

## SUSTAINABLE PROCUREMENT PLAN

### 1. Objective

- 1.1 As part of Regal Hotels International (the “Group”) commitment to sustainability, the Group has enhanced its sustainable procurement efforts and developed a Sustainable Procurement Guide. The Guide introduces a scoring framework to facilitate the identification eco-friendly goods and services, enabling informed and sustainable purchase decisions across the Group.
- 1.2 Further to the Sustainable Procurement Guide, the Group has devised this Sustainable Procurement Plan which outlines targets, plans, procedures, information-sharing and reporting mechanisms to support sustainable procurement practices.

### 2. Target

- 2.1 Conduct sustainability performance evaluation for the top 40% of supplies by spent value.
- 2.2 Communicate supplies’ green specifications to the Group’s internal users to support informed, sustainable purchasing decisions.
- 2.3 Internal users are encouraged to include relevant and proportionate sustainability requirements in tender documents, supplier contracts and formal terms of engagement.
- 2.4 Evaluation criteria listed on the Sustainable Procurement Guide covers different sustainability aspects, such as circular economy and waste reduction, responsible forestry, energy efficiency and reduction, water efficiency and decarbonization. They form a framework that identify materials, products and equipment with no significant negative impacts on the environment and the safety and health of employees and hotel users.

### 3. Action Plan

#### 3.1 Roles and Responsibilities

##### **Purchasing Department**

- (a) Distribute and collect supplier surveys to and from suppliers in the below categories:

Guest Supplies;

Laundry/ Cleaning Supplies;

Laundry and Dry Cleaning Services and;

#### Housekeeping Services

- (b) Share collected supplier surveys with staff responsible for sustainable development
- (c) Share completed supplier surveys with internal users in the next procurement request

#### (d) Distribute the Supplier Code of Conduct to all suppliers

- (e) Provide advice on sustainable procurement affairs including but not limited to the revision of this Sustainable Procurement Plan, the Sustainable Procurement Policy and Guide, and industry best practices

### Sustainability Team

- (a) Prepare the Sustainable Procurement Guide and supplier surveys
- (b) Regularly review sustainability specifications and certifications listed in the Sustainable Procurement Guide and supplier surveys at least once a year
- (c) Provide support to the Purchasing Department on sustainability-related enquiries from suppliers
- (d) Provide advice on sustainable procurement affairs including but not limited to the revision of this Sustainable Procurement Plan, the Sustainable Procurement Policy and Guide, and sustainability best practices

### 3.2 Timeline

| Time    | Work Programs   |
|---------|---|
| Q3 2025 | <ul style="list-style-type: none"> <li>• Develop Sustainable Procurement Guide and supplier surveys</li> </ul>  |
| Q4 2025 | <ul style="list-style-type: none"> <li>• Complete 25% supplier survey distribution and collection</li> <li>• Distribute completed survey to internal users in new procurement requests</li> </ul> |
| Q1 2026 | <ul style="list-style-type: none"> <li>• Complete 50% supplier survey distribution and collection</li> <li>• Distribute completed survey to internal users in new procurement requests</li> </ul> |
| Q2 2026 | <ul style="list-style-type: none"> <li>• Complete 75% supplier survey distribution and collection</li> <li>• Distribute completed survey to internal users in new procurement requests</li> </ul> |
| Q3 2026 | <ul style="list-style-type: none"> <li>• Complete 100% supplier survey distribution and collection</li> <li>• Distribute completed survey to internal users in new procurement</li> </ul>         |



|         |  |
|---------|--|
|         | requests   |
| Q4 2026 | <ul style="list-style-type: none"><li>• Conduct annual review of results and design of supplier surveys, the Sustainable Procurement Plan and Guide.</li></ul> |

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