

# CBRE EMPLOYEE HANDBOOK 2023

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THE CBRE EMPLOYEE HANDBOOK FOR 2023 SERVES AS A FOUNDATIONAL DOCUMENT FOR ALL EMPLOYEES AT CBRE GROUP, INC., OUTLINING THE COMPANY'S POLICIES, PROCEDURES, VALUES, AND EXPECTATIONS. THIS HANDBOOK IS DESIGNED TO CREATE A COHESIVE WORK ENVIRONMENT, ENSURING THAT EVERY EMPLOYEE UNDERSTANDS THEIR RIGHTS AND RESPONSIBILITIES WHILE FOSTERING A CULTURE OF RESPECT, INTEGRITY, AND EXCELLENCE. THE HANDBOOK IS NOT JUST A SET OF RULES BUT ALSO A REFLECTION OF CBRE'S COMMITMENT TO ITS WORKFORCE, PROMOTING INCLUSIVITY, DIVERSITY, AND PROFESSIONAL GROWTH.

## INTRODUCTION TO CBRE

CBRE, OR CB RICHARD ELLIS, IS A GLOBALLY RECOGNIZED LEADER IN COMMERCIAL REAL ESTATE SERVICES AND INVESTMENTS. FOUNDED IN 1906, THE COMPANY HAS EXPANDED ITS OPERATIONS TO INCLUDE VARIOUS SECTORS, SUCH AS PROPERTY MANAGEMENT, INVESTMENT MANAGEMENT, AND PROJECT MANAGEMENT. WITH A MISSION TO PROVIDE EXCEPTIONAL SERVICE AND INNOVATIVE SOLUTIONS, CBRE EMPLOYS THOUSANDS OF PROFESSIONALS WORLDWIDE, MAKING IT ESSENTIAL TO HAVE A WELL-STRUCTURED EMPLOYEE HANDBOOK.

## PURPOSE OF THE EMPLOYEE HANDBOOK

THE PRIMARY PURPOSE OF THE CBRE EMPLOYEE HANDBOOK IS TO:

1. PROVIDE CLEAR GUIDELINES ON COMPANY POLICIES AND PROCEDURES.
2. ENSURE COMPLIANCE WITH LEGAL AND REGULATORY REQUIREMENTS.
3. FOSTER A POSITIVE WORKPLACE CULTURE.
4. ENCOURAGE OPEN COMMUNICATION BETWEEN EMPLOYEES AND MANAGEMENT.
5. OUTLINE THE RESOURCES AVAILABLE FOR EMPLOYEE DEVELOPMENT AND WELL-BEING.

## CORE VALUES OF CBRE

CBRE'S CORE VALUES FORM THE FOUNDATION OF ITS CORPORATE CULTURE. EMPLOYEES ARE ENCOURAGED TO EMBRACE THESE VALUES IN THEIR DAILY INTERACTIONS AND DECISION-MAKING PROCESSES:

- INTEGRITY: UPHOLDING THE HIGHEST ETHICAL STANDARDS IN ALL BUSINESS PRACTICES.
- SERVICE: DELIVERING EXCEPTIONAL SERVICE TO CLIENTS AND COLLEAGUES ALIKE.
- COLLABORATION: WORKING TOGETHER ACROSS TEAMS AND REGIONS TO ACHIEVE COMMON GOALS.
- RESPECT: FOSTERING AN INCLUSIVE ENVIRONMENT THAT VALUES DIVERSE PERSPECTIVES.
- EXCELLENCE: STRIVING FOR EXCELLENCE IN ALL ASPECTS OF WORK, FROM CLIENT SERVICE TO OPERATIONAL EFFICIENCY.

## EMPLOYMENT POLICIES

### EQUAL EMPLOYMENT OPPORTUNITY

CBRE IS COMMITTED TO PROVIDING EQUAL EMPLOYMENT OPPORTUNITIES TO ALL EMPLOYEES AND APPLICANTS. THE COMPANY PROHIBITS DISCRIMINATION BASED ON RACE, COLOR, RELIGION, SEX, NATIONAL ORIGIN, AGE, DISABILITY, OR ANY OTHER LEGALLY PROTECTED CHARACTERISTIC. THIS COMMITMENT EXTENDS TO RECRUITMENT, HIRING, TRAINING, PROMOTIONS, COMPENSATION,

AND OTHER EMPLOYMENT-RELATED DECISIONS.

## EMPLOYMENT CLASSIFICATION

EMPLOYEES ARE CLASSIFIED INTO VARIOUS CATEGORIES THAT DETERMINE THEIR ELIGIBILITY FOR BENEFITS AND WORK CONDITIONS:

- FULL-TIME EMPLOYEES: WORK 30 HOURS OR MORE PER WEEK AND ARE ELIGIBLE FOR BENEFITS.
- PART-TIME EMPLOYEES: WORK LESS THAN 30 HOURS PER WEEK AND MAY HAVE LIMITED BENEFITS.
- TEMPORARY EMPLOYEES: HIRED FOR A SPECIFIC PERIOD OR PROJECT AND TYPICALLY INELIGIBLE FOR BENEFITS.
- INTERNS: STUDENTS OR RECENT GRADUATES ENGAGED IN TEMPORARY WORK TO GAIN EXPERIENCE.

