

## **SUBCONTRACTOR / OUTSOURCING POLICY**

We, at Vamani Overseas Pvt. Ltd. adhere with a predefined Outsourcing policy. Before planning any outsourcing, VOPL first identify its own internal standards for everything it does. For any outsourcing, Vamani overseas pvt.ltd has its own policies and procedures that can frame the requirements for its external suppliers and their supply chains.

Vamani Overseas Pvt. Ltd. (VOPL) Internal auditor's team will visit subcontractor's site to validate VOPL/Client requirements. Subcontractor has to meet all Zero tolerance issues before coming on board. For issues other than zero tolerance proper report will be issued and corrective action plan will be developed. The subcontractor has to adhere to timelines mentioned in the corrective actions plan for completion of work and must submit the evidences to VOPL auditor for review.

Once Subcontractor is approved as per VOPL Standards then the name and other relevant detail will be shared with respective client for prior approval for usage of subcontractor on that product. Disclosure of Subcontractor to Client is Must. Without client approval subcontractor will not be used.

VOPL doesn't outsource its products to undisclosed sites. VOPL will subcontract for below mentioned process as of dated:

- Machine Embroidery
- Hand Embroidery
- Adda Work
- Aari Work
- Dyeing
- Printing
- Enzyme wash

For additional process other than mentioned above, if required to be outsourced, then VOPL will take prior approval from respective client and once approval is obtained then only product/ process will be outsourced.

VOPL expects from its Subcontractors to must adhere to below mentioned policies. This is nonnegotiable and zero tolerance subject and in case VOPL auditor/ Client/ VOPL associate find any non conformity related to below mentioned expectation then work will be stopped immediately and subcontractor will be barred for all future business with VOPL.

- Subcontractor will ensure not to use any form for forced labour on our products.
- Subcontractor will ensure not to use any Child labourer on our products.
- Subcontractor will ensure not to use any bonded labourer on our products
- Subcontractor will ensure not to use any prisoner labourer or to further subcontract our products to prisons.
- Subcontractor will ensure not to do any discrimination with his workers on the basis of Caste, Creed, Sex, Colour, Nationality, Religion etc.
- No harsh or inhuman treatment with any worker working inside the subcontractor site.
- Safe and Hygienic working conditions to be ensured by the subcontractor.
- Wages are paid as per legal norms applicable.
- Equal Wages for Equal Work to be ensured by subcontractor.
- Working hours are not excessive for the workers.
- Traceability of production to be ensured by subcontractor. In case, subcontractor is further subcontracting it to Home workers then proper traceability record of the product to be ensured.
- Subcontractor to ensure product quality as per required norms and standards defined time to time.

Transparency is the key in this agreement to subcontract, at any stage subcontractor will not further subcontract the product without approval and will not pay workers less than agreed rates. Subcontractor will share all relevant information and documents to prove if in case challenged/ required