



# GLOBAL FACILITIES POLICY

FACILITY

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# INTRODUCTION

As part of our sustainability and ESG efforts, In NNIT, we have a Global Facilities Policy providing the general guidelines for the management of NNIT office buildings, including NNIT Group company buildings.

While the policy is global, applying to all NNIT owned and occupied buildings, we acknowledge regional and local differences, which in some cases will make it difficult – even impossible – to adhere to a global standard and/or practice.

With that in mind, the policy outlines guidelines and inspiration, rather than requirements, for optimal sustainable facilities management.

## PURPOSE

The purpose of the Global Facilities Policy is to govern investments in and management of NNIT office buildings with a view to continually optimizing energy and water consumption, providing optimal working conditions for employees and ensuring appropriate security measures to safeguard property, intellectual property and personal safety.

## POLICY

It is NNIT's global intention to own, inhabit and manage buildings that adhere to regional and local benchmarks and recommendations for sustainable facilities management, aiming to reduce energy and water consumption as much as possible without compromising our operations.

Further, it is NNIT's global intention to adhere to all regional and local legislation and recommendations for a healthy and productive work environment while providing professional and appealing working facilities.

All NNIT buildings must adhere to global, local and NNIT specific requirements for appropriate security measures to safeguard perimeter, property, intellectual property and personal safety.

At the global and local levels, we must actively communicate to and encourage employees to contribute to the reduction of water and energy consumption as well as a professional, appealing and secure work environment.

### **Measures to support reductions in water consumption**

Wherever possible, we must install water saving fixtures such as low-flush toilets, water-saving taps and shower heads to reduce water consumption throughout our buildings.

Wherever possible, we must install central water monitoring and management systems with automatic water consumption reduction functionality.

Efforts to educate employees on the importance of and how they may contribute to saving on water consumption should be planned globally and locally on an ongoing basis.

Other water-saving initiatives depend on the building in question, its specific location and use. A thorough evaluation of the building's infrastructure and its population's behaviors should be conducted ahead of any plans to identify and implement new optimization actions.

### **Measures to support reductions in energy consumption**

Wherever possible, we must install energy-saving fittings and devices, which include, but is not limited to:

- Upgrading the insulation of roofs, walls, ceilings and floors
- Installing energy-efficient windows and doors
- Installing energy-saving lamps and light bulbs

Wherever possible, we must also implement the use of intelligent thermostats and energy management systems to further optimize temperature and lighting management.

We also encourage landscaping initiatives such as green areas and roof gardens that may contribute to efficient regulation of our buildings' temperature and reduce thermal loss in urban areas as well as enhance the work experience of our employees.

Efforts to educate employees on the importance of and how they may contribute to energy savings should be planned globally and locally on an ongoing basis.

Other energy-saving initiatives depend on the building in question, its specific location and use. A thorough evaluation of the building's infrastructure and its population's behaviors should be conducted ahead of any plans to identify and implement new optimization actions.

### **Work environment**

At all NNIT locations, we follow all regional and local legislation and recommendations for a healthy and productive work environment while providing professional and appealing working facilities. This is further specified in [The NNIT Sustainability and ESG Policy](#).

While the work culture and environment may differ for each NNIT location, our global policy is to embrace a flexible way of working and allow employees to work from home to an extent found appropriate by each unit – and we must configure our facility spaces accordingly. Cf. [NNIT's Remote Work Guidelines](#)

Ultimately, local management determines the specific space, facilities and equipment made available to local staff with due consideration to our global policy of ensuring the personal health, safety, productivity and job satisfaction of all employees.

### **Security**

Physical security measures must be established to protect NNIT's facilities, business and people at all locations.

This includes following local regulations regarding facility management and establishing contingency plans in case of any threats to personal health and safety and/or NNIT buildings.

Where appropriate, precautions to counter extreme weather must also be taken. This will vary depending on the specific geographic location and impacts of climate change.

Access rights to NNIT premises must be managed and require both formal and documented authorization. That is, appropriate physical perimeter controls must be implemented. The requirements for physical security measures are outlined and specified in [NNIT's Security Controls Policy](#) covering the following areas:

- Securing of Offices, Rooms, and Facilities
- Physical Security Monitoring
- Protecting Against Physical and Environmental Threats
- Working in Secure Areas
- Clear Desk and Clear Screen
- Equipment Siting and Protection

## **About NNIT**

NNIT is a leading provider of IT solutions to life sciences internationally, and to the public and enterprise sectors in Denmark. We focus on high complexity industries and thrive in environments where regulatory demands and complexity are high.

NNIT consists of group company NNIT A/S and subsidiaries SCALES. Together, these companies employ more than 1,700 people in Europe, Asia and USA.

