OneSource Solutions Co.

OSC-POL-007 – Sustainability & Environmental Responsibility Policy

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Document Title: Sustainability & Environmental Responsibility Policy
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Classification: Public
Prepared By: Protim Neog – Head of Sales & Information Technology
Reviewed By: Alok Poddar, CA – Head – Finance & Document Control Officer
Approved By: Managing Partner
Review Frequency: Every 12 Months

1. Purpose

OneSource Solutions Co. is committed to conducting business in an environmentally responsible and sustainable manner. This policy establishes our commitment to reducing environmental impact, promoting responsible sourcing, minimizing waste, and supporting sustainable business practices throughout our operations and supply chain.

2. Scope

This policy applies to:

- Employees
- Business Partners
- Customers
- Vendors
- Suppliers
- Contractors
- Logistics Partners
- Consultants

3. Policy Statement

OneSource Solutions Co. believes that sustainable business practices create long-term value for customers, employees, suppliers, and society. We are committed to continually improving our environmental performance while delivering quality workplace products and procurement solutions.

4. Environmental Objectives

We aim to:

- Reduce paper consumption through digital documentation.
- Promote environmentally friendly office practices.
- Encourage recycling and waste segregation.
- Reduce unnecessary packaging.
- Improve operational efficiency.
- Support responsible sourcing.

5. Responsible Procurement

OneSource Solutions Co. encourages procurement from suppliers who:

- Follow ethical manufacturing practices.
- Comply with environmental regulations.
- Minimize environmental pollution.
- Use recyclable or sustainable materials where practical.
- Maintain responsible waste disposal practices.

Preference may be given to suppliers demonstrating recognized sustainability initiatives.

6. Waste Management

The Company shall:

- Reduce office waste.
- Reuse materials wherever feasible.
- Recycle paper, plastic, and electronic waste through authorized recyclers.
- Dispose of obsolete equipment responsibly.

7. Energy Conservation

Employees are encouraged to:

- Switch off lights and equipment when not in use.
- Use energy-efficient devices where practical.
- Minimize unnecessary electricity consumption.
- Promote digital collaboration to reduce printing.

8. Sustainable Packaging

Where feasible, OneSource Solutions Co. will:

- Encourage recyclable packaging materials.
- Reduce excess packaging.
- Optimize packaging to minimize transportation waste.
- Work with suppliers to improve packaging efficiency.

9. Transportation & Logistics

The Company aims to:

- Optimize delivery routes.
- Consolidate shipments where practical.
- Reduce unnecessary transportation.
- Work with reliable logistics partners to improve operational efficiency.

10. Compliance

OneSource Solutions Co. and its suppliers shall comply with all applicable environmental laws and regulations in the jurisdictions where business is conducted.

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11. Employee Awareness

Employees will be encouraged to:

- Follow environmentally responsible work practices.
- Reduce waste generation.
- Support sustainability initiatives.
- Report opportunities for environmental improvement.

12. Continuous Improvement

The Company will periodically review its sustainability practices and seek opportunities to improve environmental performance, operational efficiency, and responsible sourcing.

13. Responsibilities

Management

Management shall:

- Promote environmental responsibility.
- Allocate resources for sustainability initiatives where practical.
- Review policy effectiveness periodically.

Employees

Employees shall:

- Follow this policy.
- Support sustainability initiatives.
- Use company resources responsibly.
- Report environmental concerns to management.

Suppliers

Suppliers are expected to:

- Comply with environmental regulations.
- Support responsible sourcing.
- Reduce waste where practical.
- Cooperate with OneSource Solutions Co. on sustainability initiatives.

14. Reporting Environmental Concerns

Environmental concerns or suggestions may be submitted to:

Sustainability Coordinator

Protim Neog
Head – Sales & Information Technology

Email: **sales@onesources.in**

Phone: **+91 9272093437**

Responsibilities:

- Sustainability initiatives
- Digital transformation
- Environmental awareness
- Website and digital documentation management

Operations Contact

Vishwajeet Rathore
Head – Operations

Responsibilities:

- Logistics optimization
- Packaging improvements
- Operational efficiency

Email: **operations@onesources.in**

Phone: **+91 9424056324**

Document Control Officer

Alok Poddar, CA

Head – Finance & Document Control Officer

Responsible for:

- Policy Management
- Document Control
- Compliance Records
- Version Management

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Grievance Officer

Vinay Jain

Head – Procurement & Supply Chain

Email: **jain.vinay@onesources.in**

Phone: **+91 7470521155**

Response Timeline:

- Acknowledgement: Within **2 Business Days**
- Resolution Target: Within **7 Business Days**

Company Information

OneSource Solutions Co.

Registered Office
Shop No. 8, Ground Floor, Shri Pandharinath Apartment,
Lohegaon – Wagholi Road, Sant Nagar,
Pune – 411047, Maharashtra, India

Phone: +91 9272093437
Email: sales@onesources.in
Website: www.onesources.in

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Document Control

Field	Details
Document Number	OSC-POL-007
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Reviewed By	Alok Poddar, CA
Approved By	Managing Partner
Next Review Date	01 August 2027

Policy Commitment

OneSource Solutions Co. is committed to integrating sustainable practices into its business operations while continuously improving environmental performance, supporting responsible procurement, and promoting efficient use of resources. We encourage our employees, customers, suppliers, and business partners to work together in achieving these objectives.

Document Revision History

Version	Date	Description	Approved By
1.0	01 August 2026	Initial Release	Managing Partner

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