

# **Technical Standard – Supplier and Contractor Management**

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**Vedanta Resources Plc**

**Sustainability Governance System**


**Technical Standard**

**Supplier and Contractor Management**

## Technical Standard – Supplier and Contractor Management

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# Technical Standard – Supplier and Contractor Management

## 1. INTRODUCTION

The purpose of this Technical Standard is to ensure that Vedanta develops productive and lasting working relationships with our suppliers and contractors and that we manage the activities of contractor employees in a way that ensures the health and safety of them, Vedanta employees and others; and that supports our policies in relation to sustainability and protection of the environment. This Standard supports Vedanta’s *Supplier and Contractor Management Policy*.

## 2. SCOPE

This Technical Standard is mandatory and applies to all Vedanta subsidiaries, operations and managed sites, including new acquisitions, corporate offices and research facilities and to all new and existing employees, contractor employees (working on Vedanta Group sites and transport contractor employees carrying Vedanta products) and suppliers. This Standard is applicable to the entire operation lifecycle (including exploration and planning, evaluation, operation and closure).

## 3. DEFINITIONS

Definitions of key terms used in this document are shown in the following table.

Term	Definition
Competent Person	An individual who has the necessary and sufficient knowledge, skills and experience, as well as the necessary experience to complete their responsibilities safely, effectively and consistently.
Contractor	Any third-party organisation which is engaged or commissioned by Vedanta to undertake work or provide services.
Contractor employee	An employee of a contracted company engaged or commissioned by Vedanta to undertake work or provide services, but who are not directly employed by Vedanta. For example, contractor employees working on Vedanta operations, persons working for Vedanta through staff/employment agencies, contract cleaners etc.
Environmental and Social Management System	The structured framework that provides the arrangements for managing the environmental, health, safety and social aspects through the lifetime of the project.
Environmental Social Impact Assessment (ESIA)	A formalised process designed to identify, assess and document environmental and social impacts associated with a project, along with the mitigation measures and management arrangements for ensuring such measures are implemented.
Grievance	A concern or complaint raised by any stakeholder either affected by or interested in company operations. Both concerns and complaints can result from either real or perceived impacts of a Company’s operations.
ICMM (International Council on Mining and Metals)	The International Council on Mining and Metals (ICMM) was established in 2001 and seeks to drive performance improvement through its members which comprise 20 mining and metals companies, as well as 30 national and regional mining associations

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Term	Definition
	and global commodity associations.
IFC (International Finance Corporation)	Member of the World Bank that finances and provides advice to private sector ventures and projects in developing countries.
Operation(s)	A location or activity that is operated by a Vedanta Company and is part of the Vedanta Group. Locations could include mines, refineries, ports or transportation activities, wind farms, oil and gas development sites, offices including corporate head offices, and research and development facilities.
Pre-qualification	Screening process undertaken to establish the suitability of a supplier or contractor to undertake certain activities or tasks.
Stakeholder	Persons or groups that are directly or indirectly affected by a project as well as those that may have interests in a project and/or the ability to influence its outcome, either positively or negatively. This can refer to shareholders, lenders, employees, communities, industry, governments and interested third parties.
Stakeholder Engagement	<p>An umbrella term encompassing a range of activities and interactions between Vedanta and its stakeholders over the life of a project that are designated to promote transparent, accountable, positive, and mutually-beneficial working relationships.</p> <p>Stakeholder engagement includes stakeholder identification and analysis, information disclosure, problem/conflict anticipation and prevention, ongoing consultation, formation of partnerships, construction of grievance resolution mechanisms negotiated problem solving, employee involvement in project monitoring, regular reporting forums and procedures, and other related management activities.</p>
Subcontractor	A contractor directly engaged or commissioned by a principal contractor to undertake work on behalf of Vedanta.
Supplier	A third party that supplies products, equipment, services or utilities to a Vedanta Company; „supplier“ is distinguishable from a „contractor“ which provides people to deliver work or provide a service.
Supply chain	The movement of materials as they flow from their source to the end customer. Supply Chain includes purchasing, manufacturing, warehousing, transportation, customer service, demand planning, supply planning and management. It is made up of the people, activities, information and resources involved in moving a product from the supplier to customer (the customer being Vedanta).
Vedanta Company	A subsidiary of Vedanta Group either fully or majority owned that has its own management structure (e.g. Hindustan Zinc Limited? Vedanta Aluminium Limited, Sterlite Industries limited, etc.)

