



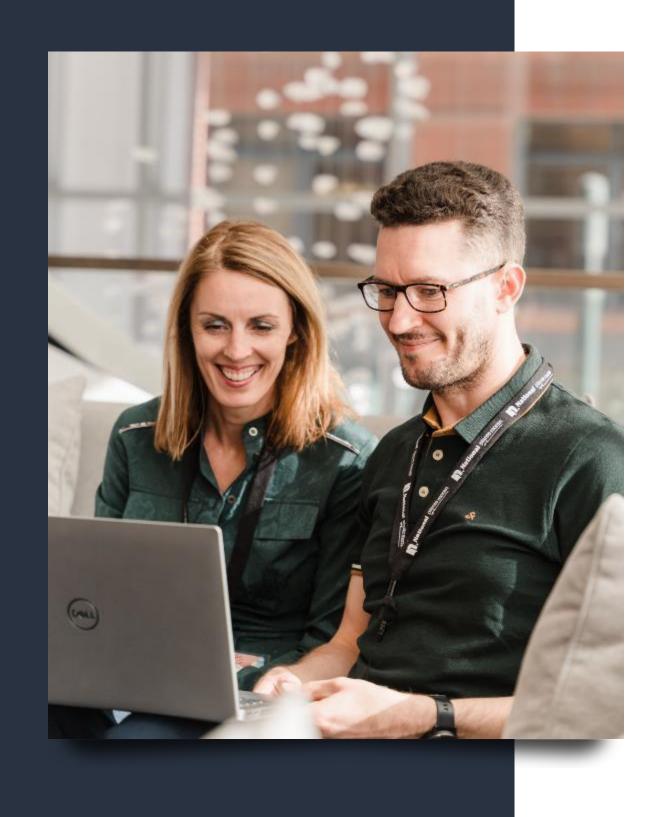
Corporate Social Report Report

Home. Wherever you are.



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### CEO Statement

### Dear Stakeholders,

Over the past few years, we have navigated through various challenging times. The impact of the pandemic brought about significant shifts in our world and since then we've had to understand and adapt to these changes. I am continuously impressed by the resilience and dedication of every National associate, partner, and supplier – it is through the collective effort that we have been able to overcome numerous obstacles and continue providing Surprisingly Superior Service<sup>™</sup>.

At National, we firmly believe that businesses have a critical role to play in contributing positively to society and the environment. We understand that our stakeholders, like you, expect us to act responsibly. That is why we have made environmental, social, and governance an integral part of our corporate strategy and operations.

We believe that corporate social responsibility (CSR) goes beyond mere compliance with laws and regulations but is a fundamental aspect of our long-term success. Through governance practices we prioritize transparency, ethical decision-making, and accountability, ensuring that we operate with the utmost integrity.

We are proud to have joined the commitment to the UN Global Compact this year, and that is why we are proactively assessing our effect on the environment and society and are taking measures to minimize any unintended effects while maximizing the positive ones. We recognize the importance of managing environmental risks, conserving resources, and reducing our carbon footprint.

We're building a better tomorrow by integrating sustainability into our core business practices. We are leveraging our Sustain.Life partnership to track, measure, and calculate our greenhouse gas (GHG) emissions globally. This helps us understand our impact and make decisions with the environment top of mind. In the pages that follow, you'll see how we are making progress towards our goal becoming carbon neutral by 2035.

We strive to create shared values that benefit not only our organization but also the communities and ecosystems in which we operate. That is why we employed a partnership with One Tree Planted – our promise is to plant a tree for every 30+ day stay, to restore forests, create habitat for biodiversity, and make a positive social impact around the world. Through this commitment National has planted over 25,000 trees since 2017. We have expanded that effort and have started to assess our impact across our value chain.

We are excited to share that we are developing a Diverse Supplier Program to purposefully increase opportunities and encourage partnerships with businesses operated by historically underrepresented or underserved groups.

I invite you to explore our first annual CSR report, which provides detailed insights into our sustainability initiatives, progress, and future goals.

Together, we make a significant difference. This report shows who we are – our future is bright, and I've never been more inspired and excited for what is ahead!







### Overliew

- About National Corporate Housing
- About the Report
- Where We Operate
- Awards
- Impact of Partnerships SPOTLIGHT
- Memberships and Partnerships











### About National

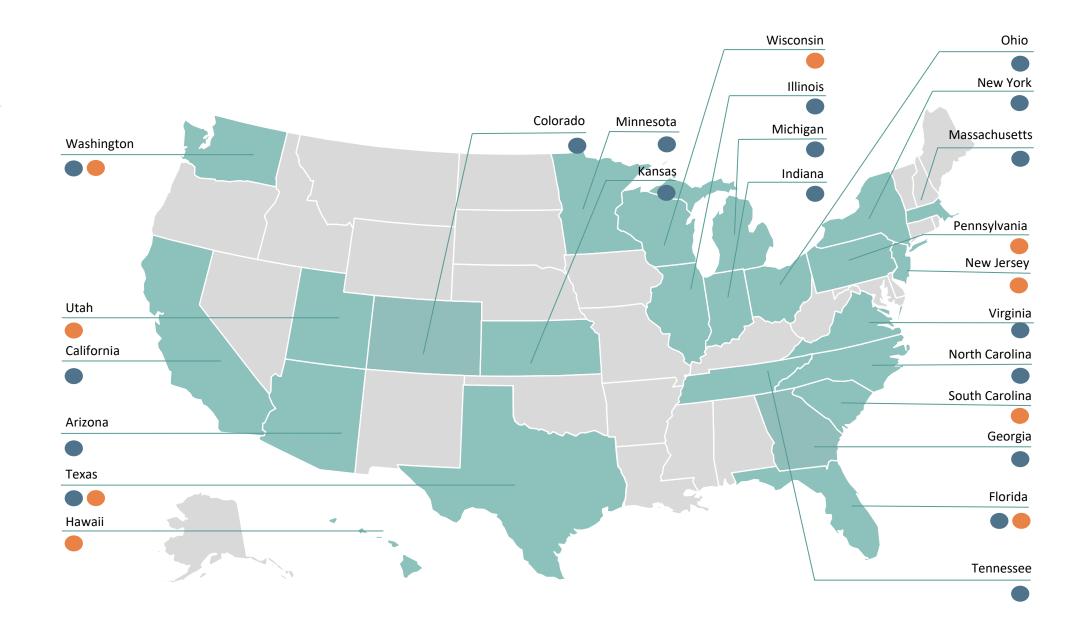
National Corporate Housing provides temporary housing throughout the United States, Canada, Asia Pacific, Europe, and the Gulf region. Collectively our employee experience encompasses over 1,050 years in the relocation industry. National's distinct approach to customer service revolves around personalized relocation services, ensuring exceptional care and attention. Our range of services encompasses temporary accommodations, such as fully furnished apartments and serviced apartments for international clients. Additionally, we offer rental assistance, travel and destination services, insurance housing, staffing and recruiting solutions, and specialized healthcare staffing.

