



Sustainable Procurement Policy



01

Be passionate about clients success

02

Treat each person with respect

03

Be global and responsible

04

Unyielding integrity in everything we do

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1. Preamble

The Wipro Sustainable Procurement Policy governs the procurement of goods and services by or on behalf of Wipro. This policy highlights the consistent approach to procurement across Wipro and its associated entities. It ensures that procurement activities are conducted transparently, ethically, and efficiently, supporting Wipro's operational and strategic objectives.

2. Scope of the Policy

Primary Stakeholders: The policy is applicable to all employees, contractors, consultants, or agents who are directly or indirectly involved in the procurement activities for or on behalf of Wipro, including all its entities, subsidiaries, and affiliates of Wipro Limited. The procurement team will work closely with Business or Strategic Marketing Units to ensure alignment between procurement initiatives and business objectives.

Categories managed by Procurement:

- Time & Material
- Managed Services
- Professional Services
- HR Services
- Marketing
- Travel and Hospitality
- Transportation
- Facility Management and Security Services
- Construction
- Hardware
- Software
- Telecom Services
- Procurement by Acquired Entities

3. Statement of Wipro's vision and key goals

Wipro aims to conduct procurement processes that achieve value for money, considering not just factors like total cost of ownership, quality, timely delivery, and potential risks but relevant material implications to its corporate sustainability goals. The procurement process is impartial, transparent, and accountable, ensuring fair and consistent supplier selection with an audit trail and adequate documentation. Wipro commits to sustainable and responsible sourcing, engaging with suppliers to promote compliance with environment and social practices outlined in the Supplier Code of Conduct.

4. Approach

4.1 Procurement Principles

- The procurement process will be conducted with the aim of obtaining value for money. Due consideration will be given to factors such as total cost of ownership, flexibility, quality, timely delivery, potential risk, and pertinent ESG parameters.
- The procurement process will be conducted in an impartial, transparent, and accountable manner. The process of selecting suppliers/ value chain partners shall be fair, consistent, and beyond reproach. An audit trail and adequate documentation must be maintained.
- The procurement process will be conducted in a manner that maximizes Wipro's resources and ensures that the goods and services are procured effectively to meet the requirements of the users in Wipro in a timely manner.
- Wipro will engage suppliers/ value chain partners who provide written contractual undertakings to indicate that they comply with the internationally recognized standards on human rights, labor, the environment, anti-corruption, and anti-bribery as reflected in Wipro's Supplier Code of Conduct (SCOC).
- Wipro considers its suppliers/ value chain partners vital to its business continuity and performance. Wipro partners with suppliers/ value chain partners to promote sustainable and responsible sourcing of products and services. We engage with suppliers and contractors to strengthen labor and human rights compliance, fair working conditions, and other supply chain risk management practices.
- At Wipro, we believe that a diverse supplier/value chain partner base encourages innovation, local entrepreneurship, inclusive business environment, and contributes to the overall well-being of the society. Thus, we instituted a robust global supplier diversity program which aims to support indigenous small and medium enterprises certified to be managed and controlled by entrepreneurs belonging to historically marginalized sections of the society such as women entrepreneurs, LGBTQ+, people with disabilities, minorities, service veterans and other applicable categories.

4.2 Procurement Process

The Global Procurement Team will:

- Engage with stakeholders (Sales, Presales, Business Unit, Practice Unit, GBL, or SMU) to gather requirements.
- Collect market intelligence about suppliers, products, pricing, and trends.
- Initiate RFx processes (RFP, RFI, RFQ).
- Conduct supplier selection and onboarding, including price negotiation and finalizing commercial terms while ensuring a level playing field for smaller diverse suppliers.
- Manage and execute contracts throughout their lifecycle, including renewals or terminations.

4.3 Sustainable Procurement Practices

- At WIPRO, we're dedicated to conducting procurement in line with our environmental, social and governance goals. Recognizing our purchasing power's impact, we aim to minimize negative effects and maximize positive outcomes by:
- **ECO-FRIENDLY PRACTICES:** Emphasize goods and services that are eco-friendly, focusing on energy efficiency, water efficiency, resource efficiency, waste minimization and biodiversity preservation.
- **LEGAL COMPLIANCE:** Adhere to relevant laws, regulations, and international standards regarding procurement, environmental protection, and human rights.
- **HUMAN RIGHTS AND LABOR RIGHTS:** Ensure suppliers uphold human rights, labor rights, and ethical practices, with a strict prohibition on forced or child labor.

