

# Sustainable Procurement Policy

## 1. Purpose

Dexus acknowledges our responsibility to ensure that standards relating to people, the environment and the communities in which we operate are maintained and continuously improved throughout our supply chain. We recognise that we can have a positive influence on our suppliers, contractors and their employees, products and services and through positive, collaborative relationships, we will create shared value.

This policy outlines Dexus's principles, commitments and approach to responsibly source products and services and to ensure that suppliers partnering with Dexus:

- Provide products and services that represent good quality and value, are fit for purpose, and comply with all legal requirements and standards
- Operate accordingly to sound environmental principles including reducing carbon emissions in line with Dexus's commitment to achieving net zero emissions by 2030
- Consider the impacts of their activities on the social and environmental sustainability of the communities in which we operate
- Manage their employees and upstream service providers ethically by upholding human rights, fair labour management practices and diversity and inclusion principles, and addressing modern slavery, in line with Dexus's commitment to the United Nations Global Compact
- Provide their employees with a safe work environment, and the appropriate equipment, training and support

We ask all suppliers engaging with Dexus to support delivery of our environmental, social and governance (ESG) commitments and objectives by agreeing to abide by the Dexus Supplier Code of Conduct.

## 2. Application

This Policy and accompanying Supplier Code of Conduct applies to all suppliers, contractors and sub-contractors in the provision of assets, goods and services across all areas of Dexus's operations.

This policy should be read in conjunction with Dexus's Environmental Policy and Dexus's Human Rights Policy.

## 3. Policy principles and commitments

We take a long-term view to managing and maintaining relationships with our suppliers and contractors. We recognise that our service providers vary in size and structure and we consider their various levels of resources and expertise.

Dexus commits to partnering with our suppliers to achieve the following objectives:

- i. Maintain an efficient procurement process operating under sound governance that achieves the best value for money, meets business requirements and delivers financial and ESG outcomes across the product or service lifecycle
- ii. Maintain confidence that suppliers are abiding by all minimum standards and laws in the countries in which they operate
- iii. Treat our suppliers and contractors fairly with respect, dignity demonstrating probity, equity and transparency
- iv. Continue to develop and manage relationships with our suppliers and contractors to encourage them to promote a best practice approach to employment practices (including inclusion and diversity), and delivering other environmental and social outcomes
- v. Identify key risks and opportunities particularly in high value, high impact contracts and improve the overall impacts of the products and services we procure
- vi. Challenge our suppliers to deliver tangible, innovative and sustainable solutions that deliver mutually beneficial outcomes
- vii. Ensure prospective and new suppliers understand the sustainability criteria and requirements within their contract



- viii. Collaborate with our suppliers and seek feedback as part of our contract management
- ix. Where appropriate, increase the purchase of products that support community-based charities, are carbon neutral or have a lower carbon footprint, are more efficient, protect human rights and meet internationally recognised sustainability performance standards
- x. Where appropriate, encourage suppliers to collaborate with Dexus in community engagement initiatives

#### 4. Implementation

Dexus will assess the ESG risk exposures for its products and services and will implement procurement and supply chain monitoring processes to eliminate or manage these risks. Within these processes Dexus will:

- i. Maintain a preferred panel of suppliers which will undergo pre-screening against ESG criteria
- ii. Consider ESG risks and relevant monitoring requirements for all procurement engagements. Dexus will assess each contract’s merits against a set of sustainability principles and ensure environmental and social impacts are assessed in line with our own policies and objectives, emerging best practice and industry standards
- iii. Specify Dexus’s expected ESG requirements and standards for key products and services within the Dexus Supplier Code of Conduct
- iv. Require all suppliers engaging with Dexus to acknowledge and abide by:
  - This policy and Supplier Code of Conduct
  - Dexus Human Rights Policy
  - Work Health Safety & Liability Policy
  - Dexus Whistleblower Policy
  - Dexus Environment Policy
- v. Implement a risk-based supplier monitoring program involving supplier engagement, regular reporting and third-party validation as appropriate. Supplier reporting requirements will be agreed during the procurement process
- vi. Provide suppliers with grievance mechanisms in addition to grievance and dispute resolution procedures that suppliers are required to maintain
- vii. Maintain sustainable procurement capability within our business by engaging and upskilling our employees and implementing a training program for procurement and contract managers

#### 5. Management and review

This policy and the Supplier Code of Conduct will be reviewed annually, and progress will be reported against Dexus’s sustainability objectives.

