

July 2019

Host Hotels & Resorts

Supplier Code of Conduct



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At Host Hotels & Resorts, Inc. and Host Hotels & Resorts, L.P. (together, including their consolidated subsidiaries, referred to as “Host”), we respect fundamental human rights, commit to a Human Rights Policy and Code of Business Conduct and Ethics, and recognize our responsibility to manage the environmental impact of the hotels we own and to contribute positively to the well-being of the communities in which we do business.

This Supplier Code of Conduct (“Code”) outlines standards and expectations of how our suppliers should conduct business in a manner that aligns with Host’s values and commitment to responsible business practices. We expect our suppliers to conduct business in accordance with high ethical standards, promote fair trade practices, comply with applicable laws and regulations, uphold human and employment rights and demonstrate a commitment to reducing the environmental impact of their operations.

For the purposes of this Code, "Supplier" means any company, including its subcontractors and consultants, that sells, or seeks to sell goods or services directly to Host. Host also expects its hotel managers to uphold the ideals expressed in this Code and urges them to adopt similar policies concerning the provision of goods and services to the hotels they manage for Host and when acting on behalf of Host, in their capacity as hotel manager.

COMPLIANCE

Suppliers are expected to follow all relevant national, state and local laws and regulations, including those related to labor, health and safety, and the environment. Suppliers are expected to inform Host should there be any violations, alleged violations, or investigations by a governmental authority into potential violations of laws or regulations related to goods or services that Supplier provides to Host.

HUMAN RIGHTS AND LABOR

Host respects fundamental human rights. Suppliers should recognize and be committed to upholding the human rights of workers, and to treat them with dignity and respect. We expect Suppliers to conform with international standards and guidelines, including the United Nations Universal Declaration of Human Rights (UDHR), which Host is guided by in its support and respect for the protection of human rights.

One of the ways Host expresses its commitment to human rights and a workplace that is free from violence, harassment and intimidation is as a signatory to the 5-Star Promise, representing the hotel industry’s commitment to advance safety and security for hotel employees and guests. Host is pleased to be one of the first owners in the hotel industry to formally embrace the 5-Star Promise goals. Host’s management team will continue to regularly consult with and support our operators to ensure the development, funding and implementation at our hotels of (1) effective anti-sexual harassment policies, (2) training and education that enables hotel workers to better identify and report sexual harassment, and (3) the deployment of employee safety devices at our hotels by the end of 2020.

Freely Chosen Employment

Suppliers shall not use forced, bonded or indentured labor or involuntary prison labor. All work will be voluntary, and workers should be free to terminate their employment upon reasonable notice. Workers shall not be required to relinquish control of government-issued identification, passports or work permits as a condition of employment.

Child Labor

Suppliers shall not use child labor for work performed for Host. If the minimum employment age in a jurisdiction is not defined, the term “child” refers to any person employed under the age of 15 or under the age for completing compulsory education.

Non-Discrimination

Suppliers are expected to follow all applicable national, state and local laws and accompanying regulations concerning discrimination in hiring and employment practices. Suppliers shall not subject any person to discrimination in employment (including recruiting, hiring, assignment and promotion) on the basis of age, race, color, religion, gender, gender identity, gender expression, genetic information, marital status, ancestry, sexual orientation, national origin, disability, veteran status, or any other basis or characteristic protected by law.

No Harassment or Abuse

Suppliers will treat each employee with respect and dignity and will not subject any employee to any physical, sexual, psychological, verbal or other form of harassment or abuse. No activities shall contribute toward human exploitation, including human trafficking and sexual exploitation of children. Given the nature of our business, we are sensitive to the existence of human trafficking. Host has a zero-tolerance policy concerning human trafficking and we are committed to working with our hotel operators to establish steps that help prevent the use of Host owned hotels for trafficking and to raise awareness concerning such exploitation.

Minimum Wages

Compensation paid to workers shall comply with all applicable wage laws, including those relating to minimum wages, overtime hours, rest periods and legally mandated benefits, and in respect of workers’ rights to earn a living wage.

Working Hours

Work weeks are not to exceed the maximum set by applicable law.

