



Portview Fit-Out Limited

ANNUAL SUSTAINABILITY REPORT 2023





Portview's vision is to be the trusted partner for world-class sustainable fit-out experiences; underpinned by highly skilled and motivated teams, working with in an empowering culture.



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Sustainability (ESG) is all about corporate honesty, transparency, and integrity
Environment, Social, Governance

A greeting from our Chief Operating Officer

I am pleased to present our first Environmental, Social & Governance (“ESG”) Report, a testament to our unwavering dedication to creating a sustainable future. As we embark on this journey together, I would like to take a moment to reflect on why ESG is of paramount importance to each and every one of us, both as individuals and as a company.

ESG encapsulates the values that define our purpose-driven organisation. It represents our shared belief that profitability should not come at the expense of the planet, society, or future generations. Instead, it compels us to integrate environmental, social responsibility and strong corporate governance into every aspect of our operations. By doing so, we not only safeguard the world we inhabit but also forge a path towards long-term success and resilience.

Individually, ESG empowers us to become catalysts for positive change. It calls upon us to be mindful of our ecological footprint, to champion equity, diversity and inclusivity, and to prioritise ethical decision-making. Each action we take, no matter how small, carries the potential to create ripples of progress that extend far beyond our organisation. By embracing sustainability as individuals, we can become agents of transformation in our communities, inspiring others to follow suit and contributing to a more equitable and sustainable world.

At the heart of Portview, ESG serves as a guiding principle that shapes our strategy, operations and relationships. We recognise that our success is intertwined with the well-being of our people, our environment and society. By integrating sustainability into our business practices, we enhance brand reputation, attract and retain top talent, and build strong relationships based on shared values.


ESG not only enhances our financial performance but also fosters innovations, drives operational efficiency, and protects our ability to operate in an ever-evolving landscape.

Furthermore, ESG enables us to mitigate risks and secure opportunities in a rapidly changing world. By pro-actively addressing climate change, we adapt to the evolving regulatory environment, stay ahead of client demands, and unlock potential new business. We foster resilience by anticipating societal shifts, engaging stakeholders, and fostering a culture of transparency and accountability. ESG serves as a compass that guides us through complexity, empowering us to navigate uncertainties with confidence and foresight.

I am immensely proud of the strides we have made on our ESG journey so far. This report is a result of our collective effort, unwavering commitment, and the remarkable accomplishments we have achieved together. However, it is important to acknowledge that we are still early into our journey. As we move forward, we must continuously challenge ourselves, set ambitious targets, and embrace innovative solutions to further integrate sustainability into our DNA.

I extend my sincere gratitude to our dedicated employees for their contribution towards our ESG goals. Together, we make a real difference, building a more sustainable future for our company, our stakeholders and for the generations to come.

Paul Lavery, Chief Operating Officer



“Profitability should not come at the expense of the planet, society, or future generations.” - Paul Lavery, Portview COO

Socially responsible construction

The foundation of our business

Bags of good for the community

Sustainability is as much about people as it is about environment because well cared-for people are better able to protect their community and the land where they live.

Portview is proud to be a purpose-driven organisation committed to doing the right thing for our employees, customers, and our communities. Indeed, this is the emphasis of impact ESG vs. financial ESG: it's all about people and society, and how a business engages, interacts, and affects their stakeholders.

As part of our corporate social responsibility, we donate to a wide range of social enterprises and charities, such as Tools for Solidarity which supports artisans in the poorest countries by providing high-quality refurbished tools and training. We respect their ethos and their motto that "in the struggle to develop, bare hands are not enough".

"In the struggle to develop, bare hands are not enough"

As part of our recent AGM, we invited Dave Linton, the founder of Madlug, to speak to us about a great company and the amazing cause they serve. Dave has first-hand experience with children in care and noticed that lots of children move from home to home with their belongings in plastic bin bags. This observation reinforces that feeling of worthlessness and it was their mission to change that, thus Madlug was born.

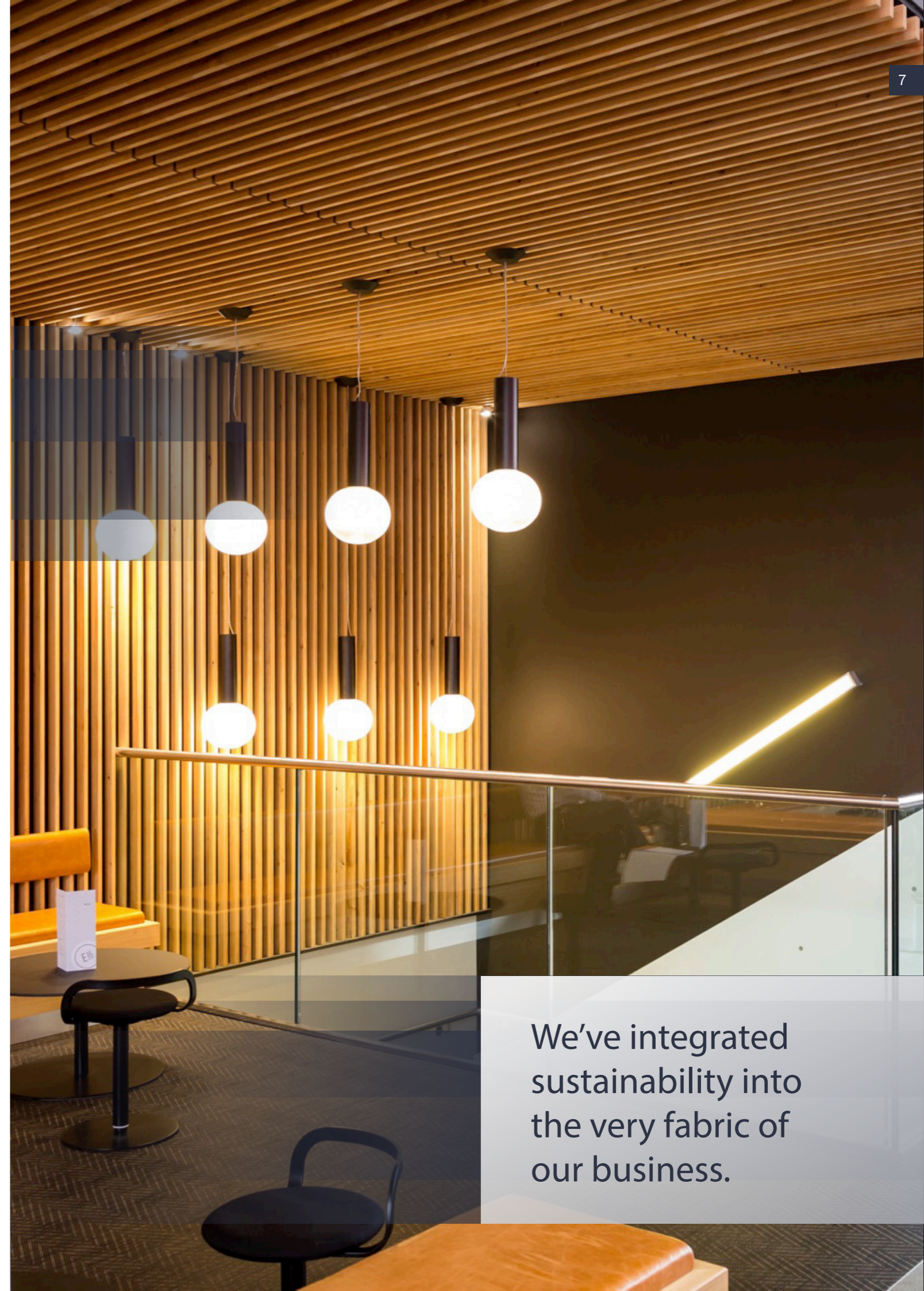
Madlug (Make A Difference Luggage), sell a variety of travel, school and tote bags with each purchase resulting in the donation of a pack-away travel bag to a child in care. Since 2015, Madlug has sold over 60,000 bags, helping half a million children feel valued and cared for through podcasts, conferences, social media and so much more. Their next goal is

to donate 100,000 pack-away travel bags by April 2024, which we are proud to say we've played our part in.

To show our support and contribute to their "buy one, wear one, help one" model, we have collaborated with the team to create our new Portview backpacks. We are happy to support Madlug as we too share the belief that no child should have to carry their life in a bin bag.

We prioritise our workforce too, and we have introduced many schemes designed to enhance their health and well-being. A prime example is our Live Better Feel Better calendar of events which focuses on Skin Health, Male and Female Health, and Cancer Awareness, the latter being so important to staff working outdoors.

Portview has partnered with Action Cancer to provide interactive Virtual Cancer Awareness Sessions. The sessions are aimed at increasing our knowledge of common cancers that affect men and women: how to spot the signs and symptoms, the importance of self-checking and self-examination, along with lifestyle advice that can help reduce cancer risk. These one-hour sessions are open to our employees, sub-contractors and work partners.



We've integrated sustainability into the very fabric of our business.

Socially responsible construction

Community engagement

How we're contributing to our local community

Sustainability extends to supporting the social fabric of the community in which our business operates.

When the Considerate Constructors Scheme (CCS) conducted our recertification audit and site visit, they noted our "Good Practices" in the community, which include raising money for Tiny Life and the NI Hospice.