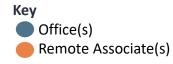
### About the Report

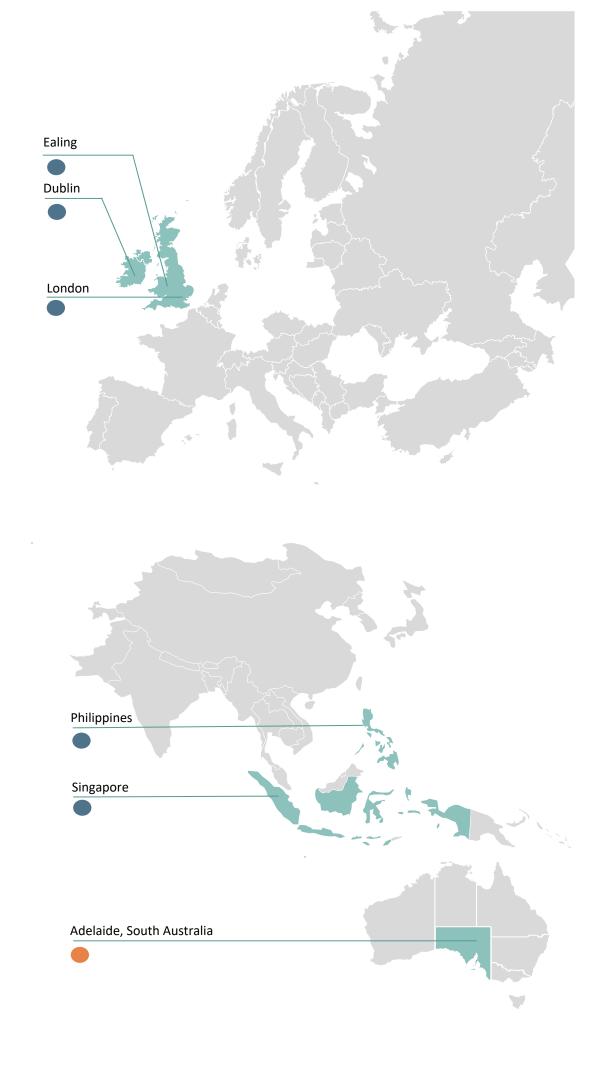
This report covers our Environmental, Social, and Governance activities between January 1, 2022 and December 31, 2022. Our 2022 corporate social responsibility report has been prepared integrating some of the Global Reporting Initiative (GRI) Standards and contain forward-looking statements that set forth anticipated results based on plans and assumptions. While we believe we have exercised caution in our plans and assumptions, we must emphasize that there are no assurances that any anticipated outcomes mentioned in forward-looking statements will come to fruition. Achievements of future results are subject to risks and uncertainties. We take no obligation to update forward-looking statements.

Many of the photos throughout this report feature National associates around the world with some from Adobe Stock. Logos and icons are property of their respective trademark owners, and their use does not imply endorsement.

### Where we perate









We take great pride in receiving awards that recognize our unwavering commitment to leading with integrity, responsibility, and accountability. These accolades highlight our dedication to sustainable business practices and ethical conduct. Some of the awards we have been honored to receive include:

2022 Cartus Platinum Award

2022, 2021, 2020 Titan 100 Best CEOs

2021 NEI Service Exceeding Expectations Winner – Destination Services

2021 Cartus Master Cup Winner

2021 Cartus Silver Award for Citizenship

2020 Partner in Quality - WHR Group

2020 Cartus Excellence Silver Award for Corporate Housing and Rental

Solutions

2020, 2019, 2018, 2017 AIRES Circle of Excellence Award

2019 Denver Business Journal C-Suite Award – Chief Talent

Officer Misty Gregarek

2018 CHPA Tower of Excellence Company of the Year

2018 Relocation America International Top Performer in

Excellence

2018 Sterling Lexicon Gold Award for Service

2018 & 2017 Cartus Platinum Award for Service

2017 Cartus Platinum Commitment to Excellence Award

2017 Cartus Silver Innovation Award



Great Place to Work® (since 2016)



EcoVadis Silver Medal Sustainability (since 2017)



## Spotting The Impact of Partnerships

Meet Zach, an unwavering member of our National family since 2018. Throughout his tenure at our Corporate Office in Denver, he has consistently demonstrated his unwavering dedication to various National initiatives. While he serves as our General Counsel, Zach's influence extends far beyond his official role. He plays an indispensable part in pivotal endeavors, such as our acquisitions efforts, which have been instrumental in driving our company's growth and success.

