

AIVahan International Sustainable Purchasing Policy

Purpose

AIVahan International is committed to making responsible purchasing decisions that consider environmental sustainability, quality, and long-term value. Where practical, purchasing decisions shall prioritize products and services that reduce environmental impact and support responsible business practices.

Considerations for Procurement of Office Equipment and Technology

When purchasing new office equipment and technology, AIVahan International shall consider products that are energy efficient, durable, and designed for long-term use. Purchasing decisions shall favour products that reduce environmental impact where practical.

The purchaser will consider factors such as:

- Energy efficiency certifications (such as ENERGY STAR®)
- Product durability and lifespan
- Repairability and upgrade options
- Responsible disposal, recycling, or take-back programs at end of life

The purchaser shall consider both short-term and long-term costs when selecting between more sustainable products and standard alternatives.

Considerations for Procurement of Furniture and Office Supplies

When purchasing furniture and office supplies, AIVahan shall consider products that are:

- Durable and designed for extended use
- Repairable where possible
- Made with recycled or environmentally preferable materials
- Recyclable or responsibly disposable at end of life
- Second-hand or refurbished where practical

Environmentally preferable products that are of comparable quality and cost may receive purchasing preference.

Considerations for Office and Workplace Supplies

When purchasing office and workplace supplies, AIVahan shall consider products and practices that reduce waste and support environmental sustainability.

Where practical, preference will be given to:

- Reusable cups, dishes, and cutlery instead of single-use disposable items.
- Refillable office and kitchen supplies where available.
- Products with minimal, recyclable, or compostable packaging.
- Consolidated deliveries or local pickup options to reduce transportation-related emissions.
- Local suppliers where practical to support the local economy and reduce transportation impacts.

Considerations for Procurement of Paper Products

AIVahan operates as a digital-first organization and aims to minimize paper consumption. When paper products are required, the purchasing decision shall favour products made with post-consumer recycled content (PCRC) and/or recycled content. Where practical, preference will be given to products with higher levels of recycled content. When recycled content products are unavailable, the purchaser will consider products made from responsibly sourced fibres.

This includes, but is not limited to:

- Printer paper
- Envelopes
- Notebooks
- Paper towels
- Facial tissues
- Other office paper products

Post-consumer recycled content (PCRC): Materials that have been used by consumers, diverted from landfill, and recycled into new products.

Recycled content: Materials recovered during the manufacturing process that are recycled into new products before reaching consumers.

Considerations for Procurement of Cleaning Supplies

When purchasing cleaning and workplace supplies, AIVahan shall consider products that reduce environmental and health impacts.

Preference may be given to products that are:

- Environmentally certified where available (e.g., ECOLOGO™, Green Seal™, or EPA Safer Choice™)
- Biodegradable or made with responsible ingredients
- Non-toxic and safer for workplace environments
- Available in refillable or reduced-packaging options

Considerations for Selecting Suppliers and Service Providers

When selecting suppliers, vendors, and service providers, AIVahan shall consider organizations that demonstrate responsible environmental and social practices.

Preference may be given to suppliers that:

- Minimize waste and packaging
- Demonstrate sustainability commitments
- Follow responsible business practices
- Offer environmentally preferable products or services

Sustainable Purchasing Commitment

AIVahan recognizes that sustainable purchasing is an ongoing process and will continue to consider environmental responsibility, quality, and long-term value when making purchasing decisions while supporting responsible business operations.

Questions and Further Information

If you have questions about this Sustainable Purchasing Policy or need guidance when making purchasing decisions, please contact:

Nitlaksh Gupta
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Website: www.aivahan.com

Nitlaksh is responsible for overseeing the implementation of this policy and ensuring purchasing decisions align with AIVahan's sustainability commitments.