

SUPPLIER MANAGEMENT

AND

ENVIRONMENTAL SUSTAINABILITY

Version May 2017

Supplier Management System

CE Info Systems Pvt Ltd. (MapmyIndia) works with many suppliers that support its day to day business across products and services such as facility management, transportation, and catering, electronic supplies.

- It follows a well-defined sourcing mechanism where it recommends its suppliers to be environmentally conscious by reducing unnecessary face to face meetings, thereby reducing carbon foot print.
- It encourages small medium businesses to become a part of supplier ecosystem there by creating jobs in the society.
- CE Info Systems Pvt Ltd requires that its suppliers follow CE Info System's policies and guidelines related human rights, human trafficking, child labour , working conditions , remuneration , non-discrimination , anti-corruption & bribery , health and safety and environment safety
- To ensure the suppliers have adequate working capital, CE Info Systems Pvt Ltd regularly provides payments in time.
- Training sessions and education sessions are provided to the suppliers such that their quality of services and products improve thereby improving overall quality of CE Info Systems Pvt Ltd products and services. These sessions are executed free of cost.
- Technology transfer is provided to its supplier ecosystem to help improve processes and build better technology products for CE Info Systems Pvt Ltd.
- Strict ethical guidelines are enforced on the supplier ecosystem to ensure ethical business practices

All the suppliers should adhere to the following mentioned documents as part of Supplier management and environmental sustainability:

A. Supplier Management

1. Code and Conduct for suppliers
2. Procurement Guidelines
3. Internal Occupational Health and Safety Manual
4. Supplier Occupational Health and Safety Requirements

B. Environmental Sustainability

1. Internal Environmental Policy
2. Environmental Sustainability

CODE OF CONDUCT FOR SUPPLIERS

Version- May 2017

Purpose

This Code of Conduct has been developed by CE Info Systems Pvt. Ltd. (MapmyIndia) for the purpose of protecting human rights, promoting fair employment conditions, safe working conditions, responsible management of environmental issues, and high ethical standards.

In addition to compliance with all relevant laws, regulations and standards of the country, companies and employees shall comply with the Code of Conduct even if it stipulates a higher standard than required by national laws or regulations.

CE Info Systems Pvt Ltd requires suppliers and their subcontractors to comply with the Code of Conduct, or similar standards, and to verify compliance by providing information and allowing access to their premises.

We are committed to engage our suppliers to ensure continuous and measurable improvements over time.

CE Info Systems Pvt Ltd supports the United Nations Global Compact initiative. In order to make this commitment clear to employees, suppliers, customers and other stakeholders, the Code of Conduct is based on the Global Compact's ten principles and shall be publicly available. We are also committed to implement the United Nations Guiding Principles on Business and Human Rights throughout our business operations. We are aware of the specific challenges to certain human rights issues in the Networked Society, such as the right of freedom of expression and the right to privacy, as well as the impacts on other rights arising from potential misuse of technology, and we work actively to minimize any such risks and challenges. Privacy and security are important elements in products and services delivered by CE Info Systems Pvt Ltd , and we align our product and business processes to ensure that human rights aspects of privacy and freedom of expression are respected throughout the operations of our products and services. We firmly believe that information and communication technology promotes greater transparency and enables many fundamental human rights, such as the right to health, education, freedom of assembly, and freedom of expression.

Application

The Code of Conduct shall be applied throughout the company's operations, including in the production, supply, sales and support of the products and services nationwide, as well as by its suppliers through contractual agreement.

Code of Conduct

Human rights

We respect all internationally proclaimed human rights, including the International Bill of Human Rights and the principles concerning fundamental rights set out in the International Labour Organization's Declaration on Fundamental Principles and Rights at Work. We strive to ensure that we are not complicit in human rights abuses. We shall, in all contexts, seek

ways to honor the principles of internationally recognized human rights, even when faced with conflicting requirements.

We are also committed to implementing the United Nations Guiding Principles on Business and Human Rights throughout our business operations.

Labor standards

Forced labor avoidance –

Forced, bonded or compulsory labor shall not be used and employees shall be free to leave their employment after reasonable notice as required by applicable law or contract. Employees shall not be required to lodge deposits of money or identity papers with their employer.