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### 4. PROGRAMME REQUIREMENTS

This Standard aims to define the minimum processes that need to be established to manage sustainability risks associated with the procurement of products and equipment and the procurement of contract services. The sustainability risks associated with products and services that Vedanta and its subsidiaries commission will depend on the nature and complexity of the contract and activities being undertaken. The requirements described below shall be followed by all Vedanta subsidiary companies and operations with regards to the management of suppliers and contractors.

#### 4.1. General Requirements

- a) Vedanta Group and operations shall ensure that the requirements of this Technical Standard are adhered to as part of the procurement of products and equipment and the procurement of contract services to ensure that environmental, social, safety and health impacts are systematically considered in all business supplier and contractor decision-making processes.
- b) All Vedanta operations shall ensure that suppliers and contractors are assessed and evaluated as part of the procurement process prior to approval.
- c) Vedanta operations shall be proactive in ensuring all approved suppliers and contractors adopt Vedanta sustainability policies and procedures including Vedanta's Mission, Code of Conduct, Policies, Management Standards and Technical Standards.
- d) For new projects, the contractor management programme shall also meet the requirements of the *New Projects, Planning Processes and Site Closure Management Standard*.
- e) Supplier and contractor management programmes shall also meet the requirements of the *IFC Performance Standards*. These requirements are summarised as follows:
  - *Performance Standard 1 – Assessment and Management of Social and Environmental Risks and Impacts*. This includes consideration of the role and capacity of contractors and suppliers in projects at the ESIA stage to the extent that they could pose a risk to Vedanta projects. The roles impact and risks of key suppliers will be considered where the resource utilised by a proposed project is ecologically sensitive, or in cases where low labour cost is a factor in the competitiveness of the service being supplied. Vedanta will be expected to work with key suppliers to propose mitigation measures proportionate to identified risks. Vedanta shall also train contractor employees who have direct responsibility for activities relevant to the project's social and environmental performance, so that they have the knowledge and skills necessary to perform their work, including current knowledge of the host country's regulatory requirements and the applicable requirements of IFC Performance Standards.
  - *Performance Standard 2 – Labour and Working Conditions*. Vedanta shall provide a safe and healthy work environment to contractor employees and ensure comparable practices from key off-site contractors and suppliers. Contract specifications for contractors providing workers on Vedanta operations should include provisions that they meet the occupational health and safety requirements of Vedanta, both to satisfy the requirements of Performance Standard 2 and to minimize risk and liability to Vedanta. Vedanta will use commercially reasonable efforts to: (i) ascertain that contractors are reputable and legitimate enterprises; and (ii) require that contractors have appropriate

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management systems in place to apply the requirements of this Performance Standard. The adverse impacts associated with supply chains will be considered where low labour cost is a factor in the competitiveness of the item supplied. Vedanta will inquire about and address child labour and forced labour in its supply chain. Vedanta should address labour issues during the undertaking of ESIA's, particularly those issues specified in Performance Standard 2, through its supply chain, by exercising control and influence over the supplier of materials and items, commensurate with the level of risks and impacts. In relation to the workers engaged by third parties (e.g. contractors in the case of this Technical Standard), Vedanta will establish policies and procedures for managing and monitoring the performance of these third-party employers in relation to this Performance Standard. Vedanta shall ensure workers engaged by third parties have access to appropriate grievance mechanisms and where third parties do not have such mechanisms, Vedanta shall extend its own grievance mechanism to third party workers (see also *Grievance Mechanisms Technical Standard*).

