

ENVIRONMENTAL, SOCIAL AND CORPORATE GOVERNANCE POLICY

At CBGA Property Management, we recognise the importance of sustainability. We understand that sustainability is not only of moral importance, but it is at the heart of what we do every day.

We have incorporated the United Nations Sustainable Development Goals into the framework within our business particularly in the areas of good health and well-being, affordable and clean energy and responsible consumption and production.

ENVIRONMENTAL

CBGA Property Management are committed to providing a quality service in a manner that ensures a safe and healthy workplace for our employees and minimises our potential impact on the environment. We will operate in compliance with all relevant environmental legislation, and we will strive to use pollution prevention and environmental best practices in all we do.

Our Policy is to:

- Integrate the consideration of environmental concerns and impacts into our decision making and activities
- Minimise our waste and then reuse or recycle as much of it as is possible
- Minimise energy and water use within our buildings and processes in order to conserve supplies and minimise the consumption of natural resources.
- As far as is possible, purchase products and services that do the least damage to the environment
- To train, educate and inform our employees about environmental issues that may affect their work
- Promote environmental awareness among our employees and encourage them to work in an environmentally responsible manner
- Communicate our environmental commitment to clients, customers and the public and encourage them to support it
- Where required by legislation or where significant health, safety or environmental hazards exist, develop and maintain appropriate emergency and spill response programmes

SOCIAL

We recognise that hiring, developing and keeping talent contributes to the success of our work.

We encourage a positive work environment, and the happiness of our employees is of upmost importance to us. We believe this contributes to a happy and productive workplace.

All our employees are entitled to equal opportunities and to work in an environment free from discrimination, harassment and retaliation.

We encourage staff to take a paid day each year to undertake a social enterprise. This can take many forms like volunteering locally to doing something for charity.

CORPORATE GOVERNANCE

We are committed to the highest ethical standards and corporate governance. These values are at the core of everything we do and is ingrained in our work every day.

To ensure transparency we:

- Are regulated by the Royal Institution for Chartered Surveyors (RICS)
- Undertake robust and reliable financial reporting
- Ensure staff are regularly trained on anti-money laundering regulations
- Make sure that our policies are shared with all relevant parties
- Conduct our business with sincerity, fairness and honesty
- Undertake our work in the best interest of our employees and clients

We take sustainability seriously and ultimate responsibility is with our board to ensure that CBGA Property Management's environmental, social and corporate governance policy is incorporated within everything we do. We regularly review our progress towards achieving our goals every quarter at our board meetings.

Further information about the United Nations Sustainable Development goals can be found at:

<https://www.un.org/sustainabledevelopment/sustainable-development-goals/>

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