



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	On or before May 30, 2022	Head – Operations (India)

Applicability	This policy is applicable for only the Operations Function under the purview of the Manager, 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 during the occupancy phase of the projects.
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 and those outlined in the Supplier Code of Conduct and other relevant policies (Human Rights Policy, Prohibition of child labour and forced labour): <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

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.