

# Activating Sustainable Spaces: Interior Solutions for People and Planet

## 2024 Sustainability Report

Office Inspirations

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## About this Report

Office Inspirations Decor & Furniture Trading LLC's (Office Inspirations, the company) inaugural Sustainability Report for the year 2024 outlines the company's approach to managing its material Environmental, Social, and Governance (ESG) risks and opportunities along with details of initiatives and key metrics covering its sustainability performance and progress.

## Reporting Scope & Boundary

The report covers the 12-month period from 1 January to 31 December 2024 unless otherwise stated.

The report covers Office Inspirations' entire operation, including fully owned entities in the United Arab Emirates (UAE) and the Kingdom of Saudi Arabia (KSA):

- Dubai-based entity
- Abu Dhabi-based entity
- Saudi Arabia based entity operating under the name 'Al Injaz Al Jadeed for Furniture Sole Owner'

UAE-based entities are operating under the name 'Office Inspirations Décor & Furniture Trading LLC', registered across three separate trade licenses (two in Dubai and one in Abu Dhabi).

## Reporting Standards

The report has been prepared in accordance with the Global Reporting Initiative (GRI) Standards and is aligned with parent company Ittihad International Investment LLC's (henceforth referred to as Ittihad) Sustainability Reporting Manual which was developed to guide and ensure a consistent approach to reporting across all subsidiaries.

Alignment with the relevant reporting standards and frameworks is clearly indicated under each segment. Alignment with the GRI standards can be found in the GRI content index at the end of the report.

## Data Validation

The data contained in this report has been reviewed for accuracy and completeness and approved by relevant internal stakeholders from Office Inspirations as well as parent entity Ittihad and a reputable third-party consulting firm.

## Forward-looking Statements

Forward-looking statements involve uncertainty given the many external factors that could impact the business environment in which Office Inspirations operates. The company is under no obligation to publicly update or revise forward-looking statements throughout the coming fiscal year except as required by applicable laws and regulations.

## Feedback

For any queries or feedback about this report, please contact:

marketing@office-inspirations.com

## Message from the General Manager

I am excited to present Office Inspirations' inaugural sustainability report for 2024, an important milestone that provides a platform for us to accelerate our sustainability journey in the coming years.

At Office Inspirations, we deliver innovative sustainable solutions to our clients and create thoughtful, people-centric workspaces that promote employee well-being and environmental responsibility.

We believe that sustainability is about creating and supporting the economic, environmental and social conditions that allow people and communities to reach their full potential and foster the long-term wellbeing of current and future generations. We place great emphasis on providing the right solution for the right client, including educational institutions and healthcare facilities, which play an essential role in supporting community wellbeing.

Office Inspirations is advancing its sustainability journey under the guidance of our parent company, Ittihad, which has established itself as one of the most sustainable industrial conglomerates in the region and globally. Having implemented a comprehensive sustainability strategy and roadmap, Ittihad secured a AAA provisional ESG rating from MSCI in 2024, reflecting its effective management of key ESG risks and opportunities through the strategic implementation of impactful ESG initiatives.

Office Inspirations is aligned with Ittihad's approach to sustainability, including the comprehensive policies and procedures established at the Group level. With this structure to guide the way, Office Inspirations will effectively manage material ESG risks and opportunities in accordance with global standards, while reinforcing sustainability as a core tenet of our ethos.

We are immensely proud to be part of a Group that puts people at the heart of its growth trajectory and sustainability journey, as reflected by Ittihad being certified as a *Great Place to Work*® in 2024. The participation and positive feedback from Office Inspirations employees played a key role in achieving this recognition.

At the heart of Office Inspirations' sustainability drive is an ambitious initiative to measure, monitor, and manage our emissions footprint that will enable us to address our climate impact. We have conducted a comprehensive GHG inventory using 2024 as the baseline year, which covers our operational emissions as well as emissions across our entire value chain, demonstrating our commitment to environmental responsibility.

This in-depth undertaking will provide us with complete visibility over our emissions sources, paving the way for the establishment of emissions reduction targets and creating a pathway to achieve it by implementing initiatives to reduce emissions stemming from Office Inspiration's own operations and value chain.

We believe that our approach to sustainability will complement Office Inspirations' growth strategy which revolves around cultivating strong partnerships with key clients and leveraging our global network of collaborators, supported by meticulous market analysis across diverse locations.

Leveraging our international partners enhances our business intelligence, while our domestic position within a larger Group grants us access to comprehensive market insights, enabling us to capitalize on growth opportunities. We are targeting expansion throughout the GCC and the wider Middle East region, while focusing on designing futuristic workplaces and consistently maintaining service excellence.

Office Inspirations will achieve our ambitions by always putting our clients first. Through our 'Activate Your Brand' initiative, we work with clients across the spectrum, including multinational companies, government entities, private organizations, and SMEs, tailoring solutions to their specific needs.

Through strategic partnerships, continuous employee development, and a proactive approach to early adoption and testing of industry innovations, Office Inspirations will focus relentlessly on delivering exceptional value for our clients.

**Sinan Hanash**

*General Manager*

# Overview of Office Inspirations

## About Office Inspirations

Office Inspirations works with the most innovative and globally renowned brands to create inspiring workspaces for its clients. Starting in 2007 with a focus on office spaces, the company expanded to include interiors in the Education, Hospitality, and Healthcare sectors and has since earned the trust of many global and local companies, government entities, and SMEs, providing highly ergonomic and innovative solutions to enhance their workplace environments.

Operating in the UAE and Saudi Arabia, Office Inspirations works with its partners to provide a portfolio of solutions suitable for a variety of requirements. Strong long-term relationships with leading manufacturers enable the company to provide customers with best-in-class customized solutions to meet all their needs.



## Ownership

Office Inspirations is a fully owned subsidiary of Ittihad International Investment LLC (Ittihad). Founded in 2008, Ittihad is a highly diversified industrial conglomerate with a portfolio of 21 companies spread across four verticals.

- Consumer Goods Manufacturing
- Infrastructure and Building Materials Manufacturing
- Business Services
- Healthcare and other

With around 8,000 employees engaged across the Group, Ittihad primarily operates in the MENA region and has a global sales footprint. The Group expands its portfolio through a blend of acquisitions, greenfield expansion, and optimization of existing operations. Development of the portfolio is aligned with the UAE's economic diversification strategy and the Abu Dhabi Economic Vision 2030.

## Governance at Office Inspirations

Responsibility for the day-to-day management of Office Inspirations and the execution of its growth strategy lies with the management team under the leadership of the General Manager (GM).

The strategy is developed by the GM in consultation with the Board of Directors of parent company Ittihad which provides strategic oversight and guidance and ensures the strategy is effectively executed.

As a subsidiary of Ittihad, Office Inspirations aligns with the Group-level governance framework to ensure transparency, accountability, and protect stakeholder value. Designed in alignment with global standards, this robust governance framework comprises of policies, procedures, and committees to ensure responsible and ethical business practices, effective internal controls, oversight of risk management, and compliance with all applicable laws and regulations.

Ittihad's comprehensive governance framework is detailed in the Group's Corporate Governance Manual which promotes effective decision-making and adherence to the highest standards of ethical business conduct.

The Group's Code of Ethics and Business Conduct sets forth its commitment to conducting all areas of its business with honesty, integrity, and in compliance with all applicable laws and regulations.

Furthermore, the Group has dedicated policies governing Anti-Bribery and Anti-Corruption, Anti-Money Laundering, as well as a Whistleblower Policy to encourage the reporting of unethical or illegal conduct. Reports can be submitted in confidence and anonymously, free from fear of retaliation. All such reports will be investigated in accordance with the Group's procedures.

