

قطر ستيل

**QATAR STEEL**

# **POLICY**

## **Responsible Sourcing**

**Responsible Sourcing**

**Prepared By**  
Raw Materials Department

**Issued By:**  
Raw Materials Department



Policy	1.38.1.1.02.01
Established	01-Jun-2022
Effective Date	01-Jun-2022
Revision	

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### REVISION HISTORY

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## 1. INTERNAL CONTROLS

### 1.1. REVIEW OF POLICY

To assure Managements, Shareholders and External agencies confidence in the company's policies & practices, QATAR STEEL Internal Audit may verify compliance with this policy. [Department Owner] shall review this policy every three years to ensure that it continues to serve the purpose intended.

### 1.2. EMPLOYEE RESPONSIBILITIES

All employees of the company are required to observe and abide with this policy.

### 1.3. STATUTORY WARNING

This Policy is an intellectual property of Qatar Steel and is confidential intended for internal usage only. It is strictly prohibited all unauthorized access, usage, copying, recording in any form. Defaulters will be subject to disciplinary action. Unauthorized access and usage if noticed by anyone, shall be reported to HR Department.

### 1.4. APPROVAL

**This policy and any amendments made thereto; require the following approvals.**

AUTHORITY


DATE

  
Approved By (Acting C.P.O.)  
Khalid Ali Al-Emadi  
Chief Procurement Officer

01-06-2022

  
Checked By  
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Manager – Raw Material Department

01-06-2022

  
Drafted By  
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01.06.2022

This document has been reviewed by Document Controller. It complies with the requirements of policy 1.12.0.1.01.01 and it is considered ready for issue.

Signed by  Date 01. JUN. 2022

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## 2. Purpose

This policy communicates how Qatar Steel will work with our Suppliers and sets out expectations and commitment of our suppliers to minimum standards for Sustainable Development principles such as fair business practices, health and safety, environmental performance, and human rights.

## 3. Scope

This policy applies to all QATAR STEEL suppliers. (“Supplier” refers to company with the ability to supply a product or service).

## 4. Objective

- a) Fair Business Practices
- b) Health and Safety
- c) Environmental Protection
- d) Human Rights

## 5. Policy

Suppliers are an integral part of QATAR STEEL’s business process and they play a major role in contributing to the efficiency of the company and contribute to human health and environment protection.

Qatar Steel has suppliers spread across the world and a vast majority of our total procurement accounts for major raw materials used in the iron and steel-making process. Our major raw materials include

- Iron Oxide Pellets
- Steel Scrap
- Fluxes (Limestone and Dolostone)
- Ferroalloys
- Carbon Materials (Lump Coke, Carbon Injection Material)
- Graphite Electrodes

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QATAR STEEL expects its major raw material suppliers to comply with the provisions of the Responsible Sourcing Policy guidelines and promote supply chain transparency and establish long-term sustainable relationships in line with the following principles:

- Fair Business Practices
- Health and Safety
- Environment Protection
- Human Rights

Qatar Steel seeks collaboration from all our suppliers to work with Qatar Steel for the Sustainable business practices in line with the United Nations Sustainable Development Goals (SDGs)

<https://www.un.org/sustainabledevelopment/>

### 5.1 Fair Business Practices

Qatar Steel’s Code of Ethics and Business Conduct stipulates the ethical standards and business practices to be followed by all Qatar Steel employees and it expects that our suppliers will comply with the similar Code of Ethics and Business Conduct policies in all their business practices.

### 5.2 Health and Safety

QATAR STEEL is committed to ensuring zero harm to all their workforce having direct or indirect employment. Accordingly, we expect our suppliers to adopt health and safety management practices which ensures safeguarding their workers, contractors.

Suppliers who have management system accredited to OHSAS 18001 OR ISO 45001 or equivalent will be deemed to satisfy this requirement. In the absence of such framework, we recommend that our supplier develop internal policy, governance and implement mechanism as required. In addition, all suppliers having workforce working at any QATAR STEEL sites must conform to minimum standard required by QATAR STEEL’s HSE rules and regulations.

### 5.3 Environmental Protection

QATR STEEL is committed to abide by the relevant environmental legislation in its operational areas to create a lasting positive impact on the environment. This commitment is supported by our endeavor towards efficient use of natural resources and through adoption of eco-friendly business practices. To satisfy our requirement under Environment Protection, we expect that our suppliers adopt suitable and robust management practices for protection of the environment.

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Suppliers who have management systems accredited to ISO 14001 or equivalent will be deemed to satisfy this requirement. In the absence of such frameworks, we recommend that suppliers follow the relevant principles related to environment and energy.

The main areas that the suppliers need to focus on are:

- Reduction in Green House Gas Emissions, Dust Emissions.
- Energy Efficiency, Adoption of Renewable Energy in their premises.
- Reduction in fresh water consumption and effluent discharge.
- Sustainable Waste management practices especially hazardous waste management.
- Biodiversity protection and enhancement

**5.4 Human Rights**

Qatar Steel respects the human rights of employees and the communities in which we operate. Qatar Steel encourages our suppliers to comply with the human rights and labor practices or standards such as

- No use of forced and child labor as per the ILO conventions.
- No discrimination on the basis of gender, race, ethnicity, age, or religion.
- Workers’ pay and conditions meet the legal and mandatory industry standards.
- Provision of a safe and healthy workplace.
- Establish a grievance redressal mechanism.

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