Version	Document Owner	Author	Approving Authority	Approved Date
1	Sustainability	Michael Lane	Compliance, Risk & Sustainability Committee	24 May 2012
2	Sustainability	Paul Wall	Senior Management – GMC level	16 Jan 2018
3	Sustainability	Rob Sims	Senior Management – GMC level	06 Mar 2019
4	Sustainability	Rob Sims	Senior Management – GMC level	27 Apr 2020

# Supplier Code of Conduct

## 1. Introduction

Dexus acknowledges our responsibility to ensure that standards relating to people, the environment and the communities in which we operate are maintained and continuously improved throughout our supply chain. We recognise that we can have a positive influence on our suppliers, contractors and their employees, products and services and through positive, collaborative relationships, we will create shared value.

The Dexus Sustainable Procurement Policy outlines Dexus's principles, commitments and approach to responsibly source products and services and to ensure that suppliers partnering with Dexus:

- Provide products and services that represent good quality and value, are fit for purpose, and comply with all legal requirements and standards
- Operate accordingly to sound environmental principles including reducing carbon emissions in line with Dexus's commitment to achieving net zero emissions by 2030
- Consider the impacts of their activities on the social and environmental sustainability of the communities in which we operate
- Manage their employees and upstream service providers ethically by upholding human rights, fair labour management practices and diversity and inclusion principles, and addressing modern slavery, in line with Dexus's commitment to the United Nations Global Compact
- Provide their employees with a safe work environment, and the appropriate equipment, training and support

This Supplier Code of Conduct outlines Dexus's expectations of all organisations within our supply chain to meet these commitments.

## 2. Application

This Code of Conduct applies to all suppliers, contractors and sub-contractors across all areas of Dexus's operations.

It aims to encourage, support and where appropriate mandate requirements that will assist Dexus and our suppliers to work towards a sustainable and equitable future.

## 3. Approach

Dexus is committed to work with our suppliers in line with our Sustainable Procurement Policy to minimise any potential impacts from our upstream supply chain.

From the outset, we will ensure that prospective suppliers understand their responsibilities under this Code and our expectations. They will also help us to drive our values, commitments, and objectives through their supply chain.

We will ensure that our employees are sufficiently trained in sustainable procurement principles to be able them to identify opportunities throughout the procurement process and in ongoing contract management to improve sustainability and add value.

## 4. Policies

To assist us in driving ethical and sustainable supply chains, all suppliers contracting directly with Dexus (and on behalf of third party contractors) must adhere to the following Dexus policies:

- Sustainable Procurement Policy
- Environment Statement and Policy
- Work Health Safety & Liability Policy
- Human Rights Policy
- Whistleblower Policy

All these policies can be found at [www.dexus.com/discover-dexus/about-us/corporate-governance](http://www.dexus.com/discover-dexus/about-us/corporate-governance)



## 5. Ethical Practices

Dexus is committed to ethical practices including the selection and appointment of Agents (contractors and suppliers of goods and services). Dexus will appoint the most appropriate Agent for the goods or services it is procuring.

Dexus employees and their Agents have an obligation to promptly report perceived, possible and/or actual conflicts or incompatibility between their official duties and their personal or private business. This obligation is particularly relevant to the conduct of those engaged in procurement.

If an Agent becomes aware of a perceived, possible and/or actual conflict of interest, they must notify their Dexus representative, who will raise the issue with the Dexus Compliance team. Compliance will determine the continuing role of that person in the procurement or tender process.

Gifts or entertainment offered to a Dexus employee by a supplier or contractor must not be excessive nor provided as an inducement for securing work. Gifts or entertainment offered to a Dexus employee during a tender is prohibited.

Where a consultant has been engaged to assist in the tender evaluation process, they must complete a Conflict of Interest Declaration Form prior to the commencement of the tender.

For further information, refer to Dexus's Fraud, Corruption and Bribery (Prevention and Awareness) Policy which can be found at [www.dexus.com/discover-dexus/about-us/corporate-governance](http://www.dexus.com/discover-dexus/about-us/corporate-governance).

