



Supplier Relationship Management Guiding Principles

11 January 2017

Introduction

Vicinity Centres is committed to working with our business partners to generate sustainable value. We pride ourselves on transparent and fair procurement practices, ensuring that we uphold the highest standards of honesty and integrity.

This document establishes the basis for how our suppliers and their supply chains should engage with Vicinity Centres in the supply of goods and services.

Procurement Principles

The below principles are the foundations of this Supplier Guide and to our expectations of our business partners and their supply chains:

- Source the best
- Make a difference
- Good governance
- Safety and wellbeing
- Reduced complexity (effectiveness and efficiency in operations)
- Innovation in processes and the adoption of technology

Source the best

As a world leader in asset management, quality, service and efficiency are critical in Vicinity Centres' sourcing decisions. We are committed to being at the forefront of innovation in the retail industry and are constantly seeking out opportunities to create unique customer experiences and positively contribute to the communities in which we operate.

Each business partnership should align with Vicinity's objective to source the best. This includes the utilisation of the highest quality inputs throughout the supply chain, whether through high quality environmentally friendly cleaning products or high quality parts in core infrastructure.

We expect that Vicinity Centres' suppliers will consider the following as core elements of sourcing the best:

- Safety;
- Risk management and mitigation;
- Effective management of lead times;
- Innovative approaches to the solution of issues; and
- The adaptability and agility of the supply chain.

Make a Difference

Our purpose is to create enriching community experiences. We do this through a wide range of targeted community engagement programs and partnerships that address social issues impacting our centres. Key areas of focus to date have included youth unemployment and opportunities for disabled and marginalised Australians.

As one of our business partners you will be encouraged to make a difference in the communities that you operate in. This may be achieved through employment opportunities for marginalised groups, investment into local economies and/or economic empowerment through social benefit suppliers.

Good Governance

Vicinity's corporate governance platform is integral to supporting our strategic value drivers, protecting the rights of our stakeholders and creating sustainable growth. Our suppliers are bound by this code to act with the highest of ethical standards in their dealings with us, including adherence to all local anti-corruption, anti-bribery and anti-money laundering laws and regulations.

As a supplier we expect that:

- Risks, governance and compliance are all managed appropriately;
- Senior management is responsible for maintaining a high level of corporate ethics;
- Accurate and auditable records and accounts are maintained; and
- Fair and ethical practices are followed.

For a more detailed overview of the Vicinity Code of Conduct please see our [approach to corporate governance](#).

Safety and Wellbeing

Safety is always regarded as a top priority at Vicinity Centres where we treat the safety of our customers, employees, contractors and suppliers with the utmost importance. We are committed to continuous improvement in the prevention of injuries, illness and incidents through effective safety management systems, quality processes and procedures.

As a Vicinity Centres supplier we expect that:

- All relevant safety legislation is adhered to including workplace and operational health and safety, and associated management and reporting;
- All internal Vicinity safety procedures are followed including site specific safety requirements;
- All employees are suitably qualified and licensed to carry out the intended work;
- Have a documented Health and Safety Policy which has been communicated to all employees; and
- Have a system to record monitor and manage health and safety risks and incidents and report these to Vicinity Centres staff immediately.

Reduce Complexity

In maintaining a world leading approach to asset management, Vicinity Centres strives to maintain agility through operational efficiencies. We are constantly seeking opportunities to streamline processes and procedures to eliminate pressure points that become apparent in our relationships with suppliers. By making the correct processes simple and easy to follow we anticipate improved governance and service – reliability and delivery.

As a Vicinity supplier you will be encouraged to constantly evaluate current practices and work with us towards creating unique customer and community experiences in the most efficient way possible.

Innovation

We view innovation as any new method, idea or product which resolves a specific business problem. All Vicinity staff, contractors and suppliers are challenged to be agile and innovative in their approach to work. Technology plays a large role in the delivery of our objectives and is embraced by all levels of our organisation. Suppliers are encouraged to bring new ideas and products to Vicinity and challenge the status quo. As one of our key business partners you will be required to work alongside our teams to foster sustainable growth through a structured vendor management program.