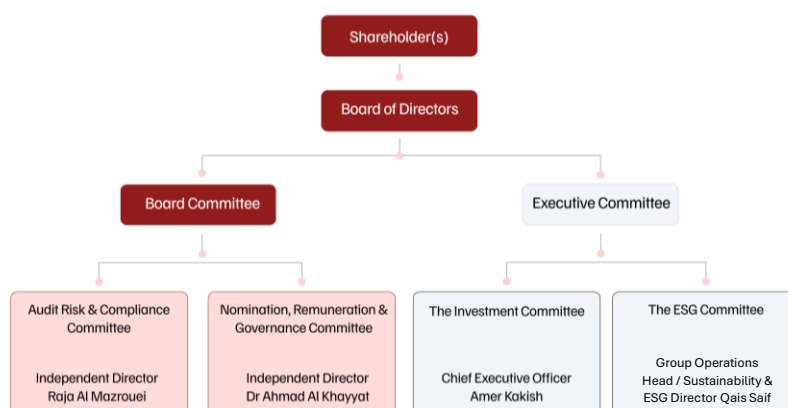


Thanks to its comprehensive approach to corporate governance, Ittihad experienced no instances of non-compliance with applicable laws and regulations over the past three years.

In addition, the Group's Executive Remuneration Policy Statement affirms Ittihad's commitment to fair and competitive executive remuneration practices that support its strategy and sustainable growth.

For a more comprehensive overview of Ittihad's corporate governance approach, readers may refer to the Group's latest Sustainability Report which can be accessed via Ittihad's [Investor Relations](#) page where readers will also find a dedicated governance section, including links to key policies.

### Group Governance Structure



## Our Services

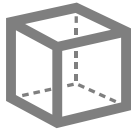
Office Inspirations offers a full range of services from interior design and space planning to procurement and installation.



### Workplace Consultancy

Workplace assessment and space planning to analyze the effectiveness of the working environment.

- Workplace audit + consultancy
- Evaluating size, shape + growth forecasts
- Define occupancy strategy
- Space utilization analysis



### Design + 3D Visualization

The design team visualizes and creates dynamic working environments.

- 3D & 360 renderings
- Full interior design solutions
- Sampling & technical specifications
- Custom design detailing
- Rendered installation visual



### Procurement + Specification

Specializing in Commercial, Education, Healthcare and Hospitality environments, Office Inspirations supplies a wide range of the following products:

- Furniture
- Technology
- Fabric
- Flooring



### Project Management

Experienced project managers achieve overall objectives on time, on budget, and to the highest quality standards.

- Site surveys
- Full detailed design
- Full project coordination
- Management by nominated specialist



### Delivery + Installation

All stages of the project are undertaken by an in-house team to deliver a seamless level of coordination from beginning to end. Thanks to extensive local knowledge, the procurement and logistics team source the right materials at the right time.



- Global logistics services
- Local warehousing facilities
- Storage services
- Internationally trained installation team



### **Post Occupation**

Office Inspirations values long-term relationships with clients and offers the following after sales services:

- End user support
- After-sales services
- Warranty services
- Maintenance (beyond warranty)
- Post occupations services

## Sustainability at Office Inspirations

Office Inspirations takes a people-centric approach to sustainability focused on promoting the economic, environmental and social considerations that allow people and communities to thrive and supporting the long-term wellbeing of current and future generations. This means aligning the company's actions for maximum environmental and social impact while ensuring that the company adheres to responsible business practices.

### Approach to Sustainability

Office Inspirations' approach to sustainability is aligned with Ittihad, as outlined in the Group Sustainability Policy Statement which lays out a commitment to managing material ESG risks and opportunities as a responsible corporate citizen, asset owner, and investor and creating sustainable value for all stakeholders.

Ittihad's sustainability strategy is governed by the ESG Committee, reporting to the CEO, while ESG risks are further considered at Board level by the Audit, Risk, and Compliance Committee. The Group has formulated a strategic sustainability roadmap and fosters a cohesive approach across all subsidiaries. In 2024, Ittihad received a provisional 'AAA' ESG rating from MSCI<sup>1</sup>, positioning the Group among the most sustainable industrial conglomerates, both regionally and globally.

Office Inspirations has defined its sustainability priorities in alignment with Ittihad's Sustainability Reporting Manual which is designed to ensure a consistent and cohesive approach to sustainability across diverse subsidiaries. The company is committed to setting sustainability-related Key Performance Indicators (KPIs) and targets and disclosing its performance and progress annually in accordance with accepted global reporting standards. Furthermore, as the business grows and evolves, Office Inspirations will periodically review and enhance its approach accordingly.

In alignment with the Group, as a UAE-based organization, Office Inspirations is committed to aligning its sustainability approach with local and national sustainability strategies, including the UAE Net Zero by 2050 strategic initiative, as well as global sustainability initiatives such as the 2030 Agenda for Sustainable Development and the 17 Sustainable Development Goals (SDGs).

### ESG Material Topics

Office Inspirations participated in a Group-wide materiality assessment led by its parent company, Ittihad. This bottom-up process ensured that Office Inspirations' sustainability priorities are relevant to both its own operations and the broader strategic direction of the Group.

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<sup>1</sup> The MSCI Provisional ESG Rating and related research (1) were prepared by MSCI ESG Research for compensation; (2) are not a credit rating or equity research report; (3) are made available for informational purposes without any warranty or guaranty of accuracy, quality, completeness or usefulness; (4) are current only as of the date first issued and are subject to modification and withdrawal; (5) do not, and are not intended to, constitute investment promotion, or an offer or recommendation to purchase or sell any securities; (6) are based in whole or in part on information provided to MSCI ESG Research by or on behalf of the rated company (which MSCI does not validate for reliability, truthfulness, accuracy, completeness or otherwise and some of which may be non-public); and (7) may not be copied or redistributed without the express written permission of MSCI ESG Research. MSCI ESG Research shall have no liability with respect to the rating and related research or any use thereof, which are subject to each of the additional provisions of the disclaimer located at: <https://www.msci.com/legal/provisional-rating>.

The process began by classifying Office Inspirations' sector and industry using the Sustainable Industry Classification System (SICS) by SASB and the Global Industry Classification Standards (GICS) by MSCI. Based on this classification, ESG topics were mapped using the SASB and MSCI frameworks, ensuring alignment with global standards typically used by investors and ESG rating agencies.

A double materiality approach was then applied assessing the identified material topics from an impact as well as financial materiality perspective.

**Impact Materiality:** A topic is considered material if the company, through its operations, has or potentially has a significant positive or negative social or environmental impact.

**Financial Materiality:** A topic is considered material if it impacts or has the potential to impact the company's financial and operational performance.

The identified material topics were then prioritized based on this assessment and strategic alignment. Using this approach, a list of material ESG topics were identified that Office Inspirations will focus on managing and reporting on. Through effective management of these potential risks and opportunities, Office Inspirations aims to enhance long-term financial stability and operational resilience.

|   |   |   |  |
|---|---|---|--|
| <b>Emissions</b>                                | <b>Energy</b>                                       | <b>Water and Waste<br/>Water</b>  | <b>Waste and<br/>Hazardous<br/>Waste</b> |
| <b>Sustainable<br/>Product and<br/>Material</b> | <b>Occupational<br/>Health and<br/>Safety</b>       | <b>Employee<br/>Engagement,<br/>Diversity, Equity<br/>and Inclusion</b> | <b>Product Safety<br/>and Quality</b>    |
| <b>Sustainable<br/>Supply Chain</b>             | <b>Human Rights<br/>and Community<br/>Relations</b> | <b>Data Security &amp;<br/>Privacy*</b>                                 | <b>Governance &amp;<br/>Ethics*</b>      |

\*Management of this topic rests entirely with Ittihad, with all related policies, processes and oversight centralized at the Group level.

## Our People

Office Inspirations puts people at the heart of the company's growth trajectory and sustainability journey. The company fosters a diverse and inclusive workplace that prioritizes employee well-being and professional growth while upholding human rights and ethical labor practices across its operations.

Office Inspirations strictly adheres to labor practices outlined in a comprehensive Group Human Resources Manual and other relevant policies, all of which are aligned with local labor laws and global standards.