- **LOCAL SOURCING:** Favor local sourcing to support the economy and reduce emissions, actively seeking diverse suppliers that are minority-owned, women-owned, and small businesses.
- **CAPACITY-BUILDING AND COLLABORATION:** Collaborate with suppliers to enhance their sustainability performance through capacity-building and sharing best practices, forming long-term partnerships with committed suppliers including special programs for diverse suppliers.
- **MONITORING AND EVALUATION:** Continuously monitor and evaluate supplier performance against sustainability criteria, using metrics and KPIs to track sustainability impact.
- **QUALITY AND RELIABILITY:** Ensure sustainability without compromising quality, evaluating suppliers based on sustainability while maintaining reliability and efficiency.
- **TRANSPARENCY AND ACCOUNTABILITY:** Maintain transparency in procurement processes, communicate openly about sustainability goals, and hold both WIPRO and suppliers accountable through monitoring and audits.
- **CONTINUOUS IMPROVEMENT:** Regularly evaluate and improve procurement practices, fostering innovation through collaboration with suppliers.
- **FEEDBACK AND INNOVATION:** Seek feedback from suppliers and stakeholders to improve procurement processes and adopt new technologies and practices to enhance sustainability in procurement activities.

4.3.1 Environment

Wipro strives to reduce and minimize the environmental footprint of its internal operations. Our focus will primarily be on four dimensions:

- Reduction in our Energy and GHG (Greenhouse Gas) footprint,
- Increase in the efficiency of use and recycling of water,
- Sustainable Waste management minimizing waste-to-landfill and
- Enhancing Biodiversity in our campuses.

We encourage our suppliers/ value chain partners to align with our efforts by implementing similar strategies to reduce their energy and GHG footprint, improve water efficiency and recycling, practice sustainable waste management to minimize waste-to-landfill, and contribute to enhancing biodiversity in their operations. Wipro collaborates with key suppliers through the Wipro Initiative for Supplier Engagement (WISE) program to collaborate on its ESG goals with strategic suppliers. All our suppliers must ensure compliance with all applicable laws.

4.3.2 Social

At WIPRO, we abide by Labour Practices and Human Rights practices. We believe in upholding the dignity, rights, and well-being of all individuals involved in our supply chain. Suppliers/ value chain partners are expected to comply with the following principles:

- **FORCED OR COMPULSORY LABOUR:** Suppliers/ value chain partners must prohibit forced, bonded, or compulsory labour, including slavery or trafficking. Employees must be hired freely, with written employment agreements provided. Identity documents may not be confiscated unless required by law.
- **PROHIBITION OF CHILD LABOUR:** Suppliers/ value chain partners must comply with laws against child labour, including minimum age limits, and maintain a strict 'no child-labour' policy.
- **DISCRIMINATION AND HARASSMENT:** Suppliers/ value chain partners must provide a respectful, harassment-free workplace, ensuring equal opportunities without discrimination based on protected characteristics. They should support positive work relationships and employee development.

- **WORKING CONDITION:** Suppliers/ value chain partners must comply with laws on working hours, provide at least one day of rest per week, and ensure fair wages and benefits. Employment terms should reflect equal opportunity and fair wages principles.
- **OCCUPATIONAL, HEALTH AND SAFETY:** Suppliers/ value chain partners must prevent workplace injuries and provide a safe working environment, adhering to industry practices and societal standards. Implementing management systems to meet these requirements is encouraged.
- **Supplier Diversity:** Wipro will organize Wipro Inclusion & Diversity Opportunity for Vendors (WINDOV) drives to empanel diverse suppliers time to time. It will strengthen these businesses by offering mentorship under Wipro Inclusive Supplier Development & Mentorship (WISDOM) program. Under Women Entrepreneurship with Wipro (WEW) program it will aim to increase spend with women businesses.

