

1. **Health and Safety**

1.1 General Statement of Policy

Great Portland Estates plc (the “Company”) acknowledges and accepts its legal responsibilities for securing the health, safety and welfare of all of its employees, of contractors working on premises over which it has control, of visiting members of the public, and all others affected by their activities.

This health and safety policy statement applies to Great Portland Estates plc (the “Company”) and its subsidiaries including its joint ventures. The Board of Directors are committed to ensuring the health and safety of Company employees and all those affected by its activities as far as is reasonably practicable.

The Company recognises that current legislation is the minimum standard to which all objectives should be set and will strive to ensure that relevant Legislation, Approved Codes of Practice and Health and Safety Executive Guidance Notes are met. The achievement of health and safety objectives is ranked alongside the achievement of other Company objectives.

The Company employs a Head of Sustainability who oversees compliance with health and safety legislation and reports to the Finance Director. The Health and Safety Committee provide oversight on health and safety matters, with health and safety policy, risks, strategy and performance reviewed by the Board on an annual basis. External health and safety consultants are also engaged to assist the Company in complying with its health and safety objectives.

The allocation of duties for health and safety matters and the particular arrangements to be made to implement this policy are set out in the Policies and Procedures Manual.

The Company continually strives to improve its management of health and safety and measures its performance year against year. Any areas identified by employees, the Head of Sustainability or by the Company’s health and safety consultants, as requiring improvement will be considered and implemented where appropriate.

The Company recognises that a positive and proactive health and safety culture will contribute to the overall business performance of the Company, through fostering a better relationship with its employees, suppliers, occupiers and visitors and by managing and reducing risk.

It is recognised that accidents and ill health may result from failings in the health and safety management system. The Company therefore seeks to ensure that all accidents are reported and investigated as necessary with a view to preventing a recurrence.

The Company will provide and maintain safe and healthy working conditions, in particular, ensuring so far as is reasonably practicable, that:

- The premises, plant and equipment are kept in a safe condition and without risks to health;
- working systems and practices are safe;

- all employees receive adequate and sufficient information, instruction, training and supervision in how to carry out their work with regard for their own and other's safety;
- contractors, tenants and visitors are made aware of the procedures and rules in place to safeguard health and safety;
- safety factors are given proper consideration when any changes are made to the Company's operation or when new equipment is specified and installed;
- employees who work away from the Company's offices are given suitable protective equipment, and adequate information and instruction on any hazards that they may encounter;
- all employees are actively involved in maintaining safe operating conditions and practices, and are given opportunities for consultation through regular operational meetings; and
- the health and safety management system is used to assist, manage and control potential operational risks.

The Company recognises that people are one of its key resources and that the health, safety and welfare of its employees is of key importance in the achieving of the Company's objectives. In addition to policies and procedures in place and an Employee Assistance Programme, all employees may bring any concerns concerning health, safety and welfare to the attention of their immediate line manager, the Head of Human Resources or to the Head of Sustainability.

The Company will carry out a regular review of this policy to ensure that these standards of health and safety are maintained. This review will be carried out annually and an annual report will be presented to the board clearly setting out the Company's achievements in health and safety and future objectives.

This policy will be brought to the attention of all employees, contractors and tenants.

Approved by the Board on 10 April 2018 and signed on its behalf by

A handwritten signature in black ink, appearing to be 'I. M.', with a long horizontal flourish extending to the right.

Chief Executive, Great Portland Estates plc
33 Cavendish Square, WIG 0PW