



# HPL ADDITIVES LIMITED





# GREEN PROCUREMENT POLICY

## HPL ADDITIVES LIMITED

Document No.: HPL/PROC/POL/01

Issue Date: 15/09/2025

Issue No.: 01

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### 1. Introduction

HPL Additives Limited (HPL) is a prominent manufacturer in the Polymer Additives and Specialty Chemicals industry. Founded in 1964 as India's first producer of Chemical Blowing agents, HPL has steadily expanded its portfolio to include Antioxidants for plastics, Azo-initiators, Chain Extenders, Cross-linking Agents, Water Treatment Chemicals, Hydrazine Hydrate and other Hydrazine derivatives. With four world-class manufacturing plants (three in Faridabad/Palwal, Haryana and one in Derabassi, Punjab) that are DCS controlled and equipped with state-of-the-art instrumentation, HPL ensures reliable, **safe** operating conditions and environmental protection at all its facilities. Technology and innovation drive HPL's growth – all process technologies are developed in-house through a robust R&D program recognized by the Department of Scientific & Industrial Research, Government of India. HPL's commitment to quality is reflected in its ISO 9001 certification (held since 1997) and best-in-class manufacturing practices, which ensure controlled processes, continuous improvement through corrective/preventive actions, and product excellence.

HPL believes in sustainable and a socially responsible business and has installed an EMS, certified under ISO : 14001 in 2001. As a step forward in its commitment to provide a safe and healthy work environment to all, HPL has complied with and obtained OHSAS : 18001 certifications in 2006. ISO 50001 (EnMS) and SA 8000 certification is in progress.

Sustainability and Responsibility are core to HPL's values. HPL continuously strives to enhance its net positive impact on the environment and society through initiatives that reduce greenhouse gas emissions, improve resource efficiency, and build a sustainable supply chain. In alignment with global frameworks such as the United Nations Sustainable Development Goals (SDGs) and the 10 Principles of the UN Global Compact (UNG), HPL integrates Environment, Social, and Governance (ESG) considerations into its operations. With a strong presence in both domestic and international markets (exports contributing ~50% of turnover across 49 countries), HPL believes that its success is a result of not only its people, technology, and products, but also the ethical and sustainable practices of its partners.

### 2. Scope

This policy applies to **all** HPL employees, contract staff, procurement associates, and any third parties engaged in purchasing on behalf of HPL across all locations and business units, globally.



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It covers the full procurement cycle from supplier pre-qualification and selection through to contract management, usage, and end-of-life considerations.

### 3. Sustainable Procurement Commitment

HPL is committed to ensuring that procurement decisions deliver positive environmental and social outcomes while supporting ethical and commercially sound practices. Our commitment is anchored in the following pillars:

#### 3.1 Environmental Stewardship

We will preferentially source from suppliers who:

- Use renewable, bio-based, or recycled inputs and packaging.
- Operate energy- and resource-efficient processes that minimize greenhouse gas emissions.
- Implement robust waste minimization, hazardous waste handling, and circularity initiatives.
- Demonstrate effective water stewardship, including reduction, reuse, and responsible discharge.

#### 3.2 Labor Practices & Human Rights

We expect our supply chain partners to:

- Comply with applicable national and international labor laws on wages, hours, benefits, and freedom of association.
- Provide safe and healthy workplaces, proactively managing occupational health and safety risks.
- Prohibit child labor, forced or bonded labor, modern slavery, and human trafficking.
- Uphold non-discrimination and equal opportunity, fostering diversity, equity, and inclusion.



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### 3.3 Fair Trade & Ethical Sourcing

Wherever feasible, HPL will source from suppliers that follow fair trade principles—ensuring equitable compensation, capacity building for small producers, and the absence of exploitation.

### 3.4 Supplier Partnership & Development

We will engage suppliers through training, dialogue, and capability-building initiatives to help them meet or exceed HPL's sustainability expectations. Performance will be periodically evaluated and improvement plans agreed where gaps exist.

## 4. Quantitative Targets

Using FY 2023 as the baseline, HPL sets the following measurable objectives:

### Environmental Procurement Targets

1. By FY 2026, **90%** of strategic suppliers to meet HPL's environmental sustainability criteria (as per the Supplier Scorecard).
2. Achieve a **15% reduction** in supply chain Scope 3 emissions (categories related to purchased goods & services and upstream transport) by FY 2028.
3. Increase procurement of renewable/recycled-content materials by **25%** by FY 2028.

