




LAFINCA
CMS BUSINESS PARK

WELCOME
GUIDE

Office buildings with cutting-edge design, energy efficiency, high security and top quality.

LAFINCA
ALWAYS EXCEPTIONAL

CIVIC BUSINESS PARK



Privileged location



+3.000 Workers



Catering areas



450 parking spaces



Public and private transportation



CMS BUSINESS PARK

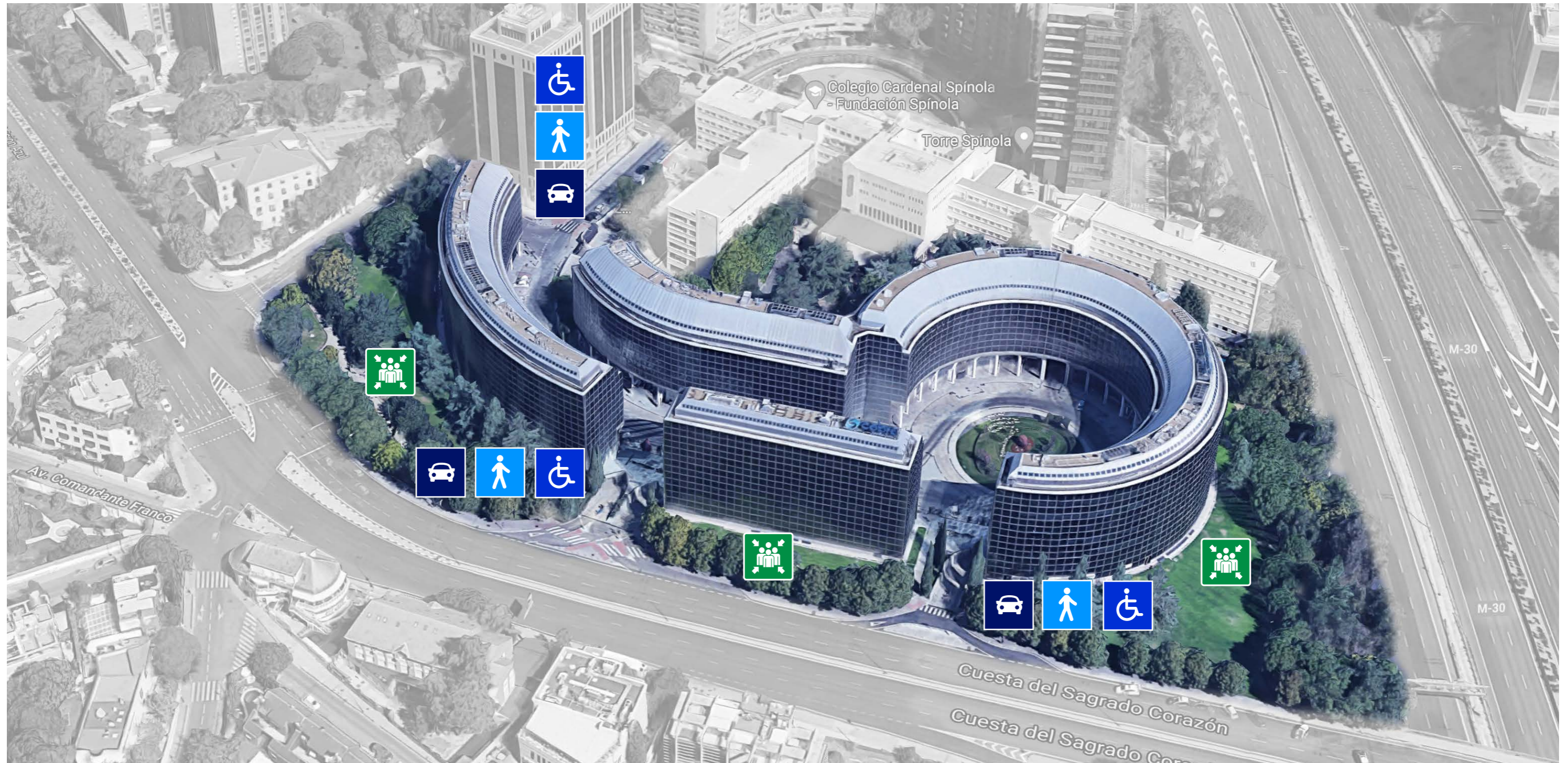
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Location and access



Vehicle and pedestrian access



Available services



Available services



DESFIBRILADORES

CMS Business Park has defibrillators strategically located in the business center, and the Security team is properly trained in their use according to current regulations.

