

Phoenix Spree Deutschland (PSD) – People Policy

Our People Policy sets out PSD's approach to managing and interacting with people as it relates to our business and sets out guidance as to how PSD should operate. PSD does not itself have an executive function or permanent staff. Accordingly, we have delegated the day to day implementation of the People Policy to our key partner, QSix who acts as the Property Advisor to PSD. PSD will ensure that QSix periodically verifies that it has acted in accordance with this policy and the QSix People Policy.

QSix in turn, out-sources many of its key functions to carefully selected partners who undertake some operations for the company. Although these companies may have their own policies, QSix will ensure that key partners verify periodically that they have acted within the spirit of this policy.

As QSix represents PSD with key stakeholders, we believe it is important that QSix and PSD's policies are aligned and we include QSix's activities within PSD's People Policy.

QSix focuses on:

- Ensuring that it complies with all relevant statutory, legal and regulatory requirements and having the necessary policies in place
- Embedding its company culture through the QSix Values
- Offering fair and equal treatment to all employees
- Providing the environment and resources that will enable all employees to advance on merit with due regard to their talents and skills. QSix encourages employees to develop personally and professionally through formal training, challenging work assignments and holding annual performance reviews
- Offering pay and benefits that are fair and competitive and reward individual performance and contribution. Excellence, innovation and quality are recognised
- Creating an environment that is based on the prevention of corruption by promoting a culture of openness and honesty in all activities. QSix has a Whistle Blowing Policy so that employees can raise any concerns
- Ensuring that the working environment is both physically comfortable and safe
- Ensuring the wellbeing of employees. QSix cares about the health and welfare of all its employees, offering support in personal and work challenges and providing leading health and welfare benefits
- Ensuring that any concerns and opportunities are quickly identified through providing an 'open door' policy. QSix's Managers/Partners facilitate effective communication with all employees to ensure there is a continual flow of ideas throughout QSix. Promotion of ideas and suggestions to working improvements and new opportunities are encouraged through employee meetings and employee feedback
- Actively supporting its employees to support various charities, whether through fundraising or volunteering. QSix allows each employee to take a maximum of one day paid leave to undertake volunteering work for local charities and provides match funding with respect to certain fundraising activities undertaken by its employees.

This Policy has been adopted by the Board and is regularly reviewed and updated.

PHOENIX SPREE DEUTSCHLAND

IFC5, St Helier, Jersey JE1 1ST Company registered number 97031

W www.phoenixspree.com E info@phoenixspree.com T +44 (0)20 3937 8760

Phoenix Spree Deutschland Limited is regulated by the Jersey Financial Services Commission