



## QUINN RESIDENCES

Environmental, Social and Governance Policy

July 28, 2022

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## 1. Introduction and Business Principles

This policy sets out Quinn Residences (“Quinn” or the “Company”)’s commitment and approach to integrating Environmental, Social and Governance (“ESG”) factors into the culture and operations of the Company.

Inspired by the modern lifestyle, our passion lies in building thriving communities in the best neighborhoods. We welcome families and individuals from every walk of life who share one thing in common — the love of home. At Quinn Residences, we develop newly built single-family homes exclusively for rent in exceptional neighborhoods and we believe that better living starts with a great neighborhood, fantastic amenities, and a zero-maintenance lifestyle. Our inviting communities lay the foundation for our residents to flourish and enjoy life to the fullest.

With a collective experience of over 50 years in multi-family, homebuilding, and property operations, we’re committed to leading the way in establishing a new approach to the build-for-rent industry, bringing together our passion for innovation and sustainability with a modern community-driven concept. At Quinn Residences, we strive to enhance the lives of our residents with four pillars of dedication: Community, Opportunity, Quality, and Service.

**Community** - we give back and dedicate ourselves to enriching our residents’ lives in each neighborhood. From events to contests, we carry out our mission every day of building the best neighborhoods grounded in community.

**Opportunity** - we build brand-new homes in incredible neighborhoods across the nation in the best locations. Our homes not only set us apart, but we take the time to build communities amongst the top growing markets in the Southeastern United States with desirable school districts.

**Quality** - all our homes are brand-new because we are dedicated to offering homes of the highest quality. With open floor plans modern and attractive finishes that are designed to last, and smart home technology, our residents can focus more on making their house a home.

**Service** - we are committed to providing each resident a no-maintenance lifestyle with outstanding customer service. From yard work to housekeeping, or even dog grooming, we offer concierge services and easy online work request systems.

ESG is at the heart of our approach to building best-in-class rental communities. To ensure we deliver an excellent home for our residents we use high quality durable materials, and smart technologies, and we ensure our homes are well insulated and energy efficient. We are the first developer of single-family build-for-rent properties to install solar PV on the entire community, as well as offer electric car charging infrastructure, to lower our environmental impact and contribute to the net zero transition.

At Quinn, we recognize and value the diversity of our team and are committed to developing an inclusive workplace and equal opportunities for advancement and personal growth. In addition to a range of company benefits, we also seek to play an active role in our local communities, encouraging and supporting opportunities for volunteering and philanthropy.

## 2. ESG Committee

Quinn Residences’ ESG policy has been developed by its senior management, and, in order to maintain oversight and accountability of Quinn’s approach to ESG, we have established an ESG Committee consisting of senior individuals representing a range of business areas.

The members of the ESG Committee are:

- Chief Executive Officer
- SVP Accounting and Reporting
- Marketing Manager
- Construction Manager

The mandate of the ESG Committee is as follows:

- Being formally responsible for maintaining Quinn's ESG strategy and implementing ESG initiatives.
- Setting ESG goals and objectives and ensuring they are met.
- Representing the Company in ESG industry bodies and working groups.
- Remaining up to date on the latest ESG trends and developments, regulatory requirements, and investor preferences.
- Communicating ESG initiatives to the Company stakeholders.
- Assuming responsibility for considering appropriate action and shaping the Company's strategy and progress on diversity and inclusion matters.
- Overseeing philanthropic initiatives, including but not limited to opportunities for external engagement with local communities, volunteering, and charitable donations.
- Overseeing environmental initiatives.

Meeting arrangements:

- The quorum necessary for meeting of the ESG Committee shall be three members. A duly convened meeting of the ESG Committee at which a quorum is present shall be sufficient to make decisions.
- The ESG Committee meets at least twice a year (or more, if required on an ad-hoc basis).
- Proceedings and resolutions of the ESG Committee meeting shall be documented in writing.
- The Chairman of the committee shall be the CEO.

### **3. ESG Sustainability Approach**

This ESG Policy covers the approach to sustainable practices of Quinn Residences. We take an active approach to sustainable and low-impact homebuilding and operation, delivering a variety of initiatives through the residential development life cycle - from design, planning, and construction to operation and maintenance - and we seek constantly to expand the scope of these activities to enhance our environmental and social impact both short- and long-term.