Madrid, Decree 78/2017

This regulation requires defibrillators to be available in public or private spaces and requires the creation of an **External Defibrillator Medical Registry**.

According to the Decree, these defibrillators required by the Community of Madrid, must be “permanently connected to the emergency network so that when they are used, they activate **the emergency network**”.

An important aspect of the legislation is that the legal or natural persons responsible for managing the locations where a defibrillator is installed are responsible for ensuring its **optimal operation and maintenance** so that it is always in perfect condition for possible use.

It is intended to be used by trained health care or emergency personnel although, in case there is no one present with such training, any person is allowed to use it after contacting 112.



Citypaq

CITYPAQ

What is CITYPAQ?

With Citypaq, you can send and receive your parcels at any time; it is a self-service locker sited in Building 8 (next to Pizza Jardín restaurant).

REQUIREMENTS

- All you need is to be an employee at LaFinca Business Park
- Free Citypaq user account
- An e-commerce account (Amazon, Ebay, PCComponentes, etc.)
- Internet Connection
- A smartphone + APP (highly recommended) or a computer

Official website: <http://www.citypaq.es>

Available services



ELECTRIC CHARGERS

LaFinca CMS Business Park has a **City of Madrid** electric car charger between buildings 6 and 8, located at street level.



BANKING SERVICES

LaFinca CMS Business Park has a **Bankia** banking office 500 meters away.



CAB RESERVED AREA

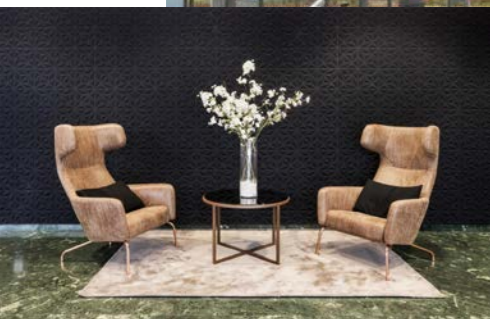
Cab stand 200 meters away



LOST PROPERTY

LaFinca CMS Business Park **has a lost property service**, managed by our Security team.

Available services



ILUNION 4* HOTEL

Hotel Ilunion is 550 meters away. This hotel is particularly suitable if you are looking for event and meeting space in the capital. Its location, close to the business area of Paseo de la Castellana, allows easy access from the M-30.

LA POSADA DE EL CHAFLAN 3* HOTEL

450 meters away is **La Posada de El Chaflán Hotel**, located in the financial district of Madrid, 2 minutes by car from highway M-30 and only 15 minutes by car from downtown Madrid. It is the ideal choice for travelers interested in leisure, urban getaways and gourmet cuisine.

Servicios disponibles

VIENA CAPELLANES

Viena Capellanes

Located at Cardenal Marcelo Spínola, 4. Viena Capellanes is a restaurant where you can have breakfast and also have a sandwich or salad for lunch.



