

THE EXECUTIVE CENTRE

Executive Centre India Private Limited

Corporate Social Responsibility Policy

Commitment

Executive Centre India Private Limited ("TEC India"), a subsidiary of The Executive Centre Limited (TEC), the third largest serviced office business in Asia, caters to ambitious professionals and industry leaders looking for a place for their organization to thrive. TEC provides first class Private and Shared Workspaces, Business Concierge Services, and Meeting & Conference facilities to suit any business' needs.

We aware the impact that our company can potentially bring to the communities at where we operate. With a well leverage of assets and strengths, we believe doing good and doing well as a business can come hand in hand. Impact that TEC India pursue is long-term impact at a substantial scale.

Roles and responsibilities

- CSR Committees
 - Refer to Appendix for terms of reference for CSR Committees
- District Directors
 - Recommend to the CSR Committee an annual action plan in pursuance of TEC India's CSR Policy and TEC's Social Impact Policy
 - Recommend the CSR budget to CSR Committee and coordinate resources to ensure the planned CSR Programs are implemented smoothly
 - Review the scale of impact achieved and report back to the CSR Committee, copying TEC Community and TEC ESG Department
- TEC Community India
 - Support the District Directors to prepare the annual action plan
 - Implement CSR programs at local level
 - Identify external organizations and / or entities to assist with the various aspects of implementation of this policy including but not limited to identifying Organizations, obtaining CSR Proposals, conducting due diligence of Organizations etc.
 - Liaise with the identified entities/ agencies for the purpose of carrying out the CSR activities.
- TEC Community and TEC ESG Department
 - Enhance TEC India's capability in designing CSR programs
 - Offer advice on design and implementation of CSR programs
- Operation Team
 - Support the implementation of CSR programs as needed

Focus areas

Promoting mental health (UNSDG reference: Goal 3 and 8)

- Focus on promoting the resilience of local workforce against work-related mental health issues

Promoting digital transformation of the local workforce (UNSDG reference: Goal 8 and 9)

- Focus on facilitating reskilling and upskilling of local existing and future workforce to adapt to a digital economy.



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- Subject matter includes but not limited to Blockchain, AI, Big Data Analytics, Digital Marketing and Cyber Security

Fostering innovation and diversity of local economy (UNSDG reference: Goal 7,8, 9, 11, 12)

- Facilitate the development of:
 - Digital economy
 - Low-carbon and circular economy
 - Cultural and creative industry
 - Social enterprises

Empowering women / ethnic minority (UNSDG reference: Goal 4, 5 and 10)

- Empower women and ethnic minority such that they could be included as a force of economic development and positive impact. Some suggested goals include:
 - Literacy / financial literacy / digital literacy for women and underprivileged children.
 - Training in vocations pursued by women and ethnic minorities.

Promoting ethical business practices (UNSDG reference: Goal 16)

- Educate local businesses to avoid unethical practices within their organizations and along the supply chain:
 - Human trafficking and child labour
 - Modern slavery
 - Infringement of human rights
 - Bribery

Annual Action Plan

The Global Community Director shall formulate and recommend to the CSR Committee an annual action plan in pursuance of its CSR Policy, which shall include the following, namely:-

- The list of CSR projects or programmes to be undertaken in aforementioned focus areas;
- The manner of execution of such projects or programmes;
- The modalities of utilisation of funds and implementation schedules for the projects or programmes;
- Monitoring and reporting mechanism for the projects or programmes; and
- Details of need and impact assessment.

Provided that CSR Committee may alter such plan at any time during the financial year, as per the recommendation of Regional ESG Lead and Global Community Director, based on the reasonable justification to that effect.

