

# ENVIRONMENTAL AND QUALITY MANAGEMENT GUIDELINES

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# Nordiqus

This Guideline is applicable to all employees of Nordiqus AB and Nordiqus group companies, hereinafter referred to as the "Company". When this policy refers to the company, if nothing else, Nordiqus AB and its group companies are mentioned.

## 1. Introduction

The company works in a structured and long-term manner with quality, the environment, and the working environment. This is described in the Environmental- and Quality Management Guideline – system - as well as in the Sustainability Policy and the Code of Business Conduct & Ethics. The Environmental and Quality Management Guideline is designed to align with applicable legal requirements and recognized standards for environmental and quality management, such as ISO14001.

## 2. Vision – Goal and Follow-up

The company shall govern its operations in line with the international climate agreement (Paris agreement) with the overarching target of climate neutrality by 2050 and a property portfolio adapted to minimize climate related risks. The company shall apply a life cycle perspective on its operations and adopt a responsible use of natural resources and promote biodiversity. The company management shall procure that strategies and action-plans are developed as well as concrete targets and key performance indicators to govern the company operations in line with the overarching targets. The key performance indicators and target fulfilment shall be disclosed publicly on an annual basis.

Operational goals and strategies in 1-5 years' time within the three sustainability dimensions are prepared by The company's management team in consultation with the Board of Director's and are adopted annually by the Board of Directors. The operational goals are specific, measurable, set within a time frame and assigned to the responsible manager.

All employees are responsible for knowing and understanding the company's vision and goals, understanding how they relate to their own role and contributing to achieving them by applying and further developing the company's working methods and methods for sustainable community building.

## 3. Education

All employees must be trained in environment issues, the working environment

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and quality as well as in the application of The Company's Environmental- and Quality Management Guideline in accordance with a plan drawn up by the HR Manager, the Head of Property development and the Head of regions.

## 4. Routines for New Construction, Rebuild and Renovation

For all projects over SEK 10 million, The Company's Sustainability Appendix shall be applied, which in conjunction with the contract entered into ensures that The Company systematically focuses on, among other things, energy, climate, building materials, the working environment and waste. The Project Manager is responsible for applying the Sustainability Appendix to the contract and following up to ensure it is adhered to.

For all new construction projects and major rebuilding projects, a person responsible for quality, environment and work environment is appointed for the project (QEHS Quality, Environmental, Health & Safety). The QEHS is responsible for ensuring that the project's work with quality, environment and working environment is satisfactory and meets regulatory requirements, collective agreements, and other requirements, for example through certifications. These requirements include, but are not limited to noise, vibration, pollution, indoor and outdoor microclimates, safety risks and working conditions for all work steps performed in the workplace. The work includes investigation of the workplace, assessment of risks that have been identified, implementation of measures to minimize the risks and follow-up on the effect of the implemented measures.

In all construction projects, a Control Manager is also appointed. The Control Manager's responsibilities include checking that the quality of the final product is adequate and that the building does not pose a risk to tenants or other people who use the premises. Among other things, the building's construction, climate shell, ventilation, sound environment, light environment, radon levels, chemical and biological factors and other things that can affect users' health and working environment are included. The Control Manager is hired externally and must be independent in relation to the project and the developer. When renovating, a work preparation is always carried out to minimize the risk of spreading dust and chemicals, among other things.

In line with the UN's global sustainability goals, as part of The Company's sustainability initiative, The Company's project and property development centres on locations close to communication hubs where land that has already been exploited is refined rather than taking up important green areas.

## 5. Property Management Routines

The Head of regions with responsibility for Property Management has the ultimate responsibility for the safety in the premises. Routines for checking safety functions and regulatory requirements shall always be included in the operating agreements signed with operating contractors. Safety rounds shall be conducted at least every three years to detect and remedy any deficiencies on the initiative of the property management. Functional control and control of regulatory requirements are carried out on an ongoing basis and complied to ensure compliance. The inspections are followed up by the property management who rectify any deviations and report further to the Head of regions.

