



WELLNESS, HEALTH, AND SAFETY POLICY

9 April 2024

COMMITMENT

88Spaces, Hong Kong's premium flexible workspace provider, supports ambitious professionals and industry leaders seeking an environment where their organizations can thrive. Offering first-class private offices, shared workspaces, concierge services, and meeting facilities, 88Spaces is committed to creating workplaces that promote physical, mental, and emotional well-being for both Members and Team Members.

As part of our mission to enable professional success, we prioritize wellness, health, and safety by designing supportive environments, offering tailored services, and implementing robust communication strategies to foster a culture of care.

ROLES AND RESPONSIBILITIES

Corporate Director – Operations

- Leads the implementation of 88Spaces' wellness, health, and safety initiatives.
- Allocates resources to support related programs and policies.

HQ Operations and ESG Team

- Monitors and reports wellness, health, and safety performance metrics.
- Develops training and resources, including wellness-related Standard Operating Procedures (SOPs) and a wellness library.

Country Directors and City Heads

- Direct local execution of wellness, health, and safety policies, supported by Regional Operational Heads and Sustainability Champions.
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APPROACH

a. General Management

88Spaces aims to integrate practical measures into planning, operations, and maintenance to ensure a safe and healthy environment. This includes:

- Complying with relevant Hong Kong regulations and striving for industry best practices.
- Investing resources in health and safety strategies.
- Establishing measurable wellness, health, and safety indicators with regular monitoring and transparent reporting.
- Maintaining a mechanism for reporting and investigating work-related incidents with immediate corrective actions.
- Equipping team members with the skills and knowledge necessary to implement policies through training and education.

b. Building a Safe and Healthy Environment

To uphold our Members' trust, 88Spaces commits to ensuring that our workspaces support wellness, health, and safety through:

- Maintaining hygienic and safe Centres.
- Providing ergonomic furniture to cater to the needs of Members and team members.
- Ensuring high indoor air quality and thermal comfort through optimized HVAC systems.
- Designing lighting that promotes visual and mental health.
- Minimizing noise disruptions for enhanced acoustical comfort.
- Offering designated breastfeeding spaces in selected Centres to support working mothers.

c. Employee Health and Wellness Benefits

88Spaces values its team members and strives to sustain a motivated and stable workforce by:

- Offering mentoring and coaching to foster a supportive workplace culture.
- Actively engaging team members to gather feedback on wellness, health, and safety.
- Providing designated spaces for team members to recharge during the workday.
- Conducting training on personal wellness and workplace safety.

d. Member Wellness Support Services

88Spaces is committed to maintaining the well-being of its Members by providing:

- Measures to control the spread of pathogens, aligned with Hong Kong's public health guidelines, including social distancing and frequent disinfection.
- Wellness-enhancing events and exclusive offers.
- Emergency response procedures to safeguard Members during incidents.

- Regular assessments of health and safety risks in our Centres.
 - Operations teams trained in first aid and equipped to respond to emergencies.
 - Healthy snack options and wellness tips shared via in-Centre materials and online platforms.
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COMMUNICATION

Transparency with stakeholders is central to our wellness, health, and safety efforts. 88Spaces commits to:

- Sharing this policy with Members, team members, and the public through the corporate website and publications.
- Informing stakeholders about past incidents to prevent recurrences.

Members and team members are encouraged to report safety concerns to their local Front Desk teams or via email at support@88spaces.com. Front Desk teams will escalate concerns to HQ for further action.

REVIEW

The Corporate Director – Operations and Regional ESG Lead will regularly review this policy and update it as necessary to reflect evolving needs and standards.