We've established a working group to address our UN2030 goals which focus on environmental issues, charitable giving, volunteering and education. Our workforce hub offers everyone the opportunity to take part in more volunteering, and if the options don't match the employee's preference, we accommodate up to two days volunteering per year for each employee.



Our engagement and support for local charities is notable, with over £6,000 raised for Tiny Life which is a Northern Ireland based charity supporting families with premature children. In addition to an Easter raffle, two Portview teams from our workforce competed in the Belfast.



Other charitable events in the pipeline including a Viking boat race on the River Lagan in September 2023 in the hope to raise £5,000 for the Northern Ireland Hospice. We're hoping for twenty volunteers (across all departments and locations) to take part in the Dragon Boat Championship Challenge.

Socially responsible construction

Community engagement



We supported the Emmaus charity recently with a donation of furniture that is no longer needed by our hotel client. This charity supports vulnerable people in the London boroughs of Westminster and Greenwich who are experiencing homelessness by providing meaningful work, training, support, and a home for as long as it's needed. The beautiful furniture which was donated recently will be a great help to the charity while reducing waste.



We donate surplus materials to organisations such as Tools for Solidarity, a volunteer-run non-profit. The charity supports artisans in the poorest countries of the world by providing high quality refurbished hand tools, sewing machines and training through local refurbishment centres within the local regions.



The Community Foundation Grassroots Leaders Programme empowers people through training, health and well-being services, and employment opportunities. We donated laptops to various groups including the Rathcoole CREW, a newly formed women's group. Access to laptops enables the group to participate in IT classes, online maths classes and enables them to access information on benefits.



We donate to Community Wood Recycling because not only are they on a mission to reduce waste, but the work they do creates jobs, training and volunteering opportunities for local people, particularly those who might find it difficult to get into or back to employment or who have been excluded from the workforce. They work with former offenders, those with mental health problems, people in recovery from addiction and young people who have never had a job. Portview are delighted that these materials can be used for good.

Environmentally responsible construction

Going beyond quality standards

Our professional memberships

WE ARE HELD TO HIGH STANDARDS IN ALL THAT WE DO

At Portview, we're proud of our achievements in respect of our five ISO standards, but we also have a history of gaining certifications from other third parties, such as Considerate Constructors and Acclaim Health & Safety. Through our voluntary participation in these schemes, we must concentrate not only on delivering work to the highest standard, but we must look after our people, our community, and the communities of our clients.



We never stop seeking new ways to demonstrate how our corporate values have substance.

Environmentally responsible construction

Sustainability in construction

Sustainable working initiatives

VOLUNTARY INITIATIVES TO REDUCE OUR CARBON FOOTPRINT

Recent recertification audits by the Considerate Constructors Scheme (CCS) and the IMS were extremely positive, and served to highlight how our environmentally responsible best working practices can contribute reducing our carbon footprint. Here are just five example components of our environmental strategy:

We seek to re-use materials on site wherever feasible. For example, inert materials may be crushed and re-used; excess materials may be sent back to suppliers, transferred to other sites, or made available for industrial symbiosis or other take-back schemes,

Every opportunity is exploited to recycle any waste that is produced and which cannot be returned, recovered, or re-used, in order to minimise the overall waste sent to land fill. Waste that is not re-used on site can be removed by an approved Waste Contractor to a licensed, processing facility. We require recycling rates in excess of 85%. We also aim to generate less than 3.5 Tonnes of construction waste per 100m2 of the fit-out,

We endeavour to maintain a close association with our supply chain throughout the projects to avoid over ordering of materials and minimise associated packaging,

A Site Delivery Plan details the safe access and egress routes for the project site. The delivery and removal of materials and waste will be arranged by the Site Manager to comply with any applicable local government regulations and to ensure minimum disruption to the public,

All wastes are segregated into appropriate, labelled containers. Red COSHH bins, labelled in Polish,

Caring for the environment

Our emissions management

We are proud that our management of emissions exceeds legal and regulatory standards by virtue of the fact that we are accredited to ISO 14001:2015, adopt a best-practice approach to environmental management, and often we are assessed by either BREEAM or LEED assessors on client projects.

Most notably, Portview Fit-Out is verified carbon neutral, and our reduction in carbon emissions confirmed by BITC(NI) were achieved without the use of offsets.

Over 2022, we continued to reduce our emissions. For example, our BITCNI Climate Action Pledge Submission Report 2023 reported that our 2022 carbon footprint was 49.24 tCO2e, which is a -54.93% reduction vs. 2018.

Our Environmental Management System is accredited to ISO 14001:2015, and our fleet operation is accredited to FORS Silver Award.

For specific projects (examples available), our activities, products and services comply to BREEAM/ LEED requirements whenever stipulated.

Portview have signed a 'Climate Action Pledge' in partnership with Business In The Community NI:

"We commit to reduce absolute scope 1 and scope 2 GHG emissions by 30% by 2030 from the base year (2018), and to measure and reduce our scope 3 emissions. We measure emissions by applying the "ghg-conversion-factors-2022-condensed-set" issued by the UK Government."

We are always looking for new ways to demonstrate our environmental responsibility, and we hope to continue our programme of fresh initiatives.



"Working for a sustainability-driven company aligns with my personal ethos. I take pride in being part of an organisation that prioritises our planet's future, demonstrating that profitability and sustainability can coexist.

The proactive stance towards renewable energy, waste reduction, and ethical sourcing not only satisfies my environmental consciousness, but inspires my professional growth. It's more than just a job - it's contributing to a cause that safeguards our future generations.

This unique blend of responsibility and passion amplifies my motivation, making each working day truly fulfilling."

Berina Rice, Buying Manager



Environmentally responsible construction
Focus on people

Our Equity, Diversity, and Inclusion Strategy

We want to be outstanding for everyone, from our clients to our people.

We're proud of our team and want everyone to have a voice and feel they belong and are equally valued and important. This means being a great place to work for our employees, where there is no difference in opportunity for career progression, and where diversity is valued.

Our success depends on our people, and everyone is welcome at Portview. We aim to employ people who reflect the diverse nature of society, and we value the contribution every employee makes. Diversity and Inclusion are fundamental to achieving our vision of creating the extraordinary.

We are committing to achieving more diverse representation across all levels of our workforce and to tracking our progress based on the results.

Culture

Everyone in our workforce is unique and brings their own individual perspectives. We represent different age groups, socio-economic backgrounds, faiths, beliefs, sexualities and gender identities To gain the benefits of this diversity we must embed an inclusive culture where everyone feels comfortable voicing their own opinions and ideas in a respectful way. We will create a workplace culture which encourages all of us to be ourselves at work. An inclusive culture leads to engaged people, increases productivity, reduces turnover and sickness rates and delivers better

outcomes for the business. Everyone, whether we're from a currently under-represented group or not, has a role to play in creating a more inclusive culture.

Representation

By 2028, we will aim to improve representation amongst the following groups: women, people with disabilities, LGBTQIA+ individuals and ethnic minorities. We have set objectives for diversity strands where there is most notable under-representation but remain committed to tackling under-representation across all other areas such as age, gender identity and expression, faith and belief and socio-economic background.

Specific Representation Objectives		
Characteristic	↔ Current % workforce June 2023	↑ Target % of the workforce by June 2028
Women	22%	27%
Ethnic Minorities	11%	16%
Disability	2%	3%
LGBTQIA+	0%	3%

A person's identity consists of multiple cross-cutting characteristics (intersectionality). We will therefore develop our approach to understanding this and tackling cross-cutting EDI issues.

We hope to build on the strategy to inform a shift in culture across Portview, recognising key improvement areas and instilling change to ensure that Portview is truly diverse and inclusive." — Karen Fullerton, HR Manager