Suppliers/ value chain partner is deemed Diverse for the whole quarter if the certification is valid for any day of the same quarter. It must provide valid third-party or government certifications and promote diversity in business operations to participate in Wipro Supplier Diversity in keeping with domestic laws and regulations

- **DATA PRIVACY:** Suppliers/ value chain partners must process personal data lawfully and transparently, adhering to data privacy laws and regulations, and respecting data subjects' rights.
- **INFORMATION SECURITY:** Suppliers/ value chain partners must adhere to Wipro's data security protocols, maintain data security controls, report security incidents promptly, and collaborate to ensure compliance with contractual security requirements, in line with Wipro's ISO 27001 certification.

4.3.3 Governance

- **BUSINESS INTEGRITY AND ETHICS:** Wipro enforces a zero-tolerance policy towards bribery and corruption. Suppliers/ value chain partners must not offer anything of value to influence business decisions, must ensure accurate invoicing, and are prohibited from offering gifts or entertainment to Wipro employees to influence decisions.
- **ONFLICT OF INTEREST:** Suppliers/ value chain partners must use good judgment to avoid conflicts of interest and proactively address any potential conflicts with Wipro or its employees.
- **CONFIDENTIALITY:** Suppliers/ value chain partners must protect confidential business and personal information obtained from Wipro, including employee and third-party data, and refrain from sharing it with unauthorized individuals.
- **ANTI-COMPETITIVE AND RESTRICTIVE TRADE PRACTICES:** Suppliers/ value chain partners should promote free and fair competition by offering competitive prices and innovative products and services.
- **INSIDER TRADING:** Suppliers/ value chain partners must not use Wipro's confidential information for personal benefit in the stock market and are prohibited from trading or tipping others based on material non-public information.
- **BUSINESS CONTINUITY:** Suppliers/ value chain partners should have plans to resume operations after disasters or work stoppages and must recommence services within agreed timelines following such events.

4.4 Training

At Wipro, we have developed comprehensive training programs specifically designed to enhance our suppliers' and value chain partners' understanding and integration of social and environmental issues into their business operations. These programs are part of our broader commitment to sustainable business practices and aim to align our suppliers/ value chain partners with Wipro's sustainability goals and ethical standards.

5. Outcomes and Impacts

The policy ensures that goods and services are procured in a sustainable manner. It promotes engagement with suppliers/ value chain partners who comply with environmental and social best practices. Implementing a sustainable procurement policy brings a range of benefits across environmental, social, economic, and reputational aspects. Environmentally, it reduces carbon footprints by sourcing from sustainable suppliers and promotes resource conservation through recycling and renewable materials. Socially, it supports local economies and ensures fair labor standards, protecting human rights. Economically, it leads to long-term cost savings via reduced energy use and waste, while mitigating risks from supply chain disruptions and enhances corporate image by showcasing commitment to sustainability, improving accountability, and fostering innovation through collaborative partnerships. Overall, sustainable procurement not only strengthens our operational efficiency but also aligns businesses with responsible practices, enhancing overall resilience and stakeholder trust.

6. Governance

Policy Owner: Chief Procurement Officer (CPO)

Cadence: Wipro is dedicated to conducting annual reviews of its Sustainable Procurement Policy to ensure its relevance, effectiveness, and adherence within the organization and to international standards and best practices. The outcomes of these reviews will be documented, and any essential amendments or enhancements to the policy will be promptly implemented.

Catalyst: Chief Procurement Officer is responsible for creating awareness, understanding, and compliance with the policy throughout the organization.

7. Reference Policies

| # | WIPRO's Policies | External/ Internal | Link |
|---|--------------------------|--------------------|---|
| 1 | Code of Business Conduct | External | https://www.wipro.com/investors/corporate-governance/policies-and-guidelines/ |
| 2 | The Ombuds Process | | |
| 3 | Supplier Code of Conduct | | |

8. Approving Authority

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|---------------------------------------|--|
| Approved by (Name and Designation) | Kumaralingam M C Global Procurement Officer |
| Effective Date: | 5th July 2024 |



About Wipro Limited

Wipro Limited (NYSE: WIT, BSE: 507685, NSE: WIPRO) is a leading technology services and consulting company focused on building innovative solutions that address clients' most complex digital transformation needs. Leveraging our holistic portfolio of capabilities in consulting, design, engineering, and operations, we help clients realize their boldest ambitions and build future-ready, sustainable businesses. With 250,000 employees and business partners across more than 60 countries, we deliver on the promise of helping our clients, colleagues, and communities thrive in an ever-changing world.