When a new tenant moves into a premise, the possibility for it to take over furnishings is always examined to reduce unnecessary consumption and increase circularity. The property manager ensures that the tenant has access to instructions for the technical equipment for which the tenant is responsible according to the contract. For example, supervision and care of variable sun protection.

The Head of Property Development is responsible for maintaining an overall picture of rules and binding requirements within the field of the environment and quality as well as the registration of new rules and requirements. The Sustainability Controller, Technical Property Managers and external suppliers assists with this.

The Head of Regions, and if applicable, the Technical Property Managers, are responsible for ensuring that applicable laws, regulations, and agreements regarding the environment and quality are complied with. For instance, mandatory ventilation inspection (In Sweden OVK), review of fire alarms, automated doors, pressure containers, reporting of refrigerants, elevators etc. In addition, the technical property managers are also responsible for collecting and ensuring that all inspections that are carried out on the behalf of the tenant, is done correctly, approved, and uploaded on Sharepoint. Standardized agreements are used, these agreements ensure compliance with legal requirements and other agreements such as certifications. Every year, two meetings are arranged for Technical Property Managers to receive further training in new rules and requirements as well as to review management routines.

Property Managers are responsible for ensuring that environmental and quality

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requirements in accordance with agreements entered into are complied with. The Head of Property Development and the Sustainability Controller offer support in these matters and carry out audits annually.

Each Technical Property Manager monitors the operations of the property in accordance with the management routines.

Each Technical Property Manager works with continuous improvements and preventive measures within their property portfolio. Energy use is monitored digitally for the entire property portfolio. Monitoring occurs frequently and automatically, at least once per month. Each Technical Property Manager is responsible for monitoring the energy consumption of their properties, identify deviations and implement measures to remedy the identified deviations. High energy or water use and deviations from standard use should always lead to an investigation and possible measures. Substantial deviations are automatically detected by the follow-up system. Minor measures and notifications are registered and remedied in accordance with the contract entered into with operating contractors. More substantial measures require investment decisions and are treated according to The Company's routines for investment decisions.

Work environment surveys are carried out regularly in our properties. Any risks are identified and remedied promptly.

Property Managers respond quickly and willingly to tenants' questions, reports of errors and complaints. Complaints from tenants result in an extra screening and the amendments or registration of the deviation by the operating contractor.

Property Managers have regular meetings with tenants regarding the condition of the premises, indoor climate, well-being etc.

## 6. Subcontractors

The Company places high level demands on subcontractors ' / subcontractors' environmental and quality work through contractual requirements to sign and comply with The Company's Sustainability Policy and Code of Conduct for suppliers. These are reviewed for all major projects.

## 7. Routines for Reporting

The business' significant environmental impact categories are identified in consultation with tenants, customers, suppliers and other stakeholders. The significant environmental impact categories are monitored on an ongoing basis and are reported on an annual basis in the Annual Report.

Significant deviations are reported to the Board of Directors

Improvement measures are handled on an ongoing basis by Head of Regions and Regional Property Managers. The Management team follows up these measures on an ongoing basis and plans for the continued work.

All counterparties who wish receive an Annual Report, Sustainability Report and Corporate Governance Report shall receive one.

## 8. Audit Procedures

Audits of the compliance with laws, rules and requirements within the environment and quality area are carried out annually by the Head of Property Development, the Head of Regions and the Sustainability Controller.

Audits of the status of training of employees are carried out annually by the Head of Property Development, HR and the Sustainability Controller.

Deviations and improvements from internal and external requirements are reported to the Sustainability Controller who regularly compiles a list that is reported to the Head of Property Development and the Head of Regions.

Audits of work environment will be performed according to Work Environment Handbook.

External audits of The Company's environmental and quality work take place annually in connection with the Annual Report and when preparing the Investor Report for green bond investors.

External electricity audits are carried out every three years in all newly acquired properties.

Work environment inspections are carried out routinely in all properties. Any deviations are registered with Head of Regions and actions are planned to remediate the deviations.