

SUSTAINABLE PROCUREMENT POLICY

THE JULY

INTRODUCTION

Our story

We are The July, a series of authentic apartment hotels connected to their local surroundings. Our hotels bring together connection, warmth, flexibility; inviting every guest to enjoy their unique stay.

We care for our planet and our people. Each of our apartment hotels represents the sustainable quality we aspire to, secured with building certifications and the flexibility to adapt to future conditions and market demands.

In 2020, APG Group and Aware Super joined us as key shareholders and investors giving us the compacity to secure new locations and create new properties which reflect our Key Principles when it comes to Human Rights, Ethics and Sustainability. We believe that we need to be making a conscious decision for positive and sustainable change during our purchasing, designing, execution and operation of our future apart-hotels.

With our sustainable procurement policy we will continue to improve through:

- Compliance with the laws and regulation of the respective country we operate in;
- Shared knowledge as we look towards supplier partnerships rather than one off contracting;
- Clear communication of our core values and expectations of our suppliers as detailed in the Code of Conduct of The July;
- Reviewing, monitoring and analysing our standards on a regular basis, ensuring that as we grow so too do our policies, plans and codes and;
- Providing support internally and externally to guarantee these principals are upheld.
- Understanding the fundamentals of social responsibility and sustainable procurement.
- Integrating sustainability into the organizations procurement policy and strategy.
- Integrating sustainability into the procurement process.



SUSTAINABLE PROCUREMENT POLICY

Key Principles

It is expected that all partners and suppliers adhere to the Key Principles of The July and in doing so ensure their partners, contractors and suppliers are also in compliance.

For detailed guidelines on supplier sustainability, please refer to our Code of Conduct

Human Rights

- To comply with all applicable laws, in accordance with the principles of the International Labor Organization, the UN Global Compact, the UN Universal Declaration of Human Rights, the UK's Modern Slavery Act, and the UN Declaration of Human Rights
- To not engage in child labour of any form
- To not engage in slavery, forced, bonded or involuntary labour
- To treat all employees fairly and to comply with all applicable wage laws and working hours
- To allow freedom of association and not prohibit employees who want to form or join trade unions
- To not tolerate any form of discrimination or harassment
- To not tolerate any forms of abuse - verbal, sexual, physical, psychological or any other other forms
- To ensure a healthy and inclusive working environment for all employees

Ethics

- To not only comply with all relevant regulations and ethical standards, but to conduct business with honesty & integrity
- To never accept bribery for business advancement
- To never engage in corruption of any form
- To never engage in fraud
- To never engage in money laundering
- To never engage in insider trading
- To respect intellectual property rights and maintain confidentiality with regard to customer and supplier information

Sustainability

- To comply with all applicable environmental laws & legislation in the respective country
- To comply with all building certification requirements as stipulated by The July. Any risks to compliance must be raised immediately.
- To engage in initiatives to reduce ones environmental impact
- To promote responsible waste and water management
- To target reductions of energy consumption
- To target reductions of carbon emissions
- To never engage in the illegal harvesting or trading of timber
- To always measure the life cycle environmental impact of building elements prior to their procurement
- To promote the use of recycled materials



We promote sustainability to all our key stakeholders to ensure a responsible supply chain.

THE JULY DESIGN, PROCUREMENT & DEVELOPMENT TEAM

CODE OF CONDUCT

THE JULY

HUMAN RIGHTS

Our Statement

We engage with our team members, guests and the community. We truly care about them by integrating health & wellbeing in our buildings, policies and operations. We respect human rights. We create an environment with equal opportunities for all people.

We treat employees fairly and with respect.

We do not tolerate verbal, sexual, physical and other forms of abuse.

Our Code of Conduct

To comply with all applicable laws, in accordance with the principles of the International Labor Organization, the UN Global Compact, the UN Universal Declaration of Human Rights, the UK's Modern Slavery Act, and the UN Declaration of Human Rights.

Child Labour

- Suppliers are prohibited to in child labour of any form.
- Supplier must not employ any person below the applicable minimum working age of employment.
- Suppliers who legally employ persons under the age of 18 must not involve them in any hazardous activities or work

which may jeopardise their health and/or safety for instance overtime or night shift.