- *Performance Standard 4 – Community Health, Safety and Security.* Vedanta will prevent or minimize transmission of communicable diseases that may be associated with the influx of temporary or permanent project labour. Contractor action can also have significant health impacts in relation to two key areas: (1) transmission of Sexually Transmitted Infections (STIs), including HIV/AIDS; and (ii) accidents and injuries (e.g. long-haul truckers have significantly higher rates of STIs than the host communities). Vedanta shall carefully consider the use of specific education and training programs for transport contractors.
- *Performance Standard 6 – Biodiversity Management.* Vedanta shall have checks in place to ensure that the production of primary products such as fibres, wood, food, and other materials procured by Vedanta for use in its operations is not associated with habitat destruction and biodiversity loss. Indirect impacts on biodiversity in Vedanta's supply chain have the potential to pose a significant reputational risk to the company. Vedanta shall therefore assess the potential for supply chain risks during the procurement of different commodities and should have systems and verification processes to evaluate all primary suppliers or suppliers of high-risk commodities. These systems and processes shall (i) identify where the commodity is being sourced from and the habitat type in this area; (ii) allow for on-going reviews of primary supply chains; and (iii) ensure that products are only procured from suppliers that are able to demonstrate good environmental practice (e.g. through environmental certification that demonstrates good environmental management and ensures there is no contribution to the conversion of natural and/or critical habitats). Vedanta shall work with its suppliers to encourage and assist them in reducing risks related to habitat conversion or loss and negative biodiversity impacts.

### 4.2. Screening

- a) The initial evaluation of a potential supplier or contractor shall include a desk-based screening exercise in order to assess and identify potentially significant sustainability-related issues that could impact the procurement of a supplier or contractor. The objective of the exercise is to identify and report sustainability issues relating to a supplier or contractor which may be the subject of current interest and concern to key third party stakeholders such as regulators, non-governmental organisations (NGOs), former customers, opinion formers, and broader industry/sector trends. This screening exercise should, as a minimum, include a search/review of the information provided in the screening checklist provided in *Annex A*.

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- b) The desk-based screening exercise shall consult secondary sources of information including but not limited to: internet-based searches; company sustainability/corporate responsibility reports; proprietorial information; academic research papers and publications; archives, museums and libraries (public and/or private); and applicable plans, studies, or assessments prepared by relevant government authorities or other parties (including other customers who have used the supplier/contractor). Internet searches should include reference to websites associated with regulatory authorities, national and local media, NGOs and sector-specific websites.

### 4.3. Pre-Qualification and Selection

- a) Vedanta Group and operations shall ensure that a fair, proper and transparent supplier and contractor pre-qualification, selection and approval process is in place. The process shall include a request for references and supporting information in relation to the supplier's or contractor's competency, and ability to undertake the work or supply services and manage sustainability-related issues. Vedanta shall also communicate its sustainability expectations to suppliers and contractors during the pre-qualification stage through pre-qualification, tender or request for proposal documents.
- b) The pre-qualification, selection and approval process shall apply to all contractors and sub-contractors (where the latter are employed by contractors). Where sub-contractors are used, Vedanta operations shall ensure that all relevant sub-contractor information is provided to the Vedanta contract manager by the contractor who has been directly commissioned by Vedanta.
- c) A contractor selection questionnaire should be completed by each supplier and contractor and retained by the Vedanta operation for future reference. The selection questionnaire should be appropriate to the type of service being supplied or work to be contracted e.g. "high risk" activities such as construction or demolition at a location will require contractors to meet a more stringent set of requirements and conditions.
- d) Vedanta operations shall ensure completed supplier and contractor selection questionnaires and requested documentation are evaluated by a competent Vedanta person who is trained and authorised to evaluate and approve, or reject, suppliers or contractors, based on the responses and information provided. A list of clear „acceptability criteria“ should be developed to facilitate this process.
- e) Where contractors are required to undertake activities on behalf of Vedanta, copies of relevant supporting documentation which set out the activities to be undertaken, how the activities will be undertaken, the risks associated with the activities, and what controls and precautionary measures will be put in place to mitigate those risks, shall be requested by the Vedanta operation.

Key documents to be submitted by a contractor should include (but not be limited to) the following:

- method statements;
- risk assessments;
- contractor qualifications and experience;
- contractor employee qualifications and experience; and
- valid insurance certificates.



