

# OpenText Sustainable and Ethical Procurement Policy

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OpenText, The Information Company™, enables organizations to gain insight through market-leading information management solutions, on-premises or in the cloud. OpenText strives to take social and environmental factors into consideration, alongside financial factors in making decisions on the purchase of goods and services to meet the needs of the organization. Our purchasing decisions will, when and where practical, consider the total lifecycle cost and impact, along with the associated risks and implications for society and the environment, while meeting the needs of our customers and enabling their digital transformations. We are a signatory to the United Nations Global Compact and our procurement policies and practices follow the UN Global Compact principles.

## To Whom this Policy Applies:

This policy sets out a framework of expectations as it relates to the acquisition of goods and services for OpenText in a manner that is both ethically responsible and sustainable. Specifically, this policy addresses the expectation for staff and suppliers as it relates to environmental responsibility, cultural practices, relationships with suppliers to ensure the highest level of integrity, ethical standards, and fair and honest dealings at all times.

We intend that this policy applies to our suppliers as well as all members of the supplier's supply chain, and that it is our practice to include a provision in our supply agreements that require the supplier and all members of their supply chain to act in a manner that is consistent with this policy as they provide goods and services to OpenText.

This policy includes two elements of procurement: **sustainable procurement**, referring to a purchasing and investment process that takes into account the economic, environmental and social impacts, and **ethical procurement**, referring to engaging in ethical behavior in the supply chain, particularly as it relates to people in the supply chain.

Some key activities in support of this policy include:

- **Sustainable Procurement:**
  - OpenText will, to the extent possible, not knowingly engage with suppliers (including their supply chain) that are likely to cause adverse social and environmental impacts.
  - OpenText will prioritize suppliers who demonstrate that they have embedded sustainability within their products, their operations and their supply chains.
  - OpenText will actively undertake procurements in an effort to reduce the environmental and social impact in service operations, and in the acquisition of products throughout the organization.
  
- **Ethical Procurement:**
  - OpenText will require suppliers to comply with all applicable legislation as it relates to people in the supply chain.
  - OpenText will not knowingly engage with suppliers that are involved in a business that: a) may damage OpenText's reputation, or b) is inconsistent with the principles of OpenText.

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- Supplier shall have the highest standards of integrity and shall uphold these standards in all business interactions. Suppliers shall have a zero tolerance policy with respect to all forms of bribery, corruption, extortion and/or embezzlement.
- OpenText will not knowingly engage with suppliers (including their supply chain) who employ minors or otherwise rely on child labour. For the purpose of this policy, a minor or child is considered to be a person under the age of eighteen (18) years of age.
- OpenText will respect and uphold the rights of people in the supply chain in the following ways:
  - To freely choose employment;
  - No forced, bonded or compulsory prison labour;
  - Having the choice, without distinction, to elect to join or form trade unions of their own choosing and, where applicable, the right to bargain collectively;
  - In the case where a trade union is present, union representatives are not to be discriminated against and are to have the ability to perform their respective representative functions in the workplace without reprisal;
  - Fair wages that meet or exceed the national or local legal standard as applicable;
  - Standard working hours that are in compliance with national or local industry standards. In the case where there is a difference, the more stringent law shall be applied;
  - Overtime hours being in accordance with applicable national or local laws. In the case where there is a difference, the more stringent law shall be applied;
  - Equal opportunities;
  - Recognized employment relationship;
  - Freedom from intimidation or bullying, and a safe and healthy working environment
- In accordance with our [Supplier Code of Conduct](#) OpenText will require suppliers to have policies and processes to manage ethical issues within their supply chain, including, but not limited to all labor- related processes to ensure compliance with all of the requirements set out immediately above.

OpenText is committed to the ongoing development and management of company-wide sustainable and ethical procurement objectives. Global Sourcing & Contract Management is the owner of this Policy and holds overall responsibility for the implementation of same. The Sustainable and Ethical procurement goals and objectives are part of the overarching OpenText Corporate Citizenship (CC) program, led by the CC Steering Committee with representation from senior employees from across the organization. This committee is charged with identifying risks and opportunities related to the program and making recommendations to ensure goals and objectives are met. The CC Steering Committee meets regularly and provides updates to the CEO of OpenText.

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## About OpenText

OpenText enables the digital world, creating a better way for organizations to work with information, on-premises or in the cloud. For more information about OpenText (NASDAQ: OTEX, TSX: OTEX), visit [opentext.com](https://opentext.com).

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