

KILROY REALTY CORPORATION

12200 West Olympic Blvd.,  
Suite 200  
Los Angeles, CA 90064**PREFERRED VENDOR CONDUCT POLICY**

Kilroy Realty Corporation (KRC) is committed to developing and managing innovative spaces that promote and encourage public health and sustainability. Respecting the environment, human rights and workplace dignity is all a part of the mission.

Operating a successful real estate development and management company intrinsically relies on outsourcing services or business processes to optimize innovation and value. We recognize our business partners help enhance the product we offer, and we must call upon you to enhance, not hinder, our corporate responsibility programs. We encourage of our vendors, suppliers and their affiliates to comply with the following Code of Conduct.

**OPERATIONS**

- Demonstrate a commitment to quality and sustainability in business practices.
- Comply with all applicable anti-corruption, antitrust and fair competition laws.
- Maintain professional standards in all business dealings.
- Uphold the integrity and confidentiality of data, recordkeeping and intellectual property.
- Consult with KRC legal counsel in regards to any issues of actual or potential noncompliance with prevailing laws and regulations.

**WORKFORCE**

- Conduct employment practices in compliance with all applicable laws and regulations.
- Prohibit the use of involuntary and/or child labor.
- Comply with all local labor laws and standards regarding working hours, minimum wage, overtime and public holidays.
- Treat all employees with dignity and respect.
- Provide a work environment free of discrimination and harassment based on gender, race, color, national origin, age, religion, marital status, disability, sexual orientation or veteran status.
- Promote a safe and healthy work environment in accordance with all applicable regulations.
- Prohibit inhumane treatment and/or disciplinary action.
- Forbid retaliation against whistleblowers in accordance with the California Whistle employees who reports violation of state or federal laws to a government official or the police.
- Adhere to policies and directives of the KRC Human Rights Policy

**ENVIRONMENTAL**

- Comply with the requirements of all applicable federal, state and local environmental laws and regulations.
- Resolve to reduce waste of all types, including energy and water, by implementing appropriate conservation measures, as applicable. Vendors should strive to provide products and services which meet the following criteria:
  - Develop best practices that reduce negative environmental and social impacts associated with core service offering.
  - Develop strategies to benchmark and reduce water and energy consumption, as compared to typical usage for the sector, service, or product.
  - Deploy waste reduction and diversion strategies throughout the lifecycle of the service or product.
  - Deploy procedures to minimize the packaging-to-product ratio in order to reduce waste. All packaging should be easily reusable, returnable or recyclable.
- **DIRECT IMPACT** - As applicable, all chemicals and other hazardous materials intended for use on KRC property that has been identified as harmful to human health or the environment by the EPA under Section 5(b)(4) of the Toxic Substances Control Act (Concern List) must be stored in a secure, well-ventilated area and managed appropriately to ensure safe handling, use, reclamation and/or disposal.
- **INDIRECT IMPACT** - As applicable, vendors will work to minimize or eliminate the use of products containing hazardous chemicals and materials, which have been identified as harmful to human health or the environment by the EPA under Section 5(b)(4) of the Toxic Substances Control Act (Concern List) to mitigate harm within the supply chain.
- As applicable, all emission omitting materials, such as adhesives, sealants, paints, coatings, flooring systems, composite wood and agrifiber products, must be monitored, controlled and/or treated prior to disposal.
- Have in place environmental management systems or protocols for potential environmental liabilities. This may include a review of the internal environmental goals, evaluation of environmental impacts and development of an action plan for improvement.
- Provide applicable performance metrics, such as GHG emissions or waste diversion, upon request.

For more policies and directives that inform and support our commitment to sustainable development and corporate social responsibility, please visit the 'Commitment' section of the [KRC website](#).