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- f) Vedanta operations shall ensure additional sustainability-related information is requested which confirms the sustainability (e.g. environment, health, safety and social) performance of the supplier or contractor. This may include references from previous customers, previous sustainability performance data, training programmes, management systems in place to manage sustainability issues, audit reports and confirmation of third-party certification or accreditation.
- g) Vedanta operations shall ensure only authorised personnel can commission suppliers and contractors.
- h) Once a supplier or contractor has been approved and a contract is being drafted, Vedanta operations shall ensure that the contract, or equivalent formal document, specifies minimum sustainability requirements associated with the supplier or contractor service/activity being provided. This will include, but is not limited to, the following:
- An assigned Vedanta representative to act as the point of contact for the supplier/contractor;
  - An assigned supplier or contractor representative to act as the point of contact for Vedanta;
  - Induction training and additional training as required;
  - Overview of equipment and materials to be used in the case of contractors bringing these onto Vedanta operations;
  - Arrangements for the generation, storage, handling and disposal of wastes generated by contractors;
  - Communication arrangements between Vedanta and the supplier/contractor during the course of the contract, including arrangements for the sharing of relevant information;
  - Roles and responsibilities that are clearly defined and agreed by all parties; and
  - Welfare arrangements;
  - Security arrangements;
  - Incident/accident/near-miss reporting requirements;
  - Grievance procedures;
  - Performance targets and expectations;
  - Audit and check frequency and requirements; and
  - Arrangements associated with the provision and use of personal protective equipment (PPE), if applicable.
- i) A list of approved suppliers and contractors that have been formally approved through a pre-selection process should be maintained on file by the Vedanta operation and communicated to those employees who are authorised to engage/commission suppliers and/or contractors.

### 4.4. Contractor Engagement on Vedanta Operations

- a) Vedanta operations shall ensure a contractor manager and single point of contact is assigned and communicated to the contractor for the course of the contract. The Vedanta point of contact must ensure that the contractors undertake their work in a manner not to impact the health and safety of themselves or others, not to impact the environment and not to impact local communities especially where migrant labour is used (Code of Conduct etc.).

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- b) The assigned Vedanta contractor manager shall be responsible for ensuring that all relevant information, instruction, training and supervision that is required by contractors to perform their work safely and to minimise impacts to Vedanta employees, third parties, property, equipment and the environment is provided.
- c) Vedanta operations shall ensure that all suppliers and contractors are provided with an induction that is appropriate to the task and also meets the requirements of the *Competency, Training and Awareness Management Standard*. Inductions for contractors will include an outline of their role, responsibilities, the site and associated risks. Inductions will be maintained and delivered consistently by competent personnel and should cover as a minimum:
  - Induction to Vedanta Group and operation Codes of Conduct, sustainability policies, Standards and systems; roles and responsibilities, including requirements and risks associated with the role; expectations and responsibilities. The induction shall also emphasise that all suppliers and contractors shall abide by the above Vedanta Group and operation requirements; and
  - Induction to site (or location), including site orientation, site rules and no-go areas; emergency procedures and medical facilities; site hazards and risks and associated risk controls; incident reporting procedures; permit to work procedures; signing in and out and security procedures; drug and alcohol policies; vehicle arrangements.
- d) Vedanta operations shall ensure that induction training is provided and that attendance on the training is recorded and that the contractor employees sign to say that they have received the training.
- e) Where identified by Vedanta as being required, contractor employees will be directly supervised by competent Vedanta personnel until such time that the contractor employee is deemed by Vedanta to be competent to work unsupervised.

### 4.5. Contractor Materials/Tools and Equipment

- a) Vedanta operations shall ensure that materials and equipment/tools being brought onto a Vedanta Operation by a contractor or its employees are appropriate for the tasks being undertaken and do not introduce additional hazards and risks to Vedanta employees, third parties, property, equipment or the environment (e.g. incompatible electrical equipment, which could represent an ignition source in a flammable or explosive atmosphere; hazardous substances etc.).
- b) Relevant information on the tools and equipment being brought onto an operation shall be made available by the contractor to Vedanta. Relevant information should include (at a minimum) material safety data sheets (MSDSs), requirements for additional PPE or control measures and other manufacturer information as appropriate. Where equipment and/or materials are brought onto a Vedanta operation they shall be checked and periodically reviewed and/or inspected to ensure that they conform to Vedanta standards. The review of contractor materials shall ensure that hazardous materials do not introduce additional hazards or risks and do not exceed maximum permissible quantities under applicable legislation.
- c) Vedanta operations shall ensure appropriate information is provided to suppliers and contractors related to the activity to be undertaken and the potential sustainability hazards

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and risks to which supplier or contractor employees might be exposed during the course of supplier or contractor activities being undertaken.