In 2022, Andrea, a student from our partnership with The Challenge Foundation, returned for a second year to participate in NexGen, our corporate office internship program. Embracing the role of a legal intern, Andrea seized the opportunity to gain invaluable hands-on practical experience. This experience allowed her to simultaneously refine her skills and uncover her passions and capabilities within the legal realm.

What unites Zach and Andrea is a shared aspiration to drive positive change. This aspiration led them to join forces as volunteers for Denver Legal Night, an event that provides essential pro bono legal assistance and resources to community members seeking guidance across diverse legal matters. The event's scope is broad, encompassing areas such as family law, immigration, landlord-tenant disputes, employment concerns, and more. Its primary aim is to aid individuals who might lack access to legal representation due to financial constraints.

Denver Legal Night empowers attendees to engage with legal professionals, like Zach, who offer succinct consultations, address queries, and provide fundamental legal insights. Notably, a significant subset of attendees are exclusively Spanish-speaking. This is where Andrea's extraordinary contributions shine, as she assumed the role of an interpreter and translator, bridging the communication gap between Zach and the attendees.

Through their participation in Denver Legal Night, Andrea and Zach exemplify their unwavering dedication to fostering equitable access to justice. Their collaboration serves as a powerful testament to the impact of community engagement and the transformative potential that arises when individuals combine their skills and resources to uplift those in need.



### Memberships & Partnerships

#### Memberships

We value our participation in organizations that promote sustainability and ethical behavior, as they align with our commitment to responsible business practices. We take pride in being actively involved with the following organizations:











#### Partnerships & Commitments

As a responsible organization, we proudly serve as a signatory to several initiatives that promote ethical behavior, sustainability, and giving back to the community through partnerships with nonprofits. Check out the Spotlight feature "The Impact of Partnerships" to learn more about the collaborative efforts of an intern from our partnership with the Challenge Foundation and our General Counsel, who teamed up to volunteer. These initiatives reflect our commitment to making a positive impact and include:









