
OCCUPATIONAL HEALTH & SAFETY

PART 1 – UNDERSTANDING THE ISSUE

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 organisations, has grown in importance as the link between positive wellbeing, productivity and business performance has become irrefutable. At GCP, we recognise the role we can play in promoting wellbeing and supporting employees to lead healthier lifestyles through our culture, initiatives, and physical workspace.

PART 2 – MANAGING THE ISSUE

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 adopted 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 file 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 communication 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 totalling 47¹ (2019: 82) members of staff. Each floor of our Berlin headquarters is equipped with automated external defibrillators with training scheduled 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 certified office by 2025.

Employees at our Berlin headquarters have free access to a state-of-the-art fitness centre with training supervision and nutritional advice from qualified trainers free of charge, as well as specialised 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 including vegetarian and vegan diet options. In addition, our training program encompasses stress management and making sure people can 'switch off' at home.

¹ Due to COVID-19, trainings for new first aid officers or to renew existing certificates were not available resulting in a reduction in the number of First Aid Officers in 2020.

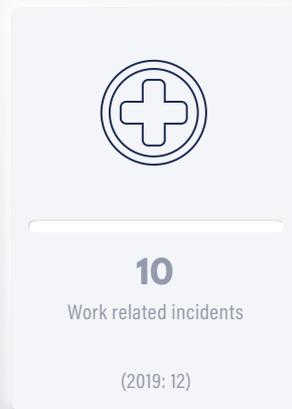
PART 3 – PERFORMANCE

Long-term Goals and 2020 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 certified 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 2020, 10 work-related incidents were recorded at Grand City Properties, a reduction of 17% compared to 2019. We saw reduction across all health and safety indicators, including our injury rate (-23%), lost day rate (-50%) and absentee rate (20%). The decreases are largely attributable to an increase in homeworking due to COVID-19. There were no recorded fatalities.

As well as our KPI, we set a target to conduct a gap analysis for the WELL certification to support our long-term goal of becoming a health and wellbeing certified office by 2025. Below, we have described the progress against our 2020 target:

Long term Objective	Status	Progress
Conduct gap analysis for WELL certification	Not Achieved	Due to the challenges presented by coronavirus and our focus on ensuring that our employees were supported during this time, we postponed completing the gap analysis for the WELL certification. After some consideration, we have decided to proceed with a BREEAM In-Use certification for our office instead as this has the added benefit of encompassing both health and wellbeing and contributing towards our environmental goals.

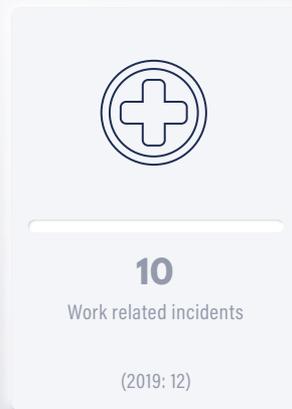
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Significant activities

Safeguarding the health and safety of our employees during COVID-19

As the threat of coronavirus spread, GCP responded quickly to keep our employees safe. All employees were provided with IT equipment and the resources to support remote working. For many employees, working full-time from home presented a significant adjustment and it was necessary to share guidelines and best practices so employees could do so effectively and in a way which was conducive to their health and wellbeing. Regular communications covered 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.

For many employees, working full-time from home was made even more challenging due to additional caring responsibilities or feelings of isolation and loneliness. We made a particular effort to stay in close contact with our managers and provide advice on how they can support their employees 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.

Once it was safe to begin returning to the office, our priority was to ensure that employees could do so in a COVID 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 who is responsible for setting workplace guidance regarding COVID-19 in Germany.

As well as providing masks and hand sanitiser, we also increased our hygiene standards with rigorous cleaning protocols. Through our 'Back to the office safely' Policy we set out the rules of conduct that employees must follow when in the workplace. This includes the wearing of protective masks, maintaining a minimum distance from colleagues, the steps to take when experiencing coronavirus symptoms, optional temperature checks, hygiene regulations, ventilation, as well as conduct when in meetings, using the kitchen and travelling to the office.

Priorities for 2021

To contribute to our long-term goals and focus our efforts in 2021, we will intensify our focus on reducing sickness absence among staff by adopting further measures to encourage healthy and active lifestyles including the appointment of an internal occupational safety specialist and a review of the long-term absentee process to enhance ongoing contact and increase reintegration. As we continue to investigate the role of the physical work environment in promoting health and wellbeing, in 2021 we will conduct a gap analysis against the BREEAM In-Use certification to inform our roadmap.

Data tables

Key Figures	Unit	2018	2019	2020
Health and safety				
Injury Rate	Number of reportable injuries/ Number of working hours	1.37	1.24	1.11
Lost day rate	Number of days lost due to workplace injuries/Number of working hours	0.01	0.004	0.002
Absentee rate	Number of days absent due to illness/ Total number of working days	7.22	6.78	5.40
Fatalities	(total number)	0	0	0