

**CITY DEVELOPMENTS LIMITED**  
**SUPPLIER CODE OF CONDUCT**



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**DOCUMENT REVISION RECORD**

S/No	Description of Amendment	Document Owner	Approved by	Approved date
1	<u>Aligned language with parallel policy updates to CDL Climate Change, EHS and Human Rights policies</u>	Sustainability	HODs; BSC	17 March 2023

Dear Vendor,

On behalf of City Developments Limited, I thank you for your business support to our company. All our vendors and contractors [hereinafter collectively called “Vendors”] like you are important and crucial to our overall success. You represent an important part of our business continuity.

We would like to emphasise our Code of Business Conduct.

## **Objective**

The objective is to communicate to you clearly about our beliefs and expectations while conducting business with you. We seek to promote a mutually beneficial business relationship that can flourish and bring optimum economic value to us and our Vendors. To achieve this, we will conduct our business fairly and ethically, and we expect the same from you. Our mutual commitment and ability to promote these principles will determine the quality and longevity of our business relationship.

## **Principles and Beliefs**

### **1. Business Integrity**

CDL desires honesty, integrity and fairness in all aspects of our business transactions with our Vendors. We seek to ensure CDL and Vendors have a mutually beneficial business relationship.

The direct or indirect offer, payment, soliciting and/or acceptance of bribes in any form are not acceptable. We will eliminate all forms of corrupt practices and take a serious view of Vendors and CDL employees who display this behaviour.

### **2. Fair Competition**

CDL promotes fair competition in engaging goods and services from our Vendors. We will provide our Vendors with the same information so that none will have an unfair advantage over the others. Additionally, we will maintain confidentiality regarding all our Vendors’ pricing and proprietary information.

### **3. Open Communication**

CDL encourages open communication. We strive to maintain our standing as a global leader in real estate by constantly evolving to maximise the growth potential of CDL. One of the ways we achieve this is through encouraging and acting on feedback from our Vendors for continuous improvement.

#### 4. Conflict of Interest

Our employees have signed a Code of Business Conduct to avoid conflicts of interest between their private financial activities and their employment within CDL. Therefore, all business transactions with Vendors will reflect accurate and fair business dealings, not for individual benefit.

#### 5. Anti-Corruption

Save for nominal value token souvenirs and/or entertainment that are nominal and infrequent, such as business lunches, over which legitimate business discussions take place, no gifts or entertainment is to be condoned in any business transaction between Vendors and CDL employees.

#### 6. Environmental Sustainability

To support our corporate ethos, “Conserving as We Construct”, the CDL Future Value 2030 Sustainability Blueprint and our Science Based Targets initiative (SBTi)-validated greenhouse gas emissions reduction targets<sup>1</sup>, CDL expects our Vendors to engage and manage their own suppliers in line with the following principles:

- a. Mitigate environmental risks and impact that are associated with business through sustainable resource use, climate mitigation and adaptation, biodiversity, ecosystems conservation and pollution prevention.
- b. Advocate responsible practices, such as the adoption of sustainable building materials and methods to reduce embodied carbon footprint of construction materials, material waste and the use of natural resources.
- c. Protect biodiversity and ecosystems through assessment and management of site activities.
- d. Implement waste management practices that minimise waste generation and encourage the reusing, recycling, and recovering of waste.
- e. Co-operate with CDL to measure, track and report the sustainability performance of goods and services supplied to CDL.

#### 7. Health and Safety

CDL expects our Vendors to uphold the following principles to ensure a safe and healthy workplace:

- a. Fulfil compliance obligations with Health and Safety legislations and regulations.

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<sup>1</sup> CDL Future Value 2030 sustainability blueprint, Environmental, Social and Governance (ESG) goals and SBTi validated target for greenhouse gas emissions reduction can be found in our publicly available Integrated Sustainability Reports.

- b. Prevent workplace injuries, illnesses and diseases by implementing controls to eliminate or mitigate risks from identified hazards and promote healthy workplaces.
- c. Provide adequate and appropriate resources to support safe work practices and processes.
- d. Continually review and improve system and operations to enhance Health and Safety performance.

#### 8. Compliance with Applicable Laws, Regulations, and Trade Agreements

CDL expects all Vendors to comply with applicable laws, regulations, and trade agreements.

#### 9. Human Rights

Guided by international human rights principles as described in the Universal Declaration of Human Rights, the International Labour Organization's Declaration on Fundamental Principles and Rights at Work and the United Nations Global Compact's principles on Human Rights, CDL treats people with dignity and respect, with the protection of international human rights within the organization's sphere of influence. CDL expects all Vendors to respect and uphold the following fundamental human rights principles:

- a. Provide just and favourable work conditions by ensuring that no discrimination, based on nationality, ethnicity, religion, disability, gender, age or sexual orientation, is practised for recruitment, placement, training, compensation, and advancement.
- b. Provide a workplace that is free from physical, psychological or verbal abuse, the threat of abuse and sexual or other harassments.
- c. Embrace diversity and inclusivity at the workplace and appreciate contributions made by all employees.
- d. Implement measures to ensure that there is no involvement in unethical labour practices, such as child, forced, and any form of human trafficking.
- e. Respect employees' right to freedom of association and collective bargaining.
- f. Protect the rights of foreign workers that are hired to work on-site by ensuring that they are employed through fair and ethical sourcing practices and treated with dignity and respect.
- g. Ensure safe, clean, healthy and dignified living and working conditions for the workers in instances where suppliers provide on-site or off-site workers' accommodation, including purpose-built dormitories (PBDs) and factory-converted dormitories (FCDs).

#### 10. Reciprocity

CDL expects all Vendors to respect its principles and unequivocal intention listed above.

Kindly acknowledge and confirm your understanding of the above by signing a copy of this letter and returning it to us for our record.

Thank you for your valuable support, and we look forward to a fruitful and mutually beneficial business relationship.

Yours faithfully,

For and on behalf of City Developments Limited

\_\_\_\_\_  
Name: [HOD]

\_\_\_\_\_  
Company Stamp

\_\_\_\_\_  
Title: [HOD]

Revised on 17 March 2023

### Vendor's Acknowledgement

I, ..... [Insert name], authorised representative of .....[insert name of Vendor] having the power and authority, hereby acknowledge and confirm that I understand the purpose of City Developments Limited and will respect the principles set out above in order to preserve and continue business ties with City Developments Limited.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Company Stamp

Name : \_\_\_\_\_

Designation : \_\_\_\_\_

Contact No : Office: \_\_\_\_\_ Mobile: \_\_\_\_\_

Email : \_\_\_\_\_

Date : \_\_\_\_\_

**Note on authorised representative and company stamp:** The signatory on behalf of Vendor shall be of high-ranking position with executive powers such as Managing Director, Director or General Manager.