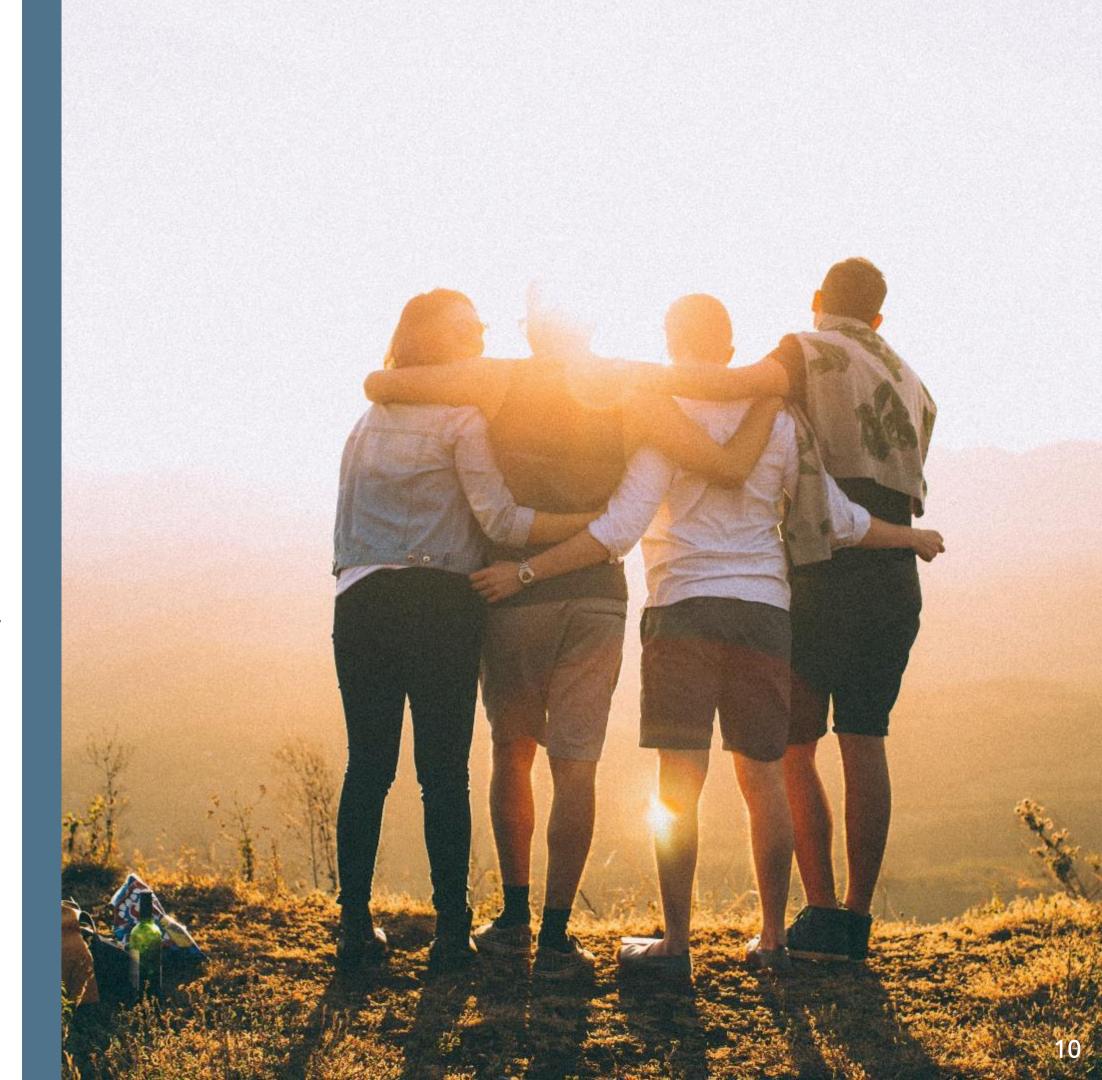




## Our Planet

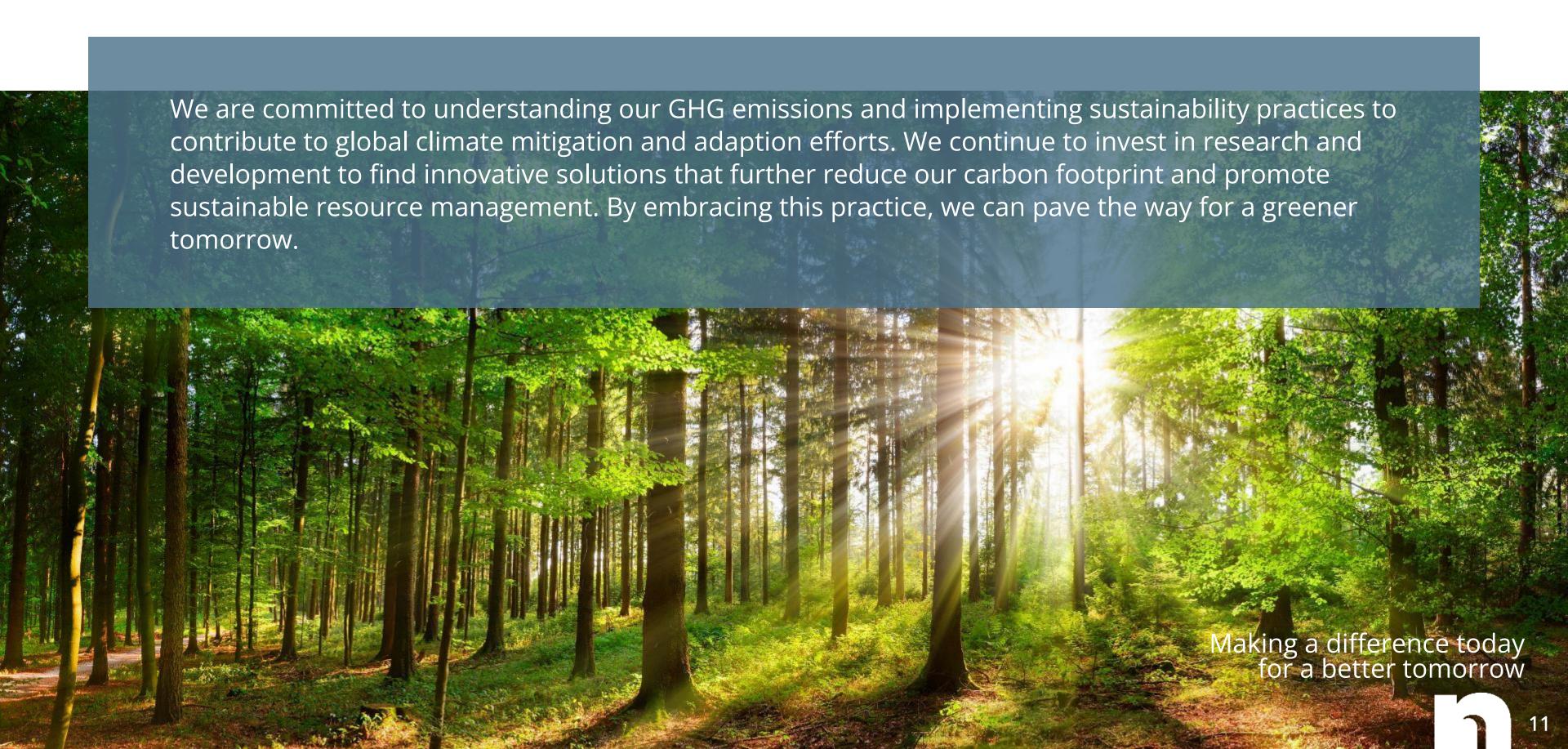
#### **Environmental Efforts**

- Introduction
- Understanding our Greenhouse Gas (GHG) Inventory
- Future State







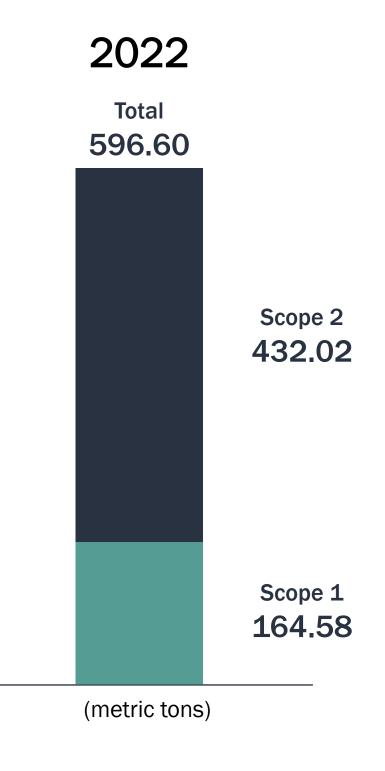


## Understanding Our Greenhouse Gas (GHG) Inventory

Understanding and reducing our environmental impact is essential for the well-being of our planet. We know we have a responsibility to minimize our contribution to climate change and other environmental issues.

This year National began tracking our GHG emissions. We heavily focused on calculating our scope 1 (direct GHG emissions produced from sources that we own or control) and scope 2 emissions (indirect GHG emissions from the consumption of purchased electricity, heat, or steam). 2022 is our baseline year – by tracking GHG emissions, we gain insight into the direct and indirect impact our operations have on the environment.