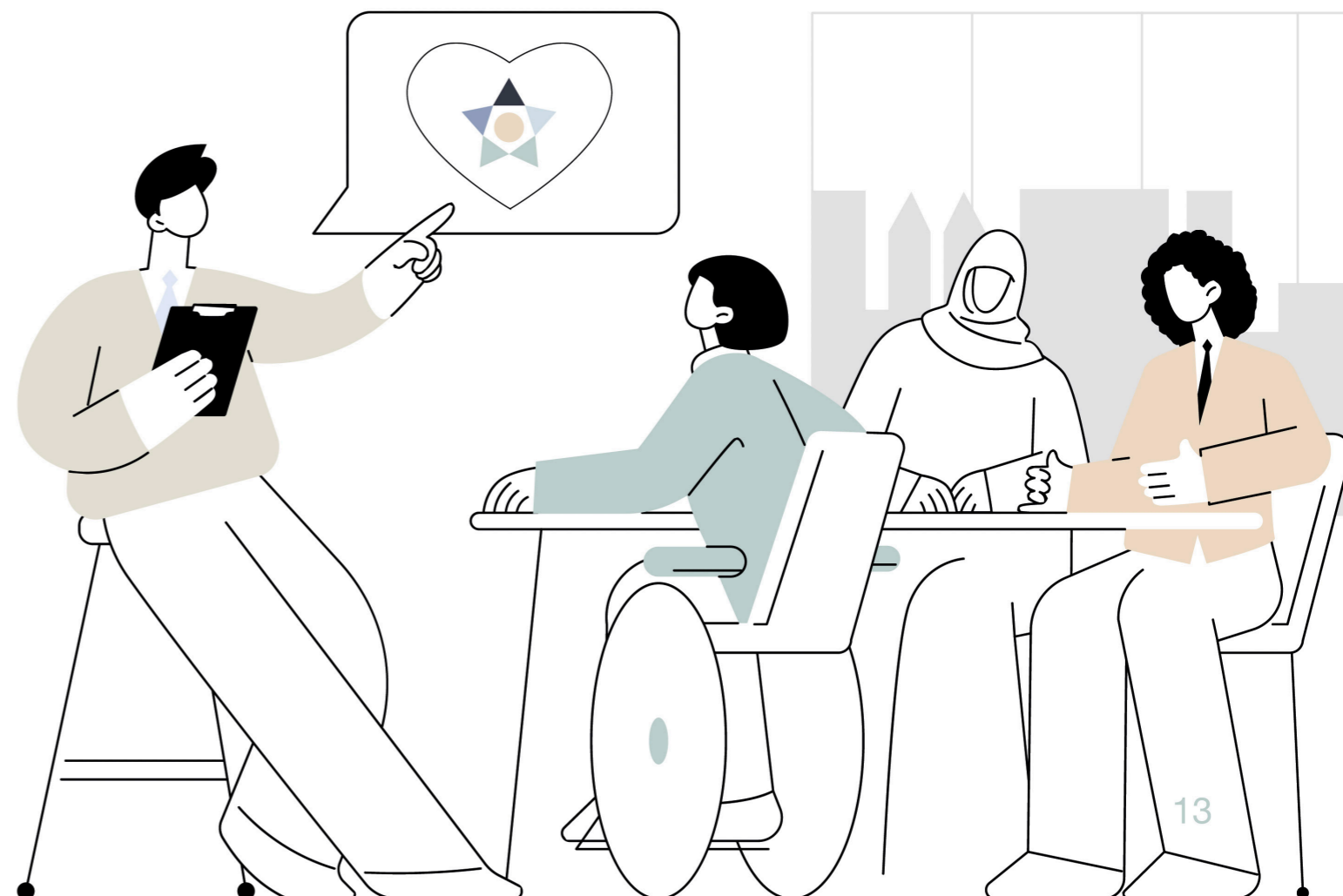
Delivering results

The Portview EDI approach relies upon our in-house framework to drives the collection of data. We're also signing the Diversity Mark Charter and setting realistic goals and targets make us accountable for our actions. We will be reporting formally within the ESG GRI framework to ensure total transparency.

We're setting specific targets for improvement, initially concentrating on gender, and we will move to the other areas of focus over time.

We have already implemented a mechanism for the reporting of concerns, and we are able to collect EDI statistics through our new HRIS and ATS systems.

Our HR team continues to develop our EDI by seeking support through our partnerships, such as with Mates in Mind, Women in Construction, and we're building relationships with school and colleges, Diversity Mark, SistersIN, Disability Action, and LGBTQIA+ organisations.



Evidence-based sustainability reporting to support the global challenges

Measuring our impact upon society

We contribute to 13 of the 17 UN Sustainable Development Goals

Portview Fit-Out Limited is tracking its development against the global indicators for change, using both the IFC and GRI frameworks. Here we present our primary contributions.

ENVIRONMENT SDG 6, 7, 12, 13, 14, 15

Every business, large and small, has a contribution to make towards protecting the environment, and at Portview we are contributing to six of the UN SDGs through our GRI reporting.

SOCIAL SDG 3, 4, 5, 10, 16

Enhancing the social fabric of a community starts with creating a positive, safe, and inclusive working environment. Not only have we prioritised our reporting of diversity and inclusion, we have also introduced various health services for the benefit of our employees.

GOVERNANCE SDG 8, 9, 16,

Our entire sustainability programme is driven at the Executive level, with our Chief Operating Officer responsible for its oversight. Among our many governance initiatives, we have a robust and anonymous whistle-blowing process in place to protect any employee seeking to raise safety concerns. At Portview, we see this as an example of good governance: protecting our stakeholders and fulfilling our duties as directors.

Evidence-based sustainability reporting to support the global challenges

Measuring our impact upon society

SDGs: fact based action!

We've mapped the GRI Material Topics against the United Nation's SDGs, indicating where we are actively reporting.

The SDGs represent an all-encompassing, complex and interconnected agenda. When measuring and disclosing impact on the SDGs, reporting practitioners need to take into account the inter-linkages (synergies and trade-offs) of the SDGs and their targets. Sustainability topics, such as human rights and tax, cut across the three dimensions of sustainable development (economy, environment and people) and underpin the 17 Goals. Therefore, companies are encouraged to identify and assess the inter-linkages between these cross-cutting themes, the 17 SDGs and 169 targets beyond the links stated in this document. For more information, please visit: globalreporting.org/standards/sector-program/



Mapping our progress in respect of the IFC principles

Measuring our impact upon society

We're adhering to the principles of the IFC to measure our impact

A growing number of investors are incorporating impact investments into their portfolios, adopting the SDGs and other goals as a reference point.

PROJECT OUTCOMES AND MARKET CREATION

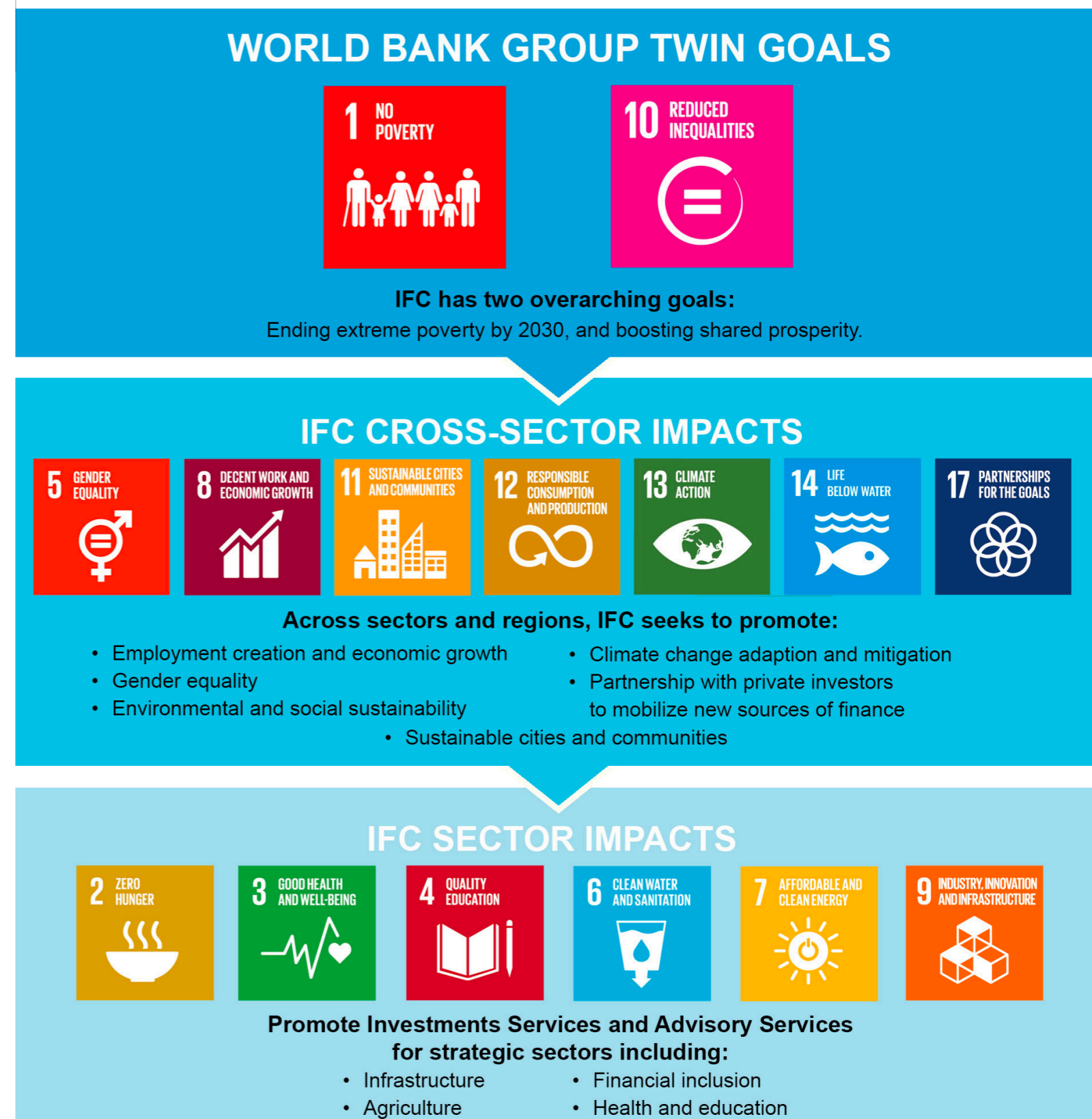
The International Finance Corporation (IFC), part of the World Bank Group, contributes to the SDGs through two pathways, namely: project outcomes and market creation. IFC measures and reports on project outcomes, including the direct impact on stakeholders (including customers, suppliers, government, and the community), the indirect and induced effects on the economy (value added, employment, etc.), and environment and social impacts.