## 6. Principles

Dexus's suppliers and contractors must:

- i. Comply with all applicable local and international laws and standards including those covering:
  - Governance requirements
  - Workplace relations
  - Safe and ethical work practices and
  - People management
- ii. Ensure good environmental performance by:
  - Maintaining an Environmental Management System (EMS)
  - Managing and reducing the environmental impacts of their activities
  - Minimising transport-related carbon emissions
  - Minimising the use of materials and resources
- iii. Provide and procure environmentally sustainable products and services where feasible that:
  - Have a lower embedded carbon footprint due to selection of raw materials and efficient manufacturing processes
  - Contain a high recycled content and produced in a way to ensure it can be recycled through common services
  - Are certified to internationally recognised standards or demonstrate other applicable sustainability criteria
  - Use packaging that is recyclable, compostable and or has recycled content
- iv. Uphold and advocate for human rights by:
  - Taking steps to identify and assess the existence of modern slavery in their operations and supply chains
  - Implementing policies and practices that make it difficult for modern slavery to occur
  - Agreeing to work collaboratively with Dexus and other relevant parties to mitigate and remediate any instances of modern slavery that do occur
- v. Maintain applicable internal policies and procedures that:
  - Outline their environmental, social and governance (ESG) policies, procedures, and sustainable upstream supply chain management
  - Address sustainable initiatives



- vi. Report on their sustainability by:
- Managing and reporting sustainability information relating to the contract
  - Ensuring information on the organisation's sustainability is available to Dexus upon request
  - Where feasible, seek external review, verification or assurance of their performance

## 7. Performance Standards

### i. Applicable laws and standards

Suppliers should ensure compliance with all applicable laws and standards in the countries in which they operate in respect to:

- Equal opportunity, fair treatment, freedom of association, improper advantage and anti-discrimination
- Work hours, wages and worker benefits
- Human rights
- Not engaging in any forms of modern slavery including the worst forms of child labour, human trafficking or forced labour
- Anti-bribery and corruption
- Whistleblowing
- Occupational health and safety

Suppliers should be committed to providing a discrimination free, safe and healthy workplace for employees and provide access to development and training. A documented Health and Safety Management System should be used to ensure employee well-being, as outlined in the Dexus Work Health, Safety and Liability Policy.

Suppliers should also ensure their policies and procedures demonstrate support for indigenous, equity and inclusion principles. To assist suppliers in the development and implementation of effective inclusion and diversity principles, Dexus's Inclusion and Diversity Policy can be found at [www.dexus.com/discover-dexus/about-us/corporate-governance](http://www.dexus.com/discover-dexus/about-us/corporate-governance).

### ii. Subcontracting

Dexus is focused on delivering high quality operational standards to customers and is equally committed to delivering the highest standards of Health, Safety, Environment, & Quality (HSEQ) compliance and risk management.

Suppliers' use of Tier-2 sub-contractors in the delivery of their services presents an inherent risk to meeting these standards where not properly engaged, trained and managed.

Any supplier directly engaged by Dexus is known as a "Tier-1" supplier. Where a Dexus supplier then sub-contracts work out we refer to that entity as a "Tier-2" sub-contractor.

Dexus does not accept any sub-contracting of services where we have not provided our express written consent to do so. The use of non-approved sub-contractors is a material breach of this Code of Conduct, and Dexus may seek to exercise any right we hold to deal with such breaches.

Dexus requires that Tier-2 sub-contractors must meet all Dexus pre-qualification and HSEQ criteria, as our Tier-1 suppliers do.

Tier-1 suppliers must assure Dexus that all Tier-2 sub-contractor employees have been appropriately trained and comply with Dexus processes relating to:

- Completing site induction procedures
- Being clearly informed and consulted as to the competencies required to perform works and that those competencies have been verified
- Holding verified competencies and licences where applicable
- Completing pre-start risk assessments



- Having all Work Order instructions communicated down in full and followed
- Obtaining permits to work and conduct any appropriate risk review exercises before commencing any work; and
- Completing all other safety and compliance requirements specified for any site they are currently working within

Any Tier-1 supplier that elects to sub-contract work via the engagement of a Tier-2 sub-contractor is still liable for the actions and omissions of that entity's employees, as if they were the actions or omissions of the supplier itself.

Moreover, if Dexus grants approval for a supplier to subcontract a Tier-2 sub-contractor, the arrangement will not relieve the supplier from any liability or obligation as per Dexus terms and conditions of business.

### **iii. Addressing modern slavery**

Dexus is publicly committed to respecting and supporting human rights and meeting its obligations under the Act to report on activities to identify and address modern slavery risks across our supply chain.

Dexus suppliers have an important role to play in assisting Dexus to deliver on this commitment as well as meeting our obligations under the Modern Slavery Act 2018.

Suppliers must not engage in any activity that constitutes or involves modern slavery in the delivery of products and/or services, and must comply with all applicable Modern Slavery Legislation.

