



GRI Content Index

Revision 01 July 2023

This report is in accordance with the requirements of the 2021 GRI Content Index guidance, complete with all disclosures, and conforms with the GRI Standards Comprehensive Option.

This document supplements the Portview Fit-Out Limited 2023 Corporate Sustainability Report.

1.1. Caution: information is subject to change

At Portview Fit-Out Limited, we believe that reporting within the principles of ESG (Environment, Social, Governance) is a process of continuous improvement and, accordingly, the data provided in this document reported is subject to change without notice. For this reason, the data is provided without warranty although it was believed to be correct as of the date of this report.

Please note that we commenced our ESG reporting in January 2023, and this is our first interim report which serves to highlight our business, our principles, and our ambitions. It is a snapshot in time, and where data is labelled as “data not available” or similar, this is generally because our manufacturing operations have not yet commenced.

1.2. Questions

If you have any questions about our reporting methodology, or you require clarification in respect of our responses, please contact us via:

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46 Florenceville Avenue
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United Kingdom





GRI CONTENT INDEX
1 July 2023
Portview Fit-Out Limited has reported in accordance with the GRI Standards for the period 1 January 2022 through 31 December 2022.
GRI 1: Foundation 2021
No sector standards were determined to be material.

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GRI 102-1 Name of the organisation

Provide the organisation's name.

Portview Fit-Out Limited.

GRI 102-2 Activities, brands, products, and services

Describe your organisation's primary brands, products, and services.

Interior fit-out contractor

Describe any brands or products you may have that are the subject of stakeholder questions, public debate, or any other controversy of scrutiny.

None

GRI 102-3 Location of headquarters

Provide the location of your organisation's headquarters.

46 Florenceville Avenue, Belfast, Northern Ireland, BT7 3GZ, United Kingdom

GRI 102-4 Location of operations

How many countries does your organisation have operations in?

Portview operates almost exclusively in the United Kingdom & Republic of Ireland. We have worked in France in the past, but no longer.

Provide the regions and names of countries where your company has significant operations in and/or have operations relevant to this report.

The company has significant operations in United Kingdom only.

GRI 102-5 Ownership and legal form

Describe the organisation's ownership (including identity and percentage of ownership of largest shareholders)

The company is a Private limited company.

Key shareholders are:

Simon Campbell & Sean McEvoy, each holding 33.3% of shares,

Paul Scullion holds 18%.

Other management holds the rest.

GRI 102-6 Markets served

State the market sectors/industries that the company serves and in which region/countries their products and services are offered.

The business has a single division providing high-end interior fit-out services to a number of key sectors.



Provide a brief description of the customers and beneficiaries or target market that the organisation and its individual brands, products, or services cater to.

Key target markets are:

Stadia, designer retail, high-end residential, high-end office, property developers, hotel, spa & leisure, higher education, healthcare and life sciences

Beneficiaries range between:

Sports and concert fans, retail customers, university students and staff, scientists, clinicians, patients, hotel guests and staff, property owners & occupiers, the neighbours and local community of all these spaces/buildings, local charitable, sustainability and educational partnerships.

GRI 102-7 Scale of the organisation

How many total employees does your organisation have?

The company has 129 total employees.

Provide the net revenues of the organisation for the reporting period

The company has Y/E 30/11/21 - £20.3m (audited), Y/E 30/11/21 - c. £46m (forecast) in revenue.

Provide the quantity of products or services provided.

The company has Our revenue is based on the value of work carried out on site and therefore cannot be measured in quantities of individual material units.

Provide the number of total assets.

The company has Y/E 30/11/21 - total assets were: Fixed Assets £0.9m, Debtors £8.8m, Cash £11.8m in total assets.

Provide the number of operations of the organisation.

The company has 36 different jobs that were worked on during the reporting period, ranging from small enabling/maintenance works through large scale football stadia.

GRI 102-8 Information on employees and other workers

Complete a table of the total number of employees by employment contract, type, region, and by gender.

Region/Country	Full-time		Part-time		Permanent		Temporary	
	Male	Female	Male	Female	Male	Female	Male	Female
Site	46	11	0	0	46	10	0	1
Office	60	19	0	3	60	19	0	0

If a significant portion of an organisation's activities are performed by workers who are not employees, please describe the nature and scale of work performed by workers who are not employees.

There is no work performed by workers who are not employees.

**Describe the methodology or process used to obtain the data for this section.**

Data was compiled from HR statistics, financial statements, and site trackers.

GRI 102-9 Supply chain**Provide a description of the type of suppliers engaged by the organisation.**

As a management contractor, the majority of our supplier base are "supply & fit" subcontractors who we engage to supply and build/assemble/install/fit various products that they have manufactured or procured.

Key areas covered here are:

- Joinery
- Ironmongery
- Architectural stone
- Flooring
- Partition walls
- Ceilings
- Mechanical & Electrical
- Catering.

We also engage with specialist labour only subcontractors where we need extra manpower to assist subcontractors deliver their scope of works within a designated time.

Finally, we use a large number of vendors who provide materials and products on a supply-only basis. Purchases here could include everything from any materials or tools used in interior fit-out or construction through to office supplies.

Provide the total number of suppliers engaged by the organisation and the estimated number of suppliers throughout the supply chain.

There are c. 200 approved subcontractors & c. 500 approved vendors suppliers in the supply chain.

Outline the geographical location of the organisation's suppliers.

Suppliers come from all over the UK & Ireland, and there are also some specialist suppliers from Europe.

Provide an estimate of the monetary value of payments made to supplier.

Total value of spend with our entire supply base covering cost of work done on site and overhead related purchases is in the region of £40 million for the year ended 30/11/22.

Describe or highlight unique supply chain sector-specific characteristics.

Nothing unique.

GRI 102-10 Significant changes to the organisation and its supply chain**Describe recent changes in the location of operations including facility openings/closings and expansions.**



There have been no recent changes in the location of operations including facility openings/closings and expansions.

Describe recent changes in the share capital structure and other capital formation, maintenance and alteration of operations.

There have been no recent changes in the share capital structure and other capital formation, maintenance and alteration of operations.

Describe recent changes in the location of the suppliers and in the structure of the supply chain, including in the relationship with suppliers like selection and termination.

We are in the process of tightening up our subcontractor approval process to ensure they meet all the relevant requirements. We set the bar quite high as the quality demanded from us by our clients must be matched the whole way through the supply chain.

GRI 102-11 Precautionary Principle or approach

Does the organisation adhere to the precautionary principle?

Whilst we do not reference the Precautionary Principle explicitly, in practice, we exercise a lot of caution around all that we do to ensure we eliminate risk of human or environmental harm occurring.

GRI 102-12 External initiatives

Provide a list of externally developed economic, environmental and social charters, principles, or other initiatives to which the organisation subscribes, or which it endorses.

Portview's Climate Action Pledge and a range of our openly available company policies specifically reference how they address the UN SDGs.

GRI 102-13 Membership of associations

Provide a list of the main memberships of industry or other associations, and national or international advocacy organisations.

The organisation is a member of the following:

- Finishes & Interiors Sector
- Constructionline
- Women in Construction
- Living Wage Foundation
- Institute of Directors; Chartered Accountants Ireland
- National Association of Shopfitters
- Considerate Construction
- Construction Employers Federation
- Construction Industry Training Board
- Arts & Business NI
- British Safety Council
- NI Safety Group
- CBI



GRI 102-14 Statement from senior decision-maker

Provide a statement from the most senior decision-maker of the organisation (such as CEO, chair, or equivalent senior position) about the relevance of sustainability to the organisation and its strategy for addressing sustainability.

Portview Fit-Out Limited needs to be aware of the impact of all its activities on the environment and on communities. The Sustainability & Recycling Policy sets out our approach to managing and mitigating such impacts.

Portview will follow the principles of Reduce, Reuse, Repair and Recycle in managing its environmental impact to minimise environmental impacts. We will also comply with all relevant legislation.

GRI 102-15 Key impacts, risks, and opportunities

Describe the economic, environmental, and social key impacts, risks, and opportunities relevant to the organisation's operations.

The board operates a comprehensive, detailed strategic corporate risk register. Each member of the board feeds their input into each potential risk and opportunity via SWOT, PESTLER and 5 Forces analyses.

Each risk is scored, assessed and allocated to a board director who will be responsible for mitigating and managing that risk during the year.

Complete the table(s) summarizing targets for this and the next reporting period and medium-term objectives and goals (i.e., 3-5 years) related to key risks and opportunities.

Sustainability Objectives	Target	Start Year	Benchmark Value	Current Year	End Year	Current Value	On track to meet target?	Target Met	Notes (lessons learned, adjustments, etc.)
Reduce Combined Scope 1 and Scope 2 GHG Emissions by 30% by 2030.	92.00 tCO2e	2018	131.018 tCO2e	2022	2030	75.766 tCO2e	Yes	Yes	Sustain through growth.
Measure Scope 3 Emissions		2018	361.132 tCO2e	2022	2030	491.503 tCO2e	No		Still establishing baseline. Commuting survey results to add.
10% of Buying Dept Supply Chain Spend is from Sustainable List Partners	£250,000	2022	£2,347,367	2023	2023		Yes		Review 'sustainability' criteria for objective supply chain evaluation.
Business growth with increased equity, inclusion and diversity targets.	51%	2023	35%	2022	2028	35%	Yes		27% women, 5% disability, 11% ethnicity, 3% LGBTQIA+
Revenue growth		2022	£54M	2023	2023	£54M	Yes		Plan to grow to £65M by 2025

GRI 102-16 Values, principles, standards, and norms of behaviour

Provide a brief description of the organisation's values, principles, standards, and norms of behaviour.



Purpose - Creating Extraordinary Experiences; Vision - To be the trusted partner for world-class sustainable fit-out experiences; underpinned by highly skilled and motivated teams, working within an empowering culture; Values: Genuine, Respect, Excellence, Ambition, Teamwork.

Provide a link to the company's Business Code of conduct, or code of ethics.

There is currently no live Business Ethics policy. This policy is due to be published within 12 months.

Is there an executive-level or board-level oversight over these statements and policies?

These policies are periodically reviewed by the board for effectiveness and relevance. Principal responsibility lies with both the CEO and the COO.

Who has oversight or maintains responsibility over statements of the organisation's values, principles, standards and norms of behaviour?

The board has oversight and maintains responsibility over statements of the organisation's values, principles, standards and norms of behaviour, with ultimate responsibility falling to the CEO.

Does the organisation provide regular training for all and new governance body members, workers, individuals performing the organisation's activities, and business partners on its values, principles, standards, and norms of behaviour?

Yes, the company has a detailed induction process for all new members of staff and there is mandatory refresher training provided through our online learning platform. Also, we use the AGM as a vehicle to deliver updates and development in these areas to the entire workforce.

GRI 102-17 Mechanisms for advice and concerns about ethics

Does the organisation have a whistle-blower policy?

The company does not yet have a whistle-blower policy in place but has plans to do so in the near future.

Does the organisation have a grievance redress procedure?

Yes, the company has a formal grievance redress policy.

Does the organisation's grievance policy and/or whistle-blower policy provide for confidentiality and anonymous reporting?

The ability to report confidentially will be embedded into the forthcoming whistle-blower policy.

Does the organisation offer protection against retaliation or have a non-retaliation policy?

The company currently has clauses covering non-retaliation in relation to anti-bribery reporting, but not yet on a wider basis. Again, this will be dealt with fully in the whistle-blower policy.

Are there any mechanisms that are independent of the organisation?

The "Best Companies" annual survey provides employees with a forum for providing feedback on a wide range of issues.



Does the company have procedures and/or mechanisms in place to ensure that workers performing the organisations activities, business partners, and other stakeholders are informed of mechanisms for advice and concerns about ethics?

The company has measures in place to inform relevant stakeholders regarding the advice and concerns mechanisms on ethical issues.

GRI 102-18 Governance structure

Give a description of the organisation's governance structure and its composition.

The executive board comprises 8 members, 6 of whom are also the 6 shareholders of the company. The board is responsible for the day-to-day control and management of the company, and the execution of the strategy it sets to achieve the company's corporate objectives.

The roles on the board are as follows:

1. Chief Executive Officer
2. COO
3. CFO
4. Contracts Director x 3
5. Estimating Director
6. Commercial Director

Each director is responsible for managing various functions within the business depending on their experience and areas of expertise. They delegate day-to-day responsibility on this to departmental managers who in turn manage front line teams to deliver in their various roles.

Whilst there is an organisational hierarchy in place, all directors work "in" the business, and so the structure is quite "flat" with all directors available and approachable at all times, an important part of the dynamic and culture in the business.

Describe the role of the highest governance body in setting the organisation's purpose, values, and strategy.

The board of directors, led by the CEO, is responsible for defining the company's purpose, values and strategy. This is done by consultation with staff, through discussion with business partners, through research into market conditions and assessment of opportunities and how the company needs to "be" in order to achieve its aims.

Give an overview of the competencies and performance evaluation of the highest governance body.

The company operates a performance management and appraisal system called "Appraisd". The board adopts a circular appraisal approach in Appraisd with directors assessing each other, but never 2 directors assessing each other. Feedback is provided, actions are created, and progress is reported at periodic intervals.

The board is also currently considering an opportunity to undertake an independent board performance evaluation based on the framework set out by the Institute of Directors. This is likely to happen within the next 12 months.

Describe the role of the highest governance body in risk management.



The board performs a SWOT analysis, a PESTLER review, and a Porter's 5 Forces assessment annually, which then feeds into an annually update Corporate Risk Register. This Risk Register is then reviewed at each board meeting to ensure it remains contemporary.

If a new risk is identified, the board will create an action plan, the responsibility for execution being delegated accordingly.

Describe the role of the highest governance body in sustainability reporting.

The role of the board has first of all been to commit to achieving UN 2030 Sustainable Development Goals, then review, on a monthly basis, our progress towards meetings targets.

Describe the role of the highest governance body in evaluating economic, environmental and social performance, remuneration and incentives.

The board of Portview supervises all aspects of our economic, environmental, and social performance on a monthly basis. The board is also responsible for the determination and management of associated remuneration and incentives.

List the committees responsible for decision-making on economic, environmental, and social impacts.

The only material committee that makes decisions on economic, environmental and social impacts is the board.

GRI 102-19 Delegating authority

Describe the process for delegating authority for economic, environmental, and social topics.

The directors will often delegate day-to-day responsibility for making and executing on decisions relating to economic, environmental and social topics to their departmental managers.

GRI 102-20 Executive-level responsibility for economic, environmental, and social topics

Has the organisation appointed an executive-level position or positions with responsibility for economic, environmental, and social topics?

The COO has been allocated responsibility for economic, environmental and social topics.

Do the post holders report directly to the highest governance body?

The COO role is a board position and therefore is part of the highest governance body.

GRI 102-21 Consulting stakeholders on economic, environmental, and social topics

Describe the processes for consultation between stakeholders and the highest governance body on economic, environmental, and social topics.

Informal conversations and the usual initial format for consultation with stakeholders and the board on economic, environmental and social topics. Formal contracts (with employees, customers and vendors/sub-contractors) underpin these conversations.



GRI 102-22 Composition of the highest governance body and its committees

Data not available at the time of issuance of this report.

GRI 102-23 Chair of the highest governance body

Is the Chair of the Highest governing body also an executive of the organisation?

The board does not currently have a Chair in place. However, as part of our future governance developments, we plan to engage an independent chair within the next 15-18 months.

If the chair is also an executive officer, describe his or her function within the organisations management and the reasons for this arrangement.

Not applicable. Currently there is no chair appointed.

GRI 102-24 Nominating and selecting the highest governance body

Describe the nomination and selection processes for the highest governance body and its committees.

There is no formal nomination and selection process for the board, rather the company uses informal means based around meritocratic principles.

Describe the Criteria used for nominating and selecting highest governance body members.

If an individual is considered as providing great value to the business, or as one who is perceived to be able to make a difference to the business at a strategic level, then they will be considered for promotion to the board.

Further, if the board recognises that it is lacking a certain skill set at director level, in an area that is of strategic importance to the business, then it will create the appropriate role on the board, and recruit accordingly.

GRI 102-25 Conflicts of interest

Describe the processes for the highest governance body to ensure conflicts of interest are avoided and managed.

Each director is required to submit an annual declaration of their outside interests, which is then considered by the board as a group, to ensure there are no conflicts of interest.

Are conflicts of interest disclosed to stakeholders?

There has not been a scenario in which a conflict of interest has been facilitated. However, if this was the case at some point, the board would indeed disclose the matter to relevant stakeholders.

GRI 102-26 Role of highest governance body in setting purpose, values, and strategy



Describe the highest governance bodies and senior executives' roles in the development, approval, and updating of the organisations purpose, value or mission statements, strategies, policies, and goals related to economic, environmental, and social topics.

Ultimately, the board sets the company's purpose, vision and values. The board delegates coordination and management of this process to the COO, who works with fellow directors, management, and the wider team to obtain input and insight into how we see ourselves, and how we want to be seen by stakeholders.

Directors' analysis of the output of these processes is key in distilling the information down in a cohesive set of values that represent what the business is about. In terms of strategies and policies related to economic, environmental and social policies, the board reviews all proposed policies and procedures and supervises via standing board meeting agenda items, the progress being made in these areas each month by the COO, who is charged with having board level responsibility for these areas.

GRI 102-27 Collective knowledge of highest governance body

Describe measures taken to develop and enhance the highest governance bodies collective knowledge of economic, environmental, and social topics.

The board members are committed to the theme of continuous learning & development. Practically, collective knowledge of economic, environmental and social topics is enhanced via: Institute of Directors courses, various different industry association CPD courses, Northern Ireland Chamber of Commerce training course, & Supply Chain Sustainability School.

The learning from these courses etc, is then shared with other board members and all slides, learning material etc. is housed in a central repository for everyone to access.

GRI 102-28 Evaluating the highest governance body's performance

Describe the processes for evaluating the highest governance body's performance with respect to governance of economic, environmental, and social topics.

As noted previously, the board does not currently have a formal board evaluation process in place. However, the does informally critique and question itself, asking: Can we do more? Can we do better? Should we do things differently?

Out of these questions should come better performance.

GRI 102-29 Identifying and managing economic, environmental, and social impacts

Describe the highest governance body's role in identifying and managing economic, environmental, and social topics and their impacts, risks, and opportunities.

The board leads clearly on identification and managing of risk and opportunity with regard to economic, environmental and social topics. Board member all engage in an annual strategic review process whereby both individual and group version of:

- SWOT analysis
- Porters 5 Forces



- PESTLER analysis, are completed.

These exercises cover all types of risk and opportunity. Risks are then scored, and allocated to a board member who is charged with managing that risk during the next year.

Is stakeholder consultation used to support the highest governance body's identification and management of economic, environmental, and social topics and their impacts, risks, and opportunities.

Where the board feels that it is appropriate, relevant, and not potentially harmful to its reputation, then it will consult with stakeholders when seeking to identify and manage economic, environmental and social risks.

GRI 102-30 Effectiveness of risk management processes

Describe the highest governance body's role in reviewing the effectiveness of the organisations risk management processes for economic, environmental, and social topics.

The corporate risk register which is collated as the output from the work described in previous question (102-30), is reviewed at every monthly board meeting. The progress being made on the management of each risk is assessed, with the nominated director being held to account.

GRI 102-31 Review of economic, environmental, and social topics

Describe the frequency of the highest governance body's review of economic, environmental, and social topics and their impacts, risks, and opportunities.

All risks and opportunities are reviewed on a monthly basis at board meetings.

GRI 102-32 Highest governance body's role in sustainability reporting

State the highest committee or position that formally reviews and approves the organisations sustainability report and ensures that all material topics are covered.

The board formally reviews and approves the organisation's sustainability report and ensures that all material topics are covered. is the highest committee or position that formally reviews and approves the organisation's sustainability report and ensures that all material topics are covered.

GRI 102-33 Communicating critical concerns

Describe the process for communicating critical concerns to the highest body

The company operates a scheme whereby all stakeholders: employees, suppliers, customers and other interested parties are openly invited to submit any thoughts they have to the board via a QR code that is published widely across all our project sites and our office.

Comments can be related to innovation, bright idea, complaints, whistleblowing etc, and are all made on an anonymous basis with no tracking possible if the originator so wishes. This scheme was recently launched and is proving very successful.

GRI 102-34 Nature and total number of critical concerns



State the total number of critical concerns that were communicated to the highest governance body.

There have been no 'critical concerns' raised within the current reporting period. is the total number and nature of critical concerns that were communicated to the highest governance body.

Describe the mechanism(s) used to address and resolve these critical concerns.

The board, meeting monthly, discusses critical concerns regarding remuneration and agrees a proposed way forward. A member of the board will be charged with dealing with any individual matter on behalf of the board.

GRI 102-35 Remuneration policies

Describe fixed and variable pay remuneration policies for the highest governance body and senior executives.

There are eight directors on the board, including the CEO. Seven of those directors are paid the exact same amount in terms of salary and benefits. The eighth director, the relatively recently appointed Finance Director, is on a lower salary, but is tracking to catch up with the other directors within 3 years.

There is no executive bonus scheme currently in place for the board.

Describe sign-on bonuses or recruitment incentive payment remuneration policies for the highest governance body and senior executives.

There are no signing-on bonuses or recruitment-related incentive payment schemes in place for any employee or board director.

Describe termination payment policies for the highest governance body and senior executives.