As part of its mandate the IFC seeks to create markets through several ways: by demonstrating successful innovative business models that can be replicated; by stimulating competitiveness through efficiency gains, cost and/or price reductions, and new market entrants; by improving business regulatory frameworks to enable the development and growth of a vibrant private sector in a sustainable manner; and by building capacity and skills that open new market opportunities.

The IFC Operating Principles for Impact Management establish a common discipline around the management of investments for impact, and promote transparency and credibility by requiring annual disclosures of impact management processes with periodic independent verification. These principles are supported by the IFC's Joint Impact Indicators which are a harmonized set of indicators for key impact themes – climate, gender and job creation – used by a wide range of impact investors.

The IFC & SDG alignment

The graphic below represents an overview of IFC's approach to support the achievement of the SDGs. (source: IFC, 2023)



Mapping our progress in respect of the IFC principles

Measuring our impact upon society

Aligning the IFC principles to the GRI material topics

By adhering to the GRI, Portview Fit-Out has incorporated a method for adhering to the IFC principles by design and by default.

UNDERSTANDING THE IFC PRINCIPLES

The IFC provides bonds which facilitate capital-raising and investment for new and existing environmental and socially beneficial projects. The IFC mandates that issuers comply with a set of principles. These principles are intended to assist issuers in financing environmentally responsible and sustainable projects that safeguard the environment and promote a net-zero emissions economy, as well as projects with positive social outcomes.

In addition to an investment opportunity, an IFC-aligned issuance must include transparent environmental and social credentials. By recommending that issuers report on the use of bond proceeds, the principles promote a step change in transparency that facilitates the tracking of funds to environmental and social initiatives, while also aiming to enhance understanding of their estimated impact.

USE OF PROCEEDS	PROJECT EVALUATION AND SELECTION	MANAGEMENT OF PROCEEDS	REPORTING
301 - MATERIALS MANAGEMENT	301 - MATERIALS MANAGEMENT	201 - ECONOMIC PERFORMANCE	201 - ECONOMIC PERFORMANCE
302 - ENERGY MANAGEMENT	302 - ENERGY MANAGEMENT	202 - MARKET PRESENCE MANAGEMENT	202 - MARKET PRESENCE MANAGEMENT
303 - WATER AND EFFLUENTS MANAGEMENT	303 - WATER AND EFFLUENTS MANAGEMENT	203 - INDIRECT ECONOMIC IMPACT MANAGEMENT	203 - INDIRECT ECONOMIC IMPACT MANAGEMENT
304 - BIODIVERSITY MANAGEMENT	304 - BIODIVERSITY MANAGEMENT	204 - PROCUREMENT PRACTISES MANAGEMENT	204 - PROCUREMENT PRACTISES MANAGEMENT
305 - EMISSIONS MANAGEMENT	305 - EMISSIONS MANAGEMENT	207 - TAX MANAGEMENT APPROACH	205 - ANTI-CORRUPTION
306 - WASTE MANAGEMENT	306 - WASTE MANAGEMENT		206 - ANTI-COMPETITIVE BEHAVIOUR
307 - ENVIRONMENTAL COMPLIANCE	307 - ENVIRONMENTAL COMPLIANCE		207 - TAX MANAGEMENT APPROACH
308 - SUPPLIER ENVIRONMENTAL	308 - SUPPLIER ENVIRONMENTAL		
401 - EMPLOYMENT			
402 - LABOUR MANAGEMENT			
403 - HEALTH & SAFETY			
404 - TRAINING AND EDUCATION			
405 - DIVERSITY AND EQUAL OPPORTUNITY			
406 - NON-DISCRIMINATION			
408 - CHILD LABOUR MANAGEMENT			
409 - FORCED OR COMPULSORY LABOUR			
411 - INDIGINEOUS PEOPLE MANAGEMENT			
412 - HUMAN RIGHTS ASSESSMENT			
413 - LOCAL COMMUNITIES MANAGEMENT			
419 - SOCIO-ECONOMIC COMPLIANCE			

Using our ESG-based sustainability report

Our comprehensive sustainability reporting has been completed in accordance with the Global Reporting Institute (GRI). This is the leading global framework most closely aligned with the UN SDGs.

We are proud to present our inaugural sustainability report. This report features activities and progress in enhancing our progress to deliver against the three pillars of ESG: Environment, Social, and Governance in the current reporting period.

The three pillars of ESG relate to every specific organisation. We endorse this approach because it enables both our customers and our supply chain to understand the ethics and integrity of our enterprise, and our openness and transparency.

Our ESG report has been completed in accordance with the standards of the Global Reporting Institute. This global framework provide assurance that our performance as a 'corporate citizen', and it ensures that the statements we make are substantiated with evidence.

We selected the non-financial topics based on a materiality assessment conducted in conjunction with our external sustainability advisors, as well as through our own research and experience. We explain why we selected specific 'material topics', and how the materiality assessment process enabled us to seek the opinions and priorities of our stakeholders, who include our employees, customers, and business partners.

Our reporting is comprehensive. Our methodology as to how our ESG rating and grade have been established is detailed, and more information is available for those interested.

Please note that as this is our inaugural (benchmark) report, not all data were available. We will be updating our reporting annually in line with our financial year.

You are encouraged to contact us if you have any questions.

Environmentally responsible construction

Assessing our Performance

Portview Fit-Out Limited

BB (Superior)



CERTIFICATION

This is to certify that on **30 June 2023**, Portview Fit-Out Limited was assessed to the strict criteria of the Global Reporting Institute (GRI) ESG framework, Comprehensive Reporting model. The assessment was completed by a ESG PRO Limited, an independent third party, whose report was then subjected to further auditing by Apex ESG.

Portview Fit-Out Limited achieved a score of 54 (B) on Environment, 53 on Social (B), and 55 on Governance resulting in an overall score of 54 which normalises to a rating of BB as per the Apex ESG ratings methodology.

A "B" score in each ESG pillar indicates good relative ESG performance and an above-average degree of transparency in reporting material ESG data publicly and privately. The BB combined rating is a superior score.

HUMPERDINCK JACKMAN
MANAGING DIRECTOR
ESG PRO LIMITED

Listening to our stakeholders

A European dual materiality approach

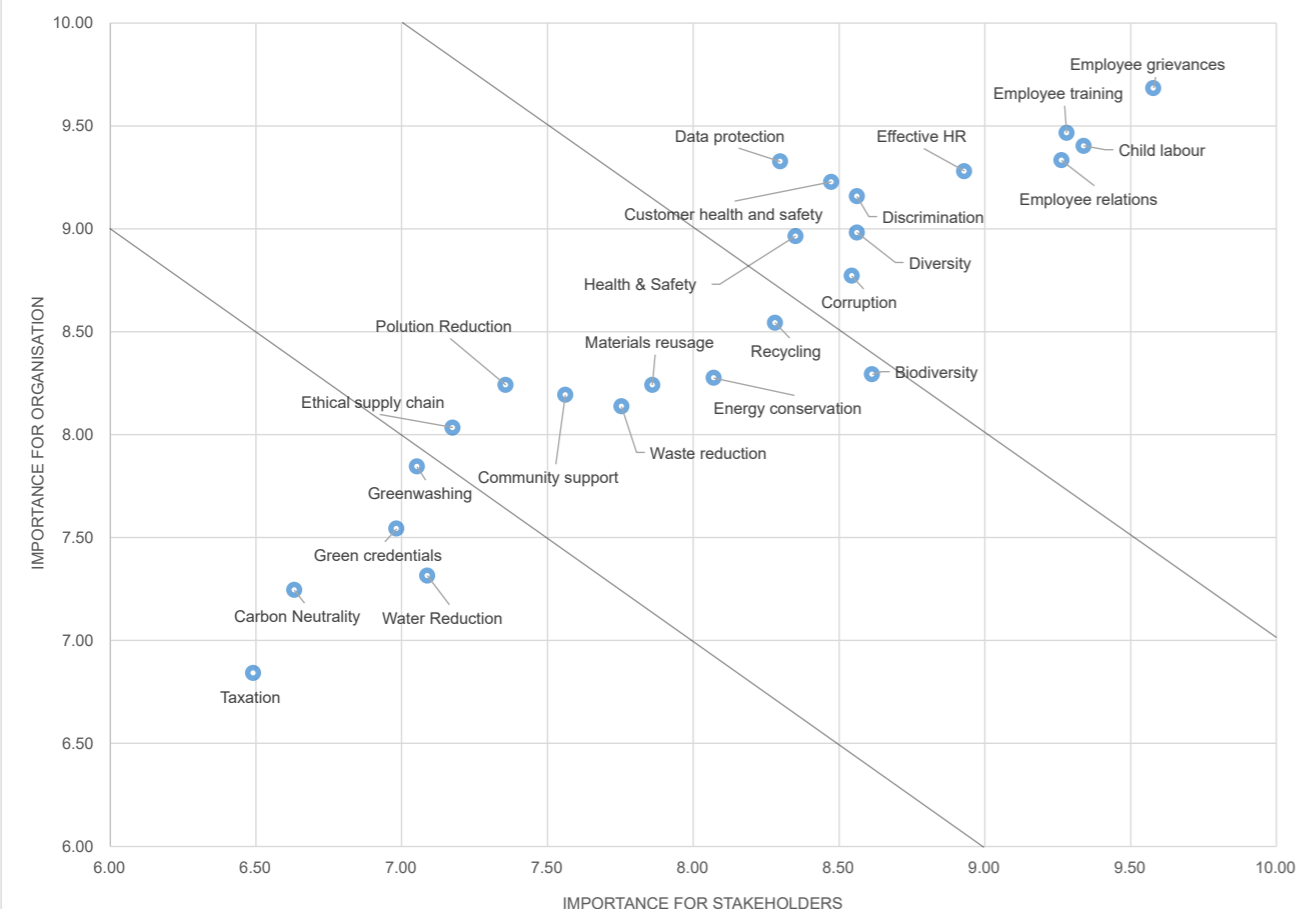
Materiality assessment

Dual materiality positions stakeholder opinions as a critical concern.

