



### ETHICAL SOURCING

#### 1. Policy Statement.

1.1 The purpose of this policy is to establish guidelines for sourcing products and services in a manner that respects human rights, promotes sustainability, and ensures ethical practices throughout the supply chain.

1.2 This policy applies to all employees, departments, and suppliers of [Organization Name] involved in the procurement of goods and services.

#### 2. General Principles.

2.1 Human Rights: We commit to upholding the rights of workers, ensuring fair wages, safe working conditions, and prohibiting child labour and forced labour.

2.2 Environmental Sustainability: We aim to minimize environmental impacts through the responsible sourcing of materials and encouraging suppliers to adopt sustainable practices.

2.3 Fair Trade: We prioritize suppliers who engage in fair trade practices, ensuring that producers receive a fair price for their goods.

2.4 Transparency: We promote transparency in our sourcing practices and encourage open communication with suppliers about compliance and ethical standards.

#### 3. Supplier Agreements.

3.1 Supplier Selection Criteria: When selecting suppliers, [South Coast Port Services Ltd will consider the following criteria:

Compliance with local and international labour laws.

Commitment to environmental sustainability and waste reduction.

Evidence of ethical practices in their operations.

Certification (if applicable) in relevant ethical sourcing standards (e.g., Fair Trade, Rainforest Alliance).

3.2 Supplier Code of Conduct: All suppliers must adhere to the following standards:

No discrimination based on gender, race, or any other characteristic.

Provision of a safe and healthy work environment.

Legal compliance regarding labour rights and environmental practices.

Respect for the rights of indigenous peoples and local communities.

#### 4. Monitoring and Compliance.

4.1 Audits: South Coast Port Services Ltd will conduct regular audits of suppliers to ensure compliance with this policy.

4.2 Reporting Mechanisms: Suppliers should have mechanisms in place for workers to report violations of this policy without fear of retaliation.

4.3 Corrective Actions: Non-compliance will result in corrective action, which may include training, remediation, or termination of the supplier relationship.

## **5. Training and Awareness.**

5.1 Provide training for employees involved in procurement on ethical sourcing principles and practices.

5.2 Ensure that suppliers are aware of South Coast Port Services Ltd ethical sourcing expectations and the importance of compliance.

## **6. Continuous Improvement.**

6.1 Regularly review and update this policy to reflect changes in laws, regulations, and best practices in ethical sourcing.

6.2 Engage with stakeholders, including suppliers and community representatives, to improve sourcing practices.

## **7. Compliance and Reporting.**

7.1 Ensure compliance with applicable laws and regulations related to ethical sourcing.

7.2 Report any violations of this policy to Division – General Operations Manager’s / Managing Directors.

## **8. Summary.**

8.1 An Ethical Sourcing Policy demonstrates [Organization Name]’s commitment to responsible business practices. By adhering to this policy, we aim to foster positive relationships with our suppliers, protect human rights, and contribute to environmental sustainability.

8.2 This policy and procedure will be reviewed annually or as required to ensure its relevance and effectiveness.