Termination payments for board directors will be dependent on the terms of the directors' individual contracts of employments. Normally, these will be zero.

Most of the directors are also shareholders and there may be shared-based payments made on exit, but that is not connected to their employment contract.

Describe clawback remuneration policies for the highest governance body and senior executives.

Clawback policies are only in place for directors where, on exit, they are deemed to owe a bona fide debt to the company for items such as directors' loan or current account balances outstanding,

GRI 102-36 Process for determining remuneration

Describe the process for determining remuneration.

As noted above, all directors bar one, are paid the same salary and benefits. This amount is widely accepted by the directors as being reflective of market standard rate for directors in a company of this size, profitability and complexity.



This market rate understanding is underpinned by informal conversations with leading executive search firms who will have a close interest in C-suite salary levels.

GRI 102-37 Stakeholders involvement in remuneration

Describe how stakeholders' views are sought and taken into account regarding remuneration.

Stakeholders, in this case, customers, suppliers and employees are not consulted when determining executive pay. It is not considered appropriate or standard procedure for a private company of this size to embark on such an exercise.

GRI 102-38 Annual total compensation ratio

Annual total compensation and ratio table

Median annual total compensation except for the highest paid individual	Annual total compensation of the highest paid individual	Ratio of the annual total compensation of the highest-paid individual to the median annual total compensation for all employees.
49,420	150,000	3 / 1

Describe the methodology used to obtain the annual total compensation ratio.

Ratio was obtained by calculating the average salary of employees, excluding directors, compared to the salary of the highest paid director.

GRI 102-39 Percentage increase in annual total compensation ratio

Complete the percent annual compensation increase table.

Compensation for highest-paid individual for the reporting period	Highest-paid individual's compensation from prior period to the reporting period;	Percentage increase for the annual compensation of the highest paid individual	Median annual total compensation for all employees except the highest-paid individual	Median annual total compensation from the previous reporting period to the current reporting period;	Percentage increase of the median annual total compensation	Ratio of the annual total compensation percentage increase of the highest-paid individual to the median annual total compensation percentage increase for all employees.
£150,000	£150,000	0%	£49,420	£44,269	11.64%	1:11.64

Describe the methodology used to obtain the percentage increase in total annual compensation ratio.

The ratio was obtained by calculating the average salary increase of employees, excluding directors, compared to the salary increase of the highest paid director.

GRI 102-40 List of stakeholder groups

List all the stakeholder groups engaged by the organisation.

The company's stakeholders are perceived to be as follows:



- customers and clients,
- employees and workers who are not employees,
- suppliers and vendors.

GRI 102-41 Collective bargaining agreements

State the Percentage of total employees covered by collective bargaining agreements.

There are no employees whose remuneration is covered by collective bargaining agreements. of the organisation's employees are covered by a collective bargaining agreement.

GRI 102-42 Identifying and selecting stakeholders

Describe the basis for identifying and selecting stakeholders with whom to engage.

We have selected our stakeholders based on:

- a) those groups who are most affected by our activities, operations and performance; and
- b) those groups who are most interested in our activities, operations and performance.

GRI 102-43 Approach to stakeholder engagement

Describe the organisations approach to stakeholder engagement.

The organisation has an active approach to stakeholder engagement and promotes regular dialogue with the key stakeholder groups, being staff, customers and suppliers. There have not been any specific instances of engagement that have been driven by the preparation of our ESG report.

As noted elsewhere in the questionnaires, we have recently consulted in great detail with our staff on our vision and values as a specific project, and also consult day in / day out on a range of smaller topics.

With regards to customers and suppliers, we are in constant dialogue with each other on how to work better together for mutual success.

GRI 102-44 Key topics and concerns raised.

Give key topics and concerns that have been raised through stakeholder engagement.

Staff:

1. Remuneration packages including the range of non-salary benefits on offer,
2. Flexible working arrangements post-pandemic.

Customers:

1. How we collaborate on projects to ensure the best chance of a successful outcome to the project. this may include timings, technology, teams /advisors to be involved.

Suppliers:

1. Quality of work,
2. Health & safety,
3. Commitment to environmental issues,



- 4. Adherence to modern slavery policy,
- 5. Commitment to supporting our quality ethos.

GRI 102-45 Entities included

Organization entity table

Entity Name	Included in the organization's consolidated financial statements?	Covered by this report?
Portview Fit-Out Limited	Yes	Yes

GRI 102-46 Defining report content and topic Boundaries

Describe the process for defining the report content and the topic Boundaries.

The management team conducted a materiality assessment by surveying internal stakeholder groups. As this was the initial materiality assessment, and given the urgency to progress with ESG reporting, it was determined that a comprehensive stakeholder assessment would be conducted at the start of the second reporting period.

GRI 102-47 List of material topics

Provide a list of material topics to be covered in this report.

- Economic Performance
- Anti-Corruption
- Energy
- Water and effluents
- Emissions
- Employment
- Occupational Health and Safety
- Training and Education
- Diversity and Equal Opportunity
- Non-Discrimination
- Customer Privacy

GRI 102-48 Restatements of information

Describe the effect of any restatements of information given in previous reports, and the reasons for such restatements.

No restatements. This is the company's first report.

GRI 102-49 Changes in reporting

Describe significant changes from previous reporting periods in the list of material topics and topic boundaries.

No changes.

GRI 102-50 Reporting period

**State the reporting period for the information provided.**

1 December 2021 - 30 November 2022

GRI 102-51 Date of most recent report**State the date of the most recent report.**

1 July 2023.

GRI 102-52 Reporting cycle**Describe the reporting cycle used by the organization.**

Reporting cycle is the same as the financial year.

GRI 102-53 Contact point for questions regarding the report**Provide a contact point for any questions, corrections, and other queries for this report.**

Paul Lavery - Chief Operating Officer.

GRI 102-54 Claims of reporting in accordance with the GRI Standard**Provide information for claims of reporting in accordance with the GRI standards that are relevant to the topics covered in the report?**

This report has been prepared in accordance with the GRI Standards: Comprehensive option.

GRI 102-55 GRI content index**Complete the GRI content index table.**

Table can be found in this document, pages 2-43

GRI 102-56 External assurance**Provide a description of the organizations policy and current practice with regard to seeking external assurance for the report.**

The company has relied on external advisors since the commencement of their ESG reporting. These advisors audit our responses and seek clarifications as required. As part of their process, they grade our data and highlight deficiencies. The same advisors then submit our data to an entirely independent third party for comprehensive external assurance, prior to our ESG rating being issued.



GRI 201 – Economic Performance

GRI 201-Economic Performance Management Approach

Describe the economic performance of the organisation across its primary brands, markets, services, and locations.

Portview reported a strong financial performance in FY2022. The performance of the company was impacted by the pandemic during FY2020 and FY2021. The company has substantial reserves in place that allowed it to trade through challenges caused by the pandemic and return to profit making and achieving key performance indicators.

The company will continue to pursue high end work which reflects the company's skill set, focussing on innovation and quality across all operations to deliver extraordinary spaces for our clients. As the company expands into new sectors it also remains focussed on strengthening existing relationships with our current clients.

At the end of FY2022, the company finished the year with a record high forward order book. Please find attached the financial performance of the company for the previous five years.

Discuss how the organisation manages its economic performance.

The finance function within the company produces yearly budgets, quarterly management accounts, and cash projections. The financial performance of the company is reported at each board meeting to track actual performance and projected future performance during the current financial year and beyond.

Provide a statement of the purpose of the management approach.

The board and senior management will identify key risks to the business. These risks are prioritised, and actions are put in place that can be cascaded throughout the organisation to mitigate any adverse impact to the company.

Provide a link to any publicly available document outlining the organisation's policy/s regarding its economic performance.

Financial Statements: <https://find-and-update.company-information.service.gov.uk/company/NI010862/filing-history>

Payment Performance: <https://check-payment-practices.service.gov.uk/company/NI010862/reports>

Who holds overall responsibility for the organisation's economic performance?

The finance director, along with the board of directors, holds overall responsibility for the company's economic performance approach.

Is the responsibility of managing the organisation's economic performance linked to any performance assessment or incentive mechanisms?

The management of the organisation's economic performance is not related to KPIs or sustainability metrics for financial or other incentives.

Describe any international standards or widely recognized initiatives that the company adheres, supports, or implements in its approach towards the topic (materials)



Financial statements in accordance with applicable law and United Kingdom Accounting Standards (United Kingdom Generally Accepted Accounting Practice), including Financial Reporting Standard 102 'The Financial Reporting Standard applicable in the UK and Republic of Ireland'.

Describe the company's goal and targets regarding the management approach towards its economic performance.

In respect of the economic performance, the goal of the company is to maximise gross profit and operating profit during each financial year. The goals will be tailored depending on headwinds and tailwinds. Targets are established and cascaded throughout the organisation which are used to achieve the company goal.

Describe the scope (location and timeline) covered in the company's goals and targets regarding the topic (economic performance).

The company's goals and targets cover all operations within UK and ROI for the current financial year.

Does the company have grievance mechanisms (system consisting of procedures, roles and rules for receiving complaints and providing remedy) to help address grievances regarding its management approach towards economic performance?

Yes. The company has a formal and informal grievance procedure that applies to all employees. The procedure includes the scope, roles, rules for receiving complaints, providing a remedy to the compliant, and the stages within the process. This process will cover grievances regarding the management approach towards economic performance.

Provide a description, explanation or narrative on the company's grievance mechanisms regarding the management approach of its economic performance.

The owner of the grievance policy is the managing director of the company. The policy applies to all employees and outlines the process, including the roles and right to appeal the outcome.

Provide a description of specific actions, such as processes, projects, programs and initiatives the organisation uses to address the management of its economic performance.

The board of directors will provide high level objectives that are cascaded throughout the business into relevant departmental or team objectives. The actions required to meet the objectives will be discussed within each department via respective line managers. The actions and objectives will be altered by department or team, but will fall under the agreed high-level objectives that are common across the company.

Describe the mechanisms in place for monitoring the effectiveness of the management approach.

Key Performance Indicators will be used to monitor the effectiveness of the management approach. Yearly financial external audits are performed. Financial statements are reported to Companies House on a yearly basis. The payment performance of the company is reported every six months.

Explain the latest results of the mechanisms used to evaluate the effectiveness of the materials management approach.



The performance against goals and targets are reported on a quarterly basis. The results are communicated on a quarterly basis. The board considers if the current management approach is effective in terms of achieving goals and targets.

Describe any adjustments to the management approach as a result of the evaluation.

There are no adjustments from the evaluation of the management approach.

GRI 201-1 Direct economic value generated and distributed

State the total direct economic value generated in terms of revenue.

The total revenue for the reporting year is £54,325,814 GBP.

State the total operating costs for the reporting period.

The total operating costs for the reporting year is £41,727,762 GBP.

State the total employee wages and benefits for the reporting period.

The total employee wages and benefits for the reporting year is £8,786,662 GBP.

State the total payments to providers of capital for the reporting year.

The total payments to providers of capital for the reporting year is £25,775 GBP.

State the total payments to government made during the reporting period.

The total payments to government for the reporting year is £4,876,883 GBP.

GRI 201-2 Financial implications and other risks and opportunities due to climate change

Describe risks and opportunities posed by climate change that have the potential to generate substantive changes in operations, revenue, or expenditure.

Expectations of clients in relation to action towards climate change (Opportunity and Risk):

Portview provides services to well-known brands that place action towards climate change as a high priority. This will mean that some competitors are not able to provide services that align with client expectations in terms of action towards climate change.

Portview believes that this requirement to our clients will be more important than achieving a lower cost. Portview will become more in demand as a company that is able to meet these requirements.

Although this presents a more challenging brief from clients, it should provide an opportunity for Portview to differentiate the business from our competitors. Although it is expected to have a positive impact on Revenue, there will certainly be increased costs. This is very likely to have an impact on how Portview operates.

Sourcing of sustainable materials (Opportunity and Risk)

The use of sustainable materials has already become a standard request from clients. This limits the pool of suppliers that can provide the sustainable material and services. In some cases, innovation is performed to create ways in which sustainable materials can be used within interior fit out projects.



This sourcing of sustainable materials and additional innovation usually increases the cost of materials. Although part of this will be passed on to the client, an element of risk in terms of cost will reside with Portview. This is highly likely that this risk will remain, as it has already commenced active projects and will become more common in the future.

Carbon Reporting

Our clients will expect to have full reporting on carbon in relation to the fit out works and the embedded carbon element. This is highly likely, which will be an additional cost to Portview in respect of monitoring and providing reporting/outputs to clients. It is expected that this will have a fairly high impact on costs when running a project, as it is likely to require a system or software investment. This will bring an inherent risk in terms of project costs. There is an opportunity that if Portview is at the leading edge, then it will offer greater opportunity to secure future work at higher margins.

GRI 201-3 Defined benefit plan obligations and other retirement plans

Describe the estimated value of liabilities related to benefit and retirement plans.

The company operates a "Group Personal Pension Plan" with Scottish Widows. Pension funds are collected from employees and transferred to Scottish Widows on a monthly basis including the employer pension contributions.

The company pays 4% employer pensions contributions for all employees. The employee also contributes a minimum of 4% into the pension fund. The employee has access to manage the fund through the personal pension portal.

Describe how the benefit and retirement plans are expected to be covered.

Employer pension contributions are paid to Scottish Widows on a monthly basis. Therefore, no pension liability is accumulated.

Describe the percentage of contributions both from the employee and the employer towards these plans.

4% employer's contribution and 4% employee's contribution.

GRI 201-4 Financial assistance received from government

Describe the total monetary value financial assistance received by the organisation from any and all governments during the reporting period.

Research and development grants have been claimed for previous year. However, this has not been submitted for FY2022. The quantum of the claim will depend on the qualifying R&D activity, which is only fully understood during the preparation for the claim. It is estimated to be approximately £600,000 for FY2022. However, this was only be confirmed when the R&D claim is submitted and approved.

£4,800 was also received from Invest NI in relation to Power BI improvements.

Describe the presence of any government in the shareholder structure and to what extent.

There is no government presence in the shareholder structure.



GRI 205 Anti-Corruption

GRI 205-Anti-Corruption Management Approach

Describe why the anti-corruption management approach is a relevant concern to the organisation's operations?

Portview values our reputation very highly. We also have a high level of respect for our customers and their reputations also. It is important to be seen to be operating with the highest levels of integrity.

Describe the scope of the organisation's anti-corruption policies.

The scope of the relevant policies covers the entire horizon of all of the company's operations in the UK & Ireland, including, but not limited to, subcontractors, agents, partners, customers, and other organisations who can have influence over the awarding of contracts or selection of materials, such as architects, cost consultants, interior designers etc.

Provide a statement of the purpose of the organisation regarding its anti-corruption policies.

The purpose of our anti-corruption policy is to ensure that no corrupt practices take place, within the defined scope, during the reporting period. The avoidance of such risks represents good governance, as evidence of the existence of such practices would present clear and significant risks to the reputation of the company and its stakeholders in general.

Provide a link to any publicly available document outlining the organisation's anti-corruption policies.

The anticorruption policy is not currently publicly available, but will be published on our website within the next period.

Who holds overall responsibility for managing the organisation's anti-corruption policies?

The company's CEO is ultimately responsible for managing the organisation's anti-corruption policies. The CEO is supported by the COO and other board members.

Is the responsibility of managing the organisation's anti-corruption policies linked to any performance assessment or incentive mechanisms?

There is no link between the effectiveness of the anti-corruption policies and remuneration of those charged with assessing said effectiveness.

State any international standards, initiatives, or frameworks that the company adheres to, supports, or references in its anti-corruption policies.

The company is accredited to ISO22301 standard - Business Continuity Planning. Our adherence to anti-corruption policies is audited annually.

State the date of issue of the policy (anti-corruption)

The antibribery and corruption policy is dated June 2022.

State the last review date of the policies. (anti-corruption)



The last review of the policy was conducted in June 2022.

Does the company's commitment to its anti-corruption policies exceed legal and regulatory standards and is not limited to meeting regulatory and legal compliance?

The company's commitment to anti-corruption exceeds legal and regulatory standards due to the best practice processes and procedures put in place as part of the management system required to achieve and maintain ISO22301.

Describe the company's goal and targets regarding its anti-corruption policies.

In this and future reporting periods, the company's goal is to be able to report that there have been no incidents of corrupt practices.

Describe the scope (location and timeline) covered in the company's goals and targets regarding its anti-corruption policies.

The scope of the relevant policies, in this and future reporting periods, covers the entire horizon of all of the company's operations in the UK & Ireland, including, but not limited to, subcontractors, agents, partners, customers, and other organisations who can have influence over the awarding of contracts or selection of materials, such as architects, cost consultants, interior designers etc.

Does the company have grievance mechanisms (system consisting of procedures, roles and rules for receiving complaints and providing remedy) to help address grievances regarding its anti-corruption policies?

No, the company is currently developing its grievance mechanism.

Provide a description, explanation or narrative on the company's grievance mechanisms regarding its anti-corruption policies.

The company is currently developing its grievance mechanism.

Provide a description of specific actions, such as processes, projects, programs and initiatives the organisation uses to address its anti-corruption policies.

The company operates an internal online training platform, 'Elevate'. There are a number of mandatory training programs that all employees must complete each year. A course on Anti-Corruption is one of the mandatory elements.

Describe the mechanisms in place for monitoring the effectiveness of the organisation's anti-corruption policies.

The board discusses and records the output from the discussions regarding the effectiveness of the company's anti-corruption policies.

Explain the latest results of the mechanisms used to evaluate the effectiveness of the anti-corruption policies.

The company has reported no incidents of corruption in the most recent reporting period.

Describe any adjustments to the organisation's anti-corruption policies.

The board has determined that the company's anti-corruption policies are effective at present, but they remain vigilant at all times to any risks that may arise.



Describe the organisations risk assessment procedures for corruption, including the criteria used in the risk assessment, such as location, activity, and sector.

The company has procedures in place regarding the onboarding of both customers and suppliers including a range of background checks. These procedures will be enhanced soon by the addition of further scrutiny around the perceived level of risk that may be attached to these parties, including any inherent factors pertaining to the location or sectors that they operate in.

Describe how the organisation identifies and manages conflicts of interest that employees or persons linked to the organisation's activities, products, or services may have.

The company's employee handbook addresses conflicts of interest and related party activity, details our ethical approach to doing business, and outlines clearly how such matters should be handled.

Describe policies and practices used to select locally based suppliers, either organisation-wide or for specific locations

We do not employ a specific policy to ensure, where appropriate, the selection of local suppliers. However, in our supplier PQQ process, a scoring system is applied that has a built-in bias towards submissions that are aligned to or in sympathy with our CSR policy. Effectively, this means that where suitable, local suppliers should be advantaged towards winning work with us.

Describe how the organisation ensures that charitable donations and sponsorships (financial and in-kind) that are made to other organisations are not used as a disguised form of bribery.

Every instance of sponsorship or charitable donations must be pre-approved by a director before any expenditure is committed.

Describe the extent to which communication and training on anti-corruption is tailored to those governance body members, employees, business partners, and other persons that have been identified as having a high risk of incidents of corruption.

The company's online learning platform provides tailored training on anti-corruption to our employees. The company intends to broaden its communication to include business partners in the future.

Discuss the organisation's efforts to participate in collective action to combat corruption.

The company is a member of a number of industry associations and trade bodies. These organisations typically have charters and / or policies in place regarding anti-corruption and communicate robustly that they expect all members to adopt a highly ethical approach to their business dealings. The directors feel this is effective collective action in combating corruption.

GRI 205-1 Operations assessed for risks related to corruption

Discuss the total number and percentage of operations assessed for risks related to corruption.

Our operations have not been assessed for risks related to corruption. But we plan to conduct these risk assessments during the next 12 months.



Describe the significant risks related to corruption identified through the risk assessment.

Operations have not been assessed for risks related to corruption.

GRI 205-2 Communication and training about anti-corruption policies and procedures

Anti-corruption communication & training - management

Total number of governance body members that the organization's anti-corruption policies and procedures have been communicated to	Total percentage of governance body members that the organization's anti-corruption policies and procedures have been communicated to	Total number of governance body members that have received training on anti-corruption	Total percent of governance body members that have received training on anti-corruption
8	100%	8	100%

Anti-corruption communication - employees

Total number and percentage of employees that the organization's anti-corruption policies and procedures have been communicated to					
Employee Category 1		Employee Category 2		Employee Category 3	
Number	Percent	Number	Percent	Number	Percent
8	100%	12	100%	114	100%

Total number and percentage of employees that have received training on anti-corruption					
Employee Category 1		Employee Category 2		Employee Category 3	
Number	Percent	Number	Percent	Number	Percent
0	0%	0	0%	0	0%

Anti-corruption communication to business partners

Total number and percentage of business partners that the organization's anti-corruption policies and procedures have been communicated to					
Business partner Type 1		Business partner Type 2		Business partner Type 3	
Number	Percent	Number	Percent	Number	Percent
0	0%	0	0%	0	0%



Describe if the organisations anti-corruption policies and procedures have been communicated to any other persons or organisations.

While some Clients enquire if we have an 'Anti-corruption Policy' they do not necessarily ask to review it.

GRI 205-3 Confirmed incidents of corruption and actions taken

Discuss the total number and nature of confirmed cases of corruption.

None.

Discuss the total number of confirmed incidents and the nature of such incidents in which employees were dismissed or disciplined for corruption.

