



APEX COCO AND SOLAR ENERGY LIMITED

Doc No : APEX/POL/06

Rev No : 0.0

POLICIES

Date : 01/04/2023

## SUSTAINABLE SOURCING POLICY

At Apex COCO our commitment to sustainability extends beyond the procurement of materials and services.

### Objective

The objective of our Sustainable Sourcing Policy is to integrate environmental, social, and economic considerations into our procurement processes, thereby promoting responsible sourcing practices, reducing environmental impact, supporting local communities, and ensuring the long-term sustainability of our operations.

At Apex, we believe to advocate holistic wellness and drive positive change. We recognize our responsibility to conduct business in a manner that respects the environment, promotes social equity, and upholds high ethical standards. Our commitment to Environmental, Social, and Governance (ESG) principles is integral to our corporate ethos and guides our interactions with stakeholders, including suppliers, sellers, service providers and partners.

### Scope

This Policy applies to all suppliers, service providers of Apex, and the extended supply chain partners regardless of their size, location, or industry. We expect all entities in our supply chain to adhere to these principles and actively support our efforts to promote sustainability and responsible business practices.

### Principles

Apex promotes sustainable procurement practices by:

1. Prioritizing suppliers who demonstrate a commitment to ESG principles.
2. Encouraging the use of environmentally sustainable materials and processes.
3. Supporting suppliers who engage in fair labor practices and promote diversity and inclusion.
4. Collaborating with suppliers to identify opportunities for innovation and improvement in sustainability performance.

The Suppliers should abide by the following principles :

#### **Environmental Principles (E)**

1. **Legal compliance & EMS:** Comply with environmental laws and maintain an Environmental Management System (EMS) that covers context, leadership, planning, support, operations, performance evaluation, and improvement (PDCA).
2. **Climate & energy:** Measure and reduce GHG emissions (Scopes relevant to operations); pursue energy efficiency and renewable energy where feasible, aligned with OECD recommendations on climate and biodiversity.

  
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- 3. **Resource stewardship:** Implement water efficiency, responsible sourcing of raw materials, and waste minimization (reduce, reuse, recycle). EMS should include **operational control** and **emergency preparedness**.
- 4. **Pollution prevention:** Control air, water, soil emissions; manage hazardous materials and e-waste responsibly under documented procedures; monitor compliance and corrective actions.
- 5. **Biodiversity & land use:** Avoid or minimize impacts on ecosystems; conduct site-level assessments and mitigation consistent with updated OECD RBC guidance.

**Social Principles (S)**

- 1. **No child labor:** Prohibit child labor; verify minimum age; provide remediation if historical cases are found (education/reintegration).
- 2. **No forced labor:** Prohibit all forms of forced, bonded, trafficked labor; no retention of IDs or deposits; freedom to leave employment.
- 3. **Non-discrimination & fair treatment:** Eliminate discrimination in hiring, promotion, pay, and termination; forbid harassment, coercion, or abusive disciplinary practices.
- 4. **Wages & working hours:** Pay at least legal minimums (and strive toward living wages), provide benefits.
- 5. **Occupational health & safety:** Maintain a safe, healthy workplace with hazard identification, training, PPE, and emergency preparedness; track incidents and corrective actions.
- 6. **Grievances & remedy:** Operate accessible, confidential grievance mechanisms; prohibit retaliation; provide or cooperate in **remediation** for adverse impacts, consistent with UNGPs.

**5. Governance Principles (G)**

- 1. **Integrity & anti-corruption:** Implement controls to prevent bribery, extortion, fraud, money laundering; conduct due diligence on agents/intermediaries; ensure accurate books & records.
- 2. **Disclosure & transparency:** Report on ESG performance, supply-chain risks, and mitigation actions; enable audits; maintain traceability of materials.
- 3. **Responsible lobbying & data use:** Ensure advocacy and technology/data practices are consistent with RBC principles and privacy laws.

  
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4. **Supplier management:** Cascade this Policy to tier-1 and critical tier-2 suppliers; embed ESG criteria in contracts and performance reviews.

### Audits & Assessments

1. **Pre-qualification:** Documentary review of policies, licenses, EMS/SMS certifications (e.g., ISO 14001, SA8000).
2. **On-site audits:** Worker interviews, facility walkthroughs, record checks, and stakeholder consultation where relevant.
3. **Grading & remediation:** Non-conformities require **Corrective Action Plans** with root-cause analysis, timelines, and evidence of closure. Persistent or severe breaches may result in suspension or termination.

### Monitoring and Review

The implementation of this policy is regularly monitored and reviewed to ensure that it is effective and meets the needs of employees and the organization.

  
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