

# SUSTAINABLE PROCUREMENT POLICY

Version 2  
Sept. 29, 2024



At ConvergeOne, Inc. and its affiliates (“C1”), we are dedicated to enhancing the future of work through digital modernization, collaboration, and cloud solutions. Our mission extends beyond business objectives to include a commitment to social impact and sustainability in every aspect of our operations, including procurement. Our Sustainable Procurement Policy is founded on trust, respect, and responsible stewardship of resources, aiming for the greater good of society.

### Purpose

This policy ensures that all procurement activities are conducted transparently, accountably, and ethically. It provides guidance for employees, vendors, and contractors involved in our procurement processes.

### Scope

The policy applies to all procurement activities related to goods, services, and works. It encompasses all employees, vendors, contractors, and other stakeholders participating in these processes.

### Recognitions

In 2021, 2022, and 2023, C1 received a bronze rating from EcoVadis, the leading platform for environmental, social, and ethical performance ratings for global supply chains.



In 2022, 2023 and 2024, C1 achieved Cisco’s Environmental Sustainability Specialization, Reaffirming its Commitment to Corporate Social Responsibility [onec1.mediaroom.com](https://onec1.mediaroom.com)



### Principles

Our procurement activities are guided by the following principles:

1. **Transparency and Accountability:** Stakeholders must have access to relevant procurement information.
2. **Fairness and Competition:** All processes must be open and competitive, ensuring equal opportunity for all vendors.
3. **Value for Money:** We strive for optimal value, balancing cost and quality in all procurement decisions.
4. **Ethical Standards:** Vendors are selected based on their capabilities and ethical conduct.
5. **Risk Management:** We will identify and mitigate risks associated with procurement activities.

### Roles and Responsibilities

- **Procurement Department:** Responsible for managing all procurement activities, ensuring compliance with this policy, and providing support to stakeholders.
- **Employees:** Must adhere to the principles outlined in this policy and be accountable for their procurement-related actions.
- **Vendors and Contractors:** Expected to comply with our ethical standards and provide accurate information throughout the procurement process.

### Procurement Processes

1. All procurement activities must align with the organization's established procedures.
2. Vendors are selected based on fairness, transparency, and their suitability for the procurement needs.
3. A record of all procurement activities, including contracts and invoices, must be maintained in accordance with our record management procedures.

### Sustainability Commitment

Through this policy, we aim to enhance sustainability by:

- Upholding local laws and regulations.
- Endorsing the highest standards of economic, social, ethical, and environmental practices.
- Identifying and managing procurement risks.
- Including environmental and social clauses in supplier contracts.
- Actively tracking and engaging diverse vendors.

### Supplier Expectations

We expect our suppliers to uphold the same standards in their operations, including:

#### Environment:

- Compliance with applicable environmental laws.
- Initiatives for responsible waste management, greenhouse gas reduction, and conservation of resources.

#### Business Ethics:

- Adherence to all relevant laws regarding ethical practices.
- Implementation of measures to prevent money laundering, fraud, bribery, corruption, conflicts of interest, and data security issues.

#### Labor and Human Rights:

- Compliance with laws and international standards regarding labor rights.
- Prohibition of forced labor and unlawful discrimination.

#### Community Development:

- Provision of a living wage to employees.
- Engagement with local communities to enhance education and social well-being.

### **Continuous Improvement**

We recognize that enhancing procurement performance is an ongoing journey and value our suppliers' contributions to our sustainability goals.

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

### **Supplier Diversity Initiative**

C1 is committed to increasing the representation of small and diverse businesses within our supplier database this includes a Diverse supplier intake form on our website [Environmental, Social & Governance \(onec1.com\)](#). Direct link to the form for diverse-owned supplier or subcontractor who would like to explore potential opportunities with C1: [Diverse Supplier Intake Form](#).

For more information on our Diversity, Equity, and Inclusion efforts, please refer to [Diversity, Equity & Inclusion](#).

### **Feedback and Contact**

For grievances or suggestions regarding our sustainable procurement practices, please contact us at [DiversityInclusion@onec1.com](mailto:DiversityInclusion@onec1.com).

