

January 1, 2019

## *Equal Employment Opportunity*

CBRE has a long-standing commitment to providing equal employment opportunity (EEO). This includes all aspects of the employment relationship including recruitment, hiring, promotion, demotion, transfer, work assignments, compensation, benefits, training, layoffs, terminations, and social and recreational programs.

CBRE complies with all applicable EEO laws and regulations. We have also established policies and practices that support the company's position on prohibiting discrimination or harassment on the basis of race, color, religion, national origin, sex, sexual orientation, gender identity, pregnancy, childbirth (or related medical condition), age, citizenship, marital status, disability, veteran status, political belief, or any other basis protected by applicable law.

Each employee is expected to make a personal commitment to conscientiously respect diversity and ensure our workplace is free from unlawful discrimination. Our company is also committed to an inclusive environment that reflects the diversity of our employees and clients. An inclusive environment provides everyone with the opportunity to achieve, values the differences of all employees and recognizes their contributions to our company's success.

CBRE has adopted Affirmative Action Programs (AAPs) under which we take good faith efforts to ensure EEO. The AAPs receive the approval of the CEO, Americas who has authorized and tasked other top executives with the development and implementation of the AAPs. CBRE's strong commitment to equal employment and affirmative action activities is reflected in our policies, and affords you the opportunity to advance and achieve your full potential based on your individual qualifications and efforts. You are expected to commit your full support to our EEO efforts. As part of our AAPs, CBRE provides a process where employees may voluntarily identify themselves as women, minorities, qualified individuals with a disability, or covered veterans.

It is also CBRE's policy to comply with all relevant and applicable provisions of the Americans with Disabilities Act (ADA). CBRE provides reasonable accommodations to applicants and employees who are qualified individuals with disabilities. For more information regarding the process for seeking a reasonable accommodation, please contact the Human Resources Service Center at (866) 225-3099.

CBRE complies with local, state, and federal laws related to the workplace. As such, some local policies may vary.

The most senior Human Resources executive for the Americas serves as Director of the

Company's EEO programs and has been given authority to execute the EEO policies.

All Managers are responsible for implementing and supporting the Company's EEO policies by adhering to the following guidelines:

- Request assistance from Human Resources whenever any question regarding our EEO policies arises.
- Create and maintain a work environment that promotes and demonstrates an awareness of non-discrimination and mutual respect. This includes ensuring the absence of racial slurs, ethnic or gender-specific jokes and sexual harassment.
- Use non-discriminatory practices in hiring, training, compensating, promoting, counseling, and terminating employees.
- Provide a work site that reasonably accommodates the needs of employees who are disabled in order to allow them to perform the essential job duties.
- Communicate to employees their responsibility in maintaining work areas free of discrimination.

Any concerns regarding a violation of CBRE's EEO policies must be reported to a representative of the Human Resources Department, Legal Department, or to the CBRE Ethics Helpline at (800) 799-6523 or [www.ethicspoint.com](http://www.ethicspoint.com). The Ethics Helpline is an anonymous, confidential method administered by a third party which allows you to ask questions or raise concerns about discrimination or other aspects of our Standards of Business Conduct. Additional information on the CBRE Ethics Helpline may be found in our Standards of Business Conduct on the Navigator.

Your local Human Resources representative is available to answer any questions you may have regarding any of this information.



Bob Sulentic  
President & Chief Executive Officer