- We favor efficient design approaches, using a range of design and fit-out templates, and specifying sustainable finishes (e.g., solid surface quartz or granite countertops, and tankless water heaters).
- We select durable materials over cheaper alternatives to maximize longevity and minimize refurbishment.
- We reserve a portion of space for communal amenity purposes as part of the design/development phase in all our communities. Each home includes a private yard, and a tree is planted in the front.
- Where possible, we seek to retain mature trees at our development sites.
- Most of our communities include retention ponds, and our irrigation systems are fitted with rain sensors to maximize water efficiency and minimize wastage. We aim to limit hard surfaces and provide soft landscaping to manage stormwater run-off.
- We are exploring the feasibility of implementing more green infrastructure solutions such as permeable surfaces, for examples on sidewalks, in yards and the community areas of our communities.

- As a pilot project, we are in the process of installing solar PV on every house of a 207-home community in Spartanburg, South Carolina. Once completed, the solar panels in the Spartanburg community will offset 1,247 metric tons of carbon dioxide annually\*. We plan to expand solar projects to all our existing and future communities.
- EV (electric vehicle) charging infrastructure is available in garages as standard. Selected communities are equipped with shared EV charging stations.
- Heating and cooling in our homes is provided by efficient and sustainable forced air systems supplied predominantly by electricity.
- All our properties are built to high energy efficiency levels with double glazed windows, high quality insulation, and LED lighting. Energy billing is coordinated and managed by Quinn through a third-party management system, which facilitates an individual billing service to residents.
- Quinn uses the Home Energy Rating (HERs) certificate system and constantly seeks to improve its rating. With integration of solar PV across all our homes, we expect to see a year-on-year improvement to our rating.
- All new homes are fitted with high efficiency Energy Star rated appliances as standard when possible. Homes in the established properties are fitted with Energy Star rated appliances when upgrades or replacements are required.
- Quinn provides a smart home technology package for each home including a smart thermostat, smart light switches, a leak detection system, and door camera.
- To minimize water waste, we install high-efficiency plumbing fixtures in all our homes.
- We provide a range of sustainable community amenities at all our sites. These include playgrounds, dog parks, walking trails, picnic tables and barbeque grills, and on larger communities, a swimming pool, fitness center and pavilion/clubhouse. We ensure the materials used in the dog parks and playgrounds are all low-impact (e.g., wood, and recycled materials such as rubber) and non-toxic. Solar systems will be integrated at several of our sites to heat swimming pools and amenity centers/club houses.
- We are developing community gardens at several sites and appointing a Community Ambassador to engage residents and support the development and operation of sustainable community programs e.g., community growing/allotments, gardening club, carpooling, etc. Garden waste will be collected and composted at sites with community gardens.
- To maximize the sustainability of our supply chain, where possible, we source labor, materials, and business services locally (e.g., printing, aerial photography, etc.). We are committed to ensuring native species of trees are specified in all our communities.
- We always choose development locations within close proximity of local amenities, such as retail sites, higher graded schools, hospitals, and job opportunities, thus minimizing private car transport distances.

\* Estimate provided by Palmetto Energy - the solar energy company we have partnered with for this project.

#### **4. Memberships of Industry Bodies**

Quinn Residences believes that participation in industry bodies demonstrates our commitment to sustainable practices, helps us to be active owners, promotes appropriate ESG disclosures, and helps us learn and enhance our effectiveness in ESG. To this end, Quinn Residences is affiliated with the following organizations:

- The National Rental Home Council (NRHC)
- The Urban Land Institute (ULI)
- The Greater Atlanta Home Builders Association (GAHBA)
- The National Association of Home Builders (NAHB)

## 5. Quinn Residences Company ESG Procedures

In addition to the ESG approach deployed within the development of homes, Quinn believes it is important to operate its own business in line with good ESG practices. As such, Quinn has implemented the following business initiatives across the three pillars of Environmental, Social and Governance. The ESG Committee is responsible for ESG initiatives at the management company level and is constantly seeking to improve and enhance Quinn's own ESG culture.

### Environmental Initiatives

#### 5.1 Commitment to Carbon Neutrality

Quinn has engaged a carbon footprint assessment company called Native, who will assess our carbon footprint, provide recommendations on reducing carbon emissions over time, and identify carbon offset projects that we will support to neutralize our carbon footprint. We are proud to be working towards becoming a carbon neutral organization.

