

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 its employees, of suppliers and occupiers whilst working in areas over which it has control, of visiting members of the public and all others affected by its activities.

This health and safety policy statement applies to 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 and will proactively work in an open minded and transparent manner to achieve excellence in health and safety.

The Company recognises that current Legislation, Approved Codes of Practice and Health and Safety Guidance Notes are a minimum standard to meet. However, by developing the right skills and expertise, we will drive continuous improvement in risk management performance.

A positive and proactive health and safety culture will contribute to the overall business performance of the Company. Therefore, the achievement of health and safety objectives is ranked alongside the achievement of other Company objectives.

The Company employs a health and safety team to provide a competent source of advice to oversee compliance with health and safety legislation and has nominated the Finance Director as Director responsible for Health and Safety. Oversight is provided by the Health and Safety Committee and Executive Committee 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 contained within the Health and Safety Management System.

It is recognised that accidents and ill health may result from failings in the health and safety management system. The Company therefore ensures that all accidents are reported and investigated as necessary to continually learn and identify opportunities for improvement.

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 the safety of themselves and other’s;


- suppliers, occupiers 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 head office 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 with regards to health, safety and welfare to the attention of any member of the Health and Safety or Human Resources team or their immediate line manager.

The Company embraces challenge and welcomes innovation to drive improved performance. The Company will carry out a regular review of this policy to ensure that our approach continues to develop, challenge and empower accountability for our health and safety performance. 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 available to all employees, suppliers and occupiers.

Approved by the Board on 2 April 2019 and signed on its behalf by

A handwritten signature in black ink, consisting of a large, stylized initial 'A' followed by a long, sweeping horizontal line that tapers to the right.

Chief Executive, Great Portland Estates plc
33 Cavendish Square, W1G 0PW

It is intended that this policy covers Great Portland Estates plc incorporating its subsidiaries including Great Portland Estates Services Limited and all employees not based at the above address.