



# Supply Chain Sustainability Guidelines

At Growthpoint Properties Australia (“Growthpoint”), we seek to drive sustainable business outcomes through engaging with our suppliers, contractors and service providers. We recognise that operating sustainably goes beyond our own organisational boundaries, hence the need to engage with suppliers to monitor environmental, social and governance (“ESG”) risks that may exist in our supply chain. Growthpoint is committed to continuing to refine its sustainability practices. To deliver best practice and drive sustainability performance, our suppliers, contractors & service providers are required to comply with these guidelines.

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## 1. Corporate governance and ethical business practices

High standards of corporate governance ensure that the organisation is directed and controlled in a responsible and transparent manner which ensures long-term value creation. Growthpoint seeks to ensure continued achievement of best practice corporate governance. Growthpoint has an extensive corporate governance program in place.

*Growthpoint expects suppliers, contractors & service providers to:*

- Comply with all relevant local and national laws and regulations in relation to ethical behaviour, anti-bribery & corruption & whistleblowing and other relevant business practices.
- Have a written policy which outlines appropriate conduct and standards of personal behaviour of employees.

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## 2. Modern slavery, labour practices & human rights policies

### Laws and recognised standards

Responsible workforce practices should be applied consistently across an organisation's operations, in keeping with applicable laws and internationally recognised standards. Growthpoint strives to create and maintain a nurturing environment which respects the interests of all stakeholders including securityholders, tenants & employees.

*Growthpoint expects suppliers, contractors & service providers to:*

- Comply with relevant legislation in relation to employment and human rights and conduct their business in a manner that respects and supports human rights consistent with the Universal Declaration of Human Rights.
- Respect employees and offer a safe workplace free of direct or indirect discrimination, harm, intimidation, harassment or fear.
- Have written workforce that include diversity and equal opportunity in recruitment.

### Forced labour and inhuman treatment of workers

*Growthpoint expects suppliers, contractors & service providers to:*

- Not engage in or tolerate the use of forced, bonded, compulsory labour, slavery or human trafficking, the use or threat of physical or other punishment, or the physical, sexual or psychological abuse or inhumane treatment of workers.
- Ensure that all activities do not contribute towards human exploitation, including human trafficking.

### Child labour

*Growthpoint expects suppliers, contractors & service providers to:*

- Comply with international and local obligations relating to the employment of children, including adhering to the minimum legal working age in their jurisdiction or with the standards set by the International Labour Organisation, whichever is higher.
- Ensure children under the age of 18 are not employed in hazardous work or in work incompatible with their development.

### Wages, benefits & working hours

*Growthpoint expects suppliers, contractors & service providers to:*

- Comply with applicable laws and regulations relating to remuneration and benefits, including minimum wages, overtime, superannuation, leave entitlements and other benefits, and ensure the timely payment of workers.
- Provide workers with clear and understandable information about all relevant employment conditions before they enter employment.
- Ensure working hours do not exceed the maximum hours per week required by applicable laws.
- Provide workers with appropriate training to perform their duties and to comply with these guidelines.

### Freedom of association

*Growthpoint expects suppliers, contractors & service providers to:*

- Respect workers' rights, in accordance with applicable laws, to freedom of association, to establish and join or not join workers' associations, and to engage in lawful industrial activity, without interference, intimidation or harassment.

## 3. Occupational Health & safety

Growthpoint is committed to providing a healthy and safe working environment for all staff.

*Growthpoint expects suppliers, contractors & service providers to:*

- Comply with all relevant local and national occupational health and safety laws and regulations appropriate for the nature and scale of their business and services.
- Provide any information required by Growthpoint to ensure it can comply with its own regulatory disclosures from time to time.

## 4. Environment

Growthpoint acknowledges the impact of climate change and is committed to reducing its environmental impact. Growthpoint has an ongoing commitment to ensure our brand is associated with strong sustainability credentials. To continue on delivery of this commitment, it is important for us to manage our impact to the environment by consuming resources efficiently.

*Growthpoint expects suppliers, contractors & service providers to:*

- Comply with all relevant local environmental legislation in which they operate.
- Endeavor to have systems in place to manage monitor & implement resource efficiency initiatives associated with energy, waste and water usage which is appropriate for their nature and scale of business services.
- Provide any information required by Growthpoint to ensure it can comply with its own regulatory disclosures from time to time.

## 5. Community involvement & development

As a responsible corporate citizen, we recognise that we have a role to play in supporting the communities in which we operate.

*Growthpoint expects suppliers, contractors & service providers to:*

- Engage with communities and support good community causes.

## 6. Monitoring and compliance

Our suppliers must monitor their compliance with these guidelines, notify us of any significant breaches, allegations of non-compliance or investigation into non-compliance by authorities.

Suppliers must permit Growthpoint and its representatives to assess and audit the supplier's compliance with these guidelines, which may include, but is not limited to, inspection of on-site facilities, review of records and documentation evidencing compliance with these guidelines.

Suppliers must and take all reasonable steps to address, remedy and prevent any further breach.

## 7. Raising a concern

Suppliers can raise concerns about any actual or suspected breach of these guidelines through any of the contact points below:

- Directly with their supplier relationship point of contact
- By email to the Growthpoint Legal Team at [notices@growthpoint.com.au](mailto:notices@growthpoint.com.au)