Forced Labour

- Suppliers are prohibited from using slavery, forced, bonded or involuntary labour.
- Suppliers must undertake necessary steps to ensure there is no modern slavery or human trafficking within their operation or supply chain.
- Suppliers must allow employees the right to fairly terminate their working contract.

Fair Wage

- Suppliers must treat employees fairly and provide as a minimum a living wage as per applicable wage laws.
- Suppliers must compensate employees for overtime as per applicable wage laws.
- Supplier working hours must not exceed the maximum working hours as set by local law.

Discrimination

- Suppliers must not tolerate any form of discrimination or harassments.
- Employees or potential employees must not be discriminated on grounds of race, colour, national original, citizenship, gender, gender identity, sexual orientation, pregnancy,

marital status, political affiliation, union membership, religion or any other protected characteristic or status in hiring and employment practices like wages, promotions and access to personal or professional development.

- Suppliers must not tolerant any forms of abuse – verbal, sexual, physical, psychological or any other other forms.

Work Environment

- Suppliers must comply with all health, safety and security laws as per their respective countries jurisdiction.
- Suppliers must ensure a healthy and inclusive working environment for all employees.
- Suppliers must limit exposure to hazards works practices and / or materials.
- Suppliers must provide employees with appropriate protective equipment at their cost.
- Suppliers must create a free and safe environment for employees to raise safety concerns.
- Suppliers must record and report all incidents as per local laws.
- Suppliers must support the right to personal and professional development.

ETHICS

Our Statement

We are ourselves.

We are down to earth, honest and embrative of our unique differences.

We act as we are - without scripts or roleplay.

Our Code of Conduct

To not only comply with all relevant regulations and ethical standards, but to conduct business with honesty & integrity.

Business Ethics

- Suppliers must never accept bribery for business advancement.
- Suppliers must never engage in corruption of any form.
- Suppliers must never engage in fraud.
- Suppliers must never engage in money laundering.
- Suppliers must never engage in insider trading.
- Suppliers must adhere to industry standard payment terms and not unreasonably withhold payments to other suppliers
- Suppliers should have a Corporate Responsibility Strategy and commit to adhering to this strategy

Privacy and Security

- Suppliers must comply with applicable privacy and data protections laws and regulations in the respective countries of operation.
- Suppliers must comply with the European General Data Protection Regulation (GDRP) requirements when personal data is collected, stored, processed, transmitted and shared.
- Suppliers must respect all intellectual property rights.

SUSTAINABILITY

Our Statement

Sustainability is integrated throughout the entire organisation, from the moment we build apartment-hotels, the policies we create and how we operate and collaborate with our stakeholders. We minimize our ecologic and carbon footprint by optimizing our water, waste and energy usage. We secure all this by obtaining sustainable certifications.

We care for our planet and our people.

Our Code of Conduct

Compliance with all applicable environmental laws & legislation in the respective country. Follow BS ISO 20400:2017 Sustainable Procurement Guidance.

Environmental Impact

- Suppliers should engage in initiatives to reduce ones environmental impact.
- Suppliers should promote responsible waste and water management.
- Suppliers should promote low use of packaging.
- Suppliers should target reductions in their energy consumption.
- Suppliers should generate their own energy or use renewable energy at their facilities as much as possible
- Suppliers should reduce their carbon emissions as much as

possible as well as offsetting

- Suppliers should not use deleterious materials or environmentally harmful practices where a reasonable alternative is possible
- Suppliers should have a full relevant and up to date environmental policy
- Suppliers should avoid virgin aggregates, crude oil derived products, steel produced in traditional furnaces, and stone & heavy materials manufactured outside the region where possible

