

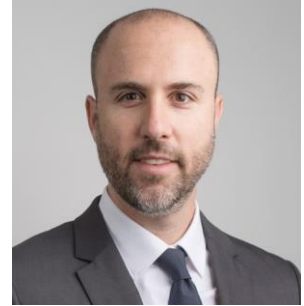


Responsible Procurement Guidelines





We are counting on your support, working alongside us to make real estate more sustainable together.



BEÑAT ORTEGA
Chief Executive Officer

Dear partner,

As a specialist for centrality and uses, the Gecina Group owns, manages and develops innovative and sustainable living spaces. We are the leading owner of office space in Europe, with nearly 97% of our office portfolio located in the Paris Region, and we are the largest private residential landlord in Paris, with a portfolio of residential assets and student residences in the Paris Region and across France.

Gecina has firmly established its focus on innovation and its human approach at the heart of its strategy to create value and deliver on our purpose, "Empowering shared human experiences at the heart of our sustainable spaces".

Our activity, through its features, performs a key societal role, from social to environmental aspects.

We have been recognized for several years for our achievements across all the various CSR dimensions.

Our commitment to sustainable development is reflected in various achievements, including the 61% reduction in our operational CO₂ emissions between 2008 and 2021.

We would like to further strengthen our partners' engagement in our approach by asking them to sign these new responsible procurement guidelines. We want to choose the most sustainable products and services, purchased from committed providers.

This approach is virtuous and will make us all more competitive.

These Guidelines aim to promote the Gecina Group's commitments and prevent practices that are not aligned with our environmental, social and societal values by reinforcing the vigilance of all of our partners.



1.

Gecina Group's commitments to its partners

When selecting its partners, Gecina is committed to taking into consideration:

- the limited environmental footprint and the environmental, social and societal performance of the products and services
- the limited environmental footprint and the environmental, social and societal performance of the partner companies

In addition to the legal and regulatory principles governing working conditions, health and safety in particular, which are controlled through our referencing process, the environmental and societal criteria applied by Gecina will be built around **our four CSR priorities**:



LOW CARBON

We choose products or services that contribute to the achievement of our target for operations to be carbon neutral by 2030, with our CANOP-2030 plan. We require our partners to use products, materials and services that have low carbon emissions or are even carbon neutral, and we require the products and services to have a limited environmental footprint, helping reduce energy consumption and CO₂ emissions for our operations;



BIODIVERSITY

We use bio-sourced materials when possible, as well as cleaning and maintenance products that are not harmful to the fauna and flora present at our buildings.

We expect our partners to apply methods for managing and maintaining our green spaces that support biodiversity;



CIRCULAR ECONOMY

We expect our partners to use products that have a long lifespan, integrate eco-design features and are created through reuse or recycling, in addition to sorting worksite waste and facilitating the reuse of worksite equipment and materials;



OCCUPANT WELLBEING

We choose products and services that support the comfort, wellbeing and productivity of occupants, thanks in particular to good internal air quality and acoustic performance, as well as high levels of lighting.

Clear principles and criteria adapted for each activity, notably inspired by the "Responsible Procurement for Real Estate" [guide](#) and the [criteria](#) set by the Green Building Observatory (OID), are deployed in:

- **our specifications** (see *technical criteria for each product / service*);
- **our tender regulations** (see *"tender assessment criteria"*);
- our contracts and tenders, which are based on the specifications and require **compliance with the environmental and social criteria to be checked and controlled**. For example, each year, partners are asked to provide the estimated CO₂ emissions linked to the services provided for the Gecina Group, as well as statistics on workplace accidents (frequency rate, severity rating, number of workplace accidents, etc.).

Suppliers of building materials undertake to draw up an environmental and health declaration (FDES) for their products if they have not already done so, and to use materials that do not contain any CMR (carcinogenic, mutagenic and reprotoxic) substances. Each year, depending on the service, partners are asked to carry out an environmental review based on Gecina's four CSR priorities: the service's CO₂ emissions and carbon savings, the quantities of materials reused and/or recycled, the number of workplace accidents, etc.

Gecina also invites its partners to **proactively submit proposals** for sustainable innovations that could help improve our specifications in line with the CSR criteria.

2. Partners' commitments to the Gecina Group



As a true partner for Gecina, each supplier must also contribute to the achievement of our CSR goals and commit to:

■ **Promoting workplace equality**, and gender equality in particular, a longstanding commitment for Gecina, which has been ranked as the most advanced company for gender equality in the workplace since 2017. We therefore require companies with more than 50 staff to provide us with their workplace gender equality index.

■ **Strictly respecting the corresponding legislation and regulations in relation to its staff, and ensuring that they are applied and respected by its subcontractors, with a particular focus on:**

- Respect for human rights (prohibition of child labor, forced labor, the employment of people in an irregular situation, in accordance with French employment law)
- Compliance with International Labour Organization (ILO) Conventions, particularly concerning the freedom of association and protection of the right to organize and the right to collective bargaining, as well as the OECD Guidelines and the Principles of the UN Global Compact
- Prohibition and prevention of all grounds for discrimination (age, origins, sexual orientation, disability) and all forms of discrimination (unequal pay and career progression, physical or psychological harassment, conditions for recruitment, access to training, organization of work and work schedules)

■ **Developing the employability and skills of its staff**, by notably training them on the right attitudes to adopt when dealing with Gecina's clients (client-centricity, high quality of service, respect for other people);

■ **Minimizing any disturbances** for local communities and neighboring residents (including noise and dust) when carrying out work on site in accordance with our Clean

Worksite Guidelines in particular;

■ **Applying a policy for managing the safety of products and services**, including a risk assessment, the publication of a report and the monitoring of performance;

■ **Strictly respecting and ensuring that subcontractors apply and adhere to environmental legislation and regulations when supplying products for our buildings, and more generally any other services provided for Gecina. Suppliers notably undertake to process the worksite waste generated during work at one of our sites through the corresponding approved channels, to promote the reuse of materials and equipment, to minimize their greenhouse gas emissions and to not harm the biodiversity present at these sites;**

■ Putting in place **measures to identify risks and prevent infringements** of the environmental, social and societal principles (assessment procedures, whistleblowing and monitoring arrangements, etc.) within the partner company and its own suppliers;

■ **Ensuring strict compliance with all of the environmental, social and societal provisions set out in suppliers' contracts with Gecina, and reporting any difficulties encountered to Gecina;**

■ **Notifying Gecina as quickly as possible of any significant public controversies** that it may be subject to, and, in this context, refraining from communicating or maintaining any communication regarding its business relationship with us. If Gecina is involved, suppliers undertake to provide all relevant information making it possible to analyze the situation together and take appropriate decisions.

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