



Sustainable and Responsible Purchasing Policy

Fibra Danhos
Administradora Fibra Danhos



INTRODUCTION

Fibra Danhos (FD) is a Mexican Real Estate Investment Trust (REIT) established primarily to develop, own, lease, operate and acquire iconic and premier quality real estate assets in Mexico.

Administradora Fibra Danhos (AFD) is a subsidiary company of Fibra Danhos (FD), which, through a Management Agreement, and in accordance with the instructions of the Trust Technical Committee, is empowered to carry out all the necessary or convenient acts for the fulfillment of the Trust's purposes, including the hiring of personnel and contractual relationships with suppliers and service providers.

OBJECTIVES OF THE SUSTAINABLE AND RESPONSIBLE PURCHASING POLICY

The main objectives of the Sustainable and Responsible Purchasing Policy of FD and AFD are the following:

- a) Establish a commitment throughout the procurement or purchasing management process carried out by FD and/or AFD.
- b) Promote compliance with standards or basic criteria of sustainability and responsibility among the personnel of suppliers, contractors and service providers, including matters related to human and labor rights, occupational health and safety, and environmental and ethical matters.
- c) Disseminate and guarantee knowledge and implementation of the Principles of the United Nations Global Compact among its suppliers and contractors.

SCOPE

Taking these objectives into account, this Policy establishes two levels of demand for FD and AFD: the first is a commitment of responsibility and sustainability within their respective organizational structures in the management of purchases or acquisitions, and the second is directed outward, establishing criteria that govern the relationship with suppliers, contractors and service providers.

The Sustainable and Responsible Purchasing Policy applies to all purchases of products and services made by FD and/or AFD, therefore covering all suppliers, contractors and service providers they may have.



FD AND AFD COMMITMENT TO RESPONSIBLE PURCHASING

As stated in the Code of Ethics, the areas in charge of the commercial relationship with suppliers, contractors, or service providers carry the values, principles, and guidelines of conduct that all AFD collaborators must consider, so that the selection processes are developed in terms of impartiality and objectivity.

The personnel involved in these processes must apply criteria of quality, timeliness and cost, always acting in defense of FD's and AFD's interests.

Likewise, they must promote knowledge of the Code of Ethics and this Policy among suppliers, contractors and service providers in order to apply the established principles and guidelines.

FD and AFD in their supply chain management will seek to know, control, and establish relationships in responsible and sustainable terms.

This policy is intended to accomplish the following:

- Generate and disseminate a purchasing policy with sustainability criteria that is applicable to the entire Organization.
- Establish spaces for dialogue with the different suppliers that allow the transmission of FD and AFD's commitments to sustainability, which involves the collaboration of their own supply chain.

Commitment of FD and AFD to its suppliers, contractors and service providers

The relationships that AFD develops with its suppliers, contractors and service providers are based on professional, legitimate, and independent respect, and at the same time seek to build positive links that make business success possible.

Integrity behavior and conflict of interest

FD, AFD and those people who, due to their activities, act on their behalf, will observe strict compliance with current legal regulations in dealings with suppliers, contractors and service providers and act with integrity and professional ethics, avoiding conflicts of interest and any other form of corruption.



Promotion of sustainable business practice

FD and AFD will foster stable business relationships that make it easier for its suppliers, contractors and service providers to meet their needs and their commitments to economic, social and environmental sustainability.

Equal opportunities, transparency and accuracy of information

FD and AFD will promote free competition in its contracting processes, providing clear information on the conditions of participation and evaluation criteria, creating the conditions that allow the selection of suppliers, contractors and service providers through objective, transparent and balanced criteria.

Confidentiality and protection of personal data

Information of a non-public nature is considered confidential within AFD, applying the necessary mechanisms to preserve its integrity and confidentiality.

People who have access to this type of information in relation to suppliers, contractors and service providers will ensure their confidentiality and will refrain from disclosing or misusing it.

Hiring of local suppliers

FD and AFD, to the possible extent, will encourage purchases from local suppliers, contractors and service providers in order to promote the development of the business fabric and the creation of employment within the communities with which it relates.

Dialogue and communication

A fluid communication will be developed with suppliers, contractors and service providers, ensuring that they receive timely, clear, and truthful information on matters that are of interest to them.

For the attention of doubts, FD and AFD make their ethic line available to those who require it. This same channel is available so that detected breaches can be reported anonymously.

The information received by any person related to FD and AFD, can make a complaint through our portal <https://danhosteescucha.lineaetica.com.mx> or email danhosteescucha@lineaetica.com.mx, generating a folio for follow-up.



