

Reference	EOP/ESG/POLSUP/IEQ/C3	Version: June 2, 2021
Policy Supplement Title	Indoor Environmental Quality – New Developments	
Entity	Embassy Office Parks Management Services Private Limited (“ Manager ”) in its capacity as manager of Embassy Office Parks REIT (“ Embassy REIT ”)	
Responsibility	Head - Projects & Capex	

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 – Projects & Capex

Applicability	This policy is applicable to all new developments under the purview of the Manager, Embassy REIT, its Special Purpose Vehicles (“ SPVs ”) and its Holding Company(ies) (“ Holdco ”).
Purpose	Established to ensure that the fresh air ventilation in all regularly occupied areas meets the minimum ventilation rates in compliance with all applicable regulations, thereby avoiding occupant's exposure to indoor airborne contaminants during the design & construction phases of the projects.
Aspects	<p>Embassy REIT recognises the need to establish minimum Indoor Air Quality standards to provide comfort and well-being to the construction workers and building occupants. Embassy strives to go beyond mere regulatory compliance to provide a healthier indoor environment to avoid adverse impact on occupant health.</p> <p>Embassy REIT strives to adhere to the Air Quality testing protocols based on leading standards and methodologies (E.g. ISO) to demonstrate concentration level of contaminants.</p> <p>Design:</p> <ul style="list-style-type: none"> Ensuring minimum fresh air requirements are met during the design phase, in line with leading standards (E.g. ASHRAE Standards) for mechanically ventilated areas. Ensuring the monitoring of Particulate Matter, wherever applicable to improve indoor air quality for safety of occupants working in the facility. Adopting technology interventions to screen and contain the spread of airborne infectious diseases in the indoor spaces. Ensuring appropriate filtration of outside air in high polluted areas, as a part of air-conditioning design to improve indoor air quality. <p>Construction:</p> <ul style="list-style-type: none"> Ensuring adherence to all relevant guidelines for occupied buildings during the constructional and operational phases (E.g., guidelines like Air Conditioning National Contractors Association (SMACNA) IAQ Guidelines). Encouraging flush out of air from buildings after construction and before occupancy to help reduce/eliminate harmful pollutants.

	Stakeholder Engagement: Engaging all relevant stakeholders including statutory & regulatory agencies, technical and subject matter experts, business partners and contractors, in our efforts to address indoor environmental quality.
<i>Implementation and monitoring</i>	The ESG Committee shall monitor the implementation of the aspects outlined in this policy supplement and establish suitable processes, procedures and infrastructure to support compliance.
<i>Amendments</i>	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.