

# Vendor Due Diligence Form

## INTRODUCTION

Phillips Edison & Company (PECO) is an industry leader in corporate responsibility and sustainability. Therefore, it is important that our mission and culture extends to our business vendors and contractors. This commitment is underpinned by our core values which are: Do the Right Thing; Have Fun and Get It Done; Think Big. Act Small; and Always Keep Learning.

Our vendors and contractors have a significant impact on our overall business. Therefore, it is critical that our vendors and contractors honor the same values and standards of conduct to be unified in our mission to create great omni-channel grocery-anchored shopping experiences and improve our communities, one shopping center at a time.

If you have not already, please reference PECO's Vendor Principles and Standards of Conduct, which is located on our website at [Phillips Edison & Company - Vendor Principles and Standards of Conduct](#).

Please complete the following questions to help us better understand your organization.

General Information	
Vendor Name	
Address	
Email	
Telephone	
Description of product/service performed	

## GOVERNANCE & OPERATIONS

1. Does your organization maintain a Code of Conduct or employee manual to ensure high standards of conduct of all personnel and subcontractors employed by your business?		
YES	NO	(Please provide additional explanation as needed below)

**2. Does your organization maintain an ethics hotline or similar confidential reporting mechanism to allow staff and other individuals to report concerns about misconduct in good faith?**

YES      NO      (Please provide additional explanation as needed below)

**3. Do you have mechanisms in place to protect the integrity and confidentiality of data, recordkeeping and intellectual property?**

YES      NO      (Please provide additional explanation as needed below)

## ENVIRONMENTAL MANAGEMENT

**4. Does your organization have mechanisms in place to comply with all applicable environmental laws and regulations?**

YES      NO      (Please provide additional explanation as needed below)

## LABOR & HUMAN RIGHTS

**5. Does your organization comply with all necessary workplace regulations and labor laws to ensure fair practices around hiring, benefits, pay and working hours?**

YES      NO      (Please provide additional explanation as needed below)

**6. Does your organization provide a work environment free from discrimination and harassment in any form in compliance with applicable local, state and federal law?**

YES      NO      (Please provide additional explanation as needed below)

## **WORKPLACE HEALTH & SAFETY AND RISK MANAGEMENT**

**7. Does your organization maintain a safe workplace environment to mitigate health, safety and wellness risks as much as reasonably practicable and can proof of insurance be provided for the current calendar year if requested?**

YES      NO      (Please provide additional explanation as needed below)

Your transparency will help PECO foster long and successful business partnerships with all vendors and suppliers as we work together to create great experiences for our neighbors and communities.

**Please return this form to your PECO main point of contact after completion.**

Thank you for your response.