- d) Appropriate controls shall be in place to ensure that wastes, surplus materials and redundant equipment associated with contractor activities are stored, transported and disposed of in an appropriate manner and that meets regulatory requirements.

### 4.6. Permit to Work

- a) Vedanta operations shall implement an effective permit to work system for contractors undertaking hazardous/high-risk activities or where they are working in hazardous areas of a Vedanta operation.
- b) Permits are to be completed and issued by a competent Vedanta employee to those contractors involved in the activity or working in a particular area. The permit shall ensure there is a record that the hazards have been identified and the risks assessed; controls identified; appropriate equipment, procedures and PPE adopted; emergency response arrangements confirmed; and permit surrender and closure procedures have been communicated.

### 4.7. Contractor Accommodation

- a) In accordance with *IFC Performance Standard 2* and the associated Guideline on Workers Accommodation, where a Vedanta operation or principal contractor provides accommodation for contract workers, the accommodation shall be appropriate for its location and be clean, safe and, at a minimum, meet the basic needs of workers. In particular, the provision of accommodation shall meet national legislation and international good practice in relation, but not restricted, to the following:
  - the practice for charging for accommodation;
  - the provision of minimum amounts of space for each worker; provision of sanitary, laundry and cooking facilities and potable water;
  - the location of accommodation in relation to the workplace; any health, fire safety or other hazards or disturbances and local facilities; and
  - the provision of first aid and medical facilities; and heating and ventilation.
- b) Workers' freedom of movement to and from the provided accommodation shall not be unduly restricted.
- c) Building material shall be suitably inflammable, have smoke and fire alarms fitted and include other safety checks to prevent fire.

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### 4.8. Inspections and Monitoring

- a) Supplier and contractor activities and performance shall be regularly inspected, subject to audits and checks and monitored to ensure the suppliers and contractors are working in accordance with the agreed contract and scope of work and performance expectations.
- b) Issues identified from check, audits and inspections shall be recorded, action(s) to address the issues agreed with the supplier or contractor and closure of actions assured at the appropriate time by the Vedanta contract manager.
- c) The Vedanta contract manager shall communicate to contractors the need to report all incidents (and near misses) to Vedanta and in accordance with the requirements as set out in the *Incident Reporting and Investigation Management Standard*.
- d) The Vedanta contract manager shall communicate to contractors the need to contribute to, or participate in, Vedanta incident investigations in the event of an incident occurring related to contractor activities being undertaken.

### 4.9. Supplier and Contractor Review

- a) Regular review meetings should be held between the Vedanta contract manager and Vedanta operational management to discuss supplier and contractor sustainability (including environmental, health, safety and social) performance in relation to requirements as set out in the contract, progress against set targets and incident data associated with supplier and contractor activities.
- b) Additional review meetings shall be held on a regular basis with the supplier or contractor company to feedback the results of performance reviews, including areas of good performance and highlighting areas requiring improvement.
- c) Should supplier or contractor reviews indicate that performance is considered to be unacceptable by Vedanta standards, the supplier or contractor should be given the opportunity to demonstrate improved competency by putting key actions in place; if performance continues to be unacceptable, the supplier or contractor shall be removed from the supplier/contractor approval list.
- d) On short term contracts, feedback meetings with suppliers or contractors shall be held upon completion of the work/project/contract, or more frequently if required.

### 4.10. Change Management

- a) Vedanta shall ensure that a change management process is in place in relation to supplier and contractor management, which meets the requirements of the *Management of Change Management Standard*. This shall include processes to deal with changes relating to the following:
  - Vedanta operations or activities;
  - Assigned Vedanta contract managers and pre-selection personnel;

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- Approved supplier or contractor companies and/or point of contact or other key personnel;
- Contractor materials and equipment (e.g. new hazardous chemicals);
- Contractor activities considered as being out of scope of the agreed contract;
- Regulations that could impact the use of approved suppliers or contractors; and
- Communication and engagement processes.

