

KILROY REALTY CORPORATION

12200 West Olympic Blvd.,
Suite 200
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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 part of our mission.

Operating a successful real estate development and management company intrinsically relies on outsourcing services or business processes to optimize innovation and value. Our business partners help to enhance the product we offer, and we must call upon you to enhance our corporate responsibility programs. We encourage 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.
- Maintain a safe information technology (IT) environment and adhere to directives and requirements regarding data security.
- Consult with your legal counsel in regards to any issues of actual or potential noncompliance with prevailing laws and regulations, and coordinate as needed with KRC legal counsel to ensure compliance.

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, public holidays and payday requirements.
- Treat all employees with dignity and respect.
- Provide a work environment free of discrimination, harassment based on gender, race, color, national origin, age, religion, marital status, disability, sexual orientation or veteran status, or any other protected characteristic or identity under local, state or federal law.
- Promote a safe and healthy work environment in accordance with all applicable regulations.
- Prohibit inhumane treatment action.

- Forbid retaliation against whistleblowers in accordance with state and local laws as applicable.
- 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](#).