GYM LAFINCA

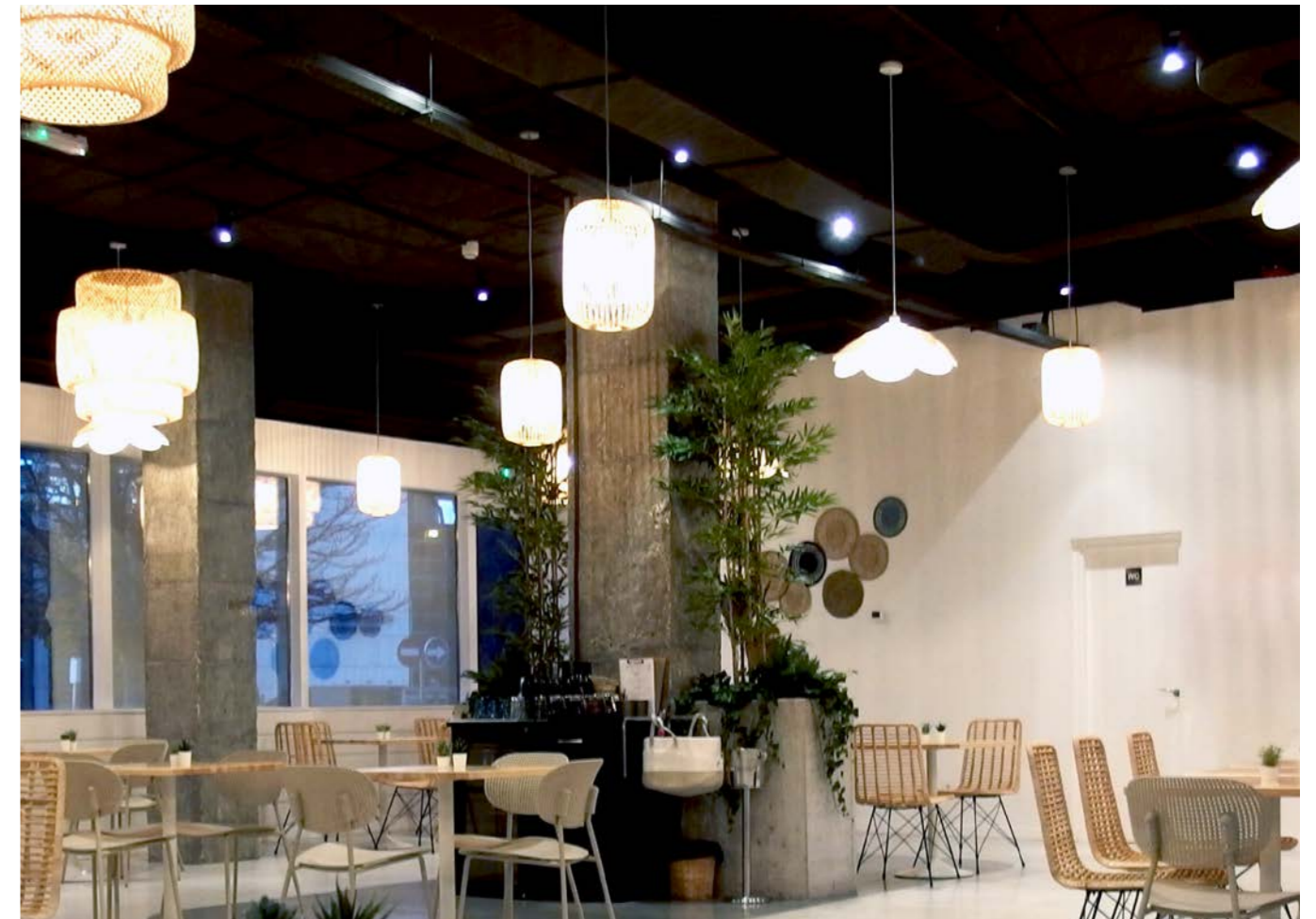
Located at Cardenal Marcelo Spínola, 14.



RESTAURANTE ARAGOSTA

Located at Cardenal Marcelo Spínola, 8.

Menu restaurant with take away option from Monday to Friday from 7:30 a.m. to 4:00 p.m.



Security: Corporate Policy



Security: Corporate Policy

SECURITY AND PRIVACY AS A BRAND SYNONYM

FOR US, SECURITY IS A CAPITAL VALUE.

That is why we invest in the latest technologies and equipment for observation and early detection of risk situations. In addition, we have a large team of professional staff that guarantees the peace of mind of all the companies that rely on our facilities.



Security: Corporate Policy



On the other hand, security protocols change completely depending on the time of day, since the same protection measures are not established during times when there is an influx of workers as when there is no staff or customers in the building.