In December 2024, Office Inspirations contributed to Ittihad's certification as a *Great Place to Work*®. The certification was based on employee feedback and workplace culture metrics, highlighting a shared commitment to trust, engagement, and employee wellbeing. The participation and positive feedback from Office Inspirations employees played a key role in achieving this recognition.



## Attracting and Retaining Talent

Attracting and retaining dynamic and ambitious talents is critical to staying at the forefront of a competitive and fast-moving industry. Office Inspirations seeks to hire individuals who share the company's commitment to excellence and provide them with a creative and inspiring environment to deliver their best work. The company offers competitive packages of salaries and benefits as well as opportunities for professional growth.

Office Inspirations offers the following benefits as standard to all employees:

- Life insurance
- Health insurance
- Leave allowance: Annual leave, Parental leave, Bereavement leave, Study and Examination Leave, Unpaid Authorized Leave.
- Flexible working hours (subject to approval)

At the end of 2024, Office Inspirations employed 52 employees on a permanent, fulltime basis, a rise of 13% compared to 44 employees at the end of 2023 and an increase of almost 24% compared to 42 in 2022, highlighting the recent growth of the company.

Turnover at Office Inspirations fell to 10.2% in 2024 from just under 16% a year earlier, highlighting the company's success at retaining employees. While all eligible employees are entitled to take parental leave, no employees availed of this entitlement during the past three years.

### Workforce overview

| UAE  |                 |      |       |        |        |
|------|-----------------|------|-------|--------|--------|
| Year | Total Employees |      |       |        |        |
|      | Female          | Male | Total | Female | Male   |
| 2022 | 17              | 23   | 40    | 42.50% | 57.50% |
| 2023 | 16              | 28   | 44    | 36.36% | 63.64% |
| 2024 | 21              | 29   | 50    | 42.00% | 58.00% |

| KSA  |                 |      |       |            |          |
|------|-----------------|------|-------|------------|----------|
| Year | Total Employees |      |       |            |          |
|      | Female          | Male | Total | Female (%) | Male (%) |
| 2022 | 0               | 2    | 2     | 0.00%      | 100.00%  |
| 2023 | 0               | 2    | 2     | 0.00%      | 100.00%  |
| 2024 | 0               | 2    | 2     | 0.00%      | 100.00%  |

| Total (UAE & KSA) |                 |      |       |            |          |
|-------------------|-----------------|------|-------|------------|----------|
| Year              | Total Employees |      |       |            |          |
|                   | Female          | Male | Total | Female (%) | Male (%) |
| 2022              | 17              | 25   | 42    | 40.48%     | 59.52%   |
| 2023              | 16              | 30   | 46    | 34.78%     | 65.22%   |
| 2024              | 21              | 31   | 52    | 40.38%     | 59.62%   |

#### Hiring and turnover

| UAE  |                          |      |             |           |
|------|--------------------------|------|-------------|-----------|
| Year | Total New Hires (Gender) |      |             |           |
|      | Female                   | Male | Female Rate | Male Rate |
| 2022 | 2                        | 7    | 12.50%      | 31.11%    |
| 2023 | 4                        | 7    | 24.24%      | 27.45%    |
| 2024 | 7                        | 4    | 37.84%      | 14.04%    |

| UAE  |                             |                         |                   |                         |                              |                        |
|------|-----------------------------|-------------------------|-------------------|-------------------------|------------------------------|------------------------|
| Year | Total New Hires (Age Group) |                         |                   |                         |                              |                        |
|      | Below 30 years old          | Between 30-50 years old | Over 50 years old | Below 30 years old Rate | Between 30-50 years old Rate | Over 50 years old Rate |
| 2022 | 8                           | 2                       | 0                 | 84.21%                  | 7.14%                        | 0.00%                  |
| 2023 | 4                           | 7                       | 0                 | 32.00%                  | 25.00%                       | 0.00%                  |
| 2024 | 7                           | 4                       | 0                 | 51.85%                  | 12.70%                       | 0.00%                  |

| UAE  |             |
|------|-------------|
| Year | Hiring Rate |
| 2022 | 23.38%      |
| 2023 | 26.19%      |
| 2024 | 23.40%      |

| UAE  |                                    |      |             |           |
|------|------------------------------------|------|-------------|-----------|
| Year | Total Employees That Left (Gender) |      |             |           |
|      | Female                             | Male | Female Rate | Male Rate |
| 2022 | 0                                  | 6    | 0.00%       | 26.67%    |
| 2023 | 5                                  | 2    | 30.30%      | 7.84%     |
| 2024 | 2                                  | 3    | 10.81%      | 10.53%    |

| UAE  |                                       |                         |                   |                         |                              |                        |
|------|---------------------------------------|-------------------------|-------------------|-------------------------|------------------------------|------------------------|
| Year | Total Employees That Left (Age Group) |                         |                   |                         |                              |                        |
|      | Below 30 years old                    | Between 30-50 years old | Over 50 years old | Below 30 years old Rate | Between 30-50 years old Rate | Over 50 years old Rate |
| 2022 | 1                                     | 4                       | 1                 | 10.53%                  | 14.29%                       | 100.00%                |
| 2023 | 2                                     | 5                       | 0                 | 16.00%                  | 17.86%                       | 0.00%                  |
| 2024 | 2                                     | 3                       | 0                 | 14.81%                  | 9.52%                        | 0.00%                  |

| UAE  |               |
|------|---------------|
| Year | Turnover Rate |
| 2022 | 15.58%        |
| 2023 | 16.67%        |
| 2024 | 10.64%        |

| Total (UAE & KSA) |               |             |
|-------------------|---------------|-------------|
| Year              | Turnover Rate | Hiring Rate |
| 2022              | 15.00%        | 25.00%      |
| 2023              | 15.91%        | 20.45%      |
| 2024              | 10.20%        | 22.45%      |

Note: There have been no new hires/turnovers in KSA in the past three years.

## Diversity, Equity and Inclusion

Office Inspirations recognizes that having a workforce representing diverse backgrounds is fundamental to fostering creativity and ensuring long-term success. The company's commitment to promoting diversity, equity, and inclusion in its workforce is outlined in the Group Diversity, Equity, and Inclusion Policy Statement.

Furthermore, the Group Code of Ethics and Business Conduct enshrines the principles of fair and equal treatment for all employees as well as respect for human rights, a commitment which is further strengthened by a Group Human Rights Policy Statement. The company takes a zero-tolerance approach to workplace harassment or abuse of any kind or discrimination of individuals based on their race, gender, ethnic origin, nationality, religion, age, physical ability, or other characteristics.

The company does not permit the use of illegal child labor, forced or bonded labor and expects its customers and suppliers to comply with the same (see Sustainable Procurement section). The company adheres to child labor laws in the jurisdictions it operates in.

As per the Group Whistleblower Policy Statement, employees can report violations via the official Whistleblower Service confidentially, anonymously, and free from fear of retaliation. Incidents will be investigated in accordance with procedures provided they are submitted in good faith.

Female employees comprise just over 40% of Office Inspirations' workforce compared to just under 35% in 2023, indicating a shift towards a more gender balanced company.



40%



60%

Office Inspirations employs 14 different nationalities, up from 13 a year earlier and 12 in 2022.

### Integrating People of Determination into the workforce

Ittihad signed an agreement in 2024 with the Zayed Higher Organization for People of Determination (ZHO) to train and integrate People of Determination into the workforce, reflecting its continued commitment to fostering a more inclusive workforce by providing meaningful employment opportunities for all. Under the agreement, which was signed on the sidelines of the World Congress on Rehabilitation 2024 (WCR 2024) in Abu Dhabi, ZHO will nominate 150 People of Determination over two years for employment at Ittihad and its subsidiaries. In addition, Ittihad will provide training for the nominated candidates and offer annual financial support to ZHO as part of its corporate social responsibility towards People of Determination. As part of the initiative, in September 2024, the Group implemented its "Ability at Work" Inclusion Campaign which comprised of awareness sessions and an internal media campaign promoting the hiring and inclusion of People of Determination. Office Inspirations will look to take part in this initiative in the coming years.

