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| Reference | EOP/ESG/POLSUP/SESP/01 | Version: June 2, 2021 |
| Policy Supplement Title | Sustainable & Ethical Sourcing and Procurement - Operations | |
| Entity | Embassy Office Parks Management Services Private Limited (“ Manager ”) in its capacity as manager of Embassy Office Parks REIT (“ Embassy REIT ”) | |
| Responsibility | Head - Operations (India) | |

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

| Document Review Cycle | | | |
|-----------------------|----------------|--|---------------------------|
| # | Effective Date | Next review date | Policy Owner |
| 1 | June 2, 2021 | Q4 Board Meeting date of the Manager of every Financial Year | Head – Operations (India) |

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| Applicability | This policy is applicable to Embassy Office Parks Management Services Private Limited (“ Manager ”), Embassy Office Parks Real Estate Investment Trust (“ Embassy REIT ”), its special purpose vehicles (“ SPVs ”) and its Holding Company(ies) (“ Holdco ”). |
| Purpose | Established to outline the guidelines in place to ensure sustainable and ethical procurement practices. |
| Aspects | <p>Our supply chain is an integral part of our value chain and we endeavour to work with suppliers and contractors who align with our sustainability commitments. In line with this, we strive to align our efforts with the UN SDG (Sustainable Development Goals) 12 :Responsible Consumption and Production.</p> <p>At Embassy REIT, we endeavour to adopt the following practices to ensure sustainable and ethical sourcing:</p> <ul style="list-style-type: none"> ▪ Partnering with suppliers who adhere to our following sustainability principles: <ul style="list-style-type: none"> • Zero Tolerance on child labour, forced labour, workplace discrimination or harassment, bribery, fraud or embezzlement and use of conflict minerals or resources. • Pollution control of all kinds (Air, Water Noise, Radiation) • Ensuring occupational health and safety at the workplace and adherence to relevant labour laws • Promoting ethical land use and rural development, recycling and/ or replenishment of resources and adoption of newer techniques and technology, as applicable to the suppliers. • Ensuring transparent disclosure of sustainability efforts undertaken ▪ Engaging and supporting our suppliers to improve their sustainability performance through monitoring and feedback. ▪ Recognizing and collaborating with those suppliers who are actively engaged in sustainability initiatives. |
| Implementation and monitoring | The Procurement Head shall monitor the implementation of this policy supplement and establish suitable processes, procedures, and infrastructure to support compliance. |



Amendments

The ESG Committee is empowered to amend or modify this Policy. It may subject to compliance with applicable law, at any time approve or alter or amend or modify this Policy, as it deems fit to comply with the statutory obligations.

Notwithstanding the above, this Policy will stand amended to the extent of any change in the applicable law.