

OUE REIT – SUPPLIER CODE OF CONDUCT

1. Introduction

OUE Real Estate Investment Trust (“OUE REIT”), managed by OUE REIT Management Pte. Ltd. (the “Manager”), is committed to conducting its business in an ethical and responsible manner, upholding high standards of environmental, social and governance principles set out in our Environmental Policy and Human Rights Policy. We aim to collaborate with suppliers to ensure a robust and sustainable supply chain.

2. Scope and Application

This Supplier Code of Conduct (“Code”) sets out the principles and guidelines that are expected to be adopted and complied with. It shall apply to any person or entity such as suppliers, contractors, consultants or any other parties (collectively, “Suppliers”) engaged by the OUE REIT to provide goods and/or services in its operational jurisdictions. This Code will be communicated to all current and new suppliers.

3. Expectations of Suppliers

3.1 Compliance with Legal and Regulatory Requirements

Suppliers shall comply with all applicable laws and regulations in the countries where their respective businesses and operations are carried out and where the goods and services are delivered.

3.2 Business Ethics

OUE REIT expects its suppliers to uphold high standards of ethics and integrity in its operations.

3.2.1 Anti-Money Laundering/Counter-Financing of Terrorism, Anti-Bribery & Anti-Corruption

Suppliers are strictly prohibited from engaging in any form of illegal and unethical activities, including but not limited to, money laundering, terrorism financing, bribery, corruption, fraud, and extortion.

Suppliers must fully comply with all applicable anti-money laundering/counter-financing of terrorism, anti-bribery and anti-corruption laws in countries that they operate in including but not limited to relevant acts such as Singapore's [Corruption, Drug Trafficking and Other Serious Crimes \(Confiscation of Benefits\) Act 1992](#), [Terrorism \(Suppression of Financing\) Act 2002](#) and Prevention of Corruption Act 1960.

3.2.2 Gifts and Entertainment

Suppliers shall not offer or accept any personal gifts, favours or services to the employees of OUE REIT or the Manager, that may have an influence over the decision of business dealings.

3.2.3 Fair Competition

Suppliers shall compete fairly and in accordance with all applicable competition/anti-trust laws.

3.2.4 Conflict of Interest

Any actual, perceived or potential conflict of interest in any of their business dealings with OUE REIT shall be immediately disclosed by suppliers.

3.2.5 Data Protection and Intellectual Property Rights

Suppliers shall protect the privacy of any personal data and confidential information they obtain in the course of their business dealings with OUE REIT against unauthorised and unlawful use in respect of processing, storage, transfer, disclosure, and destruction. In doing so, suppliers shall comply with all applicable personal data and privacy laws, including but not limited to Singapore's Personal Data Protection Act 2012, and, apply, at a minimum the same safeguards used to protect their own information.

In the event of any breach of data privacy, suppliers shall notify OUE REIT within 1 hour of being made aware of such breaches. The notification shall include, but not be limited to the scope of the breach and the specific data that has been compromised.

Suppliers shall conduct business in a manner which recognises and respects the intellectual property rights of OUE REIT.

3.3 Labour and Human Rights

As a member of the United Nations Global Compact, OUE REIT is in full support of the Ten Principles on human rights, labour, environment, and anti-corruption. OUE REIT is committed to upholding these principles and expects its suppliers to do the same.

3.3.1 Fair Compensation and Working Hours

Suppliers shall ensure that there are written contracts stipulating clear conditions of employment with their staff and suppliers clearly communicate the wages, benefits, pay structures, and pay periods, ensuring prompt execution.

Suppliers shall provide minimum wages as stipulated by statutory requirements and any legally entitled benefits to staff. Suppliers shall ensure that all overtime work is voluntary and is within the legal working hour limits.

Suppliers shall grant staff mandatory rest days, annual leaves, sick leaves, and maternity or paternity leaves as stipulated by local laws without any form of repercussions.

3.3.2 Equal Opportunity, Diversity and Inclusion

Suppliers shall promote a fair, equitable and inclusive workplace environment that is free from harassment and discrimination. This shall extend to its hiring practices and its terms of employment, ensuring that they do not discriminate on the basis of race, gender, ethnicity, national or social origin, religion, age, disability, sexual orientation, gender identification or expression, political opinion, or any other status protected by applicable law.

3.3.3 Prohibition of Child Labour

OUE REIT strictly prohibits the use of child labour, or exploitation of children in our operations. The term “child,” unless otherwise specified by applicable laws regarding minimum working age, refers to any person employed below the age of 16.

Suppliers must ensure their operations are free from the exploitation of child labour. As defined by the International Labour Organization (“ILO”), child labour refers to work that is mentally, physically, socially or morally harmful to children; or work that interferes with their schooling.

3.3.4 Zero-tolerance of Modern Slavery

OUE REIT does not tolerate slavery, forced labour, or human trafficking in any form at any stage of its supply chain. Similarly, all suppliers must prohibit all forms of forced labour, child labour, and human trafficking.

Suppliers shall be required to fully comply with the applicable legal requirements of human rights, slavery, forced labour and human trafficking laws and regulations, as well as requirements related to supply chain due diligence.

3.4 Workplace Health and Safety

Suppliers are to strictly adhere to applicable health and safety regulations and standards, including but not limited to Singapore's Workplace Safety and Health Act 2006, and to implement safety precautions, such as work procedures and training, to protect the health and safety of its workers.

Suppliers shall provide a safe and healthy work environment to their staff including but not limited to, taking measures to identify and prevent workplace hazards and accidents, and ensure the physical and mental well-being of their staff.

3.5 Environmental Protection

This Code is to be read in conjunction with the Environmental Policy where suppliers are expected to minimise their environmental impact in all their operations, products and services.

Suppliers shall comply with all environmental codes, laws, rules, and regulations in the country of operation and ensure that all necessary environmental permits and registrations are obtained and maintained to conduct their business.

Suppliers are encouraged to adopt their own policies and implement environmental management systems to identify, monitor, manage, and disclose the environmental impacts from energy, emissions, water, and waste as a result of their operations.

Suppliers are also encouraged to improve their environmental performance progressively with appropriate measures, such as pollution control, recycling and proper waste management. Suppliers providing goods shall ensure that the procurement process is sustainable.

4. Reporting and Review

Suppliers who have concerns or reasons to believe that any illegal or unlawful actions are carried out by an employee of OUE REIT may raise them in good faith, through phone, mail or via a dedicated email address at groupethicalofficer@oue.com.sg, without the fear of reprisals. The identities of the whistleblowers and all reports made will be kept strictly confidential.

Any activities that have been identified to fall below the standard of this Code shall be rectified by the suppliers as soon as possible to ensure continued compliance.

OUE REIT reserves the right, upon provision of reasonable notice to suppliers, to conduct compliance audits and/or access and review all documentation records that can demonstrate the suppliers' compliance with this Code, including conducting on-site inspections where needed.

If OUE REIT determines that the suppliers have breached this Code, remedial actions are required to be carried out. In case of serious violation of the Code, OUE REIT may suspend or terminate its relationship with the suppliers and/or to claim losses and damages caused.

OUE REIT will review this Code periodically and reserves the right to amend this Code at its sole and absolute discretion. Changes will be communicated to suppliers for their compliance.