

SUSTAINABLE PROCUREMENT POLICY

Version 1
Aug. 28, 2023

At ConvergeOne we are making the future of work, work better. Through digital modernization, collaboration, and cloud, we're empowering employees and customers to thrive in the next-generation workplace. Together, we're evolving organizations, communities, and the world. As part of this mission, we are also committed towards social impact and strive for sustainability across every function, including sourcing and procurement. ConvergeOne's Sustainable Procurement Policy is built on the basic principles of trust and respect. ConvergeOne is committed to fostering respectable stewardship of resources and working towards the greater good of society.

Purpose

The purpose of this procurement policy is to ensure that all procurement activities within the organization are conducted in a transparent, accountable, and ethical manner. The policy aims to provide guidance and direction to all stakeholders involved in procurement processes, including employees, vendors, and contractors.

Scope

This policy applies to all procurement activities conducted by the organization, including the acquisition of goods, services, and works. It also applies to all employees, vendors, contractors, and any other stakeholders involved in procurement processes.

Recognitions

In 2021 and 2022, we received a bronze rating from EcoVadis, the leading platform for environmental, social, and ethical performance ratings for global supply chains.



Principles

The procurement policy is guided by the following principles:

- 1 Transparency and accountability - All procurement activities must be conducted in a transparent and accountable manner, ensuring that stakeholders have access to information related to procurement processes.
- 2 Fairness and competition - All procurement processes must be fair, open, and competitive to ensure that vendors have an equal opportunity to participate in the procurement process.

3 Value for money - The organization must strive to obtain the best value for money in all procurement activities, considering both the cost and quality of goods, services, and works.

4 Ethical standards - All procurement activities must be conducted in accordance with ethical standards, ensuring that vendors are selected based on their capabilities and suitability for the procurement activity.

Risk management - The organization must identify and manage risks associated with procurement activities, ensuring that appropriate controls are in place to mitigate risks.

Roles and Responsibilities

1 The procurement department is responsible for managing all procurement activities, ensuring compliance with the procurement policy, and providing guidance and support to stakeholders involved in procurement processes.

2 Employees involved in procurement activities must ensure that they adhere to the principles outlined in this policy and are accountable for their actions related to procurement activities.

3 Vendors and contractors involved in procurement activities must adhere to the ethical standards outlined in this policy and provide accurate and complete information in all procurement processes.

Procurement Processes

1 All procurement activities must be conducted in accordance with the organization's procurement procedures, which must be consistent with this policy.

2 Procurement activities must be based on the principles of fairness, transparency, and competition, and vendors must be selected based on their capabilities and suitability for the procurement activity.

3 The organization must maintain a record of all procurement activities, including contracts, invoices, and other relevant documentation, in accordance with its record management procedures.

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

- Upholding the laws and regulations of the respective countries in which we operate.
- Endorsing highest standards of economic, social, ethical, and environmental practices.
- Identifying and moderating risks associated with our procurement process.
- Adding environmental and social clauses to supplier contracts.
- Tracking and surveying diverse vendors.

In accordance with our commitment to the highest standards, we also expect our suppliers to aspire to the same standards in their business operations, including but not limited to:

Environment:

- Comply and adhere to all the applicable environmental laws in respective countries/jurisdictions.
- 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; and
 - Conservation of non-renewable natural resources.

Business Ethics:

- 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:

- Comply with all applicable laws, in accordance with the principles of the International Labor Organization, the UN Global Compact and the UN Universal Declaration of Human Rights;
- Prohibit slavery and the use of forced, bonded, or child labor across the supply chain; and
- Prohibit unlawful discrimination and harassment to provide a safe and inclusive work Environment.

Community Development:

- Provide employees with a living wage, at a minimum.
- Partner with local governments and communities to improve the education, cultural, economic, and social well-being of communities in which they operate.

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

For detailed guidelines on supplier sustainability, please refer to our Supplier Code of Conduct at [Supplier Code of Conduct](#).

At ConvergeOne, we also recognize the value of diversity and have adopted a Supplier Diversity initiative, to increase the small and diverse businesses in our supplier database. For more details on our commitment to Diversity, Equity & inclusion please see [Diversity, Equity & Inclusion](#).

For any grievances or suggestions regarding sustainable procurement practices, please reach out to DiversityInclusion@convergeone.com