



# Trustea Sustainable Tea Foundation **responsible sourcing policy**

For further information please contact "[support@trustea.org](mailto:support@trustea.org)" mentioning 'responsible sourcing' in the subject line.

Approved by: Rajesh Bhuyan, Director  
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# Trustea principles of responsible sourcing

Trustea Sustainable Tea Foundation is a service organisation by nature and hence there is limited sourcing of products of significant value. The primary sourcing is of consulting services. However, as a responsible organisation, this policy has been put in place as a guidance document when sourcing decisions are made for purchases exceeding INR 500,000.

This policy confirms our commitment to include responsible sourcing as a corporate responsibility. The supplier's commitment is gauged through a set of six questions as below which helps in understanding their commitment to responsible sourcing.

# Six questions to establish responsible sourcing

All suppliers do not pose risks, and many have good business practices already in place, therefore focusses on high-risk areas identified by the following set of six questions to help in understanding areas where they are needed most and most likely to bring about change.

## **Question one: selecting a supplier**

When choosing a supplier, in addition to making a final determination on cost, companies often need to evaluate a range of supply chain issues: product quality and safety, continuity of supply and speed of delivery, and intellectual property protection. Criteria such as working conditions, environmental practices, safety standards, and human rights policies should also be factored into the selection process.

As a first step, we will check basic facts about the social and environmental legislation and the level of enforcement assess potential production risks.

Question 1: What are the applicable social and environmental legislation that applies to your services/supply? Please describe how you conform to these requirements.

**Question two: Commitment on compliance with the law**

It will be explicitly made known while contracting with companies that companies should make it known that they expect their business partners to comply with all national laws and regulations, including labour and environmental laws, and as appropriate, to take into account principles from relevant international instruments, which may sometimes go beyond local legislation.

Question 2: Do you confirm that you have clearly understood that Trustea Sustainable tea Foundation will only carry out business with organisations that conform to principles of responsible supply complying fully with all legal and environmental requirements for the scope of the services/products being supplied and any adverse manifestation on these requirements may lead to disqualification from the scope of the supply agreement.

**Question three: integrate responsible sourcing into buying practices**

It is expected the supplier organisation will integrate legal compliance to all the supply chain activities in its own scope.

The company can initiate direct improvements in two ways by raising awareness among its corporate buyers of the impact their decisions might have on necessary regulatory compliances.

Question 3: Do you consider legal and regulatory commitment to relevant social and environmental laws when making purchase decisions?

**Question four: Encouraging suppliers in setting their own sourcing policies**

Trustea encourages suppliers to develop their own responsible practices so that suppliers can integrate these objectives into their own business strategy, based on their individual capacity and needs.

If required Trustea is willing provide training to its suppliers to help them improve their corporate commitment to responsible sourcing.

Question 4: Do you need guidance or training on setting up responsible sourcing practices.?

**Question five: track supplier compliance**

Trustea can ask their suppliers to provide comprehensive information about their social and environmental practices. If necessary, On-site visits can also be organized to monitor suppliers' progress, or lack of progress, In course of the implementation of the contract information may be asked for to substantiate or further assess compliance.

Question 5: Do you confirm that you will provide all necessary information as may be asked for regarding responsible sourcing for the purpose of tracking compliance?

**Question six: Managing stakeholder expectations and reporting**

To build stakeholder trust, trustea may collect information on supplier performance across markets, and publish it in an annual report or other publicly-available format. However, whenever, individual companies are mentioned by name, the explicit consent of the company will be obtained.

As a part of continued improvement activities and stakeholder expectations management, trustea may publish responsible sourcing compliance information as apart of reporting. Trustea will welcome cooperation from suppliers in this regard.

Question 6: Are you willing to work with trustea for publishing your efforts on responsible sourcing?  
(Note: trustea will always obtain prior consent for such public domain reporting.)