



**WORKSPACE®**

**GRI Report**

**2023/24**

Statement of use	Workspace Group Plc has reported in accordance with the GRI Standards for the period 1 April 2023 to 31 March 2024.
GRI 1 used	GRI 1: Foundation 2021
Applicable GRI Sector Standard(s)	NA

General Disclosures			
GRI Standard	Location of the information	Comments	
<b>GRI 2: General Disclosures 2021</b>	2-1 Organizational details	Page 218 of the 2024 Annual Report and Accounts (ARA) available for download here: <a href="https://www.workspace.co.uk/investors/investor-centre/results-reports-presentations">https://www.workspace.co.uk/investors/investor-centre/results-reports-presentations</a>	Workspace Group PLC. Head Quartered in London (Canterbury Court, Kennington Park, 1-3 Brixton Road, London SW9 6DE). Operating in the UK
	2-2 Entities included in the organization's sustainability reporting	Financial entities on page 256, 257 of the 2024 ARA	Workspace 12 Limited, Workspace 13 Limited, Workspace 14 Limited, McKay Securities Limited, Workspace Projects (KP) Limited and Workspace Salisbury Limited are all subsidiaries that hold properties. The sustainability reporting covers all these subsidiaries, with aggregate portfolio figures reported under Workspace Group PLC. Page 104 further explains adjustments made to account for acquisitions and disposals.
	2-3 Reporting period, frequency and contact point	Page 104 of the 2024 ARA	On 13 June 2024 we published our annual report relating to the period 1 April 2023 to 31 March 2024. This report covers both our ESG and financial disclosures, including our climate-related financial disclosures in line with TCFD guidelines. We report annually.
	2-4 Restatements of information	Page 104 of the 2024 ARA	Due to increased data availability and reliable information, we have restated: - Emissions from purchased heat (within Scope 2)
	2-5 External assurance	Page 103 of the 2024 ARA	Verification statement available here: <a href="https://www.workspace.co.uk/investors/sustainability/our-environmental-performance">https://www.workspace.co.uk/investors/sustainability/our-environmental-performance</a>
	2-6 Activities, value chain and other business relationships	Page 0, 9-11, 18-28 of the 2024 ARA	Workspace is a real estate investment trust, with 4.5m sq.ft. of property worth £2.4bn. Further detail on our market and strategy is covered on page 30-34 of the 2024 ARA. Our stakeholder section, page 18-28, provides details on our value chain activities and business relationships.
	2-7 Employees	Page 159, 161, 162, 239 the 2024 ARA	
	2-8 Workers who are not employees	Not relevant	We do not have workers who are not employees.
	2-9 Governance structure and composition	Page 117-130, 138, 139-145 of the 2024 ARA.	
<b>GRI 2: General Disclosures 2021</b>	2-10 Nomination and selection of the highest governance body	Page 139, 146-157 of the 2024 ARA	
	2-11 Chair of the highest governance body	Page 136, 150 of the 2024 ARA	
	2-12 Role of the highest governance body in overseeing the management of impacts	Page 138, 141 of the 2024 ARA. Board's ESG responsibilities are covered in page 180-185	The governance section of ARA (page 108-221) provides further detail on the Board, its role and activities
	2-13 Delegation of responsibility for managing impacts	Page 39 of the 2024 ARA.	

	2-14 Role of the highest governance body in sustainability reporting	Page 95, 183 of the 2024 ARA	
	2-15 Conflicts of interest	Page 93 of the 2024 ARA	
	2-16 Communication of critical concerns	Page 94 of the 2024 ARA	
	2-17 Collective knowledge of the highest governance body	Page 118-120 of the 2024 ARA	
	2-18 Evaluation of the performance of the highest governance body	Page 155,156 of the 2024 ARA	
	2-19 Remuneration policies	Page 186-217 of the 2024 ARA	
	2-20 Process to determine remuneration	Page 197-200 of the 2024 ARA	
<b>GRI 2: General Disclosures 2021</b>	2-21 Annual total compensation ratio	Page 205 of the 2024 ARA	
	2-22 Statement on sustainable development strategy	Page 39-43 of the 2024 ARA	
	2-23 Policy commitments	Page 90-93, Page 185 of the 2024 ARA	Our Supplier Code of Conduct, Modern Slavery Statement, Health and Safety Policy, Equal Opportunities and Dignity at Work Policy can be found here - <a href="https://www.workspace.co.uk/investors/sustainability/our-policies">https://www.workspace.co.uk/investors/sustainability/our-policies</a>
	2-24 Embedding policy commitments	Page 90-93 of the 2024 ARA	
	2-25 Processes to remediate negative impacts	Page 90-93, 112,113 of the 2024 ARA	
	2-26 Mechanisms for seeking advice and raising concerns	Page 93 of the 2024 ARA	
	2-27 Compliance with laws and regulations		No instances of non-compliance with laws and regulations or no fines were paid during the reporting period.
	2-28 Membership associations	Page 40 of the 2024 ARA	
	2-29 Approach to stakeholder engagement	Page 18-28, 41 of the 2024 ARA	
	2-30 Collective bargaining agreements	Not relevant	The working conditions and terms of employment of the employees are not influenced or determined based on collective bargaining agreements.

