disclose true and transparent information on products and conduct fair & ethical marketing
  - Ensure Customer data privacy

- Protect the Health, Safety, and Well Being of the Customers and ensure the usage of service/goods supplied does not cause any adverse impact on Customer health.
  - Create Customer awareness related to sustainable consumption, Health, Safety, and Environmental impacts through products labels and manuals.
  - Provide adequate consumer service, support and complaint handling mechanisms.
- Business Associates shall provide the annual acknowledgement of compliance with respect to Bharti Code of Conduct for Business Associates
  - We encourage our partners to get their business operations accredited as per international ESG standards such as SA 8000, ISO 14001, ISO 45001, OHSAS 18001, ISO 27001 standards etc.
  - To assess compliance to the Sustainability Principles outlined in this policy, Airtel may conduct self-assessment surveys or audits for Business Associates, accompanied by site visit. We expect our partners to provide a true and fair information on ESG SelfAssessment/Audit and provide full co-operation and support in this process. Further support implementation of corrective actions to mitigate any identified sustainability risks or concerns.

## C. Policy Implementation

Bharti Airtel recognizes that implementation of the Policy for the partners will accordingly be dependent on their "Criticality to business".

- Sustainability parameters covered in this policy shall be considered by Airtel for Partner selection and evaluation. Airtel will give due weightage and consideration to these sustainability aspects during partner evaluation and award of contracts for new as well as existing supply chain partners.
- Training & Engagement session shall be conducted with -key partners for creating an awareness on sustainable Procurement Policy
- In addition to new suppliers, all existing critical Suppliers shall undergo a Self-assessment/Audit for ensuring compliance to the principles outlined in this policy. Based on outcome of the assessment/audit, a joint corrective action plan will be established.

## **D. Monitoring & Governance**

- This Policy shall be periodically reviewed and updated
- No part of this policy can be construed against Airtel's interests with regards to terms of conditions of Contracts/POs/GBPAs to our partners
- Suppliers can raise Complaints/Grievances on National Guidelines on Responsible Business Conduct Principles issued by MSA on [SCM.Sustainability@Airtel.com](mailto:SCM.Sustainability@Airtel.com). Reference NGRBC Principles-NationalGuideline\_15032019.pdf ([mca.gov.in](http://mca.gov.in))
  - Airtel may consider dis-engaging with existing partners that do not meet requirements of this policy, depending upon severity of the breach or risks identified.



**Annexure - VENDOR EVALUATION QUESTIONNAIRE**

Section		Particulars	Policy Link	Answer (Yes/ No/ Not Applicable)
<b>1</b>  <b>Corporate Governance</b>	1.1	Do you have codes of conduct or policies in place to set clear governance systems and processes for your business operations, including your supply chain?	<a href="#">Policy Link</a>	
	1.2	Does Code of Conduct or other company policies promote integrity, ethical conduct of business, transparency in communication, avoidance of conflict of Interest, non-engagement in illegal and abusive practices, etc.?		
	1.3	Have you identified your critical suppliers and reviewed your supply chain to ensure that there are no risks which can impact your deliverables to the company or continuity of your operations?		
	1.4	Are you aware of National Guidelines on Responsible Business Conduct issued by the Ministry of Corporate Affairs, Government of India?		
	1.5	Have you ensured that your operations are in compliance with 9 principles laid out in National Guidelines on responsible Business conduct issued by Ministry of Corporate Affairs, Government of India?	<a href="#">Guideline Link</a>	
	1.6	Do you provide a whistleblower mechanism to employees for reporting any breach in your Code of Conduct or any other concerns around unethical business practices?		
	1.7	Do you monitor breach of code of conduct or other similar policies in your business and undertake corrective actions to ensure compliance?		

2 <b>Human Rights, Labour Rights and Anti-Modern Slavery</b>	2.1	Have you gone through Airtel Human Rights Policy and are aware of the guidelines applicable to them?	<a href="#">Policy Link</a>	
	2.2	During the tenure have you ensured that there has not been any breach of Bharti Airtel Limited Human Rights Policy in your own operations and/ or in your value chain?		
	2.3	Do you have mechanisms in place to redress grievances of employees related to human rights issues?		
	2.4	Do you have policies and procedures in place to ensure your business operations comply with International Labour Organization (ILO) and other human rights and modern slavery standards and legislation with respect to below and take remedial action for any reported breach or incident :  -Prohibiting sexual harassment, discrimination at work place, child labour, forced labour, modern slavery, etc. -Compliance with minimum wage standards and working hours/days compliances  -Freedom of association, collective bargaining and industrial relations  - Protection of internationally proclaimed human rights	<a href="https://www.un.org/en/about-us/universal-declaration-of-human-rights">International Proclaimed Human Rights - https://www.un.org/en/about-us/universal-declaration-of-human-rights</a>	
	2.5	Do you conduct awareness/ training for your officers, employees or agents regarding Human Rights compliance requirements?		
	2.6	Do you require your suppliers to certify that they comply with requirements mentioned in Bharti Airtel Human rights policy?		
	2.7	Have you ensured that during the tenure there was no significant Human rights breach in your operations: -Sexual Harassment -Child Labour -Discrimination at workplace -Forced Labour/ Involuntary Labour/ Modern Slavery -Right to freedom of association or collective bargaining -Provision of wages -Right to data privacy		
3 <b>Work Condition Health and Safety</b>	3.1	Do you adhere to local and national health and safety regulations and standards?		
	3.2	Do you have a comprehensive health and safety management system that includes implementation of Health & Safety management of high risk activities, EHS Governance, usage of PPE equipments etc.?		
	3.3	Do you provide regular safety trainings to employees and contractual workers?		
	3.4	Do you provide provisions in your operating sites/ offices to promote accessibility for differently abled employees and workers?		
	3.5	Do you have a mechanism available to receive and redress grievances for employees and contractual workers?		
	3.6	Do you identify work-related hazards and assess risks to health and safety on a regular basis?		
	3.7	Do you provide benefits to employees and contractual workers as per the regulatory requirement, including:		