### 4.11. Supplier and Contractor Management System

- b) Vedanta shall design, create and implement or otherwise adapt an existing environmental, health, safety and social management system that is appropriate to risks identified by Vedanta to incorporate the requirements in this Standard as summarised in the following:
- Arrangements (pre-qualification and selection, roles, responsibilities, schedule) for managing suppliers and contractors;
  - Mitigation measures, as detailed in supplier and contractor contracts, for managing positive and negative impacts associated with supplier and contractor activities;
  - Maintaining critical documentation (e.g. contracts, technical information, method statements, risk assessments) supplied by suppliers and contractors;
  - Provision of induction and training requirements;
  - Management of change processes;
  - Permit to work requirements;
  - Clear and documented communication, consultation and engagement processes and arrangements;
  - Grievance mechanism; and
  - Mechanisms for monitoring, reporting on and reviewing contractor performance and management.

### 4.12. Supply chain

- a) Vedanta operations shall identify material supplies/suppliers in terms of sustainability impact and consider how they can work with the key suppliers to reduce sustainability impacts. This may include identifying raw material products with the most significant impact and determining risk reduction methods in collaboration with the supplier, such as energy efficiency programmes, raw material substitution, alternate packaging strategies including take-back, alternate transport strategies etc.

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- b) In accordance with *IFC Performance Standard 2*, Vedanta operations shall monitor their primary supply chain on an ongoing basis in order to identify any significant changes in its supply chain and if new risks of child and/or forced labour are identified, Vedanta shall take appropriate steps to remedy them.
- c) In accordance with *IFC Performance Standard 2*, where there is a high risk of significant issues related to workers employed by a primary supplier, Vedanta operations will introduce procedures and mitigation measures to ensure that primary suppliers within the supply chain are taking steps to prevent or to correct life-threatening situations.
- d) In accordance with *IFC Performance Standard 6*, where there is a risk that the procurement of certain materials is associated with adverse impacts on biodiversity and ecosystem impacts for example through habitat and species loss and land use change, Vedanta operations shall introduce systems and verification practices such that primary suppliers can be evaluated, and indirect impacts reduced as far as possible.

### 5. ROLES AND RESPONSIBILITIES

Vedanta Resources, subsidiaries, businesses, operations and sites shall ensure that roles and responsibilities for implementing and complying with this Standard are allocated. Key responsibilities shall be included in job descriptions, procedures and/or other appropriate documentation.

### 6. COMPLIANCE AND PERFORMANCE

Each Vedanta operation shall ensure it complies with the requirements of this standard. Performance against meeting the requirements of this Standard shall be assessed periodically, documented and, where required, reported to Vedanta Group. The assessment of performance shall include setting and reporting on key performance indicators (KPIs) where these have been established at Vedanta Group, Company or local level. The evaluation of performance shall include, as a minimum, confirmation that:

- A supplier and contractor approval process are in place.
- Selection questionnaires have been completed by suppliers and contractors prior to approval and these are held on record.
- Assigned Vedanta personnel who evaluate and approve suppliers and contractors have the appropriate competency levels.
- Supplier and contractor contracts include documented sustainability requirements and expectations.
- Supplier and contractor pre-qualifying information (including method statements, risk assessments etc.) is maintained on record for future reference.
- A list of approved suppliers and contractors is maintained on record and has been communicated to employees engaging/managing suppliers and contractors.

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- A Vedanta contractor manager has been appointed for the course of each contract.
- Supplier and contractor inductions (and any additional training requirements) have been completed and are maintained on record.
- Inspections and audits of contractors and any issues identified have been recorded and communicated to the contractor.