### Diversity of Employees

| Year | PERCENTAGE OF EMPLOYEES BY JOB CATEGORY AND BY GENDER |        |           |        |                           |        |
|------|---|--------|-----------|--------|---------------------------|--------|
|      | Entry-Level   |        | Mid-Level |        | Senior to Executive Level |        |
|      | Female  | Male   | Female    | Male   | Female                    | Male   |
| 2022 | 44.44%  | 55.56% | 33.33%    | 66.67% | 88.89%                    | 11.11% |
| 2023 | 22.58%  | 77.42% | 42.86%    | 57.14% | 75.00%                    | 25.00% |
| 2024 | 28.57%  | 71.43% | 42.86%    | 57.14% | 80.00%                    | 20.00% |

| Year | PERCENTAGE OF EMPLOYEES BY JOB CATEGORY AND BY AGE GROUP |                         |                   |                    |                         |                   |                           |                         |                   |
|------|--|-------------------------|-------------------|--------------------|-------------------------|-------------------|---------------------------|-------------------------|-------------------|
|      | Entry-Level  |                         |                   | Mid-Level          |                         |                   | Senior to Executive Level |                         |                   |
|      | Below 30 years old                                       | Between 30-50 years old | Over 50 years old | Below 30 years old | Between 30-50 years old | Over 50 years old | Below 30 years old        | Between 30-50 years old | Over 50 years old |
| 2022 | 42.31%   | 53.85%                  | 3.85%             | 0.00%              | 100.00 %                | 0.00%             | 11.11%                    | 88.89%                  | 0.00%             |
| 2023 | 41.94%   | 54.84%                  | 3.23%             | 0.00%              | 100.00 %                | 0.00%             | 0.00%                     | 87.50%                  | 12.50%            |
| 2024 | 34.29%   | 62.86%                  | 2.86%             | 0.00%              | 100.00 %                | 0.00%             | 20.00%                    | 70.00%                  | 10.00%            |

| Year | Number of Nationalities |
|------|-------------------------|
| 2022 | 12                      |
| 2023 | 13                      |
| 2024 | 14                      |

*Ration of Basic Salary*

| Year | Female to Male Median Compensation Ratio |                   |                   |
|------|--|-------------------|-------------------|
|      | Non-Management (Staff)                   | Middle Management | Senior Management |
| 2022 | 1.40                                     | 0.80              | 0.83              |
| 2023 | 1.00                                     | 0.82              | 0.83              |
| 2024 | 1.00                                     | 0.82              | 0.83              |

## Workforce Learning & Development

Through investing in training and development, Office Inspirations empowers employees to drive innovation and create inspired office spaces for its clients. Investing in talent development strengthens the company's offering by ensuring employees possess the skills needed to keep Office Inspirations at the cutting edge of sustainable design.

Office Inspirations employees can access the wide-ranging training and development opportunities made available at the Group level. Ittihad has launched a learning platform, iLEAD to revolutionize the way Group employees learn and grow within their roles. Through a centralized platform, employees complete a training needs assessment form to identify skills gaps and training requirements, leading to tailored development programs. With the launch of iLEAD, Office Inspirations hopes to increase both the range of trainings and the average number of training hours undertaken by employees in the coming years.

### Trainings Conducted in 2024

In 2024, Office Inspirations conducted a total of 36 employee training hours covering the following courses for its UAE employees:

- Microsoft Advanced Excel Training – Formatech Integrated Training
- SAP training for System migration  
Advanced Digital Marketing + Data Analytics Course for the Marketing Manager

*Training Hours*

| Year | Average Training Hours by Gender |      |       |
|------|----------------------------------|------|-------|
|      | Female                           | Male | Total |
| 2022 | 0.00                             | 0.00 | 0.00  |
| 2023 | 0.50                             | 0.00 | 0.18  |
| 2024 | 1.14                             | 0.41 | 0.72  |

| Year | Average Training Hours by Job Category |           |                           |
|------|--|-----------|---------------------------|
|      | Entry-Level                            | Mid-Level | Senior-to-Executive Level |
| 2022 | 0.00                                   | 0.00      | 0.00                      |
| 2023 | 0.26                                   | 1.14      | 0.00                      |
| 2024 | 0.34                                   | 1.71      | 1.20                      |



Office Inspirations conducts periodic performance reviews for its employees to assess strengths and weaknesses, provide feedback, and set targets and goals for the period ahead.

#### *Performance and Career Development Reviews*

| Year | Percentage of employees receiving regular performance and career development reviews by Gender |      |
|------|--|------|
|      | Female   | Male |
| 2022 | 100%   | 22%  |
| 2023 | 100%   | 21%  |
| 2024 | 95%  | 24%  |

| Year | Percentage of employees receiving regular performance and career development reviews by Job Category |           |                           |
|------|--|-----------|---------------------------|
|      | Entry-Level  | Mid-Level | Senior-to-Executive Level |
| 2022 | 30%  | 83%       | 100%                      |
| 2023 | 26%  | 86%       | 100%                      |
| 2024 | 31%  | 86%       | 100%                      |

## Workforce Wellbeing

Office Inspirations fosters the wellbeing of all its employees, ensuring they always have a safe and healthy environment in which to operate. The company adheres to the occupational health and safety (OHS) standards laid out in the Group Health and Safety Policy, the Group Code of Ethics and Business Conduct, and the Group Human Resources Manual.

The policies and procedures detailed within these documents have been developed in line with local and global health and safety standards and best practices, including ISO 45001 (OHS Management). A Group-level HSE Committee oversees and enforces health and safety standards, ensures continuous improvement, and conducts internal and external audits of the OHS management system annually. Office Inspirations has recorded no work-related injuries or work-related illnesses over the past three years.

## Employee Engagement

Recognizing the important role that driving employee motivation and satisfaction plays in the success and growth of the company, Office Inspirations aligns with the Group approach to employee engagement.

In 2024, the Group implemented the following initiatives related to employee wellbeing and engagement across all subsidiaries.

#### *International Workers' Day Celebration (May 2024)*

Subsidiaries marked the occasion with on-site appreciation events for blue-collar workers, including food, recognition certificates, and wellness kits.

#### *Wellness Week (June 2024)*

The program included free medical check-ups, mental health awareness talks, yoga sessions, and healthy snacks.

*Breast Cancer Awareness Campaign (October 2024)*

Ittihad organized an awareness campaign across offices and distributed free medical check-up vouchers for breast cancer screening, in partnership with healthcare providers.

*Corporate Cricket Tournament (October 2024)*

Ittihad's cricket team, assembled from employees across the Group, participated in an inter-company tournament, promoting team bonding and collaboration.

*Ramadan Iftar Gathering (April 2024)*

Subsidiaries across the Group hosted gatherings for their employees to break their fast together, promoting unity and cultural respect.

## Innovative & Safe Spaces

Office Inspirations goes beyond aesthetics to create workplace environments that are innovative, safe, and sustainable. The company recognizes its responsibility to uphold the highest standards of product safety and quality and embrace sustainable procurement practices. By combining innovation with responsibility, Office Inspirations continues to create workspaces that inspire productivity and foster well-being, tailored to the specific needs of businesses and their employees.

### 'Activate Your Brand'

Office Inspirations aims to consolidate its status as a trusted leading provider of office solutions, create a strong brand identity, attract and retain customers, and drive sustainable growth, through the implementation of its Activate Your Brand initiative, which applies the following principles.



#### Right Product

- Emphasizes the need for a product or service that aligns with the target audience's needs and desires.
- Promotes a focus on quality, relevance, and unique value proposition.

#### Right Place

- Refers to strategic distribution and accessibility.
- Encompasses both physical (e.g., retail locations, events) and digital (e.g., online platforms, social media) presence.
- Identifies the appropriate marketplace for the product.

#### Right People

- Underscores the importance of targeting the appropriate customer segments.
- Involves engaging with influencers, brand ambassadors, and employees who can effectively represent the brand.

