

Sustainable Procurement Policy

Internal commitments on supplier environmental and social practices

Document No.	TL-POL-PRO-020	Revision	00
Effective date	01-10-2026	Next review	30-09-2027
Policy owner	Procurement & Imports Manager	Approved by	Chairman
Scope	All purchases of Trade Linx: imported printers, inks, solvents and spare parts, IT equipment, local services and contractors	Classification	Public – available to all stakeholders

1. Purpose

Trade Linx (established 2005, Firm Reg. No. 2829-2005, NTN 2289271-7) supplies CIJ/TIJ industrial coding and marking printers, inks, solvents, consumables and spare parts, packaging machinery and IT equipment, and provides installation, maintenance, repair and annual maintenance contract (AMC) services. It operates from one site at 16-J Johar Town, Lahore, with 17 employees (2025).

Most of what we sell is bought from manufacturers in China, Europe and elsewhere, including our group company Inkjet Limited (Xiamen, China). This policy commits our buyers to consider suppliers' environmental, labour, human rights and ethics practices alongside price, quality and delivery. It complements the Procurement Policy (TL-POL-PRO-010). Requirements for suppliers are set out separately in the **Supplier Code of Conduct (TL-POL-PRO-030)**.

2. Qualitative objectives

Supplier environmental practices

- Prefer suppliers with ISO 14001, RoHS/REACH-compliant products, low-VOC or solvent-free inks, and energy-efficient equipment (e.g. ENERGY STAR IT products).
- Require an SDS for every chemical product, and packaging that is minimal and recyclable.
- Encourage suppliers to measure and reduce their GHG emissions and to consolidate freight.

Supplier social practices

- Require suppliers to respect human rights: no child or forced labour, safe workplaces, fair wages and hours, non-discrimination and freedom of association.
- Require zero tolerance for bribery and respect for data protection.

3. How we put this into practice

#	Action	How
1	Supplier Code of Conduct	All active suppliers sign the Supplier Code of Conduct TL-POL-PRO-030.
2	Contract clauses	Every purchase order and contract includes the environmental, labour, human rights and anti-bribery clause in Annex A (breach may lead to termination).

#	Action	How
3	Risk analysis	Every year, suppliers are screened for sustainability risk by country, product category and spend (Supplier Sustainability Risk Assessment TL-REG-PRO-040).
4	Supplier assessment	Medium- and high-risk suppliers complete the Supplier Sustainability Self-Assessment Questionnaire; results are scored.
5	Buyer training	Everyone who buys receives training on sustainability risks in the supply chain every year.
6	Corrective actions and capacity building	Suppliers with gaps agree a corrective action plan; we share guidance and good practice. Good performers are given preferred-supplier status.
7	Buyer objectives	Sustainable procurement objectives are part of the annual appraisal of procurement staff.

4. Quantitative targets

KPI	Baseline (2025)	Target	Target year
Active suppliers that have signed the Supplier Code of Conduct	0% (introduced 2026)	100% of strategic suppliers	2027
Purchase orders/contracts with sustainability clauses	0% (introduced 2026)	100% of new POs	2026
Suppliers screened in the annual risk assessment	0% (first screening 2026)	100% of active suppliers	2026
Medium/high-risk suppliers assessed with the questionnaire	0% (introduced 2026)	≥ 80%	2027
Buyers trained on sustainable procurement	0% (introduced 2026)	100% every year	2026
Assessed suppliers with gaps engaged in a corrective action plan	n/a (no assessments yet)	100%	2028

5. Governance and review

The **Procurement & Imports Manager Akhtar Ali** owns this policy, maintains the supplier register and reports supplier KPIs quarterly to the Chairman, who approves the policy and targets. KPIs are published in the annual Sustainability KPI Report. The policy is reviewed at least once a year.

Approval

This document was approved by the Chairman of Trade Linx on 01-10-2026 and is effective from that date. It is communicated to all employees and relevant stakeholders, applies until superseded and is reviewed at least annually.

Prepared by: Procurement & Imports Manager

Approved by	Signature and company stamp	Date
Chairman, Trade Linx	Approved and signed by the Chairman – signed original held at Trade Linx Head Office, Lahore	01-10-2026

Revision history

Rev.	Date	Description of change	Approved by
00	01-10-2026	First issue.	Chairman

Annex A – Standard sustainability clause for purchase orders and contracts

"The Supplier confirms that it has read and will comply with the Trade Linx Supplier Code of Conduct (TL-POL-PRO-030), including its requirements on environmental protection, health and safety, labour and human rights (including the prohibition of child and forced labour) and anti-bribery. The Supplier shall provide Safety Data Sheets for all chemical products and allow Trade Linx or its appointed auditor to verify compliance on reasonable notice. A serious or uncorrected breach entitles Trade Linx to suspend orders or terminate this contract without penalty."