

## **The Sumitomo Realty Group Sustainable Procurement Guidelines**

Purpose	: We established the Sustainable Procurement Guidelines to promote a sustainable society throughout our supply chain.
Date of establishment	: April, 2020
Scope of application	: The Sumitomo Realty Group All employees of the Group are to comply with the guidelines. All business partners are requested to cooperate with the guidelines, and we shall strive to prioritize procurement from business partners taking initiatives on sustainability.

### **【Sustainable Procurement Guidelines】**

#### **1. Compliance with Laws and Regulations**

We comply with social norms, rules, decrees, international treaties, etc. of the country or region where the business is conducted.

#### **2. Respect for Human Rights**

- We endorse and respect international standards regarding human rights and labor, including the International Human Rights Charter, the International Labour Organization Declaration on Fundamental Principles and Rights in Labor at Work, and the Guiding Principles on Business and Human Rights, etc.
- We prohibit discrimination or harassment based on any of the following aspects and respect rights:  
race, nationality, religion, gender, sexual orientation/identity, disability, social status, age, or medical history.
- We do not engage in child labor or forced labor.
- We manage working hours within appropriate limits to prevent overwork and reduce excessive working hours.
- We respect the freedom of association and rights to collective bargaining.
- We pay wages above the minimum wage standard set by each country and work to stabilize employees' lives.
- We take measures and raise employee awareness to prevent occupational accidents.

#### **3. Ensuring the Corporate Ethics**

- We do not engage in any form of corruption including money laundering and bribery.
- We do not engage in business involving antisocial forces.
- We protect and respect intellectual property rights.

#### **4. Consideration for the Environment**

- We strive to reduce the risk of climate change by reducing greenhouse gas emissions and energy consumption.
- We strive for efficient use of water resources and energy.
- We strive to preserve biodiversity.
- We prevent soil, water quality, and air pollution by properly managing and disposing of hazardous chemical substances.
- We strive to reduce waste by making effective use of resources used for business.

#### **5. Ensuring and Enhancing Quality**

- We strive to ensure and further improve the level of quality we have established for our products and services.
- We do not make misleading or unjust advertisement and promotion.

#### **6. Securing Information Security**

We strive to protect and properly manage and process personal information and confidential information.