None.

Discuss the total number of confirmed incidents and the nature of such incidents when contracts with business partners were terminated or not renewed due to violations related to corruption.

None.

Describe any public legal cases regarding corruption brought against the organisation or its employees during the reporting period and the outcomes of such cases.

None.

GRI 302-Energy

GRI 302-Energy Management Approach

Why is the topic of energy integral to the organisation's operations?

Energy is important for 2 key reasons:

1. overall cost reduction capacity as a result of more efficient energy use; and
2. "construction is responsible for 40% of total CO2 emissions" and therefore collectively the construction industry has a huge part to play in making a significant contribution to averting the climate catastrophe.

Describe the scope of how the topic(energy) impacts the organisation.

The scope covers all of the company's operations in the UK & Ireland.

Discuss how the organisation manages the topic (energy)

We produce an annual carbon footprint, and we develop annually reviewed carbon reduction plans.

Provide a statement of the purpose of the management approach.

Management's approach on energy has 2 strands:

1. to reduce carbon output and costs internally; and
2. to contribute to the delivery of projects for clients that are environmentally sustainable.



Provide a link to any publicly available document outlining the organisation's policy/s regarding the topic (energy)

Portview does not publish its policies, but they are available upon request.

Who holds overall responsibility for managing the topic (energy)

Chief Operating Officer holds overall responsibility for the company's energy approach.

Is the responsibility of managing the topic (energy) linked to any performance assessment or incentive mechanisms?

The management of the energy policy is not related to KPIs or sustainability metrics for financial or other incentives.

State any international standards, initiatives, or frameworks that the company adheres to, supports, or references as it manages the topic (energy)

In terms of energy, the company adheres to, supports or recognizes the following standards or frameworks: On client project delivery we are heavily involved in the achievement of BREEAM and LEAD building standards.

State the date of issue of the policy (energy)

The company's policy on energy was issued on We are working to develop an energy policy.

State the last review date of the policies. (energy)

The company's policy on energy was last reviewed on This is not applicable to our organisation as we do not yet have an energy policy in place.

Does the company's commitment to the topic exceed legal and regulatory standards and is not limited to meeting regulatory and legal compliance?

Yes, our commitment to energy management exceeds legal and statutory requirements as we produce an annual carbon emissions report as part of our audited financial statement.

Describe any international standards or widely recognized initiatives that the company adheres, supports, or implements in its approach towards the topic (energy)

On client project delivery we are heavily involved in the achievement of BREEAM and LEAD building standards.

Describe the company's goal and targets regarding the management of the topic (energy)

Portview Fit-Out Limited is committed to buying and using energy in the most cost-effective, efficient, and environmentally responsible way possible. To achieve this, we will:

- Improve energy efficiency continuously by implementing effective energy management programs that support all operations and customer satisfaction while providing a safe and comfortable work environment.
- Become one of the most energy-efficient organisations in our industry.
- Benchmark energy use of all facilities
- Raise awareness to all of our employees so that they may gain an understanding of the Company's energy performance and targets.

Describe the scope (location and timeline) covered in the company's goals and targets regarding the topic (energy)



The scope covers all of the company's operations in the UK & Ireland for this reporting period.

Does the company have grievance mechanisms (system consisting of procedures, roles and rules for receiving complaints and providing remedy) to help address grievances regarding the topic (energy)

No, but we will develop a grievance mechanism going forward pertaining to this issue.

Provide a description, explanation or narrative on the company's grievance mechanisms regarding energy.

This is not applicable to our organisation at present as we do not yet have a grievance mechanism in place.

Provide a description of specific actions, such as processes, projects, programs and initiatives the organisation uses to address the topic (energy)

Taken from the sustainability and Recycling policy: Portview Fit-Out Limited seeks to reduce the amount of energy used within its premises. Our largest energy stream in the UK is electricity used for lighting and computers.

Portview Fit-Out Limited actively encourages staff participation with simple measures such as switching lights and equipment off when not needed which can have significant impact on energy use. An Energy survey has been carried out on our Head Office and a plan put in place to implement cost effective energy efficiency improvements.

Describe the mechanisms in place for monitoring the effectiveness of the management approach.

The chief mechanism in place is the continued production of our annual carbon emissions report.

The annual materiality report carried out as part of our ESG reporting is a further mechanism for monitoring effectiveness of management's approach.

Explain the latest results of the mechanisms used to evaluate the effectiveness of the energy management approach.

The evidence of the effectiveness of our approach is demonstrated through our carbon neutrality certification.

Describe any adjustments to the management approach as a result of the evaluation.

We are now conducting annual materiality assessments as part of our ESG reporting encompassing the carbon emissions disclosure. We continue to implement new carbon reduction initiatives through the business.



GRI 302-1 Energy consumption within the organisation

Non-renewable	Total fuel consumption within the organization in joules or multiples
Fuel type 1 - Burning Oil (Heating)	163,514 MJ (4303 litres.)
Fuel type 2 - Vehicle Diesel	754,452 MJ (19854 litres.)
Fuel type 3	0
Total	917,966 MJ
Renewable	
Fuel type 1	0
Fuel type 2	0
Fuel type 3	0
Total	0

	Joules, watt-hours or multiples
Electricity consumed	259,358 MJ
Heating consumed	163,514 MJ
Cooling consumed	0
Steam consumed	0
Total Energy Consumed	422,872 MJ
Electricity sold	0
heating sold	0
cooling sold	0
steam sold	0

What is the total non-renewable fuel consumed by the organisation?

Burning Oil (Heating): 4,303 litres. At 38 MJ per litre = 163,514 MJ.

Vehicle Diesel: 13,871 (HGV) + 5,983 (Van) = 19,854 litres. At 38 MJ per litre = 754,452 MJ.

What is the total renewable fuel consumed by the organisation?

Estimated as 0.

Electricity supplier was changed during the reporting year (2022) and now is sourced from 27% renewable.

What is the total electricity, heating, cooling and steam purchased for consumption within the organisation?

The total electricity, heating, cooling and steam purchased for consumption within the organisation is:

Electricity (Purchased): 72,044 kWh = 259,358 MJ



Burning Oil (Heating): 4,303 litres. At 38 MJ per litre = 163,514 MJ.

What is the total electricity, heating, cooling and steam generated by the organisation?

The total electricity, heating, cooling and steam generated by the organisation:

Burning Oil (Heating): 4303 litres. At 38MJ per litre = 163,514 MJ.

Vehicle Diesel: 13871 (HGV) + 5983 (Van) = 19854 litres. At 38 MJ per litre = 754,452 MJ.

What is the total electricity, heating, cooling and steam sold by the organisation?

The total electricity, heating, cooling and steam sold by the organisation is 0.

Total energy consumption within the organisation, in joules or multiples.

The total energy consumption within the organisation is Burning Oil (Heating): 4,303 litres. At 38 MJ per litre = 16,3514 MJ.

Vehicle Diesel: 13,871 (HGV) + 5,983 (Van) = 19,854 litres. At 38 MJ per litre = 754,452 MJ.

Electricity (Purchased): 72,044kWh = 259,358 MJ.

Total: 163,514 + 754,452 + 259,358 = 1,177,324MJ

Breakdown of energy use within the organisation

Business Unit	Type of activity	Type of Source	Renewable/Non-renewable	Consumed (Joules)	Reporting period
Headquarters	Office	Burning Oil (Heating)	Non-renewable	163,514 MJ	Jan to Dec 2022
Headquarters	Office	Diesel	Non-renewable	754,452MJ	Jan to Dec 2022

Describe the standards, methodologies, assumptions, and/or calculation tools used in computing energy values.

Burning oil; litres purchased.

Vehicle diesel; litres purchased.

Electricity; kwh metered.

Used industry average for conversion of 38 MJ per litre of diesel fuel burned. 1 kWh = 3.6 MJ.

Conversion factors source: Cambridge Regional College

GRI 302-2 Energy consumption outside of the organisation

Is the organisation's energy consumption from outside sources (upstream and downstream sources) deemed material by stakeholders such as suppliers, customers, investors, or civil society?

The company's stakeholders consider outside energy consumption material to the company's operations.

Is the energy consumption from outside sources (upstream and downstream sources) deemed significant for the organisation's sector?



Energy consumption outside the organisation has been identified as significant for the organisation's sector.

Does the company's energy consumption from outside sources (upstream and downstream sources) derive from essential activities to the company's operations?

Energy consumption from outside the organisation is linked to essential activities in the company's operations.

Complete the Energy Outside table.

Activity Category	Downstream / Upstream	Consumption (joules)	Energy type primarily consumed	Energy Source Primarily consumed (renewable/non-renewable)
Business Travel	Upstream	487,099,200 MJ	Fuel	Non-renewable

What is the total upstream energy consumption from outside the organisation?

The total upstream energy consumption from outside the organisation is 487,099,200 MJ.

What is the total downstream energy consumption from outside the organisation?

The total downstream energy consumption from outside the organisation is 0

What is the total renewable energy consumption from outside the organisation?

The total renewable energy consumption from outside the organisation is 0

What is the total non-renewable energy consumption from outside the organisation?

The total non-renewable energy consumption from outside the organisation is 487,099,200 MJ

What is the total energy consumption from outside the organisation?

The total energy consumption from outside the organisation is 487,099,200 MJ.

GRI 302-3 Energy intensity

What Energy Ratio does the company primarily uses to measure energy intensity?

The company primarily uses Megajoules per employee.

MJ / emp as its energy intensity ratio.

What is the organisation-specific metric (denominator) chosen to calculate the ratio?

The company uses Total number of full-time employees at end of reporting year. as the denominator for its energy intensity ratio

What are the types of energy included in the intensity ratio; whether fuel, electricity, heating, cooling, steam, or all.

The types of energy the energy intensity ratio is applied to is as follows:

Electricity

Fuel



Heating

State if the ratio uses the energy consumption within the organisation, outside of it, or both.

The company uses the energy ratio for energy consumption from both within the organisation and outside of it.

Detailed breakdown of the energy intensity ratios that the company uses.

Country	Business Unit or Facility	Type of energy source (renewable / non-renewable)	Activity	Value	Energy Intensity Ratio Unit
UK	Headquarters	both	all	3,590,269	MJ / employee

GRI 302-4 Reduction of energy consumption

State the amount of reduction in energy consumption achieved as a direct result of conservation and efficiency initiatives, in joules or multiples.

There were no reduction initiatives during the reporting period (2022).

Describe or disclose reduction initiatives that were implemented in the reporting period that have the potential to significantly contribute to reductions.

Not applicable

Describe the basis for calculating reductions in energy consumption, such as base year or baseline, including the rationale for choosing it.

Not applicable. There were no reduction initiatives during the reporting period (2022).

Describe any standards, methodologies or assumptions/calculations used

Not applicable. There were no reduction initiatives during the reporting period (2022).

GRI 302-5 Reductions in energy requirements of products and services

State any reductions in energy requirements of sold products and services achieved during the reporting period, in joules or multiples.

Not applicable. There were no reduction initiatives during the reporting period (2022).

Describe the basis for calculating reductions in energy consumption of sold products and services, such as base year or baseline, including the rationale for choosing it.

Not applicable. There were no reduction initiatives during the reporting period (2022).

Describe the standards, methodologies, assumptions, and/or calculation tools used in measuring and reporting reductions in energy requirements of sold products and services achieved during the reporting period.

Not applicable. There were no reduction initiatives during the reporting period (2022).



GRI 303: Water and Effluents

GRI 303-Water and Effluents Management Approach

Why is the water and effluents management integral to the organisation's operations?

Management of water and effluents is integral to our operations because:

- 1) we wish to conserve natural resource, reduce waste and reduce cost; and
- 2) we are part of multi-disciplinary teams working on large projects for our clients who are targeting certain environmental standards via either BREEAM or LEED certification.

Careful management and measuring of our consumption and production of water and effluents respectively are important metrics in this certification process.

Describe the scope of how the water and effluents management impacts the organisation.

Due to the fact that we are generally always seeking to manage water and effluent in both support and site operations, the impact is felt throughout the organisation. A material change in the availability of water to parts of our supply chain would have a substantial impact on their operations, and their ability to provide products & materials to us, ergo having a material impact on our ability to deliver projects on time and on budget.

Discuss how the organisation manages its water and effluent operations.

Site specific water management plan is created, implemented and maintained for duration of project.

Water consumption tracked. Monitoring in place for discharges, planned and unplanned. Waste segregation to protect against damage to ecology e.g., COSHH.

Toolbox talks to staff and contractors on pollution prevention when working near water courses.

In general, no effluent treatment is required. Should project outputs generate effluent, we would employ specialist waste management contractors.

Provide a statement of the purpose of the management approach.

Portview will consider the protection of all water courses situate adjacent to or near works. We will 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 by:

- 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, onsite waste management
- Completing a Water Directive Framework (WDF) assessment for works within 16 metres of a watercourse

Provide a link to any publicly available document outlining the organisation's policy/s regarding water and effluents.

A copy of our "Water Policy Statement" is available to all interested parties on request.

Who holds overall responsibility for managing water- and effluent-related processes and operations?

Overall responsibility for management of water and effluent operations falls to the Quality & Environmental Manager. holds overall responsibility for the company's water and effluents management approach.

Is the responsibility of managing water and effluents linked to any performance assessment or incentive mechanisms?

There is no link between management's approach to managing of water and effluents and the remuneration of those charged with managing said approach.

State any international standards, initiatives, or frameworks that the company adheres to, supports, or references as it manages water and effluents.

The primary international standard that the company adheres to is ISO14001: Environmental Management Systems. As part of project delivery operations, the company, will from time to time, be assessed by either BREEAM or LEED assessors with regard to how water and waste are being handled on a particular site.

State the date of issue of the policy (water)

The company's policy on water and effluents was issued on Feb 08, 2023.

State the last review date of the policies. (water)

The company's policy on water and effluents was last reviewed on Feb 08, 2023.

Does the company's commitment to the topic exceed legal and regulatory standards and is not limited to meeting regulatory and legal compliance?

Management believes that its approach to management of water and effluents exceeds legal and regulatory standard by virtue of the fact that we are accredited to ISO14001, a best-practice approach to environmental management, and that, very often, we are assessed by either BREEAM or LEED assessors on client projects.

Describe any international standards or widely recognized initiatives that the company adheres, supports, or implements in its approach towards water and effluent management.

The company's energy management approach is based on the following standards: The company is engaged with and aspires to the UNSDG30 goals on Sustainable Development Goals. Our Water Policy states,



We recognise that our activities have an impact on the environment and as a result we are committed to the objectives of the UN Sustainable Development Goals (Goal 6: Clean Water and Sanitation, Goal 12 Responsible Consumption and Production), striving to protect the environment, achieve continual environmental improvement, and prevent pollution.

We recognise that in support of the UN mission statement “to achieve a better and more sustainable future for all people and the world by 2030”, our EMS must guide sustainable development through creativity and innovation, promote responsible, sustainable, use of resources, to minimise waste generation and harm, to conserve and deliver on clean water.

Describe the company's goal and targets regarding the management of water and effluents.

The company seeks, at every opportunity, to: a) reduce its use of effluents at all locations, both in owned operations and through encouraging our supply chain to follow suit, and b) to reduce the effluents produced in our operations, throughout the supply chain, and to carefully manage how all effluents are managed and processed, in order to have the least negative impact on the natural environment.

Describe the scope (location and timeline) covered in the company's goals and targets regarding water and effluent management.

The scope of management's approach to management of water and effluent extends to all of the company's operations in the UK and Ireland for the current and most recent reporting period.

Does the company have grievance mechanisms (system consisting of procedures, roles and rules for receiving complaints and providing remedy) to help address grievances regarding the management of water and effluents?

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, etc.

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.

All matters raised are input into the appropriate management system for investigation and redress - Human Resources*, Health & Safety, Environment, Quality, Information Security, and these systems are accredited to ISO 45001, ISO 14001, ISO 9001, and ISO 27001 respectively (*as appropriate to each ISO Standard).

Provide a description, explanation or narrative on the company's grievance mechanisms regarding water and effluents management.

On receipt of a grievance or concern raised regarding water and effluents management, the Incident Investigation Procedure for our Environmental Management System (EMS) applies.

Under joint ownership of the Q&E Manager and Head of H&S, its stated purpose is "defines the process for investigating and reporting accidents, incidents, dangerous occurrences, or near misses. It includes but is not restricted to, Health and Safety and Environmental incidents, involving Portview and its associated businesses."

The process requires a full investigation report, containment actions, root cause analysis leading to corrective actions and preventive actions, and a summary entry into an Incident



Register to facilitate further trend analysis and management review. We operate an Integrated Management System approach which provides linkage to the grievance mechanisms of the other management systems.

Provide a description of specific actions, such as processes, projects, programs and initiatives the organisation uses to address the topic (Water and Effluents)

Water is used for domestic purposes in the office and on site. Water usage is minimal and is currently not being monitored at the office.

A responsible usage ethos is encouraged. Water Coolers have been removed from both office and site. These have been replaced with pre-cooled filtered water taps reducing wastage. All staff are provided with insulated water bottles to reduce the need for fresh water.

Toilets, sinks, and showers are present at head office with all wastewaters dealt with through local sewage system. All combined domestic and foul water from the offices goes into the domestic drainage system. Surface water run-off is managed by local drainage located on site. Surface run-off is minimal.

Fuel is stored in jerry cans on site. Portview only operate one forklift on an irregular basis and have recently removed the fuel tank at the back of the premises. Jerry cans of fuel are located in bunds and filling area contains a spill kit. Fuel is transported directly to site as and when required. Each site varies on fuel requirements and arrangements are put in place as part of the Environmental Plan to comply with environmental legislation. Spill kits are located on all Portview sites and reporting mechanisms are in place to report any spills.

Domestic heating oil (where required) is stored in an approved container in a bunded filling area with access to a spill kit. Specialist waste such as COSHH are dealt with a reputable waste management contractor which deals with hazardous wastes. All consignment notes are retained on site.

All Portview activities are carried out internally - fit out of premises and thus there is no direct impact on an external ecosystem. However, through a site-specific Environmental Plan we recognise the importance of any neighbouring waterway or ecosystem and make appropriate provision to protect this.

Describe the mechanisms in place for monitoring the effectiveness of the management approach.

The annual independent audits carried out by ISO14001 auditors is a strong mechanism for measuring the effectiveness of the management approach. This is supported by an internal audit programme and monthly environmental management review with the Managing Director.

Sites are subjected to weekly inspection by Site Managers to ensure all systems are maintained to the appropriate ISO Standard.

Explain the latest results of the mechanisms used to evaluate the effectiveness of the water and effluents management approach.

Management's approach was deemed to be effective by way of the recent recertification audit for ISO 14001. Only 2 minor "non-conformances" were raised, both of which were unrelated to water management, and supported by no internally raised environmental incidents or non-conformances.

Describe any adjustments to the management approach as a result of the evaluation.



Management do not deem that any adjustments to the approach are required, based on the results of the evaluation.

GRI 303-1 Interactions with water as a shared resource

Does the reporting organisation have any identified significant water-related impacts in its value chain?

No, the organisation has identified significant water-related impacts in its value chain.

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).

The quantified outputs have identified control and containment of chemicals/oils as having the greatest environmental significance however low in volumes.

Describe where the organisation withdraws water for its needs.

Portview offices are not located in a water stressed area. Water for domestic use is withdrawn from the mains supply.

Describe how water is consumed during the company's business operations.

Water is used for domestic purposes in the office and on site. Water usage is minimal and is currently not being monitored at the office. A responsible usage ethos is encouraged.

Water Coolers have been removed from both office and site. These have been replaced with pre-cooled filtered water taps reducing wastage. All staff are provided with insulated water bottles to reduce the need for fresh water.

Toilets, sinks, and showers are present at head office with all wastewaters dealt with through local sewage system. All combined domestic and foul water from the offices goes into the domestic drainage system. Surface water run-off is managed by local drainage located on site. Surface run-off is minimal.

Describe where the organisation discharges wastewater and effluents.

Toilets, sinks, and showers are present at head office with all wastewaters dealt with through local sewage system. All combined domestic and foul water from the offices goes into the domestic drainage system. Surface water run-off is managed by local drainage located on site. Surface run-off is minimal.

Describe water stressed areas where the organisation operates in

Portview offices are not located in a water stressed area.

Our projects are located within London, UK. While globally the UK may be considered as 'medium' stress, London has been determined as having 'serious stress' by the Environment Agency.

Describe the company's approach used to identify water-related impacts.



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).

The quantified outputs have identified control and containment of chemicals/oils as having the greatest environmental significance however low in volumes.

List any tools or methodology used.

Portview has conducted an Environmental Impact Assessment in conformity to the requirements of 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). The quantified outputs have identified control and containment of chemicals/oils as having the greatest environmental significance however low in volumes.

Describe how the organisation engages with its suppliers to help them improve their water management practices.

Portview evaluates the environmental performance of its supply chain partners during pre-qualification. Sub-contractors are assessed for:

- Environmental accreditation or progress towards recognised environmental certification
- Establishment of environmental goals and objectives
- Implementation of training programmes
- Imposition of fines or prosecution
- Experience of BREEAM or LEED

Appointed sub-contractors are required to work to the principles and processes of our EMS as outlined in the applicable project Environmental Management Plan. This will include and define any water related aspects for management and control particularly where projects are located adjacent to waterways. For example:

- Avoid pollution and ensure that protective measures are put in place to control activities and any potential sources of pollution.
- Assess the pollution risks to surface water which arise from the storage of oils, fuels, and other chemicals on site during construction activities.
- Establish regular inspections to monitor the implementation of procedures and raise awareness with site personnel including regular checks for leakage and to maintain the integrity of protective infrastructure.