#### 5.2 Waste Management

- As a relatively small business with under 25 team members, Quinn Residences has a minimal waste footprint, however, we actively encourage our team members to minimise waste by:
  - o Operating a paperless office.
  - o Using DocuSign electronic signatures and reMarkable digital paper tablets for marking up documents and avoiding printing.
  - o Providing water coolers in our offices to minimize single-use plastic.
  - o Providing biodegradable coffee pods and recycling them.
  - o Providing reusable, sustainable and/or recyclable utensils and tableware.
  - o Providing low environmental impact products, such as hand soap and cleaning products.

#### 5.3 Energy Efficiency

- Quinn Residences' corporate headquarters is a LEED Gold certified building.
- Within our office spaces, we undertake a range of energy efficiency measures to reduce operational costs and cut emissions, including:
  - o Implementing a system to shut down computers when they are inactive and encouraging staff to shut down all equipment (lights, monitors, printers, coffee machines etc.) at the end of each day.
  - o Using movement/daylight sensors and time switches to reduce energy usage. Heating and AC are also set to turn-off outside of working hours (evenings and weekends).
  - o Using high energy efficiency appliances and systems (e.g., high-efficiency boilers, Energy Star rated appliances etc.).
  - o Switching traditional light bulbs to efficient LEDs.

#### 5.4 Travel Practices

- Staff travel as efficiently as possible, where possible grouping meetings together and planning trips to minimise the number of journeys and distances taken.
- Where practical, Quinn encourages the use of sustainable modes of travel, such as rail or road travel instead of flying. Staff are encouraged to drive rather than fly for distances under four hours.
- Where appropriate, Quinn encourages virtual working over physically travel to meetings.
- Quinn offers hybrid schedule with most staff working in the office 3 days per week.
- For essential flights, Quinn selects more energy efficient classes such as Premium Economy.

## Social Initiatives

### 5.5 Diversity and Inclusion Policy

#### Introduction

- Quinn Residences recognizes and values the diversity of our staff and is committed to developing working practices and a workplace, which allow every team member to contribute their best, regardless of race, color, religion, creed, sex, age, national origin, citizenship status, disability, qualified veteran status, genetic information, marital status, sexual orientation, and gender identity.
- We make every effort to create and maintain such an environment and are committed to being a business in which equality of opportunity is a reality and in which every individual can seek, obtain, and continue employment without unfair discrimination.

#### Definition of Diversity and Inclusion

- Diversity includes but is not limited to differences in race, color, religion, creed, sex, age, national origin, citizenship status, disability, qualified veteran status, genetic information, marital status, sexual orientation, and gender identity. Diversity also includes differences in backgrounds, experiences, perspectives, thoughts, interests, and ideas.
- Inclusion is the practice of equal recognition, respect, and merit-based evaluation. This means ensuring that all staff are valued, heard, engaged, and involved at work to have equal opportunities to collaborate, contribute, and grow professionally.

#### Why we believe Diversity and Inclusion is important

- We recognize the importance of a diverse workforce and believe all team members have a fundamental right to work in a place that they feel comfortable and can progress to the best of their abilities. Encouraging a culture of inclusion impacts all aspects of our business and is driven from both legislation and our own values.
- Quinn's Equal Opportunities Policy is contained within our Employee Handbook, and all employees are required to attest to having read the policy upon joining the Company and annually thereafter. The policy applies to every aspect of employment within the Company, including the advertising of jobs and recruitment and selection, to training and development, opportunities for promotion and career development, to conditions of service, terms and conditions of employment, benefits and pay, to health and safety and to conduct at work, to grievance and disciplinary procedures, and to termination of employment.
- Quinn aims to create and maintain a work environment, which ensures that no individual is treated less favorably on the grounds of their:
  - o Gender, sexual orientation or reassignment of gender;
  - o race, ethnic or national origin;
  - o marital or parental status;
  - o age;
  - o religion or political conviction;
  - o membership or non-membership of a trade union;
  - o disability;
  - o pregnancy and shared parental leave; and/or
  - o association with any of the above.

#### Responsibility

- We believe senior leadership is crucial in developing a positive environment for diversity and inclusion across the Company. In addition, we believe it is important to consider a diverse range of views and opinions from our staff as initiatives are considered and implemented.

- The ESG Committee is responsible for considering appropriate action and shaping Quinn’s strategy and progress on diversity and inclusion matters. The ESG Committee reports into Quinn’s Board of Managers.

