



Procurement of Products and Services

INTRODUCTION

At Booz Allen, we have established a limited number of appropriate procurement channels for Booz Allen people to initiate, approve, and pay for purchases of products and services. Using only these specific procurement channels allows Booz Allen to maintain appropriate working relationships with suppliers, drive usage of preferred suppliers, protect the firm's reputation for integrity and comply with any applicable laws and contractual terms.

The purpose of this policy is to set forth the firm's rules on procuring products and services.

SUMMARY OF POLICY

Booz Allen's Procurement of Products and Services policy covers all of the following content in detail:

- Related policies at the firm that employees should read in connection with this policy
- Scope of who the policy applies to
- Defines different types of procurements and suppliers
- Sets forth clear guidance on how employees must initiate and engage in procurements through specific firm systems with the involvement of procurement and other functions
- Outlines Booz Allen's Preferred Supplier Program for engaging and leveraging specific suppliers
- Sets forth key rules for how procurements are approved and paid for
- Outlines procedures on how to identify and escalate questions and red flags about invoices
- Confirms actions that will be taken when violations of the policy have been identified, employee's duty to report violations of the policy, and the firm's zero tolerance for retaliation against employees who raise a good faith legal or ethical concern
- Points of contact and additional resources