

# Sustainability Policy O1 Properties

O1 Properties is one of the largest owners of Class A office real estate in Moscow. We help our tenants do business successfully by creating high-quality urban spaces where people can work and spend time in comfort.

We are convinced that success and achievement of high financial results are possible only on the basis of the responsible attitude towards all stakeholders, while striving to bring their interests to a reasonable balance. We adopt sustainable business practices and build relationships with our clients, suppliers, contractors, investors, lenders and employees based on the principles of partnership and mutual trust.

By adopting a sustainable development policy, we commit ourselves to:

- Work and manage the real estate portfolio, strictly complying with all requirements of Russian environmental legislation.
  - Implement the principles of sustainable development at all levels of decision-making.
  - Inform our employees, contractors, partners, customers and other stakeholders about the principles of sustainable development.
  - Publish an annual sustainability report and disclose information about the company's projects in this area.
  - Regularly update our sustainability commitments.
- Our sustainability strategy is based on the following principles:
- Information openness, transparency of business conduct mechanisms, reporting according to international standards.
  - Taking care of the environment and reducing the negative impact of the urban environment on nature by introducing environmental standards in the design, construction and management of business centers.
  - Building partnerships with the team, creating conditions for professional development and unlocking the creative potential of O1 Properties employees.
  - Promoting a healthy lifestyle, supporting sports associations, creating conditions for playing sports.
  - Promoting the development of public institutions to help socially vulnerable groups of population, improving lives of those who need it most.
  - Preservation of cultural and historical heritage, promotion of cultural projects, popularization of art.

## Environment

As the owner of a large portfolio of office real estate, we understand the importance of efforts to reduce resource consumption, proactively manage environmental risks, improve environmental performance and create a comfortable and supportive environment for our tenants and city residents.

## Social responsibility

### Employees

We create the most comfortable working conditions for our employees, organize programs to support health and well-being, create conditions and encourage employees to lead a healthy lifestyle and to do sports. The company has implemented a training system to expand professional competencies and develop soft skills. We strive to maintain gender balance at all levels of government and do not discriminate on any grounds.

### Tenants

In order to create comfortable conditions for the development of the business of our tenants, we are implementing a feedback system that allows us to timely adapt our business practices to the changing requirements of the time. We pay special attention to health and safety issues, therefore we have taken a proactive approach to identifying possible risks and eliminating them promptly.

### Suppliers and contractors

The company has adopted internal rules for corporate procurement and tender procedures, which guarantee contractors strict adherence to contractual relations and transparency in the procurement process. Carrying out work at our facilities by third-party contractors, we guarantee them comfortable and safe working conditions.

### Social institutions

We cooperate with charitable organizations that provide assistance to socially vulnerable groups of the population and create conditions for their development and improvement of living conditions.

## Corporate Governance

We understand the importance of effective corporate governance procedures and regular transparent reporting to maintain the company's stability. The Board of Directors is the highest decision-making body, it controls the key processes in the company, approves and corrects its strategy. The Board of Directors aims to increase the value of the company in the long term and evaluates its performance in order to achieve strategic goals. The Board of Directors

also includes independent non-executive directors.

In more detail, the company's obligations in the field of ecology, social development and corporate governance are described in the following documents:

- Environmental policy
- Human rights policy
- Occupational health and safety policy
- Policy in the field of combating corruption and bribery
- Corporate code of ethics.

## Implementation of the policy and control over its execution

The company's chief financial officer at O1 Properties responsible for implementing the sustainability policy.

In order to maintain the relevance of the policy, its provisions are subject to regular review and updating. The working group for the implementation and implementation of the sustainable development policy includes: HR Director, Administrative Director, Director of Legal Affairs, Director of Marketing and Communications, Director of Security.