

Exhibit D - VENDOR CODE OF CONDUCT

The following are standards for work procedures and conduct while working at any **AIR** property.

This Vendor Code of Conduct sets forth the expectations of AIR with respect to all vendors with whom AIR does business including direct vendors and any of their subsidiaries, affiliates or other related entities involved in the provision of services or products to AIR (collectively called "Vendors"). This includes subcontractors, suppliers, and agents of Vendors as well as their employees (collectively, "Indirect Vendors").

AIR expects Vendors to work with their Indirect Vendors to ensure that Indirect Vendors make a good faith effort to meet this Code of Conduct. Any reference in this document to Vendors applies equally to Indirect Vendors. AIR expects Vendors to maintain and keep current appropriate management policies, procedures and controls whose scope aligns to and supports this Code of Conduct. AIR will evaluate Vendors based on this Code of Conduct to determine whether to engage Vendors as it relates to environmental, social, and governance (ESG) issues within their products and/or services on an ongoing basis.

In the event that there are discrepancies between this Exhibit D and the Scope of Work Exhibit B, Exhibit B shall prevail.

WORKING HOURS

1. Monday - Saturday: All work will start no earlier than 7:00 a.m. and stop no later than 6:00 p.m. each day. No power equipment shall be run before 8:00 a.m. Monday thru Friday and not before 9:00 a.m. Saturday.
2. Sundays and Holidays: No work shall occur unless agreed upon by the Vendor and property.

SITE ACCESS

1. The Vendor will contact the Community Manger, Service Manger or Designated Point of Contact (hereafter referred to as the "**Property Owner Representative**") each day to discuss status of the project, obtain building or unit access and/or coordinate resident notification. If keys are provided, they may not be removed from the Community or held overnight.
2. Vendor will not permit unauthorized persons on site for any reason.

SITE PROCEDURES

1. Vendor shall not park in or block access to rental office, prospective, or resident reserved parking spaces.
2. Authorized parking is permitted in pre-approved parking sites identified by the **Property Owner Representative** prior to work commencing.
3. Unless authorized by the **Property Owner Representative**, vehicles may not be driven over landscaped areas of the property.
4. Unless authorized by the **Property Owner Representative**, Vendors must make a reasonable effort to limit vehicle idling on the property.
5. The staging and/or storage of materials is permitted at location identified by the **Property Owner Representative** prior to work commencing.
6. Overnight parking of vehicles, equipment or storage of materials shall not be allowed unless authorized by the **Property Owner Representative**.

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STANDARDS OF BEHAVIOR

1. This property is occupied with adults and children. As such, proper standards of behavior will be strictly adhered to. Foul language will not be tolerated. Playing of personal radios will not be allowed. Workers will not harass any residents on the property at any time. Workers are expected to be cordial but to not engage in excessive fraternization, either with residents or the Community staff.
2. All workers are required to wear uniforms while working on the property. At a minimum, this shall include shirts identified with the company name.
3. Workers will not use any of the resident facilities. That includes, but is not limited to, tennis courts, swimming pools, laundry rooms and exercise facilities.
4. Smoking, use of alcohol, or use of controlled substances is not permitted on the job site. Vendors may smoke in their vehicles during approved break periods.
5. Restroom facilities are available at location(s) identified by the **Property Owner Representative**. Bathrooms in residential units are not to be used at any time.
6. Workers are permitted to eat lunch at location(s) identified by the **Property Owner Representative**.
7. Workers will have access to property supplied trash containers at location(s) identified by the **Property Owner Representative**. Workers are expected to properly sort their trash into landfill, recycling, and compost as dictated by property specific requirements and in compliance with local environmental laws. Vendors are expected to train their workers on recycling and waste sorting practices if applicable.
8. Vendor is responsible for the cleanliness of the work area at all times. Accumulation of construction debris and trash will not be permitted. The site will be left clean at the end of each workday. All debris will be removed from the site and properly and legally disposed of. All debris resulting from Vendor operations which is required by law to be disposed of as hazardous waste must be removed from property and done so at the Vendor's expense.
9. All resident concerns shall be turned over to the Vendor's on-site supervisor and followed up by Community Manager or Regional Property Manager.

HUMAN RIGHTS

AIR expects each of its Vendors and Indirect Vendors to support and respect the protection of human rights and to ensure that is not complicit in human rights abuses including:

1. Harassment, Harsh or Inhumane Treatment: Vendor will create and maintain an environment that treats all employees with dignity and respect. Vendor will not engage in any threats of violence, sexual exploitation or abuse, verbal or psychological harassment or abuse in the conduct of its business. No harsh or inhumane treatment, coercion or corporal punishment of any kind is to be tolerated by Vendor in the conduct of its business, including its business with Indirect Vendors.
2. Health and Safety: Vendor shall follow all applicable laws, regulations, and other governmental directives in the jurisdiction in which it operates or any other location where production or work is undertaken to ensure a safe and healthy workplace for all personnel, including personnel of Indirect Vendors. At a minimum, Vendors should implement recognized workplace systems,

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procedures and controls for the health and safety of all personnel in compliance with nationally-recognized standards.

