

HR

Virtusa Supplier Guidelines

13 July, 2017

Virtusa Goods and/or Services Provider Requirements Guide

Virtusa Corporation (NASDAQ: VRTU) is a global information technology services company with headquarters in Massachusetts and offices in North America, Europe and Asia.

Virtusa has policies governing Sustainability, Environment, Health and Safety, Climate Change, Energy, Water, Waste, and Corporate Social Responsibility. Our management systems are compatible with the following standards:

- ISO 22301 Business Continuity Management System
- ISO 27001 for Information security management and
- ISO 14001 for Environment management system
- BS OHSAS 18001 for Occupational Health and Safety management system
- Sarbanes–Oxley Act of 2002

Virtusa also has an Anti-bribery and Corruption policy and any violations should be reported to:

<https://virtusa.silentwhistle.com/ethfeedback/index.jsp>

Virtusa evaluates suppliers as part of the initial selection process as well as part of the continuous evaluation process. Along with commercial and quality expectations, sustainability is an important assessment criterion. A preferred supplier to Virtusa will demonstrate strong performance in all these areas. Virtusa is an equal opportunity company and welcomes offers from suppliers regardless of race, gender or ethnic group.

While Virtusa aims to minimize the burden placed on suppliers as part of evaluations, Virtusa may require inputs in a timely manner such as to respond to our Supplier Survey and accept site visits or audits. Failure to respond to the Supplier Survey may affect your supplier status. Our expectations from suppliers are as follows:

Commercial and Quality Aspects

- Review and abide by the terms of the PO, SLA or MOU as the case may be in providing the goods or services.
- Be cost effective, consistent and secure in your delivery.
- Maintain a high standard in the product or service provided.
- Comply with all applicable laws and regulations.
- Have specific Purchase Orders in advance with respect to deliveries.
- Deploy suitable tools and mechanisms to ensure optimization of delivery beyond manual systems and controls.

Human Rights and Labor

- Comply with all applicable laws and regulations.
- Respect the protection of internationally proclaimed human rights and ensure that they are not complicit in human rights abuses.
- Ensure that child labor is not used in any operations.
- Ensure that forced, bonded or indentured labor, slavery, or human trafficking is not used in any operations.
- Provide safe working conditions for all employees.
- Provide a workplace free from discrimination, harassment or abuse.

Environment

- Comply with all applicable environmental laws, regulations and standards.
- Minimize the environmental impact when providing goods and services to Virtusa.
- Keep track of environmental performance and try continuously to improve.

Business Ethics

- Not give or accept bribes.
- Compete ethically for our business.
- Divulge all potential conflicts of interest prior to contract.
- Keep accurate financial records to support the audit of any Virtusa invoices.
- Not assist in laundering money from criminal activities.
- Not give or receive lavish gifts.

Compliance with the Supplier Regulations is mandatory for all procurement contracts or other instruments of Virtusa and its subsidiaries. This document is not a guarantee of engagement but sets forth our business objectives for your clarity.

Revision History

No.	Ver. No.	Release Date	Prepared by	Reviewed by	Approved by	Reasons for New Release
1.	1.0	20-Apr-2014	Z. Marcelline	Harshaa De Silva		Created new policy.
2.	1.1	21-Apr-2016	Z. Marcelline	Harshaa De Silva		Reviewed policy.
3.	1.2	12-Jul-2017	Z. Marcelline	Harshaa De Silva		Updated policy.