

**CORPORATE REAL ESTATE POLICY STATEMENT**

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The Corporate Real Estate group endorses the goals and objectives of The McGraw-Hill Companies corporate responsibility efforts through its programs of social responsibility and proactive leadership. These programs are manifested and include activities in the following four key areas:

- **Diversity Program**
- **Life, Health and Safety Program**
- **Environmental Program**
- **Employment Program**

**CRE PROGRAMS FOR CORPORATE SOCIAL RESPONSIBILITY**

The Corporate Real Estate Group has for sometime undertaken and required of itself, its vendors and the companies they employ an undertaking and commitment to as many of the individual activities described under the various program headings set forth below.

**DIVERSITY PROGRAM**

- **PROCUREMENT POLICY**

This policy states that the procurement policies of the Corporate Real Estate group requires that it and its outsourced partners and any third party vendor to this group actively support the objectives and goals of diversity, whenever possible, as each individually and collectively carry out the day to day support of real estate activities within MHP.

- **DIVERSITY TRADE FAIR POLICY**

This policy states that CB Richard Ellis (“CBRE”) will, as MHP’s Corporate Real Estate’s outsourced partner, register, and regularly attend Diversity Trade Fairs and encourage the use of MEWBE certified companies.

- **MEWBE POLICY**

**This policy states that CBRE will track and report, on a quarterly basis, to the corporate real estate group the number of MEWBE certified vendors currently being deployed and the dollars associated with their involvement.**

## **LIFE, HEALTH AND SAFETY PROGRAM**

- **LIFE SAFETY COMMITTEE POLICY**

**This policy states that all corporately managed MHP sites will have a Life, Health and Safety Committee.**

**For the purposes of this policy, a Life, Health and Safety Committee is a committee established to protect and ensure the life/safety/health of McGraw-Hill's most important asset, its employees.**

**The Committee is composed of a group of management and employee members who work together to identify and recommend solutions to life, health and safety problems in the workplace. These committees, therefore, have certain common characteristics:**

- **all members share a common goal – to make the workplace safer and healthier for all;**
- **they meet regularly;**
- **they can serve as a communication link between management and workers;**
- **they can become problem-solving teams.**

**A committee works most efficiently when its role is clearly defined and accepted.**

**Committee members, their employer, and other managers and employees must, first of all, understand why the committee is important. The following are some reasons why committees can play an important role:**

- **Committees bring people of different skills and experience together to identify and solve workplace life, health and safety problems.**
- **Committees can ensure that all life, health and safety concerns are brought into the open and discussed whether they arise from workers or from managers.**
- **By keeping written minutes, committees can ensure that these concerns are communicated and followed up, not ignored or forgotten.**
- **By meeting regularly, dealing with life, health and safety concerns and making recommendations, committees can emphasize the importance of life, health and safety in the workplace.**
- **By providing for regular dialogue between management and employees, committees can improve communications in the workplace.**

- **Because of the differing viewpoints of the members, committees are also well suited to the task of assisting in the development, implementation, and monitoring of the workplace life, health and safety program.**

**The main purpose of committees is to ensure that all life, health and safety concerns are brought into open, and kept there until they are resolved. It is critical for the committee not to detract from its purpose, and to deal only with life, health and safety issues.**

- **ERGONOMIC POLICY**

**This policy addresses three specific concerns:**

- a) **An ability to fit the workplace to the workers needs**
- b) **The elimination of circumstances that cause muscle aches and pains usually due to working in awkward postures, and**
- c) **An ongoing assessment of the workplace in order to improve the fit between the employee and the work environment.**

**This policy states that regular workplace evaluations and observations will be conducted in order that:**

- **Ergonomic issues are identified**
- **As appropriate, employees shall be trained on ergonomic issues**
- **Resources will be provided to address ergonomic issues as they are identified**

## **ENVIRONMENTAL PROGRAM**

**The key drivers of this program entail an emphasis on ... Reduce ... Recycle ... Reuse... Rethink. This is achieved through a Controlled Materials program, an IAQ program, an Energy Program and our Recycling Program.**

- **CONTROLLED MATERIALS POLICY**

**This policy ensures the elimination and/or containment of all fibrous silicates and friable material and the secure management of toxic products located on site in keeping with all legislative requirements including OSHA regulations.**

**CRE is committed to the pursuit of a model workplace safety policy. At the center of this policy is our ability to quickly modify same to reflect and support MGH's corporate procedures and policies.**