Material topics				
GRI Standard		Location of the information	Management Approach for Material Topics	Comments
<b>GRI 3: Material Topics 2021</b>	3-1 Process to determine material topics	Page 41 of the 2024 ARA		
	3-2 List of material topics	Page 41 of the 2024 ARA		
Economic performance				
<b>GRI 3: Material Topics 2021</b>	3-3 Management of material topics	Page 66-68 of the 2024 ARA. Detail financial statements included in the back end of ARA. Page 222 onwards	As a public business we have a responsibility to maximise shareholder value by driving greater economic performance. This is delivered by our business strategy which focusses on driving customer led growth, delivering operational excellence and being sustainable. This three-pillar strategy ensures we create value for all our stakeholders (our shareholders, our people, our customers and our communities). Our strong trading performance is a testament to our business strategy and model. Each year we set a number of stretching targets across a number of financial KPI to and track and report performance against these. These include metrics such as net rental income, trading profit, property valuation, total property return and shareholder return. Our approach to managing our economic performance is covered in detail in our annual report, along with impact achieved.	
<b>GRI 201: Economic Performance 2016</b>	201-1 Direct economic value generated and distributed	Page 222-260 of the 2024 ARA		
	201-2 Financial implications and other risks and opportunities due to climate change	Page 94-102 of the 2024 ARA		
	201-3 Defined benefit plan obligations and other retirement plans	Page 198, 255 of the 2024 ARA		
	201-4 Financial assistance received from government	Not relevant		

Material topics			
GRI Standard	Location of the information	Management Approach for Material Topics	Comments
<b>Market presence</b>			
<b>GRI 201: Economic Performance 2016</b>	3-3 Management of material topics Page 56, 90 of the 2024 ARA	As an employer of 329 people, client of over 800 suppliers and home to 4,000 businesses, we have a responsibility of exemplarity when it comes to human rights and fair pay. We are a proud living wage employer, meaning that 100% of our direct workforce are paid at Real London Living Wage levels and have a requirement for our suppliers to apply the same rule for their employees that work on Workspace contracts. This is particularly relevant in fields such as cleaning, security and construction, that are most at risk of insufficient pay. In addition to making Real London Living Wage payment a requirement in our supplier contracts, we have also worked with a third party to conduct a modern slavery audit of our cleaning suppliers to ensure compliance. We also track annually the number of individuals whose pay have been raised to aligned with Real London Living Wage levels. This information is verified by an independent third party.	
<b>GRI 202: Market Presence 2016</b>	202-1 Ratios of standard entry level wage by gender compared to local minimum wage Page 56, 90 of the 2024 ARA		100% of employees are subject to minimum wage requirements, however Workspace is committed to enhancing livelihoods and ensure all direct employees and contractors are paid in line with the London Living Wage.
	202-2 Proportion of senior management hired from the local community Not relevant		

Material topics			
GRI Standard	Location of the information	Management Approach for Material Topics	Comments
<b>Indirect economic impact</b>			
<b>GRI 3: Material Topics 2021</b>	3-3 Management of material topics	Page 28, 60-65 of the 2024 ARA	<p>As one of the largest provider of flexible office space in London, we give a home to 4,000 start-ups and SMEs. This facilitates the employment of local people as well as the development of areas previously limited in customer footfall and enhances the hyperlocal economic activity.</p> <p>As a company, we continue to support the local economy by prioritising local suppliers, invest in deprived areas of the capital and provide in-kind support to local community and charity partners. We strive to enhance employment skills amongst underprivileged young people in the boroughs where we operate, which in turn supports the economic performance of those areas.</p> <p>Through our social impact framework, we are driving targeted actions towards issues that matter most to the communities in which we operate and maximising positive local economic performance. These actions form part of our annual targets and we track a number of KPIs such as hours of volunteering, funds raised and number of individuals supported.</p> <p>Our social sustainability committee chaired by one of our Executive member is responsible for setting objectives, tracking progress and scaling up the impact.</p> <p>We consult with customers and local partners to identify opportunities to enhance social value in local communities.</p>
	203-1 Infrastructure investments and services supported	Not relevant	
<b>GRI 203: Indirect Economic Impacts 2016</b>	203-2 Significant indirect economic impacts	Page 60-65 of the 2024 ARA	