Therefore, our Comprehensive Security Plans for CMS Business Park take into account all these variables, and our Security Guards develop a line of action based on the following points:

- Rondas de inspección y áreas de seguridad.
- Checking the correct functioning of the security devices.
- Opening of staff service doors and identity verification.



During the time the Business Park is open for business:

- Intervention in case of theft/robbery and, if necessary, requesting the intervention of Law Enforcement Agencies.
- Employee entry and exit control.
- Checking that no unauthorized persons remain inside the building.
- Identification and entry/exit control of maintenance and cleaning personnel.
- Night control rounds indoors and outdoors.
- Connection and testing of the alarm system and technical means.
- Daily service reports, recording any activity or incident that has occurred.
- In collaboration with our security guards, the Service Assistants can take care of vehicle control and information.

In the event that any company receives V.I.P. visits, that is, requiring a security detail, the LaFinca CMS Business Park security manager must be notified in advance, in order to properly coordinate a special security protocol.

Security: Corporate Policy

In case of emergency, security and maintenance personnel will guide you.

The LaFinca CMS Business Park Self-Protection Plan provides for different emergency situations, as well as the detailed actions to be taken in each situation. We all have a responsibility to contribute positively to the prevention of damages and accidents.



DRILLS

An evacuation drill is held each year. The schedule and day are notified through the usual communication channels of each company. The collaboration and understanding of the employees is very important for the success of drills.

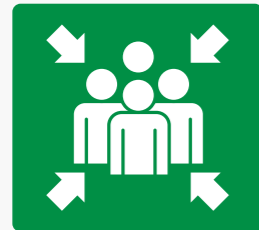
REVIEWS AND AUDITS

The Security team will carry out periodic reviews of the emergency exits and protection elements of the buildings, as well as the verified and correct compliance with the rules. The result of these audits and reviews is verified with the Head of Security and the technical department that coordinate the actions with the different companies for the fulfillment of the rules.

SAFETY PLAN

It contains the instructions to be followed in case of emergency and/or evacuation. It must also be publicized, and all companies must ensure it is known to all employees. A copy shall be posted in an accessible place in all buildings and at the lobbies, for the use of emergency teams if necessary. You will also be provided with updated explanatory maps.

Security: Corporate Policy



MEETING POINT

MEETING POINT

Meeting points are located behind buildings 2, 4, 6, 8 and 10, in the green areas.

In the event that the meeting point needs to be changed, you should proceed to the place indicated by the CMS Security Service while the Law Enforcement Agencies arrive.



CONFINEMENT

Confinement occurs when the existing risk comes from the outside, see:

- Chemical accident
- Armed person outside
- Terrorist threat alert
- Other

Confinement can occur in three degrees:



GREEN CONFINEMENT Warning: You may not leave the office until further notice and may continue working as usual; the reason for the confinement will be indicated later.



YELLOW CONFINEMENT Warning: There is an armed person inside the complex and you may not leave the buildings until instructed to do so by the law enforcement agencies.



RED CONFINEMENT Warning: There is an armed person inside the building, you should not leave the office and should exercise extreme caution by confining yourself to a secluded place within the building until otherwise instructed by the law enforcement agencies.

Sustainability



Sustainability

COMMITMENT

Our Business Parks are committed to the environment and sustainable development. Because we know that, through small changes in our behavior, we can achieve great environmental benefits in our surroundings.



The main commitments acquired by Management in its Environmental Policy:

WE ARE COMMITTED TO SUSTAINABLE MANAGEMENT, IN ORDER TO IMPROVE ENVIRONMENTAL PERFORMANCE AND PROTECTION.

Our **Environmental Management Plan** focuses on the following guidelines:



Energy efficiency



Efficient water management



Waste management



Green cleaning



Sustainable purchasing/procurement policy



Sustainable gardening and sustainable landscaping



Lighting and acoustic comfort



CIRCULAR ECONOMY ZERO WASTE

We fight for a clean and efficient planet:

- Waste recycling
- 100% of the waste generated is recovered and valorized
- **LaFinca** and **Ecoembes** have signed a collaboration agreement with the aim of carrying out a joint recycling project and improving selective collection, so that the packaging that is recycled every day will have a new life.



Contact



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SECURITY

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