Our stakeholder engagement polled diverse groups of stakeholders with 24 topics balanced across the three pillars of ESG. We sought to gauge the strength of opinion as to how each topic ranked in terms of importance to the stakeholder, and how that stakeholder felt that the topic should be of importance to the organisation.

This materiality assessment exercise indicates that our stakeholders are prioritising good governance as indicated by their emphasis upon the human resource themes.

Materiality Assessment - Average topic scores



Prioritising sustainability

A multi-disciplinary approach

Our selected material topics

We have sought to balance our environmental and social priorities.

We conducted our materiality assessment in three stages:

- 1. Research and landscape assessment**
We focused especially as to how ESG affects UK SMEs and to understand the range of sustainability issues on which SMEs and small Enterprise firms currently report. We also assessed global economic and ESG trends and standards.
- 2. Stakeholder mapping and engagement**
We surveyed stakeholder opinions and priorities, starting by defining our stakeholder universe and engagement, and we conducted several various internal and external interviews to gather feedback on key ESG topics.
- 3. Topic analysis and prioritisation.**
Our emphasis was upon putting the interests of our stakeholders first. We prioritised our ESG topics by applying the GRI approach to materiality. We added topics we consider important for reflecting our economic, environmental and social impacts, as well as those which might influence our stakeholders.

OUR MATERIAL TOPICS

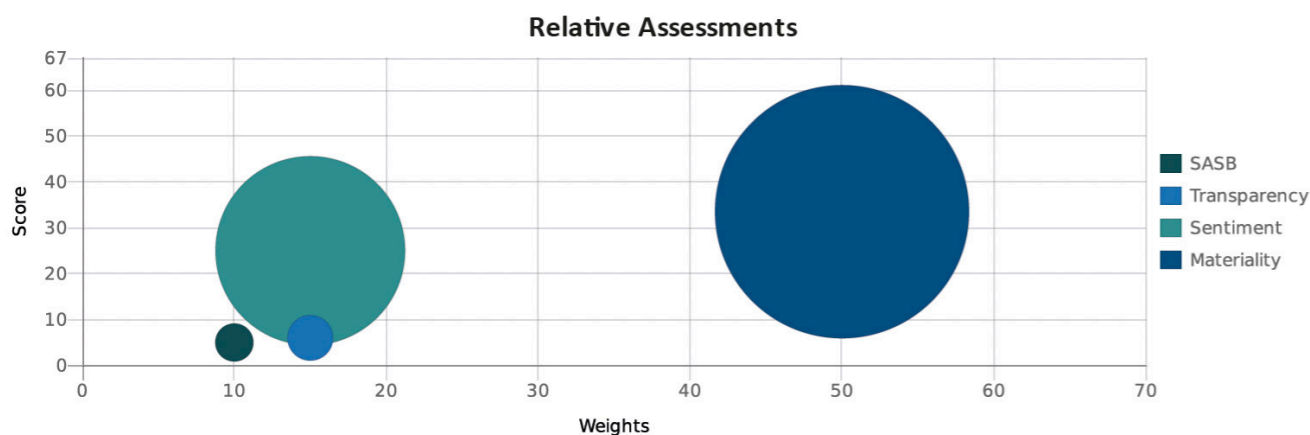
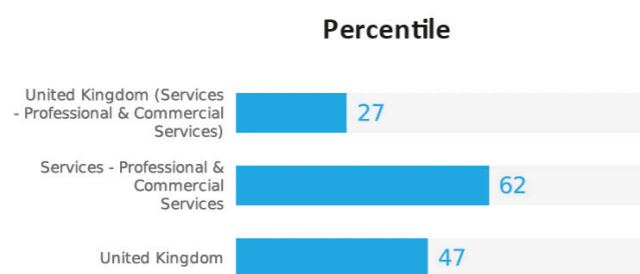
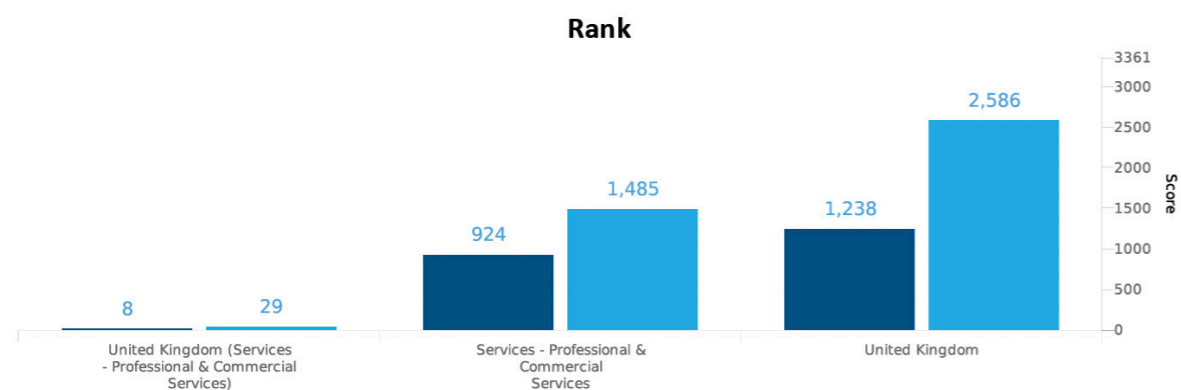
- GRI 102: Core disclosures
- GRI 201: Economic Performance
- GRI 205: Anti-Corruption
- GRI 302: Energy
- GRI 303: Water and effluents
- GRI 305: Emissions
- GRI 401: Employment
- GRI 403: Occupational Health and Safety
- GRI 404: Training and Education
- GRI 405: Diversity and Equal Opportunity
- GRI 406: Non-Discrimination
- GRI 418: Customer Privacy

ESG assessment

Research and landscape assessment

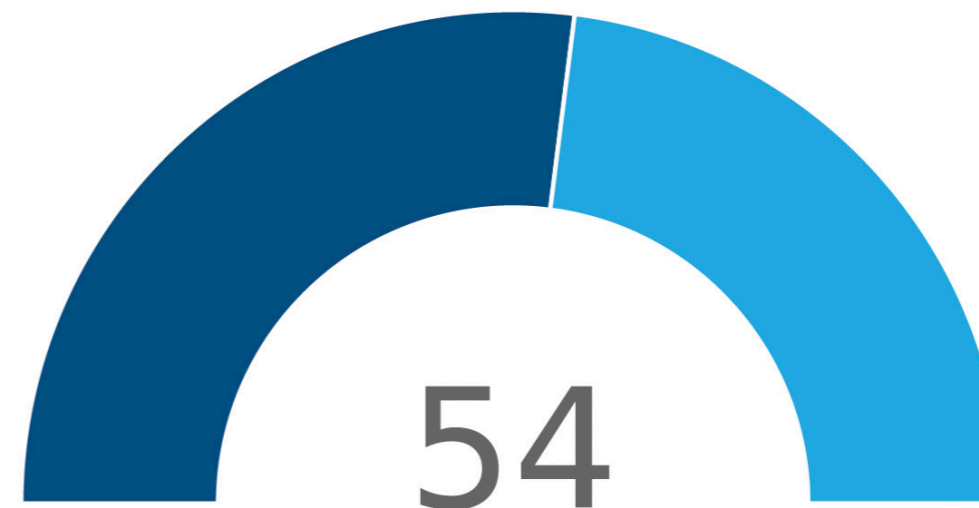
Our ESG research shows that we are at BB rating or Medium level due to our exposure and management of ESG issues based on ESG factors. From the point of ESG data transparency, the company has Low rating based on level of publicly disclosed data.

From the lens of the quality of materiality data disclosed compared to industry peers, the company has a grade of A. The level is based on the ESG data points compared to MRV. Looking at our sentiment analysis surrounding news controversies on ESG factors, the company has a Model Sentiment Level rating based on our news sentiment analysis from our 50,000+ new sources.



