

**THE  
EXECUTIVE  
CENTRE**

# **SUSTAINABILITY & COMMUNITY REPORT**



**Q3 2021**

**I**n these unprecedented times, the definition and measurement of success have become more collaborative. Increasingly success is now the culmination of many achievements from multiple levels – our actions as individuals, teams, organisations and partners all contribute to a larger Community and society. In this way, the future of work will be one that is environmentally and socially sustainable—an era where we succeed by working together, celebrating and championing each other. Likewise, through collaboration, we will work through the larger environmental, social, and governance issues at the forefront of the working world. As Asia Pacific's leading premium flexible workspace provider, we recognise our unique position to lead by example and provide support for our over 36,000 Members across 150+ locations. That's why at the start of Q321, we officially made public our Sustainability Strategy which lays out our direction and stance on how we address our impact on environmental, social and governance topics.

With regards to environmental topics, this quarter, we have been assessing ways to further the carbon efficiency of our portfolio even more. For social, we focused on making our workplace a space that intrinsically fosters greater wellness, health, and safety. Additionally, with the help of TEC Community™, we aim to raise the awareness of our existing Members on sustainability and aid them in their efforts to build a business network that promotes corporate sustainability.

We are delighted to showcase our progression thus far through the inaugural first issue of The Executive Centre: Sustainability and Community Quarterly Q3 2021 Report.



# ENVIRONMENTAL INITIATIVES

## Our Steps Towards A Plastic-Free TEC

Some inconvenient truths about single-use plastics:



**150M** TONNES

Around 150 million tonnes of plastic are already floating in our oceans - with an additional eight million tonnes entering the sea each year.



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It is estimated that by 2050 there will be more plastic than fish in our oceans by weight if current rates of plastic dumping continue.

To play our part, one of our new policies is to discourage the use of single-use plastics by reducing our overall plastic footprint as a Community by, first, no longer serving single-use plastic bottled waters in our Meeting Rooms and Event Spaces from Oct 1st, 2021. Instead, we will provide freshly prepared filtered water in sanitised glass carafes or mineral water in non-plastic packaging. Additionally, where we offer drinks-to-go, we incentivise Members to bring their own containers by providing a 'bring-your-own-mug' discount. If required, bio-degradable plastic cups may be offered as an alternative.

In addition, we encourage our Members and Community to

support our plastic-free initiative by:

- Helping us to conserve water and reduce our overall consumption by bringing your own cups
- While bottled water may be available in some Centres for purchase due to sanitation and pandemic concerns, we are actively looking for alternatives and highly encourage Members to consider plastic-free options.
- Should plastic bottled water be purchased, please consider reusing or recycling your plastics by handing them to our Engagement Team at the front desk.

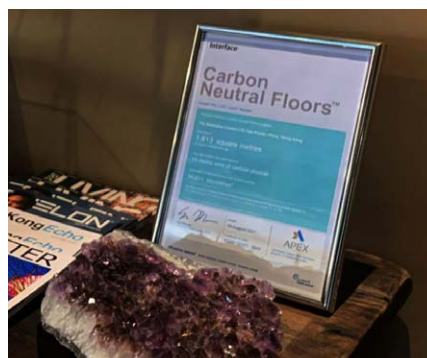
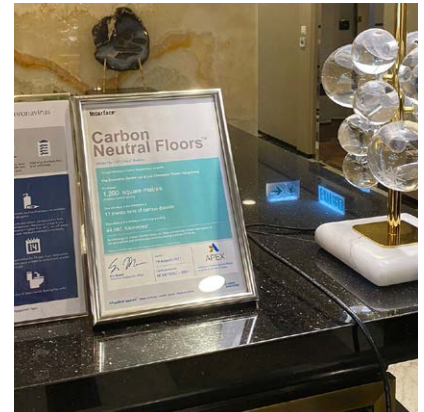


Replacing single-use plastics in our Centres is just one of many steps we are taking on this journey towards a plastic-free Community. To share feedback or additional suggestions, feel free to email us at [TEC-sustainability@executivecentre.com](mailto:TEC-sustainability@executivecentre.com).



## Our Carpets Are Carbon Neutral

To support the global effort to transition towards a low-carbon economy, TEC is committed to only using furnishings manufactured and transported sustainably with a respectable carbon footprint. One example of this is our use of carbon-neutral carpet tiles from Interface who offset their manufacturing and transporting carbon footprint by taking additional green initiatives to ensure their net carbon footprint at the end of their product lifecycle becomes zero. Certificates from Interface are now being displayed in a number of Centres across our network using these carbon-neutral carpets. Additionally, we will continue to select environmentally friendly products to enhance the low-carbon levels of our workspaces.



