

# NEWSEC SUSTAINABILITY POLICY

Newsec Property Asset Management Finland Oy ja  
Newsec Advisory Finland Oy  
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## INTRODUCTION

We at Newsec Property Asset Management Finland and Newsec Advisory Finland ('Newsec') believe in sustainable business activities. This means taking responsibility for Newsec's impact on people, community, economy and environment, as well as conducting ethically compliant business .

Newsec's vision is to be the full service property house in Northern Europe, and also the most pleasant and progressive workplace for all our employees. We constantly further accountable urban development in the cities where we operate.

Newsec's business idea is based on offering comprehensible real estate know-how to our clients and conducting proactive property management. Our emphasis is increasing rent revenue, real estate value and tenant satisfaction while adhering to the principles of sustainability.

## PURPOSE AND DEFINITION

Newsec's Sustainability Policy aims to define sustainability as a concept and to ensure that sustainability is evident in our day-to-day activities. This means implementing the general goals and business idea throughout the organisation and even as a part of employees' own personal goals. Furthermore, the written Sustainability Policy is intended to clarify Newsec's long-term goals for sustainability.

Newsec's sustainability goals are determined as a part of Newsec's Sustainability Strategy and included as part of the Sustainability Policy. We wish to increase transparency of our operations and make our sustainability goals more conspicuous to our employees, clients and other interest groups.

Newsec's sustainability work encompasses all of our operations. Special focus is on activities with the biggest impacts, and such activities are prioritised. Relevant interest groups, and the quality and extent of the activities, are taken into account during implementation. The management checks the sustainability goals annually in order to guarantee that sustainability measures are progressing in the right direction and take into account all essential aspects of sustainability.



# AT NEWSEC, SUSTAINABILITY MEANS:

## Social responsibility

Social responsibility means taking responsibility for impacts that our activities may have on various groups of people, and on communities. The groups of people include our staff, clients, and subcontractors, as well as various national and international organisations and administrative bodies. We aim to maintain long-term relationships with our stakeholders and always operate according to high quality standards.

Newsec grounds its activities on the principle of equality and on equal treatment for everyone. Respecting, understanding and considering others are characteristic features of Newsec's work environment. The starting point for Newsec's activities is 'zero accidents at work.' Throughout our business activities, we take into account how they may impact other persons' health, rights and well-being, as well as the wider community and workplace..

### **Newsec implements its social responsibility in the following ways:**

- We strive to act in a way that furthers dialogue between companies, organisations and authorities in order to advance sustainability throughout the entire real estate sector.
- We develop staff skills and professionalism, actively promote diversity and equality amongst our employees, further health and safety issues, and maintain good employee experience and satisfaction, thereby making us an attractive employer to our current and potential staff members.
- We encourage social responsibility.
- We always act in accordance with our motto 'passion for colleagues and clients.'

## Environmental responsibility

The greatest environmental impact we can achieve in our operations is through sustainable maintenance and development of customer properties. Our activities consider the scarcity of natural resources and our impact on the environment. In our activities, we restrict the wasteful use of materials and natural resources, and direct and indirect emissions that our operations may cause.

We act in accordance with the relevant environmental legislation, and in our everyday activities we strive to minimise environmental impacts.

We constantly develop our environmental work using measurable goals and key figures, as well as monitoring the work we carry out.

### **Newsec implements its environmental responsibility in the following ways:**

- We support the realisation of a safe and healthy environment for everyone residing in the properties we manage.
- We strive to diminish climate change and use of energy in properties that we manage.
- We promote use of sustainable materials.
- We reduce the amount of waste produced and encourage recycling. We work proactively to implement the principles of circular economy in our operations.
- We work together with our clients, real estate users, service providers and producers in order to create an operational culture that reduces use of materials as well as costs.
- Together with our strategic partners, we develop and promote digitalisation in order to reduce the use of natural resources.
- We educate our employees on sustainability matters by way of training and communications.

## Ethical and value-based business

We comply with and strive to anticipate legislation and regulations in our operations. Everything we do strives from our company values. Together with Newsec staff, we fight corruption, bribery and grey economy.

We encourage conversational, transparent and responsible operations, and expect the same from external suppliers. We treat our partners equally and our service networks are transparent.

Confidentiality and security of information are extremely important to us. Every Newsec employee has the opportunity to point out grievances and make suggestions for improvement, regardless of the person's team and title.

### **Newsec implements ethical and value-based business in the following ways:**

- We strive to achieve our long-term goals for turnover and profitability in a sustainable manner.
- We require our key service providers and suppliers to adhere to Newsec's Corporate Responsibility Requirements for Service Providers and Suppliers.
- We ensure that every staff member knows right from wrong by recording our ethical guidelines into Newsec Code of Conduct, which is complemented by more specific compliance policies and regular staff training (e.g. GDPR, AML).
- We allow anonymous reporting of serious and sensitive suspicions through our Whistleblowing channel.
- We ensure secure data processing by continuously developing know-how and systems for data management.

## ROLES AND RESPONSIBILITIES

All employees and all of Newsec's operations in Finland are required to adhere to Newsec's Sustainability Policy. Newsec's management teams are responsible for keeping the Sustainability Policy up to date and perform an audit at least once a year in which Newsec's Sustainability Policy, together with the goals and meters, is reviewed. Any corrections to the company's Sustainability Policy and sustainability goals and meters are decided upon in connection with the audit. The Newsec management teams make sure that the Sustainability Policy is publicised, that the Sustainability Policy is visible to all employees, and that there is sufficient understanding within the company organisation of the content and purpose of the Sustainability Policy.

The person responsible for Newsec's sustainability matters monitors the implementation of the sustainability goals on an annual level, or when necessary, if conditions change. The person responsible shall report any deviations to Newsec's management.