Fair employment conditions –

Employees shall understand their employment conditions. Pay and terms shall be fair and reasonable, and comply at a minimum with applicable laws or industry standards, whichever is higher. CE Info Systems has basic salary is same for both male and female employees. We have a structured reward and recognition program.

CE Info Systems Pvt Ltd has office timings from 9:00 am to 6:00 pm with an hour for lunch break. MapmyIndia also has mandatory weekly and yearly offs. No employee is forced to work extra hours. The work allocated to its employees keeps work life balance in perspective to ensure employees get ample time for recreation and family.

Welfare benefits include access to group medical insurance, transportation, canteen facilities, overseas allowance, family events (treks, picnics, cultural events, festivals), on premise bank extension counters, flexible working hours, magazine & newspaper subscriptions, travel reimbursement for international conference presentation, maternity leave.

It also allows to its full-time employees, provident fund, gratuity, paid holidays, long term service recognition.

CE Info Systems Pvt Ltd provides above average industry compensation (wages/remuneration) to its personnel and has little or no employee churn as opposed to almost 20% employee attrition in competing companies.

Child labor avoidance –

No person shall be employed who is below the age of 18 years.

Children shall not be employed for any hazardous work, or work that is inconsistent with the child's personal development. A child means a person below the age of 18 years. Personal

development includes a child's health or physical, mental, spiritual, moral or social development.

Elimination of discrimination –

All employees shall be treated with respect and dignity.

All kinds of discrimination based on partiality or prejudice is prohibited, such as discrimination based on race, color, gender, sexual orientation, marital status, pregnancy, parental status, religion, political opinion, nationality, ethnic background, social origin, social status, indigenous status, disability, age etc.

Fair Working Conditions –

A healthy and safe working environment.

Appropriate health and safety information and training shall be provided to employees including, but not limited to, arrangements for safe evacuations of buildings and correct handling and marking of chemicals and machinery.

If any employee finds any inappropriate behaviour in the organization, he /she are allowed to reach out to any of the executive board members of the company to escalate the issue. His/her identity is kept undisclosed.

Drugs, substance abuse, sexual abuse is not allowed and in the event of any harassment, the employee can discretely reach out to any of the board members and an independent preventive committee. Appropriate action resulting in termination and legal cases is enforced on the sexual predator.

ZERO Tolerance for drinking alcohol and smoking inside the office premises of the company. Eating is only permitted in the cafeteria.

Environment

We shall strive to develop, produce and offer products and services with excellent sustainability performance and contribute to the sustainable development of society. We shall strive to continuously improve, with a life cycle perspective, the environmental performance of our products.

We shall work to continuously reduce the negative impact of our own operations and take a precautionary approach to environmental challenges. We shall use appropriate methodologies to determine significant issues and aspects, for setting and reviewing objectives and targets, and as a basis for communicating sustainability performance of our operations, products and services.

Anti-corruption

No form of extortion and bribery, including improper offers for payments to or from individuals performing work for CE Info Systems Pvt Ltd, or organizations, shall be tolerated.

CE Info Systems Pvt Ltd Code of Conduct –

Supplier supplement

The Code of Conduct is applicable to all our operations and to any party that contributes to our products, services and other business activities (“Supplier”).

In the premises of CE Info Systems Pvt Ltd Supplier will follow Code of the Conduct of the company. They can obtain a copy for the same from HR, CE Info Systems Pvt Ltd by writing to hr@mapmyindia.com.

Compliance

CE Info Systems Pvt Ltd requires the Supplier and its subcontractors to comply with the Code of Conduct, or equivalent standards which may request higher standards than required by applicable laws.

Upon request, a Supplier must, by way of providing information and/or allowing access to premises to CE Info Systems Pvt Ltd or its representative, verify to our reasonable satisfaction, that the Supplier and its subcontractors comply with the Code of Conduct.

The Responsible Sourcing Program ensures high standards in the supply chain in terms of our requirements in the areas of labor, environment, human rights and anticorruption, which are valid for all suppliers.

Obligation to inform

It is the responsibility of the Supplier to ensure that its employees and subcontractors are informed about and comply with the Code of Conduct. The supplier shall inform us if they discover a breach of the Code of Conduct in their own operations.