### 7. SUPPORTING INFORMATION

Reference	Description
ICMM (International Council of Mining and Metals)	The ICMM has produced and published good practice guidance on a range of health, safety, environment and community issues relating to mining.  <a href="http://www.icmm.com/library">http://www.icmm.com/library</a>
International Finance Corporation Performance Standards Guidance Notes	The IFC has published Guidance Notes to guide the implementation of the full range of performance standards. These are available on the website. The guidance is currently being updated and draft versions (V4) are available however these have not yet been finalised and formally published.  <a href="http://www.ifc.org/ifcext/sustainability.nsf/Content/PerformanceStandards">http://www.ifc.org/ifcext/sustainability.nsf/Content/PerformanceStandards</a>
IFC Guidance Note: Aug 2009	Workers" accommodation: processes and standards. A guidance note by IFC and the EBRD.  <a href="http://www.ifc.org/ifcext/sustainability.nsf/AttachmentsByTitle/p_WorkersAccommodation/\$FILE/workers_accomodation.pdf">http://www.ifc.org/ifcext/sustainability.nsf/AttachmentsByTitle/p_WorkersAccommodation/\$FILE/workers_accomodation.pdf</a>

### 8. REVIEW

This Technical Standard shall be periodically audited and reviewed to determine its accuracy and relevance with regard to legislation, education, training and technological changes. In all other circumstances, it shall be reviewed no later than 12 months since the previous review.

### 9. RELATED DOCUMENTATION

A summary of the references and supporting documents relevant to this document is provided in the following table.

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Doc. Ref.	Document name
	Vedanta Code of Conduct
POL 05	Supplier and Contractor Management
MS 06	Competency, Training and Awareness
MS 07	Management of Change
MS 11	Incident Reporting and Investigation
TS 04	Grievance Mechanisms
TS 07	Biodiversity Management



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## Annex A

### Supplier and Contractor Screening Checklist

A desk-based screening exercise should be undertaken in order to assess and identify potentially significant sustainability-related issues that could impact the procurement of new suppliers and contractors. The following checklist provides a list of the minimum information that must be reviewed, and the checklist completed and should be used as a starting point for the suppliers and contractors screening exercise.

<b>Subject</b>	<b>Criteria/Material/Significant Issues</b>	<b>Yes</b>	<b>No</b>
<i>Approved supplier/contractor</i>	Has the supplier/contractor already been refused or omitted from a Vedanta approved supplier/contractor list?		
<i>Reputation (NGOs, media)</i>	Does the supplier/contractor have a poor public reputational image as reported in the public domain by NGOs or by national media?		
<i>Reputation (customers)</i>	Does the supplier/contractor have a poor reputational image as reported by other customers that have commissioned their services?		
<i>Bribery and corruption</i>	Are there identified bribery and corruption issues associated with the supplier/contractor's activities/operations?		
<i>Licensing/Permitting</i>	Does the supplier/contractor have significant issues associated with current or future licensing/permitting requirements?		
<i>Regulator Involvement</i>	Are there identified regulator issues (e.g. court cases/prosecutions/compensation claims etc.) associated with the supplier/contractor's activities/operations?		
<i>Insurance</i>	Are there concerns associated with the supplier/contractor not having the appropriate insurance in place?		
<i>Supply Chain/Product Stewardship</i>	Are there identified supply chain and product stewardship issues associated with the supplier/contractor?		
<i>Subcontracting</i>	Does the supplier/contractor subcontract out its service rather than use its own employees?		
<i>Sustainability management systems</i>	Are there identified issues associated with poor sustainability-related management systems?		
<i>Environment</i>	Are there potential significant environmental concerns (e.g. biodiversity, water, waste, air quality, land contamination etc.) associated with the activities of the supplier/contractor?		
<i>Safety</i>	Are there potential significant safety concerns (e.g. poor fatality record) associated with the activities of the supplier/contractor?		
<i>Health</i>	Are there potential significant health concerns (e.g. poor health exposure) associated with the activities of the supplier/contractor?		
<i>Labour Conditions</i>	Are there potential significant concerns relating to labour conditions associated with the activities of the supplier/contractor?		
<i>Child labour</i>	Are there potential significant issues associated with child labour associated with the activities of the supplier/contractor?		
<i>Human Rights</i>	Are there potential significant human rights issues (including grievances/complaints) associated with the activities of the supplier/contractor?		
<i>Other Social Issues</i>	Are there potential significant social issues (e.g. cultural heritage, land resettlement, indigenous peoples etc.) associated with the activities of the supplier/contractor?		