#### Right Cost

- Highlights the need for competitive and value-driven pricing.
- Considers the cost of marketing, distribution, and other brand activation activities.

#### Right Utilization

- Focuses on getting the most out of all available resources, including effective utilization of data or physical space.

#### Right Principles

- Ensures that all brand actions are aligned with the core values of the company.
- Reinforces ethical behavior and compliance with applicable laws.

## Sustainable Procurement

Office Inspirations works with many world-renowned suppliers with global footprints. Many suppliers have globally recognized sustainability certifications (see box below) and work in jurisdictions that enforce the most stringent regulations meaning their products are designed to comply with the highest standards of quality, safety, and sustainability. In addition, Office

Inspirations mainly works with large multinational or public sector clients that insist on implementing premium solutions that apply these same high standards.

### **Working with Sustainable Suppliers**

Office Inspirations partners with world-class suppliers, many of which hold leading sustainability certifications including, but not limited to, the following: BIFMA level®, Blauer Engel, China Environmental Label, Cradle to Cradle™, E1, EU Ecolabel (European Flower), FEMB Level, NF Environnement, Green Tick, Oeko Tex®, SCS Indoor Advantage™.

Office Inspirations expects its suppliers to adhere to responsible and ethical business practices, in line with the company's values of integrity, honesty, and transparency. Suppliers are required to comply with the Group Supplier Code of Conduct which lays out the requirements and expectations of any third party it does business with, including all suppliers, contractors, consultants, and providers of other goods and services. During the registration and onboarding process, suppliers must acknowledge and commit to the Code as a part of their contract. Cases of non-compliance can be reported via the Group's dedicated whistleblowing channel.

The Code contains provisions on compliance with relevant rules and regulations, environmental practices, occupational health, and safety (OHS) practices, and employment and labor standards, as summarized below. The full Code of Conduct can be found [here](#) on the company's website.

#### *Business Integrity and Ethical Conduct*

- Take adequate measures to detect, prevent, and report bribery, corruption, fraud, money laundering and terrorist financing, conflict of interest, extortion, anti-trust and anticompetitive dealing, or any other breach of ethical business conduct, in accordance with applicable laws and regulations.
- Provide adequate procedures to encourage whistleblowers to report violations of the above or any breach of ethical business conduct, in confidence and free from fear of retaliation, as long as reports are made in good faith.

#### *Human Rights and Ethical Employment Practices*

- Uphold internationally proclaimed human rights, including the prohibition of child labor or forced labor acquired through modern slavery or human trafficking.
- Adopt fair compensation and working conditions, in accordance with applicable laws and regulations.
- Commit to being a fair and inclusive employer that treats employees with respect, dignity, and honesty, free from fear of discrimination or harassment.
- Commit to being an equal opportunity employer that hires and promotes based on merit and provides all employees with opportunities to advance their careers.

- Embrace diversity in the workplace and ensure that all employees are afforded the same opportunities, regardless of age, gender, race, religion, citizenship, physical ability, marital status, family situation, country of origin or other factors.

#### *Privacy and Data Protection*

- Safeguard all proprietary and confidential information, in accordance with applicable rules and regulations and global best practices.

#### *Environmental, Health and Safety (EHS)*

- Enforce Environmental, Health and Safety (EHS) standards, in line with global best practices and in accordance with all applicable laws and regulations.

In the future, Office Inspirations may look to engage more closely with suppliers on their sustainability plans. The company is also considering the potential of creating a facility to refurbish older furniture in order to extend the product lifecycle, thus offering more sustainable solutions.

## Local Procurement

While many of Office Inspirations' key suppliers are world-renowned brands that have the design specifications and quality standards clients demand, more than a third of suppliers are locally based companies and procurement spend allocated to these suppliers more than doubled year-on-year.

#### *Local Procurement*

| Year | Percentage of local suppliers | Percentage of spending on local suppliers (%) |
|------|-------------------------------|---|
| 2022 | 48.81%                        | 4.69%   |
| 2023 | 35.96%                        | 1.64%   |
| 2024 | 33.33%                        | 3.72%   |

Note: Local suppliers include UAE-based suppliers only.

## Product Safety and Quality

Office Inspirations sources products from select global brands that adhere to the highest global standards of safety and quality, ensuring the well-being of customers. These products are free from harmful substances, ergonomically designed for comfort, and tested for structural integrity and durability.

When it comes to interior projects, all products and materials are installed according to the manufacturer's guidelines and in compliance with any specific local regulations that may apply, such as health and safety regulations governing schools or healthcare facilities. On specialized projects such as these, a dedicated and qualified employee is appointed to oversee installation. Office Inspirations has never experienced any incidents of non-compliance with health and safety regulations or voluntary codes in relation to its products and services.

## Responsible Marketing and Labelling

Office Inspirations abides by the principles of ethical marketing and labelling of its products, ensuring transparency and accuracy in all messaging and that product benefits and limitations are communicated clearly.

Responsibility for applying these principles and compliance with regulations and industry best practices lies with the Marketing Manager alongside the General Manager. They develop strategies and collaborate with brand partners and suppliers to maintain accurate product descriptions and technical documentation.

Key stakeholders at Office Inspirations work closely with architects, designers, suppliers, and clients to ensure marketing materials align with project needs. The company ensures that all product descriptions, brochures, and showroom displays provide accurate information and inform clients of any sustainable features of products and workplace solutions.

As part of this, Office Inspirations collaborates with manufacturers to host interactive sessions on sustainable workplace solutions and highlighting the environmental impact of any materials used. To further aid informed decision-making, where available Office Inspirations provides clients with Environmental Product Declarations (EPDs) and Health Product Declarations (HPDs) shared by suppliers. Furthermore, it offers downloadable brochures detailing products with sustainability certifications and provides insights via magazines and other material shared by manufacturers.

Office Inspirations has experienced no incidents of non-compliance with marketing and labeling laws or regulations over the past three years.

## Data Security & Privacy

Office Inspirations is dedicated to protecting proprietary and confidential information and ensuring the security and integrity of data belonging to the company, its employees, customers, and third parties.

Data Security & Privacy practices are managed and controlled at the Group level according to the Group Privacy Policy which is aligned with global best practices and in compliance with relevant rules and regulations.

Group-level data protection and privacy procedures cover the following broad areas:

**Non-Disclosure Agreements:** Vendors and partners sign NDAs to guard against data breaches.

**Data Encryption:** Email, ERP and corporate data, and backup data are encrypted.

**Access Controls:** Access is strictly controlled according to the comprehensive User Access Management Policy & Procedure.

**Incident Management:** Procedures are in place to detect, respond to, and mitigate the impact of data incidents should they occur.

**Data Auditing and Monitoring:** Regular auditing and monitoring ensures the detection of unauthorized access or use of personal data and compliance with privacy regulations.

**User Education and Awareness:** Users are trained on data security risks and best practices for protecting corporate and personal data.

To safeguard against theft, loss, or cyber threats, confidential data is stored securely, and all IT users are required to maintain password confidentiality. Channels are in place for reporting any security concerns or violations.

Efforts to strengthen data security and privacy focus on responsible data management, including IT infrastructure enhancements, staff training, secure record-keeping, and collaboration with regulatory agencies.

Office Inspirations has received no substantiated complaints concerning breaches of customer privacy or losses of customer data over the past three years.

## Community Relations

Office Inspirations supports community welfare through its participation in social infrastructure projects, including educational, healthcare, and government facilities that are carefully designed to serve the needs of the community effectively and efficiently.

The company has collaborated with Abu Dhabi Education Council (ADEC) on more than 20 public schools and has also partnered with GEMS Education in the private sector on their premium establishments. Office Inspirations adopts a consultative approach, gathering input from various stakeholders to ensure it designs establishments where all needs are met.

**2024 Case Study: The British School Al Khubairat**

Office Inspirations was charged with creating specialized spaces at British School Al Khubairat to enhance social interaction, support self-focus learning, and provide group learning spaces for students and staff.