#### How we measure Diversity and Inclusion

- Whilst diversity can be measured quantitatively and qualitatively, we acknowledge the inherent challenge, particularly in a small company, in seeking to measure inclusion.
- Team members are actively encouraged to share their professional experiences (both positive and negative) and to learn from their own as well as each other’s experiences.

#### Diversity and Inclusion Initiatives

- Internal Policies
  - o Underpinning our approach to Diversity and Inclusion, Quinn has the following policies in place:
    - Equal Opportunity
    - Anti-Discrimination
    - Anti-Harassment
- Recruitment – although Quinn is a small company with limited annual recruitment needs, we always seek to ensure the recruitment process is fair and unbiased, employing the following approaches:
  - o Engaging professional recruiters when searching for new team members, always requesting a diverse mix of candidates, and using ‘long lists’ to meet with as many applicants as possible.
  - o Advertising positions widely using platforms such as LinkedIn.
  - o Focusing on the skills needed to succeed within relevant teams, rather than individual qualifications.
- Retention – Quinn seeks to promote retention of staff and create an accessible and welcoming work environment, employing the following strategies:
  - o Implementing a regular, anonymous survey of staff to identify any issues and encourage everyone to share experiences, whether positive or negative.
  - o Providing annual performance reviews for all staff, and blind appraisals carried out independently by appraisers and appraisees instead of only self-appraisals by appraisees.
  - o Recognizing holidays and other events marked by minority groups.
  - o Ensuring that all social events cater to all team members.
  - o Offering members of staff opportunities for personal development including both career-based and personal training opportunities.
  - o Offering generous equalized parental leave.
  - o Providing training on DEI and unconscious bias.
  - o Quinn places significant value on the wellbeing of its staff. Several initiatives have been put in place designed to improve employee health, family and wellbeing and create an inclusive working culture. These initiatives are detailed in the Employee Wellbeing section of the ESG policy below.

#### Diversity and Inclusion Training

- As noted above, diversity and inclusion training is provided to all staff on an annual basis, or more if required. Training is company-wide and includes unconscious bias training.



## 5.6 Employee Wellbeing

- Quinn places significant value on the wellbeing of its staff. Several company benefits and initiatives have been implemented, designed to improve employee health, family and wellbeing and create an inclusive working culture. These include:
  - o Comprehensive medical insurance including mental health coverage.
  - o Offering flexible working arrangements and promoting hybrid working.
  - o Arranging inclusive team building events throughout the year, including company lunch/dinner outings, semi-annual team-building events in the summer, and holiday season. We also celebrate birthday and work-anniversaries throughout the year.
  - o Offering subsidized gym membership.
  - o Providing generous Paid Time Off (PTO) and all federal holidays.

## 5.7 External Engagement

- Quinn seeks to play an active role in its local community, encouraging and supporting opportunities for volunteering, philanthropy, and engagement where possible, including as follows:
  - o Volunteering
    - Arranging company volunteering programs and corporate team days. Each Quinn office arranges a quarterly volunteering program with the charity chosen by employees on a rolling basis. Recent charities include:
      - Habitat for Humanity of the Florida Keys
      - The Sandwich Project
      - Miami Rescue Mission
    - Coordinating team outings including annual team building events.
  - o Philanthropy
    - We run a charitable matching program, matching 100% of employee contributions up to \$500 per employee per year.

## Governance Initiatives

### 5.8 Governance Structures

- To demonstrate robust corporate governance, Quinn has established reporting lines, appointed boards of managers and formed committees to ensure appropriate oversight and accountability of the Company's actions, practices, and policies. These include:
  - o ESG Committee
  - o Investment Committee
  - o Social Committee

### 5.9 Governance Policies

- Quinn has implemented a suite of compliance and governance policies that staff are required to adhere to. These include:
  - o Whistleblower Policy
  - o Ethics and Conflicts of Interest Policy
  - o Privacy Policy
  - o ESG Policy

## **6. ESG Training**

The ESG landscape is constantly evolving, and Quinn Residences is keen to ensure that all team members are educated and aware of ESG developments. To that end, training is provided to all team members on ESG, and Diversity and Inclusion on an annual basis. In addition to annual, in-person DEI training, all new hires are provided with training via an online platform.

## **7. Policy Maintenance**

### **7.1 Policy Breaches**

In the event of any breaches of the ESG Policy, a summary of these breaches would be provided to the Board of Managers for review.

### **7.2 Policy Review**

The ESG Policy is reviewed at least annually.

The last review of the ESG Policy with a starting date of July 28, 2022.