



Sustainable Procurement Policy

Effective date: October 8, 2024

INTRODUCTION

At WorkJam, we are committed to conducting our business in a sustainable and responsible manner. As a Software as a Service (“SaaS”) company, WorkJam recognizes the importance of integrating Environmental, Social, and Governance (“ESG”) principles into our procurement processes, with a view to mitigate risks, drive innovation, and create long-term value for our stakeholders and the communities we serve. We aim to lead by example in our own sustainable operations while providing solutions that enable our customers to run their own business sustainably.

1. Objective and scope

This Sustainable Procurement Policy (the “Policy”) applies to all procurement activities undertaken by WorkJam, including but not limited to the acquisition of goods, services and technology solutions. All employees, interns, director or officer of WorkJam (collectively “Employees”), as well as WorkJam contractors, consultants and partners are required to read and be familiar with this Policy. This Policy shall be read in conjunction with the Third-Party IT Security Policy which defines IT security requirements for engaging third parties. WorkJam executives are responsible for the compliance with this Policy within their respective business units or global functions.

2. Fundamental principles

2.1. Environmental

Preference is given to suppliers and partners who demonstrate a commitment to optimizing and using energy resources, minimizing waste generation, exploring renewable energy options where feasible, and adopting sustainable practices, and partners who demonstrate a commitment to reducing their carbon footprint and aligning with global climate targets

2.2. Social

Suppliers and partners must respect human rights principles, including those outlined in international conventions and frameworks. We require suppliers and partners to uphold fair labor standards, including safe working conditions, non-discrimination, and fair wages. We promote diversity and inclusion, seeking partnerships with businesses that reflect diverse backgrounds and communities

2.3. Governance and ethics

Suppliers and partners should comply with all applicable laws, regulations, and industry standards relevant to their operations. They are expected to maintain high ethical standards, including anti-corruption practices and transparency in business operations.

3. Procurement practices

3.1. Supplier and partner selection

- a. WorkJam shall choose suppliers and partners according to a transparent, fair and impartial purchasing selection process, based on predefined criteria, including the environmental and social impact of the products and services proposed.



- b. In this selection process, WorkJam shall evaluate the suppliers' or partners' ESG performance, including their sustainability policies, certifications, and track record. This evaluation shall be performed by the department/function responsible for the applicable procurement activity, with the help of WorkJam legal.
- c. Preference shall be given to suppliers or partners who demonstrate a commitment to continuous improvement in ESG practices and provide transparency in reporting.

3.2. Contractual agreements:

- a. Contracts with suppliers and partners shall include clauses that outline our expectations regarding ESG performance, compliance, and accountability, namely:
 - a. Ethical commitments: suppliers and partners shall agree to conduct their activities in accordance with the principles set out in WorkJam's Code of Conduct, and undertake not to be involved in any way in any act of corruption, extortion or misappropriation of funds, or in any form of bribery.
 - b. Social commitments: suppliers and partners shall undertake to comply with all health, safety and security (HSS) standards as well as labour laws and regulations in force in the country where they operate. They shall undertake to uphold fair labour standards, including non-discrimination and respect human rights principles.
 - c. Environmental commitments: suppliers and partners shall comply with the environmental provisions and standards applicable to their respective activity. They shall observe these environmental ethical practices in all places where they operate, with a view of optimizing and using energy resources, minimizing waste generation, exploring renewable energy options where feasible, and adopting sustainable practices.
- b. We reserve the right to audit suppliers to ensure adherence to contractual obligations and ESG standards.

4. Continuous Improvement. We are committed to continuously improving our sustainable procurement practices through stakeholder engagement and integration of best practices. Feedback from stakeholders and periodic reviews of this policy enable us to adapt and evolve our approach to address emerging ESG risks.

5. Implementation. This policy shall be communicated to all employees, suppliers, and stakeholders, who are expected to uphold its principles and support its implementation across all procurement activities.

WorkJam's legal department is responsible for the oversight of this Policy. This Policy shall be reviewed annually. If you have any concerns, questions, or requests concerning this Policy, please contact the legal department by email at legal650@workjam.com.