



Sustainable Procurement Policy

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1. PURPOSE

Wissen Infotech is committed to responsible and sustainable procurement practices that align with core values of environmental stewardship, ethical integrity, social responsibility, innovation, transparency, collaboration, and continuous improvement.

This Sustainable Procurement Policy establishes the principles and expectations that govern the procurement of goods and services including manpower, ensuring they contribute to the long-term sustainability of the company, its business associates, and the global community.

Wissen Infotech is dedicated to integrating sustainability into its procurement practices to minimize environmental impact, promote ethical business conduct, and enhance social equity. By prioritizing responsible sourcing, engaging with sustainable suppliers, and fostering innovation, the company aims to build a resilient and inclusive value chain. This policy underscores Wissen Infotech's commitment to driving positive environmental, social, and economic outcomes through its procurement decisions

2. SCOPE

This policy applies to all procurement activities undertaken by Wissen Infotech, including those conducted by all new and existing business associates, suppliers, contractors, subcontractors, and agents. It covers sourcing of human resources, products, equipment, services, and subcontracted work under any contract, agreement, or arrangement with Wissen Infotech. The policy ensures alignment with local, national, and international standards to foster sustainable practices at every stage of the supply chain.

3. DEFINITIONS

NA

4. RESPONSIBILITIES

NA

5. CLAUSES COVERED UNDER THE POLICY

5.1 Environmental Responsibility

Wissen Infotech is dedicated to minimizing its environmental footprint by:

- Sourcing environmentally sustainable goods and services.

- Encouraging the use of renewable energy, energy efficiency, water conservation, and waste reduction.
- Promoting the reduction, reuse, and recycling of resources, in alignment with circular economy principles.
- Complying with environmental health and safety laws related to hazardous waste, chemicals, and pollutants.
- Encourage digital alternatives to paper-based stationery where feasible.

5.2 Social Responsibility

Wissen Infotech prioritizes social equity and ethical labor practices by:

- Partnering with suppliers who adhere to fair labor practices, workplace safety, and respect for human rights.
- Avoiding suppliers involved in exploitative practices such as child labor, forced labor, or unsafe working conditions.
- Promoting diversity, equity, and inclusion in the workforce of its suppliers.
- Encouraging support for local communities through responsible employment and social investments.
- Promote diversity in manpower suppliers, ensuring inclusion and equal opportunity.

5.3 Ethical Business Practices

Wissen Infotech ensures integrity and fairness in its procurement activities by:

- Partnering with suppliers committed to anti-corruption policies and compliance with laws.
- Upholding standards of ethical conduct, transparency, and accountability in all supplier interactions.
- Requiring suppliers to adhere to principles of fair competition and the prevention of bribery or fraud.
- Require all procurement activities to be documented for audit purposes.

5.4 Supplier Engagement and Collaboration

Wissen Infotech values strong relationships with its business associates and aims to:

- Collaborate with suppliers to enhance sustainability practices.
- Provide training, resources, and support for suppliers to meet sustainability objectives.

- Prioritize suppliers demonstrating continuous improvement in environmental, social, and ethical practices.

5.5 Sustainable Innovation and Continuous Improvement

Wissen Infotech is committed to fostering sustainable innovation by:

- Encouraging suppliers to reduce their environmental and social impacts.
- Setting measurable sustainability targets and tracking progress through regular updates.

5.6 Implementation and Monitoring

The Sustainable Procurement Policy will be implemented and monitored by Wissen Infotech's Sustainability team, with support from senior management. Key actions include:

- Supplier sustainability assessments during onboarding.
- Measurement of key performance indicators (KPIs) such as Diversity and Inclusion, Ethical hiring practices, Local Employment, carbon emissions reductions and waste management improvements.
- Reporting on the progress of sustainable procurement efforts annually.
- Addressing non-compliance by requiring corrective actions and terminating relationships in cases of repeated or severe violations.

5.7 Grievance Redressal

Wissen Infotech provides a transparent grievance mechanism for stakeholders to report concerns related to procurement practices. Stakeholders may raise complaints through dedicated channels. All grievances will be addressed promptly and fairly.

5.8 Policy Review and Interpretation

The Sustainable Procurement Policy will be reviewed annually to ensure it remains relevant and effective. Any amendments will be approved by the Board of Directors. In case of conflicts with applicable laws or regulations, such laws will take precedence over this policy.

5.9 Conclusion

Wissen Infotech acknowledges the significant impact of its procurement practices on the environment, society, and the global economy. By adopting sustainable procurement practices, the company fosters ethical business conduct, safeguards the environment, and advances social equity. This policy underscores Wissen Infotech's dedication to driving sustainability and inclusivity in all aspects of its operations.