Material topics			
GRI Standard	Location of the information	Management Approach for Material Topics	Comments
<b>Materials</b>			
<b>GRI 3: Material Topics 2021</b>	3-3 Management of material topics p.45,46,48,50 of the 2024 ARA	<p>A central part of our business is the construction and refurbishment of commercial buildings. These activities require the provision of large quantities of construction materials which have a significant embodied carbon impact.</p> <p>As part of our sustainable development framework, we collaborate with experts to calculate the embodied carbon impact of each of our major construction and renovation projects at RIBA Stage 2, 3 and 6, which helps our internal (project managers) and external (architects, contractors) teams in making informed decisions and minimise our developments' carbon impact through adapting their design and our choice of materials (local, recycled/recyclable). Our aim is to limit embodied carbon of new constructions to 500 kgCO<sub>2</sub>e/m<sup>2</sup> in line with industry net zero carbon guidance. We have achieved a 50% reduction in GHG emissions from developments per sq.ft. from our 2019/20 baseline. Refer to page 45 in the 2024 ARA for more information.</p>	
<b>GRI 301: Materials 2016</b>	301-1 Materials used by weight or volume 301-2 Recycled input materials used 301-3 Reclaimed products and their packaging materials Omission		We track materials used in major projects as part of our whole life carbon analysis. However we currently don't have aggregated data across all portfolio wide activities.

Material topics			
GRI Standard	Location of the information	Management Approach for Material Topics	Comments
<b>Energy</b>			
<b>GRI 3: Material Topics 2021</b>	3-3 Management of material topics Page 44-54 of 2024 ARA	<p>Energy is a significant operational cost to our business and is also one of the highest contributors to our carbon impact (c. 60% - of location-based greenhouse gas emissions). Our customers are increasingly conscious of their own environmental impact and are also expecting us to help them achieve their sustainability targets. From a financial, environmental, and reputational perspective, it is therefore paramount for our business to limit its energy demand. In line with our net zero carbon ambition, and in addition to the continuous sourcing of 100% renewable electricity, we are aiming to reduce our average energy use intensity from 81 kWhe/m<sup>2</sup> NLA to 70 kWhe/m<sup>2</sup>/NLA by 2030. We will achieve this through our ongoing energy efficiency programme, by investing into efficient lighting and heating and cooling equipment as well as implementing insulation works and rolling out smart energy building management systems across the portfolio. This strategy has already shown results as we have achieved an 20% reduction in scope 1&amp;2 emissions from our 2019/20 baseline across our like-for-like portfolio. Our facilities management teams are instrumental in optimising the operational performance of our buildings through enhancing equipment controls and settings (temperature set points, timers).</p> <p>Integrating specific energy reduction targets in key individual's annual KPIs has been instrumental in driving greater impact. We also hold monthly meetings focused on the energy performance of our portfolio with our facilities management team which allows us to keep track of high energy consuming assets and take corrective actions where needed.</p> <p>One of our priorities is also to enhance our collaboration with customers, in order to collectively achieve common energy reduction goals. We issue quarterly newsletters to our customers, including top tips on how to reduce their energy consumption.</p>	
<b>GRI 302: Energy 2016</b>	302-1 Energy consumption within the organization	Page 49, 103 of the ARA 2024	Total energy consumption reported in Page 103 of ARA is 53,089,368 kWh (equating to 191,122 GJ)
	302-2 Energy consumption outside of the organization	Page 103 of the 2024 ARA (Scope 3 emissions)	
	302-3 Energy intensity	Page 51, 103 of the 2024 ARA	
	302-4 Reduction of energy consumption	Page 44-54, 103 of the 2024 ARA	
	302-5 Reductions in energy requirements of products and services	Not relevant	As we are long term owners of our products (buildings), any reduction in requirements of the products and services is already captured in the operational energy reductions reported.



Material topics				
GRI Standard		Location of the information	Management Approach for Material Topics	Comments
<b>Biodiversity</b>				
<b>GRI 3: Material Topics 2021</b>	3-3 Management of material topics	Page 47 of the 2024 ARA	<p>As owner and manager of 77 buildings located across more than 15 London boroughs, Workspace are in a unique position to enhance urban greenery, provide its people access to quality green spaces, enhance local biodiversity and drive positive impact within local communities in the capital. Although London is home to over 15,000 species of plants, animals, and fungi, only 20% of the capital is made up of publicly accessible green spaces. Workspace are therefore committed to capitalise on the opportunities arising from the construction and operation of our buildings to enhance local biodiversity.</p> <p>Our biodiversity policy binds us to achieve at least 15% biodiversity net gain on development projects. We employ ecologists and landscape architects on projects right from the start to advise us on opportunities to deliver on this target. We also measure impact by measuring the ecological value of each site, before and after each development project using the Defra Biodiversity Metric tool and report externally. We also keep track of the proportion of green space in our overall portfolio. Since the creation of our biodiversity strategy, none of our development projects have been completed, but our Riverside project is designed to achieve a 430% BNG and a 0.42 Urban Greening Factor (UGF).</p>	
	304-1 Operational sites owned, leased, managed in, or adjacent to, protected areas and areas of high biodiversity value outside protected areas	Not relevant		Our portfolio is entirely in London and a few town centres in SE of England
	304-2 Significant impacts of activities, products and services on biodiversity	Not relevant		We don't develop on greenfield sites. All our major projects target 15% biodiversity net gain
	Biodiversity net gain	Page 47 of the 2024 ARA		

