



**PRECINCT PROPERTIES NEW ZEALAND LIMITED
SUPPLIER CODE OF CONDUCT
MAY 2024**


creating a sustainable future

Supplier Code of Conduct.



At Precinct we are committed to the highest standards of social and environmental responsibility and ethical conduct.

At the heart of Precinct is a business model that is designed to generate, and regenerate, sustainable value. We are city centre specialists dedicated to enabling sustainable and successful businesses. We recognise the importance of minimising the impact of our operations on our surroundings by operating in a sustainable manner.

Precinct actively seek to engage and collaborate with Suppliers who share our commitment and approach to conducting business. We expect our Suppliers to be transparent about their social, environmental and economic sustainability practices and to actively participate in Precinct's sustainability initiatives.

PURPOSE

This Precinct Supplier Code of Conduct (this "**Code**") supports our commitment to advance social and environmental responsibility beyond our own operations to our supply chain. We expect Precinct Suppliers to meet the minimum standards defined by this Code and comply fully with all applicable laws and regulations when providing goods or services to Precinct. Suppliers must make any subcontractors they employ aware of this Code.

This Code should be read together with Precinct's commitments in respect of Social Value, Biodiversity, Health & Safety, Diversity & Inclusion, Sustainability, Modern Slavery and Mental Health and Wellbeing, all of which are available at <https://www.precinct.co.nz/corporate-governance>.

SCOPE

This Code sets out Precinct's minimum standards and expectations of all suppliers (including parent companies, subsidiaries, affiliates and subcontractors) providing goods or services to the Precinct Group (our "**Suppliers**").

Suppliers are responsible for making their employees, agents and subcontractors aware of the requirements set out in this Code, delivering relevant training, verifying compliance with this Code and taking action in response to non-compliance.

SUPPLIER COMMITMENTS

Labour and human rights

Precinct supports the protection of human rights and is guided by principles such as those in the UN Global Compact, the United Nations Universal Declaration of Human Rights, UN Convention on the Rights of the Child and the International Labour Organisation (ILO) Core Conventions.

We encourage our Suppliers to embrace international standards relating to human rights. Suppliers must respect the labour rights of their employees and monitor human rights within their supply chain. We are closely monitoring, and support, the New Zealand government's proposals to introduce modern slavery legislation in New Zealand. We will update this Code as appropriate once that legislation has been drafted and enacted.

As a minimum, our Suppliers must ensure:

- Employees are not subjected to discrimination based on race, national origin, ethnicity, religion, gender, age, marital status, sexual orientation, disability or any other reason.
- All products and services supplied to the Precinct Group are manufactured or provided under safe and healthy conditions.
- Only employees who are legally authorised to work in their facilities are employed. Suppliers are responsible for validating their employees' eligibility to work.
- All employees meet the local legal minimum labour age permitted by the law of the country or countries where the performance, in whole or in part, of the contract, takes place. Child labour is strictly prohibited.
- Employees are voluntarily employed, and under no circumstances is any form of forced, coerced, bonded, indentured or involuntary labour or otherwise used.
- All employees are paid a proper and competitive wage which meets their basic needs and provides discretionary income, and is no less than the standards specified by local laws. Precinct encourages all of our New Zealand suppliers to pay a living wage as calculated by the Living Wage Movement Aotearoa New Zealand and taking into account all employee benefits e.g. work vehicles.
- Employee working hours, including voluntary overtime work, and the granting of leave, are in accordance with applicable local and/or national laws. Workers shall not work more hours in one week than allowable under local laws. Overtime is to be voluntary, compensated at a legal rate and must be provided under safe and healthy work conditions.
- Employees are not exploited or subjected to abuse of any kind, including psychological, physical, sexual or verbal abuse. Intimidation, threats and harassment are not tolerated.
- Employees' rights to freedom of association and collective bargaining are upheld.
- Privacy rights of all employees are respected if personal information is gathered or employee monitoring practices are in place.

Health and Safety

Precinct is resolute in its focus to keep its staff, clients and all other parties associated with the management of its assets safe. While on site at any Precinct premise or property, all Supplier personnel must comply with Precinct's health and safety policies.

Suppliers must ensure the health and safety of all persons within their organisation and ensure compliance with all health and safety requirements.