State the number of suppliers engaged.

N/A; As a fit-out company we deal with plumbing trades and fire safety specialists, but no processes directly related to water treatment works or requiring high volumes of water consumption on site.

Describe the outcomes of this engagement.

All appointed suppliers agree to work within the constraints of our EMS which is accredited to ISO 14001.



What is the amount of procurement that the proportion of engaged suppliers represents?

N/A

Does the organisation request information from its stakeholders on significant water-related impacts?

No, the organisation does not request information from its stakeholders on significant water-related impacts.

Describe the organisations future plans and goals for working with suppliers to reduce water-related impacts.

We do not yet evaluate our supply chain partners in relation to water consumption and effluent production.

Does the organisation have targets related to manage its company-wide water use?

No, the organisation does not have targets related to the management of its company-wide water use.

Describe the process for setting any water-related goals and targets that are part of the organisations management approach, and how they relate to public policy and the local context of each area with water stress.

Water related goals and targets apply where BREEAM/LEED requirements have been set for the fit-out of client projects. The building design often determines the installation requirements to minimise use of mains water and associated energy consumption and prevent leakage in harmony with the London Plan, Policy "5.15 Water Use and Supplies".

GRI 303-2 Management of water discharge-related impacts

Describe how standards for facilities operating in locations with no local discharge requirements were determined.

N/A

Provide a description for any internally developed water quality standards or guidelines.

N/A

State any sector-specific standards considered.

N/A

Did the reporting organisation consider the profile of the receiving water body?

No, the organisation does not consider the profile of the receiving water body.



GRI 303-3 Water withdrawal

Water withdrawal breakdown table.

Water withdrawal by source	All areas (megalitres)	All areas with water stress (megalitres)
Surface Water- Freshwater ($\leq 1,000$ mg/L Total Dissolved Solids)	0	0
Surface Water-Other water ($> 1,000$ mg/L Total Dissolved Solids)	0	0
Surface water (total)	0	0
Ground Water- Freshwater ($\leq 1,000$ mg/L Total Dissolved Solids)	0	0
Ground Water-Other water ($> 1,000$ mg/L Total Dissolved Solids)	0	0
Ground water (total)	0	0
Sea Water- Freshwater ($\leq 1,000$ mg/L Total Dissolved Solids)	0	0
Sea Water-Other water ($> 1,000$ mg/L Total Dissolved Solids)	0	0
Sea water (total)	0	0
Produced Water- Freshwater ($\leq 1,000$ mg/L Total Dissolved Solids)	0	0
Produced Water-Other water ($> 1,000$ mg/L Total Dissolved Solids)	0	0
Produced water (total)	0	0
Third-party Water- Freshwater ($\leq 1,000$ mg/L Total Dissolved Solids)	0	0
Third-party Water-Other water ($> 1,000$ mg/L Total Dissolved Solids)	0	0
Third Party-Surface Water	NULL	
Third Party-Ground Water	NULL	
Third Party-Sea Water	NULL	
Third Party-produced water	NULL	
Third-party water (total)	0	
Total Water withdrawal (Surface water (total) + groundwater (total) + seawater (total) + produced water (total) + third-party water (total))	0	

Fill up the facility water withdrawal breakdown table

Facilities in Water-stressed areas	Water-stressed area	Water Withdrawal (megalitres)
Facility 1*	N/A	0

* Portview have no permanent facilities in water stressed locations.

**Describe the methodology or tools used to obtain water withdrawal values.**

Our processes do not require auxiliary water extraction methods.

GRI 303-4 Water discharge**Complete water discharge breakdown table**

The organisation does not have breakdown on its water discharge.

Describe how priority substances of concern were defined, and any international standard, authoritative list, or criteria used.

Our activities sponsor discharges to water that are domestic in nature. Toilets, sinks, and showers are present at head office with all wastewaters dealt with through local sewage system. All combined domestic and foul water from the offices goes into the domestic drainage system. Surface water run-off is managed by local drainage located on site. Surface run-off is minimal.

Describe the approach for setting discharge limits for priority substances of concern.

There are no priority substances of concern requiring us to apply discharge limits.

State number of incidents of non-compliance with discharge limits.

None

Describe how the treatment levels used by the organisation were determined.

Wastewater treatment is dealt with through the local sewage system.

State the percentage of suppliers with significant water-related impacts from water discharge that have set minimum standards for the quality of their effluent discharge.

Subcontractor activities on our project sites do not produce significant water related impacts from water discharge nor do they generate effluent discharge requiring minimum standards for quality assurance.

GRI 303-5 Water consumption**State the total water consumption in all areas by Megalitres.**

Unknown; not measured.

State the total water consumption in all water-stressed areas by Megalitres.

Unknown; not measured.

Describe change in water storage in megalitres, if water storage has been identified as having a significant water-related impact.

Water storage has not been identified as a significant water-related impact at our offices or on any of our project sites.

State the facility water consumption.

The company does not have a breakdown of its water consumption by facility.

State the supply chain breakdown.

The organisation does not have a breakdown of its supply chain.



GRI 305-Emissions

GRI 305-Emissions management approach

Why is emissions management integral to the organisation's operations?

Portview operate an Environmental Management System (EMS) accredited to ISO 14001. We have identified and evaluated 'Emissions to Air' in conjunction with our 'Aspects and Impacts Register'. We recognise we have an environmental duty of care to operate lawfully and responsibly. Aspects considered include:

Emissions in the event of a fire

- Boiler/CHP emissions
- Exhaust fumes
- Release of Asbestos
- VOCs arising from fuel spills
- Dust emissions during contract work
- Use of pressurised air and gas

Describe the scope of how emissions management impacts the organisation.

Portview have adopted an Integrated Management System approach to quality, environment and occupational health and safety. This IMS applies to the support and enablement of land-based, interior fit out and refurbishment services provided from the organisation's headquarters at Florenceville Avenue, Belfast.

The physical boundaries relevant to the scope of this IMS include those aspects and impacts of Portview's operations and activities for which Portview have direct responsibility, accountability, and control.

However, it is acknowledged there are indirect consequences of Portview's operations and activities which extend beyond the defined physical boundaries of its activities, e.g., email, air travel.

Discuss how the organisation manages its emissions.

Portview apply a Plan-Do-Check-Act methodology consistent with its ISO accredited management of emissions:

Plan: We identify sources of emissions to air arising from our activities, products, and services, including noise and light. We conduct impact and/or risk assessments, determining existing, necessary and/or additional control measures to eliminate, transform, reduce, contain or control, mitigate or protect against, emissions, resolving residual impact/risk to within predefined and agreed acceptance criteria.

Do: We implement organisation and management structures to provide the management framework, leadership, strategies, resources, policies, procedures, and information, to deliver the control and mitigation measures in a lawful, safe, and responsible manner.

Check: We measure and monitor, audit and review, our implementation to evaluate process and management system performance against target and/or acceptance thresholds to evidence compliance and identify trends.



Act: We apply containment, root cause corrective actions, and preventive actions, in response to non-conformances identified.

Provide a statement of the purpose of the emissions approach.

Portview's purpose is to deliver client vision into reality with sustainability and innovation at our core. Portview is a world class company. We deliver beautiful interior fit-out projects for the world's top brands, combining style and substance to achieve The Perfect Fit.

Through the implementation of our Integrated Management System inclusive of ISO 14001 we strive to achieve continual, environmental improvement and prevent any adverse effects on the environment. Our Environmental Policy sets out a framework for improving environmental performance and establishes our environmental objectives.

We recognise that our activities have an impact on the environment. We are committed to the objectives of the UN Sustainable Development Goals (Goal 12: Responsible Consumption and Production, Goal 13: Climate Action), striving to protect the environment and achieve continual environmental improvement and prevent pollution.

We also recognise that in support of the UN mission statement "to achieve a better and more sustainable future for all people and the world by 2030", our EMS protects the creation of employment opportunities for all to end poverty, hunger, and gender inequality, guides sustainable development through creativity and innovation, promotes responsible, sustainable, material sourcing, resourcing, and conservation, to minimise waste generation and harm to the as-built, land, and marine environments, improving health and well-being, to deliver on education, clean water, clean energy, climate action, fair trade, and provide decent work and economic growth.

Through the implementation of an Environmental Management System (EMS) to ISO 14001:2015 standard we will work to:

- Ensure that we are fully compliant with all applicable environmental legislation and other requirements.
- Develop objectives, targets, and action plans to help us improve our environmental performance.
- Assess the environmental risks of our activities and prevent pollution from our activities.
- Increase the environmental awareness of our staff through training and instruction.
- Monitor and check our environmental performance on an on-going basis and work to continually improve it.

Provide a link to any publicly available document outlining the organisation's policy/s regarding emissions.

A copy of our "Environmental Policy Statement" is available to all interested parties on request.

Who holds overall responsibility for managing emissions impacts in organisation processes and operations?

Overall responsibility for management of water and effluent operations falls to the Quality & Environmental Manager.

Is the responsibility of managing emissions linked to any performance assessment or incentive mechanisms?



No, there is no link in any way, shape, or form, between management's approach to managing emissions and the remuneration of those charged with managing said approach.

State any international standards, initiatives, or frameworks that the company adheres to, supports, or references as it manages its emissions.

Our Environmental Management System is accredited to ISO 14001:2015, bmtrada certificate number 2613. Our fleet operation is accredited to FORS Silver Award, membership number 011730. 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.

State the date of issue of the policy (emissions)

The management of emissions is governed by our Environmental Policy Statement, Issue 13 dated 23/01/23.

State the last review date of the policies. (emissions)

The management of emissions is governed by our Environmental Policy Statement, Issue 13 dated 23/01/23.

Does the company's commitment to the topic exceed legal and regulatory standards and is not limited to meeting regulatory and legal compliance?

Yes, management believes that its approach to the 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.

Describe any international standards or widely recognized initiatives that the company adheres, supports, or implements in its approach towards emissions management

Our Environmental Management System is accredited to ISO 14001:2015, BM TRADA certificate number 2613. Our fleet operation is accredited to FORS Silver Award, membership number 011730. 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.

Describe the company's goal and targets regarding the management of emissions.

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.

Describe the scope (location and timeline) covered in the company's goals and targets regarding emissions management.

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.

Scope 1: Burning oil, vehicle fuel use

Scope 2: Electricity consumption

Scope 3: Business travel; flights, sailings.

Does the company have grievance mechanisms (system consisting of procedures, roles and rules for receiving complaints and providing remedy) to help address grievances regarding the management of its emissions?

Yes, 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. All matters raised are input into the appropriate management system for investigation and redress - Human Resources*, Health & Safety, Environment, Quality, Information Security, and these systems are accredited to ISO 45001, ISO 14001, ISO 9001, and ISO 27001 respectively (*as appropriate to each ISO Standard).

Provide a description, explanation or narrative on the company's grievance mechanisms regarding emissions management.

On receipt of a grievance or concern raised regarding emissions management, the Incident Investigation Procedure for our Environmental Management System (EMS) applies.

Under joint ownership of the Q&E Manager and Head of H&S, its stated purpose is "defines the process for investigating and reporting accidents, incidents, dangerous occurrences, or near misses.

It includes but is not restricted to, Health and Safety and Environmental incidents, involving Portview and its associated businesses." The process requires a full investigation report, containment actions, root cause analysis leading to corrective actions and preventive actions, and a summary entry into an Incident Register to facilitate further trend analysis and management review.

We operate an Integrated Management System approach which provides linkage to the grievance mechanisms of the other management systems.



Our Quality Management System "Complaints Procedure", owned by the QA & Environmental Manager.

For complaints received from external interested parties expressing dissatisfaction made to the company related to its product, service, or the complaint handling process itself, describes how the complaint is to be received, escalated to appropriate managerial staff, referenced, how the complaints form is to be completed, investigated with follow-up, reviewed and signed-off, summarised in a complaints register, monitored for trends, and subjected to management review.

Related documentation is listed within the body of the procedure, such as "Management Programme", "Monitoring, Measurement & Improvement", "Nonconformance and Corrective Action".

Provide a description of specific actions, such as processes, projects, programs and initiatives the organisation uses to address the topic (emissions)

Implement, maintain, and continuously improve the Environmental Management System (EMS):

- Establish company context, roles and responsibilities, organisation structure and leadership
- Evaluate needs and expectations of interested parties
- Develop, define, and document as necessary, strategies, resources, policies, procedures, information and processes needed to address needs and expectations of interested parties
- Perform environmental aspect and impact analysis supported by applicable risk management activities
- Develop an Environmental Management Plan
- Provide training and communication to establish awareness and competency
- Identify continuous improvement objectives and targets
- Measure and monitor for trends and nonconformances
- Provide mechanisms for incident management, containment, root cause corrective, and preventive actions
- Provide mechanisms for customers, employees, and associates to communicate ideas, issues, concerns, complements, complaints etc (anonymously if desired)
- Provide mechanisms for EMS programme implementation and Management Review

Describe the mechanisms in place for monitoring the effectiveness of the management approach.

Identify continuous improvement objectives and targets - annual target setting supported by quarterly management review.

Measure and monitor for trends and nonconformances - monthly tracking and trending analysis supported by management review.

Provide mechanisms for incident management, containments, root cause corrective, and preventive actions.

Provide mechanisms for customers, employees, and associates to communicate ideas, issues, concerns, complements, complaints etc (anonymously if desired) - customer satisfaction survey, 'thoughts@portview.co.uk', anonymously through QR Code.



Mechanisms for IMS programme implementation and Management Review - annual event management programme.

Explain the latest results of the mechanisms used to evaluate the effectiveness of the emissions management approach.

BITCNI Climate Action Pledge Submission Report 2023: Your 2022 carbon footprint is 49.24 tCO₂e (-54.93% on 2018)

No incidents nor complaints recorded in relation to emissions.

Successful ISO 14001 recertification audit with only 2 minor non-conformances unrelated to emissions.

Successful FORS Silver award certificate renewal.

Describe any adjustments to the management approach as a result of the evaluation.

No adjustment required.

Were offsets used to meet emissions targets?

No. The reduction in carbon emissions confirmed by BITC(NI) were achieved without the use of offsets.

Describe the type, amount, criteria scheme of which offsets used are a part of

In April 2020, the Woodland Trust issued a certificate "to certify that Portview Fit-Out Ltd has supported the planting of 1,200 trees in the UK to remove 300 tonnes of Carbon Dioxide".

The purchase is used internally and comparatively. The benefit is graphically compared against the monthly accumulation of tCO₂e. We can extrapolate when we will return to 'carbon negative' and plan additional measures to reduce our carbon footprint to achieve a truly 'carbon neutral' state.

Is the organisation subject to any country, regional, or industry-level emissions regulations and policies?

Yes, see below.

Describe or provide examples of any country, regional, or industry-level emissions regulations and policies that the organisation is subject to.

The organisation is subject to many related regulations and policies:

AIR:

- Environmental Protection Act 1990 (Part I)
- The Ozone-Depleting Substances Regulations 2015
- The Fluorinated Greenhouse Gases Regulations 2015
- The Sulphur Content of Liquid Fuels (England and Wales) Regulations 2007
- The Sulphur Content of Liquid Fuels (Scotland) Regulations 2014
- The Road Vehicles (Construction and Use) Regulations 1986
- The Motor Vehicles (Tests) Regulations 1981
- The Climate Change Levy (General) Regulations 2001

HAZARDOUS SUBSTANCES: The Classification, Labelling and Packaging of Chemicals (Amendments to Secondary Legislation) Regulations 2015 Control of Substances Hazardous to



Health Regulations 2002 Control of Asbestos Regulations 2012 REACH Enforcement Regulations 2008

GENERAL ENVIRONMENTAL: Clean Neighbourhoods and Environment Act 2005 The Statutory Nuisance (Appeals) Regulations 1995 The Statutory Nuisance (Appeals) (Scotland) Regulations 1996

NOISE: Environmental Protection Act 1990 (Part III) The Control of Noise (Code of Practice for Construction and Open Sites) (England) Order 2015 The Noise Emission in the Environment by Equipment for use Outdoors Regulations 2001

WASTE: The Environmental Protection (Duty of Care) (Scotland) Regulations 2014 Waste Electrical and Electronic Equipment Regulations 2013 Waste (England and Wales) Regulations 2011 Waste (Scotland) Regulations 2011 The Contaminated Land (England) Regulations 2006 The Contaminated Land (Wales) Regulations 2006 The Hazardous Waste (England and Wales) Regulations 2005 The Contaminated Land (Scotland) Regulations 2005 The Landfill (England and Wales) Regulations 2002 The Landfill (Scotland) Regulations 2003 Landfill Tax Regulations 1996

WILDLIFE AND BIODIVERSITY: Town & Country Planning (Trees) Regulations 1999 Hedgerow Regulations 1997 Conservation (Natural Habitats, &c.) Regulations 1994 Protection of Badgers Act 1992 Wildlife and Countryside Act 1981

PLANNING: The Building Regulations 2010

WATER: Water Industry Act 1999 Environment Act 1995 1995 Water Industry Act 1991 1991 Water Resources Act 1991 1991 The Control of Pollution (Applications, Appeals and Registers) Regulations 1996 Trade Effluents (Prescribed Processes & Substances) Regulations 1989

ENERGY: Climate Change Act 2008

OTHER REQUIREMENTS (ENV): BS EN ISO 14001:2015 Environmental Management Systems-Requirements

Describe reduction initiatives and targets.

Where applicable, we implement design to BREEAM/LEED requirements as per the clients stipulated level of conformance.

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.

Scope 1: Burning oil, vehicle fuel use. Reduced size of vehicle fleet from 16 to 7 in 2021/22. Introduced first fully electric vehicle in 2022.

Scope 2: Electricity consumption. 27% from renewable sources. Increased use of low-voltage, battery-operated tools.

Scope 3: Business travel; flights, sailings.

In April 2020, the Woodland Trust issued a certificate "to certify that Portview Fit-Out Ltd has supported the planting of 1,200 trees in the UK to remove 300 tonnes of Carbon Dioxide".



GRI 305-1 Direct (Scope 1) GHG emissions

Direct (Scope 1) Emissions table

Business Unit or facility	Type of source (stationary combustion, process, fugitive)	Type of activity	Value (MTCO2)
Portview Fit-Out Ltd	Mobile Combustion	Transport of goods	50,903
Portview Fit-Out Ltd	Stationary Combustion	Heating (oil)	10.93

State the total gross direct (scope 1) GHG emissions in metric tons of CO2 equivalent for the reporting period.

The total gross direct (scope 1) GHG emissions in metric tons of CO2 equivalent is 61.833.

List all gases included in the calculation.

The following are the gases included in the Scope 1 calculation: N2O, CO2, CH4.

State the base year for the calculation.

The base year used for Scope 1 calculation is 2018.

State the total emissions during the base year.

The total Scope 1 emissions during the base year were 105,778.

Describe the rationale for choosing the base year.

First full year of available data.

Explain any significant changes in emissions that triggered recalculations of base year emissions.

N/A

State the Biogenic CO2 emissions in metric tons of CO2 equivalent.

The company's biogenic direct (Scope 1) emissions amount to 0

State the source of the emission factors and the global warming potential (GWP) rates used, or a reference to the GWP source.

The GWP rates used for direct emissions were sourced from "ghg-conversion-factors-2022-condensed-set" issued by UK Government.

State the consolidation approach for emissions, whether equity share, financial control, or operational control.

The company uses the financial control approach for direct emissions.

State the standards, methodologies, assumptions and/or calculation tools used.

The company uses the following approach to calculate its direct emissions:

Burning Oil: litres purchased x 2.54013 (Total kg CO2e per unit - 2022 UK Govt 'fuels' factor).

Vehicles: km travelled x efficiency* x 2.55784 (2022 UK Govt 'fuels' factor for Diesel avg. biofuel blend)



*Efficiency = 1 / 1.60934 / avg. mpg * 4.5461

We capture monthly vehicle mileage vs litres of fuel purchased for both 3.5T vans and rigid-axle HGV. An average mpg is monitored for use when estimating carbon emissions.

GRI 305-2 Energy indirect (Scope 2) GHG emissions

Indirect (Scope 2) Emissions

Business unit or facility	type of source (electricity, heating, cooling, and steam)	Type of activity	Value (in MTCO2)
Portview Fit-Out Ltd	Utilities	Mains Electricity	13.93

State the total gross indirect (scope 2) GHG emissions in metric tons of CO2 equivalent for the reporting period.

The total gross indirect (Scope 2) GHG emissions in metric tons of CO2 equivalent is 13.93.

State the gases included in the calculation.

The following are the gases included in the Scope 2 calculation N2O, CH4, CO2.

State the base year for the calculation of indirect (scope 2) emissions.

The base year used for Scope 2 calculation is 2018.

State the total indirect emissions during the base year.

The total Scope 2 emissions during the base year were 25.241.

Describe the rationale for choosing the base year.

First full year of available data.

Explain any significant changes in emissions that triggered recalculations of base year emissions.

0

State gross market-based energy indirect (Scope 2) GHG emissions in metric tons of CO2 equivalent

The company's market-based indirect (Scope 2) emissions amount to 13.93.

