



January 2022

# Vendor Code of Conduct

\* Please contact the Environmental Sustainability Team with any questions.



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## Introduction

Link Logistics Real Estate, LLC (“Link”) expects that its Vendors will share its commitment to honesty, integrity and ethical behavior, as set forth in Link’s “Code of Business Conduct and Ethics.” “Vendor” includes any firm, individual, or their subcontractors that deliver a product or service directly to Link. Any Vendor who uses subcontractors must ensure that each subcontractor receives this Code and abides by it in performing all services for Link. Even though Vendors are independent contractors and not under the control of Link, the business practices and actions of a Vendor may significantly impact and/or reflect upon Link, its reputation and brand. Therefore, Link requires that all its Vendors shall:

## Business Conduct

Comply with Link’s “Code of Business Conduct and Ethics”.

## Regulatory Compliance

Comply with all laws and regulations in the jurisdictions (municipal, county, state and national) in which the Vendor conducts business on behalf of Link.

## Wages and Benefits

Comply with all laws, rules, regulations, and standards regarding minimum wage and/or benefits that are applicable to the work being performed.

## No Child Labor

Follow all working age laws in the jurisdiction where the work is performed. Vendor must ensure that no one under the age of 14 (or higher age restriction if applicable in the jurisdiction where the work is performed) is employed in any form. To ensure compliance, Vendor must have records of the ages of all of its employees and require subcontractors to do the same.

## No Forced Labor

Vendors and all Vendor employees must perform work on a strictly voluntary basis. Forced labor, including prison, slave, bonded, and indentured labor is absolutely prohibited. Vendor may not purchase services or materials from any person or entity who it suspects uses involuntary labor.

## Anti-Bribery and Anti-Corruption

The Vendor is not to engage in any bribes, kickbacks or similar types of payments or things of value to any government official in connection with the Vendor’s business on behalf of Link. Vendor must conduct business ethically and not engage in bribery, embezzlement, extortion, or other corrupt practices.

## Environmental Compliance & Sustainability

1. Obtain all building environmental permits necessary to perform the work for Link, and comply with all applicable environmental laws and regulations regarding hazardous materials, air emissions, waste and wastewater discharges, including the manufacture, transportation, storage, disposal and release to the environment of such materials in connection with the Vendor’s business on behalf of Link.
2. Monitor the health and safety of its employees to ensure they can perform their work safely and efficiently.
3. Incorporate sustainable practices into its work to the greatest extent possible and search for new opportunities to partner with Link in a more environmentally friendly manner.

4. Promote a sustainable environment and work towards reducing its resource consumption and use – including implementing improvement plans for waste reduction, recycling, and energy conservation policies.
5. Take precautions and ensure that all hazardous materials capable of posing a threat to health and safety are handled safely and appropriately. All Vendor's employees must be trained on how to handle hazardous material in compliance with applicable laws.

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## Confidentiality

1. Maintain confidentiality as to all matters relating to Link of which Vendor becomes aware in performing Vendor's duties, and not disclose any such matters to anyone, unless expressly authorized in writing by Link.
2. Not speak to the press or communicate via any media (including any social media) on Link's behalf unless Vendor is expressly authorized in writing to do so by Link.
3. Not communicate directly with any of Link's customers without Link's prior approval.
4. Take the necessary precautions to safeguard both Link's intellectual property and its customers' intellectual property, while respecting the intellectual property rights of other third parties.

## Conflict of Interest

1. Avoid the appearance of or actual improprieties or conflicts of interests. Vendor or its representatives shall not deal directly with any Link employee whose spouse, domestic partner or other family member or relative is employed by or holds a financial interest in Vendor. Dealing directly with a spouse, domestic partner or other family member or relative who is employed by Link in the course of negotiating the Vendor agreement or performing Vendor's obligations is also prohibited.
2. If, at any point, there is an existing or potential conflict of interest relating to a Vendor's interest, duty, obligation, or activity for Link or a customer, Vendor must notify Link immediately in order for Link to take appropriate remedial action to address the conflict of interest.

## Violations

Link reserves the right to immediately terminate any business relationship with Vendor found to be in violation of this Code.