CRITERIA ADDRESSED TO SUPPLIERS AND CONTRACTORS

Those business organizations that are committed to creating economic and social value are recognized and valued. In this sense, the management objective throughout the supply chain is to establish spaces for collaboration and cooperation in which, based on a respectful attitude and dialogue, it is possible to advance together through a continuous improvement.

FD and AFD aspire to establish relationships with their suppliers and contractors based on:

- Mutual respect and trust.
- Dialogue and exchange of clear information, so that both parties know and are aware of the commitments they undertake.
- Common interest in promoting and developing innovation applied to quality of life, at work, and sustainability.

EXPECTATIONS FROM FD AND AFD FOR THEIR SUPPLIERS, CONTRACTORS AND SERVICE PROVIDERS:

Basic Guidelines

FD and AFD recognize those suppliers and contractors who apply similar principles and can demonstrate it. In any case and based on the aforementioned attitude of respect and cooperation, FD and AFD expect their suppliers and contractors to comply with the following basic standards related to ethical behavior: human and labor rights, safety and health at work and the Respect for the environment.

The standards listed below are minimum standards, not maximum standards. Suppliers, contractors and service providers shall not use this policy to avoid exceeding these standards. In addition to the application of these basic standards, they are expected to comply with the legislation that is applicable in each case.

Lastly, it will be desirable that the identification of any non-compliance in any area by suppliers, contractors and service providers is accompanied by the development of corrective actions and that they pursue continuous improvement in all the areas that are included below:



Respect for basic human and labor rights

FD and AFD consider the respect, protection, and promotion of human rights as one of the fundamental pillars of any work relationship and are formally committed with international initiatives and organizations in this regard.

FD and AFD publicly respect and support the content of the United Nations Universal Declaration of Human Rights, as well as the International Labor Organization's Tripartite Declaration of Principles Concerning Multinational Corporations and Social Policy. Likewise, they have incorporated the OECD Guidelines for Multinational Companies into its set of principles, committing itself to this initiative that seeks to develop responsible business conduct, compatible with applicable legislation.

FD has signed the Ten Principles of the United Nations Global Compact and assumes this commitment in the development of its own activity. Below are the basic criteria that AFD expects its suppliers, contractors and service providers to take into account in the field of business ethics and respect for human and labor rights:

Fight against forced labor

Employment will be chosen freely. Prison workers, forced or enslaved workers will not be hired against their will. The company will not use any coercive resource against its workers with the aim of forcing them to continue working.

Prohibition of harsh or inhuman treatment

AFD does not allow intimidation of workers through verbal abuse, physical abuse, threats, sexual or any other type of harassment.

Elimination of child labor

Illegal child labor or any form of exploitation of children is not permitted.

Regularized employment

The work performed must be based on a recognized employment relationship established by national law.



Respect for freedom of association and the right to collective denial

The workers, without distinction, shall have the right to join or form unions of their own choosing, as well as to negotiate jointly if a significant part of them agrees so.

Non-discrimination practices

Discrimination in hiring, compensation, access to training, promotion, termination, or retirement will not be permitted on the basis of race, sex, age, family responsibilities, religion, disability, marital status, ethnic origin, national origin, sexual orientation, union membership, or political affiliation.

Payment of wages for a decent life

Salaries and benefits will comply at least with national legal regulations, local regulations or those of the reference industry, or whichever is higher. In any case, wages and benefits must be sufficient to meet the basic needs of workers.

Not excessive work hours

The standard work schedule will respect the legislation and the reference norms of the industry, prevailing the one that offers greater protection to the employee.

Occupational health and safety conditions

There must be a specific occupational risk prevention and safety policy that indicates the basic principles to be assumed in this matter throughout the development of its activity.

- Provide a safe and healthy work environment.
- Take effective measures to prevent accidents or potential damage to the health of its workers during the course of work.
- Establish internal work regulations.
- Minimize the risks inherent in the work environment.
- Inform and train on safety, health and hygiene.
- Provide necessary and adequate protective equipment.
- Provide access to safe drinking water and clean services.
- Provide standards and procedures for the management of waste and other hazardous materials.



Regarding the environment

AFD has a firm commitment to the preservation of the environment in all its activities, establishing sustainable environmental management, the promotion of a low-carbon economy and the conservation of ecosystems as fundamental objectives.

Ethical behavior

Commitment to ethical behavior based on integrity and professional ethics, avoiding conflicts of interest, extortion, bribery or any other form of corruption, as well as avoiding incurring in any unfair competition practice.

The commitment of AFD in relation to the ethical behavior of its own workers is fundamentally reflected in the Code of Ethics and the Anti-Corruption Policy, which can serve as a guide for suppliers, contractors and service providers.