Material topics			
GRI Standard	Location of the information	Management Approach for Material Topics	Comments
<b>Emissions</b>			
<b>GRI 3: Material Topics 2021</b>	3-3 Management of material topics	Page 41, 44-47, 100, 103 of the 2024 ARA	<p>The built environment is responsible for nearly 40% of the UK's carbon emissions. As an owner, operator and developer of commercial buildings, Workspace have a responsibility to limit carbon emitted for its activities. This is why we are committed to delivering a net zero carbon portfolio. This strategy is underpinned by third party verified science-based targets which include a 42% reduction in scope 1 emissions, 100% procurement of renewable electricity and 20% reduction of emissions from capital goods per sq.ft. NLA by 2030 from a 2019/20 baseline. More information on the capital goods emissions target can be found under the "materials" section.</p> <p>We are in the process of revising our emissions reduction targets to be in line with the updated net zero standard from the Science Based Targets Initiative. We will accordingly update our net zero pathway, with the ultimate goal of reducing our scope 1, 2 and 3 emissions by 90%.</p> <p>Our near-term goal is to reduce our emissions by 50% by 2030. To achieve this, our immediate focus is on eliminating the majority of our scope 1 and 2 emissions, and targeted customer energy use and embodied carbon of our developments to drive down scope 3 emissions. We have already reduced our emissions by 25% since our baseline year.</p> <p>By investing in efficient lighting, heating and cooling equipment as well as implementing insulation works and rolling out smart energy building management systems across the portfolio, we have already achieved an 20% reduction in scope 1&amp;2 emissions from our 2019/20 baseline. Our facilities management teams are driving great impact in operational performance of our buildings through enhancing equipment controls and settings (temperature set points, timers).</p> <p>Integrating specific energy reduction targets in key individual's annual KPIs has been instrumental in driving a successful emissions reduction programme. We also hold monthly meetings focused on the environmental performance of our portfolio with our facilities management team which allows us to keep track of high energy consuming assets and take corrective actions where needed.</p> <p>One of our priorities is also to enhance our collaboration with customers, in order to collectively achieve common energy reduction goals. We issue quarterly newsletters to our customers, including top tips on how to reduce their energy consumption.</p> <p>We are also committed to continue sourcing 100% of our electricity from renewable sources, through a REGO-backed green electricity contract. We also a made a groundbreaking deal to source two-thirds of our electricity from solar energy through a Corporate Power Purchase Agreement covering two-thirds of our electricity demand starting 1st February 2024.</p>

Our greenhouse gas emissions are reported in accordance with Streamlined Energy & Carbon Reporting (SECR) guidelines annually as part of our Annual Report and Accounts publication (Page 103 of 2024 ARA)

Material topics				
GRI Standard		Location of the information	Management Approach for Material Topics	Comments
<b>GRI 305: Emissions 2016</b>	305-1 Direct (Scope 1) GHG emissions	Page 103 of the 2024 ARA		
	305-2 Energy indirect (Scope 2) GHG emissions	Page 103 of the 2024 ARA		
	305-3 Other indirect (Scope 3) GHG emissions	Page 103 of the 2024 ARA		
	305-4 GHG emissions intensity	Page 103 of the 2024 ARA		
	305-5 Reduction of GHG emissions	Page 49-50, 103 of the 2024 ARA		
	305-6 Emissions of ozone-depleting substances (ODS)	Page 103 of the 2024 ARA (fugitive emissions)		
	305-7 Nitrogen oxides (NOx), sulfur oxides (SOx), and other significant air emissions	Not relevant		

Material topics			
GRI Standard	Location of the information	Management Approach for Material Topics	Comments
<b>Waste</b>			
<b>GRI 3: Material Topics 2021</b>	3-3 Management of material topics	Page 41, 46 of the 2024 ARA	<p>Last year, 2,856 tons of waste were generated across our operational portfolio. We are responsible for managing the waste disposal of the majority of our customers and therefore have a responsibility to encourage waste segregation and maximise recycling rates. Our recent recycling rate target was 80% which we missed with a 76%. We aim to achieve high recycling rates by delivering a strong customer engagement programme, with our recycling roadshow events, sustainability newsletters, waste segregation posters and waste management guidance "recyclopedia". Our waste contractor Recorra enable us to keep track of tons of waste generated for each waste stream as well as monthly recycling rate per centre. For each food waste collection, a donation is made to FareShare, a charity who in turn provides meals to those most in need. To fight food waste, we also partner with organisations such as "too good to go" in our cafes, whereby leftover food can be redistributed at the end of the day. As a developer, we also generate large quantities of construction waste. Our aim is to divert 95% of demolition waste from landfill and reuse as much of it for the construction of our new buildings. Our priority in the first place is however to reduce demolition waste, which is why we prioritise refurbishments over new construction.</p>
<b>GRI 306: Waste 2020</b>	306-1 Waste generation and significant waste-related impacts	Page 41, 46 of the 2024 ARA	See commentary in management of material topics (Waste)
	306-2 Management of significant waste-related impacts	Page 41, 46 of the 2024 ARA	See commentary in management of material topics (Waste)
	306-3 Waste generated	Page 103 of the 2024 ARA and waste tables included in Appendix	
	306-4 Waste diverted from disposal	Page 103 of the 2024 ARA and waste tables included in Appendix	
	306-5 Waste directed to disposal	Page 103 of the 2024 ARA and waste tables included in Appendix	Zero waste is sent to landfill