## Electronic Waste Recycling

In June 2021, one of our landlords and partners in Hong Kong, Swire Properties, organised an electronic waste recycling campaign for its commercial tenants. In support of this green initiative, we decided to extend this campaign to our Members based in our One Island East, PCCW Tower, Cambridge House and Two Pacific Place Executive centres. We encouraged our Members to take their unwanted electronic appliances,

mainly digital peripherals, to our Engagement Team at front desks, who handed them to Swire Properties' recycling partner. In total, 30 appliances with a total weight of 65kg were contributed by our Members. We are proud to partner with property management entities who actively support sustainable efforts and look forward to working alongside many more as we continue our expansions across Asia Pacific & Gulf Countries.

# HEALTH AND WELLBEING

## Committed To Good Air Quality

Research has shown a positive correlation between the quality of indoor air and our health and productivity. Our commitment to aiding our Members' health and wellbeing ensures that we will continuously strive to provide our workspaces with the best indoor air quality possible.

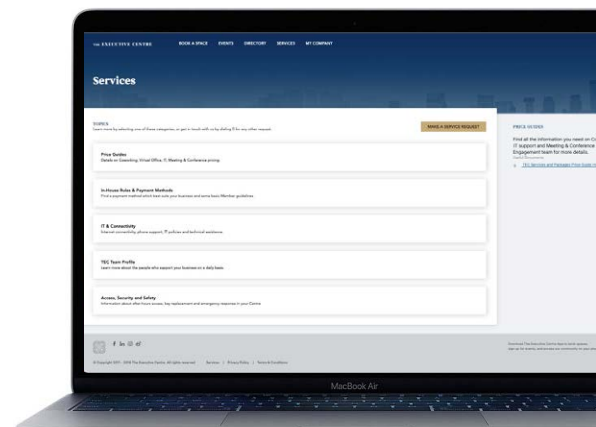
The Environmental Protection Department of the Hong Kong Special Administrative Region has a recognition scheme for premises with good indoor air quality. We commissioned accredited bodies to conduct indoor air quality tests in the majority of our Centres in Hong Kong. The results are as follows:



Centre Name	IAQ label obtained
L35, Two Pacific Place	Excellent class
L8, Cambridge House	Excellent class
L43 & L44, Three Garden Road	Good class
L5–19, Two Chinachem Central	Good class
L22–26, Prosperity Tower	Good class
L15 & L16, Nexxus Building	Good class
L35, One Island East	Good class
L20, One IFC	Good class
L15 & L16, Hong Kong Club Building	Good class

## Your Safety Is Our Priority

We are dedicated to supporting our Members to ensure our workspaces are as safe as possible through our newly revised Security & Emergency Response Guide. The Guide includes a directory of hotlines to call for emergency support and lists out actions to take when there is an emergency within our centres – such as a fire. An evacuation route for each Centre is also listed within this Guide. The document can be accessed via digital web portal for viewing and download.



# EMBRACING DIVERSITY

TEC believes workforce diversity and inclusion is an imperative key to business success. Diverse and inclusive companies find and nurture the best talent and will bring forth more innovative and creative ideas. Being a company that hosts and serves a diverse portfolio of businesses in centres across the world, The Executive Centre is by nature a company that has already fully embraced ethnic diversity at work.

To better convey our commitment, in June 2021, we signed the Racial Diversity and Inclusion Charter issued by the Equal Opportunities Commission of Hong Kong (EOC). As a signatory of the Charter, we pledge to “across our global operations, establish and sustain policies that facilitate fair recruitment and promotion regardless of ethnicity, offer support to address the needs of

employees with different ethnicities, and have in place formal grievance process for employees to report on any discrimination case.”

Our support for this cause does not stop at signing the Charter. The Executive Centre is proud to have sponsored the venue for the 2021 Ethnic Minority Internship Recognition and Networking Event on Sept 29th, 2021, at our One Island East Centre. Co-organised by EOC and The Zubin Foundation, a charity that aims at improving the lives of Hong Kong’s marginalised ethnic minorities by providing opportunities and internship programmes that empower ethnic minority tertiary students through work placements, resources and education.





# COMMUNITY INITIATIVES



A quarterly update on the initiatives and events held virtually and in-person at our Centres amidst the ongoing global health crisis. As a socially responsible business that puts our Member's needs first, The Executive Centre (TEC) takes particular care for the wellbeing, productivity and lifestyle balance for both our Team and Community Members, especially during these trying times.

The Global Community Team continues to work with Members and strategic partners to deliver high-quality content and experiences while supporting the UNSDGs.

In Q321, we will continue to focus on our corporate social responsibilities, emphasising future leadership development, wellness, and business innovation this quarter.