The Code of Conduct includes, as applicable, specific requirements for Suppliers related to Occupational Health and Safety, and Environment. These requirements are detailed in the accompanying documents: “CE Info Systems Environment Policy” and “CE Info Systems Health and Safety Policy”.

Reporting possible violations

Violations may be reported by email to the corporate email box: legal@mapmyindia.com

or by postal mail addressed to “LEGAL “to: MapmyIndia, 237, Okhla Phase III, New Delhi-110020

Procurement Guidelines

Version May 2017

Concept of Green Procurement

Definition of Green Procurement

CE Info Systems Pvt Ltd. (MapmyIndia) defines "Green Procurement" as follows: Green Procurement = "Purchasing Green Products from Green Suppliers" defined here within.

Green Products: Parts, supplies material, raw materials, sub-materials, packaging materials, machinery and equipment (hereafter called "parts and others")

- Parts and others that conform to laws and regulations controlling environmental impact substances (substances of concern)
- Parts and others that do not contain prohibited substances and can be certified on that matter

Green Suppliers: Suppliers that are playing active roles in environmental protection

- Suppliers making efforts to establish Environmental Management System
- Suppliers making efforts to establish SOC Control System

Policy of Green Procurement

Based on the "Environment and Sustainability Policy", we are playing active roles in environmental protection through promoting use of recycled material and low power consumption etc, going hand-in-hand with our suppliers in order to realize a sustainable development society.

As one of our corporate social responsibility, we are promoting "Green Procurement"

Green Procurement Policy = "We Purchase Green Products from Green Suppliers"

Scope of Green Procurement Guideline

In order to respond to new environmental preservation movements, such as tightening of regulations on environmental impact substances, we have so far revised various standards and control criteria including "Procurement Guidelines".

CE Info Systems Pvt Ltd Procurement Guidelines will be applicable for all the suppliers and sub-contractors of CE Info Systems Pvt Ltd.

Green Procurement Promotion System

We ensure and aggressively promote Green Procurement through good communication with relevant in-house departments. We encourage our employees purchase recycled paper for general office applications containing 100% recycled content. In addition, all other paper for printing and writing applications should contain at least 50% recycled content.

Requests to Suppliers

The following activities for Green Procurement are requested in order to ensure "procurement of Green products from Green suppliers" in accordance with CE Info Systems Pvt Ltd Procurement Policy.

The requested activity items are listed below by category of suppliers. As the requested activities vary depending on the category of supplier, please carefully check the following "Procurement Activity List".

Green Procurement Activity List	Suppliers (Y/N)
Establishment of Environmental Management System	
Establishment of SOC Control System	
(i) Appointment of person in charge of SOC Control	
(ii) Non-use of prohibited substances	
Environmental Efforts in Suppliers' Business Activities	
Others	

Compliance with Environmental Regulations

Suppliers are requested to conform to environmental laws and regulations as part of corporate social responsibility (CSR).

Establishment of Environmental Management System

We prioritize business relations with suppliers that are playing active roles in environmental protection (by implementing the following item 1 or 2).

- (1) Having already acquired an external certificate of Environmental Management System by concerned authorities/bodies/or any other equivalent organization
- (2) Having not acquired any external certificate of Environmental Management System, but making efforts to establish own Environmental Management System

Other priorities are as follows:

- (a) Little noise, vibration or bad odour during use
- (b) Low levels of chemical, air, water, and land contamination during disposal
- (c) Resource or energy saving realized through the use of recycled materials or parts or downsizing
- (d) Employment of recyclable design
- (e) Disclosure of environmental data on sub-materials
- (f) Efforts for resource saving, recycling, weight reduction, and chemical substance reduction also concerning packaging materials

Establishment of SOC (Substances of Environmental Concerns) Control System

Suppliers are requested to assign a person in charge of SOC control.

Suppliers are requested to conform to CE Info Systems Pvt Ltd procurement standards. Also, they are requested not to use the **Restricted and banned substances given in Annexure I.**

Environmental Efforts in Suppliers' Business Activities

Suppliers are requested to make the following efforts for reducing environmental impact substances in their business activities.