		1. Medical & Life Insurance & 2. Maternity/Paternity Benefits & 3. Gratuity & PF & ESI		
	3.8	Do you monitor and periodically review safety related incidents/ work related injuries and develop corrective actions?		
	3.9	Are all safety incidents including fatalities occurred during execution of outsourced Airtel operations timely and correctly reported to Airtel?		
<b>4</b> <b>Environment and Energy Management</b>	4.1	Do you have an Environment and/or Energy Management System in place that supports and promotes environmental protection and complies with local environmental laws and regulations?		
	4.2	Do you have a policy or program that aims to reduce greenhouse gas outputs associated with your business operations?		
	4.3	Do you adopt standard business practices to promote greater environmental responsibility to reduce and minimize waste of all types and promote reusing and recycling of materials?		
	4.4	Do you track and monitor release of Carbon emission from your operations?		
	4.5	Have you taken targets for reduction in Carbon emissions?		
	4.6	Do you promote responsible waste management such as Extended Producer Responsibility programs for e-waste, sustainable packaging of products, product take back mechanism and redesign of products to promote refurbishing and recycling ?		
	4.7	Have you taken measures to reduce water withdrawal and conserve water in your operating site?		
	4.8	Do you procure or generate renewable energy for energy consumption in your operations?		
	4.9	Are there any usage of single use plastic in your business operations?		
	4.1	Do you conduct product Life Cycle Assessment of your product/services to minimize the adverse impact on the environment?		
	4.11	Do you take initiatives to minimize the use of substances such as Chlorofluorocarbons, Methyl bromide, Carbon Tetrachloride, Methyl Chloroform etc. contributing to Ozone Layer depletion?		
	4.12	Are initiatives undertaken for reduction in Carbon emission in terms of: -Usage of Innovative Technology -Waste reduction -Usage of Renewable source of energy -Reduction in fossil consumption		
	4.13	Is there any significant adverse impact caused to the environment in FY22-23 related to services/goods produced and supplied to Airtel		
<b>5</b>	5.1	Have taken steps to ensure metals from conflict areas do not enter its supply chain?		

<b>Conflict Minerals</b>		Conflict minerals in the eastern DRC are generally defined as cassiterite (tin), coltan (tantalum), wolframite (tungsten) and gold, or derivatives of these minerals (per the OECD due diligence guidance for responsible mineral supply chains).		
<b>6 Data Privacy</b>	6.1	Do you have a policy in place to protect data confidentiality and respect our privacy requirements and obligations?		
<b>7 Supplier Code of Conduct</b>	7.1	Please read and acknowledge acceptance of the Airtel Code of Conduct for Business Associates.  By selecting "Yes", you acknowledge and accept the Airtel Code of Conduct for Business Associates , and you hereby certify that:	<a href="#">Policy Link</a>	
	7.1.1	You, your employees, sub-contractors, representatives and agents comply with Airtel Code of Conduct for Business Associates		
	7.1.2	Do not give or accept any favors, any gifts, sponsorship or any entertainment that is outside of normal business dealings. Where any favors, gifts etc. have been given or accepted, a list of all such gifts is provided along with this certificate		
	7.1.3	Do not have any other business or personal arrangements (outside of the contract) with any Airtel employee, either directly or indirectly through other associated companies or partnerships/ arrangements without our knowledge or authorized by us.		
	7.1.4	Do not try to influence the decision of any Airtel employee in an unethical or coercive manner;		
	7.1.5	Do not have any other dealings or relationship (including blood relationship) with Airtel or its employees, where there are possible instances of any conflict of interest that may cloud the judgment or decision of Airtel or its representatives/ employees.		
	7.1.6	Do you timely disclose to Airtel the breach of the code that comes to your knowledge?		
<b>8 Statutory Dues</b>	8.1	Please confirm that necessary measures are undertaken to ensure statutory dues are deducted and deposited on time by your company.		
<b>9 ISO Certifications</b>	9.1	Are your business operations certified as per ISO 14001 (Environment Management System)		
	9.2	Are your business operations certified as per ISO 45001 or OHSAS 18001 or similar (Occupational Health and Safety)?		
	9.3	Are your business operations certified as per ISO 27001 (Information security)?		
	9.4	Are your business operations certified as per SA 8000 (Social Accounting)?		
	9.5	Are your business operations certified as per 22301 (Business Continuity Management System)?		
	9.6	Are your business operations certified as per AA1000 (Assurance Standard)?		
	9.7	Are your business operations certified as per TL 9000 (Quality Management System)?		
<b>10 ESG Evaluations</b>	10.1	Do you have ESG framework in terms of:		
	10.1.1	Creation and implementation of ESG policy & process		
	10.1.2	Reporting of ESG parameters (Regulatory Reporting )		
	10.1.3	Formulation and Monitoring ESG Targets		
	10.1.4	Management of ESG Risk		

	10.2	Have you ensured that during the tenure there were no significant ESG risks in your operations and your value chain?		
	10.3	Have you obtained ESG ratings from ESG Rating Agency such as MSCI , DJSI, Golden peacock, Sustainalytics etc.?		