

Singtel Group Responsible Procurement Policy

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1. Introduction

At Singtel Group, we are committed to building a sustainable future for our stakeholders with our focus on four key sustainability pillars: Climate Change and Environment, People and Future of Work, Community Impact, and Sustainable Value Creation. Our [sustainability goals](#) not only shapes our corporate vision but serve as the compass for Singtel Group as we position ourselves as a driving force for corporate sustainability.

Embracing the ethos of '*Buying Better Products from Better Companies in a Better Way*', our Singtel Group Procurement practices extend beyond transactions; they are a strategic pathway toward a sustainable future. This slogan encapsulates our ambition in driving corporate sustainability through the careful selection of suppliers, products, and practices. Singtel Group Procurement is looking to collaborate closely with suppliers who share our ambitions, ensuring that our procurement decisions align seamlessly with our four sustainability pillars.

This policy signifies more than just a set of guidelines; it is a declaration of Singtel Group's intent to be at the forefront of responsible sourcing.

2. Building Sustainability into our Sourcing

Singtel Group Procurement will look to integrate our Environmental, Social and Governance (ESG) objectives into Singtel Group's sourcing process, be it through the suppliers we choose to work with, the products we choose to buy, or the services we look to engage.

2.1 Working with Better Companies

In line with Singtel Group's commitment on responsible sourcing, we describe the following mandatory requirements which our suppliers must comply with, in order to maintain a relationship with Singtel Group:

- Maintain an environmental policy outlining their commitment to environmental sustainability.
- Upon request, take steps to identify, monitor and reduce emissions with the intent to achieve year-on-year decline in greenhouse gas emissions to collectively keep global rise of temperatures to 1.5°C or less.
- Eliminate use of materials that contain harmful substances, including but not limited to those listed in the European REACH Restricted Chemical List, while also ensuring adherence to RoHS certification standards.
- Adhere to all applicable laws and regulations in supplier's countries of operation, including all applicable environmental laws, and comply with the [United Nations Guiding Principles on Business and Human Rights](#), actively seek ways to honour the principles of these internationally recognised human rights standards.
- Comply with applicable conflict minerals regulations. Suppliers must undertake measures to ensure that raw materials are responsibly sourced and metals from conflict areas including, but not limited to, tin, tantalum, tungsten and gold, or derivatives of these minerals (per the OECD Due Diligence Guidance for responsible mineral supply chains), do not enter its supply chain.
- Refrain from participating in, and to implement measures that prevent, slavery and the use of forced, bonded, or child labour in their operations and supply chain.
- Demonstrate due diligence to mitigate modern slavery and human rights risks.

- Have policies in place that prohibit unlawful discrimination and harassment, ensuring a safe and inclusive work environment.
- Comply with Singtel Group workplace safety and health requirements for physical work.
- Comply with all applicable international and domestic laws regarding ethical business practices. Demonstrate existence of procedures or intent to prevent:
 - Money laundering
 - Fraud, bribery, corruption
 - Conflicts of interest
 - Data security breaches
 - Involvement with the production of firearms and weapons, recognising that our suppliers' operations in sectors like aerospace and defence are legitimate and non-controversial
- Comply with detailed standards listed out in the [Singtel Group Supplier Code of Conduct](#) to conduct business with Singtel.

Additionally, Singtel Group expect our suppliers to aspire to undertake these initiatives in their business operations, including but not limited to:

- Using renewable energy alternatives like solar or wind energy.
- Improvements in water usage efficiency and reduce water consumption throughout their business operations.
- Minimising waste to landfill or incineration, giving priority whenever possible to reuse and recycling treatments, with the aim of contributing to the circular economy.

Supplier sustainability evaluation tools will be employed for applicable sourcing events to ensure that the abovementioned sustainability criteria are integrated into our supplier selection and qualification. Recognising that not all suppliers may have the tools or resources for their sustainability journey, Singtel Group is committed to guiding and upskilling such suppliers who share our dedication to a sustainable value chain.

2.2 Buying Better Products

In addition to imposing mandatory requirements on our suppliers, Singtel Group also mandates certain criteria for the goods and services that we procure:

- Ensure all materials in our operations align with [our environmental policy](#), human rights statement.
- Paper used in our operations will not contribute to deforestation and/ or are sourced from recycled materials where available.
- Avoidance of products that harvest or use parts from endangered species.
- All events organized or sponsored by the Singtel Group, including but not limited to meetings, workshops, and conferences, shall incorporate sustainable practices. This includes prioritising indoor green venues that are certified to internationally and/or locally recognised standards in sustainable practices, and follow our sustainable event guideline processes. As an example, this includes eliminating the use of single use packaged water for indoor events, amongst others.

Furthermore, Singtel Group will preferentially procure goods and services with the following considerations:

- Incorporate sustainability principles and circularity in the design and manufacturing of electronic components and products to facilitate reusability, reparability, and recyclability.

- Prioritise high energy efficiency in the design of products, supported by relevant labels or rating.
- Reduce the use of single-use plastics in products and packaging, and consider environmentally sustainable alternative materials.
- Enhance accessibility and inclusion considerations in sourcing to maintain and build accessible products and solutions.
- Prioritise opportunities, where appropriate and possible, to support diverse groups that suppliers represent or can support. These may include:
 - Supporting gender equality focused on female gender representation
 - Indigenous groups and minority owned organisations (based on location. ie. [First Nation certified organisations for any Australian based operations](#))
 - Organisations prioritising and supporting people with disabilities
 - Non-governmental organisations (NGOs)
 - Social enterprises that support community priorities based on location of operations
 - Businesses that promote fair trade and ethical employment

Sustainability criteria will be used to evaluate suppliers' proposals received for applicable sourcing events, and consequently contribute to our technical scoring process. These criteria play a pivotal role in assessing the sustainability aspects of the proposals, aligning with our commitment to procuring responsible and sustainable products and services.

3. Compliance

Periodic audits and assessments will be conducted to evaluate suppliers' policies and programmes against applicable laws, regulations, industry best practices and NGO standards. Any gaps identified shall be corrected promptly.

In the event of any violations or suspicions of potential violations, suppliers are required to promptly notify Singtel Group. Any violations or the discovery of undeclared violations of this Policy may have serious consequences for the supplier's business relationship with Singtel Group, which could include termination of that relationship.

4. Further Information

4.1 Resources

This Policy shall be supplemented by the following documents:

- ✓ [Singtel Group Supplier Code of Conduct](#) for detailed standards that all suppliers must comply to conduct business with Singtel
- ✓ [Singtel Group Human Rights Statement](#) for an overview of our approach to human rights, including child rights, as well as other standards.
- ✓ [Singtel Group Environment Policy](#) on how we manage and minimise the environmental impact of our business investment, operations, products and value chain.

Any clarifications and questions regarding this Policy shall be directed to Singtel Group Procurement via [email](#).