State gross location-based energy indirect (Scope 2) GHG emissions in metric tons of CO2 equivalent

The company's location-based indirect (Scope 2) emissions amount to 13.93

State the source of the emission factors and the global warming potential (GWP) rates used, or a reference to the GWP source.

The GWP rates used for direct emissions were sourced from "ghg-conversion-factors-2022-condensed-set" issued by UK Government.

State the consolidation approach for emissions, whether equity share, financial control, or operational control.



The company uses the financial control approach for direct emissions.

Describe the standards, methodologies, tools, and calculations used for indirect (Scope 2) emissions.

The standards, methodologies, tools, and calculations used for indirect (Scope 2) emissions are as follows: Electricity generated: kWh (units consumed) x 0.19338 (Total kg CO₂e per unit - 2022 UK Govt 'UK Electricity' factor).

GRI 305-3 Other indirect (Scope 3) GHG emissions

Indirect (Scope 3) emissions table.

Business Unit or facility	type of source	type activity	Category (Upstream/Downstream)	Value (in MTCO ₂)
Portview Fit-Out Ltd	Burning oil (kerosene)	Air travel	Upstream	487,757
Portview Fit-Out Ltd	Burning oil	Sea travel	Upstream	3,715

State the Gross other indirect (Scope 3) GHG emissions in metric tons of CO₂ equivalent.

491.472

State the total upstream Scope 3 GHG emissions in metric tons of CO₂ equivalent.

491.472

State the total downstream Scope 3 GHG emissions in metric tons of CO₂ equivalent.

0

If available, please state gases included in the calculation.

N₂O, CH₄, CO₂.

State the Biogenic CO₂ emissions in metric tons of CO₂ equivalent.

0

State the source of the emission factors and the global warming potential (GWP) rates used, or a reference to the GWP source.

"ghg-conversion-factors-2022-condensed-set" issued by UK Government.

State the base year for the calculation.

The base year used for Scope 3 calculation is 2018.

State the total emissions during the base year.

The total Scope 3 emissions during the base year were 356.135.

Describe the rationale for choosing the base year.

First full year of available data.

Describe the standards, methodologies, tools, and calculations used for indirect (Scope 3) emissions.



Business travel- air: no. of passenger flights x distance (km) x 0.24587 (Total kg CO2e per unit - 2022 UK Govt 'UK Business travel- air: domestic factor)

Freighting goods: no. of sailings x 85km x 9T half-laden x 0.05166 (Total kg CO2e per unit - 2022 UK Govt 'UK Freighting goods: cargo ship: RoRo-Ferry average)

GRI 305-4 GHG emissions intensity

State the GHG emissions intensity ratio for the organisation.

The company does not yet calculate an 'Intensity Ratio'.

Provide the organisation-specific metric (the denominator) chosen to calculate the ratio.

The company does not yet calculate an 'Intensity Ratio'.

State the types of GHG emissions included in the intensity ratio.

The company does not yet calculate an 'Intensity Ratio'.

GHG intensity ratio table.

Country	Business Unit	Type of Source	Type of activity	Value	unit
United Kingdom	Portview Fit-Out Ltd			n/a	n/a

GRI 305-5 Reduction of GHG emissions

State the GHG emissions reduced as a direct result of reduction initiatives, in metric tons of CO2 equivalent.

55.256

State the gases included in the calculation of GHG emissions reductions.

N2O, CH4, CO2.

State the base year for the calculation of reductions.

The base year used for Scope 3 calculation is 2018.

State the standards, methodologies, assumptions, and or calculations and tools used to measure reductions.

Based on values advised above:

Baseline Year 2018: 105.778 (S1) + 25.241 (S2) = 131.019

Reporting Year 2022: 61.833 (S1) + 13.930 (S2) = 75.763

Reduction: 131.019 - 75.763 = 55.256

Disclose reduction initiatives that were implemented in the reporting period, and that have the potential to contribute significantly to reductions.

Reduction initiatives occurred in 2020/21.



No new initiatives were introduced in reporting year 2022 as we stabilised during a period of continued company growth.

GRI 305-6 Emissions of ozone-depleting substances (ODS)

Complete the ODS table.

Business unit or facility	type of activity	type of source	Emission	Value	Unit
Portview Fit-Out Ltd				n/a	n/a

State the amount of the organisation's ODS production in metric tons of CFC-11 (trichlorofluoromethane) equivalent.

The amount of ODS produced by the organisation for the reporting period is zero (0).

State the amount of ODS exported by the organisation in metric tons of CFC-11 (trichlorofluoromethane) equivalent.

The amount of ODS exported by the organisation for the reporting period is Zero (0).

State the amount of ODS imported by the organisation in metric tons of CFC-11 (trichlorofluoromethane) equivalent.

The amount of ODS imported by the organisation for the reporting period is Zero (0).

List the substances used in the calculation.

N/a.

State the source of the emission factors used for the calculation.

N/A

Describe the standards, methodologies and assumptions, and/or calculation tools used.

N/A

GRI 305-7 Nitrogen oxides (NOX), sulphur oxides (SOX), and other significant air emissions

Fill in the Significant Air emissions table.

	Value	Unit
Total NOx	862.11	KgCO ₂ e of N ₂ O
Total SOx	0	
Total Persistent Organic Pollutants (POP)	0	
Hazardous Air Pollutants (HAP)	0	
Particulate Matter (PM)	3.49	KgPM
Other standard categories of air emissions identified in relevant regulations	0	



State the source of the emission factors used for calculating the organisation's significant air emissions.

"ghg-conversion-factors-2022-condensed-set" issued by UK Government for NOX.

FORS Silver Progression Data; factors for particulate estimates.

Describe the standards, methodologies, assumptions, and/or calculation tools used for computing the organisation's significant air emissions.

Electricity generated: kWh (units consumed) x 0.00137 (Total kgCO₂e of N₂O per unit - 2022 UK Govt 'UK Electricity' factor)

Burning Oil: litres purchased x 0.00629 (Total kgCO₂e of N₂O per unit - 2022 UK Govt 'fuels' factor)

Vehicles: km travelled x efficiency* x 0.037 (2022 UK Govt 'fuels' factor for Diesel average biofuel blend)

Transport Particulate: distance (km) x derived FORS factor, Vans = 0.0000212, HGV = 0.00002735

GRI 401 Employment

GRI 401-Employment Management Approach

Describe why employee management integral to the organisation's operations?

Portview is a management contractor. Our business depends entirely on the quality, attitude, approach, work ethic and wellbeing 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.

Describe the scope of the organisation's employee and worker policies and programs.

The scope of the company's employee policies covers all of the company's operations in the UK & Ireland for the current and future reporting periods. For the purpose of this current reporting period, we are defining an employee as someone subject to UK PAYE legislation.

Provide a statement of the purpose of the organisation's employee management approach.

Portview is a management contractor. Our business depends entirely on the quality, attitude, approach, work ethic and wellbeing of our people.

The purpose of our approach to employee management is to 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.

Provide a link to any publicly available document outlining the organisation's policy/s regarding its employee management approach.



No public facing document at this moment. Policies detailed in an internal document.

Who holds overall responsibility for managing the organisation's approach towards its employees?

The board, with COO oversight, and direct supervision by the HR manager, is responsible for managing the company's approach to its employees. holds overall responsibility for the company's employee management approach.

Is the responsibility of managing employee and worker relationships linked to any performance assessment or incentive mechanisms?

No, there is no link in any way, shape or form between management's approach to its employees and the remuneration of those charged with managing said approach.

State any international standards, initiatives, or frameworks that the company adheres to, supports, or references as it manages workers and employees.

The company is currently ranked #9 in Northern Ireland and #9 in the UK for the engineering /construction sectors by "Best Companies". The company is currently 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. Other standards might be found in policies.

State the date of issue of the policy (employee management)

The company's policy on employee management was issued on March 01, 2021.

State the last review date of the policies. (employee management)

The company's policy on employee management has not been reviewed since its publication.

Does the company's commitment to employee and worker management exceed legal and regulatory standards and is not limited to meeting regulatory and legal compliance?

As demonstrated previously (in response to question 401-0-7 (41381)), it is clear that the company's commitment to its employees and workers goes significantly beyond that required by legal and regulatory standards.

Describe any international standards or widely recognized initiatives that the company adheres, supports, or implements in its approach towards employee management.

The company's employee management approach is based on the following standards: The company is currently ranked #9 in Northern Ireland and #9 in the UK for the engineering /construction sectors by "Best Companies".

The company is currently 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.



Describe the company's goal and targets regarding the management of its workers and employees.

In respect to the management of its workers and employees, the company's goals and targets are:

- reviewing policies
- surveying EEs
- successful IIP
- audit

Describe the scope (location and timeline) covered in the company's goals and targets regarding employee management.

The scope of the company's goals and targets relating to employee management covers all of the company's operations in the UK & Ireland for the current and future reporting periods.

Does the company have grievance mechanisms (system consisting of procedures, roles and rules for receiving complaints and providing remedy) to help address grievances regarding the management of workers and employees?

Yes, the company has a grievance procedure in place which is reviewed annually by the HR manager, COO, and in-house solicitor. The accessibility of the procedure is verified through employee surveys conducted as part of both Investors in People and Best Companies surveys. The procedure will also be annually reviewed as part of our Materiality Assessment.

Provide a description, explanation or narrative on the company's grievance mechanisms regarding employee management.

Portview believes that all employees should be treated fairly and with respect. If an employee is unhappy about the treatment they have received or about any aspect of their work, they are encouraged to discuss this with their line manager, who will attempt to resolve the situation on an informal basis.

If they feel unable to approach their line manager directly, they should approach HR, who will discuss ways of dealing with the matter.

When an employee has a concern about treatment they have received or any aspect of their work, for example their working environment, the matter should be raised informally with their line manager (where appropriate). For example, if the concerns relate to the employee's line manager the matter should be raised with HR.

The manager will attempt to resolve the matter informally. Depending on the nature of the grievance, mediation may be used, but only where all parties agree.

If it is not possible to resolve the matter informally then a formal grievance can be raised.

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

Provide a description of specific actions, such as processes, projects, programs and initiatives the organisation uses to address the topic (employee management)

The company's employee handbook and all of its employment related policies are available to all employees on "The Hub", the company's intranet. Employees are encouraged to read these



and be aware of the guidance provided. this includes the Grievance Policy and the associated procedures.

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.

Describe the mechanisms in place for monitoring the effectiveness of the employee management approach.

The board discusses, and records the output of the discussions, relating to its assessment of the effectiveness of its employee management approach. the approach is annually reviewed to ensure it remains appropriate given the scale, complexity and diversity of the business and the workforce at that point.

Explain the latest results of the mechanisms used to evaluate the effectiveness of the employee management approach.

The board is content that - following review of the effectiveness of its employee management approach - the mechanisms in place are appropriate.

The company will be reporting progress in this area under the GRI employment disclosure 401 which will give rise to action points, goal setting and an annual review of progress.

This is in addition to points raised under Investors in People and Best Companies annual audits.

Describe any adjustments to the management approach as a result of the evaluation.

For the current reporting period, management deems its approach to be appropriate, and there are no adjustments required.

Describe the policies or practices covering the relationships under which work is performed for the organisation.

Our employee handbook and employment policies cover the full-time and part-time permanent workforce only. We do not currently have policies that cover other types of worker relationships, such as independent contractors, or labour only subcontractors. We plan to rectify this in the next reporting period.

Describe any actions taken to identify, address, and remediate situations where work undertaken does not take place within appropriate and defined institutional or legal frameworks.

Prior to engagement, the company ensures that it can clearly define the nature of the proposed engagement as falling into one of the recognised legal forms of provision of labour such as direct employment, labour only subcontracting, contract for services etc. Once this has been established, the appropriate supporting form of contract is executed by both parties.

Describe any actions taken to identify, address, and remediate situations where persons working for suppliers are not provided social and labour protection as mandated by law.



As part of the company's subcontractor qualification process, subcontractors must confirm, prior to engagement, that their workers have a) the right to work in the UK; and b) are employed under UK employment law.

Describe actions taken to identify and address situations where working conditions in its supply chain do not meet national or international labour standards.

The company's supply chain is requested to confirm that they do not participate in slavery or human trafficking, and that they have robust policies in place to ensure this does not happen.

A supply chain audit is planned for 2023 which will enable the company to verify the responses provided.

Describe actions taken to identify and address situations where work undertaken in its supply chain is inadequately remunerated.

The company's supply chain is requested to confirm that they do not participate in slavery, and that they have robust policies in place to ensure this does not happen.

A supply chain audit is planned for 2023 which will enable the company to verify the responses provided.

GRI 401-1 New Employee Hire and Turnover

New employee hire table

Location	Total Number					
	Under 30 years old		30-50 years old		Over 50 years old	
	Male	Female	Male	Female	Male	Female
Total	6	2	17	2	4	0
Site	3	0	10	1	2	0
Office	3	2	7	1	2	0

Employee turnover table

Location	Total Number						Total
	Under 30 years old		30-50 years old		Over 50 years old		
	Male	Female	Male	Female	Male	Female	
Site	4	1	28	5	12	1	51
Office	8	5	35	15	19	3	85
	18		83			35	136

Location	Rate of Employee Turnover					
	Under 30 years old		30-50 years old		Over 50 years old	
	Male	Female	Male	Female	Male	Female
Site	0	0	5	0	5	0
Office	0	0	9	1	1	0



GRI 401-2 Benefits provided to full-time employees that are not provided to temporary or part-time employees.

Describe benefits provided to full-time employees that are not provided to temporary or part-time employees.

The suite of benefits are given to all employees regardless of hours worked or temp status.

- Performance Related Bonus
- Health Care
- Death in Service
- Income Protection
- Paid Maternity/Paternity
- Flexible working

GRI 401-3 Parental leave

Parental leave table

	Male	Female
Total number of employees that were entitled to parental leave	1	1
Total number of employees that took parental leave	1	1
Total number of employees that returned to work in the reporting period after parental leave ended	1	1
Total number of employees that returned to work after parental leave ended that were still employed 12 months after their return to work	1	1
Return to work rates of employees that took parental leave	1	1
Retention rates of employees that took parental leave	100	100

GRI 403 Occupational Health & Safety

GRI 403-Occupational Health and Safety Management Approach

Describe why occupational health and safety is integral to the organisation's operations?

Because healthy and safe company and workforce are more productive, have less staff turnover and are at less risk of punitive action from enforcement agencies. As well as having lower claims/premiums and a better working culture.

Provide a statement of the purpose of the organisation regarding its occupational health and safety.

The purpose is to produce world class projects, whilst keeping our people (and those we come into contact with) safe, health and free from harm.



Provide a link to any publicly available document outlining the organisation's policies regarding its management approach on occupational health and safety.

Policies related to the company's approach to labour/management relations can be found at PVF-POL-HS-1.0 Health and Safety Policy 2023

Who holds overall responsibility for managing the organisation's approach towards its occupational health and safety?

Our Managing Director - Mr Simon Campbell assisted by our Head of Health & Safety - Mr Glenn Chambers holds overall responsibility for the company's labour/management relations management approach.

Is the responsibility of managing occupational health and safety linked to any performance assessment or incentive mechanisms?

Portview staff performance is appraised throughout the year. Health & Safety, amongst other topics, forms part of the discussions.

State the date of issue of the policy (occupational health and safety)

The company's policy on labour/management relations was issued on Our latest H&S Policy document was issued on 31st January 2023

State the last review date of the policies (occupational health and safety).

The policies are reviewed throughout the year on a rotational basis. Such as PVF-MGP-INT-Contractor Evaluation on 20/03/23

Does the company's commitment to occupational health and safety exceed legal and regulatory standards and is not limited to meeting regulatory and legal compliance?

Yes, we do, and we always try to exceed regulatory standards.

Describe the company's goal and targets regarding its approach on occupational health and safety.

We have a number of KPI's for 2023. Including: achieving 3 million working hours RIDDOR free. Whilst improving (increasing number of) the means of communications/engagement with own staff and subcontractors through using QR Codes and Procore (data management system) Observations.

Describe the scope (location and timeline) covered in the company's goals and targets regarding occupational health and safety.

Targets cover all Portview works throughout the UK and Ireland. Timelines vary (depending upon target and risk). Most are over the course of the year. some others are targeted by Quarter.

Does the company have grievance mechanisms (system consisting of procedures, roles and rules for receiving complaints and providing remedy) to help address grievances regarding the occupational health and safety?

We have HR Policies that cover grievances or use our 'Thought's' QR Code system to report issues.



Provide a description, explanation, or narrative on the company's grievance mechanisms regarding occupational health and safety.

Persons 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'.

Provide a description of specific actions, such as processes, projects, programs and initiatives the organisation uses to address the topic (occupational health and safety)

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.

Describe the mechanisms in place for monitoring the effectiveness of the organisation's approach towards occupational health and safety.

Site, Project and Contract Managers all undertake weekly H&S inspections. The H&S team carryout ad hoc inspections and Board members do Visible Leadership inspections. Regular systems audits are undertaken internally, and we also have external auditors who inspect and review our systems and project locations. Head of H&S meets with senior managers monthly and the Board receive reports for Board meetings.

Explain the latest results of the mechanisms used to evaluate the effectiveness of the approach on occupational health and safety.

Most recent benchmarking (International British Safety Council Awards) gave us a Merit award. Placing us alongside the likes of Kier etc... Results are shared with Directors and all staff via meetings, report and The Hub. Shortcomings are tabled and an action plan devised to address any items.

Describe any adjustments to the management approach as a result of the evaluation.

As and when required, management can adopt to the specific needs and allocate resource, time to address concerns. Processes can be reviewed and changed after consideration and staff retrained/informed of changes.

Describe any assistance programs offered for serious diseases.

We have an internal Occupational Clinical Lead who leads on this aspect. Staff are hold signed up to Westfield Health which provides assistance / help with these matters.

Describe any leading indicators used to inform the management and evaluation of the occupational health and safety performance.

Training Updates. Accident / Incident statistics. Audit and inspection results. Claims reviews. Sickness/Absence rates etc.

GRI 403-1 Occupational health and safety management system

Provide a statement describing the implementation of the organisation's health and safety management system.



Whilst we understand that we have legal responsibilities, we also genuinely want to provide safety and healthy workplaces for our staff, visitors and contractors. There is risk created, by the nature of our work. We understand and monitor risks and implement controls to remove, reduce and control these as far as is reasonably practicable. Our H&S management system is accredited and arranged to meet ISO45001 standards.

Describe the scope (workers, activities, and locations/workplaces covered by the occupational health and safety management system

Our construction fit our activities are undertaken by own staff and subcontractors, across a range of projects. Back office, HR, estimating, planning, buying, logistics and design activities are undertaken from our office in Belfast. All activities are covered by our occupational health management system.

Describe the health and safety professionals responsible for the management system.

We have three fulltime direct H&S professionals. We have a Head of Health and Safety - based in Belfast. There is a Lead H&S Manager (based in London) and one project-based H&S Manager. All are NEBOSH qualified and experienced.

Describe methods of continual improvement used in the management of occupational health and safety.

We continually monitor our set KPI's (QR Code communications, Procore observations etc....) and incident rates and inspection findings for trends, to allow us to take action. Our policy and procedures are routinely audited in house and externally to test the systems effectiveness. Where weaknesses are identified, a plan is instigated to target that area. Effectiveness of the fix is reviewed after a specified period.

GRI 403-2 Hazard identification, risk assessment, and incident investigation

Describe the processes used to identify work-related hazards and assess risks on a routine and non-routine basis.

We only use qualified and experienced persons to test the systems. Trends and results are reviewed at senior leadership level. Hazards/Risks is indented through desktop audits, a series of onsite audits, incident analysis and on receiving feedback from staff and subcontractors. As well as looking at traditional working hazards/risks, we do look at external factors such as politics, economic factors, future legislation/guidance changes etc.

Describe the processes for workers to report work-related hazards.

Persons are protected and will not be punished for accidents/incidents. Works can report verbally to line managers or use our QR Code system or by using Procore data management system.

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.

Describe the processes used to investigate work-related incidents.



On receipt, the H&S department will oversee an investigation/report writing - either taking the lead or assisting the site team to investigate the incident. The Head of H&S will inform the Directors of the incident and issue them a full report when complete. Every incident and any repercussions are discussed with Directors. The site managements team are required to sign off the report (lessons learned/actions taken to prevent again etc.). Also, our Managing Directors comments on each.

GRI 403-3 Occupational health services

Describe the mechanisms available for workers to access occupational health services

Portview employees access Occupational Health in two ways:

- Self-Referral – employees can access the Occupational Health Service Monday – Wednesday 09.00-17.00, Thursday 09.00-15.00. It is a drop-in service, either face to face, TEAMS, email or telephone.
- Management Referral – employees can be referred by their manager for support with their consent.

The Occupational Health Service provides the following services:

- New Entrants Screening.
- Health Surveillance – audiometry, spirometry and skin checks.
- Display Screen and Ergonomic Assessments.
- Talking Therapy – Cognitive Behavioural Therapy
- Drivers Medicals
- FORS Vision Screening
- Safety Critical Medicals
- Fitness for Work Assessment
- Management Referrals
- Management Advice
- Wellbeing Events
- Know Your Number Days

The Occupational Health Service is a flexible service and emergency appointments, advice and support have been provided outside the service hours as an on-call service.