CSR Program Strategies

Engaging clients and members

- Encourage clients to contribute their products and professional skills to TEC India's CSR programs, through designing programs that also meets the clients' CSR needs
- Connect members with similar interest to social impact creation to formulate CSR programs
- Promote corporate volunteerism of clients
- Provide advisory services to clients who aim at developing their own CSR policy and programs



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TEC Policy and operational practices

Referring to our Environmental Policy and Wellness, Health and Safety Policy, TEC India shall create positive impact through saving energy, reducing waste, fostering wellness, health and safety, diversity and inclusion at workplace, and operating in an ethical manner.

In-kind donation to impact organizations¹

TEC India shall observe TEC Impact Policy and shall identify in-kind donation opportunities accordingly to extend the company's impact. However, any in-kind donation made should not be considered "CSR Program" and should not be funded by the "CSR Fund".

CSR Fund

At least 2% of the average Net Profit made by Executive Centre India Private Limited during the three immediately preceding fiscal years as computed as per the provision of companies act 2013 is reserved for financing social impact programs to be implemented in India. In accordance with the Companies Act 2013, CSR Fund shall be used to supporting the expense of CSR programs that are undertaken by TEC India or other impact organizations. In case the CSR Fund is transacted to an external organization, a TEC team member must be involved in overseeing the implementation of the CSR program so that such transaction is not considered a monetary donation.

Donation

Should any monetary donations of more than USD10,000 is to be made, TEC ESG Department shall conduct due diligence regarding if use of proceed is achieving a desirable impact.

Reporting and communication

Sustainability is part of our brand value moving forward. To realize this, we strive to convey our commitment and performance through:

- Communicate the Environmental Policy to our members, employees and the general public through publishing on corporate website and selected corporate publications;
- Report annually on key environmental performance metrics;
- Raise environmental awareness of members through organizing sustainability-related events in all markets regularly; and
- Discuss sustainability on TEC official social media platforms.

Review

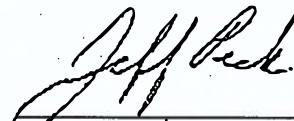
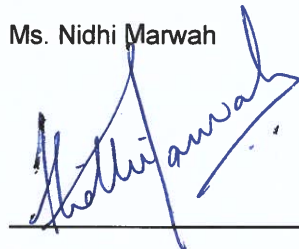
The CSR Committee will conduct regular review of this Policy and update the content if necessary, as advised by the Global Community Director and the Regional ESG Lead.

Approved by

Mr. Paul Daniel Salnikow

Ms. Nidhi Marwah

Mr. Jeffrey Edward Peck



¹ Impact organizations refer to organizations that are established with a clear impact goal. They include but not limited to non-profit organizations, registered charities and social enterprises.



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Appendix – Terms of Reference of CSR Committee

Composition

The current members of the CSR Committee shall be the following:

Name	Designation
Mr. Paul Daniel Salnikow	Board Director
Ms. Nidhi Marwah	Board Director
Mr. Jeffrey Edward Peck	Board Director

The CSR Committee is effectively composed of all members of the Board of TEC India.

The CSR Committee may, at its discretion, invite employees of TEC India to participate in the meetings of the CSR Committee and assist the CSR Committee in the implementation of the CSR Policy. Invitees to the CSR Committee meetings shall be entitled to participate in the deliberations of the CSR Committee but will not be entitled to vote at the meetings of the CSR Committee.

Duties and Responsibilities

- Approve this policy.
- Disclose the contents of such policy on the website.
- Approve the Annual Action Plan prepared in accordance with this Policy.
- Approve the CSR budget.
- Review the various proposals and identify the eligible entities/agencies for allocation of CSR amount.
- Monitor and review periodically the effectiveness of CSR activities.
- Monitor this Policy from time to time.

Meeting of the Committee

- The CSR Committee shall meet as frequently as it determines necessary but at least once in a year.
- The CSR Committee shall maintain minutes of each of its meetings.
- The CSR Committee shall review proposed impact programs and make recommendations to the Board for approval of such projects and allocation of funding
- The final decision with regards to the acceptance or rejection of an impact program proposal for India shall be with the Board of Executive Centre India Private Limited.