- (1) Reduction of CO2 emission
- (2) Reduction of waste
- (3) Reduction of water consumption
- (4) Promotion of energy saving

Others

Handling of "Procurement Guideline"

In the case of revision of the Guidelines, our Purchasing Department or Procurement Promotion Section will provide all suppliers with the relevant information by e-mail.

After revision, the revised document will become effective.

Handling of Submitted Data

All of the data submitted by suppliers will be only used within CE Info Systems Pvt Ltd as confidential information and will not be disclosed outside the company.

It should be noted, however, such information may be provided to a governmental agency or public environment related organizations such as certification body if such a request is made.

Contact and Recipient of Documents

Purchasing Manager or Procurement Promotion Section

CE Info Systems Pvt Ltd
237, Okhla Phase III
New Delhi- 110020

Annexure I

List of Restricted and banned substances

1. Arsenic/ Arsenic
2. Azocolourants and azodyes that can decompose to carcinogenic aromatic amines
3. Cadmium/ Cadmium
4. Chromium (VI) compounds
5. Creosotes
6. Dibutyltin (DBT) compounds
7. Dioctyltin (DOT) compounds
8. Lead/ Lead compounds
9. Mercury/ Mercury compounds
10. CFCs – Chlorofluorocarbons
11. Halons
12. HCFCs – Hydrochlorofluorocarbons
13. Hexabromocyclododecane (HBCDD) and all major diastereoisomers identified
14. Perfluorooctane sulfonic acid and its derivatives (PFOS)
15. Perfluorooctanoic acid (PFOA)
16. PBB – Polybrominated biphenyls
17. PBDE – Polybrominateddiphenylethers (including deca-BDE
18. Polychlorinated Biphenyls (PCB)

Internal Environmental Policy

Version May 2017

A. Objective:

CE Info Systems Pvt Ltd. (MapmyIndia) is committed to the environment, climate change and the society in large. CE Info Systems Pvt Ltd understands that the environment affects the business and society and is a key principal of sustainability of an organization. Below are the rules and the guidelines which it expects every employee /contractor/supplier to adhere with to help build an environmental friendly sustainable culture.

This is in continuation with CE Info Systems Pvt Ltd Employee handbook and CE Info Systems Pvt Ltd Code of Conduct document and in case of ambiguity among the sustainability, employee handbook and CE Info Systems Pvt Ltd code of conduct document; the code of conduct document will be given preference.

MINIMISE WASTE BY REDUCTION, REUSE, REPAIR AND RECYCLING METHODS.

This policy is designed to:

1. Continuously reduce the environmental impact of our operations
2. Increase the knowledge and awareness about sustainability among employees
3. Engage in selected activities that, in addition to promoting CE Info Systems Pvt Ltd's business, have positive socio-economic impacts and promote the vision of the company
4. Use technological advancements to improve our operations, products, services and solutions in order to improve environment for the benefit of the society.
5. Engage our suppliers to ensure adequate sustainability standards in our supply chain.
6. Actively engage with our stake holders about our sustainability performance.
7. Meet or exceed applicable legal requirements in the socio-economic and environmental areas.
8. To assist our customers in the end of life management of solutions.

We strive to minimize our direct impacts on the environment while concurrently enhancing our services and solutions to help customers to improve their environmental and carbon performance toward meeting their sustainability objectives.

B. Action Plan:

1. REDUCE THE AMOUNT OF OFFICE WASTE GOING TO LANDFILL

1.1 Activities to achieve Objective

- Promote the reduced use of paper, e.g. by double-sided printing and copying, using waste paper as scrap paper before recycling and maximizing the use of alternative technologies and electronic media;
- Provide arrangements to send the waste to city corporation to recycle waste paper, cardboard, plastic, glass, toner cartridges, drinks cans, furniture, fluorescent tubes,

personal computers, monitors, keyboards, printers, mobile/desk telephones, fax machines and other miscellaneous office equipment;

- Encourage staff, manufacturers, suppliers and contractors to minimize the volume of packaging used and to recover and recycle packaging where practicable;
- Establish waste minimization target;
- Conduct training programs of activities to reduce wastes arising from baseline year;
- Re-use envelopes & packaging where practical and recycle where not;
- When ordering, consider extended packaging, like wooden pallets, associated with the delivery of goods.
- All computers will use active standby configuration so if not used all relevant peripherals will go in to standby mode.
- Purchasing of "Energy Star" complaint computer hardware only.