Portview Fit-Out Limited

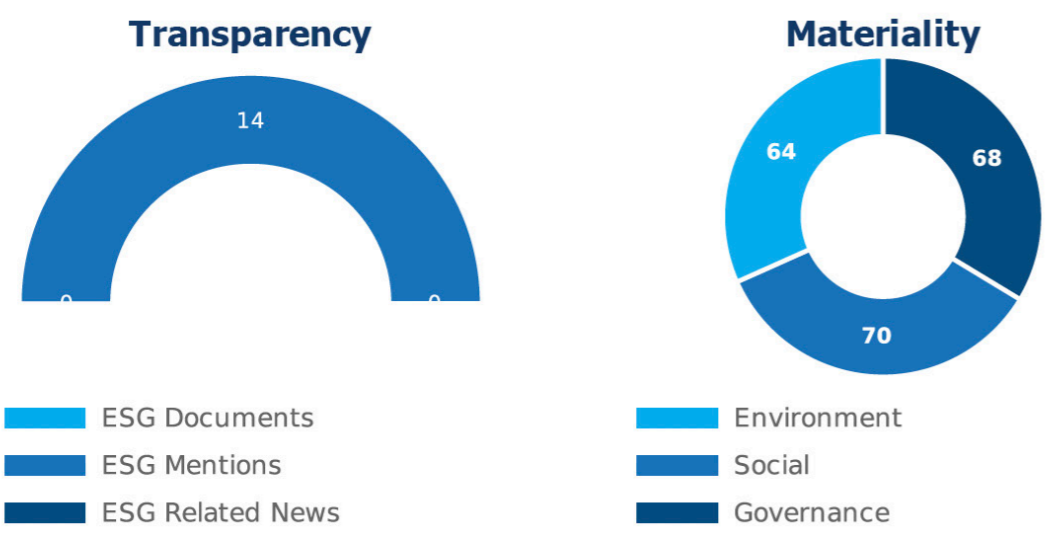
Portview Fit-Out Limited total ESG score June 2023



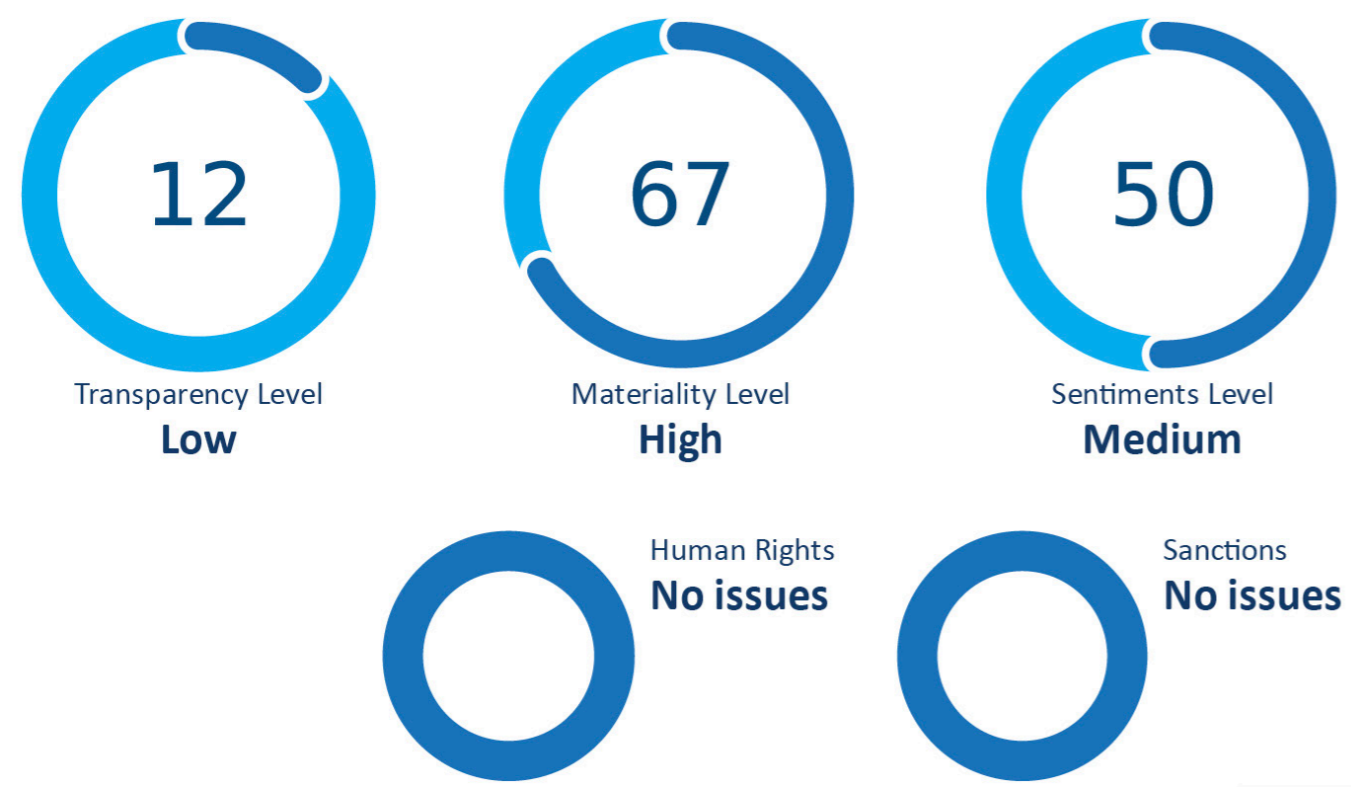
Portview Fit-Out Limited ESG score by pillars June 2023



ESG factors



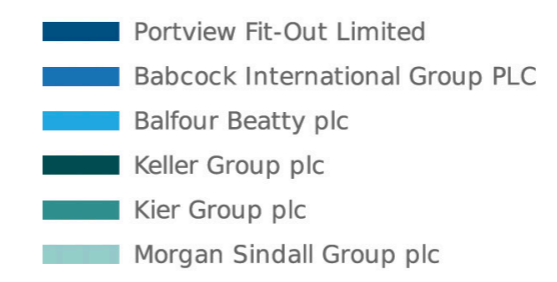
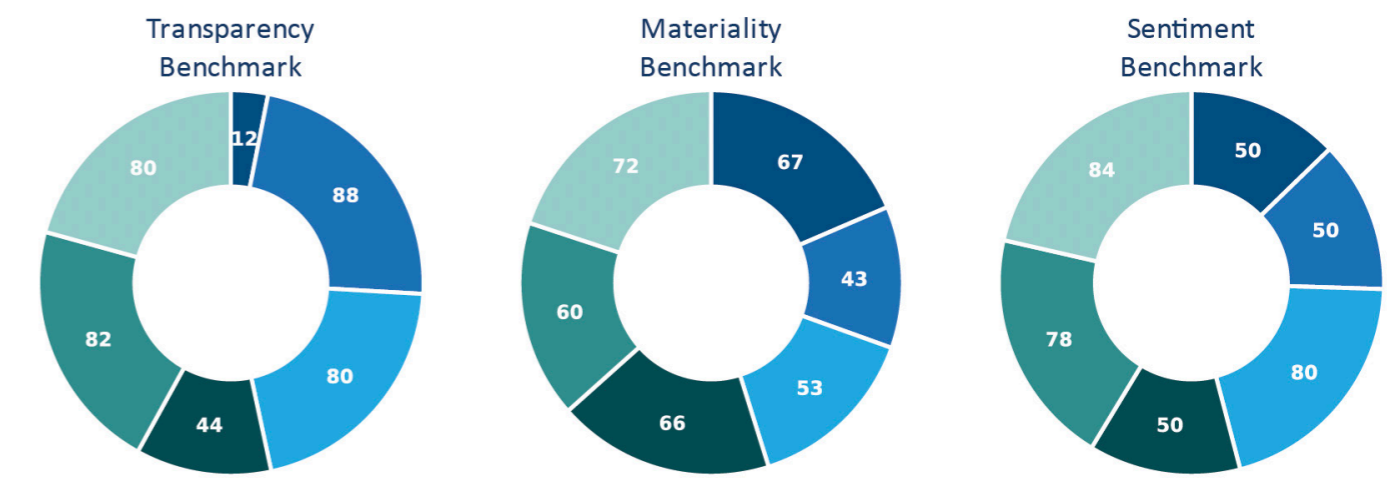
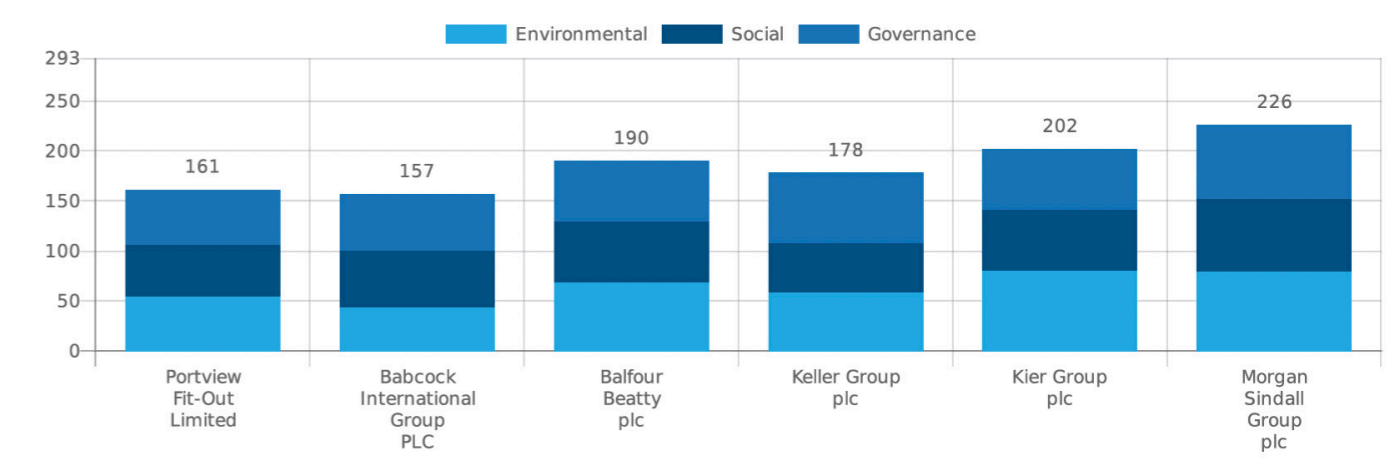
Sentiments



Portview Fit-Out selected

The competitive landscape

To advance the discussion of ESG competitive materiality analysis, our auditors, ESG Pro, selected five other companies in the same industry for benchmarking. The graphical representation compares and contrasts key data points by different lens.