We will then use this information to identify emission sources and take targeted actions to reduce them, contributing to a more sustainable future. Although this is our first year calculating this information, we are setting the goal of becoming carbon neural by 2035. We are employing our commitment to the UN Global Compact to help guide us through our strategies and next steps.



National invested in a comprehensive sustainability software, Sustain.Life. This platform allows us to calculate our carbon emissions, build a plan to reduce them, and streamline our reporting to communicate progress with our stakeholders.

### Future State

#### Scope 3 GHG Emissions

Scope 3 emissions include all other indirect emissions that occur as a result of an organization's activities but are outside its operational control. These emissions can be associated with the entire value chain, including upstream and downstream activities, such as purchased goods and services, transportation, waste management, and employee commuting.

We know that tracking scope 3 emissions is essential for a comprehensive understanding of our carbon footprint and will help us identify areas for collaboration, supplier engagement, and process optimization to minimize our environmental impact across our value chain.

Our objective is to conduct a comprehensive evaluation of our scope 3 emissions in 2023, aiming to pinpoint the primary categories that demand our attention for reducing greenhouse gas (GHG) emissions throughout our value chain. We are aware that a significant portion of our emissions originates from scope 3 categories, that is why we are taking the time and to do it right.





## Our People

#### **Social Efforts**

- Introduction
- Human Capital Management
- Employee Health and Wellness sротцент
- DEI
- Community Empowerment
- The Power of 8 Hours SPOTLIGHT





## Social Efforts

We firmly believe that businesses have a vital role to play in fostering inclusive and thriving communities. We prioritize the well-being and safety of our employees, offering a supportive work environment, fair compensation, and opportunities for growth and development. We actively engage with local communities through philanthropic initiatives, volunteer programs, and partnerships with non-profit organizations. By addressing social challenges, we aim to create a positive societal impact and contribute to the welfare of those around us.



### Human Capital Management

Our approach to human capital management is comprehensive, forward-looking, empowering, and, above all, driven by our unique culture.

#### TALENT, LEARNING AND DEVELOPMENT

National ensures that our associates actively engage in training and development programs that enhance knowledge, skills, and awareness in areas directly relevant to their job responsibilities. We provide a range of learning opportunities, including virtual and on-demand training, to accommodate diverse learning preferences.

Through regular one-on-one conversations with their manager, we ensure that associates receive personalized guidance and support. Longer, in-depth discussions take place on a quarterly basis, allowing for a comprehensive review of progress and areas for further development.

Additionally, we offer our associates the opportunity to apply for participation in our formalized mentorship program. We firmly believe that this program serves as a catalyst for personal and professional growth and career opportunities. By pairing associates with experienced mentors, we provide a structured framework for knowledge sharing, skill enhancement, and career guidance.

#### **EMPLOYEE ENGAGMENT MEASUREMENT**

In 2016, National conducted the annual Great Place to Work Survey and became Great Place to Work certified. We have proudly held the Great Place to Work Certification since. The survey consists of a comprehensive questionnaire that our associates complete anonymously. It gathers feedback on various aspects of our workplace, including leadership, communication, trust, credibility, opportunities for growth, work-life balance, and overall job satisfaction. The responses provide valuable insights into our associate experience and help us assess our overall workplace culture.

In addition to our annual survey, we actively seek feedback from our associates on a weekly basis to continuously assess our progress and understand their experience and perception. This ongoing feedback process enables us to gather real-time data and make immediate improvements. By embracing this approach, we can swiftly address any issues and ensure that our associates' voices are heard and valued throughout the year.

National developed a corporate office internship program, NexGen, which provides students in the greater Denver area with an opportunity to further develop their professional skills at the corporate level while allowing us to expand our diverse talent pool with a specific focus on providing opportunities to underserved minorities in our community. We partner with a local non-profit, The Challenge Foundation, to help us expand our talent pool. Explore the Spotlight feature "The Impact of Partnerships" to discover further details about the journey of one of our interns during her time at National.



Spotlight Employee Health & Wellness

At National, the well-being of our associates is a top priority. We recognize the significant value and importance of health and wellness in fostering a thriving and engaged workforce. To ensure that our associates have access to resources and initiatives that promote their overall well-being, we have established a dedicated wellness team.

Our wellness team is composed of passionate associate volunteers who are committed to creating a supportive environment for everyone's health journey. Guided by Kerrie Wiseman, Senior Vice President of Destination Services, the team takes a proactive approach to enhancing the health and wellness of our associates.

A core initiative of our wellness team is the "Weekly Wednesday Wellness" email. These emails provide valuable insights and information about various aspects of wellness, catering to the diverse needs and interests of our associates. We believe that addressing multiple dimensions of wellness, including physical, financial, mental, emotional, and social well-being, contributes to a holistic and balanced approach to living well.

