

# Code of Conduct

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for Suppliers and Service Providers  
Version 01.02.2023

# Code of Conduct

The long-term success of PSP Swiss Property is based on responsible, entrepreneurial action that complies with high social, environmental and ethical standards.

We therefore expect that our business partners that supply goods to us or provide services to us (“Suppliers and Service Providers”) will also abide by these standards. Our aim is thus to establish a shared responsibility on the basis of this Code of Conduct (the “Supplier Code”).

The Supplier Code applies to Suppliers and Service Providers of all PSP Swiss Property companies in accordance with binding contractual agreements (“Supplier Agreements”). It sets out requirements applicable to Suppliers and Service Providers for the purpose of cooperation with PSP Swiss Property in a spirit of partnership on the basis of **ethical business practices, respect for human rights and protection of the environment**. It takes account of all ten principles of the UN Global Compact and also reflects the commitments set out in the five ILO Fundamental Principles along with the related core labour standards, the UN Guiding Principles on Business and Human Rights (“UN Guiding Principles”) and the OECD Guidelines for Multinational Enterprises (“OECD Guidelines”). References to international principles and core labour standards are contained in the right-hand column alongside the respective clauses.

## Ethical business conduct

Conduct rooted in partnership, reciprocal trust and reliability are key prerequisites for shared economic success. As such, the business operations of our Suppliers and Service Providers should also be characterised by ethical business practices based on the following principles.

### Compliance with laws and standards

We expect Suppliers and Service Providers to comply with all applicable laws, ordinances or provisions and to hold any permits, licences or concessions required for their business activities. They ensure that these requirements are also met by their own suppliers and service providers.

### Combating corruption, bribery and money laundering

Corruption and bribery are not tolerated. This applies to all prohibited forms of granting and accepting benefits. In addition, both unfair competition and any agreements or practices entailing an unlawful restriction of competition are prohibited. The Swiss Anti-Money Laundering Act and any other applicable statutory provisions on the prevention of money laundering and the financing of terrorism must be complied with.

**OECD Guidelines**  
Chapter VII. Combating Bribery

**UN Global Compact**  
Principle 10

## Avoiding conflicts of interest, upholding confidentiality

Within the ambit of our business relationships, we expect Suppliers and Service Providers to avoid conflicts of interest by ensuring that their employees do not allow themselves to be unduly influenced by personal interests and relationships. Any business or personal relationships that could potentially give rise to any conflict of interest or allegation concerning preferential treatment must be disclosed in advance. It is prohibited to exploit or share insider information.

**OECD Guidelines**  
Chapter X. Competition

Any business secrets and confidential information made available by us within the ambit of the supplier agreement may only be used in accordance with their intended purpose without any detriment to us and must be protected against unauthorised access by appropriate measures. Third party data may be lawfully processed within the ambit of business operations and in accordance with the applicable data protection law.

## Human rights

PSP Swiss Property supports and respects the rules and provisions on human rights adopted at international level and treats its employees fairly and in a manner that respects the equal value of all people. We also expect our Suppliers and Service Providers to uphold human rights on the basis of the following principles and to ensure that they are upheld also by their own suppliers and service providers.

**UN Guiding Principles**  
Chapter I: The State Duty to Protect Human Rights  
Chapter II: The Corporate Responsibility to Protect Human Rights

**OECD Guidelines**  
Chapter IV. Human Rights  
Chapter V. Employment and Industrial Relations

**UN Global Compact**  
Principle 1  
Principle 2

## Prohibition of child labour

The illegal employment of children or the exploitation of children at work is not permitted and must be prohibited. No persons may be employed who have not yet reached the minimum legal age for performing gainful activity.

**ILO Convention 138**  
Minimum age for admission to employment

**UN Global Compact**  
Principle 5

## Prohibition on forced labour

Any form of forced labour or compulsory labour that must be performed upon threat of punishment or the withholding of payments, identity documents or similar materials is not permitted and must be prohibited.

**ILO Convention 105**  
Abolition of forced labour

**ILO Convention 29**  
Definition of forced labour

**UN Global Compact**  
Principle 4

## Prohibition on illegal work

The usage of illegal labour is not permitted. The regulations applicable to the award of sub-contracts and any work-related reporting and approval requirements under social insurance and tax law must be complied with.

## Fair working conditions and equal opportunity

Fair working conditions are required, including specifically compliance with all provisions applicable to salaries, working hours and entitlement to leave. Salaries should constitute a living wage.

Employees should feel respected and valued. No form of harassment, bullying or intimidation may occur in the workplace. Equal opportunity and equal treatment are important principles. No form whatsoever of discrimination on the grounds of sex, origin, skin colour, belief or any other essential features of a person's identity is tolerated.

**ILO Convention 111**  
Discrimination (employment and occupation)

**ILO Convention 100**  
Equal remuneration for men and women workers for work of equal value

**UN Global Compact**  
Principle 6

## Health and safety at work

Safe workplaces that comply with applicable legislation and common industry standards must be provided. Promoting health and preventing accidents should be supported through appropriate training and preventive measures.

**ILO Convention 155**  
Occupational safety and health and the working environment

## Freedom of association

The right of employees to join trade unions or similar representative bodies and to engage in collective bargaining must be respected. Employees may exercise this right without any risk of punishment, intimidation or any other disciplinary measures.

**ILO Convention 87**  
Freedom of association and protection of the right to organise

**ILO Convention 98**  
Application of the principles of the right to organise and to bargain collectively

**UN Global Compact**  
Principle 3

## Environmental protection

It is our stated goal to lower the CO<sub>2</sub> emissions of our portfolio, to save resources and to contribute to improving biodiversity. In order to achieve success and to improve our results further still, we are reliant on the active cooperation of our Suppliers and Service Providers.

**OECD Guidelines**  
Chapter VI. Environment

## Continuous improvement

We expect our Suppliers and Service Providers to comply with all environmental protection legislation and to ensure that their own suppliers and service providers do likewise. In addition, they must endeavour to achieve continuous improvement in their environmental performance, which they should also allow us to benefit from where possible via their goods and services.

**UN Global Compact**  
Principle 7  
Principle 8  
Principle 9

## Responsible procurement

Efforts must be made in relation to procurement to ensure that, as a general rule, resource-saving and environmentally friendly materials are procured and that any requirements relating to a specific object or project are adhered to within the corresponding Supplier Agreements.

## **Compliance with the requirements set forth in this code of conduct**

It is primarily the responsibility of our Suppliers and Service Providers to ensure compliance with the requirements of this Supplier Code within Supplier Agreements. This also applies in relation to any provisions applicable abroad. The Supplier or Service Provider shall provide all reasonable information in order to enable us to monitor compliance with the Supplier Code. If any requirements are not complied with, we will endeavour to support our Suppliers and Service Providers through dialogue and cooperation with a view to taking corrective action. The failure to comply with any requirements notwithstanding the discussion of appropriate measures shall constitute grounds for the termination of cooperation by us.

In the event of any doubt concerning correct conduct or the flagging of incorrect conduct, we reserve the right to conduct further inquiries and to require that specific examinations be carried out. Any breaches of the Supplier Code may be reported to PSP Swiss Property at [suppliercode@psp.info](mailto:suppliercode@psp.info) or - anonymously if desired - via our whistleblower system: [psp.integrityline.com](http://psp.integrityline.com).

The Code of Conduct for Suppliers and Service Providers shall enter into force on 01.02.2023. The relevant applicable version of the Supplier Code may be found on the homepage of PSP Swiss Property: [www.psp.info](http://www.psp.info).

Zug, 01.02.2023

PSP Swiss Property Ltd



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