The company created spaces catering to the specific needs of the growing numbers of older students, helping to foster a sense of belonging and enhance the overall wellbeing of this age group at the school. It also designed office space to enable better counselling support for students as well as outdoor breakout areas that made efficient use of the limited space within the existing campus.

As per the company's Activate Your Brand initiative, Office Inspirations helped the client to select the most suitable, high-quality furniture and materials to ensure longevity and enhance functionality while working within their budget.

Office Inspirations applied the principle of 'form follows function' to support effective teaching and learning. The company used acoustic-based furniture in open spaces to aid focus and concentration without the need to create costly individual rooms.



## Events

Office Inspirations participates in and hosts events, including tradeshow, product launches, and roundtables to engage with partners and customers and showcase its innovative solutions. In 2024, the company participated in the following events:

- Downtown Design Fair - Dubai Design Week
- Steelcase Karman Launch Event
- Steelcase Roundtable
- CBRE Innovation Challenge Event – KSA
- Zayed University EHS Event
- Framery Open Day Event – Office Inspirations Showroom

## Community Engagement Program

Office Inspirations actively participates in the Group Community Engagement Program which is conducted mainly in partnership with Ma'an, Abu Dhabi's Authority of Social Contribution. Ittihad's Human Resources Director oversees the implementation of the program which covers all entities within the Group.



Initiatives include collaborations with non-governmental organizations, community cleanups, blood donations, providing meals to the needy during Ramadan, volunteer programs, in-kind contributions, and sponsorships of community events, among others.

## 2024 Initiatives

- Ittihad signed a landmark agreement with the Zayed Higher Organization for People of Determination (ZHO) to train and integrate People of Determination into the workforce, reflecting its continued commitment to fostering a more inclusive workforce (see Diversity, Equity and Inclusion section).
- Ittihad contributed to local healthcare needs and emergency response readiness by organizing several voluntary blood donations among its employees across multiple locations in partnership with licensed blood banks and hospitals.
- Ittihad also constructs community parks for the benefit of local residents. The company completed the design, procurement, and construction work worth AED 1.5 million on a community park, free of charge.
- In collaboration with Ma'an, Ittihad organized the Gift Box Campaign in July to prepare and distribute over 2,000 curated gift boxes for labor workers across various sites.

## Green Spaces

Office Inspirations is committed to managing the company's environmental impact by minimizing its emissions, energy and water consumption, waste production, and sourcing sustainable products and materials. Furthermore, the company designs workspaces that are not only functional and inspiring but also environmentally responsible.

Office Inspirations' environmental commitments are outlined in the Group Sustainability Policy. The company is committed to aligning its approach to environmental management with the Group's Environmental Management System (EMS), which applies the ISO 14001 certification standard and complies with applicable environmental rules and regulations.

## Sustainable Product and Material

Office Inspirations works with world renowned brands that apply the principles of design efficiency, sustainability, and resource conservation in the manufacturing of their products. Where possible, the company sources products using eco-friendly materials designed for durability and recyclability. By prioritizing partnerships with suppliers that embrace responsible procurement practices and hold recognized sustainability certifications, Office Inspirations helps ensure that products contribute to a healthier planet (see Sustainable Procurement and Product Safety & Quality sections).

## Emissions

Office Inspirations is aligned with the Group-level commitment to minimizing greenhouse (GHG) emissions and thereby contribute to addressing climate change while promoting operational efficiency.

Using 2024 as the baseline year, the company has undertaken a full GHG emissions inventory covering the company's operational emissions as well as emissions across its entire value chain,

in alignment with the GHG Protocol, the leading global standard for companies and organizations to measure and manage their GHG emissions. The inventory uses the operational control approach to account for 100% of the scope 1, 2 and 3 GHG emissions from operations under its control. The inventory accounts for all seven<sup>2</sup> GHGs covered by the Kyoto Protocol.

This comprehensive inventory will provide Office Inspirations with complete visibility over the company's emissions sources and lay the foundation for the establishment of emissions reduction targets and creating a pathway to achieve it by implementing initiatives to reduce emissions stemming from Office Inspiration's own operations and value chain.

In 2024, Office Inspirations' total operational emissions within the minimum boundary amounted to 2,466 tCO<sub>2</sub>e. The primary contributors were: Purchased goods and services (54.76%), Upstream transportation & distribution (18.99%), End of life treatment of sold products (8.78%), Mobile combustion (4.82%), and Use of sold products (4.30%).

| GHG Emissions (tCO <sub>2</sub> e) |   |          |
|------------------------------------|---|----------|
|                                    |   | 2024     |
| Scope 1                            |   | 120.88   |
| Scope 2                            |   | 16.64    |
| Scope 3                            |   | 2,328.73 |
| Scope 3                            | Category 1 - Purchased goods and services             | 1,350.60 |
|                                    | Category 2 - Capital goods                            | 1.02     |
|                                    | Category 3 - Fuel- and energy-related activities      | 36.57    |
|                                    | Category 4 - Upstream transportation and distribution | 468.25   |
|                                    | Category 5 - Waste generated in operations            | 24.02    |
|                                    | Category 6 - Business travel                          | 70.76    |
|                                    | Category 7 - Employee commuting                       | 47.72    |
|                                    | Category 8 - Upstream Leased Assets                   | 5.85     |
|                                    | Category 9 - Downstream transportation & distribution | 1.29     |
|                                    | Category 10 - Processing of sold products             | 106.16   |
|                                    | Category 11 - Use of sold products                    | 216.50   |
| Total GHG Emissions                |   | 2,466.25 |
| Biogenic Emissions*                |   | 198.31   |

\*CO<sub>2</sub> emissions from biomass or biofuels must be reported separately and not be included in fossil-based totals.

Notes: Greenhouse gas (GHG) emissions were calculated using internationally recognized methodologies and data sources. Scope 1 emissions from mobile combustion were estimated using the UK Government GHG Conversion Factors for Company Reporting (UK DESNZ, 2024), based on the IPCC AR5 Global Warming Potential (GWP). Scope 1 fugitive emissions associated with refrigerants leakage were estimated using the High-GWP Refrigerants (California Air Resources Board, 2024). Scope 2 emissions from purchased electricity were estimated using country-specific factors where available, including the UAE and Saudi Arabia country overview (The International Tracking Standard Foundation, 2024). Scope 3 emissions covered purchased goods and services, capital goods, fuel- and energy-related activities upstream transportation and distribution, waste generated in operations, business travel, employee

<sup>2</sup> Seven GHGs: Carbon dioxide (CO<sub>2</sub>), Methane (CH<sub>4</sub>), Nitrous oxide (N<sub>2</sub>O), Hydrofluorocarbons (HFCs), Perfluorocarbons (PCFs), Sulphur hexafluoride (SF<sub>6</sub>), and Nitrogen trifluoride (NF<sub>3</sub>)

commuting, upstream leased assets, use of sold products, and end of life treatment of sold products. These emissions were calculated using methodologies and data sources, including the UK DESNZ (2024), US EPA Supply Chain Greenhouse Gas Emission Factors v1.3 (2024), the California Air Resources Board (2024), Carbon Footprint Ltd (2024), the International Tracking Standard Foundation (2024), and Environmental Product Declarations (EPDs) published by relevant suppliers. Where specific data was unavailable, reasonable proxies and assumptions were applied.

| GHG Emissions Intensity (tCO <sub>2</sub> e/Full-time Equivalent (FTE) Employees*) |       |
|--|-------|
|  | 2024  |
| Scope 1 and 2 GHG Emissions Intensity  | 2.64  |
| Total GHG Emissions Intensity  | 47.43 |

\*52 employees (active employees as per 31 December 2024)

## Energy Consumption

Managing energy consumption efficiently is a key part of reducing Office Inspirations' overall environmental footprint and particularly the GHG emissions associated with its operations. As part of its GHG computation, the company closely monitors and measures its energy consumption and will look for ways to promote more efficient usage over time, in line with the Group-level commitment.

| Energy Consumption (GJ)           |        |          |
|-----------------------------------|--------|----------|
|                                   |        | 2024     |
| Fuel Consumption                  | Petrol | 1135.36* |
|                                   | Diesel | 516.51*  |
| Electricity Consumption           |        | 169.96** |
| Total Direct Energy Consumption   |        | 1,651.88 |
| Total Indirect Energy Consumption |        | 169.96   |
| Total Energy Consumption          |        | 1,821.83 |

\*Converted from liters to GJ using the Net Calorific Value (NCV) provided by the UK Department for Energy Security and Net Zero. NCV is the useful calorific value in typical real world conditions (e.g. transportation). This approach is aligned with the GHG Protocol, which recommends the use of NCV for countries outside Canada and the USA.

