



Sustainable Procurement Policy Statement

Version 1.0

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QTS is committed to addressing sustainable procurement by adopting the key elements of sustainability, namely, environmental quality, social justice, and economic prosperity.

We recognize that the products and services we procure have both environmental and social impacts and we are committed to addressing these through our procurement procedures. Our policy for sustainable procurement will be to acquire products and services that meet our needs, deliver long term value, maximize social and economic benefits, and minimize damage to the environment and health. In order to ensure effective implementation of our policy and giving due consideration to market and economic availability, our objectives are to:

- Procure from ethical and legal sources.
- Purchase energy from renewable resources.
- Include sustainability criteria when appointing the services of Sub-contractors.
- Influence Clients and Designers when specifying materials to encourage the specification of materials with a recycled content, or materials that can be easily recycled at the end.
- Procure energy efficient equipment that is UL or CE listed and meets or exceeds common energy efficiency standards.
- Encourage the reuse of materials as a first priority in preference to the purchase of new materials.
- Require that all members of the supply chain comply with relevant legal requirements according to industry guidelines and standards, and be able to demonstrate compliance.
- Request details from Sub-contractors regarding environmental policies, management systems, environmental breaches, and assess this information as part of our Company approval process.
- Use local suppliers and Sub-contractors where appropriate to minimize the environmental impact associated with transportation and to support the local economy.
- Aim to avoid the use of materials and substances with hazardous properties, and processes that could cause damage to the environment and health.
- Collaborate on sustainable procurement opportunities throughout the supply chain and through membership of trade associations, sharing best practice.
- Promote awareness of this policy amongst Employees and supply chain.

Our Social Expectations of Suppliers

We believe everyone should be treated with dignity and respect. This belief applies not only to our employees but to our Suppliers' employees as well. Accordingly, we require our Suppliers to adhere to all appropriate labor laws and regulations, as well as the conventions of the International Labor Organization (ILO), the Universal Declaration of Human Rights, and the United Nations Guiding Principles on Business and Human Rights, in order to preserve and safeguard human rights. Suppliers must implement and maintain policies, procedures and systems that ensure the following requirements are met within their operations and throughout their supply chains:



FREELY CHOSEN EMPLOYMENT

All Supplier employment must be freely chosen. Forced or bonded labor, human trafficking, forced prison labor, or involuntary labor through threat, force, coercion, confiscation of government identification, or fraudulent claims are all strictly prohibited.

NO CHILD LABOR

Suppliers must not use child labor (as defined by local law). Suppliers must only use employees that are at or above the minimum legal age for employment in each country where they operate. Suppliers will avoid employment that may be mentally, physically, socially, or morally dangerous to children, or that interferes with their schooling. Work which by its nature or as a result of the circumstances in which it is carried out is likely to jeopardize the health, safety or morals of young persons may not be entrusted to anyone under the age of 18.

NON-DISCRIMINATION

Suppliers are required to treat their existing and prospective employees fairly, and prohibit discrimination, harassment or intimidation on the basis of race, color, descent, religion or belief, political opinion, national or ethnic origin, nationality, sex, pregnancy, age, disability, health, physical or genetic characteristic, sexual orientation, gender identity, marital status, military service, membership in a union or any other status protected by law.

RESPECT AND DIGNITY

Suppliers must treat all employees with respect and should actively deter and prohibit any form of corporal punishment, threats of violence, verbal, physical, or visual abuse, or other form of mental, sexual, or physical coercion or harassment. If suppliers provide residential facilities for their workers, they must provide clean and safe accommodations, including working fire safety equipment, emergency exits, access to hot water for bathing, and adequate heat and ventilation

LABOR LAWS

- **Wage, benefits and working hours:** Providing a decent wage and appropriate work hours is vital to respecting employees. Suppliers must comply with all applicable labor laws (including any applicable collective bargaining agreements), particularly those related to wage, vacation and working hour regulations, as well as those in relation to the occupation of foreign workers, the use of such workers or providing workers to third parties. Suppliers are expected to limit working hours to no more than 60 hours per week, including overtime, and each worker must be entitled to at least one day off for every seven-day work period.
- **Freedom of association:** Suppliers must honor their employees' rights to freedom of association and respect their rights to collectively bargain within the confines of national laws and regulation. Workers must not be penalized or subjected to harassment or intimidation for the non-violent exercise of their right to join or refrain from joining such legal organizations.



Health and Safety Practices

We expect that Suppliers also implement safe work practices and take reasonable precautions to promote the safety of their employees, contractors and visitors and, at a minimum, comply with all applicable health and safety regulatory requirements.

SAFETY STANDARDS

Suppliers must make efforts to institute best practices with respect to safe working environments. These environments will fully comply with all safety and health laws, regulations, and practices, including those applicable to the areas of occupational safety, emergency preparedness, occupational injury and illness, industrial hygiene, physically demanding work, machine safeguarding and sanitation. Appropriate steps must be taken to eliminate hazardous conditions in the workplace.

SAFETY TRAINING

Suppliers should provide adequate training for employees and contractors on applicable local workplace safety practices. Such practices should be designed to help prevent accidents and injuries and comply with the requirements outlined in the previous section.

QTS recognizes the important role it plays for the achievement of a more sustainable future and will implement this procurement policy as an element within our overall sustainability strategy.