



Concert Properties Ltd.
Sustainable Procurement Policy

December, 2020

Concert Properties Sustainable Procurement Policy – December 2020

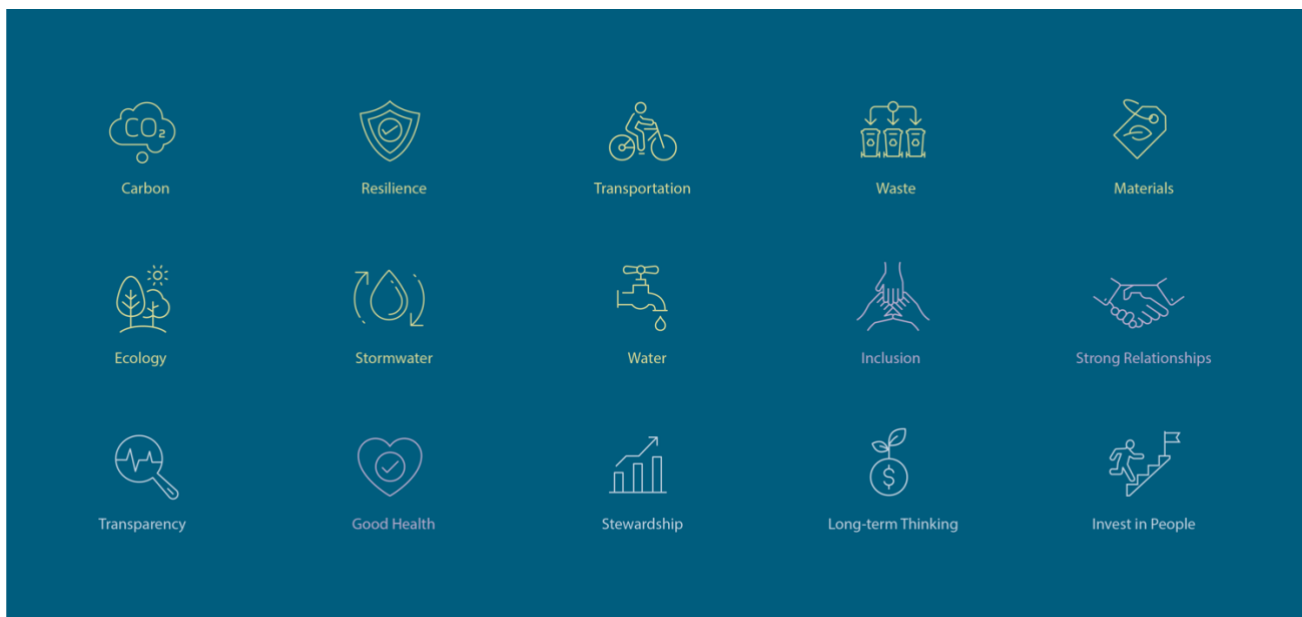
1. General

The Concert Sustainable Procurement Policy is one component of the company’s overall procurement approach. It is meant to be used in accordance with the IPP Procurement Policy as well as in addition to any specific sustainability requirements as outlined in purchasing agreements or specification documents.

2. Introduction

Concert Properties is committed to addressing current social and environmental challenges constructively and making a measurable difference in the communities in which we live and work.

Our 2019 Sustainability Framework (The Framework) outlines *15 principles* to consider in all aspects of our planning and decision-making process. This includes our approach to purchasing vendor services and supplies.



SUSTAINABILITY PRINCIPLES

3. Purpose of the Policy

The purpose of the Concert Sustainable Procurement policy is to:

- Define Sustainable Procurement and the scope of this policy;
- Identify general sustainability attributes to consider when procuring vendor services and supplies;
- Highlight approach to implementation including mandatory minimum requirements for all vendors and desirable products and service provider attributes that Concert will prioritize where quality, service and best value for funds expended are equal.
- Define accountability and the process related to policy approval and subsequent review.

4. Sustainable Procurement Definition & Policy Scope

Sustainable procurement means making sure that the products and services we buy are as sustainable as possible, with the lowest environmental impact and most positive social results¹.

The scope of this policy applies to all purchases and procurement of professional services. Procurement related to new construction projects is guided by the Concert Sustainability Specification and is therefore excluded from this policy. Concert will use a phased approach to implement this policy.

5. General Sustainability Attributes

Concert staff will endeavour to incorporate Concert’s Framework principles into all aspects of our procurement. Specifically, Concert staff will encourage sustainability benefits to the maximum extent feasible when making purchasing decisions. This means considering the following:

Environmental Considerations



- Responsible materials use; products that are durable, repairable, biodegradable, recyclable or made from recycled or refurbished materials;
- Products with minimal packaging and end-of-life waste;
- Vendors who offer take-back programs and manage end-of-life disposal responsibly;

¹ <https://www.undp.org/content/undp/en/home/procurement/sustainable-procurement.html>

- Vendors who use energy efficiently and (where applicable) offer products are third party certified (e.g. EnergyStar);
- Vendors who track and reduce GHG emissions and use clean renewable energy in their manufacturing processes, operations and/or transportation of goods;
- Vendors and services that use water efficiently and responsibly;
- Products with minimal pollutants released into air or water and avoiding products that contain toxic chemicals;
- Products that are eco-certified by reputable third parties (e.g. EcoLogo, Green Seal, Fairtrade, Certified Organic, FSC, Rainforest Alliance, etc...).

Social Considerations



Inclusion



Strong Relationships



Invest in People

- Vendors that are more than 50% owned and operated by an equity-seeking community (e.g. women, First Nations, persons with disabilities, newcomers, LGBTQ+2S people, visible minorities/racialized people);
- Social enterprises (businesses whose primary purpose is to create environmental, social or cultural value and impact and provide employment opportunities to people with employment barriers);
- Vendors who value and strive to create diverse and inclusive workplaces and have supporting policies and programs in place;
- Vendors who are local;
- Vendors who pay their staff a living wage;
- Vendors who have excellent track records when it comes to workplace health and safety.

Ethical Considerations



Good Health



Strong Relationships



Stewardship



Invest in People

- Vendors who demonstrate fair labour practices and respect for human rights in their operations and throughout their supply chain;
- Vendors who are unionized.

6. Implementation

While Concert staff will make every effort to consider the sustainability attributes (as listed in the previous section) for all purchases, these guidelines will be implemented over time and as resources permit. Concert is committed to continually improve its sustainable procurement practices over time. That said, Concert expects all of its vendors to meet the following minimum sustainability requirements:

- Mandatory Minimum Requirements for contracted vendors
 - Concert expects all its vendors to comply with the Concert Supplier Code of Conduct and the Employment Standards Act.
 - Concert expects all its vendors to pay a Living Wage unless otherwise stipulated by ESA guidelines.
 - Concert will only use union vendors on major contracts or work where it is determined that these resources are available and meet our requirements.

In cases where all other purchasing requirements are met (e.g. quality, reliability, efficiency, best value) Concert will give preference to the following vendors:

- Preferred Vendors
 - Vendors who are majority owned by an equity-seeking community (e.g. women, First Nations, persons with disabilities, newcomers, LGBTQ2S+ people, visible minorities/racialized people) or who have diversity and inclusion policies & programs in place;
 - Social enterprises;
 - Local businesses.

7. Governance

Staff from Sustainability, Property Management, Admin Services, Tapestry and IST will meet annually, or more frequently as required, to review implementation, impact, and evolution of the policy.

8. Policy Approval & Review Process

Approved by: Brian McCauley – President & CEO

Reviewed by: Dave Ramslie – VP Innovation & Sustainability