



POLICY DOCUMENT

ENVIRONMENTAL SUSTAINABILITY POLICY

VERSION 1.1

Document Revision History

Version	Date	Description	Author	Reviewed By
1.0	9 August 2022	First release	Aarti Kadam, HR	Nayana Mallapurkar, Head HR
1.1	7 August 2023	Annual review	Aarti Kadam, HR	Nayana Mallapurkar, Head HR



Objective

The objective of the policy is to proactively address environment concerns and manage our operations within the framework of the law, safeguarding our reputation and fostering a culture of responsible environmental practices.

Scope

The Scope of this policy is to outline expectations related to environmental responsibility and sustainability practices.

Applicability

This policy is applicable to all employees, suppliers and stakeholders.

Policy Statement

SecureSearch recognizes the importance of environmental sustainability and its role to protect and preserve the environment for current and future generations. We are committed to integrating sustainable practices into every facet of our operations to minimize our ecological footprint and contribute to a healthier planet.

Policy

1. We are dedicated to conserving natural resources by adopting efficient usage practices and exploring innovative solutions that reduce waste and promote responsible consumption.
2. We commit to reducing greenhouse gas emissions through the adoption of cleaner technologies, energy-efficient practices, and a shift towards renewable energy sources.
3. We strive to minimize waste generation, promote recycling, and support a circular economy approach that maximizes resource utilization and minimizes waste.
4. We will undertake measures to prevent pollution of air, water, and soil by implementing effective controls, proper disposal practices.
5. We promote the use of sustainable products and services that prioritize environmental performance and adhere to eco-friendly principles.



6. We will collaborate with our suppliers to extend our commitment to environmental sustainability thereby fostering a collective effort towards responsible practices.
7. We take active steps to protect and conserve biodiversity, natural habitats, and ecosystems affected by our activities.
8. We engage our employees, customers, partners, and communities to raise awareness about environmental sustainability and inspire positive change.
9. We adhere to all relevant environmental laws, regulations, and industry standards, striving to exceed compliance whenever possible.
10. We continuously assess and enhance our environmental sustainability practices, setting ambitious goals and striving for continuous progress.
11. We communicate openly about our environmental sustainability efforts, progress, and challenges, fostering accountability and building trust with our stakeholders.
12. We encourage innovation and collaboration to develop and implement new technologies, practices, and partnerships that drive environmental progress.

Approach for Implementation of Policy

1. All employees to be made aware of the Environment Sustainability Policy and ensure that employees follow guidelines and practices initiated by the Organization. This will include guidelines for use of paper, water and energy resources.
2. We will collaborate with NGO's and other organization that do work in the space of environment sustainability.
3. We will use products that are environment friendly when organizing organizational level events and activities.
4. Training and awareness related to environment sustainability to be conducted at regular intervals.
5. Inform all our suppliers of our Environment Sustainability policy and encourage them to implement Environment friendly and sustainable practices. This would include aspects such as conserve and restore natural resources, reduce emission, reduce energy and emission from energy consumption, waste management, reduce the use of hazardous substance and minimise any adverse impacts on the environment.



6. Any instance of violation of the Environment Sustainability Policy should be reported to human.resources@securesearch.co.in

Owner and Administration of Policy

The Human Resource team is the administrative in-charge of this policy. The team will be responsible for all aspects of policy implementation, this includes policy awareness, incidence management, data management and policy review at regular periodicity.

Incidence Reporting Mechanism

Any instances of non-compliance need to be immediately reported to the Sustainability Taskforce. A report with findings and recommendations will be made by the Sustainability Taskforce team within 15 working days. Post necessary approvals, the same will be shared with the respective teams and they will ensure immediate implementation of corrective and /or administrative actions as per recommendations in the report. The respective teams will conduct supplier audit whenever required and submit audit report to the Sustainability Taskforce.



GUIDELINES

SUPPLIER ENVIRONMENTAL SUSTAINABILITY

VERSION 1.1

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Introduction

SecureSearch is committed to conducting business in a responsible and ethical manner that respects human rights, promotes sustainable practices, and upholds the highest standards of integrity. Our Supplier environmental sustainability guideline states the expectations for all suppliers to who provide goods and services to us. By adhering to this guideline, suppliers play a vital role in our collective effort to create a positive and ethical business ecosystem.

Objective

Suppliers are an integral part of our ecosystem. The objective of this guideline to specify the expectations that SecureSearch has from its suppliers regarding environmental sustainability.

Scope

The scope of this guideline is to outline expectations related to environmental responsibility and sustainability practices within the supplier's operations.

Applicability

This guideline is applicable to all suppliers contracted by SecureSearch, including suppliers of people, service, and products.

Guidelines

SecureSearch recognizes the importance of environmental sustainability and its role in shaping a healthier and sustainable future for everyone. We encourage our suppliers to integrate responsible environmental practices into every facet of our partnership.

1. Suppliers must adhere to all applicable environmental laws, regulations, and standards where in the region they operate.
2. SecureSearch has a holistic supplier information security risk assurance process which helps in identification of Information security risks through different stages of supplier relations with the end objective of safeguarding critical & sensitive information; and information systems handled by suppliers.
3. Supplier should comply with the Human Rights laws and ensure fair practices.



4. Suppliers must undertake initiatives to promote greater environmental responsibility. This would include aspects such as ways to conserve and restore natural resources, reduce emission, reduce energy and emission from energy consumption, waste management, reduce the use of hazardous substance and minimise any adverse impacts on the environment.
5. Suppliers must regularly review environmental sustainability practices to achieve meaningful and measurable progress.
6. SecureSearch expects its suppliers to adhere to Environment Sustainability and friendly practices. Suppliers must undertake initiatives to promote greater environment responsibility. This would include aspects such as ways to conserve and restore natural resources, reduce emission, reduce energy and emission from energy consumption, waste management, reduce the use of hazardous substance and minimise any adverse impacts on the environment.
7. SecureSearch expects its suppliers to provide employees with a safe and healthy workplace in compliance with all applicable laws and regulations.
8. Suppliers must ensure that their operations are in harmony with the community at large.

Approach for Implementation

1. All suppliers to be made aware of the organizational Supplier Environmental Sustainability Guidelines when they enter into an agreement with SecureSearch. All suppliers will have to abide with the same.
2. Suppliers must self-monitor and demonstrate their compliance with the guideline. Suppliers shall actively audit and manage their day-to-day management and share reports upon request.
3. SecureSearch reserves the right to conduct audits on their suppliers with prior intimation.
4. Any instance of violation should be reported to human.resources@securesearch.co.in



Owner and Administration of Policy

The Human Resources team and Operations team are the joint owners and administrative in-charge of this guideline in their work specific domains. The team will be responsible for all aspects of implementation, this includes awareness, incidence management, data management and review at regular periodicity.

Reporting Mechanism

Any instances of non-compliance need to be immediately reported to the Sustainability Taskforce. A report with findings and recommendations will be made by the Sustainability Taskforce team within 15 working days. Post necessary approvals, the same will be shared with the respective teams and they will ensure immediate implementation of corrective and /or administrative actions as per recommendations in the report. The respective teams will conduct supplier audit whenever required and submit audit report to the Sustainability Taskforce.