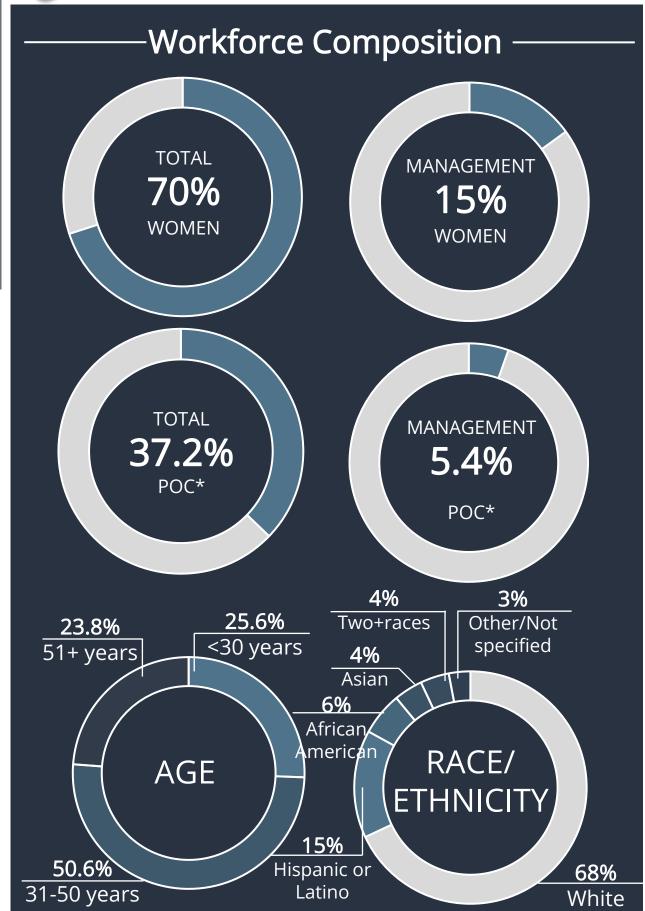
To foster engagement and friendly competition, our wellness team also organizes exciting activities. One noteworthy example is the "Charity Miles" competition. This initiative not only promotes physical activity but also underscores our commitment to giving back to the community. Associates were encouraged to track their miles walked, run, or biked, with each mile translating into a charitable donation.

By championing health and wellness through these initiatives, we aim to create an environment where associates feel supported and empowered to prioritize their well-being. Our wellness team's efforts reflect our organization's values, emphasizing the holistic growth and happiness of our associates, and reinforcing our commitment to making a positive impact on both our associates and the community we serve.





### Diversity, Equity & Inclusion



In 2021, we launched a live internal conversation series, diving into important topics such as microaggressions and privilege. This series has provided a platform for open and honest discussions among our associates.

As part of our ongoing commitment, we plan to introduce employee resource groups (ERGs) to provide our associates with opportunities to express their perspectives, feel valued, and actively engage within our organization.

We take immense pride in our accomplishments thus far, particularly in achieving a 70% female workforce. We are committed to further enhancing diversity in middle and upper-level management, as we recognize that this will strengthen our capacity to innovate and foster growth.

As our organization expands, we actively challenge our existing norms to cultivate an environment that better reflects our diverse customer base and fosters a genuine sense of belonging for all. We firmly believe that DEI cannot be addressed merely through words and good intentions. That is why we have developed long-term strategies to address these issues both at an individual and structural level.

We are dedicated to fostering a diverse and inclusive environment that promotes the development and advancement of all individuals. Our commitment is to cultivate a culture where equity is embraced, active listening and learning take place, support and respect are shown to one another, and where associates from around the world feel a sense of belonging and empowerment. We encourage freedom of expression and strive to foster an understanding of differences. We firmly believe that the unique viewpoints, diverse backgrounds, and experiences of our associates drive innovation, customer-focused growth, and contribute to our overall success as a business.

In 2020, we took a significant step forward by hiring a dedicated DEI Specialist to lead and enhance our efforts. To foster inclusivity, we implemented various measures. These included holding company-wide unconscious bias training sessions and providing managers with training on developing skills for inclusive conversations.

Additionally, we conducted a comprehensive audit of our hiring practices to identify areas of improvement, opportunities for diversity, and any potential bottlenecks. This audit has enabled us to establish new internal goals related to hiring.

### Community Empowerment

In 2020, National made a significant commitment to our associates by increasing our paid volunteer time from 4 hours to 8 hours. This decision reflects our understanding of the importance of allowing our associates the opportunity to give back to the communities where we live and work. Throughout the year, our associates embraced this opportunity and dedicated a total of 171 hours contributing their time and skills to local nonprofits, charitable organizations, and community initiatives. Their efforts directly addressed pressing social challenges, supported vulnerable populations, and drove positive change within our communities.

We are incredibly proud of our associates' commitment to making a difference. Their dedication to local nonprofits, charitable organizations, and community initiatives exemplifies our core values and demonstrates our company's genuine concern for the well-being of our local communities.

Moving forward, we will continue to support and encourage our associates' engagement in volunteer work, recognizing the transformative power it holds. Together, we strive to build stronger, more inclusive communities, positively shaping the lives of those around us. Discover the **Spotlight feature "The Power of 8 Hours"** to delve into the story of one of our associates and their meaningful contribution using their 8 hours of paid volunteer time in the Dominican Republic.

hours of paid volunteer time

171 total hours dedicated

Community impacted at a time

### Spotlight The Power of 8 Hours

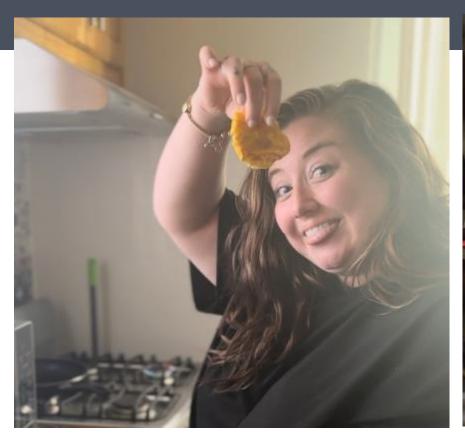
With a tenure dating back to 2014, Katherine Quiroz has been an integral part of the National team. Her expertise lies in the realm of Learning and Development, a field where her contributions have significantly impacted our organization's growth and employee development.

