

## transcosmos Sustainable Procurement Policy

Staying true to our fundamental management philosophy that client satisfaction is the true value of our company, we, transcosmos, are aiming to co-create a well-being society with you all. To achieve the goal, we need to maximize the well-being of society, our clients and each individual, and for that, we must address social challenges throughout our entire supply chain.

Our Sustainable Procurement Policy states our fundamental approach to fulfilling compliance requirements and social responsibility with high ethical standards, and achieving responsible procurement. Based on this policy, we will continue to enhance collaborative initiatives with all our suppliers involved in our supply chain, and together, we will lead the way towards a well-being society.

transcosmos Sustainable Procurement Policy refers to, and takes into consideration the OECD Guidelines for Multinational Enterprises, the international guidelines that cover all key areas of business responsibility including human rights, the Charter of Corporate Behavior – For the Realization of a Sustainable Society, the revised charter of corporate behavior with the primary aim of proactively delivering on SDGs (the United Nations Sustainable Development Goals), as well as our internal policies, code of conduct, and rules and regulations on sustainability.

### Fundamental Policy

- We engage in socially responsible procurement in compliance with applicable laws and regulations as well as social norms to help create a well-being society.
- We build collaborative business relationships with all our suppliers through effective communication.
- Together with our suppliers, we continue to drive innovation by combining people and technology, and contribute to social progress.

### Procurement Approach

transcosmos is committed to engage in procurement activities in an approach that respects the Group's Code of Conduct.

#### · Legal Compliance

We comply with applicable laws and regulations of countries and regions where we do business, and understand and comply with local customs and business practices that are accepted lawful and fair.

#### · Respect Human Rights

In line with the transcosmos Group Human Rights Policy, we respect human rights of all suppliers and their people in our supply chain, and do not tolerate any form of discriminatory, harassing or other offensive language and conduct, and ensure our suppliers do not use forced labor.

#### · Fair Trade

We act fairly and with integrity in business dealings with all suppliers, adhere to a statement of account as well as terms and conditions of agreements, and comply with applicable laws and regulations.

#### · Anti-Bribery

We do not provide or receive, directly or indirectly, any improper benefits between any party that exceed the scope deemed appropriate by the laws and regulations and social customs of the countries and regions

where we operate, and accurately and appropriately record in accounting books or other documents all income and expenditures.

- Information Management

We understand and recognize the criticality of information obtained in the course of business dealings, and work hard to protect the confidentiality of information.

- Protection of Intellectual Property

We respect the intellectual property rights of third parties and do not use or acquire the intellectual property of any third party without permission or legal right.

- Ethical Conduct

We comply with applicable accounting and tax laws and regulations, tax systems, accounting standards and practices, etc. of countries and regions where we operate. We put the interests of our company before any personal interests or relationships, including but not limited to relatives, friends and other particular individuals.

- Environmental Action

We adopt green procurement practices and collaborate with suppliers to address environmental challenges to help create a more sustainable, inclusive and prosperous society for ourselves and future generations.

- Supplier Evaluation and Selection

In the supplier selection process, we evaluate all supplier candidates fairly and comprehensively against a set of criteria, including but not limited to, management credibility; product and service quality, price and delivery lead-time; and privacy and confidentiality protection policy.

Date of Enactment: April 1, 2024