



# **LION'S HEAD INVESTMENTS**

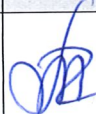
## **Human Resources Policy**

June 2024

Human Resources Policy

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LHI-ESMS-HRPO-01	03.06.2024	Kunka Yordanova; Rada Yosifova	Milena Hristova	Tanya Kosseva-Boshova	
<b>RELATED DOCUMENTS</b>	Code of Conduct, Environmental and Social Policy, Community Health Safety and Security Policy, Occupational Health and Safety Policy				

REVISION	DESCRIPTION	EFFECTIVE
Rev01	Issued for implementation	03.06.2024

## Lion's Head Investments

### Human Resources Policy

Lion's Head Investment and its subsidiaries (together "LHI" or "the Group") are a real estate investment and asset management platform, focused on prime office properties with international blue-chip tenants in Central and Eastern Europe. LHI diversifies its real estate portfolio through the acquisition, development, and operation of logistics parks in the region.

LHI is committed to fostering a vibrant and sustainable business, while actively addressing social risks and impacts. We strive to create an inclusive and supportive workplace, enhancing the well-being of our employees. Clear communication, strong leadership and employee engagement are key to drive positive changes in our Human Resource approach. We nurture constructive employees' relationships and promote respect and open communication. Our priority is to cultivate the right attitude and develop the necessary professional skills and knowledge for our staff. We believe our Human Resource approach is vital for building dedicated and motivated team, which is the foundation of our company's resilience, longevity, and value.

Our Human Resource objectives encompass the systematic management of operational, legal, and reputational risks through standardized procedures. These procedures comply with both EU and local labour standards, but also with principles for environmental and social sustainable development, outlined in IFC Performance Standards, best ethical business practices, internationally recognized labour and human rights standards. We maintain transparent communication with workers in their native languages to ensure that everyone understands their rights and responsibilities. Beyond mere compliance, we strive to foster a culture of equality and inclusion, valuing and honouring the voice of every individual, as well as the rights and input of workers' organizations and their representatives. LHI's objectives and values are communicated clearly and transparently to all direct employees, contract employees, and to our supply chain staff (contractors, suppliers, and subcontractors' workers) across all locations of LHI operations. We extend our commitment to transparent communication and respect for workers' rights to those hired via third parties or recruitment agencies, ensuring that they receive the same level of understanding and support regarding their rights and responsibilities.

We commit to maintaining mutual rights and obligations with our employees, as outlined in clear employment contracts, and to respecting the human and privacy rights of our workforce. We ensure the provision of fair working terms and conditions, including wages and benefits, paid vacation, sick leave, and maternity leave, and working hours that are not less favourable than prevailing market conditions for the industry, sector, or geographic location.

We recognize the fundamental importance of workers' rights to form and join organizations freely, without any interference, and to engage in collective bargaining, as enshrined by law in the countries of our operations. We actively support and facilitate these rights, fostering an environment where workers can freely organize and negotiate collective agreements, to ensure fair and equitable working conditions free from retaliation or discrimination.

We ensure fair treatment for everyone and provide equal opportunities to enhance professional qualifications and gain valuable experience in a diverse environment. At LHI, anti-discrimination

## Human Resources Policy

and equal opportunity principles are deeply embedded within the organization's culture and reflected in its policies and practices. Our employment decisions, conditions, and terms are based solely on essential job qualifications, irrespective of gender, race, nationality, religion or any other personal characteristic.

We guarantee that all our workers are free from any form of direct or indirect discrimination, intimidation, or exploitation. Moreover, we are dedicated to extending these values to the workforce of our contractors, suppliers and third parties.

Our company commits to protect the disadvantaged and vulnerable groups and provides special opportunities in safeguarding equal access to the benefits derived from our projects, sites and operations.

We maintain a zero-tolerance policy against all forms of workplace harassment, including sexual harassment, sexual exploitation, abuse, and gender-based violence, with clear consequences for the offenders. Such misconduct is unacceptable and will be sanctioned and corrected immediately. Our commitment extends to implementing proactive measures like awareness programs and training sessions, along with providing accessible channels in place for employees to report incidents confidentially, with the assurance that their reports will be addressed promptly and without any fear of retaliation.

We enforce a firm policy against child labour and any form of child employment that may exploit or endanger children, interfere with their education or harm their well-being. We ensure that all workers are of legal working age. In cases, where national laws permit the employment of minors, we strictly adhere to the applicable provisions and regulations and control their implementation.

Forced labour is prohibited, we ensure that the employment is voluntarily and free from coercion. We respect the workers' rights to leave the workplace after the working hours or to resign.

We maintain safe and healthy working conditions at our sites and operations, considering the industry-specific risks and hazards. Our efforts are aimed at preventing accidents, injuries, and illnesses by minimizing workplace hazards. Our workplace safety rules involve prompt and timely documenting and reporting of accidents, diseases, and incidents among the entire workforce engaged in our activities – employees, contracted workers, workers of suppliers or workers hired by third parties.

We commit to take appropriate and reasonable measures to extend IFC Performance Standard 2 principles further down to the primary supply chain, promoting responsible sourcing and procurement. The core ESMS principles and procedures should be integrated into their activities and services, which allows us to control and monitor their performance into our operations. We make reasonable efforts to ensure they adhere to our high labour standards and clearly communicate them in the respective employment agreements. We take adequate measures to prevent the unacceptable practices of child labour, forced labour and violations of human rights, as well as any significant health and safety issues, related to the working and host environment.

We prioritize the feedback from our employees and supply chain and consider it essential for our Human Resources performance and to identify areas for improvement. To encourage participation and foster engagement, our surveys ensure confidentiality and we deliver transparent feedback on their findings. Furthermore, we provide accessible channels, so that workers' grievances are taken, considered with the attention needed and addressed accordingly, with no tolerance for retaliation or discrimination. Contracted workers will have access to a

## Human Resources Policy

grievance mechanism too, either through their own process or using LHI's Grievance mechanism for contractors.

This Human Resources policy is part of the ESMS adopted and implemented by LHI and shall be considered together with the other Company's Policies, namely: Code of Conduct, Occupational Health and Safety Policy, Community Health, Safety and Security Policy and Environmental and Social Policy. The Human Resources policy is supported by a set of Human Resources procedures that guide the human resource processes within our organization. LHI's Policies are published on our website and are accessible to all interested parties, including the general public.

**This policy is approved by LHI's Managing Director and the responsibility for the implementation of the Human Resources Policy lies with Rada Yosifova, Head of Human Resources.**

**The Head of Human Resources is operationally supported in this effort by the Sustainability Manager and other members of ESMS management team.**

**Signature:**

A handwritten signature in blue ink, appearing to be "Tanya Kosseva-Boshova".

**Name:** Tanya Kosseva-Boshova

**Position:** Managing Director, Lion's Head Investments