Katherine made the most of her 8 hours of paid volunteer time by teaming up with an organization called Project Esperanza. Their primary focus is uplifting the Haitian refugee and immigrant community in Puerto Plata, Dominican Republic, with a special emphasis on education, social aid, and community development. One of the standout features at Project Esperanza is their weekly Fair Trade Art Bazaar held on Saturdays. This event offers a platform for the Haitian community to display and sell their crafts, jewelry, and food. Notably, 100% of the proceeds from the Bazaar directly benefit the refugee community, assisting them in building better lives in their new environment.

Not content with just her allocated hours, Katherine generously devoted her own time for 8 weeks to support the community. She became a vital bridge between English-speaking tourists and the locals, effortlessly breaking down language barriers and facilitating sales.

Leveraging her expertise in Learning and Development, Katherine took the initiative to host a much-needed class focused on basic finance and budgeting. She engaged the community with practical examples and handed out helpful budgeting workbooks for them to take home. The ultimate goal was to empower them with crucial financial skills, ensuring their ongoing success as they increase sales and work towards achieving financial independence in their new country.

Katherine's commitment to making a positive impact truly shines through in her work with Project Esperanza. Her passion and efforts have undoubtedly made a lasting difference in the lives of the Haitian refugee community in Puerto Plata.







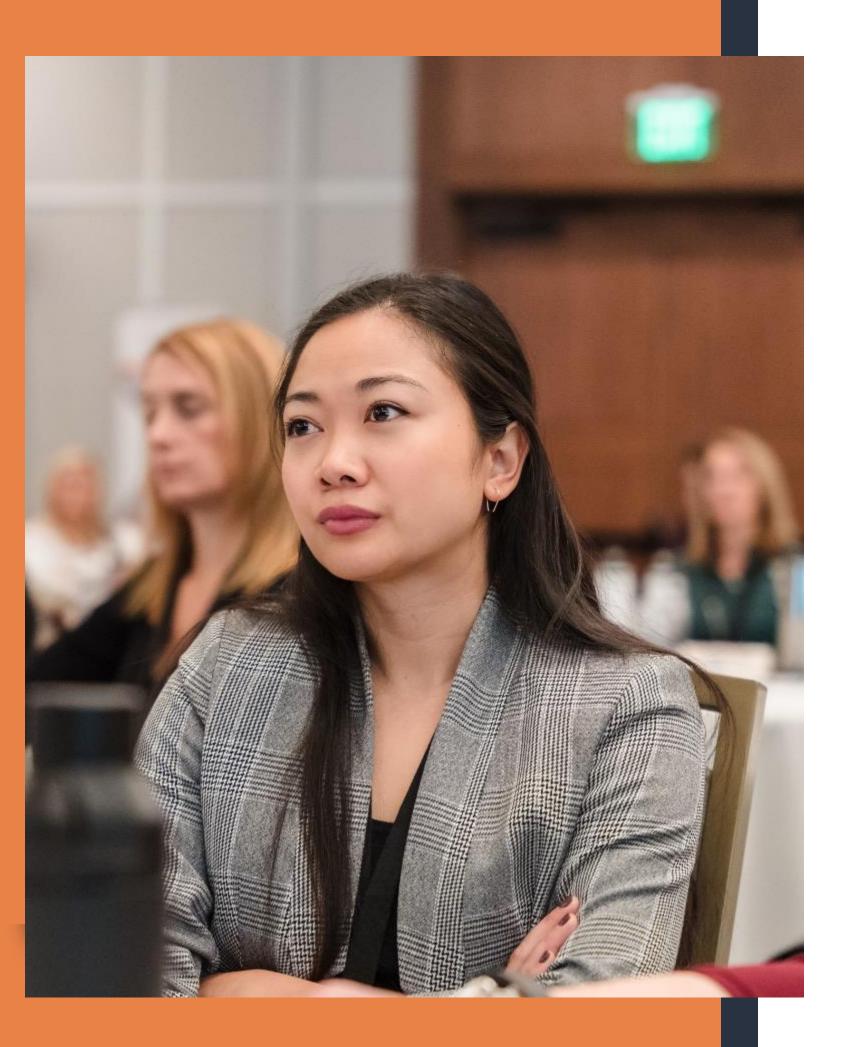


## Our Policy

#### **Governance Efforts**

- Sustainability Commitments and Policies
- Governance Strategy
- Stakeholder Engagement and Materiality
   Assessment
- Goals and Targets





# Sustainability Commitments & Policies

Transparent and ethical governance practices are a fundamental component of National's core values. We uphold the highest standards of integrity, accountability, and transparency in our business operations and have set clear expectations for our associates and our business partners. Our governance structure ensures oversight, risk management, and adherence to legal and regulatory requirements. We continually strive to enhance these practices to maintain strong relationships with our shareholders and other stakeholders, promoting open communication and trust. The following policies have been established which set clear standards that govern our overall operational approach.

- Code of Conduct
- ESG Policy
- Human Rights Policy
- Anti-Slavery Commitment
- Anti-Bribery and Conflict of Interest Policy

## Governance Strategy

At National we have integrated sustainability into our overall governance strategy. Aligning our sustainability goals with our overall mission, vision, and core values – ensuring that sustainability becomes an integral part of our culture and operation.

Our sustainability efforts are overseen by our Shareholders, our Executive Committee and our Chief Innovation Officer. Our Head of ESG actively defines and outlines how we incorporate principles of governance and sustainability into our business.

At our core, we use our sustainable governing body to establish principles, policies and practices to drive long-term value creation which enables us to contribute positively to environmental and social well-being while maintaining a financially healthy organization.

