

# Supplier Code of Conduct

## Introduction

The purpose of this Supplier Code of Conduct is to set out the standards and principles we expect and require of our suppliers.

This code of conduct is by no means exhaustive. It is a given that any relevant statutory obligations must be fulfilled and, where applicable, industry best practices followed by our suppliers.

All our suppliers are expected to read, acknowledge and comply with the standards and principles set out in this code of conduct although we acknowledge that they will apply to suppliers in different ways depending upon the nature of their business.

We are ready and willing to assist and work together with suppliers who are seeking to adhere to the requirements of this code of conduct. The responsibility for compliance however rests solely with the supplier.

## Governance

We do not and will not tolerate any form of corruption, bribery or anti-competitive behaviour or actions in our supply chain.

We expect our suppliers to:

- Operate an ethical business policy which sets out how they govern their business and supply chains
- Ensure robust data protection and IT procedures for their business, clients and supply chains
- Have the appropriate financial procedures in place to record all transactions in accordance with accepted accounting principles

## Environment

We require our suppliers to comply with all environmental legislation and any standards and codes that may be specific to their industry.

We also expect our suppliers to:

- Assist us in achieving our targets as set out in our Sustainability Policy and Sustainability Strategy documents on our website ([www.ygreit.com](http://www.ygreit.com))
- Take steps to minimise their impact on the environment through minimising: energy and resource consumption; carbon footprint; and reliance on landfills
- Review their own supply chains to ensure products and services are sourced from responsible suppliers
- Report any instances of non-compliance to us as soon as possible so we can take timely action

### **Health and safety**

We require our suppliers to comply with relevant health and safety legislation and with standards and codes specific to their industry.

We also expect our suppliers to:

- Comply with all health and safety best practices whilst working at our properties or head office and work with us to improve health and safety standards
- Ensure that employees / subcontractors have adequate health and safety information and training before commencing work at our properties or head office
- Ensure the welfare of their employees
- Avoid using materials that may be harmful to health in use, manufacture or disposal

### **Employment and labour practices**

We require our suppliers to comply at all times with the relevant employee based legislation.

In addition, we expect:

- Fair pay and working time practices ensuring compliance with national and local requirements
- No illegal, forced or child labour, with employees free to terminate their employment in accordance with established laws, regulations and rules
- Where possible suppliers to participate in appropriate workplace apprenticeship and business mentoring programmes compliant with applicable laws and regulations
- Suppliers to respect the rights of employees regarding collective bargaining and the rights of freedom of association
- Suppliers to have in place appropriate policies regarding fair and respectful treatment of all employees, equality and diversity
- Suppliers to have appropriately documented grievance procedures which are clearly communicated and made available to all employees

### **Payment practices**

Unless otherwise stated we aim to pay our suppliers for properly provided and charged invoices within 30 days or otherwise will do so in accordance with specified contract conditions.

We expect our suppliers to adopt similar payment practices throughout their supply chains.

### **Community**

We encourage our suppliers to:

- Develop positive relationships with our tenants and neighbours
- Source services and labour from the local community where possible and support apprenticeship schemes
- Support local community causes

## **Reporting**

We require all suppliers to report any breaches in law or compliance in general, and those outlined in this Code in particular, to the relevant authorities.

Additionally, we require our suppliers to notify us and provide us with all details should they fail to comply with this Code.

We encourage our suppliers to have a formal “whistle-blower” policy within their organization.