



Cognizant Technology Solutions

Supplier Standards of Conduct

Effective April 11, 2017

Introduction

The relationship between Cognizant and its Suppliers is an integral part of achieving and maintaining high performance in Cognizant's business. Cognizant is committed to working with reputable business partners that share its dedication to ethical business conduct and policies.

Scope of Standards

The Supplier Standards of Conduct ("**Supplier Standards**") apply to all of Cognizant's third-party representatives, suppliers, vendors, and subcontractors and their parent, subsidiary, and affiliated entities (collectively, "**Suppliers**").

Requirements

All Suppliers must review our Core Values and Code of Ethics (the "**Code**"), our Anti-Corruption Statement, and these Supplier Standards as they set forth the minimum standards and practices that Cognizant's Suppliers are required to uphold. Copies of our Code and Anti-Corruption Statement are available on our website at <https://www.cognizant.com/codeofethics.pdf> and <https://www.cognizant.com/about-cognizant-resources/AnticorruptionPolicy.pdf>.

Cognizant has developed these Supplier Standards to set forth our expectations in regards to our Suppliers' business practices:

- 1. Compliance with Laws.** Suppliers must operate in full compliance with all applicable laws and regulations of the country and locale in which the Supplier operates.
- 2. Prohibition on Corrupt Behavior.** Suppliers must operate with honesty and integrity. Suppliers must not engage in bribery, corruption, paying kickbacks, acting unethically, or giving anything of value to secure an unfair advantage, whether in dealings with government officials, political parties, or individuals in the private sector. Suppliers must not engage in any unethical business activity or arrangements with any Cognizant employees. Suppliers must adhere to Cognizant's Anti-Corruption Statement.
- 3. Prohibition on Discrimination.** Suppliers must provide a workplace free from discrimination, harassment, or any type of abuse.
- 4. Prohibition on Child Labor.** Cognizant strictly prohibits the use of child labor in any of the Supplier's operations. Suppliers must not employ workers younger than the greater of (i) 15 years

of age, or 14 where the local law allows such exception consistent with International Labor Organization guidelines, or (ii) the age for completing compulsory education, or (iii) the minimum age established by law in the country of manufacture. In addition, Suppliers must comply with all legal requirements for authorized young workers, particularly those pertaining to hours of work, wages, and working conditions.

5. **Prohibition on Forced Labor.** All forms of forced or compulsory labor, such as prison labor, bonded labor, or indentured labor, are forbidden in any operations. Forced overtime and human trafficking are also strictly prohibited.
6. **Commitment to Health and Safety.** Suppliers must provide clean, safe, and healthy working conditions for all employees. Suppliers must comply with all applicable, legally mandated standards for workplace health and safety in the countries in which they operate and Cognizant encourages Suppliers to implement industry best practices.
7. **Fair Wages and Benefits.** Suppliers must pay workers according to any applicable minimum wage, as well as any legally mandated overtime premium for all hours worked. Suppliers also must ensure that any legally mandated benefits are being provided to their employees and that there are no illegal deductions for employee benefits.
8. **Fair Hours.** Suppliers will not require workers to work in excess of the lesser of the limits on regular and overtime hours allowed by the law of the country where the worker is located.
9. **Compliance with all Applicable Environmental Laws.** Suppliers must comply with all local environmental laws applicable to their operations. Cognizant encourages Suppliers to focus on continuous improvement of environmental performance.
10. **Accurate Books and Records.** Suppliers must keep accurate and complete financial books, records, and supporting documentation related to the goods and services provided to Cognizant.
11. **Disclosure of Conflicts of Interest.** Suppliers must disclose all potential conflicts of interest prior to entering into a contract with Cognizant. If a potential conflict of interest arises after a contract is entered into, the potential conflict must immediately be disclosed to Cognizant.
12. **Pre-Approval for Use of Subcontractors.** Suppliers may not use subcontractors in performing their work for Cognizant unless Cognizant gives prior approval.
13. **Commitment to Responsible Sourcing.** Suppliers will be committed to sourcing goods and services with the same fundamental support of human rights, labor, health and safety, environment, and ethics as set forth in these Supplier Standards.
14. **Conflict Minerals.** Suppliers must take steps to determine if their products contain conflict minerals (tin, tantalum, gold, and tungsten) and, if so, implement supply chain processes to identify the sources of these minerals and support efforts to eradicate the use of conflict minerals which directly or indirectly finance or benefit armed groups in the Democratic Republic of Congo or adjoining countries.

- 15. Communication to Employees.** All Suppliers will communicate the provisions of these Supplier Standards to those employees engaged in providing products or services to Cognizant.
- 16. Access to Cognizant.** Cognizant may conduct announced or unannounced on-site inspections of Supplier premises to monitor compliance with the Supplier Standards. Suppliers must maintain all documentation necessary to demonstrate compliance with the Supplier Standards on site and cooperate with Cognizant Associates or third party monitoring firms in connection with such inspections.

Violation of Our Supplier Standards of Conduct

Compliance with these Supplier Standards is mandatory. Suppliers may be monitored through surveys, questionnaires and/or audits. Failure to comply with these Supplier Standards may result in termination as a Cognizant Supplier and potential referral of the matter to local authorities.

Mandatory Reporting of Violations

Cognizant Suppliers who become aware of any actual or potential violation of the Supplier Standards, Cognizant's Anti-Corruption Statement, Cognizant's Code, or of any applicable law, are required to report them to the Cognizant Compliance Helpline, which is staffed by a third-party provider and available by phone or online.

- To access the Compliance Helpline via the internet, go to www.cognizant.com/compliance-helpline and follow the instructions for submitting a report.
- To make a report by telephone, dial the number specific to your country and follow the prompts:
 - ▶ U.S. and Canada: 1-866-824-4897
 - ▶ India: AT&T Direct Access Code 000-117 followed by 866-824-4897
 - ▶ UK: AT&T Direct Access Code 0-800-89-0011 (or 0-500-89-0011) followed by 866-824-4897
 - ▶ All other locations: Use the appropriate access code for your country, followed by 866-824-4897
 - ▶ Additional AT&T Direct Access Codes are available at <https://www.att.com/esupport/traveler.jsp?tab=3>.

Who Should I Contact With Questions?

Cognizant is committed to helping Suppliers comply with the Supplier Standards, Cognizant's Code, and Cognizant's Anti-Corruption Statement. Accordingly, should your organization have any questions or concerns regarding these Supplier Standards, Cognizant's Code, and/or Cognizant's Anti-Corruption Statement, you should immediately contact us at globalcompliance@cognizant.com. Thank you for your continued efforts and collaboration to adhere to our Supplier Standards.