

# SUSTAINABLE PROCUREMENT POLICY

For Mindspace Business Parks REIT





## SUSTAINABLE PROCUREMENT POLICY

### PURPOSE

MindSpace Group acknowledges its responsibility to ensure environmental, social and governance standards are maintained and continuously improved throughout its supply chain. It recognises that it can have a positive influence on its suppliers, contractors and their employees, products and services.

MindSpace Group is also committed to source products and services that seek to create shared value by ensuring that companies within its supply chain:

- Reduce carbon emissions in line with MindSpace Group's commitment to achieving Carbon neutral operations by [2050] across all emissions sources within its operational control, including upstream and downstream emissions
- Work on "Reduce, Reuse and Recycle" strategies
- Operate according to sound environmental principles
- Drive positive supplier relationships
- Consider the impact of their activities on the sustainability of the communities

This policy re-affirms MindSpace Group's commitment to partnering with suppliers to responsibly source products and services and encouraging adherence by its suppliers to the Supplier Code of Conduct.

### APPLICABILITY

This Policy has been approved and is applicable to the MindSpace Group. All suppliers providing goods and services across MindSpace Group's Portfolio shall endeavour to comply with this Policy and the Supplier's Code of Conduct.

This policy should be read in conjunction with MindSpace Group's Environment, Social and Governance Policy.

### DEFINITIONS

**"Applicable Law"** means any statute, law, regulation, ordinance, rule, judgement, order, decree, bye-law, approval of any Governmental Agency, directive, guideline, policy, requirement or other government restriction or any similar form of decision of or determination by, or any interpretation having the force of law of any of the foregoing Governmental Agency having jurisdiction, applicable to any Party, in force from time to time, including but not limited to the REIT Regulations;

**"MindSpace Group / Group"** shall include MindSpace REIT and its Asset SPV's.

**“Asset SPVs / SPVs”** shall collectively mean, Avacado Properties and Trading (India) Private Limited, Gigaplex Estate Private Limited, Horizonview Properties Private Limited, Intime Properties Limited, K. Raheja IT Park (Hyderabad) Limited, KRC Infrastructure and Projects Private Limited, Mindspace Business Parks Private Limited, Sundew Properties Limited and such other SPVs that shall form part of Mindspace REIT in future.

**“Supplier/s”** shall mean suppliers/service providers/ vendors/ traders / agents / contractors engaged for the purpose of development and maintenance of the assets in the portfolio of Mindspace Group.

### **POLICY PRINCIPLES**

Mindspace Group shall seek to partner with its suppliers to work towards the below mentioned principles:

- Maintain an efficient procurement process operating under sound governance that achieves the best value for money, meets business requirements and delivers financial and Sustainability goals across the product or service lifecycle
- Treat its suppliers and contractors fairly with respect, dignity demonstrating probity, equity and transparency
- Continue to develop and manage relationships with its suppliers and contractors and encourage them to promote a best practice approach to employment practices, social outcomes, and the environment
- Identify key risks and opportunities particularly in high value, high impact contracts and improve the overall impacts of the products and services
- Challenge its suppliers to deliver tangible, innovative, and sustainable solutions that deliver mutually beneficial outcomes for Mindspace Group and the supplier
- Ensure large prospective and new suppliers understand the sustainability criteria and requirements within their contract
- Collaborate with suppliers and seek periodic feedback as part of contract management
- Where appropriate move towards the purchase of products that support community-based charities, use of eco-friendly materials, are more efficient and meet nationally and internationally recognised sustainability performance standards
- Where appropriate, encourage suppliers to collaborate with Mindspace Group to implement community engagement initiatives

#### **A. Commitment to a Sustainable Procurement**

- In its endeavour to mitigate the impact of climate change Mindspace Group shall endeavour to procure products that are
  - Locally extracted or recovered materials
  - Low embodied carbon materials
  - Low-emitting VOC materials
  - Materials and packaging that can easily be recycled
  - Materials that disclose environmental impacts

- Materials that disclose potential health hazards
- Rapidly renewable materials and recycled content materials

## **B. Applicability and Implementation**

Suppliers shall vary in terms their Products, Services provided, their organization structure and policies, and geographical locations of operations, etc. Keeping these factors in mind, this policy has been designed in manner that it works for the whole supplier base, even though the level and type of compliance shall vary depending on the type of the supplier and associated principles applicable to them. We shall encourage our suppliers to set in place internal policies, governance structures, systems, processes and take relevant measures to partner with the Group in achieving its sustainability roadmap.

The Suppliers shall be encouraged to share the measures undertaken by them in respect of the principles underlined in this Policy. Mindspace Group shall work with its suppliers to identify gaps, if any and help them in addressing the same.

## **C. Monitoring and Reporting:**

The Group expects its suppliers to monitor and report the initiatives undertaken by them with regards to sustainability. The Group shall recommend its suppliers to put in place a monitoring and reporting mechanism and management systems, wherever required to effectively implement and manage such initiatives. The suppliers should focus on continuously improving their performance with regards to their sustainability efforts.

## **D. Management and Review**

This policy and the Supplier Code of Conduct shall be reviewed annually.