

# THE EXECUTIVE CENTRE

## ENVIRONMENTAL POLICY

### COMMITMENT

The Executive Centre ("TEC"), Asia Pacific's leading premium flexible workspace provider, caters to ambitious professionals and industry leaders looking for a place for their organisation to thrive. TEC provides first-class Private Offices and Shared Workspaces, Business Concierge Services, and Meeting & Event facilities to suit any business' needs.

In response to the ongoing impact of climate change on the working world and further sustaining our vision of empowering our Member's for success, we are committed to building and managing workspaces resilient to impending climate risks. We aim to operate with the best environmental efficiencies and continue to be the workplace of choice for our Members - aligning alongside their sustainability commitments.

### ROLES AND RESPONSIBILITIES

- Regional ESG Lead
  - Oversees & allocates corporate resources for the implementation of this policy;
  - Compiles corporate reports on environmental performance;
  - Develops and updates environmental-related Standard Operating Procedures (SOPs) with the support from HQ Operations;
  - Design training materials on sustainability.
- Country Directors and City Heads
  - Spearhead the local implementation of policies with the support from Regional Operational Heads and the sustainability support network.

### APPROACH

#### a. Strategy

In the long run, we strive to achieve our environmental aspirations through:

- Communicating our commitment to environmental protection to our stakeholders;
- Regularly assessing the impact of climate change on our business and communicate the findings of such assessments to key stakeholders;
- Develop a financially feasible net zero carbon strategy;
- Pursuing green financing opportunities to enhance our Centres' environmental performance;
- Maintaining and developing our sustainability support network by providing appropriate recognition or formal development of the ESG team.



# THE EXECUTIVE CENTRE

## ENVIRONMENTAL POLICY

### b. Selection of properties and landlord engagement

Selecting the right property to expand into is fundamental to our strategy. As a tenant, we believe our preference for more sustainable buildings will contribute to the sustainability agenda of the wider real estate sector. A base building with outstanding environmental and wellness performance significantly contributes to developing more resilient, sustainable Centres.

TEC strives to:

- Give preference to buildings that are certified with globally or locally recognised green or wellness building standards;
- Become a partner of landlords to achieve their sustainability agenda in our capacity as a tenant;
- Work with landlords to achieve continuous improvement through changing infrastructure, metering opportunities, data collection, and so on.

### c. Centre design and construction

The design of new and existing Centres also significantly influences the environmental efficiency of the Centres.

TEC strives to:

- Design centres regarding the most updated guidelines for globally or locally recognised green or wellness building standards;
- Renovate existing centres to better align with globally or locally recognised green or wellness building standards;
- Develop the capability in delivering green Centre design and construction along our supply chain;
- Select furniture and furnishing that demonstrates satisfactory environmental qualities, including but not limited to the sustainability of raw materials, the content of recycled materials, recyclability, embodied carbon footprint, and so on;
- Achieve best energy efficiencies for our Centres through the selection of light fittings and electrical appliances, designed to minimise the reliance to manual lighting, and the adoption of smart technologies to optimise utilisation of lights;
- Closely monitor the construction waste management performance of development projects, and require contractors to properly sort and recycle construction wastes.

The above applies to Centres that TEC controls the design and construction process.



# THE EXECUTIVE CENTRE

## ENVIRONMENTAL POLICY

### d. Operations

With our major environmental impacts being seen in our daily operations, notably electricity consumption and generation of waste from activities at the centre level.

TEC strives to:

- Regularly assess the environmental performance of our Centres and identify improvement opportunities;
- Achieve and enhance energy efficiency throughout our operations;
- Engage our Members to save electricity within their private and shared spaces;
- Minimise waste generation by adopting the Reduce-Reuse-Recycle-Replace approach whenever practicable, and engage our Members to do so;
- Purchase stationery and beverages with recognised sustainability labels if applicable; and
- Discourage the use of single-use plastics.

## REPORTING AND COMMUNICATION

Sustainability is part of our brand value moving forward. To realise this, TEC strives to convey our commitment and performance through:

- Communicating the Environmental Policy to our Members, employees and the general public through publishing on the corporate website and selected corporate publications;
- Annually reporting on key environmental performance metrics;
- Raising environmental awareness of Members through regularly organising sustainability-related events in all markets;
- Discussing and raising awareness of sustainability on TEC's official social media platforms.

## REVIEW

The Regional ESG Lead will conduct regular reviews of this Policy and update contents as necessary.