Suppliers must integrate sound health and safety management policies, practices and management systems into their businesses. They must be designed to promote the general health of employees, reduce work-related injuries and illness and ensure the safety and quality of all products and services provided to Precinct.

Suppliers must make a copy of their health and safety policy available to all staff and provide employees with appropriate workplace health and safety training.

Environmental sustainability

Precinct aims to conduct its business as a responsible corporate citizen and therefore places great importance on operating in the most sustainable way it can. We believe this is essential to the long-term success of Precinct and being part of a truly sustainable future.

Precinct has endorsed the World Green Building Council Net Zero Carbon Buildings Commitment and has committed to setting a target associated with the Science Based Targets Initiative (SBTi). Under these commitments, Precinct has agreed to achieve net zero carbon emissions for all buildings under its direct operational control and to maximise reductions of embodied carbon emissions of new developments and major upgrades of existing assets, compensating for any remaining residual upfront embodied carbon emissions, by 2030. Under SBTi, reporting and improvement on carbon performance extends to additional Scope 3 emissions which is specific to impacts of our supply chain.

Supplier Code of Conduct. *(Continued)*

Precinct requires the support of our Suppliers in order to achieve this ambitious objective. Noting the above, we will progress engagement with Suppliers who share our commitment to establish environmentally responsible business practices and proactively improve our environmental performance.

Our Suppliers should actively pursue opportunities for continuous improvement and development of process efficiencies in product and service delivery. This includes waste reduction, collaboration, and ongoing innovation.

As a minimum, Suppliers must:

- Comply with all applicable laws and regulations regarding the protection and preservation of the environment, including those relating to hazardous materials, air emissions, waste and wastewater discharges.
- Actively work to reduce operational environmental impacts including reducing carbon emissions, waste and pollution, and require subcontractors and downstream suppliers to do the same.
- Commit to sharing ESG related data and policies as requested to support our reporting obligations relative to the services and products supplied.
- Support our goal to establish transparency and traceability within all levels of our supply chain and be willing to share information on the origin of where products and subcomponents are produced and carbon emissions created in the provision of goods or services to Precinct.

Ethical business

All Precinct Suppliers must adhere to high standards of moral and ethical conduct, comply with all applicable laws and regulations and refrain from engaging in any form of corrupt practices, including anti-competitive activity.

Business dealings must be handled with integrity, transparency and honesty. As a minimum, Suppliers must:

- Comply with all applicable competition and fair trading laws at all times.
- Comply with insider trading laws when in possession of material information about Precinct.
- Comply with anti-corruption and anti-bribery laws of the countries in which it does business, and not make any direct or indirect payments, including bribes, kickbacks or other promises of payments to foreign government officials or other third parties for the purpose of inducing the individual to misuse their position to obtain or retain business, receive improper benefits or other unfair or improper advantage.
- Disclose any actual, perceived or potential conflict of interest to Precinct, including any employee or contractor of Precinct who may have an interest or economic tie of any kind in the Supplier's business.
- Maintain transparent and accurate financial and business records to demonstrate compliance with applicable laws and regulations, as well as generally accepted accounting principles.

Information security and business continuity

Suppliers must comply with Precinct's requirements relating to personal information, confidentiality, security, data privacy and intellectual property protection. Suppliers must ensure appropriate controls are in place to protect Precinct's intellectual property and confidential information against unauthorised access, loss and disclosure.

No sharing of confidential information to sub-contractors is allowed without the prior consent of Precinct.

Suppliers must identify and assess potential emergency situations and develop appropriate risk management controls, business continuity and emergency response plans to minimise harm and damage to property. This must be available on request by Precinct.

APPLICATION OF THE CODE

The standards of this Code are in addition to, and not in lieu of, provisions of any legal agreement or contract between Suppliers and Precinct.

Precinct recognises that meeting these requirements may take time and encourages Suppliers as a minimum to:

- Meet the standards set out in this Code, or, where any standards are not met, establish clear goals toward meeting those standards within an agreed time frame; and
- Actively review, monitor and modify their processes and operations to ensure they facilitate continuous improvement.

Suppliers must maintain and be able to provide Precinct with documentation which demonstrates compliance with this Code on reasonable request.

In addition, Precinct commits to notifying relevant supplier groups if they are identified in social risk assessments as these are undertaken every three years.