Overall assessment

Our auditors explain ESG relative performance

The ESG assessment is designed to transparently and objectively measure a company’s relative ESG performance, commitment and effectiveness, based on public company-reported data. This covers 26 main themes including emissions, environmental product innovation, human rights, shareholders and so on.

We also provide an overall ESG combined (ESG) score, which is generated algorithmically based on 4 external ESG lenses - Transparency, materiality, sentiments, and 3rd party scores. The percentile rank scores are simple to understand (available in both percentages and letter grades from D to AAA). They are benchmarked against SASB standards for all environmental and social categories. They are also measured against the country of incorporation for all governance categories.

Score	91 to 100	81 to 90	71 to 80	61 to 70	51 to 60	41 to 50	31 to 40	21 to 30	11 to 20	0 to 10
Grade	AAA	AA	A	BBB	BB	B	CCC	CC	C	D

Score	81 to 100	41 to 80	0 to 40
Level	High	Medium	Low

ESG scoring

The scores are based on relative performance of ESG factors with the company’s sector (for environmental and social) and country of incorporation (for governance). ESG Enterprise does not presume to define what “good” looks like; we let the data determine industry-based relative performance within the construct of our criteria and data model. ESG Enterprise’s ESG scoring methodology has a number of key calculation principles set out below.

Unique ESG magnitude (materiality) weightings have been included - as the importance of ESG factors differs across industries, we have mapped each metric’s materiality for each industry on a scale of 1 to 100.

Transparency stimulation - company disclosure is at the core of our methodology. With applied weighting, not reporting “immaterial” data points doesn’t greatly affect a company’s score, whereas not reporting on “highly material” data points will negatively affect a company’s score.

ESG controversies overlay - we verify companies’ actions against commitments to magnify the impact of significant controversies on the overall ESG scoring. The scoring methodology aims to address the market cap bias from which large companies suffer by introducing severity weights, which ensure controversy scores are adjusted based on a company’s size. Industry and country benchmarks at the data point scoring level - to facilitate comparable analysis within peer groups.

Percentile rank scoring methodology - to eliminate hidden layers of calculations. This methodology enables ESG Enterprise to produce a score between 0-100, as well as easy-to-understand letter grades.

ESG + GRI: Sustainability reporting based on evidence Selected disclosures

GRI 303 Water and Effluents

Our management approach to water and effluents

Portview considers the protection of all water courses situate adjacent to or near works, and we work to ensure that we protect the water quality and waterways during the construction and fit-out of premises in accordance with The Environment Agency and Canal and Rivers Trust.

When appropriate we will review the optimum way to manage water as a resource to ensure that preventative measures are put in place to control any potential sources of pollution. Our key measures include:

- Developing a Water Management Plan,
- Identifying potential sources of pollution,
- Providing welfare facilities which reflect, respect, and protect workplace diversity from approved service providers,
- Assessing the pollution risks to surface water which arise from the storage of oils, fuels, and other chemicals on site during construction activities,
- Establishing regular inspections to monitor the implementation of procedures, raise awareness, check for leakage, and to maintain the integrity of protective infrastructure,
- Defining construction activities with the potential to

- impact water
- Complying with applicable regulations in relation to discharge to surface waters, groundwater abstraction, cement storage, on-site waste management
- Completing a Water Directive Framework (WDF) assessment for works within 16 metres of a watercourse.

GRI 303-1: Enumerate products and or services that pose a significant water impact to the organisation.

Portview operates an Environmental Management System (EMS) in conformance to ISO 14001:2015. Our “Aspects & Impacts Register” has identified ‘Discharges to Water’ and ‘Use of Resources’ as having water related impacts.

These have been evaluated for significance on the basis of frequency (likelihood of occurrence), legislation (degree of regulation), effect (potential for harm), cost (potential financial reparation) and control (hierarchy of controls).

ESG + GRI: Sustainability reporting based on evidence

Selected disclosures

GRI 401 Employee Management

Our management approach to employee management

Precisely because Portview Fit-Out Limited is a management contractor, our business depends entirely on the quality, attitude, approach, work ethic and well-being of our people. It is therefore imperative that we manage the recruitment, retention, welfare and development of our people in a way that allows each person to be the best version of themselves in the workplace, which should result in the company seeing a high level of performance from motivated and engaged employees.

Our company is currently ranked #9 in Northern Ireland and #9 in the UK for the engineering /construction sectors by "Best Companies".

We are also a "gold standard" Investor in People and is projected to be platinum standard for 2023.

Further, the company is a repeat recipient of the Deloitte "Best Managed Company" awards.

The company also adheres to ISO 9001, 14001, 22301, 45001, GDPR standards, Living Wage, Considerate Contractors and Constructionline. Maintaining these standards is an indicator of a progressive approach to employees and workers.

The company maintains an employee grievance procedure allowing employees to raise grievances directly and without fear of reprisal.

Management is also keen to lead by example by encouraging staff to speak up, and to raise grievances through the appropriate channels, where any issues do arise.

The company has a clear strategy on talent acquisition and development. We continually look to recruit new talent in 3 waves: immediate requirements, nurturing possible recruits 12-18 months ahead, and also "early careers" where we partner with schools, HE/FE colleges and universities to grow a diverse pipeline of potential employees.

ESG + GRI: Sustainability reporting based on evidence

Selected disclosures

GRI 403 Occupational Health & Safety

Our management approach to occupational health and safety

Portview Fit-Out's company's commitment to occupational health and safety exceeds legal and regulatory standards and is not limited to merely meeting regulatory and legal compliance.

Our goals and targets include targeting a number of KPI's for 2023, including achieving 3 million working hours RIDDOR free. Our work to achieve this milestone relies in part upon increasing both the frequency and means of communications or engagements with both our own staff and subcontractors. We're facilitating this through using "Thoughts" QR Codes and our recoding observations in our Procore data management system.

Our staff can follow the HR Policy or they can use the QR Code readers system to report concerns, observations and grievances (as well as good practices, innovations etc.).

This can be done anomalously if the reporter wishes. Observations are received and dealt with by the leadership team. With the issue and actions taken reported by to all staff/individuals via internal communications, meetings and publicised on site notice boards under 'You Said, We Did'.

Our processes are accredited to ISO 45001 standard. We have membership of FORS, and SSIPS bodies such as ConstructionLine. Other initiatives include Safety Champion and Contractor League Tables.

We have implemented many mechanisms for the effective monitoring of Portview's approach towards occupational health and safety. For example, Site, Project and Contract Managers all undertake weekly H&S inspections.

Our H&S team carry out ad-hoc inspections and Board members do Visible Felt Leadership inspections. In addition, regular systems audits are undertaken internally and we also have external auditors who inspect and review our systems and project locations. Finally, our Head of H&S meets with senior managers monthly and the Board receive reports for Board meetings.

GRI 403-2: Hazard identification, risk assessment, and incident investigation - Describe the processes for workers to extricate themselves from hazardous situations:

Our policy, standard and inductions make it clear that any person has the right to cease works should they feel a situation is unsafe and to address that matter with their line manager/ Portview. No one will be punished for doing so.

ESG + GRI: Sustainability reporting based on evidence

Selected disclosures

GRI 404 Training and Education

Our management approach to training and education

Doing things the “Portview Way” is an essential ingredient of our success. The only way we can ensure all of our people operate to the required standard is by having a comprehensive and robust approach to training.

We operate a number of training themes: compliance, development, and management & leadership. Training our people through these themes facilitates individual and organisational growth in a way that is aligned with both the current and future needs of the business.

Our training aims to ensure that our employees can carry their work out in a manner that at all times minimises risk to them, to their co-workers and to others, and that they are suitably equipped with the skills and experience required to deliver projects to a standard expected by the business and that meets the expectations of our customers. This also enables people to develop as managers and leaders to facilitate organisational growth and succession planning.

