



EPACK Durable Limited

Sustainable Procurement Policy



Purpose & Applicability

The objective of this Sustainable Procurement Policy ("Policy") is to ensure that EPACK Durable Limited ("Company", "EPACK", which term shall deem to include its subsidiaries) sources goods and services in a manner that promotes sustainability, minimizes environmental impact, and supports social responsibility. This Policy aims to guide procurement decisions to achieve a balance between economic performance, environmental stewardship, and social equity.

This Policy applies to all employees, contractors, and stakeholders involved in the procurement process. It covers all goods and services purchased, including hardware, software, office supplies, and any other products or services required for the company's operations.

Objective

The objectives of the Policy are as follows:

- a) Reduce the environmental footprint of procurement activities by selecting suppliers and products that prioritize sustainable practices.
- b) Promote social equity and fair labor practices within the supply chain.
- c) Encourage suppliers to adopt sustainable practices by incorporating sustainability criteria into procurement contracts.
- d) Improve the sustainability performance of the company by integrating sustainable procurement practices into all levels of the organization.

1. Sustainable Procurement Principles

To achieve the above objectives, the following principles shall guide procurement activities:

Economic

- a) Total Cost of Ownership (TCO): Consider the total cost of ownership, including initial purchase price, operating costs (e.g., energy consumption), maintenance, and end-of-life disposal costs.
- b) Long-Term Value: Prioritize products and services that offer the best value over their entire lifecycle, even if the upfront cost is higher.

Environment

- a) Waste Reduction: The Company shall prioritize products with a longer lifespan, upgradeable components, and modular designs that allow for easy repair and recycling.
- b) Recyclable and Sustainable Materials: Select products made from recycled, recyclable, or biodegradable materials. Avoid materials that are harmful to the environment.
- c) Energy Efficiency: Procure IT equipment, such as computers, monitors, and printers, that are Energy Star certified or meet other recognized energy efficiency standards.

Social

- a) Good Working Conditions: Engage with suppliers who adhere to ethical labor practices, including fair wages, safe working conditions, and respect for workers' rights.
- b) Local Procurement: Where feasible, source products and services from local suppliers to reduce the carbon footprint associated with transportation and support local economies.



- c) Diversity & Equity: Ensure a diverse and inclusive workforce across the supply chain in terms of age, gender, experience, and ethnicity.
- d) Health & Safety: Encourage suppliers to maintain management systems that are above minimum legal safety requirements and provide regular training to prevent accidents.
- e) Sexual Harassment: Ensure suppliers maintain zero tolerance for any form of violence, sexual harassment, verbal or psychological abuse, or any other form of harassment in the supply chain.
- f) Labor Standards: Ensure strict prohibition of child labor and forced/involuntary labor. All workers must receive compensation equal to or exceeding the legal minimum wage and comply with legal standards for working hours and overtime.
- g) Freedom of Association: Respect collective bargaining agreements and the right of workers to associate with worker organizations.

Business Ethics and Integrity

- a) Anti-Corruption: Maintain a zero-tolerance for bribery and corruption within its procurement process.
- b) Fair & Ethical Supplier Relationships: Treat its suppliers fairly with respect, dignity demonstrating equity and transparency.
- c) Ensure suppliers establish measures to address potential conflicts of interest and maintain strict confidentiality.
- d) Ensure adequate data protection measures across the supply chain to prevent unauthorized access or disclosure of information, in compliance with the Digital Personal Data Protection Act, 2023 and any rules or regulations framed thereunder, to maintain the privacy of all shared data.

2. Supplier Engagement and Evaluation

- a) Supplier Code of Conduct: All suppliers to adhere to EPACK's Supplier Code of Conduct that aligns with the company's sustainability goals.
- b) Sustainability Criteria in RFPs: Include sustainability criteria in Requests for Proposals (RFPs) and tender documents to evaluate potential suppliers on their environmental and social performance.
- c) Regular Supplier Audits: Conduct regular audits of suppliers to ensure compliance with sustainability standards and identify areas for improvement.

3. Training and Awareness

- a) Provide training and awareness programs to employees involved in the procurement process to ensure understanding and commitment to sustainable practices.
- b) Encourage employees to consider sustainability in their daily activities and suggest sustainable alternatives when possible.

4. Implementation and Responsibilities

- a) Procurement Team will be responsible for integrating sustainability criteria into procurement processes, evaluating suppliers, and ensuring compliance with the policy.
- b) All employees involved in purchasing decisions are required to adhere to this policy.



- c) Suppliers are expected to comply with the sustainability criteria and collaborate with the Company to improve sustainability practices.

5. Monitoring and Reporting

- a) Regularly monitor and report on sustainable procurement activities and performance.
- b) Communicate progress to stakeholders, including employees, suppliers, and customers, to promote transparency and accountability.

6. Review & Update

This Policy shall be reviewed periodically to assess its suitability, adequacy, and effectiveness and to ensure its continued relevance. The Board of Directors of EPACK Durable Limited shall have the authority to amend, modify, or update this Policy, as may be necessary, from time to time. This Policy shall remain valid and in force on an ongoing basis from the date of its approval and shall continue to remain effective unless revoked by the Board of Directors.

7. Version Control

Version	Description	Date
Version 1	Sustainable Procurement Policy	August 11, 2026