#### Shareholders

- Receive ESG updates at each Shareholder meeting
- Reviews material assessment, including any risks

#### **Executive Committee**

- Highest strategic and operational body of National
- Provides close supervision of all ESG efforts

#### **Chief Innovation Officer**

- Provides direct oversight of Head of ESG and supports sustainability initiatives and implementation
- Reports updates to the Executive Committee and Leadership Team



### Stakeholder Engagement & Materiality Assessment



According to the Global Reporting Initiative (GRI), a materiality assessment is a way to understand the issues that matter most to internal and external stakeholders; how economic, social and environmental impacts are perceived along the value chain; and how they translate today and in the future into associated risks and opportunities for an organization.

Materiality is a crucial step in defining our sustainability program. With so many topics that could be covered, conducting a materiality assessment allows us to focus our reporting on topics that reflect the economic, environmental and social impacts that are the most significant to our strategy, business operations, and to our stakeholders.

We are presenting our matrix from our 2022 materiality assessment. Although this is our first time completing this process, we applied our knowledge of the GRI methodology and our industry to select stakeholders for engagement based on the selection criteria of responsibility, influence, proximity, dependency, and representation.

The following stakeholder groups were included as part of the assessment:

- National Leadership Team
- Customers
- Suppliers and vendors

 Sustainability Accounting Standards Board (SASB)

As a part of this stakeholder engagement process, we take the feedback of our constituents to help inform our decisions. We then apply an internal lens through our risk management principles. From there, topics are weighed and prioritized based on importance.

We use the results of our materiality assessment to guide our reporting to ensure transparency. We recognize that these priorities can change rapidly, and part of our process is to continue to monitor and adjust our strategy based on ongoing stakeholder engagement.

### & Targets

The Sustainable Development Goals (SDGs) were established by the UN Global Compact as a global initiative aimed at eradicating poverty, safeguarding the environment, and promoting peace and prosperity for all individuals. Consisting of 17 goals, the SDGs serve as comprehensive directives and objectives for nations, governments, and businesses.

When establishing our goals and targets, we adopted the UN Global Compact's SDG Ambition Approach as our guiding framework. By employing principled prioritization, we were able to identify and choose the areas where our contributions to the SDGs would be most effective. This approach helped us avoid selecting goals solely based on their simplicity, and instead ensured that our actions would have a meaningful impact and create the greatest positive change.

Key Topic	Current Efforts	Future Goals
GHG Emissions	<ul> <li>Calculated 2022 scope 1 and 2 greenhouse gas emissions using our partnership with Sustain.Life</li> <li>Planted over 25,000 trees through our partnership with One Tree Planted to restore forests and create habitat for biodiversity</li> <li>Engaged in collective action through cohort groups aimed at mitigating climate change</li> </ul>	<ul> <li>Determine scope 3 material categories and calculate greenhouse gas emissions and engage our suppliers</li> <li>Pledge our commitment to climate mitigation targets</li> <li>Become carbon neutral organization by 2035</li> <li>Align to Science Based Targets Initiative (SBTi)</li> </ul>
Information & Cyber Security	<ul> <li>Conducted risk assessment with accredited consultant</li> <li>Held regular risk &amp; cyber-security steering committee meetings to review data &amp; security matters</li> </ul>	<ul> <li>Invest in ongoing security awareness and training programs for associates at all levels</li> <li>Ensure continued compliance with data protection regulations</li> </ul>
Governance & Anti-corruption	<ul> <li>Signed our commitment to the UN Global         Compact which promotes transparency     </li> <li>Ensured our senior management and company         leaders' model ethical behavior and promote a         culture of integrity throughout National     </li> </ul>	<ul> <li>Enhance stakeholder engagement</li> <li>Strengthen risk management process</li> <li>Continue to foster an ethical culture that emphasizes integrity and encourage reporting of unethical behavior without the fear of retaliation</li> </ul>

### SDG Alignment









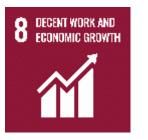
## Gods & Targets

Key Topic	Current Efforts	Future Goals
Community Engagement & Charitable Giving	<ul> <li>Established a partnership with a local non-profit to provide students in the greater Denver area with internships</li> <li>Fostered social innovation by supporting local business for corporate events</li> </ul>	<ul> <li>Develop internal community engagement team to engage with local communities and support local causes</li> <li>Be a catalyst for positive social impact in our industry and communities</li> </ul>
Diversity, Equity, & Inclusion	<ul> <li>Launched internal conversation series, diving into important topics such as microaggressions and privilege</li> <li>Conducted a comprehensive audit of our hiring practices to identify areas of improvement, opportunities for diversity, and any potential bottlenecks</li> </ul>	<ul> <li>Launch Diverse Supplier Program</li> <li>Increase the number of women and people of color in middle and upper-level management</li> <li>Introduce Employee Resource Groups (ERGs)</li> <li>Maintain Great Place to Work certification</li> </ul>
Occupational Health and Safety and Employee Wellbeing	<ul> <li>Relaunched our Wellness Committee efforts to support employee health and well-being within the workplace</li> <li>Instituted a flexible work policy</li> <li>Employed our annual review process to ensure compliance with laws and regulations</li> </ul>	<ul> <li>Continue initiatives focusing on physical fitness, financial health, stress management, mental health and overall lifestyle choices that contribute to a healthy workplace</li> </ul>

### SDG Alignment

















"I take immense pride in the completion of this Corporate Social Responsibility report. It stands as a testament to our unwavering dedication to positive impact. The recognition of Environmental, Social, and Governance (ESG) factors is not just a trend, but a fundamental responsibility we embrace. This report reflects our commitment to sustainable practices and highlights the importance of ESG in driving meaningful change. As we move forward, our resolute commitment to continued growth in the ESG space will shape our legacy as responsible global citizens and contributors to a brighter future."

Amber Smith
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