Annually, the company carries out a Training Needs Analysis based on both perceived skills gaps and on expiry dates for statutory-based training. The company then schedules a training plan to close this Skills Gap during the following 12 months (or no later than the expiry of statutory training). This covers all operations in the UK & Ireland.

GRI 404-2: Describe the type and scope of programs implemented and assistance provided to upgrade employee skills.

We exceed our legal and statutory obligations through the provision of a wide range of training courses covering more than one hundred subject areas. This training is via our dedicated online learning platform called Elevate which is accredited by CPD and ILM. Team members can self-enroll onto the courses or we can mandate what we would like the team to complete.

We always endeavour to go further, and this is why our site managers that work up through the ranks all complete an NVQ.

Those professions that have governing bodies such as QS, Designers, Legal etc. all must complete 20 hours CPD for their memberships.

Each person in the business has a training plan and this will include a mix of the training on the Elevate platform and external providers.

Because much of the training required is mandatory due to the nature of our work, we have a appointed a dedicated resource to manage this.

ESG + GRI: Sustainability reporting based on evidence

Selected disclosures

GRI 405 Diversity & Equal Opportunity

Our management approach to diversity and equal opportunity

A diverse and inclusive working culture that empowers and enables all our people to deliver their best and be extraordinary. Accordingly, we have challenged ourselves to do all we can to ensure that Equity, Diversity and Inclusion are embedded into everything that we do by 2028. To ensure that we are moving in the right direction, we are evaluating our progress on a yearly basis.

Signing up to the Diversity Mark Charter is a clear step by our management team to drive the required accountability.

Looking at our current demographic we're a predominately white, predominately male workforce. This is not reflective of the market we operate within or the society we live in. We want to change this by increasing representation from under-represented groups to create an inclusive Culture. We cannot realise the benefits of Equity, Diversity and Inclusion without a continued focus on these topics.

Our Quality Management System which is accredited to ISO 9001:2015 provides a complaint handling and response mechanism for grievances, issues, or concerns applicable to its scope, “the expression of dissatisfaction made to the company that could be related to the product, service, or the complaint

handling process itself”. Internal grievances with the potential for disciplinary action are addressed through the company’s Human Resources Grievance Policy and supporting policies.

We have an anonymous reporting mechanism called “Something on Your Mind?” whereby employees, sub-contractors, visitors etc. can scan a QR Code which lets them report grievances, concerns, issues, ideas... These are received by the Managing Director, Chief Operating Officer, and Q&E Manager. A Noticeboard entitled “You Said, We Did” summarises the management response internally.

GRI 406-1: State the number of incidents of discrimination and corrective actions taken, and include the status of the incident(s) and any action(s) performed:

Portview Fit-Out is proud to report zero complaints or reported incidents in respect of diversity and equal opportunity in this reporting period.

ESG + GRI: Sustainability reporting based on evidence

Selected disclosures

GRI 418 Customer Privacy

Our management to customer privacy and data protection

Portview Fit-Out's approach to customer privacy is to lawfully and professionally, with due diligence, respect and protect the confidentiality and integrity of client information.

We control its availability, whether internally or with necessary third parties on a least-access basis, and in compliance with any contractual obligations. We seek to ensure client satisfaction, to build business trust for future engagement and joint enterprise, to strengthen our reputation in the sector as a partner of choice, and to avoid adverse or negative impacts occasioned by any breach of privacy.

Portview operates within the UK and Ireland, and our customer privacy management extends to all current and former employees, workers, partners and associates, for example, agents, subsidiaries, contractors, and subcontractors that provide activities, products and services to Portview, and endures for the period stated within relevant, contractual terms and conditions.

Customer privacy is managed through our Information Security Management System which is accredited to BS ISO/IEC 27001:2013, which is compliant to:

- Data Protection Act (2018)
- UK General Data Protection Regulation (2018)

- Electronic Communications Regulations (2003)
- Copyright, Designs and Patents Act (1988)
- Intellectual Property Act (2014)
- Malicious Communications Act (1988)
- Privacy and Electronic Communications Regulation (PECR) (2003).

Monthly meetings between the Managing Director and ProZero Systems Support with input from the Head of IT ensures regular review and monitoring of incidents in relation to the confidentiality, integrity, and availability of information.

GRI 418-1: State the number of incidents of breaches of customer privacy and corrective actions taken, and include the status of the incident(s) and any action(s) performed.

Portview Fit-Out is proud to report zero complaints or reported incidents in respect of customer privacy and data protection in this reporting period.

Environmentally responsible food generation

Interpreting ESG Ratings

ESG Rating

We're using the same ratings system as The World Bank, Daimler, and Morgan Stanley!



ESG PRO Limited understand the crucial need for analytics and the significance of precise, error-free ESG (Environmental, Social, and Governance) data. Working with Apex ESG, a pioneer in ESG data sector, we help transition our clients to a future of sustainability and positive ESG outlook. We provide the foundational basis needed, such as ESG solutions, analytics, and world-class data that can be used to make informed and accurate decisions regarding investing.

For many years, Apex ESG Enterprise has provided extensive ESG database service across 50 distinct metrics, covering 90% of the global market. Apex ESG serves in various areas such as screening or quantitative analysis, portfolio analysis, and equity research using various ESG factors.

ESG scores are designed based on company stored data that aids in measuring the organization's relative ESG performance, efficiency, and dedication, without bias. 10 main KPIs can be measured: human rights, biodiversity, climate change, human capital and governance, and many more—overall combined ESG score of organisations that we accommodate.

We have ratings of almost 250,000 companies worldwide to date as of 2023. The scores are available in both percentage and letter grades that start from D and end at AAA. This type of scoring is similar to credit ranking scoring, and is easily understood. Their criterion is made in comparison by accommodating all environmental and social categories of U.N. SDG standards. The result is reflective and inclusive of all governance categories.

The Apex ESG Enterprise ESG scores are cognizant of transparency bias and depend on derived data covering almost all material industry metrics.

The relative performance of the company's sector regarding the social and environment are compared

with their home country. Therefore, the two factors that help determine the score are based on the specific industry and country to which scores are made.

ESG does not explain the idea of "good." Instead, it uses the data to evaluate the relative performance of the respective company, whether they were able to meet the defined criteria and model. Our methodology takes a principled approach by using various calculations, but also specific rules as outlined below. Our methodological approach allows for a degree of flexibility without any compromise on our high standards outlined below:

Different weightings have been added for each ESG magnitude (materiality). We assign each ESG factor a value of materiality on a scale of 1 to 100 for every industry as the impact and importance of these factors varies across different industries.

Transparency stimulation – We take into account relevant company disclosures alongside an applied weighting score. We do not account for the reporting of insignificant or "immaterial" data points, having no effect on the overall score, but rather focus on the reporting of "high material" data points which can greatly impact a company's score.

ESG controversies overlay – We verify companies' actions against their commitments and emphasise the effect of crucial controversies on the overall ESG scoring. We take into account that more prominent companies often benefit from greater market bias and we have initiated severity weights. These weights use the size of the company to tune the controversy scores accordingly.

To allow for a comparative analysis with various peer groups, we use country and industry benchmarks at the data point scoring level.

We use the Percentile Rank Scoring approach to remove hidden layers of various calculations, allowing

us to produce easily understandable letter grades and a scoring scale from 0 to 100.

ESG controversy topics are based on key measures. The company's overall grading and score are negatively affected if the company is involved in a scandal.

Such an adverse event may impact grading and scores for upcoming years as the scandal progresses. For example, fines, disputes, ongoing legislation, or lawsuits. As the scandal progresses, each media material is noted.

As companies involved in such cases attract more media attention than smaller cap industries, the score is normalized based on the market cap bias from which large-cap companies suffer.

Based on the industry practices, most of the time, the ESG data is modified once a week. In some situations, if there is a rapid modification in reporting or corporate structure, data is also reflective of the changes. As soon as new controversy or news occurs, the databases are frequently and regularly updated.



Environmentally responsible food generation

Independent assessment & verification

Auditor's Statement

INTERPRETING THIS REPORT

The matters raised in this report are only those which came to our attention during the course of our review and are not necessarily a comprehensive statement of all the weaknesses that exist or all improvements that might be made.

Recommendations for improvements should be assessed by you, the stakeholder, for their full impact before they are implemented. This report, or our work, should not be taken as a substitute for management's responsibilities for the application of sound commercial practices.

We emphasise that the responsibility for a sound system of internal controls rests with management and our work should not be relied upon to identify all strengths and weaknesses that may exist. Neither should our work be relied upon to identify all circumstances of fraud and irregularity should there be any.

This report is supplied on the understanding that it is solely for the use of the persons to whom it is addressed and for the purposes set out herein. Our work has been undertaken solely to prepare this report and to state those matters that we have agreed.

To the fullest extent permitted by law, ESG PRO Limited will accept no responsibility or liability in respect of this report to any other party and shall not be liable for any loss, damage or expense of whatsoever nature which is caused by any person's reliance on representations in this report.

We have no responsibility to update this report for events and circumstances occurring after the date of this report.

ESG PRO Limited is a limited liability company registered in England and Wales no. 10218501, of the registered address Shrawley House, Shrawley, Worcestershire, WR6 6TG, United Kingdom.



Appendices



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