

## Due Diligence Program for Suppliers and Partners

At Bizagi, we are committed to conducting thorough due diligence on our suppliers and partners to ensure they align with our values, standards, and business practices. Our Due Diligence Program is designed to establish clear guidelines, processes, and requirements for the vetting and engagement of third-party entities. By implementing this program, we aim to mitigate risks, enhance transparency, and promote accountability in our relationships with suppliers and partners.

### 1. Standards and Requirements

- **Compliance:** Suppliers and partners must comply with all applicable laws, regulations, and industry standards relevant to their business operations.
- **Ethical Conduct:** We expect suppliers and partners to uphold the highest standards of ethical conduct, integrity, and transparency in their dealings.
- **Quality and Performance:** Suppliers and partners must demonstrate a commitment to delivering high-quality products, services, and solutions that meet our expectations and specifications.
- **Financial Stability:** We assess the financial stability and viability of suppliers and partners to ensure they can fulfill their obligations and commitments to Bizagi.
- **Risk Management:** Suppliers and partners must have adequate risk management processes in place to identify, assess, and mitigate risks that may impact our business operations or reputation.
- **Data Privacy and Security:** We require suppliers and partners to adhere to strict data privacy and security measures to protect sensitive information and prevent unauthorized access or disclosure.

### 2. Due Diligence Process

- **Pre-Screening:** Prior to engaging with a supplier or partner, Bizagi conducts an initial pre-screening to gather basic information and assess their suitability for further evaluation.
- **Due Diligence Questionnaire:** Suppliers and partners are required to complete a due diligence questionnaire, providing detailed information about their business practices, financial status, legal compliance, and other relevant aspects.
- **Document Verification:** We verify the accuracy and authenticity of documents provided by suppliers and partners, including business licenses, certifications, financial statements, and contracts.

- **Background Checks:** Depending on the nature of the engagement, Bizagi may conduct background checks on key individuals or entities associated with the supplier or partner to identify any potential conflicts of interest or adverse information.
- **Online / Site Visits:** In some cases, Bizagi may conduct online or site visits or inspections to assess the operational capabilities, facilities, and infrastructure of suppliers and partners firsthand.
- **Risk Assessment:** Based on the information gathered during the due diligence process, Bizagi conducts a risk assessment to evaluate the suitability and suitability of the supplier or partner for engagement.

### 3. Ongoing Monitoring and Review

- **Contractual Obligations:** Bizagi includes clauses in contracts with suppliers and partners that outline their ongoing obligations regarding compliance, performance, and reporting requirements.
- **Regular Reviews:** We conduct regular reviews and audits of suppliers and partners to ensure ongoing compliance with our standards and requirements.
- **Feedback Mechanisms:** Bizagi encourages open communication and feedback from suppliers and partners to address any issues or concerns promptly and effectively.
- **Continuous Improvement:** We continuously evaluate and refine our due diligence processes to adapt to changing business environments, regulatory requirements, and emerging risks.

By implementing a robust Due Diligence Program for Suppliers and Partners, Bizagi demonstrates its commitment to governance, transparency, and responsible business practices. We believe that by engaging with ethical and reliable partners, we can enhance the sustainability and resilience of our supply chain and contribute to long-term value creation for all stakeholders.