Material topics			
GRI Standard	Location of the information	Management Approach for Material Topics	Comments
<b>Supplier environmental assessment</b>			
<b>GRI 3: Material Topics 2021</b>	3-3 Management of material topics Page 27, 41, 56, 61, 65 of the 2024 ARA	<p>Workspace collaborate with over 800 suppliers and our spending on products and services amounts to tens of millions pounds. Ensuring that our most material suppliers adhere to our environmental and social objectives is therefore key to a holistic sustainability strategy.</p> <p>In order to ensure the alignment of our suppliers with our core values we have published a supplier code of conduct on our website and circulated it to all our existing partners. Formal adherence to the supplier code of conduct is a requirement as part of the on-boarding process. We also conduct 1:1 supplier engagement on specific sustainability issues (such as energy, carbon, employment) where we see alignment to work in partnership and drive greater impact. Further, wherever possible, we prioritise local independent suppliers.</p>	
<b>GRI 308: Supplier Environmental Assessment 2016</b>	308-1 New suppliers that were screened using environmental criteria  308-2 Negative environmental impacts in the supply chain and actions taken	Page 27 of the 2024 ARA	<p>All our construction projects maintain high standards when it comes to environmental impacts. We go beyond regulation and through our sustainable development brief set specific requirements when it comes to energy, carbon, waste, air pollution, noise, and other environmental considerations. We run quarterly check ins with our contractors to check compliance against these requirements. Currently our projects are in construction stage (Leroy House) where we are monitoring compliance.</p>

Material topics			
GRI Standard	Location of the information	Management Approach for Material Topics	Comments
<b>Employment</b>			
<b>GRI 3: Material Topics 2021</b>	3-3 Management of material topics	Page 55-65 of the 2024 ARA	<p>As employer of 329 people and office provider to circa 40,000 individuals, employment is key focus for Workspace. The strength of our operational platform depends on the calibre of our people. Hence we aim to attract and retain the best talent. We create a culture that fosters fairness, wellbeing, inclusion and diversity and we invest in the professional development of our people, providing them with a clear path for career progression. We track our employees' satisfaction annually through a third party managed survey.</p> <p>We also support fair employment practices by being a Living Wage accredited employer, meaning we require all our suppliers to pay their Workspace-allocated staff at Real London Living Wage levels.</p> <p>To support and widen the access to employment in the neighbourhoods our centres are located in, we have also launched a bespoke community outreach programme on skills and employment, whereby we provide employability support and work placements with students in local schools who would otherwise not have such opportunities.</p>
<b>GRI 401: Employment 2016</b>	401-1 New employee hires and employee turnover	Page 76 of the 2024 ARA and EPRA report	Refer to our 2023/24 EPRA report available on this page: <a href="https://www.workspace.co.uk/investors/sustainability/our-environmental-performance">https://www.workspace.co.uk/investors/sustainability/our-environmental-performance</a>
	401-2 Benefits provided to full-time employees that are not provided to temporary or part-time employees	Page 198, 203-204 of the 2024 ARA	We have a comprehensive list of employee benefits which are externally benchmarked. These include life insurance, health care, parental leave retirement provision, stock ownership, disability / long term sickness cover and a comprehensive wellbeing benefits scheme. These are provided to all employees after probation.
	401-3 Parental leave	Page 164 of the 2024 ARA	All employees are entitled to parental leave. Total number of employees that took parental leave by gender. Total number of employees that returned to work after parental leave, by gender.

Material topics			
GRI Standard	Location of the information	Management Approach for Material Topics	Comments
<b>Occupational health and safety</b>			
<b>GRI 3: Material Topics 2021</b>	3-3 Management of material topics	Page 77, 90-92, 185 of the 2024 ARA	As employer of 329 people and provider of office space to over 40,000 individuals, Workspace have a responsibility to comply with high standards of health and safety. This is why our health and safety management systems are reviewed and updated regularly, in line with latest legal requirements. We also carry out third-party audits to confirm statutory compliance and identify improvement opportunities. Relevant staff receive Health and Safety training, including IOSH Managing Safely, NEBOSH Certificate and specific training around asbestos, water hygiene, fire safety and the Construction Design and Management Regulations. In addition, our Health & Safety Committee, chaired by our CEO, meets twice a year and our Executive Committee receives monthly updates on health and safety processes. Our health and safety policy can be found here - <a href="https://www.workspace.co.uk/getmedia/d592d1f0-7ddf-41b8-a0e3-a239cf59bc53/health-and-safety-policy.pdf">https://www.workspace.co.uk/getmedia/d592d1f0-7ddf-41b8-a0e3-a239cf59bc53/health-and-safety-policy.pdf</a>
<b>GRI 403: Occupational Health and Safety 2018</b>	403-1 Occupational health and safety management system	Page 91 of the 2024 ARA	To ensure compliance with the Management of Health & Safety at Work Regulations 1999, Workspace bases its policies and procedures on the advice contained in the Health & Safety Executive guidance document, HSG65 (Managing for Safety and Health).  HSG65 compliance is measured by external audit which takes place every 3 years in the form of an independent gap analysis
	403-2 Hazard identification, risk assessment, and incident investigation	Page 91 of the 2024 ARA	Refer to our health and safety policy
	403-3 Occupational health services	Page 91 of the 2024 ARA	Refer to our health and safety policy
	403-4 Worker participation, consultation, and communication on occupational health and safety	Page 91 of the 2024 ARA	Health and Safety committee meets bi-annually
	403-5 Worker training on occupational health and safety	Page 91 of the 2024 ARA	Refer to H&S policy - training section