2. PURCHASE PRODUCTS & SERVICES WITH REGARDS TO THEIR ENVIRONMENTAL IMPACT.

2.1 Activities to achieve objective

2.1.1. Paper

- Encourage MapmyIndia employees purchase recycled paper for general office applications containing 100% recycled content.
- all other paper for printing and writing applications should contain at least 50% recycled content;
- Ensure all products for tissue paper applications contain 100% recycled content;

2.1.2 Plastics

- Ensure the less use of Plastics packaging material
- Less use of plastic cup plates in canteen

3. USE ENERGY EFFICIENTLY TO MINIMISE GREENHOUSE GAS EMISSIONS.

3.1 Activities to achieve objective.

- Reduce total electrical usage per employee
- Maintain computers, Laptop, servers to ensure optimum efficiency
- Encourage staff to save energy through activities to raise their environmental awareness in the workplace and at home;
- Use all electrical equipment efficiently to minimize energy waste remembering to switch off when not in use and before leaving
- Shutting down the PC when intending on being away from desk for more than 20 minutes, or when not in use - as a guide if the screensaver is being shown at least the monitor should be switched off. Remembering to switch off the monitor each time PC is being powered off
- Ensure that the need to travel is essential or whether business needs can be met by some other method like video conference or audio conference;

- MapmyIndia also encourages its employees to use car pool , shared services and public transport to reduce carbon footprint

4. MAKE ENVIRONMENTAL INFORMATION OPENLY AVAILABLE TO EMPLOYEES AND THE PUBLIC

4.1 Activities to achieve the objective

- Produce annual environmental management information for inclusion in a report;
- Familiarize MapmyIndia Employees with the requirements of this policy.

SUPPLIER OCCUPATIONAL HEALTH & SAFETY REQUIREMENTS

Version May 2017

Supplier Occupational Health & Safety Requirements

General OHS Requirement

These OHS requirements are applicable for all the suppliers and sub-contractors of CE Info Systems Pvt Ltd.

CE Info Systems Pvt Ltd. (MapmyIndia) strives to create a safe and healthy working environment for all with a coordinate group-wide approach for health and safety.

A safe and healthy working environment for all employees is a commitment CE Info Systems Pvt Ltd takes very seriously. CE in its commitment includes its suppliers and their employees.

CE Info Systems Pvt Ltd has issued code of conduct to its suppliers covering requirements in areas of basic human rights, labor and health and safety standards, environment management and anti-corruption in the work place. This document describes the occupational health and safety "OHS" requirements which we place on our suppliers.

We value our supplier's inputs and very much appreciate your cooperation in this area.

Supplier OHS Standards

CE Info Systems Pvt Ltd requires that our suppliers shall have an OHS management system incorporating the following minimum standards.

1. OHS Policy: The supplier shall have an OHS policy. The policy shall be appropriate to the nature and scale of supplier OHS risks and shall include a commitment to prevention of injury and ill health and to continual improvement.
2. Risk Assessment: The supplier shall identify and document its OHS risks and determine its relevant controls.
3. Management Systems: The supplier shall consider OHS aspects in its management systems.
4. Improvement Program: The supplier shall have an OHS improvement program in place, including objectives and action plans.
5. Legislation: The supplier shall comply with applicable OHS legislation and regulations.
6. Competence: The supplier shall ensure that all employees are competent for their assigned task and have appropriate education, training and experience.
7. Reporting and Investigation: The supplier shall have an appropriate incident reporting and investigation procedure in place, including a process for corrective action.

CE Info Systems Pvt Ltd OHS standards

Where applicable the suppliers OHS management system shall as a minimum requirement meet or exceed the standards of CE Info Systems Pvt Ltd OHS operational standards listed below:

- Climbing and working heights
- Construction and civil work management
- Driver and Vehicle safety
- Environmental and occupational noise
- Fire Prevention
- Lone working
- Manual handling
- Personal protective equipment and
- Working with electricity

Details of CE Info Systems Pvt Ltd “OCCUPATIONAL HEALTH AND SAFETY POLICY AND PROCEDURES MANUAL” is available at Annexure I.