Nomura Real Estate Group
Procurement Guidelines

Nomura Real Estate Holdings, Inc.

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1. Introduction

The Nomura Real Estate Group has established Our Group Vision, “New Value, Real Value, ” as the group philosophy. It is our commitment, and promise to our customers and the greater society, that we promote our business and services to create secure, safe, and comfortable urban development and enrich the lives and times of people living in these communities to deliver an even better tomorrow well into the future.

Furthermore, we have formulated our Sustainability Policy, “Earth Pride,” as our vision of 2050 as well as the Nomura Real Estate Group Human Rights Policy and the Nomura Real Estate Group Diversity and Inclusion Policy, as we implement initiatives engaging in co-creation with all of our stakeholders, including customers, suppliers, and business partners. In order to continue creating new value through this co-creation, the Group established the Nomura Real Estate Group Procurement Guidelines.

In addition to ourselves conducting business activities in accordance with these Guidelines, we hope to promote these initiatives by gaining the cooperation of the suppliers and business partners within our supply chain.

We ask for your cooperation in understanding the purpose of these Guidelines and applying them to your own business activities and those of your supplier companies.

Nomura Real Estate Holdings, Inc.

——————————————Our Group Vision——————————————

New Value, Real Value

Integrating all that is precious to people and communities,

we build cities---- dynamic stages that connect today with tomorrow’s possibilities,

and embrace every moment of life’s pursuits.

We create new value, social value, and above all, real value.

2. Scope

The guidelines apply to suppliers of all products, materials, raw materials, and services procured by the Nomura Real Estate Group. They also covers the entire supply chain, including indirect suppliers (contractors, subcontractors, and suppliers, etc. of your company).

3. Procurement Guidelines

Ⅰ. Establishment of Compliance

① Respect all social norms and relevant regulations, as well as agreements and promises, in all countries and regions where your business activities are carried out, understand the requirements of the international community and conduct corporate activities based on appropriate business practices and corporate ethics.

Ⅱ. Respect for Human Rights

① Respect the dignity and basic human rights of all people, including customers, suppliers, and employees, and do not for any reason engage in discrimination on grounds such as race, ethnic group, age, religious and political beliefs, gender, nationality, social status, disability, sexual orientation, gender identity, physical features, health status. In addition, do not engage in any form of harassment or unjust treatment, including verbal abuse, physical violence, sexual harassment, and power harassment.

② Make efforts to ensure that employees have the right to associate with other employees, form associations, join (or decline to join) associations of their own choosing, and engage in collective bargaining without fear of interference, discrimination, retaliation, or harassment, in accordance with the laws and regulations of the countries and regions where your business activities are conducted.

③ In addition to ensuring equal employment opportunities, comply with labor-related laws and regulations and rules of employment, implement appropriate labor management, and work to maintain and improve sound and pleasant working environments.

④ Comply with laws and regulations and labor-management agreements where they apply to prevent illegal excessive working hours. In addition, where the applicable laws and regulations are deemed inadequate in light of international standards, endeavor to adopt higher guidelines, such as the ILO’s international standards, and manage working hours appropriately.

⑤ Comply with laws and regulations, pay employees no less than the minimum wage and consider paying a living wage that is adequate to ensure an appropriate standard of living. In addition, ensure that deduction for disciplinary reasons or other deductions of expenses from wages and/or statutory welfare benefits does not violate laws and regulations, employment rules, and labor-

management agreements.

⑥ Along with carefully managing safety and health and preventing industrial accidents, endeavor to maintain physical and mental health and create well-ordered workplaces.

⑦ Do not engage in unfair labor practices such as forced labor and child labor, and endeavor to take appropriate care to ensure that such unfair labor practices do not occur in suppliers.

⑧ Give consideration to culture and customs as well as local residents and communities in regions where your business activities are conducted.

Ⅲ. Fair Business Activities

① In relationships with public employees and the like (including deemed public employees and foreign public employees), maintain sound relationships and do not provide entertainment or exchange gifts in ways that conflict with the National Public Service Ethics Act and Regulations and related national and local laws and regulations, etc.

② Do not request, give or receive from suppliers entertainment or gifts that deviate from sound business customs and social norms.

