



<b>Reference</b>	EOP/ESG/POLSUP/SESP/C10	Version: June 2, 2021
<b>Policy Supplement Title</b>	<b>Sustainable and ethical sourcing and procurement – New Developments</b>	
<b>Entity</b>	Embassy Office Parks Management Services Private Limited (“ <b>Manager</b> ”) in its capacity as manager of Embassy Office Parks REIT (“ <b>Embassy REIT</b> ”)	
<b>Responsibility</b>	Head – Projects & Capex	

Version #	Version Date	Change Type
V1	June 2, 2021	Created

Document Review Cycle			
#	Effective Date	Next review date	Policy Owner
1	June 2, 2021	On or before May 30, 2022	Head – Projects & Capex

<b>Applicability</b>	This policy is applicable to all new developments under the purview of the Manager, Embassy REIT, its Special Purpose Vehicles (“ <b>SPVs</b> ”) and its Holding Company(ies) (“ <b>Holdco</b> ”).
<b>Purpose</b>	Established to promote the adoption of sustainable material sourcing in design and procurement for the construction phase of the projects.
<b>Aspects</b>	<p>Embassy REIT recognise the need to source materials in a responsible way. We strive to adopt responsible material sourcing and procurement measures in terms of the following.</p> <p><b>Materials:</b></p> <ul style="list-style-type: none"> <li>• Using carcinogenic materials will be discouraged and materials with low volatile organic compounds (VOC) will be used wherever necessary.</li> <li>• Preferring timber from sustainably managed forests/urban forests</li> <li>• Using materials with high recycled content will be preferred.</li> <li>• Local sourcing and procurement from small business will be given preference to promote the local economy.</li> <li>• Optimizing logistics in material sourcing routes wherever possible</li> <li>• Using sustainable modes of transportation for raw materials, wherever possible</li> <li>• Exploring modular construction technology, wherever feasible</li> </ul>



<p><i>Aspects</i></p>	<p><b>Procurement:</b></p> <ul style="list-style-type: none"> <li>• Encouraging manufactures/suppliers to minimise negative environmental and social aspects associated with products and services provided in alignment with relevant applicable regulatory requirements. (human rights, prohibition of child labour, maintaining fair working conditions etc)</li> <li>• Adhering to guidelines outlined in the policies developed by Embassy REIT. (Supplier Code of Conduct, Prohibition of child labour and forced labour, Human Rights Policy)</li> <li>• Obtaining environmental certification such as environmental product declaration (EPD), Health product declaration (HPD) for finished products, environmentally sensitive products, manufactures and suppliers during procurement wherever applicable.</li> <li>• Incorporating sustainability criteria in the tender/material specification documents wherever applicable</li> <li>• Bill of quantities (BOQ's) shall be cross validated to accurate levels to avoid wastage of materials and minimise waste diversion to landfills, wherever applicable.</li> <li>• Procuring materials from vendors/suppliers having a buy-back scheme for applicable products such as batteries.</li> <li>• Evaluating the Life Cycle Cost (LCC) for key products based on the information available, wherever applicable.</li> <li>• Sustainability criteria shall be incorporated in the tender/material specification wherever applicable.</li> </ul> <p><b>Stakeholder Engagement:</b> Engaging all relevant stakeholders including technical and subject matter experts and suppliers to address issues related to sustainable and ethical sourcing and procurement.</p>
<p><i>Implementation and monitoring mechanism</i></p>	<p>The ESG Committee shall monitor the implementation of this policy supplement and establish suitable processes, procedures and infrastructure to support compliance to this policy.</p>
<p><i>Amendments</i></p>	<p>This policy will stand automatically amended to the extent of any relevant change(s) in the applicable law and or for any change(s) in fact.</p>