



<b>Reference</b>	EOP/ESG/POLSUP/IEQ/01	Version: June 2, 2021
<b>Policy Supplement Title</b>	<b>Indoor Environment Quality - Operations</b>	
<b>Entity</b>	Embassy Office Parks Management Services Private Limited (“ <b>Manager</b> ”) in its capacity as manager of Embassy Office Parks REIT (“ <b>Embassy REIT</b> ”)	
<b>Responsibility</b>	Head - Operations (India)	

Version #	Version Date	Change Type
V1	June 2, 2021	Created

Document Review Cycle			
#	Effective Date	Next review date	Policy Owner
1	June 2, 2021	On or before May 30, 2022	Head – Operations (India)

<b>Applicability</b>	This policy is applicable for only the Operations Function under the purview of the Manager, Embassy REIT, its Special Purpose Vehicles (“ <b>SPVs</b> ”) and its Holding Company(ies) (“ <b>Holdco</b> ”).
<b>Purpose</b>	Established to improve the health and wellbeing of those who occupy spaces within the assets of Embassy REIT including employees, occupants, contractors & visitors during the occupancy phase of the projects.
<b>Aspects</b>	<p>Embassy REIT recognizes that health &amp; wellbeing is a necessity for all human life. We are committed to imbibe all the elements of a safe and healthy workplace and have developed a comprehensive approach towards Indoor Environment Quality Management.</p> <p>At Embassy REIT, we endeavour to maintain a high level of indoor environmental quality through the following measures:</p> <p><b>Standards:</b></p> <ul style="list-style-type: none"> <li>▪ Establishing standards for workplace environment, periodically reviewing and maintaining the indoor environment as per the OSHAS standards</li> </ul> <p><b>Lighting:</b></p> <ul style="list-style-type: none"> <li>▪ Adopting lighting methods as per best practices or national regulations without causing any adverse strain on the eyes</li> </ul> <p><b>Monitoring of Various Parameters:</b></p> <ul style="list-style-type: none"> <li>▪ Regular monitoring of parameters such as Odours, Volatile Organic Compounds (VOC), Particulate Matter, Carbon dioxide and Noise</li> </ul> <p><b>Damp conditions:</b></p> <ul style="list-style-type: none"> <li>▪ Ensuring that HVAC and cooling equipment are properly designed and operated to eliminate chronic respiratory health issues.</li> <li>▪ Properly controlling temperature and relative humidity for thermal comfort.</li> </ul>



<p><i>Aspects</i></p>	<ul style="list-style-type: none"> <li>▪ Distributing sufficient amounts of outdoor air to meet the ventilation needs</li> <li>▪ Isolating and removing odours and contaminants from the workplace.</li> </ul> <p><b>Hygiene:</b></p> <ul style="list-style-type: none"> <li>▪ Ensuring that all areas are clean, hygienic and prevent any adverse impact to health of the people who occupy spaces within the assets of Embassy REIT.</li> <li>▪ Prompt detection and action on contaminant sources for gases and particles such as office machines, cleaning products, construction activities, carpets and furnishings, cigarette smoke, water-damaged building materials, microbial growth (fungal, mould, and bacterial), insects, and outdoor pollutants</li> </ul> <p><b>Awareness:</b></p> <ul style="list-style-type: none"> <li>▪ Continuous training of our employees in the maintenance of indoor environmental quality</li> </ul>
<p><i>Implementation and monitoring</i></p>	<p>The EHS Committee shall monitor the implementation of this policy supplement and establish suitable processes, procedures and infrastructure to support compliance. ESG aspects will be linked to the Key Responsibility Area of senior executives. This will also include aspects on EHS such as indoor environmental quality</p>
<p><i>Amendments</i></p>	<p>This policy will stand automatically amended to the extent of any relevant change(s) in the applicable law and or for any change(s) in fact.</p>