In July, our theme on future leadership development covers the strategic importance of equipping young professionals with skills for

employment, decent work, and entrepreneurship. Related events on leadership development included emotional intelligence in the workplace, how to communicate with confidence, and executive coaching sessions for our Members.

For National Wellness Month in August, TEC Community organised several wellness events focusing on self-care tips, fitness, health insurance, and mental health.

In September, to conclude the quarter, our Community focused on business innovation in the post-pandemic era to ensure economic growth and help our Member companies prepare for the years-end whilst planning for 2022. A range of topics was covered to address different issues across the business, from economic outlooks to human resources management, supply chain management, and innovation.

Below are some of the most recent events and campaigns that TEC has hosted across our Centres globally in collaboration with our Members and Partners. These were designed to deliver an elevated and exceptional experience for our Community and TEC Team while supporting the UN Sustainable Development Goals.

## UN Sustainable Development Goals

## Events, Partnerships, Sustainability Campaigns and ESG Initiatives by TEC Community™

### Good Health and Well-Being



TEC is committed to supporting our Members in every aspect of their work. We view health and wellbeing as the fundamentals for success. In 2019, TEC Community launched its Global Wellness Series to promote wellness in the workplace by hosting events that covered mental, physical, emotional, and holistic health.

This quarter, we organised events that showcased physical exercises that can be done in the office to relieve tension, methods on how to reach out to one another in the workplace to create a culture of caring, optimising your health insurance plan, how to use essential oils for stress management, and parenting tips for family harmony.

### Quality Education



TEC Community encourages our Members to foster a spirit of lifelong learning by providing training and development events that show the benefits and advantages our Members can receive by enhancing their professional skillset, whether it's in communicating effectively, leadership development, people management, executive coaching, or technical certifications.

We received positive feedback from our Members who gained valuable insights in communicating with confidence, building social media presence, better connecting with customers through user research, and utilising Microsoft Office 365 for increased business productivity.

### Gender Equality



TEC Community is committed to promoting gender equality in the workplace to ensure women have full and effective participation and equal opportunities. In addition to celebrating International Women's Day, Community offers regular programming around gender equality throughout the year.

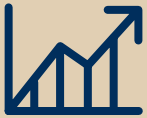
TEC Community held a session on "Inspiring One Million Girls" organised in partnership with Inspiring Girls - an international charity that inspires and empowers the next generation of women to believe in their dreams by connecting them with inspirational female role models.

Our TEC Community in Japan organised a training session on "Gender Bias & Self-Confidence Creation for Women," which focused on gender bias regarding leadership roles and how one can develop self-confidence.



## UN Sustainable Development Goals

### Decent Work and Economic Growth



## Events, Partnerships, Sustainability Campaigns and ESG Initiatives by TEC Community™

We support our Members' business success by inviting industry experts to cover topics on economic outlook, human resources management, business risk assessment, promoting fairtrade, and other market trends.

Our TEC Community in Korea recently continued its ongoing initiative titled "Build A Sustainable Future with TEC Korea: Fairtrade Coffee Campaign", – which has been running since July. The campaign consists of working with different Fairtrade coffee bean providers throughout the year, which supports small-scale farmers and workers' rights through the fair sale and distribution of their products to consumers in Korea.

Another fairtrade partnership was with Cacao, a family-run Hong Kong business that produces luxury, handmade chocolate using ethically sourced and environmentally friendly ingredients.

This quarter, we held multiple events which addressed a myriad of topics, such as how to avoid a pandemic cash-flow calamity and business risk, the evolution of HR under the pandemic, and how to keep people engaged in delivering positive results.

Furthermore, in partnership with Standard Chartered, TEC provided our Members with an economic outlook on the second half of 2021.

### Reduced Inequalities



To support equality for all regardless of background, TEC Community offers various professional and personal development programmes.

Our Community in Manila organised a session with Jonathan Yabut, Founder and Managing Director of JY Consultancy and Ventures, who has several noteworthy accolades, including "The Apprentice Asia" Winner, Asia's World-Widest Speaker, LinkedIn's Top Asian Influencer in Career Management, and a Certified Best-Selling Author in the Philippines with 3 Published Books. In his webinar on "The Unorthodox Leader: From Grit to Great with Jonathan Yabut," he shared with our Members insights on how important people are in the journey to success and how to have fun learning about where business meets wits.

In addition, we organised a series of "The Coach Is In The House" with Member company GLTD Ltd. Our Members were offered an exclusive opportunity to learn more about themselves in one-to-one leadership coaching sessions. These sessions are offered at a special Member rate, and the in-person sessions are held in our Executive Centres. Members globally may also receive a consultation online.

## UN Sustainable Development Goals

### Industry, Innovation, and Infrastructure



## Events, Partnerships, Sustainability Campaigns and ESG Initiatives by TEC Community™

Innovation helps build resiliency in our Members' business. TEC Community supports this endeavour by inviting industry experts to share their expertise on future-proofing a business.