The Occupational Health Service uses various formats to communicate:

- New Entrants Induction program which introduces them to Occupational Health.
- New Entrants Screening with Occupational Health which sets them up on OPAS G2 which is the confidential Occupational Health Platform and baseline health surveillance is completed.
- Occupational Health is visible on all sites daily – monthly.
- Occupational Health utilises the internal internet 'HUB' to communicate any occupational health messages or events in addition to internal email.
- Fortnightly - Quarterly meetings are also set up with Directors, Health & Safety, Contracts Managers and Human Resources and the Senior Management team to inform, advise and promote Occupational Health within the company.

Describe how the organisation maintains the confidentiality of worker health information.



Portview Occupational Health Service maintains the confidentiality of its employees' health information by utilising OPAS G2 which is a cloud based clinical platform to record Occupational Health data.

Portview Occupational Health also has a Privacy Policy and a Retention and Erasure Policy. This encompasses and lays out the processes we have in place in order to comply with the following legislative requirements:

- Data Protection Act 2018
- UK General Data Protection Regulation
- Electronic Communications (EC Directive) Regulations 2003

In addition to this the Occupational Health & Wellbeing Clinical Lead who runs and manages the service is bound by her professional bodies code of conduct, Nursing Midwifery Council (NMC) and the British Association of Behavioural & Cognitive Psychotherapists (BABCP) to maintain patient confidentiality.

Describe how the organisation ensures that worker personal health data is not used for any favourable or unfavourable treatment.

Portview Occupational Health Service ensures that their employees personal health data is not used inappropriately by having the following measures in place:

- Portview Occupational Health Service maintains the confidentiality of its employees' health information by utilising OPAS G2 which is a cloud based clinical platform to record Occupational Health data. The Occupational Health & Wellbeing Clinical Lead is the only individual who has access to the system. If she became ill or indisposed, another Occupational Health provider 'Blackwell Associates' will step in to provide the service.
- Portview Occupational Health also has a Privacy Policy and a Retention and Erasure Policy. This encompasses and lays out the processes we have in place in order to comply with the following legislative requirements.
 - Data Protection Act 2018
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In addition to this the Occupational Health & Wellbeing Clinical Lead who runs and manages the service is bound by her professional bodies code of conduct, Nursing Midwifery Council (NMC) and the British Association of Behavioural & Cognitive Psychotherapists (BABCP) to maintain patient confidentiality.

Describe how the organisation maintains the confidentiality of worker health information in regard to non-work health related voluntary programs.

In relation to the response for this question, non-work health related voluntary programs are taken to mean voluntary health and wellbeing events. Any health data obtained from these events is either given directly to the employee by external agencies, in which case the employee is responsible for their health data.

If Portview Occupational Health Service runs the voluntary wellbeing event and health data is collected it is held and maintained in OPAS G2 which is the confidential Occupational Health platform which is only accessed by the Occupational Health & Wellbeing Clinical Lead.



Portview Occupational Health also has a Privacy Policy and a Retention and Erasure Policy. This encompasses and lays out the processes we have in place in order to comply with the following legislative requirements:

- Data Protection Act 2018
- UK General Data Protection Regulation
- Electronic Communications (EC Directive) Regulations 2003

In addition to this the Occupational Health & Wellbeing Clinical Lead who runs and manages the service is bound by her professional bodies code of conduct, Nursing Midwifery Council (NMC) and the British Association of Behavioural & Cognitive Psychotherapists (BABCP) to maintain patient confidentiality.

Describe how the organisation ensures that major non-work-related health worker personal health data is not used for any favourable or unfavourable treatment.

In relation to the response for this question, non-work health related voluntary programs are taken to mean voluntary health and wellbeing events.

Any health data obtained from these events is either given directly to the employee by external agencies, in which case the employee is responsible for their health data. If Portview Occupational Health Service runs the voluntary wellbeing event and health data is collected it is held and maintained in OPAS G2.

Portview Occupational Health Service ensures that their employees personal non-work-related health data is not used inappropriately by having the following measures in place:

- Portview Occupational Health Service maintains the confidentiality of its employees' health information by utilising OPAS G2 which is a cloud based clinical platform to record Occupational Health data. The Occupational Health & Wellbeing Clinical Lead is the only individual who has access to the system. If she became ill or indisposed another Occupational Health provider 'Blackwell Associates' will step in to provide the service.
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In addition to this the Occupational Health & Wellbeing Clinical Lead who runs and manages the service is bound by her professional bodies code of conduct, Nursing Midwifery Council (NMC) and the British Association of Behavioural & Cognitive Psychotherapists (BABCP) to maintain patient confidentiality.

GRI 403-4 Worker participation, consultation, and communication on occupational health and safety

Describe mechanisms the organisation uses to engage worker participation and consultation in regard to the occupational health and safety systems.



We have monthly Directors' meetings, and a H&S report is prepared for Board Meetings. We also communicate H&S issues at quarterly management meetings, Contract and Site Managers meetings. On site there are Daily Activity Meetings, weekly toolbox talks, Black hat and Senior Leadership meetings. We have notice boards and online induction platforms. Internally, we use our communications platform 'The Hub' to share information.

Does the organisation have joint management-worker health and safety committees in place.

No, but we use the previously mentioned meetings as H&S forums. Workers and subbies are included in the aforementioned meetings and engaged in discussions.

Describe the processes, mechanisms, and scope of the organisation's joint management-worker health and safety committees.

We hold a range of meetings/workshops/briefings with all levels of the workforce. We can/do have senior team members present. We listen, engage and inform always letter participants and others know what was discussed and any actions take resulting from meetings.

Describe how occupational health and safety topics are covered under local or global formal agreements with trade unions.

We do not have unions within the business.

GRI 403-5 Worker training on occupational health and safety

Describe any occupational health and safety training provided to workers.

Portview recognises that the training, education, and professional development of its employees is critical in maintaining an innovative and dynamic organisation in order to deliver a high-quality service to clients. We recognise that the ability of employees to learn and develop is vital to the effective management of change.

Portview is committed to providing a wide range of opportunities to enable its employees to acquire the skills, knowledge, and qualifications necessary to perform efficiently and effectively in their jobs and deliver the services required. Further details can be found in the Company's "Learning and Development Policy".

Managers and employees will undertake a general programme of Safety Training (such as toolbox talks) relative to their position. Managers will undertake workplace training for supervisory staff and operatives relative to site specific hazards and associated risk control. Training needs shall be continually monitored by Human Resources and through the Personal Development Reviews (PDR's) and updated as required.

Some examples of the training given are working at height, asbestos awareness, first aid and manual handling.

Induction training is presented to new employees & subcontractors, followed by post training and specialist training. Toolbox talk place on site as well as task briefings for hazardous works.

A programme is maintained to ensure that all employees, line management and operatives, are adequately trained in their respective work operations and responsibilities. Each person has a personal learning plan and subject to regular reviews via our Elevate and Appraised systems.

Further training will take place on the introduction of new systems of work.



Refresher and familiarisation training will be provided when considered necessary by management.

Training is provided in house and by external accredited training organisations. Either face to face or online.

The HR Manager is responsible for ensuring records of training are maintained.

GRI 403-6 Promotion of worker health

Describe how workers access to non-occupational medical and healthcare services are facilitated.

Portview recognises that the training, education, and professional development of its employees is critical in maintaining an innovative and dynamic organisation in order to deliver a high-quality service to clients. We recognise that the ability of employees to learn and develop is vital to the effective management of change.

Portview is committed to providing a wide range of opportunities to enable its employees to acquire the skills, knowledge, and qualifications necessary to perform efficiently and effectively in their jobs and deliver the services required. Further details can be found in the Company's "Learning and Development Policy".

Managers and employees will undertake a general programme of Safety Training (such as toolbox talks) relative to their position. Managers will undertake workplace training for supervisory staff and operatives relative to site specific hazards and associated risk control. Training needs shall be continually monitored by Human Resources and through the Personal Development Reviews (PDR's) and updated as required.

Some examples of the training given are:

- working at height
- asbestos awareness
- first aid
- manual handling.

Induction training is presented to new employees & subcontractors, followed by post training and specialist training. Toolbox talk place on site as well as task briefings for hazardous works.

A programme is maintained to ensure that all employees, line management and operatives, are adequately trained in their respective work operations and responsibilities. Each person has a personal learning plan and subject to regular reviews via our Elevate and Appraised systems.

Further training will take place on the introduction of new systems of work.

Refresher and familiarisation training will be provided when considered necessary by management.

Training is provided in house and by external accredited training organisations. Either face to face or online.

The HR Manager is responsible for ensuring records of training are maintained.

Describe worker scope of access to non-occupational medical and healthcare services.

All workers of Portview Fit-Out Limited are in scope.

**Describe any voluntary health promotion services and programs offered to workers to address major non-work-related health risks.**

In addition to Portview's Occupational Health Service Portview employees can access various other non-occupational medical and health care services to facilitate optimum health and wellbeing. The services offered are listed below:

- All sites have a fruit and health snack delivery to site on a weekly basis.
- All employees have access to the Wellbeing and Meditation App 'HEADSPACE' on request.
- On our larger site a 'Quiet Room' has been provided for employees to step away from their desk or site to meditate and relax.
- Action Cancer provide health screening for employees and mammograms on site (Northern Ireland only).
- Action Cancer are providing an online webinar for males and females on how to spot the signs of cancer.
- A Clinical Nurse Specialist in Cancer Dermatology is coming to site in June to provide on-site clinics for Portview employees who have concerns about moles.
- All Portview employees have access to a Corporate Eyecare package which provides a free eye test for them and glasses if required for Display Screen work or Prescriptions Safety glasses for site.
- All employees if requested can access AVIVIA Health Insurance.
- All employees can access an annual Flu Vaccine for them and one family member on request.

All the above services can be accessed by Portview employees.

AVIVIA Health Insurance can be rolled out to spouses and children, but this is an additional cost to the employee.

Action Cancer online webinar for males and females on how to spot the signs of cancer can be access by our sub-contractors, work partners and visitors to sites.

Describe how voluntary programs for non-work-related health risks are selected, assessed, and communicated to promote participation

Voluntary programs are selected and assessed in two ways. Portview has a Live Better Feel Better Committee made up of employees, Health & Safety, Human Resources & Occupational Health. It has an annual calendar of events throughout the year. The contents of this event are based on both national days and feedback from our annual customer satisfaction surveys. An annual customer satisfaction survey is sent to each Portview employee requesting feedback on the previous year of events. Then tailored and adjusted for the incoming year.

Live Better Feel Better has a regular spot on our Internal Intranet the 'HUB' all events are posted on the 'HUB' and sent via internal email.

Examples of voluntary health promotion events are listed below:

- All sites have a fruit and health snack delivery to site on a weekly basis.
- All employees have access to the Wellbeing and Meditation App 'HEADSPACE' on request.
- On our larger site a 'Quiet Room' has been provided for employees to step away from their desk or site to meditate and relax.



- Action Cancer provide health screening for employees and mammograms on site (Northern Ireland only).
- Action Cancer are providing an online webinar for males and females on how to spot the signs of cancer.
- A Clinical Nurse Specialist in Cancer Dermatology is coming to site in June to provide on-site clinics for - Portview employees who have concerns about moles.
- All Portview employees have access to a Corporate Eyecare package which provides a free eye test for them and glasses if required for Display Screen work or Prescriptions Safety glasses for site.
- All employees if requested can access AVIVIA Health Insurance.
- All employees can access an annual Flu Vaccine for them and one family member on request.
- May's Stepping Out challenge – increase exercise through walking in nature.

GRI 403-7 Prevention and mitigation of occupational health and safety impacts directly linked by business relationships.

Describe the organisation's approach to prevent or mitigate significant negative occupational health and safety impacts that are linked to its operations, products/services and its business relationships.

Portview is accredited to ISO45001 & 9001 standards, giving us the checks and balances needed.

This means we try to identify problems early and install measure to stop them causing harm or injury, this is done through the year via various means. Such as end of year review's, management meetings and by using data gathered from ill health and incidents.

NC's and OFI's identified through site audits (internal and external), recorded by the H&S Manager. Follow up activities are completed to ensure all NC's and OFI's are closed out. Performance is reviewed monthly with the MD and at Board Meetings.

Gathered via:

- Contract/Site Manager weekly formal inspection / reports
- Director's Visible Felt Leadership Audits
- ProCore's Observation Reporting tool is used by Site Managers to report concerns directly to the contract/person concerned. It is given a status and only closed when we are satisfied the matter dealt with satisfactory. This again is internally analysed.
- Audits by external agencies
- Monitoring QR Observation reader
- Tracking incident/accidents and near miss reporting
- ProCore Observation Tool

Our information is stored on Procore's system, which has been designed to capture and save the information we need. At a press of a button, we can produce trend and gap reports. Specifically focusing on areas, we are monitoring. This also, means we can target specific areas/people if falling below expected standards.

As well as the above, we regularly conduct internal IMS systems audits (as per procedural document - PVF-MGP-INT-Internal Audit) and responding to external audits, to verify that



company activities comply with planned objectives and targets. The H&S Manager reports to the Managing Director, who chairs formal reviews, whilst Systems Support assist with auditing and maintain the system.

We used Observation Cards, for our contractors to tell us what we are doing well and where we can improve. Good observations that inspire positive change and innovation will be rewarded. They have proved invaluable in getting to the heart of issues. We changed this to prevent cross contamination, to a QR Reader & phone-based system. Where observations are received in an instant by Portview's Senior managers and can be dealt with far quicker than written cards.

Onsite Daily Activity Briefings coordinate the day's site activities. Sharing critical information, coordinating activities and obtaining contractors feedback on how are doing.

We monitor compliance by hosting: Employee Forum involves all staff site including those home based. Plus Site & Contract Managers Meetings. Confidential surveys are useful to ascertain how our procedures are working. Site Staff Meetings occur regularly now, given the situation we face.

We examine external auditors, such as Considerate Construction and Principal Designers. It's always good to get the opinion of others with fresh eyes.

After each project we hold Project Review Meetings. We gather positive and negative. Non-conformances are checked against our objectives and learnings distributed.

GRI 403-8 Workers covered by an occupational health and safety management system

Occupational health table

	Number	Percent
Non-employee workers covered by the organization's health and safety management system	2804	100
Non-employee workers covered by an internally audited health and safety management system	2804	100
Non-employee workers covered by a third-party certified health and safety management system	173 of 288	60

State whether and, if so, why any workers have been excluded from this disclosure, including the types of workers excluded.

No one has been excluded.

Describe the organisation's approach used for internal audits of occupational health management system.

External ISO 45001 auditors are used to check the system is working as should. The Systems Manager and interested parties rotationally audit our systems and procedures throughout the year. Raising compliance issues when found.

We also hold memberships of FORS, Altius and Constructionline, Investors In People (Gold Standard) and with Best Companies. All audit our processes.

**Describe the work-related hazards that pose a risk of high-consequence injury.**

The main activity, with a high-risk level, is working at height - however we control this (and other hazards) by following the hierarchy of control. Avoiding it where possible and by using safer means.

With works at height, we have introduced a Work at Height Procedural Guidance document and have minimum standards to meet. Such as banning the use of steps on site, as far as possible and their approved use under controlled conditions. We use chinstraps on hard hats and tool tethering when working at height. Since the introduction of such we have had no work at height incidents.

Describe any actions taken to eliminate other work-related hazards and minimize risks using the hierarchy of control.

We have a common and visual H&S standards document, which outlines all our H&S rules and procedures. We adopt preventative measures to suite the business needs. An example of a high occurrence injuries is people cutting hands with sharp blades/materials. We moved to moving safety type blades and using gloves with better cut protection and this has reduced frequency of occurrence.

State whether rates were calculated based on 200,000 or 1,000,000 hours worked.

We use this calculation: - Number of accidents X 100,000 divided by hours worked.

Describe how the data was compiled and any standards, assumptions, and exclusions used.

Data was gathered using our incident records, with information from various departments (HR/Payroll) in regard to number of staff and hours worked. There were no exclusions.

Provide a breakdown of the number of recordable work-related injuries by incident.

2022 - One injury to subcontractor. Cut arm on metal MF section.

List any chemical hazards identified (by chemical name)

Chemical hazards identified include: The following is taken from our COSHH Register:

- ANTIVIRAL DISINFECTANT SPRAY COSHH RA & DATA SHEET
- PVA BOND 501 COSHH RA & DATA SHEET
- ARDEX A38 SCREED COSHH RA & DATA SHEET
- BLUE 60 FOAM COSHH RA & DATA SHEET
- BOSS JOINTING COMPOUND COSHH RA & DATA SHEET
- BOSS LEAD FREE SOLDER COSHH RA & DATA SHEET
- BOSS SOLVENT CLEANER COSHH RA & DATA SHEET
- BOSS SILICONE COSHH RA & DATA SHEET
- BOSS SOLVENT WELD GLUE COSHH RA & DATA SHEET
- BRYSON LINEMARKER COSHH RA & DATA SHEET
- TARMAK TRUPAK BUILDING SAND COSHH RA & DATA SHEET
- CRL EVERGRIP MIRROR ADHESIVE COSHH RA & DATA SHEET
- EVERBUILD 502 WOOD ADHESIVE COSHH RA & DATA SHEET
- EVERBUILD GUN A NAIL EXTRA ADHESIVE SEALANT COSHH RA & DATA SHEET
- EVERBUILD MITRE FAST ACTIVATOR ADHESIVE COSHH RA & DATA SHEET



- EVERBUILD SURVEYLINE COSHH RA & DATA SHEET
- EVO-STICK GRIPFILL ADHESIVE COSHH RA & DATA SHEET
- EVO-STIK DOGS COSHH RA & DATA SHEET
- FIRE RETARDANT FOAM FILLER COSHH RA & SDS
- FIVE STAR GROUT COSHH RA & SDS
- EVOMASTIC FRAME SEALANT COSHH RA & SDS
- EVO-STIK SILICONE SEALANT WHITE COSHH RA & SDS
- FISCHER V 360 SAFETY RA & COSHH SDS
- FOSROC - RUST PREVENTING PRIMER RA & SDS
- COVID19 SANITISING FOG RA & SDS
- FISCHER FIS V 360-390 S CURING AGENT COMP B - RA & SDS
- RENDEROC PATCH CEMENT RA & SDS
- GYPROC EASIFILL 60 RA & SDS
- BOSS JOINTING COMPOUND RA & SDS
- EVO-STIK SILICONE SEALANT WHITE RA & SDS
- FOGSAN 816 SANITISER RA & SDS
- FOSROC GALVAFROID RA & SDS
- FOSROC RENDEROC PATCH RA & SDS
- HAMMERITE PAINT RA & SDS
- GENERAL PURPOSE CEMENT RA & SDS
- GEOCELL ADHESIVE AND SEALANT RA & SDS
- GYPROC DRIWALL ADHESIVE RA & SDS
- DX CLEAN TEC CARTRIDGES RA & SDS
- THISTLE BONDING COAT RA & SDS
- KNAUF ROCKWOOL INSULATION RA & SDS
- HANSEN FAST SET POSTFIX CONCRETE RA & SDS
- LINE MARKING SPRAY PAINT RA & SDS
- AZTEC LINE MARKER AEROSOL RA & SDS
- MAPEI KERAFLEX TILING MORTAR RA & SDS
- DOW CORNING 786 SILICONE SEALANT RA & SDS
- BOSTIK MULTI-PURPOSE SILICONE CLEAR RA & SDS
- BRITISH GYPSUM SDS GLASROC F FIRECASE RA & SDS
- SINIAT PLASTERBOARD RA & SDS
- PLYWOOD RA & SDS
- BRITISH GYPSUM SCREWS RA & SDS
- GYPREX CEILING TILE RA & SDS
- BOSTIK MORTAR PLASTICISER RA & SDS
- ROTHENBERGER MAPP PROPYLENE RA & SDS
- PORTLAND CEMENT RA & SDS COPY
- THISTLE MULTI FINISH PLASTER RA & SDS
- POWERFLOW FLUX RA & SDS
- SELF ADHESIVE SCRIM CLOTH RA & SDS
- GYPROC FIBA TAPE RA & SDS
- HANSON SHARP SAND RA & SDS
- SIKA ANCHORFIX SEALANT RA & SDS



- TETRION ALL PURPOSE POWDER FILLER RA & SDS
- HYDROPAVE PEDESTA - TOBERMORE RA & SDS
- ULTRAPLAN RENOVATION SCREED - MAPEI RA & SDS
- FISHCER KK POWER ADHESIVE RA & SDS
- KLEIBERIT 568.1 ADHESIVE RA & TDS
- PREMIERE BLEACH RA & SDS
- SILICONE OTTOSEAL S70 RA & SDS
- OTTOSEAL S 110 RA & SDS
- SHTUK EXTREME MULTI ADHESIVE RA & SDS
- SOUDAFOAM FR RA & SDS
- SWARFEGA HAND WASH RA & SDS
- EVOSTIK WHITE SPIRITS RA & SDS
- ZETAPRO BOND RA & SDS

State the number of high-potential work-related incidents identified.

2022. One - subcontractor to another contractor undertook unapproved works (abseiling).

State the number of close calls identified.

2022 Three near misses (e.g.: panel fell from wall of finished project)

GRI 403-10 Work-related ill health

Work-related ill-health table

	Employees	Workers who are not employees but whose work and/or workplace is controlled by the organization:
The number of fatalities as a result of work-related ill health	Nil	Nil
The number of cases of recordable work-related ill health	not recorded	not recorded
The Main types of work-related ill-health	not recorded	not recorded

Describe the work-related hazards that pose a risk of ill-health.