Material topics			
GRI Standard	Location of the information	Management Approach for Material Topics	Comments
<b>GRI 403: Occupational Health and Safety 2018</b>	403-6 Promotion of worker health	Page 56-58 of the 2024 ARA	Our health and safety policy can be found here - <a href="https://www.workspace.co.uk/getmedia/d592d1f0-7ddf-41b8-a0e3-a239cf59bc53/health-and-safety-policy.pdf">https://www.workspace.co.uk/getmedia/d592d1f0-7ddf-41b8-a0e3-a239cf59bc53/health-and-safety-policy.pdf</a>
	403-7 Prevention and mitigation of occupational health and safety impacts directly y business relationships	Page 91 of the 2024 ARA	HSG65 compliance is measured by external audit which takes place every 3 years in the form of an independent gap analysis
	403-8 Workers covered by an occupational health and safety management system	Page 91 of the 2024 ARA	To ensure compliance with the Management of Health & Safety at Work Regulations 1999, Workspace bases its policies and procedures on the advice contained in the Health & Safety Executive guidance document, HSG65 (Managing for Safety and Health). This applies to all employees.
	403-9 Work-related injuries	EPRA report	Refer to our 2023/24 EPRA report available on this page: <a href="https://www.workspace.co.uk/investors/sustainability/our-environmental-performance">https://www.workspace.co.uk/investors/sustainability/our-environmental-performance</a>
	403-10 Work-related ill health	EPRA report	Fatalities and lost day rate recoded in our 2023/24 EPRA report available on this page: <a href="https://www.workspace.co.uk/investors/sustainability/our-environmental-performance">https://www.workspace.co.uk/investors/sustainability/our-environmental-performance</a>



Material topics			
GRI Standard	Location of the information	Management Approach for Material Topics	Comments
<b>Training and education</b>			
<b>GRI 3: Material Topics 2021</b>	3-3 Management of material topics	Page 25, 54-64, 76, 163-165 of the 2024 ARA	<p>As employer of 329 people and home to 4,000 businesses, training and education is a central issue for Workspace. The strength of our operating platform depends on the calibre of our people. Hence, we are committed to offering best in class training and growth opportunities to all our employees, to help them achieve their full potential. This is why leadership and management training, and customer engagement training has been rolled out to all employees, and relevant employees have also been trained on people management and conflict resolution.</p> <p>Bi-monthly meetings between the HR team and senior managers are scheduled to identify opportunities for staff development. Employees are encouraged to apply for further studies programmes funded by the business and last year, over 26 employees completed accredited training including 24 employees who were sponsored for our Leadership and Management programme.</p> <p>To support and widen the access to employment in the local community, we have launched a bespoke outreach programme on skills and employment. We partner with local schools to provide employability skills and work placements to students who would have otherwise not have access to such opportunities.</p> <p>We also strive to share knowledge and upskill our customers, which is why we run a number of events and workshops focussed on business skills, sustainable behaviours and financial wellbeing.</p>
<b>GRI 404: Training and Education 2016</b>	404-1 Average hours of training per year per employee	Page 57 of the 2024 ARA	
	404-2 Programs for upgrading employee skills and transition assistance programs	Page 25, 54-64, 76, 163-165 of the 2024 ARA	
	404-3 Percentage of employees receiving regular performance and career development reviews		100%

