



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, 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, safety and welfare 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 minimum standard to meet. However, by developing the right skills, expertise and training, we will drive continuous improvement in risk management performance.

A positive proactive health and safety culture along with a progressive health and safety strategy 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 Head of Health and Safety to lead the health and safety team to provide a competent source of advice to oversee compliance with health and safety legislation and has nominated the Finance and Operations Director as Director responsible for health and safety. Additional support and oversight is provided by the Health and Safety Committee and Executive Committee to prepare for forthcoming business risk compliance changes, define corporate targets and to improve communication on best practice. Health and safety policy, risks strategy and performance are reviewed by the Board, with updates provided at each scheduled Board meeting and six-monthly formal updates. 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 others;
- 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 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 as such the health, safety and welfare of its employees is of key importance in the achieving of the Company's objectives.

In addition to the health and safety arrangements in place and an Employee Assistance Programme, employees may raise any concerns with regard to health, safety and welfare to the attention of any member of the Health and Safety team, Human Resources team and their immediate line manager or one of the Executive Committee.

The Company embraces opportunities and welcomes innovation to drive improved safety performance, reduce risk and empower accountability for health and safety.

The Company will carry out an annual review of this policy and its health and safety strategy to ensure that our approach continues to develop.

This policy will be communicated to all employees, suppliers and occupiers.

Approved by the Board on 8 April 2020 and signed on its behalf by

A handwritten signature in black ink, appearing to be "T. M.", written over a light blue horizontal line.

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.