③ Exclude all relationships with anti-social forces and groups that pose a threat to social order and security or obstruct fair economic activities. Also, resolutely challenge and totally reject any transactions with or unreasonable demands by such forces or groups.

④ Comply with anti-monopoly, prevention of unfair competition and intellectual property rights legislation and related laws and regulations, and endeavor to treat suppliers, competitors and others fairly, without engaging in acts constituting abuse of a dominant market position, blocking of transactions or other such conduct.

⑤ Do not infringe or improperly use copyright, patents, trademark rights, design rights or other intellectual property rights.

⑥ Do not participate in money laundering, embezzlement, fraud or any other form of corrupt conduct.

⑦ Carry out appropriate disclosure to customers and society and also endeavor to provide necessary information in an appropriate manner. Regarding procurement of timber, refer to the Nomura Real Estate Group Timber Procurement Guidelines.

Ⅳ. Consideration for the Environment

① Endeavor to make continuous improvements for reducing environmental impacts in order to build a sustainable society.

② Comply with environmental laws and regulations in the countries and regions where your business activities are carried out.

③ Endeavor to reduce energy consumption and greenhouse gas emissions through circular design initiatives to extend the life cycles of goods, products, and services. Also endeavor to make efficient use of water and other natural resources to optimize and reduce the amounts used.

④ Endeavor to appropriately manage hazardous chemicals and reduce the amounts used while working to reduce emissions of pollutants with adverse effects on the environment and the human body.

⑤ Endeavor to reduce and appropriately manage waste.

⑥ Endeavor to implement development and greening, taking into consideration the surrounding environment and biodiversity.

⑦ When procuring raw materials, take into consideration the conservation of biodiversity and sustainable use of resources. In particular, when procuring wood and wood products, take due care not to use illegal logged timber and endeavor to use wood that has been produced by sustainable methods, such as recycled wood and certified wood.

Ⅴ. Ensuring and Improving Quality

① Create appropriate quality management and quality assurance systems for the goods, products and services provided, and in addition to ensuring the required quality, work to constantly improve quality.

② Correctly identify diverse needs and endeavor to provide goods and services that are friendly and beneficial to societies seeking safety and quality.

③ In providing goods, products, and services, take into consideration the convenience and comfort of users through inclusive design, universal design, and other such measures.

④ In keeping with the demands of society in relation to ethical procurement, recognize the impact that your business activities in the supply chain have on the environment and society, and endeavor to disclose that information as necessary.

Ⅵ. Ensuring Information Security

① Give careful consideration to the handling of personal, private and confidential information, and establish management systems to enable the appropriate management and protection of such information. Also, avoid improper and unauthorized use and disclosure of information by taking thorough measures to prevent the leakage of information.

Ⅶ. Whistleblowing Systems

① In addition to creating whistleblowing structures for the prevention or early detection of problems, protect whistleblowers' confidentiality and seek to make it widely known to employees that whistleblowers will be protected from retaliation and other disadvantageous treatment.

② Make the significance and methods of use of the Suppliers' Helpline established by the Nomura Real Estate Group widely known to all employees involved in the Group's business.

Ⅷ. Creating Business Continuity Plans

① Endeavor to establish risk management systems in preparation for the occurrence of disasters by creating business continuity plans (BCPs) and other measures.

4. Dedicated Supplier Helpline

The Nomura Real Estate Group has established a helpline to ensure fair transactions with suppliers (corporations, companies, and groups with which we have business relationships). If you work for a supplier and become aware of a violation of compliance or a possible violation of compliance by a Nomura Real Estate Group company or employee, please contact us via the following website to report and seek advice (anonymous reports are accepted).

https://www.nomura-re-hd.co.jp/helpline/（Japanese Only）

5. Contact Information for Inquiries on the Guidelines

If you have any questions about these guidelines, please contact the department below, which is the distributor of the guidelines.

Sustainability Management Department, Nomura Real Estate Holdings, Inc.

Email: hd-sus@nomura-re.co.jp

Enactment
Ver1. 20180930

Modification
Ver2. 07/21/2021
Ver3. 04/11/2022
Ver3. 17/12/2025