\*\*This figure only includes the following sites where actual/primary data were available: Dubai Showroom, Abu Dhabi Showroom and Dubai Warehouse (permanent). The Saudi Showroom and Saudi Warehouse were excluded.

| Energy Intensity (GJ/FTE Employees) |       |
|-------------------------------------|-------|
|                                     | 2024  |
| Total Energy Intensity              | 35.04 |

## Water and Wastewater Management

Office Inspirations manages water consumption across its operations with efficiency and promotes its conservation. Furthermore, the company disposes of wastewater responsibly and in compliance with local environmental regulations.

| Water Withdrawal (m <sup>3</sup> ) |         |
|------------------------------------|---------|
|                                    | 2024    |
| Total Water Withdrawal             | 408.04* |

\*This figure only includes the following sites where actual/primary data were available: Abu Dhabi Showroom and Dubai Warehouse (permanent). The Dubai Showroom, Saudi Showroom and Warehouse were excluded.

## Waste Management

Office Inspirations disposes of waste, including hazardous and toxic materials, in a safe and responsible manner in compliance with applicable regulations. The company manages

resources efficiently while also prioritizing the reuse and recycling of products and materials wherever possible. Paper, cardboard, and plastic bottles are segregated from other waste and collected by a third party for recycling. For example, in 2024 the company gathered 136,338kg of packaging waste (100% paper and cardboard) at its Dubai warehouse which was sent for recycling.

The company minimizes the use of any hazardous materials and ensures that any such materials are disposed of according to regulations.

## GRI Content Index

|                                   |   |
|-----------------------------------|---|
| Statement of use                  | Office Inspirations has reported in accordance with the GRI Standards for the period 1st January 2024 and 31st December 2024. |
| GRI 1 used                        | GRI 1: Foundation 2021  |
| Applicable GRI Sector Standard(s) | No applicable standards available   |

| GRI<br>STANDARD/<br>OTHER<br>SOURCE   | DISCLOSURE   | LOCATION   | OMISSION                  |        |             |
|---------------------------------------|--|--|---------------------------|--------|-------------|
|                                       |  |  | REQUIREMENT(S)<br>OMITTED | REASON | EXPLANATION |
| General disclosures                   |  |  |                           |        |             |
| GRI 2: General<br>Disclosures<br>2021 | 2-1 Organizational details   | About this Report,<br>Overview of Office<br>Inspirations |                           |        |             |
|                                       | 2-2 Entities included in the<br>organization’s sustainability<br>reporting | About this Report  |                           |        |             |
|                                       | 2-3 Reporting period,<br>frequency and contact point                       | About this Report  |                           |        |             |
|                                       | 2-4 Restatements of<br>information   | No restatements as<br>this is the first report           |                           |        |             |
|                                       | 2-5 External assurance   | The report did not<br>receive external<br>assurance      |                           |        |             |

|  |  |   |     |                                    |   |
|--|--|---|-----|------------------------------------|---|
|  | 2-6 Activities, value chain and other business relationships                     | Overview of Office Inspirations                                     |     |                                    |   |
|  | 2-7 Employees  | Our People - Attracting and Retaining Talent                        |     |                                    |   |
|  | 2-8 Workers who are not employees  |   | 2-8 | Information unavailable/incomplete | Data on workers who are not employees are not currently tracked |
|  | 2-9 Governance structure and composition   | Overview of Office Inspirations - Governance at Office Inspirations |     |                                    |   |
|  | 2-10 Nomination and selection of the highest governance body                     | Overview of Office Inspirations - Governance at Office Inspirations |     |                                    |   |
|  | 2-11 Chair of the highest governance body  | Overview of Office Inspirations - Governance at Office Inspirations |     |                                    |   |
|  | 2-12 Role of the highest governance body in overseeing the management of impacts | Overview of Office Inspirations - Governance at Office Inspirations |     |                                    |   |
|  | 2-13 Delegation of responsibility for managing impacts                           | Overview of Office Inspirations - Governance at Office Inspirations |     |                                    |   |

|  |  |   |  |  |  |
|--|--|---|--|--|--|
|  | 2-14 Role of the highest governance body in sustainability reporting | Overview of Office Inspirations - Governance at Office Inspirations |  |  |  |
|  | 2-15 Conflicts of interest   | Overview of Office Inspirations - Governance at Office Inspirations |  |  |  |
|  | 2-16 Communication of critical concerns                              | Overview of Office Inspirations - Governance at Office Inspirations |  |  |  |
|  | 2-17 Collective knowledge of the highest governance body             | Overview of Office Inspirations - Governance at Office Inspirations |  |  |  |
|  | 2-18 Evaluation of the performance of the highest governance body    | Overview of Office Inspirations - Governance at Office Inspirations |  |  |  |
|  | 2-19 Remuneration policies   | Overview of Office Inspirations - Governance at Office Inspirations |  |  |  |
|  | 2-20 Process to determine remuneration                               | Overview of Office Inspirations - Governance at Office Inspirations |  |  |  |

|  |  |   |      |                             |  |
|--|--|---|------|-----------------------------|--|
|  | 2-21 Annual total compensation ratio               |   | 2-21 | Confidentiality constraints | The company has chosen not to disclose CEO remuneration due to its sensitive nature, balancing transparency with privacy and competitive considerations. |
|  | 2-22 Statement on sustainable development strategy | Message from the General Manager  |      |                             |  |
|  | 2-23 Policy commitments                            | Overview of Office Inspirations - Governance at Office Inspirations and throughout the report in relevant sections. |      |                             |  |
|  | 2-24 Embedding policy commitments                  | Overview of Office Inspirations - Governance at Office Inspirations and throughout the report in relevant sections. |      |                             |  |
|  | 2-25 Processes to remediate negative impacts       | Overview of Office Inspirations - Governance at Office Inspirations   |      |                             |  |



|                                    |   |   |      |                |   |
|------------------------------------|---|---|------|----------------|---|
|                                    | 2-26 Mechanisms for seeking advice and raising concerns | Overview of Office Inspirations - Governance at Office Inspirations |      |                |   |
|                                    | 2-27 Compliance with laws and regulations               | Overview of Office Inspirations - Governance at Office Inspirations |      |                |   |
|                                    | 2-28 Membership associations                            | Not currently a member of any associations                          |      |                |   |
|                                    | 2-29 Approach to stakeholder engagement                 | Sustainability at Office Inspirations                               |      |                |   |
|                                    | 2-30 Collective bargaining agreements                   |   | 2-30 | Not applicable | Collective bargaining is not permitted in the UAE |
| <b>Material topics</b>             |   |   |      |                |   |
| <b>GRI 3: Material Topics 2021</b> | 3-1 Process to determine material topics                | Sustainability at Office Inspirations                               |      |                |   |
|                                    | 3-2 List of material topics                             | Sustainability at Office Inspirations                               |      |                |   |
| <b>Governance &amp; Ethics</b>     |   |   |      |                |   |
| <b>GRI 3: Material Topics 2021</b> | 3-3 Management of material topics                       | Overview of Office Inspirations, Governance at Office Inspirations  |      |                |   |