Freedom of Association

Open communication and direct engagement between workers and management are the most effective ways to resolve workplace and compensation issues. Suppliers are expected to respect

the rights of workers to associate freely, including the right to join a labor union or similar organization, and to communicate openly with management regarding working conditions without fear of reprisal, intimidation or harassment.

HEALTH AND SAFETY

Suppliers are responsible for upholding a safe and healthy work environment. Suppliers are expected to comply with all laws, regulations and rules governing employee occupational health and safety in the jurisdictions where they operate.

Suppliers should provide workers with access to clean, safe and reasonable working conditions and clean, safe and reasonable living conditions in the event that housing is provided to workers.

Health and Safety of Hotel Guests, Manager Associates and the General Public

Suppliers are expected to take the necessary and appropriate steps to ensure the health and safety of hotel guests, associates of the hotel manager and the general public in the communities where the Supplier operates.

Occupational Injury and Illness

Procedures and systems should be in place to manage, track and report occupational injury and illness. Where appropriate, Supplier employees should receive training on safety, proper use of equipment, chemicals, and use of personal protective equipment.

ENVIRONMENT

Host is committed to reducing the impact of its operations, the operations of hotels owned by Host, and the activities of its Suppliers on the environment.

Environmental Permits and Registration

Suppliers are expected to obtain, maintain and keep current all required environmental permits and registrations and follow the operational and reporting requirements of such permits.

Product Content Restrictions

Suppliers are expected to adhere to applicable laws and regulations regarding prohibition or restriction of specific substances, including labeling laws and regulations for recycling and disposal.

Chemical and Hazardous Materials

Chemical and other materials posing a hazard if released into the environment should be identified and managed to ensure their safe handling, movement, storage, recycling or reuse and disposal.

Waste Management

We expect Suppliers to minimize waste and implement policies and procedures to properly dispose of all types of waste, including water, energy, raw materials and processed materials.

Environmental Stewardship

Suppliers should undertake ongoing efforts to reduce the environmental impact of their operations, products, and services. Examples of such efforts include reducing energy and water consumption, reducing greenhouse gas emissions, reducing waste and pollution, reducing impact on biodiversity and ecosystems, and reducing environmental impact of products during various lifecycle stages as applicable.

Suppliers should develop appropriate sustainable procurement policies and programs to promote environmental stewardship and improve the lifecycle environmental footprint of products and services.

ETHICS

Host's Code of Business Conduct and Ethics requires that business be conducted with honesty and integrity, and in compliance with all applicable laws. As such, we expect Host Suppliers and their agents to conduct business in accordance with high ethical standards and fair trade practices.

No Corruption, Extortion, or Embezzlement

All forms of corruption, extortion and embezzlement are strictly prohibited.

Disclosure and Privacy of Information

Means to effectively safeguard customer information and intellectual property regarding business activities, financial situation, performance, and/or any other information deemed confidential are expected to be implemented and such information shall be disclosed only in accordance with the guidelines specified within any agreed upon nondisclosure agreement, privacy policy and as provided for by law.

No Improper Advantage

Bribes or other means of obtaining undue or improper advantage are not to be offered or accepted. No Supplier, or its representatives or employees, shall offer, request or receive a kickback or bribe, whether to Host employees or to or from others relating to work performed for Host. Suppliers should observe local custom with respect to gifts, although the value of such offers should never be considered material enough to influence business decisions or contravene applicable regulations.

Record Keeping

Financial records are expected to be kept in accordance with all applicable accounting practices and comply with all relevant legal and regulatory requirements.

Community Engagement

Host is dedicated to the well-being of the communities in which we own hotels and do business, as evidenced through our charitable giving and various forms of community involvement. Suppliers are encouraged to engage with their communities to help foster social and economic development and sustainability.

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Host reserves the right to amend or modify this Supplier Code of Conduct. Host may end its relationship with any Supplier found to be in violation of these standards, consistent with Host's agreement with such Supplier. Host reserves the right to conduct audits of Suppliers to see that practices are in place to conduct business in a manner consistent with this Supplier Code of Conduct.