



## Sustainable Procurement Policy

<b>Title</b>	Sustainable Procurement Policy
<b>Policy Owner and Contact Information</b>	Ravish Kumar ravish.kumar@o9solutions.com
<b>Location Applicability</b>	Global Employees
<b>Effective Date</b>	March 2023
<b>Last Reviewed</b>	March 2023
<b>Next Review Date</b>	March 2024

### Scope

The Sustainable Procurement Policy (this "Policy") applies to all employees of o9 Solutions, Inc. and its subsidiaries (collectively "o9", the "Company", "we", or "our", as applicable). Moreover, while this Policy is specifically written for employees, the Company expects contractors, consultants, and others who may be temporarily assigned to perform work or services for the Company to follow this Policy in connection with their work for the Company.

### Purpose

This Policy documents o9's sustainable procurement practices and reflects the Company's commitment to our core values of leadership, execution, and social impact. This Policy is also a key part of the o9's sustainability strategy.

### Policy Statement

It is o9's policy to respect and promote environmental and social welfare in all aspects of life, business and personal. o9 is committed to respecting the environment, labor and human rights along our supply chain. We aspire to aid in the creation of a sustainable future by being environmentally conscious and socially aware and supporting our suppliers in being the same.

### Responsibilities

This Policy is to be reviewed annually by our Procurement Manager and/or Ravish Kumar. All managers and supervisors are responsible for monitoring and supporting the implementation of the Policy, and all employees are responsible for understanding and complying with this Policy. The Procurement Manager and/or Ravish Kumar can be contacted, for any comments or questions.

## **Sustainable Procurement**

It is important that our suppliers along the value chain share our commitment to strive for sustainable products and services while taking people and the environment into consideration within their operations.

### General

o9 is committed to:

- Include sustainability as a key aspect within procurement decisions and practices.
- Explore the more sustainable sourcing of office supplies and Company merchandise.
- Consider supplier social and environmental practices in all new supplier relationships from Q2 2023 onwards.
- Conduct an internal CSR supplier risk assessment by the end of 2023.
- Implementing sustainable procurement training, and by Q3 2024 ensuring that 100% of the procurement team and other relevant employees are trained to help them identify and overcome purchasing risks around social, ethical, and environmental practices.
- Collecting necessary information on Scope 3 from key suppliers in Q1 and Q2 of 2023 to be able to identify the Scope 3 baseline and a reduction strategy by Q4 2023.
- Communicating supply chain emission reduction targets to key suppliers once the baseline and targets have been decided, at the latest by Q2 2024.
- Report on KPIs regarding supplier social and environmental practices by 2025.

### Supplier Practices

o9 is committed to:

- Work with data center service providers that have ambitious clean cloud programs.
- Assess at least 80% of our top 50 suppliers in spend on their CSR practices by 2024 thanks to a formalized assessment process.
- Have 80% of our top 20 suppliers in spend sign our Supplier Code of Conduct (or demonstrate equivalent commitment) and/or declare to adhere to the same or equivalent standards, and therefore acknowledge our expectations on human rights, fair labor conditions, environmental management, health and safety, business ethics, and cybersecurity by 2025.
- Incorporate our Supplier Code of Conduct into the contract template by 2024, to ensure all new suppliers comply with our environmental and social requirements.

### Supplier Engagement

As part of our commitment to sustainable practices along the supply chain, o9 is setting up a long-term sustainable supply chain engagement program. This will involve categorizing suppliers into different levels of engagement and identifying key suppliers with whom strategic partnerships or collaborations can be formed to improve sustainability within the value chain. The plan will also involve communicating the sustainability expectations for suppliers through our Supplier Code of Conduct. Furthermore, we will also work on understanding our supplier sustainability progress through EcoVadis ratings and their improvements over time.

o9 is committed to:

- Implement a supplier engagement plan by 2024, categorizing suppliers into low, medium, and high levels of engagement.
- Use EcoVadis as a key tool with our supplier engagement program to collect data and measure progress through scorecard ratings over time.
- Ensure 80% of our top 50 suppliers in spend have a valid EcoVadis score by 2026.
- Focus on building long-term partnerships with strategic suppliers (high level of engagement) to collaborate on sustainability issues.
- Actively promote better sustainability practices within our supply chain with the engagement plan, by also working with key underperforming suppliers to improve, such as offering capacity-building programs.
- Give some of our key suppliers access to our o9 Academy Learning platform to provide them with training resources regarding sustainability.

By: Igor Rikalo

Name: Igor Rikalo

Title: President and Chief Operating Officer

Date: 3/8/2023