

# Sustainability policy

## Introduction

O1 Properties (hereinafter "O1 Properties", "the Company") recognizes that the real estate industry is one of the most influential industries globally when it comes to economic, environmental and social impacts.

We truly believe that a company can only achieve excellent financial performance over the long-term if it has a responsible approach to society as a whole. Our Company follows the best international standards of corporate social responsibility at all management levels and has built a transparent business structure based on relationships of trust with employees, clients and partners.

The purpose of the Sustainability Policy (hereinafter "the Policy") is to set out the basis and principles of our voluntary commitment to sustainability and accountability of business.

The Policy is further supported by the following corporate policies:

- Environmental Policy;
- Human Rights Policy;
- Occupational Health & Safety Policy;
- Anti-Corruption and Bribery Policy.

## Sustainability principles and commitments

At O1 Properties, sustainability is an integral part of corporate social responsibility and is guided by the following principles:

- Information transparency, application of the best corporate management practices and international accounting standards;
- Treating employees as partners, supporting their professional and career growth;
- Caring for and reducing the negative impact on the environment through green standards in the design, construction and management of office buildings;
- Promoting healthy lifestyles and team spirit by organizing sports competitions for the staff of O1 Properties and its tenants;
- Preservation of historical heritage, patronage of culture and the arts.

We joined the UN Global Compact, the world's largest corporate sustainability initiative, to make our contribution to shaping a sustainable future. We have aligned our objectives with the UN Sustainable Development Goals and identified the two goals where we can have the most impact:

Goal 11: Sustainable cities and communities;

Goal 12: Responsible production and consumption.

O1 Properties' sustainability commitments are grouped into the following three main action areas that set out the strategic goals developed by the Company.

## Environmental

As one of the largest owners of office real estate in Moscow, O1 Properties is committed to reducing the environmental footprint of our buildings and ensuring the well-being of the people who use them. We seek to reduce our environmental impact on the markets where we have a business presence by integrating eco-efficient initiatives into our business activities, which

encompass the use of special technologies to save natural resources, reduced water and power consumption, the separation of waste flows, and support for environment-friendly transport.

## **Social**

Social responsibility is at the heart of our business activities. Our objective is to create positive social impact for our key stakeholders: employees, tenants, contractors and local communities.

### **Employees**

O1 Properties is committed to providing the best working environment to foster employees' health and well-being. We guarantee that all our employees have decent and safe workplaces and are treated with fairness, respect and dignity. We adopt highest Health and Safety standards set forth in the Occupational Health and Safety Policy as well as the Regulation on Occupational Health and Safety Management System. We fully integrate universal Human Rights principles into all our business activities as set forth in our Human Rights Policy.

O1 Properties seeks to support healthy lifestyle among the staff, and introduces and develops a variety of sporting activities for employees.

### **Tenants**

Tenants are the Company's key stakeholders and we work tirelessly to understand and respond rapidly to their changing needs. We acknowledge that our responsibility to the tenants is to create comfortable business environment, which enhances creativity and increases productivity. We also have an obligation to manage the properties in the most professional way, providing safe and secure working conditions. O1 Properties has adopted a number of internal regulations and procedures to ensure tenants' safety and security, including special tenants' information guides adapted for each business center.

### **Contractors**

Ethical and transparent relationships with contractors and suppliers are essential for our business. O1 Properties strictly follows internal Procurement and Tender policies in order to ensure that contractors and suppliers are treated in a fair and unbiased manner.

Prior to establishing a relationship with a contracting organization we carry out due diligence in accordance with the corporate Compliance policy to evaluate risks that might be caused by contractual relationship.

We make sure that all contractors working at our properties are provided with labor conditions that meet most rigorous Health and Safety standards.

### **Local communities**

One of the main responsibilities of the Company is to contribute to the social well-being of local communities. O1 Properties devotes considerable time and effort to developing green recreational areas around their properties so that the buildings can naturally fit into the Moscow city urban environment. The Company also actively creates diverse infrastructure for street retail zones to enrich the urban landscape and turn business centers into city's attractions. When planning a new project we are always mindful of the city's landscape and only choose architectural solutions that do not distort the visual harmony of the city.

As the owner of several historic buildings in Moscow, O1 Properties is committed to the preservation of cultural heritage and supports cultural institutions.

We also consider it our obligation to ensure the quality and security of the buildings we manage. O1 Properties adheres to the highest safety standards and maintains safe environments at our buildings for the benefit of all visitors.

## Governance

O1 Properties has always recognized the value of strong corporate governance and is renowned for its open and transparent business practice. We commit to maintaining the highest level of accountability and business ethics when elaborating, renewing and embedding governance approaches.

The Board of Directors leads and controls the Company and develops corporate strategy. The Board strives to enhance the long-term value of the Company and regularly evaluates the Company's performance against the achievement of strategic targets. We also place importance on the participation of independent non-executive directors in the decision-making process.

O1 Properties has adopted strong governance mechanisms to be compliant with anti-corruption and anti-bribery legislation. We have developed the following key corporate policies that support the present Policy and assist in creating long-term and sustainable value to all our stakeholders:

- Compliance policy;
- Procurement policy;
- Tender Committee regulation;
- Code of corporate conduct;
- Disclosure policy;
- Policy on Share Dealings;
- Anti-Corruption and Bribery policy;
- Human Rights policy.

### Policy Implementation & Monitoring

The Policy applies to all business activities we conduct as an employer and as the owner and manager of office centers.

The Company commits to communicating the Policy to all employees. The Policy is to be made available to general public on the company's website.

The Chief Financial Officer will be responsible for the implementation and application of the Policy.



Eleni Kalaiarisoe