



SAKSOFT LIMITED

Policy on Responsible Public Policy Advocacy

Department: Corporate Department

Doc. No:
ESG/PPA/01

Issue 01; Rev. No : 00

Policy on Responsible Public Policy Advocacy

Table of Contents

Table of Contents	1
Approval & Revision History.....	Error! Bookmark not defined.
1. Purpose.....	2
2. Scope.....	2
3. References.....	2
4. Definitions.....	2
5. Roles and Responsibilities	2
6. Policy Provisions.....	3
6.1 Ethical Conduct.....	3
6.2 Transparency.....	3
6.3 Alignment with Goals.....	3
6.4 Non-Partisanship.....	3
6.5 Collaboration.....	3
6.6 Responsible Communication	4
6.7 Compliance with Regulations.....	4
6.8 Risk Management.....	4
6.9 Reporting and Accountability	4
7. Monitoring and Evaluation.....	4
8. KPIs for Monitoring Policy Implementation.....	4
9. Documentation and Record Keeping.....	5
10. Distribution List	5

 SAKSOFT LIMITED	Policy on Responsible Public Policy Advocacy	Doc. No: ESG/PPA/01
	Department: Corporate Department	Issue 01; Rev. No : 00

1. Purpose

The purpose of this policy is to establish a framework for ethical, transparent, and responsible public policy advocacy, ensuring alignment with SAKSOFT's values, sustainability objectives, and stakeholder interests.

2. Scope

This policy applies to all employees, contractors, consultants, and representatives of SAKSOFT involved in public policy advocacy or engagement with government officials, regulatory bodies, or industry associations.

3. References

- National Guidelines for Responsible Business Conduct (NGRBC).
- SAKSOFT's Code of Conduct.
- Anti-Bribery and Anti-Corruption Policy.
- Whistleblower Policy.
- Relevant local and international regulations on lobbying and transparency.

4. Definitions

- **Public Policy Advocacy:** Activities aimed at influencing public policy decisions or regulatory frameworks to align with SAKSOFT's objectives and stakeholder needs.
- **Stakeholders:** Employees, customers, suppliers, shareholders, and communities impacted by SAKSOFT's operations.
- **Non-Partisan:** Avoiding affiliation with or support for any political party or candidate.

5. Roles and Responsibilities

- **Corporate Office:** Ensure adherence to this policy and monitor compliance with applicable laws and regulations.
- **Leadership Team:** Approve advocacy strategies and monitor their alignment with company objectives.



SAKSOFT LIMITED

Policy on Responsible Public Policy Advocacy

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Doc. No:
ESG/PPA/01

Issue 01; Rev. No : 00

- **Employees and Representatives:** Conduct advocacy activities ethically and transparently, adhering to this policy.
- **External Partners:** Collaborate responsibly, ensuring compliance with SAKSOFT's policy provisions.

6. Policy Provisions

6.1 Ethical Conduct

- Advocacy activities must comply with legal and ethical standards.
- Avoid conflicts of interest and uphold SAKSOFT's integrity and accountability principles.

6.2 Transparency

- Disclose SAKSOFT's identity, interests, and objectives in all advocacy engagements.
- Document all communications and lobbying activities for accountability.

6.3 Alignment with Goals

- Focus advocacy efforts on areas relevant to SAKSOFT's business, including sustainability, innovation, and inclusivity.
- Prioritize stakeholder interests and long-term societal benefits.

6.4 Non-Partisanship

- Avoid political affiliations or financial contributions to political campaigns.
- Ensure personal political activities do not conflict with SAKSOFT's advocacy efforts.

6.5 Collaboration

- Partner with industry associations, NGOs, or academic institutions for shared advocacy goals.
- Ensure partnerships are approved and documented.

 SAKSOFT LIMITED	Policy on Responsible Public Policy Advocacy	Doc. No: ESG/PPA/01
	Department: Corporate Department	Issue 01; Rev. No : 00

6.6 Responsible Communication

- Advocacy statements must be factual, evidence-based, and respectful of differing viewpoints.
- All communications must be reviewed and approved by authorized personnel.

6.7 Compliance with Regulations

- Adhere to all lobbying, anti-corruption, and transparency laws in relevant jurisdictions.
- Provide regular training on public policy advocacy regulations.

6.8 Risk Management

- Conduct risk assessments for all advocacy initiatives to identify and mitigate potential issues.
- Promptly address any unethical or non-compliant practices.

6.9 Reporting and Accountability

- Provide regular updates to the leadership team on advocacy activities.
- Prepare an annual summary report of all advocacy efforts, including outcomes and compliance status.

7. Monitoring and Evaluation

- Advocacy efforts will be periodically reviewed to ensure compliance with this policy.
- The Compliance Officer will evaluate risks, monitor effectiveness, and recommend improvements.
- Stakeholder feedback will be incorporated into policy evaluations.

8. KPIs for Monitoring Policy Implementation

- Number of advocacy initiatives aligned with business and sustainability objectives.
- Percentage of advocacy engagements conducted transparently and ethically.
- Feedback from policymakers or partners on the effectiveness of advocacy efforts.

 SAKSOFT LIMITED	Policy on Responsible Public Policy Advocacy	Doc. No: ESG/PPA/01
	Department: Corporate Department	Issue 01; Rev. No : 00

9. Documentation and Record Keeping

- Maintain records of all advocacy activities, approvals, and communications for at least five years.
- Ensure secure storage of documentation to protect confidentiality and comply with legal requirements.

10. Distribution List

- All employees, contractors, and consultants involved in advocacy efforts.
- Leadership team and Compliance Officer.
- Relevant external partners and stakeholders, as necessary.