Our subcontractors use various items of COSHH which is managed on site. Portview do not use any Group 1/2 specified materials.

Describe any actions taken to eliminate other work-related hazards and minimize risks using the hierarchy of control.

The hierarchy of control provides a consistent approach to managing safety in your workplace, by providing a structure to select the most effective control measures to eliminate or reduce the risk of hazards that have been identified during the risk assessment process. As an organisation we use this a basis for addressing areas of concern and try to install measures in order of the hierarchy.

Action taken to eliminate hazards are done through a variety of means. Namely:



Portview moved to the GetOnSite online induction platform, to reduce face-to-face interaction, paperwork, and giving persons information before they arrive on site. It asks health questions and advises those with symptoms. We can log in and review information provided, such as CSRC cards, Health Information. Allowing us to screen people before coming to site and updating people at the click of a button.

Virtual walkarounds are held before opening a project. Site managers show the H&S Manager and Occ Health Nurse the site establishment. Helping to stop and rectify areas of concern without putting anyone at risk. Remote site inspections, by H&S Manager, offer support to the teams and allows site of non-conformances.

We have virtually trained our Physical Distance Marshals in their duties. Their job is to ensure we all follow the rules, welfare and equipment is clean regularly. Every person entering site is asked to complete a Health Declaration. This screens for pre-existing conditions, Covid symptoms etc. It's checked by the PDM.

If issues, they can contact our Occupational Health Nurse for advice. Forms are sent to her weekly for storing and review, to check the checker. Ensuring forms are completed correctly and PDM's are fulfilling their duties.

PDM's monitor & ensure welfare facilities are used in line with our SOP's. Toilet/Canteen cleaning sheets record their cleaning and sundries availability. Site management check these forms are being completed during their own routine inspections.

NC's and OFI's identified through site audits (internal and external), recorded by the H&S Manager. Follow up activities are completed to ensure all NC's and OFI's are closed out. Performance is reviewed monthly with the MD and at Board Meetings.

Gathered via: -

- Contract/Site Manager weekly formal inspection / reports
- Director's Visible Felt Leadership Audits
- ProCore's Observation Reporting tool is used by Site Managers to report concerns directly to the contract/person concerned. It is given a status and only closed when we are satisfied the matter dealt with satisfactory. This again is internally analysed.
- Audits by external agencies
- Monitoring QR Observation reader
- Tracking incident/accidents and near miss reporting
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As well as the above, we regularly conduct internal IMS systems audits (as per procedural document - PVF-MGP-INT-Internal Audit) and responding to external audits, to verify that company activities comply with planned objectives and targets. The H&S Manager reports to the Managing Director, who chairs formal reviews, whilst Systems Support assist with auditing and maintain the system.

We used Observation Cards, for our contractors to tell us what we are doing well and where we can improve. Good observations that inspire positive change and innovation will be rewarded.



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We monitor compliance by hosting: Employee Forum involves all staff site including those home based. Plus Site & Contract Managers Meetings. Confidential surveys are useful to ascertain how our procedures are working. Site Staff Meetings occur regularly now, given the situation we face.

We examine external auditors, such as Considerate Construction and Principal Designers. It’s always good to get the opinion of others with fresh eyes.

After each project we hold Project Review Meetings. We gather positive and negative. Non-conformances are checked against our objectives and learnings distributed.

Describe how the data was compiled and any standards, assumptions, and exclusions used.

We have a system in place to record near incidents, misses, accidents and RIDDOR reportable occurrences. Done using our own measuring tools and in accordance with RIDDOR Regs and best practice.

List chemical hazards that pose a risk of ill-health

Please refer to section 403-9: (question “List any chemical hazards identified (by chemical name)”).

Ill-health hazards

Hazard	Employees	Workers that are not employees
Works at Height	146	2,658
Fire prevention	146	2,658
Lifting Operations	146	2,658
Use of tools and equipment	146	2,658
Access & Egress	146	2,658
Movement of Vehicles and Materials	146	2,658

GRI 404 Training and Education

GRI 404-Training and Education Management Approach

Describe why training is integral to the organisation's operations?

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.

Describe the scope of the organisation's training management approach.

The scope of the organisation's management approach to training covers all of the company's operations in the UK & Ireland.

Provide a statement of the purpose of the organisation regarding its training management approach.

The purpose of the company's approach to training is to ensure that people:

- carry their work out in a manner that at all times minimises risk to them, to their co-workers and to others.
- 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.
- develop as managers and leaders through time to facilitate organisational growth and succession planning.

Provide a link to any publicly available document outlining the organisation's training management approach policies.

Data not available.

Who holds overall responsibility for managing the organisation's approach on training

At board level, the COO holds responsibility for managing the organisation's approach on training. Day to day, operational responsibility is devolved to the HR Manager and the Training Coordinator. holds overall responsibility for the company's training management approach.

Is the responsibility of managing training linked to any performance assessment or incentive mechanisms?

The responsibility of managing training is not linked in any way to the performance measurement or any incentive mechanisms of those who have responsibility in this area.

State any international standards, initiatives, or frameworks that the company adheres to, supports, or references in its management approach towards training.

The company does not currently formally adhere to any international standards or frameworks regarding its management approach to training. However, management are confident that its approach is robust and appropriate for the organisation and its operations.

State the date of issue of the policy (training)

Not applicable, data does not exist.

State the last review date of the policies. (training)

Not applicable, data does not exist.

Does the company's commitment to training management approach exceed legal and regulatory standards and is not limited to meeting regulatory and legal compliance?



The company has statutory obligations with regard to health & safety training. The company does however provide access to a wide range of training courses covering a wide variety of subject areas, and therefore materially exceeds legal and regulatory standards.

Describe the company's goal and targets regarding its approach on training.

The company's goals on training are to ensure that as a minimum all workers are trained to work safely, and that, further, they are able to access development opportunities in a range of skills and disciplines that allow them to grow both their and the organisation's capability, all in line with the company's plan for future growth.

Describe the scope (location and timeline) covered in the company's goals and targets regarding training.

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.

Does the company have grievance mechanisms (system consisting of procedures, roles and rules for receiving complaints and providing remedy) to help address grievances regarding its training management approach.

Any grievances raised concerning the company's management approach can be dealt with under the company's general grievance policy.

Provide a description, explanation or narrative on the company's grievance mechanisms regarding its training management approach.

We have a grievance procedure in place do deal with all issues - there is no separate policy to specifically deal with training. Grievance is raised in writing to line manager/HR Investigation complete-meetings Outcome Appeal

Provide a description of specific actions, such as processes, projects, programs and initiatives the organisation uses to address its training management approach.

In summary, the organisation has a detailed training matrix covering all training needs, as well as a dedicated online learning platform called Elevate. Alongside training delivered by 3rd parties, this is how the company addresses its management approach to training.

Describe the mechanisms in place for monitoring the effectiveness of the organisation's approach towards training.

There are two key ways of testing management's approach towards training:

1. the performance of the team on site and the quality of projects delivered,
2. the training needs analysis and resultant skills gap.

Explain the latest results of the mechanisms used to evaluate the effectiveness of the training management approach.

The latest results show that the current training management approach is broadly effective. Room for improvement in terms of the timescales to get certain people trained in specific development areas, but no issues in regard to safety or compliance matters.



Describe any adjustments to the training management approach as a result of the evaluation.

There are no recommended adjustments to the training management approach arising from the latest evaluation of the approach.

GRI 404-1 Average hours of training per year per employee

Training hours table

Employee Type	Male employees	Female employees	Total in dept	Total Training hours	Average per dept
Board	8	0	8	128	16
QS	12	0	12	240	20
Design	14	3	17	408	24
Estimating	7	0	7	56	8
Admin	3	10	13	104	8
Finance	0	6	6	48	8
Contracts	8	0	8	192	24
Site Managers/project Managers	40	0	40	1600	40
HR	0	2	2	16	8
Buying	0	2	2	48	24
Sales & Marketing & Legal	1	4	5	585	117
MEP	3	0	3	72	24
IT	1	1	2	48	24
Prozero	3	2	5	120	24
Planning	3	0	3	24	8
Yard	3	0	3	48	16
Total	106	30	136		

GRI 404-2 Programs for upgrading employee skills and transition assistance programs

Describe the type and scope of programs implemented and assistance provided to upgrade employee skills.

We have a bespoke training platform called Elevate. It is accredited by CPD and ILM. we have over 100 courses on this. From how to use excel to how to lead a team. Team members can self-enrol onto the courses, or we can mandate what we would like the team to complete.

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.

We have a lot of training that is mandated because of the nature of the work we do. We have a dedicated resource to manage this for us. These courses range from Temporary works, to Site safety Cards.

Describe the organisation's transition assistance programs for those nearing retirement or those who have been let go.

We do not have anything in place for this at the moment, however given the aging workforce we have it is a project we intend to embark on and have a strategy in place for.

GRI 404-3 Percentage of employees receiving regular performance and career development reviews

Performance review table.

Employee Category	Male	Female	Total
Board	8	0	8
QS	12	0	12
Design	14	3	17
Estimating	7	0	7
Admin	3	10	13
Finance	0	6	6
Contracts	8	0	8
Site Managers/project Managers	40	0	40
HR	0	2	2
Buying	0	2	2
Sales & Marketing & Legal	1	4	5
MEP	3	0	3
IT	1	1	2
Prozero	3	2	5
Planning	3	0	3
Yard	3	0	3
Total	106	30	136



GRI 405 Diversity and Equal Opportunity

GRI 405-Diversity and Equal Opportunity Management Approach

Describe why diversity management is integral to the organisation's operations?

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.

All matters raised are input into the appropriate management system for investigation and redress - Human Resources*, Health & Safety, Environment, Quality, Information Security, and these systems are accredited to ISO 45001, ISO 14001, ISO 9001, and ISO 27001 respectively (*as appropriate to each ISO Standard).

Describe the scope of the organisation's diversity management approach

United Kingdom

Provide a statement of the purpose of the organisation regarding its diversity management approach.

A diverse and inclusive working culture that empowers and enables all our people to deliver their best and be Extraordinary.

We will challenge ourselves to do all we can to ensure that Equity, Diversity and Inclusion are imbedded into everything that we do by 2028. To ensure that we are moving in the right direction, we will formally evaluate our progress on a yearly basis.

To achieve this, we will increase representation from underrepresented groups and create an inclusive Culture. We cannot realise the benefits of Equity, Diversity and Inclusion without a continued focus on both of these things.

Provide a link to any publicly available document outlining the organisation's diversity management approach policies.

The company has not yet published this document publicly.

Who holds overall responsibility for managing the organisation's approach on diversity.

Managing Director holds overall responsibility for the company's diversity management approach.



Is the responsibility of managing diversity linked to any performance assessment or incentive mechanisms?

No - we have KPIs for the organisation to work towards they are not set specifically for individuals to achieve.

State any international standards, initiatives, or frameworks that the company adheres to, supports, or references in its management approach towards diversity

We have recently signed up to Diversity Mark.

State the date of issue of the policy (diversity)

The company's policy on Diversity and equal opportunity was revised in March 2023.

State the last review date of the policies. (diversity)

The company's policy on Diversity and equal opportunity was reviewed in March 2023.

Does the company's commitment to diversity management approach exceed legal and regulatory standards and is not limited to meeting regulatory and legal compliance?

The company's management approach to diversity exceeds those mandated by law and is not limited to legal and regulatory compliance.

Describe the company's goal and targets regarding its approach on diversity.

Representation

By 2028, we will aim to improve representation amongst the following groups, women, people with disabilities, lesbian, LGBTQIA+ individuals and Ethnic Minorities.

We will prioritise objectives for diversity strands where there is most notable underrepresentation but remain committed to tackling underrepresentation across all other areas such as age, gender identity and expression, faith and belief and socioeconomic background. 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.

Specific Representation Objectives

Characteristic Current % workforce March 2023; % increase by 2028 across workforce

Women 22% 5%

Disability 2% 3%

Ethnic Minorities 11% 5%

LGBTQIA+ 0% 3%

Describe the scope (location and timeline) covered in the company's goals and targets regarding diversity.

We have a 5-year plan in place to address EDI.

Leadership



Effective and skilled leaders taking individual responsibility will be key to delivering our ambition. EDI will be woven through all of our management and leadership programmes. Everyone must role model and engage with the EDI agenda for us to make real progress.

This will be led from the top.

Board members and managers will build awareness of EDI issues through learning & development. They will lead by example, building opportunities for development for all.

Measures of success

- We will increase the percentage of people who feel that it is safe to challenge, captured through people surveys & QR submissions.
- Perceptions of consistency of leadership
- This will be measured in our people surveys.
- Complaints & Grievances
- We will decrease the number of complaints and grievances.

Culture

We will promote the positive behaviours we expect of everyone which includes being intolerant of any discrimination, bullying and harassment. We will encourage everyone to challenge inappropriate behaviours.

We will improve declaration and prefer not to say rates across all diversity strands. We will Understand why, in some cases, we do not all feel comfortable disclosing diversity data to identify areas of cultural issues.

We will review our HR policies and strive for best practice across our policies and processes. Our policies must ensure that we respect, reflect and can respond appropriately to our diverse needs.

Engage everyone in making Portview a great place to work. We will promote Portview as an employer of choice to attract and retain diverse talent through our communication and engagement.

We will understand the generational differences of our workforce to enable us to meet the needs of the business as well as attract and retain the right skills and talent.

Measures of success

- We will see an increase in our people engagement scores. We will also see an increase in the diversity data declaration rates.
- We will not see a disparity in engagement scores between diversity groups
- By 2028, we will aim to increase the diversity of team. We have set objectives to tackle underrepresentation of women, people with disabilities, LGTQIA+ individuals and ethnic minorities. We will prioritise objectives for diversity strands where there is most notable underrepresentation but remain committed to tackling underrepresentation across all other areas such as age, gender identity and expression, faith and belief and socioeconomic background. 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.

Gender



We need to have the right culture where women can thrive and have their voices heard on parity with men; we need to create a stronger and more diverse gender pipeline so we can widen our gender representation.

We will embed flexibility and work-life balance into our organisational culture for both men and women.

We will understand other barriers inhibiting female progression and develop programmes to address this.

We will be proactive in communicating our desire to achieve gender parity. We will equip and empower our female talent with the right tools to develop in their career. We will work with senior and influential male allies to identify and support our female talent. We will develop a L&D programme aimed at nurturing female talent. We will partner with organisations that work with females such as Women into Construction and Sisters In. We will also work closely with schools and colleges promoting careers in our industry.

LGBTAIQ+

We want to strengthen the talent pipeline of LGBTQIA+ individuals to achieve 3% representation by

2028. At present we do not collect these stats. However, to our knowledge we have no employees that state they are from this community. We believe that everyone should be themselves and should be able to bring their true selves to work every day.

Ethnic Minorities

We aim to strengthen the Ethnic Minorities talent pipeline across the business by 5%.

We will address barriers to progression through analysing our policies and practices, and engaging with our EDI Champions. We will provide opportunities to nurture identified high potential staff.

We will partner with organisations to help us educate our team and attract talent from these backgrounds.

EDI champions

Engage workplace EDI champions to help us communicate and engage with our team. Ensure the underrepresented groups are encouraged to become champions.

Disability

We will increase the representation and engagement of people with disabilities across the business. We will better attract and retain people with disabilities and create an environment where people feel comfortable disclosing this. We will also improve understanding of the importance of mental health and wellbeing.

We will create an environment in which colleagues with disabilities are engaged and feel comfortable declaring their disability. We will work with our EDI champions and external stakeholders to eliminate incidents of bullying and harassment amongst colleagues with disabilities. We will maintain our network of Mental Health First Aiders across the organisation and provide access to training to assist managers in improving their capability to address colleague mental health and wellbeing issues and make necessary adjustments. We will continue to support the 'Time to Change' campaign, strengthen our links with external providers



and avail of the expertise from our in-house Occupational Health Clinical lead to ensure that there is adequate provision for all colleagues who need support on mental health related issues.

We will also run cultural awareness days.

We will better equip Line Managers to be disability confident by providing training to all managers. We will develop a myth busting campaign on non-visible disabilities.

We will partner with Disability Action.

Review our HR policies and practices ensuring that these are aligned to and enable our aspirations.

We need to collect statistics in this area.

Create an environment where individuals feel that they can state their sexual orientation and be comfortable with this.

Review how we attract and develop our people from the LGBTQIA+ community

We will provide specific training for all employees and in particular line managers to prevent bullying and harassment We will promote a zero bullying, harassment and discrimination approach and ensure it is adopted in all areas.

We will partner with organisations that will help us educate our team in this area and help us attract talent from this community.

Although we have not set representation objectives for age, socio-economic diversity and faith and belief, ensuring that our workforce sufficiently represents these characteristics is no less important. We also recognise that a person's identity is not defined in isolation but is made up of multiple dimensions.

We will therefore maintain appreciation of this. We are committed to ensuring that we can all maximise our potential.

We will study generational differences and promote an inclusive workplace that values all colleagues irrespective of age where all colleagues feel valued.

Ensure managers are confident in managing generational differences through coaching. Recognise the support required across all four generations and make reasonable adjustments as necessary.

Provide flexibility in the use of workplace adjustments to support employees and ensure that they are given the opportunity to perform at their best throughout their career.

Ensure our culture and processes are inclusive and supportive of a range of backgrounds when it comes to promotion and other opportunities, including through mentoring and myth-busting

We will create clear external messaging that people who practice a faith or hold a belief are welcome at Portview.

We will Increase awareness of faith and belief diversity through awareness days. (Extended answer in supporting file.)

Does the company have grievance mechanisms (system consisting of procedures, roles and rules for receiving complaints and providing remedy) to help address grievances regarding its diversity management approach.



No - we use the same system for all grievances.

Provide a description, explanation or narrative on the company's grievance mechanisms regarding its diversity management approach.

We do not have a separate grievance policy to deal with diversity issues. We use our grievance policy which is very robust and capable of dealing with such issues. Portview believes that all employees should be treated fairly and with respect, our grievance policy allows our team to address any issues or concerns they have, we have a formal and an informal process.

This policy applies to all employees and will be applied and monitored in accordance with our Equality Policy.

Where attempts to resolve the matter informally do not work, it may be appropriate for you to raise a formal grievance under this procedure. A formal grievance should be concerned with the way in which you have been treated by Portview or managers acting on our behalf. Examples of issues which may cause grievances include:

- terms and conditions of employment
- health and safety
- work relations
- new working practices
- working environment
- organisational change
- discrimination

If a complaint relates to bullying or harassment on the part of a colleague, the matter should be dealt with under the Bullying and Harassment Policy and Procedure.

The procedure is outlined below.

MEDIATION

It may be appropriate for the matter to be dealt with by way of mediation, depending on the nature of your grievance. This involves the appointment of a third-party mediator, who will discuss the issues raised by your grievance with all of those involved and seek to facilitate a resolution. Mediation can be introduced at any stage in this procedure and will be used only where all parties involved in the grievance agree.

RIGHT TO BE ACCOMPANIED

You have the right to be accompanied by a fellow worker or trade union official at any formal grievance meeting or subsequent appeal.

It is not usually the case that employees will be represented at informal grievance meetings. However, if requested by the employee this will not be refused.

Please note that individual workers are not obliged to agree to accompany you.

Where the chosen companion is unavailable on the day scheduled for the meeting or appeal, the meeting will be rescheduled, if you can propose an alternative time within five working days of the scheduled date. This five-day time limit may be extended by mutual agreement.

EXTERNAL FACILITATION



In exceptional circumstances it may be helpful to seek external advice and assistance during the grievance procedure. For example, where a relationship may have broken down, an external facilitator might be able to help resolve the problem, investigate the matter or hear the grievance, to ensure the process is impartial.

INFORMAL GRIEVANCE PROCEDURE

In the first instance every effort should be made to resolve a grievance informally. You should speak initially with your line manager (or HR Manager), who is most likely to be able to resolve any issues. As outlined in section 4, mediation may be used to assist the informal resolution of a grievance. Where the grievance cannot be resolved informally you should proceed to the formal procedure.

FORMAL GRIEVANCE PROCEDURE

Making the complaint:

The first stage of the grievance procedure is for you to put your complaint in writing. This written statement will form the basis of any subsequent meeting and investigations, so it is important that you set out clearly the nature of your grievance and indicate the outcome that you are seeking. If your grievance is unclear, you may be asked to clarify your complaint before any meeting takes place.

Your complaint should be headed "Formal grievance" and sent to your line manager. If your complaint relates to your line manager, the complaint may be sent to The HR Manager.

Further attempts may be made to resolve the matter informally, depending on the nature of your complaint. However, if you are not satisfied with the outcome, you may insist on the matter proceeding to a full grievance meeting.

Before proceeding to a full grievance meeting, it may be necessary to carry out investigations of any allegations made by you, although the confidentiality of the grievance process will be respected. If any evidence is gathered during these investigations, you will be given a copy no less than three working days in advance of the meeting for you to consider your response. In exceptional circumstances, the evidence given by individuals may have to remain confidential (e.g. where a concern has been raised about bullying). Where confidentiality is necessary, this will be explained to you and an appropriate summary of the evidence gathered will be provided.

