

REQUIREMENTS FOR MANAGEMENT OF THE PORTFOLIO

This Guidance is a summary of the information to Shaftesbury's staff, managing agents and consultants as to the environmental and social issues which they must address to comply with the Sustainability Policy in the management of the portfolio.

Legislative compliance

The Company's consultants, managing agents and sub-contractors are required to have regard to all relevant UK legislation.

Pre-purchase environmental audit

Prior to purchase of a proposed property the Company should consider and where appropriate commission an environmental social audit of the building. The following issues should be addressed, as a minimum:

Planning constraints

- Listed building and conservation area considerations

Physical condition

- Past uses of the site and potential ground contamination.
- Presence of hazardous substances e.g. asbestos, lead piping.
- Presence and condition of air conditioning units.

Community issues

- Issues of local culture and heritage.
- Presence of sensitive local land use e.g. schools, hospitals.

Environmental

- Biodiversity considerations and opportunities in accordance with Wild West End principles (www.wildwestend.london)
- Proximity of watercourses.
- Risks from climate change, flooding, rising water tables and localised flooding that might apply to the property.
- Existing Energy Performance Certificate and opportunities for improvement
- Current waste management arrangements

Health and Safety

- Fire safety risk assessment
- Overshadowing and the effects on rights of light.
- Noise emission and vibration.

Shaftesbury

Transport

- Proximity of public transport nodes

Shaftesbury expects its managing agents to comply with the Sustainability Policy and in particular to address the following:

ENVIRONMENT

Energy

- Monitor energy consumption and identify ways to improve efficiency.
- Consider purchase of renewable energy tariff electricity for use within the portfolio.
- Ensure regular maintenance and replacement of inefficient equipment.
- Clean equipment and fittings regularly to prevent scale which reduces efficiency.

WATER

- Install meters throughout portfolio and monitor levels of consumption.
- Identify cause of excessive consumption promptly.
- Minimise water consumption where possible by installing energy efficient taps and appliances, where appropriate.

Waste

- Monitor waste generation and identify ways to maximise segregated waste recycling including composting food waste.
- Engage with tenants to ensure understand waste segregation arrangements.

Use of Materials

- Ensure that contractors including cleaners, maintenance personnel etc. are familiar with and comply with the Company Policy with respect to the use of hazardous materials and materials from non-renewable resources.
- Control use of ozone-depleting refrigerant and ensure all systems are legally compliant

Biodiversity

- Consider management and maintenance of planting such as green roofs, walls and planters, if appropriate, and opportunities for biodiversity enhancement.

Transport

- Ensure that tenants and occupiers are made aware of nearest public transport links and timetables.

SOCIAL

Health, Safety and Wellbeing

- Provide adequate management systems and support to deliver Shaftesbury's health, safety and wellbeing standards.
- Meet as a minimum all legal occupational health and safety requirements within the management of the portfolio.
- Maintain appropriate permits to work for all suppliers and contractors working on site.
- Maintain a record of all accidents and incidents in accordance with RIDDOR that occur within the portfolio.

Labour Practices

- Adhere to the labour standards required by Shaftesbury in the main body of the policy in the employment of suppliers and subcontractors working on the portfolio. Ensure all are offered a safe workplace free from discrimination, harm, intimidation, harassment or fear.
- Ensure the implementation of payment of the living wage throughout the supply chain and that all suppliers and contractors comply with the payment of the living wage to their employees. Consider signing up to the Living Wage Foundation. Where possible pay the London living wage.
- Ensure that all suppliers and contractors working on the Shaftesbury portfolio never use forced, compulsory or child labour

Community

- Engage with the local community and actively support Shaftesbury's investment and charitable support strategy.

Local Employment

- Be proactive in offering local businesses and local people the opportunity to work as suppliers and contractors within the Shaftesbury portfolio.