

# POLICY SUSTAINABLE PROCUREMENT



## 1 Purpose

Procurement plays a huge and essential role in every organization. Any business, big or small, has the need to purchase essential goods/services for its production and business activities such as machinery, equipment, materials, tools, offices, etc.

The purpose of this policy is to use purchasing as one of the business tools to demonstrate responsibility and contribute to sustainable development, which is not only capable of making the company's operations better but also improve the lives of people in the community.

## 2 Scope of Policy

This policy is applied to all employees, customers, partners, contractors, and all parties related to the business activities of FPT Software Company Limited (FSOFT). It is the responsibility of every member of the Company to read, understand, and comply with this policy.

## 3 Sustainable Procurement Policy

To ensure the trust of our suppliers and stakeholders, and to demonstrate a sense of responsible procurement, we are committed to the principles of fair, open, transparent, and compliant procurement practices. comply with the law, comply with regulations, and strictly implement agreements and commitments to purchasing behavior that has the most positive impact on the environment, economy and society. Specifically, here are the principles to consider when making a purchase decision:

### 3.1. Buy on demand

- Only buy things that are necessary, enough to meet production and business activities, and always strive to find more sustainable and suitable alternatives.
- Responsible for the intended use, profitability and impact on the supply chain.

### 3.2. Responsible and transparent trading

- Together with its suppliers, FSOFT is committed to ensuring legal compliance and transparency in bilateral cooperation. Be responsible and meet the criteria of product and service quality for customers.

### 3.3. Respect and fairness

- Procurement is carried out with respect, consideration and responsiveness to the interests of stakeholders affected by procurement behaviours.
- Do not discriminate in transactions, avoid bias and prejudice in purchasing decisions. All suppliers including local and foreign suppliers; All small and medium-sized organizations have an adequate and fair opportunity to compete.

### 3.4. Ethical behavior

The supplier code of conduct should be followed, which includes key points such as:

- Respect human rights, say no to forced labor and children
- Respect copyright, private information
- Anti-monopoly, ensuring fair competition
- Bribery, giving and receiving in any form is strictly prohibited



### 3.5. Health and safety

- Suppliers will limit risks and disruptions if they ensure safe practices in the workplace such as employee health, protective equipment, machines and tools, safe environment, fire prevention explosion or disaster and accident response measures to protect human life.

### 3.6. Environmental protection

- Encourage suppliers to create environmentally friendly products, promote policies to protect the environment, improve the ecosystem, and minimize environmental impacts caused in the production and business process.

### 3.7. Permanence, existence and sustainability

- To reduce costs and reduce quality risks, we need to choose stable and sustainable products and services. Ethical and financial sustainability will also limit supply chain risks. Suppliers are environmentally sustainable, technology ensures stability and development when the market fluctuates.

### 3.8. Promote social contribution in the supply chain

- Creating jobs for workers is also contributing to the locality and society. Actively participating in local movements also demonstrates the organization's spirit and sense of responsibility to society. This is also the priority criterion for selecting suppliers to jointly create a sustainable supply chain.

### 3.9. Information and communication

- The above are the criteria in the procurement policy that we set and commit to comply with as a guideline for perfection, wishing to contribute to creating a sustainable development environment. If you have any doubts about non-compliance or contravention of the above policy, please contact us through the following channels:

**E-mail:** [compliance@fpt.com](mailto:compliance@fpt.com)

**Hotline:** +84 (28) 37362323/Ext: 54119

We look forward to hearing from you so we can quickly help prevent and fix any issues that have occurred. We are committed to processing all reports as quickly, fairly and confidentially as possible.

**On behalf of  
Chief Financial Officer**



**NGUYEN KHAI HOAN**