The grievance meeting:

The meeting will be held as soon as is reasonably practicable, normally within five working days after any preliminary investigation has taken place and, in any event, you will be kept informed of the progress of the investigation. The meeting will be conducted by your line manager, or more senior manager if appropriate, and attended by an HR representative. At the meeting, you will be asked to explain the nature of your complaint and what action you feel should be taken to resolve the matter.

Where appropriate, the meeting may be adjourned to allow further investigations to take place.

Mediation (Section 4) and or External Facilitation (Section 6) may be considered as part of the process.

Following the meeting(s), you will be informed in writing of the outcome within five working days and told of any action that Portview proposes to take because of your complaint. If the complaint involves another team member you will be informed if action has been taken to deal with the



matter, however due to confidentiality you will not be informed of the detail of any sanction that has been given as a result of any disciplinary action taken as a result of the grievance.

In preparing for the meeting, provision must be made for any reasonable adjustments to accommodate the needs of a person with disabilities.

Appeal:

If you are dissatisfied with the outcome, you may make a formal appeal.

Your appeal should be made in writing to the Human Resources Manager. You should clearly state the grounds of your appeal, i.e. the basis on which you believe that the result of the grievance was wrong or that the action taken as a result was inappropriate.

This should be done within five working days of the written notification of the outcome of the grievance. An appeal meeting will be arranged to take place within 10 working days of the submission of your formal appeal.

The appeal meeting will normally be conducted by a member of the Board, who will consider the grounds that you have put forward and assess whether or not the conclusion reached in the original grievance meeting was appropriate. The appeal is not a rehearing of the original grievance, but rather a consideration of the specific areas with which you are dissatisfied in relation to the original grievance.

The director conducting the appeal may therefore confine discussion to those specific areas rather than reconsider the whole matter afresh.

The decision at the appeal is final and will be confirmed in writing, usually within five working days.

Provide a description of specific actions, such as processes, projects, programs and initiatives the organisation uses to address its diversity management approach.

Achieve significantly more diverse representation across each job level in our workforce to better reflect the U.K. population by 2028, to Increase representation in the following groups:

- Women
- Ethnic Minorities
- Disability
- LGBTQIA+
- (targets supplied above).

Review of benefits & leave specifically from a gender, race & disability perspective, such as carers leave, enhanced maternity pays, childcare, domestic abuse, flexible working hours etc.

The strategy will be led by a board member.

The Board will drive and lead change in behaviours, processes, systems, and approaches that enable diversity and embed inclusion.

We will have a learning culture and approach where diversity & inclusion principles, knowledge and skills are integral.

Identify diversity champions and set up work groups for the project.

Build learning circle support network for women to connect & learn from each other.



Cultural days to help educate our team led by the team.

To write an EDI strategy, with specific targets for improvement, initially we will concentrate on gender, and move to the other characteristics over time.

To provide a mechanism for reporting concerns & issues.

Collection of EDI stats through the new HRIS and ATS stems.

Publish these stats internally on an annual basis.

Rebranding of internal policies.

Review of job descriptions for masculine language.

Review of internal processes to ensure inclusivity.

Link EDI to our CSR activities.

To link EDI to the work we are doing around the UN2030 goals/ESG goals.

New relationship with Tinderbox for an EDI education programme.

Continue workshops with various organisations dependent upon our focus.

Strengthen our partnerships with Mates in Mind, Women in Construction

Build relationships with school and colleges.

Build partnerships with Diversity Mark, Sisters In, Disability Action, LGBTQIA+ organisations.

Describe the mechanisms in place for monitoring the effectiveness of the organisation's approach towards diversity.

Applications & New Hires

We will use the systems we have in place to monitor the number of applications from underrepresented groups. We will also measure the number of hires from these groups. We will also look at this at different levels within the business.

Retention

We also look at retention, do our employees from diverse backgrounds tend to stick around? If so, this means that they're happy and see opportunities within the company.

Incidents reported.

Do employees feel comfortable reporting incidents that call out unacceptable behaviours? It is important to record these incidents. If we are implementing the right approach, we will see the number of reports decline each year, as our DEI training and strategy take root.

Training

We will provide regular training on EDI. We must discuss how the training will be assessed, reinforced, and used on an ongoing basis after the session ends. We will track employee and leadership participation, number of training courses offered, and ratings of the different courses given on completion.

Employee Engagement



We will use the scores in our engagement surveys to measure success. We should see positive correlation when we look at areas such as:

Is the workplace free from bullying?

Do you feel included at work?

Are there promotional opportunities for you at Portview?

Accountability

Signing the Diversity Mark Charter and setting realistic goals and targets make us accountable for our actions.

Explain the latest results of the mechanisms used to evaluate the effectiveness of the approach on diversity.

This is our first year - we have no data for comparison.

Describe any adjustments to the diversity management approach as a result of the evaluation.

N/A- This is the first year the plan has been in place. We will evaluate at the end of year one.

GRI 405-1 Diversity of governance bodies and employees

Governance diversity table

	M	F	under 30 years old	30-50 years old	over 50 years old	Member of an ethnic minority or underrepresented group
Percent of governance body members						
Percent of employees	77	23	18	83	35	11%
Total employees' number	105	31			136	



GRI 405-2 Ratio of basic salary and remuneration of women to men

Women to men salary ratio table

Significant Location of operation	Employee category 1 Senior Management	Employee category 2 all others	Category 3 Board of directors	Category 5 Other Managers
Site	91% Male 8% Female	38% Female 62% Male	NA	8% female 92% Male
Office	30% Female 70% Male	37% Female 63% Male	100% Male	19% female 61% male

Define significant locations of operations as used in the women to men salary ratio table.

We split the organisation into two locations: those based in head office and those based on site.

GRI 406 Non-discrimination

GRI 406-Non-discrimination management approach

Describe why is non-discrimination management approach integral to the organisation's operations?

We have made a commitment to improve diversity in our workplace, setting targets and being accountable for them. Signing up to the Diversity Mark Charter will help drive the accountability.

Looking at our current demographic we are 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.

We want to have an inclusive environment where everyone feels able to participate and achieve their potential. While UK legislation "covering age, disability, race, religion, gender, and sexual orientation amongst others", sets minimum standards, an effective diversity and inclusion strategy goes beyond legal compliance and seeks to add value to an organisation, contributing to employee well-being and engagement. We want to embed EDI into our overall Business Strategy.

It is simply the right thing to do.

Describe the scope of the organisation's non-discrimination management approach.

The scope covers the entire life cycle of the employee from the recruitment stage to exiting the organisation.

Provide a statement of the purpose of the organisation regarding its non-discrimination management approach.

A diverse and inclusive working culture that empowers and enables all our people to deliver their best and be Extraordinary.



We will challenge ourselves to do all we can to ensure that Equity, Diversity and Inclusion is integrated into everything that we do by 2028. To ensure that we are moving in the right direction, we will formally evaluate our progress on yearly basis.

To achieve this, we will widen representation from underrepresented groups and create an inclusive Culture. We cannot realise the benefits of Equity, Diversity and Inclusion without a relentless focus on both of these things.

Provide a link to any publicly available document outlining the organisation's non-discrimination management approach policies.

The company does not have any published document to outline the approach to non-discrimination policies. We have recently embarked on The Diversity Mark Charter which provide accreditation for our deliver of our EDI strategy.

Who holds overall responsibility for managing the organisation's approach on non-discrimination?

Top-down approach - governed by the MD, Simon Campbell, driven by HR Manager Karen Fullerton - denotes overall responsibility for the company's non-discrimination management approach.

Is the responsibility of managing non-discrimination linked to any performance assessment or incentive mechanisms?

Not at this time. We have a 5-year strategy, and this will become part of it once it is fully implemented.

State any international standards, initiatives, or frameworks that the company adheres to, supports, or references in its management approach towards non-discrimination.

In terms of non-discrimination management approach, the company adheres to, supports or recognizes the following standards or frameworks: We have signed up to Diversity Mark, Bronze award.

In NI we must monitor the religious and gender split of our workforce and applicants for posts as part of the Monitoring Process. The is a Legislative requirement in NI.

State the date of issue of the policy (non-discrimination).

The company's policy on non-discrimination was issued in Feb 23.

Previous version in existence 10 plus years, reviewed every two years in this time.

State the last review date of the policies. (non-discrimination)

The company's policy on non-discrimination was last reviewed on Feb 23 - as part of the application for Diversity Mark.

Does the company's commitment to non-discrimination management approach exceed legal and regulatory standards and is not limited to meeting regulatory and legal compliance?

Our strategy exceeds the standards set by regulations.

Describe the company's goal and targets regarding its approach on non-discrimination.

We have set the following goals to be achieve by March 2028.



Group	% March 23	% increase 2028	New % 2028
Women	22%	5%	27
Disability	2%	3%	5%
BAME	11%	5%	16%
LGBTQ+	0%	3%	3%

Describe the scope (location and timeline) covered in the company's goals and targets regarding non-discrimination.

We have a 5-year time frame to reach the targets as outlined below.

Does the company have grievance mechanisms (system consisting of procedures, roles and rules for receiving complaints and providing remedy) to help address grievances regarding its non-discrimination management approach?

Yes. We have a grievance procedure for employees to use. We also have an anonymous reporting system allowing issues to be called out discriminatory behaviours if the employee feels more comfortable with this.

Provide a description, explanation or narrative on the company's grievance mechanisms regarding its non-discrimination management approach.

We have a grievance procedure in place do deal with all vacancies we do not have a separate policy to specifically deal with discrimination cases.

Grievance is raised in writing to line manager/HR

Investigation complete - meetings

Outcome

Appeal

Provide a description of specific actions, such as processes, projects, programs and initiatives the organisation uses to address its non-discrimination management approach.

Effective and skilled leaders taking responsibility will be key to delivering our ambition. EDI will be woven through all of our management and leadership programmes. Everyone must role model and engage with the EDI I agenda for us to make real progress.

This will be lead from the top. Board Members and Managers will build awareness of EDI issues through learning & development. They will lead by example, building opportunities for development for all.

We will promote the positive behaviours we expect of everyone which includes being intolerant of any discrimination, bullying and harassment. We will encourage everyone to relentlessly challenge inappropriate behaviours.



We will improve declaration and prefer not to say rates across all diversity strands. We will Understand why, in some cases, we do not all feel comfortable disclosing diversity data to identify areas of cultural issues.

We will review our HR policies and strive for best practice across our policies and processes. Our policies must ensure that we respect, reflect and can respond appropriately to our diverse needs. Engage everyone in making Portview a great place to work.

We will promote Portview as an employer of choice to attract and retain diverse talent through our communication and engagement. We will understand the generational differences of our workforce to enable us to meet the needs of the business as well as attract and retain the right skills and talent.

We need to have the right culture where women can thrive and have their voices heard on parity with men; we need to create a stronger and more diverse gender pipeline so we can widen our gender representation.

We will embed flexibility and work-life balance into our organisational culture for both men and women. We will understand other barriers inhibiting female progression and develop programmes to address this.

We will be proactive in communicating our desire to achieve gender parity. We will equip and empower our female talent with the right tools to develop in their career. We will work with senior and male allies to identify and support our female talent. • Develop a L&D programme aimed at nurturing female talent.

We will partner with organisations that work with females such as Women into Construction and Sisters In.

We will also work closely with schools and colleges promoting careers in our industry.

We want to strengthen the talent pipeline of LGBTQ+ individuals to achieve 3% representation by 2028. At present we do not collect these stats. However, to our knowledge we have no employees that state they are from this community, We believe that everyone should be themselves and should be able to bring their true selves to work every day.

We need to collect statistics in this area.

Create an environment where individuals feel that they can state their sexual orientation and be comfortable with this.

Review how we attract and develop our people from the LGBTQ+ community.

We will provide specific training for all employees and in particular line managers to prevent bullying and harassment We will promote a zero bullying, harassment and discrimination approach is adopted in all areas.

We will partner with organisations that will help us educate our team in this area and help us attract talent from this community.

We aim to strengthen the BAME talent pipeline across the business by 5%.

We will address barriers to progression through analysing our policies and practices, and engaging with our EDI Champions. We will provide opportunities to nurture identified high potential staff.



We will partner with organisations to help us educate our team and attract talent from these backgrounds.

We will also run cultural awareness days.

We will increase the representation and engagement of people with disabilities across the business. We will better attract and retain people with disabilities and create an environment where people feel comfortable disclosing this. We will also improve understanding of the importance of mental health and wellbeing.

We will create an environment in which colleagues with disabilities are engaged and feel comfortable declaring their disability. We will work with our EDI champions and external stakeholders to eliminate incidents of bullying and harassment amongst colleagues with disabilities.

We will Maintain our network of Mental Health First Aiders across the organisation and provide access to training to assist managers in improving their capability to address colleague mental health and wellbeing issues and make necessary adjustments.

Continue to support the 'Time to Change' campaign, strengthen our links with external providers and avail of the expertise from our in-house Occupation Health Clinical lead to ensure that there is adequate provision for all colleagues who need support on mental health related issues.

Describe the mechanisms in place for monitoring the effectiveness of the organisation's approach towards non-discrimination.

We will use the following measures to record success with our EDI strategy.

We will see an increase in the percentage of people who feel that it is safe to challenge, behaviours, this will be captured through people surveys & QR submissions.

Perceptions of consistency of leadership This will be measure in our people surveys.

We will see a decrease the number of complaints and grievances.

We will see an increase in our people engagement scores. We will also see an increase in the Diversity data declaration rates.

We will see not see a disparity in engagement scores between diversity groups.

Applications & New Hires:

We will use the systems we have in place to monitor the number of applications from underrepresented groups. We will also measure the number of hires from these groups. We will also look at this at different levels within the business.

Retention

We also look at retention, to see if our employees from diverse backgrounds tend to stick around. If so, this means that they're happy and see opportunities within the company.

Incidents reported:

Do employees feel comfortable reporting incidents that call out unacceptable behaviours. It is important to record these incidents. If we are implementing the right approach, we will see the numbers of reports decline each year, as our EDI training and strategy take root.

Training:



We will provide regular training on EDI, and we will measure the impact. We must discuss how the training will be assessed, reinforced, and used on an ongoing basis after the session ends. We will track employee and leadership participation, number of training courses offered, and ratings of the different courses given on completion.

Employee Engagement

We will use the scores in our engagement surveys to measure success. We should see positive correlation when we look at areas such as is the workplace free from bullying. Do you feel included at work. Are there promotional opportunities for you at Portview.

Accountability:

Signing the Diversity Mark Charter and setting realistic goals and targets make us accountable for our actions.

Explain the latest results of the mechanisms used to evaluate the effectiveness of the approach on non-discrimination.

We do not have any results for comparisons as we have just embarked on this five-year journey

Describe any adjustments to the non-discrimination management approach as a result of the evaluation.

The approach goes over and above legislative requirements.

The strategy makes us accountable.

The EDI strategy is linked to business strategy.

GRI 406-1 Incidents of discrimination and corrective actions taken

State the total number of incidents of discrimination during the reporting period.

There were zero incidents of discrimination during the reporting period.

Describe the status of the incident/s and any action/s performed.

There were no incidents to be reviewed.

GRI 418 Customer Privacy

GRI 418-Customer Privacy Management Approach

Describe why customer privacy management is integral to the organisation's operations?

The primary international standard that the company adheres to is ISO14001: Environmental Management Systems. As part of project delivery operations, the company, will from time to time, be assessed by either BREEAM or LEED assessors with regard to how water and waste are being handled on a particular site.

Describe the scope of the organisation's customer privacy management approach.

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.

Provide a statement of the purpose of the organisation regarding its customer privacy management approach.

The purpose of Portview with regard to its customer privacy management approach is to lawfully and professionally, with due diligence, respect and protect the confidentiality and integrity of client information, controlling its availability both internally and to necessary third parties on a least-access basis, in compliance with any contractual obligations, 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.

Provide a link to any publicly available document outlining the organisation's customer privacy management approach policies.

A copy of our "Privacy Policy" is available to all interested parties on request.

Who holds overall responsibility for managing the organisation's approach on customer privacy?

Simon Campbell, Managing Director holds overall responsibility for the company's customer privacy management approach.

Is the responsibility of managing customer privacy linked to any performance assessment or incentive mechanisms?

Customer privacy is managed through our Information Security Management System which is accredited to ISO 27001:2013. 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.

State any international standards, initiatives, or frameworks that the company adheres to, supports, or references in its management approach towards customer privacy.

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, the UK General Data Protection Regulation Electronic Communications (EC Directive) Regulations 2003, Copyright
- Designs and Patents Act 1988,
- Intellectual Property Act 2014
- Malicious Communications Act 1988
- Privacy and Electronic Communications 2003.

State the date of issue of the policy on customer privacy.

Privacy Policy, Issue 2 dated 01/03/23.

State the last review date of the policies customer privacy.

Privacy Policy, Issue 2 dated 01/03/23.



Does the company's commitment to customer privacy management approach exceed legal and regulatory standards and is not limited to meeting regulatory and legal compliance?

Customer privacy is managed through our Information Security Management System which is accredited to ISO 27001:2013 and reflects our continuous improvement journey of excellence inherent with ISO certification.

Customer satisfaction and the management of the customer's property is assured through our Quality Management System which is accredited to ISO 9001:2015.

Our management of the customer's premises is assured through our Environmental Management System which is accredited to ISO 14001:2015, and the management of people on the customers premises whenever we take full control is safeguarded through our Occupational Health & Safety Management System which is accredited to ISO 45001:2018.

Describe the company's goal and targets regarding its approach on customer privacy.

Consistent with our ProZero approach in everything we do; Zero incidence of customer information disclosures.

Describe the scope (location and timeline) covered in the company's goals and targets regarding customer 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. For specific projects, the location will be the project location; the primary timeline will be the project timeline but will extend in general ad infinitum as per the scope.

Does the company have grievance mechanisms (system consisting of procedures, roles, and rules for receiving complaints and providing remedy) to help address grievances regarding its customer privacy management approach.

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.

All matters raised are input into the appropriate management system for investigation and redress - Human Resources*, Health & Safety, Environment, Quality, Information Security, and these systems are accredited to ISO 45001, ISO 14001, ISO 9001, and ISO 27001 respectively (*as appropriate to each ISO Standard).



Provide a description, explanation, or narrative on the company's grievance mechanisms regarding its customer privacy management approach.

Our Quality Management System "Complaints Procedure", owned by the QA & Environmental Manager, for complaints received from external interested parties expressing dissatisfaction made to the company related to its product, service, or the complaint handling process itself, describes how the complaint is to be:

- Received,
- escalated to appropriate managerial staff,
- referenced, how the complaints form is to be completed,
- investigated with follow-up,
- reviewed and signed-off,
- summarised in complaints register,
- monitored for trends,
- subjected to management review.

Related documentation is listed within the body of the procedure, such as "Management Programme", "Monitoring, Measurement & Improvement", "Nonconformance and Corrective Action".

Provide a description of specific actions, such as processes, projects, programs, and initiatives the organisation uses to address its customer privacy management approach.

- Implement, maintain, and continuously improve the Integrated Management System (IMS):
- Establish company context, roles, and responsibilities.
- Evaluate needs and expectations of interested parties.
- Develop, define and document as necessary resources and processes needed to address needs and expectations of interested parties.
- Perform business impact analysis, risk management activities; evaluate environmental aspects and impacts.
- Provide training and communication to establish awareness and competency.
- Identify continuous improvement objectives and targets.
- Measure and monitor for trends and nonconformances.
- Provide mechanisms for incident management, containments, corrective and preventive actions.
- Provide mechanisms for customers employees, and associates to communicate ideas, issues, concerns, complements, complaints etc (anonymously if desired).
- Mechanisms for IMS programme implementation and Management Review.

Describe the mechanisms in place for monitoring the effectiveness of the organisation's approach towards customer privacy.

Identify continuous improvement objectives and targets - annual target setting supported by quarterly management review.

Measure and monitor for trends and nonconformances - monthly tracking and trending analysis supported by management review.

Provide mechanisms for incident management, containments, corrective and preventive actions.



Provide mechanisms for customers employees, and associates to communicate ideas, issues, concerns, complements, complaints etc (anonymously if desired) - customer satisfaction survey, 'thoughts@portview.co.uk', anonymously through QR Code.

Mechanisms for IMS programme implementation and Management Review - annual event management programme.

Explain the latest results of the mechanisms used to evaluate the effectiveness of the approach on customer privacy.

The management have reviewed our customer privacy performance and determined that it is fully effective.

Describe any adjustments to the customer privacy management approach as a result of the evaluation.

Introduction of a Customer Privacy Clause or Paragraph within our Privacy Policy or a separate policy compliant with our Privacy Policy.

GRI 418-1 Substantiated complaints concerning breaches of customer privacy and losses of customer data

Has the organisation identified any substantiated complaints regarding customer privacy.

No. Our Customer Complaints handling procedure, compliant to ISO 9001:2015 includes a 'Complaints Register'. There have been no complaints received in relation to Customer Privacy.

State the total number of complaints received from outside parties and substantiated by the organisation regarding breaches of customer privacy.

Zero - the total number of complaints received from outside parties and substantiated by the organisation regarding breaches of customer privacy is 0.

State the total number of complaints received from regulatory bodies concerning breaches of customer privacy.

The total number of complaints received from regulatory bodies concerning breaches of customer privacy is 0.

State the total number of identified leaks, thefts, or losses of customer data.

The total number of identified leaks, thefts, or losses of customer data is 0

Describe substantiated complaints from preceding years.

Previously we received only one complaint, and that was in July 2019.