

*** 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 a work-life balance

The following policy applies comprehensively to all members of the Sirius Group, including all Dutch, UK, Cypriot as well as German subsidiaries, specifically: Sirius Real Estate Ltd, Sirius Facilities GmbH, BizSpace Ltd, BizSpace II Ltd, M25 Business Centres Ltd, Curris Facilities & Utilities Management GmbH, LB2 Catering and Services GmbH, DDS Conferencing and Catering GmbH and SFG Nova Construction and Services GmbH.

§ 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.

Everyone has an idea of what health is and therefore the understanding of health is mainly subjective and depends on age, gender, education and cultural background. The WHO has defined health as follows: "Health is a state of complete physical, mental and social well-being and not merely the absence of disease or infirmity."

The understanding of well-being is also strongly influenced by subjective perception and is defined as follows according to the WHO: "Well-being is the ability to realise one's own personal, social and economic goals. This enables people to cope with critical life events, to follow a communal path in life and to maintain the living conditions necessary for this."



§ 3 Occupational health and safety

Due to actual circumstances or national legal requirements, the measures taken to implement this policy may differ within the various companies.

1. Compliance with fire protection

The employees' workplace is set up in accordance with the fire protection regulations. It is checked at regular intervals with the support of external fire protection consultants whether the conditions of the workplace still comply with the legal requirements.

Some of our staff have completed fire safety training, so that in the event of a fire or smoke development, a calm and orderly evacuation can be ensured and safety contributed to.

Regular evacuation drills and fire alarm tests are conducted. Here, too, we work together with external fire protection consultants.

There is also a regular check of the smoke detectors, as well as 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

Incidents related to deficient fire safety shall be reported to the management. Management must ensure that adequate and appropriate measures are taken to contain the consequences of an incident and prevent its recurrence.

Accidents on the way to and from work must also be reported to HR or the Peoples Team. It is to be determined whether the work accident is related to safety gaps. If this is the case, they will be rectified immediately.

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 employees were trained as first aiders. Both Sirius and BizSpace comply with the legal requirements to provide an adequate number of first aiders for a given size of company. In some cases, the legal requirements are even exceeded, as the interest in training as a first aider is very high within the workforce.

Sirius also has a defibrillator at its head office and every trained first aider has been instructed in the safe and effective use of the defibrillator.

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

At Sirius Facilities GmbH, the occupational health and safety committee always keeps an eye on occupational health and safety issues. It is made up of two employees from the HR department as well as a safety engineer and a company doctor. The Health and Safety Committee is chaired by the Head of HR. The committee meets four times a year.

5. protection against discrimination

Health and well-being are strongly linked to the existence of a non-discriminatory and inclusive work environment. The Equal Treatment Act places a duty on employers to protect their employees from all forms of discrimination. This includes protection against sexual harassment, even when it comes from suppliers, contractors or customers. Equally, employees must be protected from being discriminated against on the grounds of race, ethnic origin, gender, religion or belief, disability, age or sexual identity.

Sirius is strongly committed to eliminating discrimination and has expressed its position on diversity, inclusion and discrimination in its Anti-Discrimination and Diversity Policy.

§ 4 Prevention

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1. Measures during the Corona pandemic

1.1 Prevention

Preventive measures during the Corona pandemic include working in a home office and early detection of infection by means of a rapid test. Employees who have been in contact with an infected person are asked to work in the home office.

Staff members have been provided with utensils that enable safer interaction: First and foremost is the provision of sufficient FFP2 masks or means for hand disinfection. Education on the first symptoms of illness as well as on proper cough-sneeze etiquette have also contributed.

The HR department and the Peoples Team communicate regularly with the employees and inform them about current legal developments in the field of occupational health and safety. To this end, the HR department of Sirius Facilities GmbH in particular works closely with its company doctor.

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1.2 Reporting of infections

Cases of infection must be reported immediately to HR or the Peoples Team. This is especially true since there is a possibility that other employees may have 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 should offer the best possible comfort: In addition to ergonomic and comfortable seating, every employee has the option of a height-adjustable desk that allows them to work while standing. This requires the presentation of a doctor's certificate attesting to a health necessity. In exceptional cases, a height-adjustable desk can also be requested from HR without a certificate in order to prevent back problems (prevention). Additional screens as well as ergonomic keyboards and computer mice also contribute to a healthy way of working. These can be approved after consultation with HR or the Peoples Team.

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

Due to actual circumstances or national legal requirements, the measures taken to implement this policy may differ within the various companies.

In Germany a company doctor is available for employees of the Sirius Facilities GmbH. If you have any health problems, you can visit him during his consultation hours. We also offer our employees at the Sirius Facilities GmbH head office the opportunity to receive regular flu vaccinations or vaccinations against pneumonia.

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

§ 6 Reconciliation of work and family - work-life balance taking into account cultural and religious needs

Due to actual circumstances or national legal requirements, the measures taken to implement this policy may differ within the various companies.

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1. Reconciliation of work and family

The compatibility of work and family must be guaranteed. In order to achieve this compatibility, employees have various measures at their disposal. These include maternity protection, in Germany the notification of pregnancy to the Berlin State Office for Occupational Safety, Health and Technical Safety, reintegration after returning from parental leave - if desired, working hours can be reduced here after consultation with the supervisor* and the HR department, provided this is operationally possible. In any case, employees are always supported and advised in exercising their rights as parents.

Flexible working hours help to maintain the work-life balance. Part-time employment can also be considered after consultation with the HR department.

In Germany we actively support and encourage the implementation of mother-child care and 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. compatibility of work and culture and religion

It is part of maintaining well-being that culturally or religiously determined rites - such as daily prayer - can also be practised within the framework of everyday professional life without losing their significance or having to take a back seat to the exercise of one's profession. Sirius has set up a so-called "Multifaith Room" for this purpose, which enables employees to find a moment of peace and devotion.

Sirius attaches importance to ensuring that the overall cultural and religious circumstances and needs of employees are adequately taken into account.

4. Holiday entitlement

Holiday entitlement in Germany and the UK is different, partly because of legal requirements and partly because of the details in their employees' individual contracts. In any case, the legal requirements are met or exceeded to ensure the best possible rest for employees.

§ 7 Offer sporting activities

Due to actual circumstances or national legal requirements, the measures taken to implement this policy may differ within the various companies.

We provide our employees with a range of different sporting activities that offer a balance to the often sedentary working day. Depending on the regional possibilities, the offer includes the

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use of a fitness studio, participation in yoga courses or a visit to a beach volleyball court in the summer months.

§ 8 Events

Events are held regularly for the employees to strengthen cohesion among themselves and promote loyalty to the company. Such events include kick-off events and Christmas parties, but also smaller events that our employees organise independently.

§ 9 Laws requiring posting

Due to actual circumstances or national legal requirements, the measures taken to implement this policy may differ within the various companies.

Both Germany and the UK have laws on health and safety posters and the display of professional indemnity insurance information and other laws. These legal requirements are complied with.

In Germany 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 or the Peoples Team is responsible for compliance with and organisation of this policy. HR or the Peoples Team will provide continuous and up-to-date communication to employees regarding changes to all topics relevant to employees. If you have any questions regarding health and safety at Sirius Facilities GmbH, please contact HR or the Peoples Team at BizSpace Ltd.

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