



Reference	EOP/ESG/POL/HR/01	Version: June 2, 2021
Policy Title	Human Rights Policy	
Entity	Embassy Office Parks Management Services Private Limited (“ Manager ”) in its capacity as manager of Embassy Office Parks REIT (“ Embassy REIT ”)	
Responsibility	Human Resource Department	

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

Document Review Cycle			
#	Effective Date	Next review date	Policy Owner
1	June 2, 2021	Q4 Board Meeting date of the Manager of every Financial Year	Assistant General Manager - Human Resources

Applicability	<p>This policy is applicable to the Manager, Embassy REIT, its special purpose vehicles (“SPVs”) and its holding company(ies) (“Holdco”) collectively referred to as “Embassy REIT Entities”, and individually as a “Embassy REIT Entity”).</p> <p>This policy is applicable to all employees of Embassy REIT Entities, i.e., within our operational control. Where we do not have operational control, we encourage our external stakeholders, including business partners, contractors, suppliers and joint venture partners to share our values and observe the principles outlined in this policy.</p>
Purpose	This policy is our commitment to respecting, protecting and remediating human rights issues in line with the fundamental principles ¹ of human rights and applicable law.
Policy	<p>Embassy REIT Entities have laid out broad principles that reflect our values and we expect our stakeholders to follow the spirit and intent of these principles:</p> <ul style="list-style-type: none"> • Diversity, non-discrimination and fair treatment <ul style="list-style-type: none"> ○ We provide just and favourable work conditions to our employees and ensure that no discrimination is practised within the organization.

¹ We are guided by national and international human rights related frameworks such as, the UN Declaration on Human Rights and its described principles, the United Nations Global Compact’s principles on Human Rights as well as the fundamental conventions identified by the International Labor Organization (ILO)

- No employee shall be discriminated on the basis of age, sex, race, disability, marital status, sexual orientation or religion in accordance with applicable local, state and national laws and regulations.
- All employment and promotion decisions are based solely upon individual qualifications, experience, prior contribution and demonstrated capacity to perform at optimum levels of performance and are in accordance with the principle of equal employment opportunity.
- We embrace diversity and inclusivity at our workplace and appreciate contributions made by all employees.
- In accordance with our philosophy and to drive inclusion and diversity, we make reasonable job accommodations for persons with disabilities who can perform the essential functions of the position for which they are qualified and selected.
- We commit to maintain a workplace that is free from physical, psychological or verbal abuse, including the threat of abuse and sexual or other harassments.
- **Labour and working conditions**
 - We commit to provide a secure, safe and healthy workplace in compliance with the applicable workplace safety and health regulations. We strive to maintain a productive workplace by minimizing accidents, injury and exposure to safety/health risks. We aim to ensure all employees receive the necessary health and safety training for their line of work.
 - We aim to compensate employees relative to the industry and local labour market standards. We strive to operate in material compliance with applicable salaries and wages, work hours, overtime and benefits laws and offer employees opportunities to develop their skills and capabilities. We aim to provide career advance opportunities wherever possible.
 - We aim to ensure that the working hours of employees comply with applicable local laws/regulations. Recognizing the need for work life balance, we strive to offer flexible working hours as applicable.
 - We aim to respect our employees' right to join or form a labour union without fear of reprisal or harassment. We strive to ensure compliance with the applicable laws and regulations concerning an individual's freedom of association.
 - We commit to strictly prohibiting the use of child labour/ underage workers and all forms of forced/ bonded/ compulsory labour, slave labour and any form of human trafficking. We strive to put in place measures to ensure that our operations are not involved in unethical labour practices such as child or forced labour.

	<ul style="list-style-type: none"> ○ Through, our workplace security measures, we strive to ensure the creation of a safe working environment that is committed to protect our people from internal and external threats. Adequate training is provided to our security personnel on safety and treatment of all people with respect and dignity. ○ We strive to respect the privacy of all our employees and partners in accordance with the applicable laws to protect personal data. ● Engaging with our stakeholders ○ We strive to work with our contractors in protecting the rights of workers they hire to work on our sites and ensure that workers are treated with dignity and respect. ○ We expect our suppliers to adhere to and share our principles on respecting, protecting and mitigating human rights, as has been outlined in our code of conduct for suppliers. ○ We commit to engaging with the communities surrounding our operations and taking adequate measures to minimize the impact on them due to our business operations.
Implementation	We ensure that our human resource department and business managers at various levels understand, respect and implement the principles outlined in the policy.
Monitoring Mechanism	<p>We have procedures in place to raise any grievances or violations, which are duly investigated and escalated to the Assistant General Manager- Human Resources as well as overseen by our Senior Management. We respect the anonymity of those who raise concerns and do not accept any form of retaliation.</p> <p>Daily practices and regular monitoring are implemented by each Embassy REIT Entity through various modes. Additionally, we ensure to take appropriate action against those who are in violation of this policy.</p>
Amendments	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.