

## **Environmental and Quality Management System – Samhällsbyggnadsbolaget i Norden AB**

The Environmental- and Quality Management System set out below has been adopted by Samhällsbyggnadsbolaget i Norden AB's ("SBB") Management Committee on 31 August 2020. The document is revised annually. Previously revised 2022-05-30.

### **Introduction**

SBB 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 System as well as in the Sustainability Policy, the Code of Conduct and in SBB's Vision 2030. The Environmental and Quality Management System is designed to align with applicable legal requirements and recognized standards for environmental and quality management, such as ISO14001.

### **Vision – Goal and Follow-Up**

SBB's overall goals and direction in sustainability are defined in Vision 2030 that has been adopted by the Board. Vision 2030 also sets long-term goals within the three sustainability dimensions.

Operational goals and strategies in 1 - 5 years' time within the three sustainability dimensions are prepared by SBB's management team in consultation with the Board's Sustainability Committee and are adopted annually by the Board. The operational goals are specific, measurable, within a given timeframe and assigned to the responsible Manager.

SBB must be transparent in following-up and the reporting of environmental-related goals, impacts and risks. The CEO and the responsible Manager for each goal continuously follow up the sustainability goals in consultation with the Head of Sustainability. Fulfillment of the goals is compiled and reported quarterly to the Board's Sustainability Committee and annually to the Board and in the Annual Report.

The Board's Sustainability Committee is responsible for reviewing and monitoring the continuity and progress in the work with sustainability goals, management of sustainability risks, and compliance with the Sustainability Policy and the Code of Conduct.

### **Education**

All employees must be trained in environment issues, the working environment and quality as well as in the application of SBB's Environmental- and Quality Management System in accordance with a plan drawn up by the HR Manager, the Head of Sustainability, the Business Area Manager and the Technical Manager.

Property Management meetings are held twice yearly whereby all Managers and Technical Managers receive further training in new laws, rules and requirements.

### **Routines for New Construction, Rebuild and Renovation**

For all projects over SEK 10 million, SBB's Sustainability Appendix is applied, which in conjunction with the contract entered into ensures that SBB 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 (KMA). The KMA 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 hired. 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.

When renovating rent regulated residential, the rent regulated residential renovation process is applied: a structured and quality-assured concept for the renovation of residential. Deviations from the rent regulated residential renovation process can be made if it is justified for, for example, cultural historical reasons.

In line with the UN's global sustainability goals, as part of SBB's sustainability initiative, Vision 2030, SBB'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. SBB is driven by modern housing enabling people to live without needing a car of their own, and where transport options, local services, healthcare, schools and residential care are available in the vicinity. Most of SBB's development properties are located close to designated priority transport hubs, such as commuter rail stations and import and regional rail stations. In addition, most of the development projects include housing, as well as schools, elderly care units and other community services.

### **Property Management Routines**

The Deputy CEO with responsibility for Property Management has the ultimate responsibility for the safety in the premises. Routines for checking safety functions and regulatory requirements are included in the operating agreements signed with operating contractors. Safety rounds are conducted at least every three years to detect and remedy any deficiencies. Functional control and control of regulatory requirements are carried out on an ongoing basis in accordance with SBB's patrol protocol. The inspections are followed up by property managers who rectify any deviations and report further to the Deputy CEO.

When a new tenant moves into premises, 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 Technical Manager 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 Analyst, Technical Managers and the in-house lawyer assists with this.

The Technical Managers are responsible for ensuring that applicable laws, regulations and agreements in the area of the environment and quality are complied with. For instance, mandatory ventilation inspection (OVK), review of fire alarms, automated doors, pressure containers, reporting of refrigerants, elevators etc. Standardized agreements are utilized, these agreements ensure compliance with legal requirements and other agreements such as certifications. Every year, two meetings are arranged for Technical 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 requirements in accordance with agreements entered into are complied with. The Head Technical Manager and the Sustainability Analyst offer support in these matters and carry out audits annually.

Each Technical Manager monitors the operations of the property in accordance with the management routines developed for each property. The Technical Manager is also responsible for reporting and following up where required by agreement.

Each Technical Manager works with continuous improvements and preventive measures within their property stock. Energy use is monitored digitally for the entire property portfolio. Monitoring occurs frequently and automatically, at least once per month. Each Technical 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 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 SBB: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.

### **Subcontractors**

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

### **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 and to CDP.

Significant deviations are reported to the Board of Directors.

Improvement measures are handled on an ongoing basis by Regional Property Managers and Business Area Managers. The Management Committee 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.

### **Audit Procedures**

Audits of the compliance with laws, rules and requirements within the environment and quality are carried out annually by the Head Technical Manager, the Business Area Manager and the Sustainability Analyst.

Audits of the status of training of employees are carried out annually by the Head Technical Manager, the HR Manager and the Sustainability Analyst.

Deviations and improvements from internal and external requirements are reported to the Sustainability Analyst who regularly compiles a list that is reported to the Head of Sustainability, the Business Area Manager and the Head Technical Manager.

Audits of systematic work environment in accordance with the Swedish Work Environment Authority's guidelines, including the regulations for psychosocial ill health, are carried out annually by the HR Manager.

External audits of SBB'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 HR and actions are planned to remediate the deviations.