Material topics			
GRI Standard	Location of the information	Management Approach for Material Topics	Comments
<b>Diversity and equal opportunity</b>			
<b>GRI 3: Material Topics 2021</b>	3-3 Management of material topics  Page 25, 56, 90, 185, 203 of the 2024 ARA	<p>We believe that an inclusive and diverse environment is key to our staff wellbeing, which in turn is crucial to the success of our business. We have an Equal Opportunities and Dignity at Work Policy and a Diversity and Inclusion Policy and report on the diversity (age, gender, ethnicity) of our workforce in our annual report, including detailed breakdown of the composition of our Board, Executive Committee and senior management teams. Our Board and Nominations Committee regularly monitor diversity at Workspace, including a review of our gender pay gap report.</p> <p>With a view to setting long term diversity targets, we have baselined the diversity of our workforce, as reported in page 58 of 2024 ARA.</p> <p>We continue to implement our equal opportunities hiring policy through the use of anonymised CVs and training of hiring managers on unconscious bias.</p> <p>Monitoring diversity metrics is essential to our journey, but we also aim to ensure that our employees feel part of an inclusive and safe workplace. We monitor this through our annual employee survey and received an inclusivity score of 85.5%.</p>	
<b>GRI 405: Diversity and Equal Opportunity 2016</b>	405-1 Diversity of governance bodies and employees	Page 58 and 208 of the 2024 ARA	
	405-2 Ratio of basic salary and remuneration of women to men	Gender pay gap report	<a href="https://www.workspace.co.uk/getmedia/99ceaa81-3cbb-4686-a86e-f3e43f6e20f9/Workspace_GenderPayGapReport_2023.pdf">https://www.workspace.co.uk/getmedia/99ceaa81-3cbb-4686-a86e-f3e43f6e20f9/Workspace_GenderPayGapReport_2023.pdf</a>

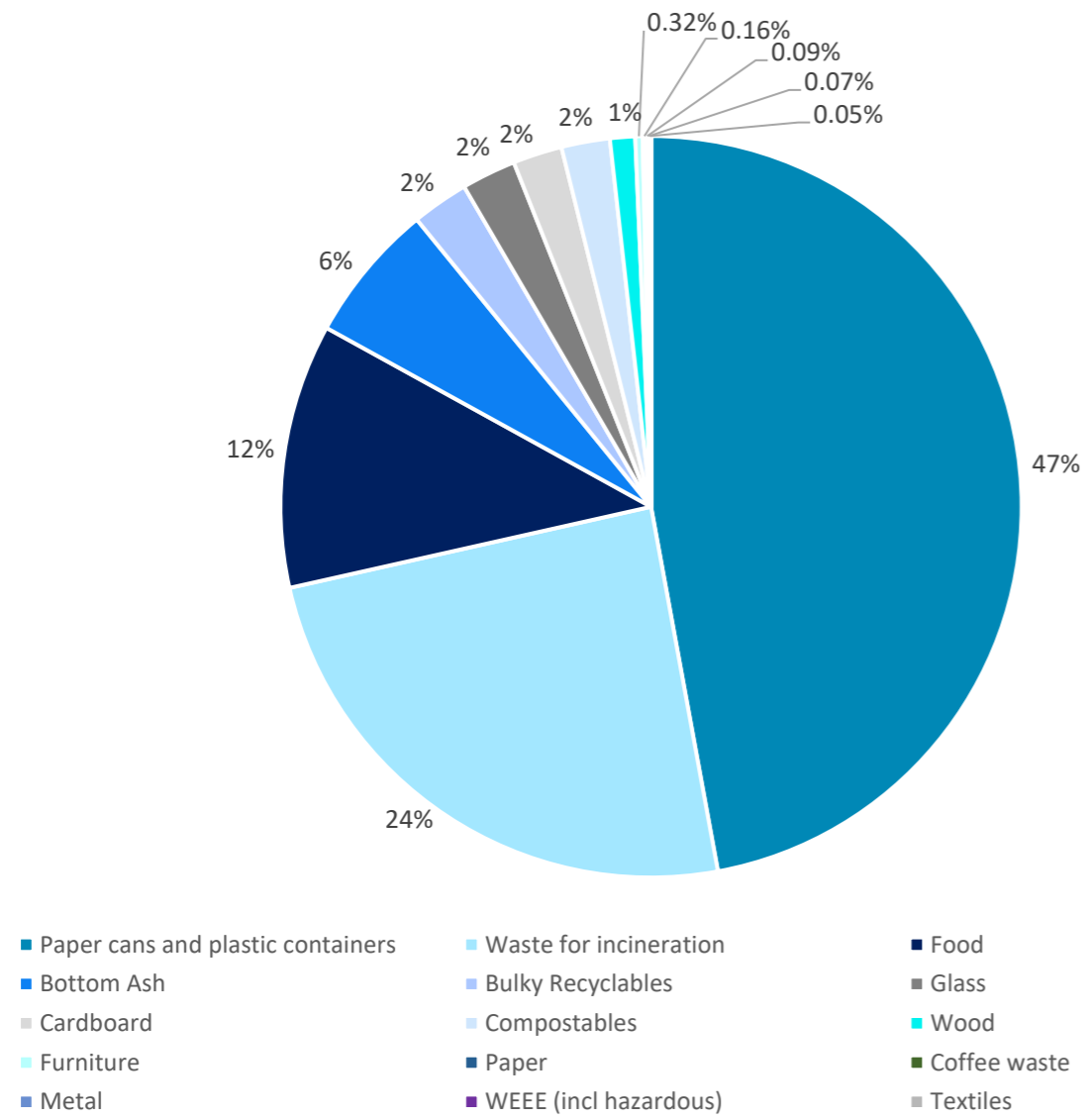
Material topics			
GRI Standard	Location of the information	Management Approach for Material Topics	Comments
<b>Local communities</b>			
<b>GRI 3: Material Topics 2021</b>	3-3 Management of material topics Page 28, 38, 41, 60-65 of the 2024 ARA	<p>As a major provider of office space to over 4,000 of London's brightest businesses, Workspace is in a unique position to address some of the most pressing social issues.</p> <p>Thanks to our provision of high quality work space in all parts of London, we support local employment opportunities for many SMEs. We also support independent businesses and enhance local economic activity through our operations and customer footfall.</p> <p>In London, homelessness has increased by 47% in the past 10 years, and the proportion of NEET young people aged 16-17 has reached 3.4%. This is why we are committed to using our centres as hubs for driving positive social impact amongst local communities, through a focus on skills and education and homelessness prevention. Our social sustainability committee meet every month to discuss the progress against community-related targets, and facilitate their implementation. We track the number of young people who benefit from our community skills and employment programme, the number of employee volunteering hours dedicated to the local community, the amount raised for our charity partner, as well as the social value we generate (using the Social Value Portal).</p>	
<b>GRI 413: Local Communities 2016</b>	413-1 Operations with local community engagement, impact assessments, and development programs		Ten centres participated to our bespoke community outreach programme on skills and employment. All the centres had an objective to support at least one social initiative, whether its local charity support, volunteering, or food banks.
	413-2 Operations with significant actual and potential negative impacts on local communities	Not relevant	