**This policy shall include:**

- **A general policy compliance statement**
- **Listings of hazardous chemicals**
- **Acquiring, maintaining and updating the Material Safety Data Sheets (“MSDS”)**
- **Chemical labeling procedures**
- **Employee training, as maybe appropriate**
- **Informing outside contractors**
- **Special training for non-routine tasks**
- **Recordkeeping and notification requirements for workplace injuries**
- **Posting of policies**

▪ **RECYCLING POLICY**

**This policy works to make conservation second nature to the MHP employee population by moving the employee population from an environmental awareness to one of sustainable action.**

**Recycling is important but it is only part of the solution. The policy also emphasizes a need for garbage / waste reductions by considering the benefits of reduce, reuse and rethink.**

▪ **IAQ POLICY**

**This policy acknowledges that IAQ problems are not limited to our homes. Buildings can have significant air pollution sources.**

**This policy, in conjunction with the Indoor Air Quality Building Education and Assessment Model (I-BEAM), states that at MHP:**

- **Annual IAQ building audits and tests will be undertaken**
- **IAQ related health problems will be diagnosed and resolved**
- **Each building will have an IAQ management and maintenance program to reduce IAQ risks**
- **All energy projects will ensure IAQ compatibility**
- **Employees will be protected from exposure to construction / renovation contaminants**

- **ENERGY MANAGEMENT POLICY**

**This policy states that MHP will through its outsourced partners and their vendors promulgate awareness and need for energy conservation and actively seek to achieve energy savings in Supply-Side Opportunities, Demand-Side Opportunities, Capital Investment Projects and Energy Accounting.**

**This policy further states that McGraw Hill will actively pursue an energy program that will minimize environmental impacts through implementation of cost effective energy use, conservation and procurement measures throughout all corporately managed sites.**

**Energy conservation will be achieved through the optimization of building operation and utilization of energy efficiency equipment.**

- **Energy Star – MHP will continue to utilize guidelines and metrics established through government programs such as Energy Star to evaluate the portfolio and the energy programs.**
- **Conservation- CRE will implement energy conservation measures identified through the energy management program. Conservation actions will be effected through optimization of facility operation and identification of cost effective equipment replacement.**
- **Energy Awareness Program – Provide environmental and energy information to employees to reduce both corporate and employee energy use and environmental impacts.**

## **EMPLOYMENT POLICY PROGRAM**

- **Diversity / Equal Opportunity Hiring Policy**

**This policy states that CRE, its outsourced partners and any third party vendor to this group shall have an ongoing commitment to affirmative action and the creation of a workplace free of discrimination and harassment.**

**All parties shall recruit, hire, train and promote individuals in all jobs titles without regard to race, color, creed, religion, ancestry, sexual orientation, national origin, age, sex, physical or mental disability.**

**MGH CRE is committed to a fair and equitable workplace where everyone is a respected and valued member of the team.**

- **WORKPLACE FAIRNESS AND REWARD ... EMPLOYEE DIVERSITY POLICY**

**This policy states that encouragement will be given to the employment of the physically and mentally challenged.**

- **MENTALLY CHALLENGED EMPLOYEE PROGRAM**

**This program has supported the hiring of mentally challenged employees in the companies mail –room operations.**

- **ADA POLICY**

**This policy reaffirms CRE’s commitment to the policy guidelines of EEOC entitled “Reasonable Accommodations and Undue Hardship under the Americans with Disabilities Act” (“ADA”).**

**This policy provides the following guidelines, namely;**

- **It is the responsibility of individuals with disabilities to request reasonable accommodation and the way an employer should respond to such a request;**
- **The circumstances under which employers may ask for reasonable accommodation;**
- **An outline of reasonable accommodations for job applicants;**
- **Corporately managed building will offer reasonable accommodations to provide access to employer-sponsored training programs, services (such as the office cafeteria), and social functions;**
- **CRE will provide new information on many types of reasonable accommodations, including job restructuring, unpaid leave, part-time schedules, modified workplace policies, and reassignment;**
- **The policy shall support the relationship between the obligation to provide leave as a reasonable accommodation under the ADA and the requirements of the Family and Medical Leave Act (FMLA);**
- **The policy is clear in prohibiting changes that lower production standards or remove a primary job duty; and**
- **An acknowledgement that there may be instances in which employers may deny a request for a reasonable accommodation because it imposes an “undue hardship”.**

**This policy exists to ensure proper behavior and assist in the event there are ADA charges of impropriety.**