

## Sustainable Procurement policy

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### ***REVISION HISTORY***

<b>Date</b>	<b>Version No.</b>	<b>Prepared By</b>	<b>Reviewed By</b>	<b>Approved By</b>	<b>Summary of Changes</b>
5-7-2023	1.1	Jaiganesh Thangavelu Sr. General Manager	Akshay Bochia Executive Vice President	Uma Thomas (Chief Risk Officer)	Minor update in Introduction section.

## **Table of Contents**

<b>1. Introduction .....</b>	<b>3</b>
<b>2. Scope .....</b>	<b>3</b>
<b>3. Sustainable procurement policy.....</b>	<b>3</b>
<b>3.1 Our commitment.....</b>	<b>3</b>
<b>3.2 Expectations from the suppliers.....</b>	<b>3</b>
<b>4. Review of policy .....</b>	<b>4</b>

## **Sustainable procurement policy**

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### **1. Introduction**

Hexaware Technologies and its subsidiaries are engaged in information technology consulting, software development and business process services. With more than three decades of experience, we are a next generation IT and consulting service provider. Our innovative and tailor-made technology solutions enable our clients to achieve operational excellence and enhance customer experience.

At Hexaware, we are always driven by the “True North” values – our unwavering commitment to always do the right thing for our clients, our people, and our communities. We are committed towards social impact and strive for sustainability across every function, including sourcing and procurement.

Through this procurement policy, we intend to make our operations more sustainable by:

- Upholding the laws and regulations of the respective countries we operate in
- Endorsing highest standards of economic, social, ethical, and environmental practices
- Identifying and moderating risks associated with our procurement process
- Communicating the policy with stakeholders (internal and external) and raising awareness among our suppliers

### **2. Scope**

This policy is applicable to our business operations in conjunction with our suppliers, subsidiaries, distributors, and business contacts

### **3. Sustainable procurement policy**

#### **3.1 Our commitment**

We are committed to engaging with suppliers who share our commitment to sustainable practices and comply with our “Suppliers’ Code of Conduct (SCOC)”.

#### **3.2 Expectations from the suppliers**

In accordance with our commitment to adopting best-in-class sustainable practices across our operations and the value chain, we expect our suppliers to demonstrate the same level of commitment and behavior with respect to ethical conduct, alignment with human rights standards, and safeguarding the environment.

##### **Environment:**

We believe in creating a safe and clean global environment. We follow the processes as per ISO 14001:2015 Environment Management Systems (EMS) standard within our own operations and expect our suppliers, vendors, contractors to,

- Adhere to all the applicable environmental laws in respective countries / jurisdiction
- Undertake initiatives to promote greater environmental responsibility such as:
  - Responsible waste management and disposal
  - Reduction of greenhouse gas and other emissions harmful to the environment
  - Conservation of non-renewable natural resources
  - Prevention and mitigation of different forms of pollution

## **Sustainable procurement policy**

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- Monitor, track and continually improve the use of resources

### **Business Ethics:**

We are committed to highest standards of business integrity, accountability, transparency, and ethics. We conduct our business in good faith, ethically and responsibly with suppliers and believe in building trusting, cooperative and long-term relationships.

We ensure that our suppliers across the supply chain and procurement process shall,

- Obey all relevant international and domestic laws regarding ethical business practices
- Demonstrate existence of procedures to prevent:
  - ✓ Money laundering
  - ✓ Fraud, bribery, corruption
  - ✓ Conflicts of interest
  - ✓ Data security issues

### **Labor and Human Rights:**

We abide by national and international human rights standards and principles within our own operations and shall ensure that our suppliers across the supply chain and procurement process,

- Prohibit slavery and the use of forced, bonded, or child labor across the supply chain
- Prohibit unlawful discrimination and harassment to provide a safe and inclusive work environment
- Provide fair pay and working conditions, including adequate rest periods and parental leave
- Provide safe and healthy workplace, which is in compliance with all applicable safety and health laws, regulations, and practices

## **4. Review of policy**

We understand that improvement in procurement performance is a continuous process and recognize the contribution of our suppliers in our journey to become more sustainable.

This policy will be reviewed at least annually or as & when required