

# INFO EDGE (INDIA) LTD.

## PROCUREMENT POLICY

### PURPOSE

Info Edge (India) Limited along with its wholly owned subsidiaries (“Info Edge” or “The Company”) believes in good ethics and transparency in business towards its customers, suppliers, employees, and communities. With this policy, Info Edge aims to incorporate transparent, objective, time and cost-effective decision making and risk management procurement methods to ensure a fair and equitable purchasing of goods and services. The key pillars of our procurement policy consist of reduction in energy consumption, conservation of natural resources, minimizing waste generation and release of emissions and maximizing reusability & recyclability across the value chain of product or service.

### SCOPE AND APPLICABILITY

The applicability of this policy extends to all individuals of the Company working at all the levels and grades, including senior managers, officers, directors, employees (whether permanent, fixed-term or temporary), trainees, volunteers, seconded staff, casual workers and agency staff, agents, or any other person associated with the Company (collectively referred to as “Associates”) who are responsible for all purchases of goods and services in support of Info Edge internal business operations and that Info Edge will pay for directly and to all consultants, vendors, contractors, agents, intermediaries and associates of such third parties with whom the Company enters into contract (collectively referred to as “Business Partners”). This Policy may be shared with potential Business Partners and incorporated into any resulting contractual relationship.

Any conflict of interest of associates for procurement of services should be informed before contracting.

### ROLES AND RESPONSIBILITIES

The procurement at Company will be guided by this policy and the Business Responsibility and Sustainability Reporting (“BRSR”) Committee shall oversee that the procurement practices are aligned to the requirement of this Policy. At a business unit level, all departments of Info Edge and end-users who are responsible for purchase of goods and services for Info Edge are responsible and shall align to the requirements of this policy to the best possible extent. The Departmental heads will oversee the procurement activities done by respective departments and report to the BRSR Committee.

### POLICY STATEMENT

Info Edge intends to make purchase decisions that are socially and environmentally responsible. Info Edge shall engage with its Business Partners and shall include the following considerations into procurement decisions:

- In carrying out purchasing activities, Info Edge will comply with the all the applicable national & international legal and regulatory requirements, act with integrity and give due consideration to safety, environment, natural resource conservation and human rights

- Properly manage and protect the proprietary information, intellectual property and other assets of its business partners while procuring goods and services
- Apply key criteria to evaluate and select Business Partners which are following standards on sustainable procurement
- Ensure that Business Partners do not engage in bribery, corruption and in any unethical business activity
- Ensure disposal of goods to authorized agencies/recyclers in environmentally friendly manner
- Encourage use of water efficient products that reduce overall water usage
- Procure products and chemicals with low toxicity to reduce health effects on associates handling or coming in contact with the product
- Encourage logistics optimization, local buying and using circular economy principles for waste management
- Engage in innovations and advanced practices to contribute to the prevention of global warming and strive to save energy
- Promote sustainability awareness and green work culture among Associates to reduce emission and enhance sustainability within their own supply chain
- Procure recycled/part-recycled products to optimize resource consumption
- Establish a business continuity plan which enables the business continuity, when an unforeseen circumstance such as a disaster or accident occurs.
- Disclose information such as financial status, business results, and details of business activities only to appropriate stakeholders
- Properly manage own and other parties' intellectual properties, and do not obtain third-party trade secrets by illegal means or perform any act that infringes on the intellectual property of a third party

#### COMMUNICATION OF POLICY

The Company communicates transparently all necessary and relevant information with all the employees regarding policies and procedures pertaining to responsible and sustainable procurement practices and related concerns. This Policy shall be available on the internal portal and/or on the website of the Company.

#### GRIEVANCE REDRESSAL MECHANISM

All Associates and Business Partners are encouraged to raise their concerns and queries about any issues, breaches, or malpractices at the earliest possible stage at [Infoedge.BRSR@infoedge.com](mailto:Infoedge.BRSR@infoedge.com). All grievances related to procurement activities will be overseen by the BRSR Committee.