## WORK HOURS AND ATTENDANCE

EMPLOYEES ARE EXPECTED TO ADHERE TO THEIR SCHEDULED WORK HOURS AND MAINTAIN CONSISTENT ATTENDANCE. THE FOLLOWING GUIDELINES APPLY:

- REGULAR WORK HOURS ARE TYPICALLY 9:00 AM TO 5:00 PM, MONDAY TO FRIDAY.
- EMPLOYEES SHOULD NOTIFY THEIR SUPERVISOR IN ADVANCE IF THEY ARE UNABLE TO ATTEND WORK.
- EXCESSIVE ABSENTEEISM OR TARDINESS MAY LEAD TO DISCIPLINARY ACTION.

## COMPENSATION AND BENEFITS

### SALARY AND PAY STRUCTURE

CBRE OFFERS COMPETITIVE SALARIES BASED ON INDUSTRY STANDARDS AND INDIVIDUAL QUALIFICATIONS. EMPLOYEES RECEIVE PAYCHECKS BI-WEEKLY, AND ANY DISCREPANCIES SHOULD BE REPORTED TO THE HR DEPARTMENT IMMEDIATELY.

### BENEFITS OVERVIEW

THE COMPANY OFFERS A COMPREHENSIVE BENEFITS PACKAGE, WHICH INCLUDES:

- HEALTH INSURANCE: MEDICAL, DENTAL, AND VISION PLANS.
- RETIREMENT PLANS: 401(K) PLANS WITH EMPLOYER MATCHING.
- PAID TIME OFF (PTO): VACATION DAYS, SICK LEAVE, AND HOLIDAYS.
- LIFE AND DISABILITY INSURANCE: COVERAGE FOR EMPLOYEES AND THEIR DEPENDENTS.
- EMPLOYEE ASSISTANCE PROGRAM (EAP): RESOURCES FOR MENTAL HEALTH AND WELL-BEING.

## PROFESSIONAL DEVELOPMENT

CBRE BELIEVES IN THE CONTINUOUS DEVELOPMENT OF ITS EMPLOYEES. THE COMPANY OFFERS VARIOUS RESOURCES AND OPPORTUNITIES FOR PROFESSIONAL GROWTH:

- TRAINING PROGRAMS: REGULARLY SCHEDULED TRAINING SESSIONS ON RELEVANT TOPICS.
- MENTORSHIP OPPORTUNITIES: PAIRING EMPLOYEES WITH EXPERIENCED MENTORS.
- TUITION REIMBURSEMENT: FINANCIAL ASSISTANCE FOR EMPLOYEES PURSUING FURTHER EDUCATION.
- CAREER ADVANCEMENT: CLEAR PATHWAYS FOR PROMOTION AND CAREER DEVELOPMENT.

# WORKPLACE CONDUCT

## CODE OF CONDUCT

ALL EMPLOYEES ARE EXPECTED TO ADHERE TO THE CBRE CODE OF CONDUCT, WHICH EMPHASIZES PROFESSIONALISM, RESPECT, AND INTEGRITY. KEY EXPECTATIONS INCLUDE:

- TREATING COLLEAGUES AND CLIENTS WITH RESPECT AND COURTESY.
- MAINTAINING CONFIDENTIALITY REGARDING SENSITIVE COMPANY INFORMATION.
- AVOIDING CONFLICTS OF INTEREST AND DISCLOSING ANY POTENTIAL CONFLICTS TO MANAGEMENT.

## HARASSMENT AND DISCRIMINATION POLICY

CBRE IS DEDICATED TO PROVIDING A WORK ENVIRONMENT FREE FROM HARASSMENT AND DISCRIMINATION. EMPLOYEES ARE ENCOURAGED TO REPORT ANY INCIDENTS OF HARASSMENT OR DISCRIMINATION TO THEIR SUPERVISOR OR HR. THE COMPANY WILL INVESTIGATE ALL COMPLAINTS PROMPTLY AND TAKE APPROPRIATE ACTION.

## HEALTH AND SAFETY

CBRE PRIORITIZES THE HEALTH AND SAFETY OF ITS EMPLOYEES. THE COMPANY FOLLOWS ALL APPLICABLE HEALTH AND SAFETY REGULATIONS AND ENCOURAGES EMPLOYEES TO REPORT HAZARDS OR UNSAFE CONDITIONS.

## WORKPLACE SAFETY GUIDELINES

- FAMILIARIZE YOURSELF WITH EMERGENCY PROCEDURES AND EVACUATION ROUTES.
- USE PERSONAL PROTECTIVE EQUIPMENT (PPE) AS REQUIRED.
- REPORT ANY ACCIDENTS OR INJURIES TO YOUR SUPERVISOR IMMEDIATELY.

