

OCCUPATIONAL HEALTH & SAFETY

1. UNDERSTANDING THE TOPIC

A safe and healthy workplace and positive corporate culture together build the foundations for excellent staff performance. As these aspects touch all departments within our business, GCP cultivates a sense of responsibility for health, safety and wellbeing throughout our entire Company.

Investing in the health, safety and wellbeing of our people reduces their exposure to risks in the workplace whilst providing the tools to help them excel in their roles. When employees feel safe, healthy and supported, they can contribute more effectively to GCP's productivity and operational performance as well as advance their own personal growth.

The concept of wellness and its benefits to both employees and organizations, has grown in importance as the link between positive wellbeing, productivity and business performance has become irrefutable. At GCP, we recognize the role we can play in promoting wellbeing and supporting employees to lead healthier lifestyles through our culture, initiatives and physical workspace.

2. MANAGING THE TOPIC

The Company's Occupational Health & Safety Policy sets out the standards employees are expected to uphold, such as awareness of safety procedures and responsibilities for the reporting of safety incidents and non-conformances. Health and safety training is provided to all employees when joining the company, and safety awareness is reinforced by mandatory annual training for all staff relating to topics such as workplace safety and fire protection.

Occupational health and safety management system

In general, the nature of GCP's direct operations does not expose staff to high risk factors for physical injury or diseases. All the same, beyond implementing all statutory EU health and safety (H&S) regulations, GCP has adoptedw additional internal policies and processes designed to achieve the highest possible workplace standards for health and safety. Our health and safety management system, which covers all GCP employees regardless of contract type, is designed to mitigate health and safety risks as much as possible including work-related accidents, injuries and illnesses. As such, the management system is compliant with all employment laws and employer requirements.

Health and safety audits and incident reporting

GCP's offices are subject to regular health and safety inspections including annual risk assessments conducted by the Occupational Safety specialist, Company physician and Health and Safety manager. In addition, an open communication culture with Health and Safety managers is encouraged. Employees can report any risks or hazards using their email, telephone or mobile phone to the Health and Safety manager and Human Resources (HR) department, who keep the employee informed of any actions taken. In the event that a work-related incident has occurred, the employee must submit an accident report form. GCP's HR department is responsible for investigating the issue and initiating the appropriate corrective measures, if necessary.

Employee/management participation in health and safety governance

To discuss health and safety and accident prevention measures, the Committee for Occupational Safety holds meetings on a quarterly basis and consists of representatives from the HR department, the Health and Safety manager, the Occupational Safety specialist and the Company's physician. The Committee represents a communi-

cation forum where employee representatives along with health and safety specialists can deliberate on appropriate measures that may need to be implemented.

Besides having two designated Safety Officers (as per the legal requirement), we have created a network of trained First Aid Officers throughout the Company, currently totaling 57 (2020: 47) members of staff. Each floor of our Berlin headquarters is equipped with automated external defibrillators with training for staff in the unlikely event that a situation demands them to be used. Furthermore, we employ a Company physician who takes responsibility for occupational medical care, performing regular occupational health checks including ergonomic assessments and offering a point of contact for all workplace health and safety questions.

Supporting employee wellbeing

There is a growing body of evidence to demonstrate how the quality of the physical workplace and promotion of healthy lifestyles through exercise and good nutrition significantly impacts on the health, wellbeing, and productivity of staff. With this in mind, GCP has set a goal to have a health and wellbeing office by 2025.

Employees at our Berlin headquarters have free access to a state-of-the-art fitness center with training supervision and nutritional advice from qualified trainers free of charge, as well as specialized coaching to reduce back complaints associated with prolonged desk work. We have water dispensers in all GCP offices, encouraging staff to stay hydrated and eliminate the need for plastic water bottles. We also offer a wide range of healthy food choices at our company's canteen, including vegetarian and vegan diet options. In addition, our training program encompasses stress management and making sure people can 'switch off' at home.

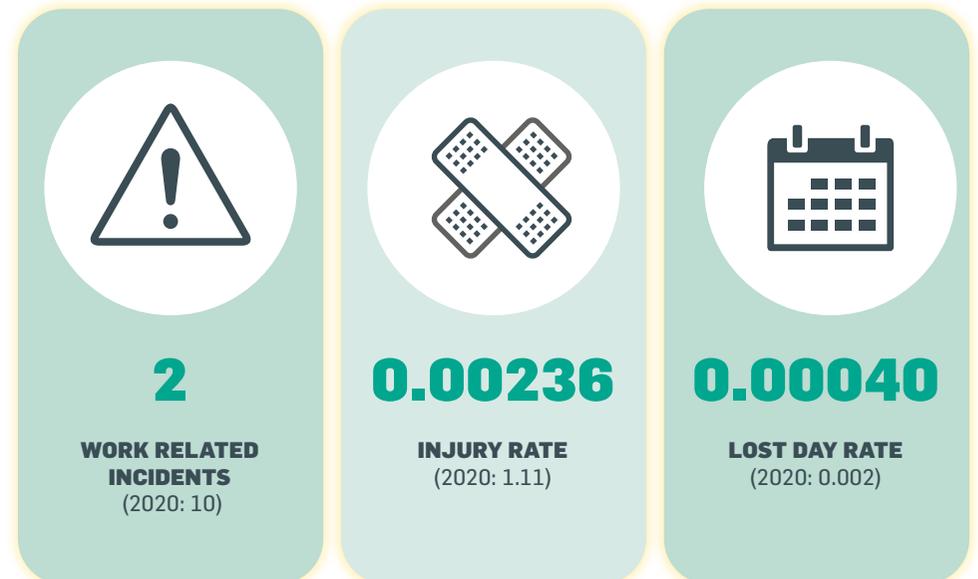
3. PERFORMANCE

Long-term Goals and 2021 Performance

To guide the implementation of our sustainability strategy and track our progress, we have developed several long-term goals that we are continuing to work towards:

