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Approved By: PROPRIETOR Dot. Next



Responsible Sourcing & Procurement Policy

1. Purpose

Dot Next Technologies is committed to responsible and ethical sourcing in all aspects of its business operations. This policy establishes our approach to procurement, vendor engagement, and supply chain management to ensure that all goods and services are obtained in compliance with ethical, legal, and environmental standards.

2. Scope

This policy applies to:

- All procurement activities of Dot Next Technologies, including IT hardware, equipment, software, and services.
- All suppliers, vendors, contractors, and business partners engaged with Dot Next.
- All business locations in India and international engagements.

3. Policy Statement

Dot Next Technologies does not source raw materials directly. For IT hardware, equipment, and software procurement, we engage only with **established, reputable vendors** who comply with:

- International standards on responsible sourcing.
- Conflict-free supply chain practices, including avoidance of minerals from **Conflict-Affected and High-Risk Areas (CAHRA)**.
- Applicable labour, environmental, and anti-corruption regulations.

We require suppliers to:

- Provide written declarations that their products are not linked to conflict minerals or CAHRA.
- Share ESG (Environmental, Social & Governance) compliance reports where applicable.
- Cooperate in Dot Next's due diligence process.

4. Implementation Measures

Dot Next will:

- Conduct due diligence prior to supplier onboarding.
- Incorporate responsible sourcing clauses in vendor contracts.
- Periodically review supplier compliance with ESG and ethical sourcing requirements.
- Take corrective measures, including disengagement, in cases of supplier non-compliance.
- Align procurement decisions with sustainability, ethical labour, and environmental protection.

5. Roles & Responsibilities

Role	Responsibility
Proprietor	Approves policy, ensures compliance, and promotes a culture of ethical procurement.
Procurement Team / Engagement Partner	Conducts supplier due diligence, monitors compliance, and maintains procurement records.
Employees	Follow procurement guidelines, avoid conflicts of interest, and report sourcing concerns.
Vendors / Suppliers	Adhere to Dot Next's responsible sourcing requirements, provide declarations, and maintain transparency.

6. Reporting Mechanism

Dot Next encourages all employees, vendors, and stakeholders to report any concerns related to unethical sourcing, non-compliance with ESG requirements, or violations of this policy. Reports can be made through:

- Email: **contact@dot-next.in**
- Direct escalation to the Proprietor
- Anonymous reporting (where applicable)

All reports will be handled with confidentiality, investigated promptly, and corrective action will be taken where required. Retaliation against individuals who raise concerns in good faith will not be tolerated.

7. Review & Updates

This policy will be reviewed **annually** or earlier if required by law, international standards, or client expectations. Updates will be documented with revised version numbers and approval records.

8.Document Control

Version	Date	Prepared By	Reviewed By	Approved By	Changes / Remarks
1.0	01.04.2023	Sujit Swain	Ajit vijay hogade	Ajit vijay hogade	Initial Release
2.0	01.04.2024	Sujit Swain	Ajit vijay hogade	Ajit vijay hogade	Annual Review – Minor Edits
3.0	01.04.2025	Sujit Swain	Ajit vijay hogade	Ajit vijay hogade	Reporting Mechanism Section Added

Signed: *Ajit Hogade*
AJIT VIJAY HOGADE | PROPRIETOR
DOT NEXT TECHNOLOGIES
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