With the ongoing pandemic, recent insightful topics presented to our Members included what a future-ready organisation looks like, new manufacturing practices, supply chain management, and how to drive business innovation in 2022.

### Sustainable Cities and Communities



TEC Community raises awareness on how the quality of life for everyone can be affected by pollution, natural disasters, and other unforeseen circumstances.

As requested by our Members, our TEC Community in Singapore hosted a session on "All You Need to Know About Traveling During the Pandemic" in partnership with Osler Health International, which addressed Covid testing, safety measures to take while in transit, and latest quarantine requirements.

For the workplace, our TEC Community in Chongqing organised a talk on "Green Office", which shared insights on office activities that aid in resource conservation, reducing pollutants and emissions, and using recyclable products.

### Responsible Consumption and Production



To reduce our environmental footprint, TEC Community supports this goal by organising events and campaigns that encourage and inform our Members on sustainable consumption practices.

A recent campaign by our TEC Community in Japan encouraged Members to bring their own cups to reduce paper and plastic waste. Other events to promote waste reduction included designing a reusable tote bag, refilling, and reusing journal books.

### Climate Action



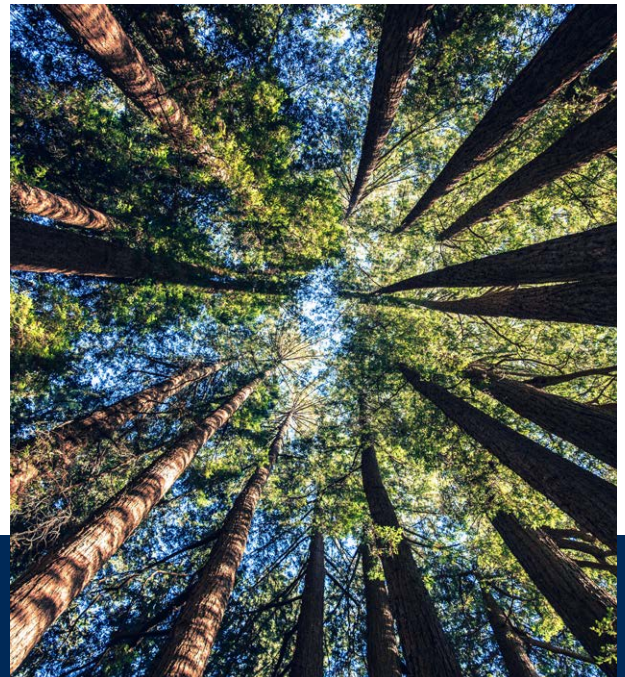
Due to the global impact that climate change has on economics and people, TEC Community organises regular events on this theme to raise awareness and drive change.

The conversation continues this quarter as we hosted an event on "Understanding Future Climate Change" with the Royal Geographical Society, which gave an overview of potential global climate change mitigation and adaptation strategies, such as international tree-planting efforts to climate-proof cities.

# TEC PARTNERSHIP SPOTLIGHT

## Thank You, Dexus, For Planting A Tree For Us.

To celebrate our partnership with Dexus Group, one of our landlords in Australia, Dexus adopted a tree on The Executive Centre's behalf. The tree will be planted as part of the restoration of a 15-hectare property in the unprotected lower lands of the Daintree Rainforest. With this project, the habitat of native species such as the Flying Fox and Cassowary will be regenerated. Click [here](#) to view our tree.



## WHAT'S NEXT?

ESG has become an essential part of success and not just to businesses but to us all as individuals. As a responsible workspace provider who puts our Members' priorities first, all of us at The Executive Centre are committed to providing support and resources to support your business' journey towards a sustainable, socially responsible and greener future. As such, we always welcome feedback in any form – through speaking with our Engagement Team, sending us an email at [TEC-Sustainability@executivecentre.com](mailto:TEC-Sustainability@executivecentre.com) or by participating in one of our focus groups. Our focus groups provide a platform and an intimate space for our Members to voice out any ideas whether that's more greener spaces, partnership opportunities with NGOs or sharing insights based on your own ESG initiatives.

Looking ahead for Q421, TEC Community will continue to work with Member companies and strategic partners on programming around the topics of mental health, men's health, CSR and giving back to the wider community. To co-host an event with our global network or to propose an opportunity to collaborate on Community programming, please send an email to [globalcommunity@executivecentre.com](mailto:globalcommunity@executivecentre.com).

Finally, as we continue our sustainability initiatives according to our sustainability strategy, we will continue to report our progress and milestones. The next update will be our Annual Sustainability and Community Report which shall be prepared in reference to SASB Standards and is tentatively scheduled for Feb 2022.