|   |  |  |  |  |  |
|---|--|--|--|--|--|
|   | 205-3 Confirmed incidents of corruption and actions taken  | Overview of Office Inspirations, Governance at Office Inspirations |  |  |  |
| <b>Employee Engagement, Diversity, Equity and Inclusion</b> |  |  |  |  |  |
| <b>GRI 3: Material Topics 2021</b>                          | 3-3 Management of material topics  | Our People   |  |  |  |
| <b>GRI 401: Employment 2016</b>                             | 401-1 New employee hires and employee turnover   | Our People   |  |  |  |
|   | 401-2 Benefits provided to full-time employees that are not provided to temporary or part-time employees | Not applicable due to no part-time or temporary employees.         |  |  |  |
|   | 401-3 Parental leave   | Our People, Attracting and Retaining Talent                        |  |  |  |
| <b>GRI 404: Training and Education 2016</b>                 | 404-1 Average hours of training per year per employee  | Our People, Workforce Learning & Development                       |  |  |  |
|   | 404-2 Programs for upgrading employee skills and transition assistance programs                          | Our People, Workforce Learning & Development                       |  |  |  |
|   | 404-3 Percentage of employees receiving regular performance and career development reviews               | Our People, Workforce Learning & Development                       |  |  |  |

|  |  |  |  |  |  |
|--|--|--|--|--|--|
| <b>GRI 405:<br/>Diversity and<br/>Equal<br/>Opportunity<br/>2016</b> | 405-1 Diversity of governance bodies and employees           | Our People, Diversity, Equity and Inclusion  |  |  |  |
|  | 405-2 Ratio of basic salary and remuneration of women to men | Our People, Diversity, Equity and Inclusion  |  |  |  |
| <b>Occupational Health and Safety</b>                                |  |  |  |  |  |
| <b>GRI 403:<br/>Occupational<br/>Health and<br/>Safety 2018</b>      | 403-1 Occupational health and safety management system       | Our People - Workforce Wellbeing   |  |  |  |
|  | 403-6 Promotion of worker health                             | Our People - Workforce Wellbeing   |  |  |  |
|  | 403-9 Work-related injuries                                  | Our People - Workforce Wellbeing   |  |  |  |
|  | 403-10 Work-related ill health                               | Our People - Workforce Wellbeing   |  |  |  |
| <b>Human Rights and Community Relations</b>                          |  |  |  |  |  |
| <b>GRI 3:<br/>Material<br/>Topics 2021</b>                           | 3-3 Management of material topics                            | Our People - Diversity, Equity and Inclusion, Innovative & Safe Spaces - Community Relations/Sustainable Procurement |  |  |  |

|   |  |  |  |  |  |
|---|--|--|--|--|--|
| <b>GRI 203: Indirect Economic Impacts 2016</b>  | 203-1 Infrastructure investments and services supported  | Innovative & Safe Spaces - Community Relations   |  |  |  |
|   | 203-2 Significant indirect economic impacts  | Innovative & Safe Spaces - Community Relations   |  |  |  |
| <b>GRI 408: Child Labor 2016</b>                | 408-1 Operations and suppliers at significant risk for incidents of child labor                | Our People - Diversity, Equity and Inclusion, Innovative & Safe Spaces - Sustainable Procurement |  |  |  |
| <b>GRI 409: Forced or Compulsory Labor 2016</b> | 409-1 Operations and suppliers at significant risk for incidents of forced or compulsory labor | Our People - Diversity, Equity and Inclusion, Innovative & Safe Spaces – Sustainable Procurement |  |  |  |
| <b>GRI 413: Local Communities 2016</b>          | 413-1 Operations with local community engagement, impact assessments, and development programs | Innovative & Safe Spaces - Community Relations   |  |  |  |
| <b>Product Safety and Quality</b>               |  |  |  |  |  |
| <b>GRI 3: Material Topics 2021</b>              | 3-3 Management of material topics  | Innovative & Safe Spaces - Product Safety & Quality  |  |  |  |

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| <b>GRI 416:<br/>Customer<br/>Health and<br/>Safety 2016</b> | 416-2 Incidents of non-compliance concerning the health and safety impacts of products and services | Innovative & Safe Spaces - Product Safety & Quality  |  |  |  |
| <b>GRI 417:<br/>Marketing and<br/>Labelling 2016</b>        | 417-1 Requirements for product and service information and labelling                                | Innovative & Safe Spaces - Product Safety & Quality  |  |  |  |
|   | 417-2 Incidents of non-compliance concerning product and service information and labelling          | Innovative & Safe Spaces - Product Safety & Quality  |  |  |  |
|   | 417-3 Incidents of non-compliance concerning marketing communications                               | Innovative & Safe Spaces - Product Safety & Quality  |  |  |  |
| <b>Sustainable Supply Chain</b>                             |   |  |  |  |  |
| <b>GRI 3:<br/>Material<br/>Topics 2021</b>                  | 3-3 Management of material topics   | Innovative & Safe Spaces - Sustainable Procurement   |  |  |  |
| <b>GRI 204:<br/>Procurement<br/>Practices 2016</b>          | 204-1 Proportion of spending on local suppliers   | Innovative & Safe Spaces - Sustainable Procurement   |  |  |  |
| <b>Data Security &amp; Privacy</b>                          |   |  |  |  |  |
| <b>GRI 3:<br/>Material<br/>Topics 2021</b>                  | 3-3 Management of material topics   | Innovative & Safe Spaces - Data Security and Privacy |  |  |  |

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| <b>GRI 418:<br/>Customer<br/>Privacy 2016</b> | 418-1 Substantiated complaints concerning breaches of customer privacy and losses of customer data | Innovative & Safe Spaces - Data Security and Privacy |  |  |  |
| <b>Emissions</b>                              |  |  |  |  |  |
| <b>GRI 3:<br/>Material<br/>Topics 2021</b>    | 3-3 Management of material topics  | Green Spaces - Emissions                             |  |  |  |
| <b>GRI 305:<br/>Emissions<br/>2016</b>        | 305-1 Direct (Scope 1) GHG emissions   | Green Spaces - Emissions                             |  |  |  |
|   | 305-2 Energy indirect (Scope 2) GHG emissions  | Green Spaces - Emissions                             |  |  |  |
|   | 305-3 Other indirect (Scope 3) GHG emissions   | Green Spaces - Emissions                             |  |  |  |
|   | 305-4 GHG emissions intensity  | Green Spaces - Emissions                             |  |  |  |
| <b>Energy</b>                                 |  |  |  |  |  |
| <b>GRI 3:<br/>Material<br/>Topics 2021</b>    | 3-3 Management of material topics  | Green Spaces - Energy Consumption                    |  |  |  |
| <b>GRI 302:<br/>Energy 2016</b>               | 302-1 Energy consumption within the organization   | Green Spaces - Energy Consumption                    |  |  |  |
|   | 302-3 Energy intensity   | Green Spaces - Energy Consumption                    |  |  |  |
| <b>Water and Wastewater</b>                   |  |  |  |  |  |

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| <b>GRI 3:<br/>Material<br/>Topics 2021</b>       | 3-3 Management of material topics  | Green Spaces - Water and Wastewater Management  |  |  |  |
| <b>GRI 303:<br/>Water and<br/>Effluents 2018</b> | 303-3 Water withdrawal             | Green Spaces - Water and Wastewater Management  |  |  |  |
| <b>Waste and Hazardous Waste</b>                 |                                    |   |  |  |  |
| <b>GRI 3:<br/>Material<br/>Topics 2021</b>       | 3-3 Management of material topics  | Green Spaces - Waste Management                 |  |  |  |
| <b>GRI 306:<br/>Waste 2020</b>                   | 306-3 Waste generated              | Green Spaces - Waste Management                 |  |  |  |
|  | 306-4 Waste diverted from disposal | Green Spaces - Waste Management                 |  |  |  |
| <b>Sustainable Product and Material</b>          |                                    |   |  |  |  |
| <b>GRI 3:<br/>Material<br/>Topics 2021</b>       | 3-3 Management of material topics  | Green Spaces - Sustainable Product and Material |  |  |  |