

*** Health & Well-being Policy ***

1 Preliminary note

The Sirius Group (the Group) is responsible for ensuring that the health of its employees* does not suffer as a result of the work they are required to carry out or the working conditions they are required to work in. The Group is very much aware of this responsibility and therefore takes measures to preserve, protect and strengthen both the physical and mental health of its employees. Health protection can be achieved in many different ways, and the Group aims to achieve health protection at several different ways. To this end, the following five principles are adhered to:

1. Creating a healthy and safe working environment
2. Prevention and risk reduction
3. consultation with the company doctor
4. Strengthening mental health
5. Encouraging employees to maintain an appropriate work-life balance

The following principles apply to all members of the Group: This includes employees of Sirius Real Estate Ltd as well as including all German, Dutch, British and Cypriot subsidiaries. For the avoidance of doubt this therefore includes all German subsidiaries such as: Sirius Facilities GmbH, Curris Facilities & Utilities Management GmbH, LB2 Catering and Services GmbH, DDS Conferencing and Catering GmbH and SFG Nova Construction and Services GmbH.

Due to national regulations, there may be individual differences in the execution of the principles and implementation of the subsequent measures. The Health & Well-being Policy of Sirius Facilities GmbH (SFG) is presented below.

2 Purpose

The aim of this guideline is to protect the health and well-being of employees. Health is a comprehensive human condition characterised not only by a healthy physique but also by a healthy psyche. We have many tools at our disposal to meet the objective of this policy.

3 Occupational health and safety

1. Compliance with fire protection

The employees' workplace is designed safely in accordance with the fire protection regulations. For this purpose, there are notices on all floors of the Head Office and on the properties that contain the information according to DIN 14096 Part A. The fire safety regulations are regularly checked by an external fire safety consultant. An external fire protection consultant checks that

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they are up to date. Part B of the fire protection regulations can be found on our internal drives and is available to all employees. An external fire protection consultant regularly checks that this information is kept up to date.

Some of our staff have completed fire safety training, so that in the event of a fire or the outbreak of smoke, at least one staff member per floor can ensure a calm and orderly evacuation. We work closely with external fire protection consultants to ensure we comply with the legal requirements.

Regular evacuation drills and fire alarm tests are carried out. Here, too, we work together with an external fire protection consultant.

A regular check of the smoke detectors takes place, as does a check of the safety of the electrics (sockets and connections) and windows.

In addition, we regularly carry out risk assessments of our head office as well as the properties and again we are supported here by the external fire protection officer.

2. Reporting safety breaches and occupational accidents

Any incidents related to fire safety deficiencies are routinely reported to management. Management are then responsible for ensuring that adequate and appropriate measures are taken to contain the consequences of an incident and prevent its recurrence.

Travel accidents and accidents at work must also be reported to HR. HR are then responsible for determining whether the occupational accident is related to safety gaps. If this is the case, they shall be remedied immediately and professionally.

3. First Aid

Some of the staff have been trained as first aiders. A first aid kit is located on each floor of the Head Office as well as on each property in or near to the center managers's office.

We have a defibrillator in the Head Office, and around 5% of our staff are trained in first aid, each trained first aider has been shown how to use the defibrillator safely and effectively.

First aid is also needed when an employee's psyche suffers. We have trained and appointed a member of staff to become the SFG mental health first aider.

Since training to become a mental health first aider is a relatively new concept. The field of activity should be briefly explained here: The mental health first aider is able to recognise signs that indicate a strain on mental health, as they have a basic knowledge about various mental illnesses and crises. During the training, the mental health first aider learns to recognise problems early on, to find access to those affected and to help with the first necessary steps to overcome the crisis. In doing so, they provide targeted support and they inform and encourage those affected to seek professional help if this is necessary.

4. Health and safety

The occupational health and safety committee always keeps an eye on occupational health and safety issues. It consists of two employees from the HR department as well as a safety engineer and a company doctor, both from TÜV AMD Rheinland. The Health and Safety Committee is chaired by the Head of HR. The committee meets four times a year.

4 Prevention

1. Measures during the Corona pandemic

1.1 Prevention

Preventive measures during the Corona pandemic include working in a home office or an alternative location to an employee's normal place of work and the early detection of any infection by means of a rapid flow test. Employees who have been in contact with an infected person are asked to work in their home office for a specific period of time.