Dexus retains the right to monitor supplier activities across its direct Tier-1 suppliers and their own supply chain activities to ensure our own compliance to Modern Slavery legislation and reporting requirements. Monitoring activities may include:

- Requests for information on policies, management systems and incidents
- Conducting supplier audits, either by Dexus or an independently appointed auditor
- Engaging with suppliers' employees with prior consent
- Collaborating with Tier-1 suppliers to adopt a risk-based approach to addressing modern slavery within upstream supply chains (Tier-2, Tier-3, etc.)

### **iv. Commitment to a zero-carbon future**

Dexus's goal is to achieve net zero emissions by 2030 through a prioritised approach to avoid, reduce, re-source and offset our impacts. We recognise the importance of mitigating the impacts of climate change and we are working across our operations to reduce carbon emissions by:

- Developing Green Star certified buildings with integrated renewable technologies
- Retrofitting our existing buildings to be more energy and water efficient
- Benchmarking our buildings using LEED and NABERS ratings
- Maintaining a certified carbon neutral Head Office

Preference will be given to suppliers and contractors that can support Dexus's commitment through the products and services provided, appropriate to the size and nature of their business, including:

- Products that are less carbon intensive in their manufacture, operation and end of life treatment, or seek to reduce or avoid carbon emissions through their use
- Products and packaging that are made from materials that are recyclable and or compostable to increase resource recovery
- Supporting renewable and low carbon technologies in new and existing portfolios

### **v. Environmental compliance and management systems**

Preference will be given to suppliers and contractors that have an Environmental Management System (EMS) in place, appropriate to the size and nature of their business and the services being provided. This must be current and relevant to the supplier's business to enable them to manage and mitigate environmental impacts.



Suppliers which hold the following accreditations will be highly regarded:

- ISO 14001
- BS 7750
- BS 8555 (Acorn)
- Eco Management and Audit Scheme (EMAS)

Suppliers should, on request, be able to demonstrate how they:

- Minimise the use of resources and materials in the products, processes, and services offered to Dexus
- Reduce the effects of their business on biodiversity and land management, and protect native species and ecosystems
- Implement and maintain environmental, sustainable and socially responsible practices, products and operations
- Provide copies of appropriate policies for inspection upon request

**vi. Sustainable/ethical purchasing policies and products**

Dexus is committed to the design, development, and operation of green buildings. Product and services procurement are key contributors to these commitments.

Suppliers should be committed to improving their own supply chain and reducing the impacts of their operations through the use of environmentally sustainable and ethical or responsible purchasing policies.

Dexus seeks not only to reduce resource consumption and increase efficiencies within our buildings, but also to procure sustainable products and services that reduce the environmental impact of our day to day operations.

To assist us with our commitments we request that our suppliers identify and procure products and services using the following criteria as a guide.

Product attribute	Criteria
<i>Ecolabeling and product certification</i>	<p>Products will be preferred by Dexus if they carry third party, independently verified ecolabels as part of the Global Ecolabelling Network (GEN) or as otherwise acceptable under Green Star or other appropriate international labelling scheme(s) e.g. Nordic Swan etc.</p> <p>In addition, certificates from any of the following should be provided on request as relevant:</p> <ul style="list-style-type: none"> <li>- Carpet Institute of Australia Limited</li> <li>- Environmental Certification Scheme (ECS) v1.2</li> <li>- Ecospecifier GreenTag GreenRate v3.1</li> <li>- Australasian Furnishing Research and Development Institute</li> <li>- Sustainability Standard for Commercial Furniture – AFRDI Standard 150</li> <li>- Good Environmental Choice Australia (GECA)</li> <li>- Carbon neutral certifications such as Australia’s Climate Active program or equivalent</li> <li>- Products that meet the Green Star Performance v1.3 criteria</li> <li>- Furniture and Fittings Standards v2 (2010) and 2006 Modified 2010, v2 Floor Coverings Standard v2, Carpets Standard v2 and Panel Boards Standard v2</li> <li>- The Institute for Market Transformation to Sustainability (MTS) Sustainable Materials Rating Technology standard version 4.0 - SMaRT 4.0</li> </ul>