### Labor & Human Rights Targets

1. Conduct due diligence/audits for **100% of high-risk suppliers** on labor and human rights by FY 2025.
2. Ensure **100% supplier compliance** with HPL's Code of Conduct on fair wages, working conditions, and non-discrimination by FY 2026.

### Ethical & Fair Trade Targets

1. Ensure that **60%** of purchases from developing regions align with recognized fair trade or equivalent ethical sourcing standards by FY 2026.

## 5. Action Framework

To realize the above commitments, HPL will implement the following:



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### 5.1 Supplier Assessment

- Conduct comprehensive assessments (desk reviews, site visits, third-party certifications) for environmental, social, and governance (ESG) performance.
- Use a risk-based approach focused on commodity type, geography, and spend criticality.

### 5.2 Supplier Code of Conduct

- Maintain and periodically update an HPL Supplier Code of Conduct covering environment, labor, human rights, ethics, and governance.
- Require all suppliers to acknowledge and comply with the Code as a condition of doing business.

### 5.3 Capacity Building & Collaboration

- Offer workshops/webinars on energy efficiency, emission reduction, waste minimization, and responsible labor practices.
- Encourage joint improvement projects, data sharing, and innovation pilots (e.g., recycled packaging, solvent recovery).

### 5.4 Audits & Corrective Actions

- Perform scheduled and surprise audits of high-risk suppliers.
- Issue corrective action plans (CAPs) for any non-conformance, with clear deadlines and follow-up verification.
- Reserve the right to suspend or terminate relationships in cases of persistent non-compliance.

## 6. Roles and Responsibilities

### Chief Procurement Officer / Head – Supply Chain:

Owes overall policy deployment, ensures procurement strategies are aligned with sustainability objectives.



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### Sustainability & Compliance Team:

Defines criteria, tools, and KPIs; supports assessments and audits; reviews performance data and recommends improvements.

### Category / Procurement Managers:

Integrate sustainability parameters into sourcing decisions, contracts, and supplier negotiations; engage suppliers on continuous improvement.

### Suppliers & Contractors:

Comply with HPL's policies and legal requirements, provide accurate ESG data, and cooperate during assessments and audits.

### All Employees Involved in Procurement:

Complete required training, apply this policy in daily decisions, and report suspected violations through established channels.

## 7. Monitoring and Reporting

- Supplier Performance Dashboards:** Periodic dashboards summarizing supplier ESG scores, risk ratings, audit findings, and progress against targets.
- Audit & CAP Reports:** Documented outcomes of audits and status of corrective actions, reviewed by the Sustainability & Compliance Team.
- Management Review:** Annual review by senior leadership to evaluate effectiveness and resource needs.

## 8. Communication and Transparency

- This policy will be published on the HPL website and communicated to all relevant internal and external stakeholders.
- Procurement staff will receive periodic training on sustainable procurement principles and application tools.
- HPL will disclose progress on key procurement sustainability metrics through its sustainability/ESG reports.



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### 9. SDGs Covered

The policy advances the following United Nations Sustainable Development Goals (SDGs):

- **SDG 8:** Decent Work and Economic Growth
- **SDG 10:** Reduced Inequalities
- **SDG 12:** Responsible Consumption and Production
- **SDG 13:** Climate Action
- **SDG 16:** Peace, Justice and Strong Institutions



### 10. Review

This policy will be reviewed annually by the Board or its delegated committee. The review will consider progress toward targets, evolving legislation, stakeholder expectations, and best practices. Updates will be communicated to all employees and suppliers.



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Approved By: Umesh Anand

Designation: Managing Director

Signature : umesh anand



Last Review Date: 15 /09/2025

Next Review Date: 15/09/2026

### Buyer /Supplier/ Employee Acknowledgment: Green Procurement Policy

#### HPL ADDITIVES LIMITED

I acknowledge that I have received, read, and understood HPL's Green Procurement Policy. I agree to comply with this policy in all procurement-related activities and to champion sustainability principles in my interactions with suppliers. I will promptly report any suspected violations through the prescribed channels.

Name: \_\_\_\_\_

Signature: \_\_\_\_\_

Date: \_\_ / \_\_ / 20\_\_

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Approved By: Umesh Anand

Designation: Managing Director

Signature : Umesh Anand

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Name: Mandar Gaikwad  
Signature: [Signature]  
Date: 28/11/2025





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Designation: Managing Director

Signature :



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Name: Amil D. Mishra

Signature:

Date: 27/11/2025

