



HEALTH AND WELLBEING POLICY

Reference	MREIT/HWP-V1/2024
Approving Authority	Board of Directors of K Raheja Corp Investment Managers Private Limited (Formerly known as K Raheja Corp Investment Managers LLP) (" Manager ") as the manager of Mindspace Business Parks REIT (" Mindspace REIT " or " REIT ")
Effective Date	Health and Wellbeing Policy for the members of the Board of Directors and Senior Management (" Health and Wellbeing Policy/ Policy ") shall come into effect from the date it was adopted by the Board of Directors at their Board Meeting to held on July 30, 2024.

Revision History		
Version	Date	Change Type
V1	July 30, 2024	Approved

OBJECTIVE

MindSpace Group is committed to conduct its business following the highest standards of business ethics and social responsibility. We believe that a healthier workforce is a happier workforce and aim to set high standards for the health and wellbeing practices for our people.

This policy aims to act as a guiding principle promoting employee wellness programs and encourage a holistic lifestyle for all.

This policy covers various aspects of health awareness programmes such as:

1. Stress Management
2. Mental Health support
3. Prevention of drug abuse
4. Diversity and inclusion
5. Maternity support
6. Thermal comfort

1. Stress management (Employee Mental Health Support)

The organization conducts employee well-being sessions on a regular basis, covering a wide array of subjects, including stress management and mental health.

To promote mental health the organization provides for the below:

- a. leave may be used for mental health needs (e.g., appointments).
- b. Short- or long-term leave may be used for mental health needs, with the option of a phased integration back to work after returning from leave.
- c. Increased interpersonal support (e.g., manager support with prioritizing and managing workloads, increased frequency of one-on-one check-ins).
- d. Adjustment of work schedule to support mental health needs (e.g., appointments, start/end times).
- e. Adjustment of the workplace to support mental health (e, providing the ability to work from home).



2. Mental Health support (Education or awareness efforts)

Education and awareness sessions on mental health and well-being, offered quarterly, either in-person or virtually (e.g., webcast on stress management, presentation on mindfulness, email on healthy sleep habits, Mental Health First Aid, stress management training)

3. Prevention of Drug abuse

The organization promotes a No Tobacco culture Focused on increasing or improving motivation or action to quit or maintaining quit effort trainings (in the form of education seminars, workshops, or classes) are offered at least once per year to employees on the drug & substance abuse.

4. Diversity and Inclusion

A. A comprehensive evaluation of the organization's current diversity representation is conducted, and goals for improvement are established and annually tracked, that include the following diversity types:

- Gender (assigned, identity and/or expression)
- Sexual orientation
- Race/Ethnicity
- Age

B. A comprehensive diversity, inclusion and non-discrimination policy is established and made available to all employees resource groups and/or sponsorship programs are in place to support diverse population groups (e.g., women, ethnic minorities, veterans, individuals with disabilities, LGBTQA individuals).

5. Maternity Support

This policy encompasses initiatives and practices to support expectant mothers to achieve work-life balance and to help them conquer challenges by empowering them in their personal and professional spheres.

APPLICABILITY

This programme is applicable to all female employees for their 1st and 2nd child.

MATERNITY SUPPORT PROGRAMME – AANCHAL

- a) Measures taken to support pregnancy terms as below
- Transport Allowance
 - Reserved car parking space
 - Reduced working hours
 - Maternity Leave

b) Resuming work after Maternity Leave:

- Workplace reintegration sessions with Head HR
- Tie up with Day care centres
- Paid break times for pumping in every 2-3 hours
- Postpartum lactation counselling, including back-to-work lactation counselling, offered at no cost to support the transition from leave to work.
- Breastfeeding employees will be provided access to refrigerator for storing pumped milk/ baby food

Roles and responsibilities

Human Resources team is responsible for conducting employee wellness programs from time to time and ensure that employees are well informed employee wellness program beforehand.

6. Thermal Comfort

To ensure thermal comfort, we provide adequate infra for regular monitoring of associated parameters, and also conduct anonymous surveys. We enable smoke free environment by providing enhanced ventilation, regular air quality monitoring and increased outdoor fresh air supply. Regular water tests are conducted with legionella inhibition plan, mold and moisture ingress control, provision for effective handwashing and awareness of the same. Supplemental ample lighting is provided to ensure ample indoor lighting and luminance. Implementation of appropriate acoustic zoning to avoid disturbance and noise penetration, provision of acoustic design plan. We restrict use of hazardous material such as asbestos, lead, mercury etc. Regular execution of pest management plan, use of safer cleaning chemicals and products with negligible VOC emissions. This policy governs the applicability and usage of any third-party vendors and experts who are introduced to cater to health and Wellbeing. Various activities are conducted with the mission to promote health & lifestyle are also governed by this policy.

Roles and responsibilities

Facility Management team is responsible for implementing adequate infrastructure to provide and maintain satisfactory thermal comfort.

7. Amendment

This Policy shall stand amended to the extent of any change in Applicable Law, including any amendment to the SEBI REIT Regulations, without any action from the Manager. The Board of Directors of the Manager or any Committee as may be authorised by the Board of Directors, reserves the right to amend or modify this Policy in whole or in part.