Responsible Sourcing

- Suppliers must comply with all building certification requirements as stipulated by The July. Any risks to compliance must be raised immediately.
- Suppliers must declare and guarantee all timber and timber-based products used during the construction process of the project is legally harvested and traded timber.
- Suppliers must guarantee all light fittings will be fitted with LED. There will be no use of fluorescent and compact fluorescent lamps in any The July property.
- Suppliers must provide supporting evidence that emissions from building products such as interior paints and coatings, wood-based products (including wood flooring), flooring materials (including floor levelling compounds and resin flooring), ceilings, wall and acoustic and thermal insulation materials, interior adhesives and sealants (including flooring adhesives) will be limited to the following compounds:
 - *Formaldehyde: $\leq 0.06 \text{ mg/m}^3$*

- *Total volatile organic compound (TVOC): $\leq 1.0 \text{ mg/m}^3$*
- *Category 1A and 1B carcinogens: $\leq 0.001 \text{ mg/m}^3$*
- Suppliers should promote low water consumption fittings.
- Suppliers must acknowledge the use a life cycle assessment (LCA) tool during the design phase which The July will use to measure the life cycle environmental impact of the building elements. Suppliers must comply with the results from such assessments.
- Suppliers must supply a schedule of specified products including all product specifications, Environmental Product Declarations (EPD) certificates, Health Product Declarations (HPD) and other relevant documentation.
- Suppliers should promote use of products with a responsible sourcing certificate over products without a certification.
- Suppliers should give preference to locally sourced materials and provide opportunities to small and medium sized enterprises where possible
- Suppliers should give preference to renewable materials where possible
- Suppliers should give preference to the use of high recycled content and post-consumer reclaimed materials where possible
- The July reserves the right to request a Sustainable Procurement Plan from any General Contractors engaged to work on their Properties.

ACCOUNTABILITY

THE JULY

OUR COMMITMENT

During Design

- We will work towards making future proof buildings which are also flexible in their design
- We will always work towards obtaining sustainable building certifications for all properties
- We will make use of a life cycle assessment (LCA) tools during design to measure the life cycle environmental impact of our building elements
- We will conduct pre-demolition audits to review the suitability to reuse existing onsite materials prior to construction
- We will design buildings taking into consideration circular economy, climate adaptation, and other environmental & whole of life factors
- We will design buildings which look to minimise our energy requirements and thus our environmental impact
- We will only specify and permit the use of legally harvested timber and traded timber
- We will only specify LED fittings in our properties
- We will limit emissions of formaldehyde, TVOC and carcinogens as detailed in our City Code of Conduct.

During the Procuring Phase

- Through a stringent pre-qualification process we will only work with suppliers who meet and agree to our supplier code of conduct. Suppliers who do not meet the requirements within the supplier code will be informed and in special circumstances we can mutually agree to a

remediation plan to bring all parties up to standard.

- We will work hard to build reliable partnerships with likeminded suppliers. By sharing knowledge and working towards a common goal we can create a responsible supply chain.
- We will collaborate and support our suppliers to adapt their products and methods of execution to improve performance and the life cycle and to reduce waste. Open and transparent communication from all parties will always be promoted.
- We will push for the use of recycled materials when feasible
- When feasible we will always opt for locally sourced products
- When feasible we will always opt for products with responsible sourcing certification over similar products without certification.

During the Execution Phase

- We will ensure all our suppliers comply with health and safety regulations in their respective countries / jurisdictions
- We will ensure that our working sites provide a safe, healthy working environment for all employees, consultants, partners, contractors, sub-contractors, suppliers, guests, tenants and others
- On a regular basis we will audit the health & safety protocols on our working sites ensuring all protocols are being followed and reported
- All suppliers must supply a schedule of specified products including all product specifications, EPD certificates, HPD

certificates and other relevant documentation

- When required, we will request evidence to ensure that suppliers operations comply with the relevant country labour laws
- When required, request suitable evidence to ensure that suppliers and products are compliant with this policy

During Operation

- We will ensure that all operation suppliers adhere to the Code of Conduct of The July.
- We will collaborate and support our suppliers to adapt their products reduce waste, source locally and promote quality goods.
- We will review supplier health and safety practices to ensure that employees are not at risk
- If required, we will request evidence to ensure that suppliers operations comply with the relevant country labour laws