Staff members are equipped with protective equipment that enable safer interaction with each other: First and foremost, this includes the provision of sufficient FFP2 masks, means for hand disinfection, own cups. Furthermore SFG provide education on the first symptoms of illness as well as on proper cough-sneeze etiquette all of which also contribute to our strategy of prevention.

All staff on the properties have received training on safe handling of the Corona pandemic (hygiene measures).

HR maintains regular communication with employees and informs them about current legal developments regarding occupational safety and health-related issues. For this purpose, HR works closely with the company doctor.

1.2 Reporting of infections

Cases of infection must be reported to HR immediately. This is especially important since there is a possibility that other employees and tenants may have also been infected.

2. Internal sick days

The Group provides its employees with four internal sick days per calendar year. Of these, two days may be submitted without having to see a doctor.

3. Equipment of the workplace

The workplace of our employees offers the best possible comfort: In addition to ergonomic and comfortable seating, every employee has the option of a modern electric height-adjustable desk that allows them to work while standing or sitting. For this purpose, a doctor's certificate confirming the health necessity is required. In exceptional cases, a height-adjustable table can also be requested from HR without a medical certificate in order to prevent back or other related problems (prevention).



Additional monitors, ergonomic keyboards and computer mice also contribute to a healthy way of working.

4. Resilience training

Online training on successful stress management is offered to all employees.

5. First Aid

Employees who have been trained as first aiders and mental health first aiders are also to be classified as preventive measures, as their use can prevent the deterioration of an employee's state of health.

5 Consultation of the company doctor and medical offer

A company doctor is available for all employees in the head office. In case of health problems, the doctor can be consulted during office hours.

We also offer our employees in the Head Office the opportunity to receive the flu vaccination or the vaccination against pneumonia free of charge on a regular basis.

The company doctor is also available to employees on the properties and can be consulted by telephone for this purpose.

6 Reconciliation of work and family & work-life balance

1. Reconciliation of work and family

The compatibility of work and family must also be considered. Various measures are available to employees to achieve this compatibility. These measures include extended maternity leave, notification of the employee's pregnancy to the Berlin State Office for Occupational Safety, Health and Technical Safety; reintegration after returning from parental leave - if desired, the working hours can be reduced here after consultation with the supervisor* and the HR department.

Flexible working hours contribute to maintaining the work-life balance. Part-time employment is also possible for a proportion of the workforce after consultation with HR.

We actively support and encourage the implementation of mother-child cures. In case of illness of our employees' children, we cover the costs for 10 days per calendar year.

2. Work-Life-Balance

Working hours are flexible as long as attendance during core working hours can be maintained. For staff in the head office, the core working hours are between 10 am and 4 pm and for staff on the properties between 9 am and 4 pm.

Under certain circumstances, working from home is also possible if this is agreed in advance with the employee's supervisor.



3. Dynamic holiday entitlement

There is a holiday entitlement of 28 days per year. However, the holiday entitlement is dynamic, as the number of holiday days increases with the length of service. Employees who have been with the company for three years are entitled to 29 days' leave, employees who have been with the company for five years or more are entitled to 30 days' leave, and employees who have been with the company for eight years or more are entitled to 31 days' leave.

7 Offer sporting activities

A range of different sporting activities is available to provide a balance to the often sedentary working day:

There are 20 membership cards available for the nearby gym, which can be used by employees at any time during the gym's opening hours.

In addition, there is the possibility to play beach volleyball every 14 days during the summer months. Staff who want to can take our weekly yoga classes. We would like to point out that due to the pandemic, our sports activities can only take place in a limited way or online. We are reacting flexibly to the infection.

8 Events

Regular events are held for the employees to strengthen the cohesion among them and to promote increased communication and connectivity across the workforce. Such events include the annual kick-off event and the Christmas party. Both events contribute to improving and maintaining a harmonious working atmosphere. There are also internal team events that can be held with a budget of 150 EUR/participant.

9 Laws requiring posting

The following laws have been made available for staff to read in the form of a notice board:

- General Equal Treatment Act
- Working Hours Act
- Working Conditions Act
- Workplace Ordinance
- Youth Employment Protection Act
- Maternity Protection Act

10 Organisation and compliance with the policy

The management in cooperation with HR is responsible for the compliance and organisation of this policy. HR continuously communicates with the employees about changes to all topics relevant to the workforce. HR is available constantly within normal working hours to answer questions on health and safety at SFG.

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