3. **Forced Labor:** Vendor shall not use any forced, bonded or indentured labor or involuntary prison labor. All work, including overtime work, will be voluntary and workers should be free to terminate their employment. Vendors will not mandate that workers hand over government-issued identification, passports or work permits as a condition of employment.
4. **Child Labor:** Vendor shall, at a minimum, not engage in any practice of child labor. The minimum admission to employment or work shall not be less than the age the local law designates for lawful employment. All Vendors must comply with all laws and regulations governing child labor and apprenticeship programs.
5. **Wages, Benefits, Working Hours:** Vendor shall comply with all applicable state and federal wage and hour laws and regulations, including those relating to minimum wages, overtime hours, piece rates and other elements of compensation, and provide legally mandated benefits.

ANTI-BRIBERY AND CORRUPTION

1. Vendors will only engage in fair competition and must take a zero-tolerance approach to bribery or corruption of any kind.
2. Vendors and family members of vendors will not take unfair advantage of anyone through manipulation, coercion, bribery, or privileged information to create an unjust precedence for their business.
3. Vendors shall follow all laws, both local and national, restricting gifts or entertainment that may be provided to government officials or government employees.
4. If Vendor suspects that any part of its dealing may not be appropriate, they must discuss it with legal counsel or go through its own company's whistle-blowing program.

SITE SAFETY

1. Vendor will obey all applicable local, county, state, and federal laws, ordinances and rules governing hazardous materials.
2. Vendor will provide all safety equipment as required. The Vendor will provide safety fences, signs or warning tapes as required. At the end of each workday, the site will be left with all safety precautions in place. Open excavations will be fenced with temporary orange fencing.
3. Vendor will be responsible for all safety practices, meetings and notices throughout the course of the work. Vendor will follow prescribed requirements of the Occupational Safety and Health Administration (OSHA) or State OSHA program in States with their own program or any other applicable agency.
4. Vendor will be responsible for notifying the **Property Owner Representative** of any ESG-related controversies, misconduct, penalties, incidents, accidents or breaches against the Vendor Code

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of Conduct. Vendor will be responsible for remedying any such ESG violation to the extent possible

CORPORATE POLICIES

1. AIR's Corporate Policies are a guide to practical sustainability strategies that support the overall business goals and create added value in AIR's day-to-day business operations. Whilst initially crafted through the lens of AIR's business operations, Vendors are expected to abide by and align with these Corporate Policies as it relates to ESG issues.
2. Vendors should act in accordance with AIR's Corporate Policies available online: https://www.aircommunities.com/content/dam/aimco/governance/AIR_Corporate_Policies_12.17.2021_.pdf

AIR will monitor Vendors' compliance with the Corporate Policies and Vendor Code of Conduct through the following methods:

1. Checks performed by an independent third party as may be required
2. Regular meetings and/or checks performed by the **Property Owner Representative**
3. Regular meetings and/or checks performed by AIR
4. Vendor ESG training
5. Vendor self-assessments

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COVID-19 Service Vendor Requirements**

The Vendor is solely responsible for initiating, maintaining and supervising all safety precautions and processes in connection with the performance of the services. Further, the vendor is solely responsible for ensuring that all personnel (including employees and contractors) on site comply with applicable federal, state and local orders).

Vendors must follow the guidelines below at a minimum:

1. Entering Apartment Homes

- a. Before going to the apartment home ask the resident if they would please have anyone who is not feeling well, has been in contact with a person suspected or confirmed to be infected to stay in another room or step outdoors on a patio or balcony while they complete the service call in their home.
- b. If the ill resident or a resident with a possible exposure cannot stay in another room, patio or balcony contact the Service Manager.

2. The Vendor is required to ensure employees:

- a. Are free of flu-like symptoms and no signs of a fever or a measured temperature above 100.3 degrees, a cough or shortness of breath within the past 72 hours.
- b. Have not had "close contact" with an individual diagnosed with COVID-19 or exhibiting flu-like symptoms in the past 48 hours.
- c. Have not been asked to self-isolate or quarantine by their doctor or a local public health official.
- d. Have been cleared by a Medical Professional to return to the work site if any COVID-19 symptoms were experienced.

Upon learning of an infection, the Vendor must immediately notify AIR. Impacted workers must follow applicable local regulatory guidance for returning to work. As required by law, the identity of the worker must be kept confidential.

Vendor Representative

Date