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	<ul style="list-style-type: none"><li>- Food labels which include MSC, Organic etc.</li></ul>
<i>Timber</i>	<p>Suppliers should ensure that all timber is obtained from sustainable sources. It should carry one of the following certifications to avoid any destructive, illegal or loss of old growth or high biodiversity forests:</p> <ul style="list-style-type: none"><li>- Forest Stewardship Council (FSC)</li><li>- PEFC (Australian Forestry Certification Standard) in Australia</li></ul>
<i>Recycled content</i>	<p>Suppliers should indicate:</p> <ul style="list-style-type: none"><li>- Whether products are made from recycled content</li><li>- The percentage of the content of the product that is recycled</li><li>- The percentage of the product able to be recycled after use, if any and</li><li>- The total percentage of recycled content in their supply chains and in goods and services provided</li></ul>
<i>Volatile Organic Compounds (VOCs), Polyvinyl chloride (PVC), formaldehyde, and the use of chemicals</i>	<p>Suppliers should indicate and supply any relevant certifications or relevant information for products which:</p> <ul style="list-style-type: none"><li>- Minimise VOCs and formaldehyde</li><li>- Minimise the use of toxic chemicals resulting in air and water pollution</li><li>- Promote the substitution of non-PVC products in favour of PVC products</li></ul>
<i>Resource consumption reduction</i>	<p>Suppliers should seek to use products or services that demonstrate the following:</p> <ul style="list-style-type: none"><li>- Energy or water efficiency, particularly with high Energy and Water Star or WELS ratings</li><li>- A minimal or lower level of heavy metals than comparable products</li><li>- Lower fuel consumption in production or transport</li><li>- Lower use of materials during manufacture compared with similar products</li><li>- Reduced emissions in their functionality compared to similar products</li><li>- Reduced carbon emissions or certified carbon neutral</li><li>- Reduced water consumption</li></ul>
<i>Waste minimisation and landfill diversion</i>	<p>Suppliers should support products and practices that:</p> <ul style="list-style-type: none"><li>- Assist Dexus to reach waste intensity and diversion targets</li><li>- Use fewer materials during manufacture than comparable products</li><li>- Promote product stewardship and supplier take-back processes</li><li>- Are easily disassembled and recyclable</li><li>- Are produced with recycled content</li><li>- Mitigate impacts associated with the extraction of heavy metals, particularly in IT</li><li>- Contain less packaging and</li><li>- Have a longer effective working life</li></ul> <p>Where requested, suppliers must develop and maintain a Waste Management Plan (WMP) to promote waste avoidance strategies and maximise waste diversion associated with their onsite operations.</p>

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WMPs should preferably align with the Better Buildings Partnerships' Operational Waste Management guidelines or a comparable standard. WMPs should incorporate:

- Strategies regarding waste management, with annual objectives and performance targets
- Existing infrastructure, systems and performance and initiatives with timelines to improve waste management performance
- Details of the downstream stewardship of waste to minimise the disposal of waste to landfill including the disposal facilities to be used for each waste stream, and details of their percentage recovery rates for each waste stream

Where relevant, suppliers must develop and maintain an environmental exposure management plan including protocols for safe disposal of all potentially hazardous chemicals and products utilised to perform services

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**vii. Whole-of-Life Costing (WLC), Life-Cycle Cost (LCC), Environmental Product Declaration (EPD) Life-Cycle Assessment (LCA) or Life-Cycle Inventory (LCI)**

On request, suppliers should present Dexus with information surrounding the whole-of-life costing of their product or services, together with any available modelling or product information.

This may include references to certified product declarations on <http://www.environdec.com>, opportunities to invest in future resource efficiency, carbon savings, cost reductions, and life-cycle assessments on embodied resources, such as energy, water, and fuels.

Products or services that carry an EPD or where an LCC or LCA has been conducted should be identified, and the relevant standard against which it has been assessed should be noted, e.g. ISO 14025.

**viii. Sustainability benchmarking**

On request, suppliers should provide information about their ESG policies, industry memberships, procedures, and sustainable upstream supply chain management, including community contributions and sustainable initiatives.

Where appropriate, the supplier's participation or rankings sustainability indices and/or other relevant global sustainability benchmarking indices should be provided:

- GRI
- Dow Jones Sustainability Index (World and Asia Pacific Indices)
- CDP (Carbon Disclosure Project)
- United Nations Principles of Responsible Investment (UNPRI)
- London Benchmarking Group
- Corporate Human Rights Benchmark

**ix. Management and reporting of sustainability information**

Suppliers should make available upon request any compliance, governance and sustainability performance information, data, product reports etc., which may be required by Dexus. These may include copies of certificates, accreditations and product information.

Dexus may request this information in different ways, including:

- Regular management reports
- Periodic meetings and presentations
- Supplier engagement surveys and assessments issued by Dexus, CBRE or via industry associations