## EMPLOYEE RESOURCES

CBRE OFFERS SEVERAL RESOURCES TO SUPPORT EMPLOYEE WELL-BEING AND WORK-LIFE BALANCE:

- FLEXIBLE WORK ARRANGEMENTS: OPTIONS FOR TELECOMMUTING OR FLEXIBLE HOURS.
- WELLNESS PROGRAMS: INITIATIVES PROMOTING PHYSICAL AND MENTAL HEALTH.
- DIVERSITY AND INCLUSION INITIATIVES: PROGRAMS TO PROMOTE A DIVERSE WORKFORCE AND INCLUSIVE CULTURE.

## CONCLUSION

THE CBRE EMPLOYEE HANDBOOK 2023 IS A VITAL RESOURCE FOR ALL EMPLOYEES, PROVIDING ESSENTIAL INFORMATION ABOUT THE COMPANY'S POLICIES, VALUES, AND BENEFITS. BY UNDERSTANDING AND ADHERING TO THE GUIDELINES OUTLINED IN THE HANDBOOK, EMPLOYEES CAN CONTRIBUTE TO A POSITIVE WORK ENVIRONMENT THAT ALIGNS WITH CBRE'S MISSION OF EXCELLENCE IN COMMERCIAL REAL ESTATE SERVICES. THIS HANDBOOK NOT ONLY SERVES AS A GUIDE BUT ALSO REFLECTS CBRE'S COMMITMENT TO ITS EMPLOYEES' GROWTH, WELL-BEING, AND SUCCESS. AS THE COMPANY CONTINUES TO EVOLVE, EMPLOYEES ARE ENCOURAGED TO STAY INFORMED AND ENGAGED, HELPING TO SHAPE THE FUTURE OF CBRE TOGETHER.

# FREQUENTLY ASKED QUESTIONS

## WHAT ARE THE KEY UPDATES IN THE CBRE EMPLOYEE HANDBOOK FOR 2023?

THE 2023 CBRE EMPLOYEE HANDBOOK INCLUDES UPDATES ON REMOTE WORK POLICIES, DIVERSITY AND INCLUSION INITIATIVES, AND ENHANCED HEALTH AND WELLNESS PROGRAMS.

## HOW DOES THE 2023 CBRE EMPLOYEE HANDBOOK ADDRESS REMOTE WORK?

THE HANDBOOK OUTLINES FLEXIBLE REMOTE WORK OPTIONS, GUIDELINES FOR MAINTAINING PRODUCTIVITY, AND EXPECTATIONS FOR COMMUNICATION AND COLLABORATION.

## WHAT NEW BENEFITS ARE INTRODUCED IN THE CBRE EMPLOYEE HANDBOOK FOR 2023?

NEW BENEFITS INCLUDE EXPANDED PARENTAL LEAVE, MENTAL HEALTH SUPPORT RESOURCES, AND A WELLNESS STIPEND FOR EMPLOYEES.

## ARE THERE ANY CHANGES TO THE CODE OF CONDUCT IN THE CBRE EMPLOYEE HANDBOOK FOR 2023?

YES, THE CODE OF CONDUCT HAS BEEN REVISED TO INCLUDE CLEARER GUIDELINES ON ETHICAL BEHAVIOR, REPORTING MISCONDUCT, AND HANDLING CONFLICTS OF INTEREST.

## HOW DOES THE 2023 EMPLOYEE HANDBOOK PROMOTE DIVERSITY AND INCLUSION?

THE HANDBOOK EMPHASIZES THE IMPORTANCE OF DIVERSITY AND INCLUSION THROUGH TRAINING PROGRAMS, RECRUITMENT PRACTICES, AND EMPLOYEE RESOURCE GROUPS.

## WHAT ARE THE EXPECTATIONS FOR EMPLOYEE PERFORMANCE REVIEWS IN 2023 ACCORDING TO THE CBRE HANDBOOK?

PERFORMANCE REVIEWS IN 2023 WILL FOCUS ON CONTINUOUS FEEDBACK, GOAL SETTING, AND PERSONAL DEVELOPMENT PLANS, MOVING AWAY FROM TRADITIONAL ANNUAL REVIEWS.

## DOES THE 2023 CBRE EMPLOYEE HANDBOOK PROVIDE INFORMATION ON PROFESSIONAL DEVELOPMENT?

YES, IT INCLUDES RESOURCES FOR TRAINING, MENTORSHIP OPPORTUNITIES, AND TUITION REIMBURSEMENT PROGRAMS TO SUPPORT EMPLOYEE GROWTH.

## WHAT RESOURCES ARE AVAILABLE FOR EMPLOYEE WELL-BEING IN THE 2023 HANDBOOK?

THE HANDBOOK LISTS RESOURCES SUCH AS MENTAL HEALTH SERVICES, FITNESS PROGRAMS, AND WORK-LIFE BALANCE INITIATIVES TO PROMOTE OVERALL WELL-BEING.

## HOW CAN EMPLOYEES PROVIDE FEEDBACK ON THE POLICIES OUTLINED IN THE 2023 CBRE HANDBOOK?

EMPLOYEES CAN PROVIDE FEEDBACK THROUGH DESIGNATED CHANNELS SUCH AS EMPLOYEE SURVEYS, SUGGESTION BOXES, OR DIRECT COMMUNICATION WITH HR REPRESENTATIVES.

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