OUR PROCESS

Stage 1 - 3 – Preparation to Concept

- Review Sustainable Procurement Policy & update as necessary
- Engage sustainability champion & agree within the team the Building Certification targets
- Develop and distribute Sustainability Brief to all relevant persons involved in the development
- Engage LCC consultant & carry out all necessary studies
- Carry out Know Your Customer checks on consultants engaged on the project
- Carry out pre-qualification check on General Contractors
 - ✓ CSG Policies
 - ✓ Compliance w. Supplier Code of Conduct
 - ✓ Letters of Commitment (Timber)
 - ✓ Check certifications (EPD, HPD, EMS etc.)
- Review design to improve on material selection, energy consumption and waste

Stage 3 - 5 – Concept to Technical

- Carry out pre-qualification check on Suppliers
 - ✓ CSG Policies
 - ✓ Compliance w. The July Supplier Code of Conduct
 - ✓ Letters of Commitment (Timber)
 - ✓ Check certifications (EPD, EMS etc.)
 - ✓ Visit factories / offices
- Check on all specifications proposed by Designers & Suppliers
 - ✓ Energy rating
 - ✓ Water rating
 - ✓ Emissions
 - ✓ EPD
 - ✓ HPD
 - ✓ etc.
- Review & verify all material, equipment & finishes certification and compliance for authorities, building certification and the Supplier Code of Conduct of The July

Stage 6– 8 – Construction to Operation

- Conduct regular site inspections to ensure project execution is in accordance with the Design including material selection
- Conduct inspections to supplier factories to ensure compliance with the The July Supplier Code of Conduct
- Collect all certificates & spec sheets in accordance with Building Certification Targets and Authorities
- Handover all O&M information to Operations including schedule of post-completion certification requirements & checks

OUR RESPONSIBILITIES

We understand it is a continued process to ensure the Key Principles of The July and Code of Conduct are upheld. We acknowledge and appreciate the efforts made by our suppliers in pursuit of a more sustainable supply chain.

Summary

- This policy is the responsibility of the The July Design, Procurement & Development department
- This policy will be reviewed internally by the The July Design, Procurement & Development department
- This policy is shared and will continue to be shared internally with the The July Investment Committee
- The implementation of this policy is the shared responsibility of all The July employees, consultants, partners, contractors, sub-contractors and suppliers.
- If any suppliers cannot comply with the The July Key Principles or Code of Conduct, in special circumstances we can mutually agree to a remediation plan to bring all parties up to standard.
- It is the expectation that suppliers will assess, rectify and monitor the continued compliance of any activities associated with the The July Key Principles and Code of Conduct
- If any suppliers are no longer adhering to the The July Key Principles or Code of Conduct, it is expected that parties are transparent and clearly communicate where they require additional support.

- Any serious breaches of the The July Key Principles or Code of Conduct by a supplier through any part of their supply chain must be immediately reported to The July. Together we will agree on the necessary corrective action. If these serious breaches continue, The July reserves the right to consider termination of the partnership with the supplier and/or contractor, subject to the terms and conditions of the contract in place.
- As a minimum, we commit to reviewing and updating this policy annually.

This policy is to apply to all procurement activities relating to The July Design, Procurement & Development department.

Including, but not limited to:

- All existing asset CAPEX projects at the following hotels:
 - *The July Amsterdam BOAT&CO, Amsterdam, The Netherlands*
 - *The July Amsterdam Twenty Eight, Amsterdam, The Netherlands*
 - *ID Aparthotel by The July, Amsterdam, The Netherlands*
- New Development Projects:
 - *The July London Victoria, 268-282 Vauxhall Bridge Road, London, UK*
 - *The July Dublin Capel Street*

162 – 168 Capel St, Dublin, Ireland
- The July Lisbon Baronesa
Largo Conde-Barão 43-47, Lisbon, Portugal

VERSION TRACKER

Version	Revision date	Updates
Version 1	September 2021	Issued creation
Version 2	December 2021	Minor updates – VBR London project
Version 3	Jnauary 2023	Minor Updates – Capel Str Dublin
2023.1	December 2023	Minor Updates – Rebranded + ESG update

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