

Policy: Purchase Guidelines 2.0

PL No. – 71

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Applicability – All Employees on Company Roll

Total Number of Pages – 1

The following policy is to be followed by everyone at all locations without any failure. No justifications of any kind will be entertained after the issue of this policy and all violations will be treated as breach of trust and breach of this policy. This policy is made after recent series of events, considering that it is very difficult to be 100% impartial in a situation where a person has personal stake or interest in one of the parties. It may happen that this policy may block the efforts of some staff which were totally in favor of company, however the risk is far bigger than the benefits. So this policy is to be used fully by everyone in the company.

- 1- Everyone who is into any type of purchase or approval of any type of purchase shall not entertain or engage in purchase via any shop or company or organization in which they have any kind of ownership or control or partnership.
- 2- Everyone who is into any type of purchase or approval of any type of purchase shall not entertain or engage in purchase via any shop or company or organization in which their family members or relatives are having any stakes.
- 3- The decision to purchase/procure anything from any party shall be done solely based on the need of the material, highest quality, lowest prices, prompt delivery of goods & services and good industry image of the shop/company/organization.
- 4- It is expected that those who have the responsibility to do the purchase or approve it or to influence it, shall work solely from the point of view that all purchases shall be done in favor of the company and the interest of company only.
- 5- No staff at any level will try or will influence those in purchase to favor any particular party or to do purchase from any particular party.
- 6- Everyone who is into any type of purchase or approval of any type of purchase shall not favor any particular party. They shall operate freely without any bias or influence or prejudice.
- 7- Everyone who is into any type of purchase or approval of any type of purchase shall not seek or obtain any type of favors, help, gifts from any vendor of any nature.
- 8- Everyone who is into any type of purchase or approval of any type of purchase shall create and maintain multiple type of supplier for the same type of item/service being supplied.
- 9- At the end of the day every staff (Even those who go outside for petty purchase at a very junior level) are representing the company and when they do so, they shall have the mindset that they are custodians of the funds and reputation of the company. Company have placed it's trust in them and they must keep it intact, what may come.

ok Approved
Written By

Head – HR



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Approved By

Management