Material topics			
GRI Standard	Location of the information	Management Approach for Material Topics	Comments
<b>Supplier social assessment</b>			
<b>GRI 3: Material Topics 2021</b>	3-3 Management of material topics	Page 27, 92 of the 2024 ARA	<p>Workspace collaborate with over 800 suppliers and our spending on products and services amount to tens of millions pounds. Ensuring that our most material suppliers adhere to our social objectives is therefore key to a holistic sustainability strategy.</p> <p>In order to ensure the alignment of our suppliers with our core values we have published a supplier code of conduct on our website and circulated it to all our existing partners. Formal adherence to the supplier code of conduct is a requirement as part on the on-boarding process.</p> <p>One of our main social objectives is to ensure that all our suppliers pay their staff at Real London Living Wage. We do so by sending them a reminder ahead of year-end and requiring confirmation of wage alignment with Real London Living Wage levels. Where relevant, we engage with our suppliers on local employment opportunities and widening access to profession. We also prioritise partnership with local independent suppliers.</p>
<b>GRI 414: Supplier Social Assessment 2016</b>	414-1 New suppliers that were screened using social criteria	Page 27, 92 of the 2024 ARA	100%
	414-2 Negative social impacts in the supply chain and actions taken	Not relevant	None

Material topics			
GRI Standard	Location of the information	Management Approach for Material Topics	Comments
<b>Customer health and safety</b>			
<b>GRI 3: Material Topics 2021</b>	3-3 Management of material topics Page 77, 91 of the 2024 ARA	<p>As employer of 329 people and provider of office space to over 40,000 individuals, Workspace have a responsibility to comply with high standards of health and safety. This is why our health and safety management systems are reviewed and updated regularly, in line with latest legal requirements. We also carry out third-party audits to confirm statutory compliance and identify improvement opportunities. Relevant staff receive Health and Safety training, including IOSH Managing Safely, NEBOSH Certificate and specific training around asbestos, water hygiene, fire safety and the Construction Design and Management Regulations.</p> <p>In addition, our Health &amp; Safety Committee, chaired by our CEO, meets twice a year and our Executive Committee receives monthly updates on health and safety processes. Our health and safety policy can be found here - <a href="https://www.workspace.co.uk/getmedia/d592d1f0-7ddf-41b8-a0e3-a239cf59bc53/health-and-safety-policy.pdf">https://www.workspace.co.uk/getmedia/d592d1f0-7ddf-41b8-a0e3-a239cf59bc53/health-and-safety-policy.pdf</a></p>	
<b>GRI 416: Customer Health and Safety 2016</b>  <b>GRI 416: Customer Health and Safety 2016</b>	416-1 Assessment of the health and safety impacts of product and service categories Page 91 of the 2024 ARA  416-2 Incidents of non-compliance concerning the health and safety impacts of products and services		<p>Our comprehensive and robust auditing arrangements include a rolling programme of internal site health and safety audits. All Workspace premises are subject to such audits. These arrangements are supplemented with random inspections and site visits. Workspace periodically commissions external providers to review our health and safety processes, procedures, and internal auditing arrangements. The information gathered is used to evaluate the effectiveness of our arrangements and controls</p> <p>Audit reports highlight improvement opportunities which are addressed timely to ensure we avoid all accidents. All sites have 3 annual risk assessments and last year we recorded 22 minor incidents (no fatalities).</p>

## APPENDIX

### 2023/24 Waste Generation by Material Type



### 2023/24 Waste Generation by Disposal Route

