

THE EXECUTIVE CENTRE

WELLNESS, HEALTH AND SAFETY 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.

As part of our vision to empower the success of professionals and organisations, we firmly believe it is imperative for TEC to promote a state of complete physical, cognitive and emotional well-being for both our Members and Team Members at work. To achieve this, we will focus on our offerings that consist of tangible environments, support services, and communication strategies built around wellness, health and safety.

ROLES AND RESPONSIBILITIES

- Corporate Director – Operations
 - Oversees the implementation of TEC's wellness, health and safety strategies;
 - Allocate corporate resources for supporting wellness, health and safety initiatives.
- HQ Operations and ESG team
 - Monitor and report wellness, health and safety performance;
 - Develop and conduct wellness, health and safety training for team members;
 - Develop wellness, health and safety-related Standard Operating Procedures (SOPs);
 - Develop wellness library.
- Country Directors and City Heads
 - Spearhead the local implementation of the Wellness, Health and Safety Policies with the support from Regional Operational Heads and Sustainability Champions.

APPROACH

a. General management

We strive to integrate all reasonably practical measures into the planning, operation and maintenance of a wellness, health and safety system for our Members and teams at work. This will be done via following these key aspects:

- Complying with all relevant statutory and contractual obligations and striving to adopt and drive industry best practices;
- Ensure sufficient resources are invested in executing our health and safety strategies;
- Set tracked wellness, health and safety-related indicators, and conduct regular monitoring and disclosures of relevant performances;
- Establish a work-related incident reporting mechanism and ensure independent investigation and immediate follow-up actions will be carried out to address all incidents;



THE EXECUTIVE CENTRE

WELLNESS, HEALTH AND SAFETY POLICY

- Ensure our team members have the relevant skills, resources and knowledge to implement these policies through providing adequate training and education.

b. Building a working environment for wellness, health and safety

We are trusted by our Members, who choose to work at our Centres. In return, we are committed to ensuring that the physical environment we are offering facilitates wellness, health and safety at work.

We are committed to:

- Maintaining our Centres at a safe, healthy and hygienic condition;
- Providing adjustable furniture, as appropriate, to fit the ergonomic needs of all Members and team members;
- Maintaining our Centres indoor air quality;
- Ensure a maximum level of thermal comfort for Members and team members through improved HVAC system design and control and by meeting individual thermal preferences;
- Creating lighting environments that are optimal for visual, mental and biological health;
- Maintaining our Members and team members acoustical comfort in Centres;
- Developing a breastfeeding space at selected Centres as a way to support working mothers.

c. Employee benefits around health and wellness

We aim to sustain and maintain a skilled and stable workforce to contribute to both quality and expansion.

We strive to:

- Deliver mentoring and coaching opportunities to create an interpersonal support culture;
- Actively listen to team members on workplace wellness, health and safety matters;
- Allocate regenerative spaces for TEC team members to be able to take breaks at Centres;
- Deliver employee training on managing their wellness, health and safety at work.

d. Offering wellness, health and safety-related support services to Members

Part of our prestige service offering covers services that maintain Member wellness, health and safety at work. This is achieved through equipping our Operation teams who deliver such services at Centres.

We are committed to:



THE EXECUTIVE CENTRE

WELLNESS, HEALTH AND SAFETY POLICY

- Implementing necessary measures to control the transmission of pathogens within our Centres, concerning the pandemic control guidelines of our respective markets. Measures include pandemic control risk analysis, social distancing and frequent disinfection;
- Delivering events and corporate offers around enhancing Member wellness;
- Formulating and planning emergency response procedures to safeguard Members from incidents;
- Reviewing health and safety hazards in our Centres regularly;
- Equipping the Operation teams with skills on physical first aid;
- Making healthy snack options available at Centres;
- Communicating wellness tips to Members via in-centre collaterals and through our online library.

e. Communication

TEC's stakeholders hold a vital role in maintaining a workplace that commits towards wellness, health and safety. Moving forward, we aim for transparency alongside our stakeholders.

We strive to:

- Communicate the Wellness, Health and Safety Policy to our Members, team members and the general public through publishing on the corporate website and selected corporate publications;
- Communicate to Members and team members regarding past incidents in our Centres to prevent similar incidents from happening again.

Should team members or Members identify any safety hazards in our Centres, they are encouraged to report this to their local Front Desk teams or TEC-WHS@executivecentre.com. Local Front Desk teams are required to report to HQ on any hazards identified and subsequent actions taken.

REVIEW

Corporate Director – Operations and Regional ESG Lead will regularly review this Policy and update the content if necessary.

