

# Procurement Policy

## Purpose

To provide high level expectations and acceptable practices for the procurement of goods and services on behalf of AECOM, its subsidiaries, clients and third parties.

This policy applies to all employees involved in the procurement process as requestors, buyers, specifiers, evaluators, negotiators, or part of the validation and approval process.

## Policy

AECOM is committed to excellence in procurement and is guided in all activities by our core values: safeguard, inspire, anticipate, collaborate, deliver and dream.

- We will support our business partners – both internal and external – by providing strategic, value-added results quickly, simply, and cost-effectively.
- We will procure all required goods and services – whether for use on client projects or for the company’s own activities – using sound business practices and the highest standards of integrity and business ethics.
- We will leverage AECOM’s global market position to the benefit of our clients, our company and shareholders.
- We are committed to comply with all applicable laws, rules, and regulations governing procurement, and will adhere to AECOM’s Code of Conduct in all business matters.
- We will meet all necessary health, safety and environmental requirements when procuring goods and services.
- We will endeavor to embrace diversity, integrate sustainability, and practice social responsibility – contributing to AECOM’s purpose of positively impacting lives, transforming communities, and making the world a better place.

## Requirements

This policy commits the organization and every individual involved in procurement to use their best efforts to ensure AECOM’s procurement and contracting activities:

- Increase competition by encouraging competitive bidding environments, reducing limitations and increasing approved supplier opportunities.

- Utilize approved, experienced and qualified suppliers whenever appropriate. Approved suppliers must demonstrate their ability to meet our requirements in areas including, but not limited to, experience, integrity, financial health, safety, insurance, sustainability and quality.
- Are compliant with all company procedures and local laws for requesting, obtaining and approving the purchase of goods and services
- Involve Procurement early in the proposal stage, and in advance of preparing bids and tenders, to ensure timely support, evaluation, resources and approvals prior to committing AECOM funds.
- Utilize AECOM approved forms of agreement that are re-evaluated on an ongoing basis, are executed with appropriate AECOM and supplier authority, and are retained per records retention policy.
- Minimize as far as practically possible risks associated with extended supply chains, including, but not limited to, exposing the AECOM brand to reputational damage.

## Implementation

To implement this procurement policy, each Geography or Business Group will develop and publish its own procurement manual and/or procedures in alignment with this policy.

Under no circumstances will employees buy goods or services or commit AECOM’s funds without documenting the procurement activity appropriately.

## Enforcement

Adherence to the Policy is mandatory. Willful breach of the Policy, or unauthorized departure from the associated procedures derived from the Policy, may constitute a disciplinary offense.

The effective implementation of the Policy is dependent upon the active involvement, commitment and adherence from each person involved in procurement and supplier management activity.

## Review and Communication

This policy and amendments will be regularly reviewed. It will be published in the Ecosystem IMS intranet page and communicated to those working for or on behalf of AECOM.

16-July-2020

**Steve Amicone**  
Sr. Director, GPO Source-to-Pay

**Date**