- Become a health and wellbeing office by 2025
- Reduce sick days by encouraging our employees to be active and maintain a healthy lifestyle

To monitor our performance and contribute to our long-term goals, we track work-related incidents on a yearly basis:



In 2021, two work-related incidents were recorded at Grand City Properties, compared to 10 incidents in 2020. We saw an improvement across some health and safety indicators, including our injury rate (-98%) and lost day rate (-80%). Our absentee rate increased by 22% and there were no recorded fatalities. Our performance should be considered within the context of the ongoing COVID-19 pandemic and work-from-home mandates in place in Germany for over six months of the year. As such, the data is not directly comparable with those reported for 2020, when work-from-home was encouraged not enforced, yet interim office working periods still occurred and much less prior to 2020 before the pande-

mic took hold. During the work-from-home periods, fewer lost workdays were reported, whilst during the months when staff were invited to return to the workplace there was a higher number of absences due to sickness, which can be attributed to the usual greater circulation of common viral infections when restrictions on physical gathering are eased.

In addition to our KPIs, we set a target to conduct a gap analysis against the BREEAM In-Use certification and review the long-term absentee process, and we are continuing to work towards our long-term goals:

2021 Target	Status	Progress
Become a health and wellbeing office by 2025	Ongoing	In 2021 we completed a refurbishment of the training area of our Berlin headquarters based on health and wellbeing principles. This included the use of bamboo and other biophilic design elements. A pleasant indoor climate was created through LED light sources in warm colors, an eye-catching color scheme and adding plants around the office, creating a welcoming educational and training space.
A review of the long-term absentee process to enhance ongoing contact and increase reintegration	Ongoing	We continue to stay in contact with our absentee employees (sick leave, parental leave) through regular communication and bilateral meetings with the HR department and management. If the employee would find it helpful, we offer re-integration talks to discuss a mutually agreeable way to return to work. An example of this would be our Hamburg model, which features a gradual increase in weekly hours. We provide support wherever possible.
Reduce sick days by encouraging our employees to be active and maintain a healthy lifestyle	Not applicable	As explained above, lost workdays due to illness have decreased since 2020 due to work-from-home mandates and reduced physical gathering. As such, we cannot deduce what impact we have had by encouraging employees to be active and healthy.

Significant activities

Leveraging the benefits of a combined management approach to health and safety

In 2021, the most significant activity which took place across our Human Resources (HR) department was its full integration with the Aroundtown HR department. This change was made necessary by the accounting consolidation of GCP by Aroundtown which was commenced in the third quarter of the year, and the resulting treatment of Aroundtown's investment in GCP as a position of de facto control as defined under the IFRS. The combining of the two HR departments will enable us to increase efficiencies in occupational health and safety management by streamlining the best practice policies and procedures in place in both organizations; consolidating specialist health and safety resources and enabling us to obtain a complete overview of performance trends and progress against targets.

Continued support for employees' health, safety and wellbeing through the COVID-19 pandemic

In 2021, we continued to implement measures to protect the wellbeing of our employees in the context of the COVID-19 pandemic. Through the work-from-home periods, this included regular communications covering advice around maintaining a work-life balance, setting a routine, workplace design and set-up, connecting with colleagues, managing remote meetings and creating workplans and goals. We made a particular effort to stay in close contact with our managers and provide advice on how they can support their employees who had to balance the additional challenge of fulfilling caring responsibilities during this time. We encouraged them to establish regular meetings and provided support on how to spot signs of employees who may be struggling with mental health or feeling overwhelmed.

At times when employees were permitted to work from the office, our priority was to ensure that employees could do so in a COVID-19 secure way. Through our Corona-Safety Task Force, we took all reasonable steps to reduce the chance of infection by consulting with doctors and implementing the recommendations of the Robert Koch Institute, which is responsible for setting workplace guidance regarding COVID-19 in Germany. We offered additional training to support our employees specifically during this time including "Fit in Home Office", leadership at a distance and testing capacities. In line with the regulatory requirement, we also implemented the digital tracking of employees' COVID-19 status, although this information must be deleted once the pandemic has passed.

Priorities for 2022

We intend to increase first aid training and the number of fire safety officers amongst employees once COVID-19 regulations allow for these activities to resume. We will continue to follow guidance to help keep COVID-19 numbers down by continuing to uphold hygiene measures in our offices, and we will continue our partnership with the German optician, Apollo, to provide employees with glasses at a discount. GCP also plans to implement the State E-Check Ordinance throughout the company, to ensure that each leading device is checked by a specialist and subsequently documented.

DATA TABLES

Key figures	Unit	2019	2020	2021
Health & safety				
Injury rate	Number of reportable injuries/ Number of working hours	1.24	1.11	0.024
Lost day rate	Number of days lost due to workplace injuries/ Number of working hours	0.004	0.002	0.0004
Absentee rate	Number of days absent due to illness/ Total number of working days	6.78	5.40	6.60
Work related incidents	(Total number)	12	10	2
Fatalities	(Total number)	0	0	0