

Sustainable Procurement Charter

SUPPLIER CODE OF CONDUCT PURPOSE:

- A Supplier Code of Conduct outlines the expectations and standards that an organization requires its suppliers to meet.
- It focuses on ensuring that suppliers adhere to ethical, legal, and socially responsible practices.

Veritext's Commitment Towards Sustainable Purchasing

Veritext, a leader in deposition and litigation support solutions, is committed to social responsibility, diversity, equity, and inclusion (DEI), and sustainable operations, recognizing their exponential value to stakeholders. Veritext aims to cultivate meaningful societal change and believes that socially responsible companies outperform in the long term. Therefore, we seek to partner with suppliers who share our sustainability goals for stakeholders, the community, and the environment through transparency, open communication, and collaboration.

Veritext strives to ensure that our vendors and partners abide by the principles set out in our Supplier Code of Conduct[insert URL link], which helps deliver Veritext's values through our supply chain. Through this Sustainable Procurement Charter, Veritext demonstrates its sustainable procurement aspirations and goals, enabling the creation of a more sustainable, transparent, and fair world.

Veritext is committed to maintaining high sustainable purchasing performance standards, driven by the following key environmental, social, and governance guidelines and principles:

Supplier Environmental Goals:

- Comply with all applicable environmental laws in respective countries/jurisdictions.
- Strive to procure environmentally friendly products and services, ensuring responsible sourcing and consideration of whole life cycle costs.
- Reduce environmental impact in the supply chain by conserving resources, minimizing waste, maximizing local sourcing, promoting recycling, and demonstrating a reduction across all waste streams.
- Support the transition to a low carbon economy.
- Encourage and organize sustainable initiatives in which employees can participate.

Supplier Social Goals:

- Provide a physically and emotionally safe working environment for staff and visitors.
- Protect and uphold all human rights, including, but not limited to, ensuring no child workers or forced labor are in the full supply chain.
- Verify that policies and processes are in place against all forms of discrimination.
- Ensure fair and equitable wages.
- Provide training to all employees in areas such as Diversity and Inclusion, Health and Safety, Mental Health, and Human Rights.
- Ensure procurement processes that embed sustainability are extended to subcontractors.

Supplier Governance Goals:

- Act with integrity and be accountable for actions within the market and in wider society outside of the workplace.
- Maintain policies and comply with all laws and regulations to safeguard physical and digital assets.
- Proactively take measures to prevent fraud, corruption, and bribery.
- Ensure whistleblowing and grievance mechanisms are embedded within business practices.
- Provide employees with training on environmental, social, and governance topics.