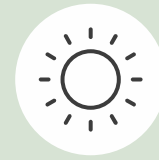# Sustainability Stakeholder Engagement and Materiality Assessment Policy

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Approved: Board of Directors

Introduction

As a leading developer and operator in the real estate sector, we recognize the significant impact our activities can have on various stakeholders. Our commitment to sustainability and responsible development drives us to proactively engage with our stakeholders to ensure their views, interests, and rights are considered in our business decisions.

Purpose

This policy outlines our approach to stakeholder engagement and materiality assessment in compliance with the European Sustainability Reporting Standards (ESRS). It aims to build trust, foster transparent communication, and enhance our sustainability performance.

Objectives

CTP aims to gather stakeholders' views and insights to comprehend, navigate, and align expectations, which will enable CTP to:

1. Manage and influence reputation – Maintain openness about the activities and choices of CTP.
2. Uncover opportunities – Detect evolving patterns and prospective business prospects, as well as incorporate suggestions and external knowledge into strategic planning.
3. Mitigate risk – Unearth and tackle global shifts that could turn into risks, while guaranteeing there's an avenue for voicing issues pertaining to CTP's operations.

Stakeholders' Identification

According to the AA1000 Standard, relevant stakeholders are "individuals, groups of individuals or organizations that affect and/or could be affected by an organization's activities, products or services and associated performance regarding the issues to be addressed by the engagement.

Identification of key stakeholders and their interests, level of expertise, and level of influence is crucial for efficient stakeholder engagement. Based on criteria such as: expertise, interest, influence, expectations, willingness to engage stakeholders are identified. Stakeholders may include, but are not limited to:

- **Affected Stakeholders:** Individuals or groups directly or indirectly impacted by our activities, such as local communities, tenants, and employees.
- **Users of Sustainability Statements:** Investors, lenders, business partners, regulatory bodies, non-governmental organizations, and academic institutions.
- **Value Chain Stakeholders:** Employees of suppliers, tenants, and end-users.

- **Climate Change Stakeholders:** Stakeholders related to climate change and climate targets.
- **Indigenous Peoples:** Groups and communities with cultural, historical, or economic ties to the land where we operate.

With advancements in technology, evolving regulations, emerging markets, and changing customer demographics, stakeholders may shift – therefore, stakeholder mapping exercises will be performed on a regular basis.

Material Stakeholders

Material stakeholders are those whose interests and concerns significantly impact or are impacted by our business operations. This includes:

- **Local Communities:** Residents and community groups in areas where CTP develops and has developed properties.
- **Employees and Contractors:** CTP workforce and those employed by CTP suppliers and contractors.
- **Clients and their employees:** CTP develops and manages spaces for companies to run their business and create workplaces for their employees.
- **Suppliers:** Suppliers of materials and services are an important part of CTP´s business operations.
- **Investors and Lenders:** Stakeholders with a justified interest in our sustainable and financial performance.
- **Regulators and Policy Makers:** Authorities governing real estate development and sustainability standards.

Stakeholders in Double Materiality Assessment Process

Double materiality considers both the financial implications of sustainability risks and opportunities on CTP and the impact of CTP activities on society and the environment. Stakeholders involved in this process include:

- **Internal Stakeholders**: Employees, managers, and board members.
- **External Stakeholders**: Clients and their employees, Suppliers, Investors, regulators, local communities, and non-governmental organizations.

Interests of Stakeholders and Purpose of Engagement

1. Interests and Purpose:

- **Local Communities**: Ensuring development projects benefit the community, addressing potential disruptions.
- **Employees**: Safe working conditions, career development opportunities, and fair labor practices.
- **Investors**: Sustainable financial returns, risk management, and compliance with ESG criteria.
- **Regulators**: Compliance with laws and regulations, contribution to public policy objectives.

2. Lead for Engagement:

- **Community Engagement, Local authorities**: Led locally by the Community Managers, Project Managers, Property Managers, Marketing teams

- **Client Engagement:** Led centrally by the Client Relationship Director, and locally by Business Development teams, Marketing teams, Property management and Community Management teams.
- **Employee Engagement**: Led centrally by the HR Director and locally by Management teams and HR managers.
- **Investor Relations**: Led centrally by the Investor Relations Officer.
- **Regulatory Compliance**: Led centrally by the Compliance Officer.
- **Suppliers' engagement**: Led centrally by the Procurement Director, and locally by Project Managers.
- **Media Engagement**: Led centrally by the Head of Marketing and PR and locally by Marketing Teams.

How the Interests and Views of Stakeholders Are Considered by Strategy and Business Model

We incorporate stakeholders' views and interests into our strategy and business model by:

- **Strategic Planning**: Regularly reviewing stakeholder feedback during strategic planning sessions.
- **Materiality Assessments**: Conducting assessments that include stakeholder perspectives on environmental, social, and governance issues.
- **Policy Development**: Ensuring that policies reflect stakeholder concerns and aspirations.

How Interests and Views of Stakeholders Are Considered While Developing Policies, Actions, and Targets

Stakeholders' interests and views are integrated into our policies, actions, and targets by:

- **Consultation**: Engaging stakeholders through consultations to gather input on proposed policies.
- **Feedback Mechanisms**: Implementing feedback mechanisms to continuously collect stakeholder input.
- **Alignment with Standards**: Ensuring policies align with international standards and best practices reflecting stakeholder expectations.

Methods of Engagement and Frequency

1. **Methods of Engagement:**

- **Public Meetings and Consultations as part of permitting (if needed)**: For local community engagement.
- **In Person meeting with Authorities: to exchange development plans**
- **Surveys and Feedback Forms**: To gather input from employees and end-users.
- **Stakeholder Forums and Advisory Panels**: To discuss sustainability issues with investors and regulators.
- **Regular Reports and Updates**: Keeping stakeholders informed about our sustainability performance and initiatives.

2. **Frequency:**

- **Community managers Meetings with clients**: at least Annually.
- **Employee Surveys**: Annually.
- **Investor Briefings**: Annually.
- **Clients' engagement**: Continuous, on demand.

- **Suppliers' engagement**: Continuous, on demand.
- **Regulatory Consultations**: As required by regulatory timelines.

Additional Considerations

- **Climate Change and Targets**: Engaging stakeholders on climate-related risks and opportunities, setting and reviewing climate targets.
- **Human Rights**: Upholding human rights in all operations, providing grievance channels for stakeholders.
- **Grievance Channels**: Establishing clear mechanisms for stakeholders to report concerns and grievances, ensuring timely and effective resolution.

Implementation and Monitoring

1. Accountability

- **Senior management responsibility**: Senior management is responsible for the implementation of this policy.
- **Reporting**: Reports on stakeholder engagement for materiality assessments are provided to the Board by the Head of ESG.

2. Continuous Improvement

- **Feedback Integration**: Continuously refining our engagement processes and materiality assessments based on stakeholder feedback and emerging sustainability trends.
- **Review and Updates**: Periodically reviewing the policy and its implementation to ensure alignment with best practices and regulatory requirements.