

RAJNEESH KUMAR | APOGEE SOURCING

# CORPORATE SOCIAL RESPONSIBILITY

It's for Small & Medium Enterprises also.

# **20 POINTS WE SEE IN OUR SUPPLIERS**

These points defines the way you work on daily basis.

# 1. NO CHILD LABOUR

A big No to child labour.

It's cognizable criminal offence in India to employ a child for any work.

This applies not only to shop-floor but to office area also.

## **2. NO UNDECLARED EMPLOYMENT**

Undeclared employment is akin to illegal activity.

Daily wage employees doesn't fall into this. The supplier must respect & comply the rules of the applicable law.

# 3. EQUAL TREATMENT

No Discrimination based on age, gender, cast, sexual orientation, religion, political belief, location, ethnicity, nationality, family name, looks, appearance, dress style, eating style, physical capability.

# 4. NO HARASSMENT

No verbal, physical, sexual, emotional and psychological harassment at workplace.  
Everyone must get respect.

The situation of dis-agreement, can be resolved through dialogue.

# 5. NO BLACK MONEY

No payment to suppliers in-cash (except special circumstances).

We prefer bank transfer for all our payments.

# 6. NO CONFLICT OF INTEREST

It is a situation when supplier's employee has multiple conflicting interests.

For example: employment and side-business. We immediately bring this information to the notice of supplier's top-management for action.



# 7. NO CORRUPTION

Fraud, Bribing etc are big-No for APOGEE.  
All our transactions are recorded and our  
books are audited on yearly basis.

# 8. DATA PROTECTION

Personal data/ contact information of our customer and/ or supplier is termed as unethical by APOGEE.

We respect privacy of our customer, suppliers, employees and other partners. The contact information's are not used for any purpose other than business.

# 9. RESPONSIBLE CONSUMPTION

Raw Material, Electricity, Energy, Water, Paper, air & food are to be consumed responsibly, even if something is plenty available (in abundance).

We give equal importance to Rejection Reduction and Wastage Reduction project.

# 10. WASTE MANAGEMENT

Reduce consumption as first step.

Treat the effluent before handing over to mother earth.

Applies to all type of effluent and wastes.

If treatment facility is not available in-house, handover the waste to responsible agency for proper handling (but don't throw waste unattended).

# 11. PRESERVE RESOURCES

Preserve natural resources for one single reason: its important for our future generations.

# 12. REDUCE CARBON FOOTPRINT

For your in-house processing, in-bound and out-bound logistics, choose the best alternative to reduce your carbon footprint.

# 13. PAY TAX/ DUES ON-TIME

Tax collected by government is used for our benefit only.

So it's important to pay due taxes on-time to the relevant government department like GST, Income Tax etc.

# 14. COMPLIANCE

Complying with applicable law is simple and for easy of doing business only.



# 15. NON-COMPETITION

During normal business, our supplier (or customer) may get to know about our customers (or suppliers).

Communicating or trying to forge direct relationship (by-passing us) is unethical. This applies to poaching employees also.

# 16. NDA

Every customer's (or Supplier's) business information is proprietary to himself. It must be protected and preserved carefully as it is ours only.

# 17. SAFETY

Safety on shop-floor, percolates from top to down.

We understand that management can make PPE available, impart training etc but use of PPE depends on worker.

But if PPE are not available, it simple shows lack of management's focus on safety of employees.

# 18. 5S

5S is not for decoration but for our ease of working.

A cluttered workplace depicts lack of clarity and focus.

Please give utmost importance to 5S on shop floor and work area (even on your computer's hard disk).

# 19. BAD NEWS FIRST

I haven't met any supplier who has zero defect or complaint or delay.

However we respect those suppliers who come forward and admit mistakes.

The first stage of improvement is realizing.

The suppliers who inform delay on last moment are rated very low by us.

# 20. TRACEABILITY

Factory is different from workshop because factory has a system.

And the system has a traceability, measurement & checkpoints.

We rate those factory owners high, who have established check points in every stage of their manufacturing processes. This is for their own help, not for impressing customers.

**Disclaimer:** This document is for general guidance & education purpose only and does not replace the professional or legal advise, in any case. Readers are strictly advised to take professional help before applying in their own specific case.

The use of above information by readers is solely at their own risk