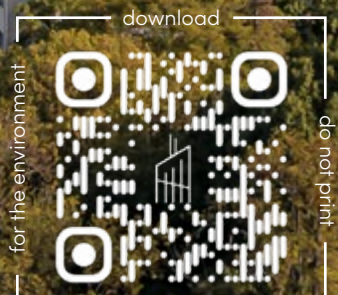




TONSA

ENSURING OUR PATH TO SUSTAINABILITY

Tonsa Commercial REI N.V.
ESG Report
2022



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Our hearts are with Ukraine
We care for the local community
We care for our Residents
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We care for all our associates
We are a trustworthy partner

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We hold BREEAM certificates
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Dear Readers,

2022 was full of events which affected the everyday operations of the Tonsa Group. The most important of these events, the Russian invasion of Ukraine, began suddenly and violently, changing the lives of millions of Ukrainians coming to Poland and of the Poles sheltering them. We have been dealing with other events for a long time, including the ongoing consequences of the SARS-CoV-2 virus, which caused the COVID-19 pandemic, the global economic downturn and advancing climate change. All of this means that we constantly have to adapt our business to the changes, responding to them responsibly while considering the regulatory framework and the market's requirements.

A summary of these efforts in 2022 is provided in this ESG report prepared by our team. The report aims at providing you with an overview of our sustainability efforts and the fulfilment of our commitments to the community and the environment. We are proud to put this report in your hands.

Responsible construction

The key asset of our Group is Olivia Centre – the largest business centre in northern Poland, which is the heart of the Gdańsk Metropolitan Area. We realise that our decisions and actions affect the environment in which we operate, so we take responsibility for it at every project stage. All our buildings are designed and built to the highest environmental standards, as evidenced by their high building certification scores.

In March 2022, Olivia Centre's buildings were certified for the second time with the highest possible WELL Health-Safety Rating, a data-driven, independently verified assessment of buildings by a certification body, focusing on the analysis of operational principles as well as occupancy and maintenance standards. In addition, in 2022, Olivia Star was awarded a BREEAM final certificate in the as-built phase, including tenant space fit-out (Fully Fitted) with a rating of Excellent.

Last year we decided to expand our business to the residential market and started the construction of the **Platynowa Park** housing estate in Gdańsk. In turn, Olivia Centre itself will be enriched with new functions – implemented by the investments planned here – which confirms our long-standing

development policy toward a multifunctional space, open to residents and their needs.

Stable business and involved community

We help develop local businesses and economy by attracting further investment in the region to create new jobs. We actively support the activities of the local community associated with the Oliwa district in which Olivia Centre is located, for example, through the support of modernisation works in the neighbourhood, organising activities for children and senior citizens or supporting nearby schools.

Despite many challenges, at Olivia Centre, in the past year, we achieved record office lease results (92% of leased office space by the end of 2022). We attracted Residents representing new industries that were previously absent from our premises. Even though hybrid working has recently become more important, we recorded attendance in our buildings which is 45% higher than in the previous year and the highest-ever number of events held at Olivia Centre. None of this would have been possible without the community centred around Olivia.

A particular expression of commitment came just hours after the Russian attack on Ukraine. Olivia Centre's resident companies and their employees, with our team's full support and commitment, were ready to help their harmed neighbours. In addition to official organisational activities, many people felt the need to carry out additional personal initiatives to help. You can read about the details of these activities later in the report, which we strongly encourage you to do. The spontaneous yet effective activity of the Olivia Centre-related community has once again made us realise the importance of activities that build a sense of belonging and agency. With the ongoing war across our eastern border, community initiatives regarding relationships, employee engagement and concern for employee safety have become even more important.



What's next

The priority for the next five years remains for us to maintain Olivia Centre's status as a safe, healthy and friendly working and leisure environment, regardless of the changes affecting people's working lives around the world. This includes being responsible for the projects we have implemented so far and setting ourselves even higher expectations for the projects we are planning.

All of Olivia Centre's buildings are designed from the outset with environmental impact in mind, as evidenced by the BREEAM certificates and their high ratings. By using best existing practices affecting energy efficiency throughout the life cycle of the buildings, we achieve a relatively low operational carbon footprint today. However, we are setting our sights higher than that and aim to achieve climate neutrality by the end of 2045.

The report we are submitting to you summarises everything that is most relevant to environmentally and socially responsible projects. We are proud to present the Tonsa Group's ESG report, a compendium of our activities in 2022, taking into account global reporting standards.

We welcome you to read the report and wish you every success on our shared path of responsible business.

Management Board of Tonsa Commercial REI N.V.

Maciej Grabski

Markus Josef Leininger

David Luksenburg

Jeroen Edwin Missaar



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was signed
with a qualified
electronic signature





The Tonsa Group

The Tonsa Commercial REI N.V. Group is a recognised developer and manager in the property market. We are experienced in constructing and leasing high-quality, multifunctional and environmentally friendly commercial and residential properties.

We consider Olivia Centre our greatest success – **the largest business centre in Poland** and one of the largest in Europe. It consists of seven buildings comprising the service, retail, educational, healthcare, entertainment and cultural functions in addition to the office space. This multifunctionality becomes a perfect part of the 15-minute city, which refers to the goals of the *Sustainable Development Agenda 2030*, especially since the environmental and social friendliness of Olivia Centre has been confirmed by the BREEAM and WELL Health-Safety Rating certificates.

Last year we decided to expand our business to the residential market and started the construction of the **Olivia Platynowa Park** estate in Gdansk. We also own land at Stężycka Street in Gdansk, intended for another residential development. According to the aforementioned 15-minute city concept, Olivia Centre will also be enriched with new functions – they are to be implemented by the investments planned here. Introducing new functions to Olivia confirms our long-standing development policy toward a multifunctional space open to residents and their needs.

Chapter 2

About us

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What sets us apart

Key achievements in 2022

We have
175 000 m²
of lettable space

We have over
15 years
of experience

We signed leases for
30 000 m²

We handled
13 500
notifications from Residents



We have constructed
7 BREEAM certified
commercial buildings



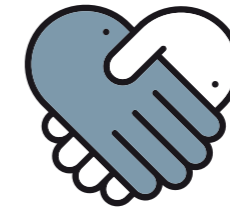
We renewed our WELL HSR
certification and maintained the
world's highest level of
25/25 points

Olivia Centre buildings
have achieved
25/25
points in WELL HSR
certification



At Olivia Centre, we have
created workstations for
15 000 people

We welcomed
**18 new resident
companies**
to Olivia Centre



We have enriched the
property market with
**48 new
apartments**



We reduced scope 1 and scope 2
emissions intensity
by **21%**
compared to the base year



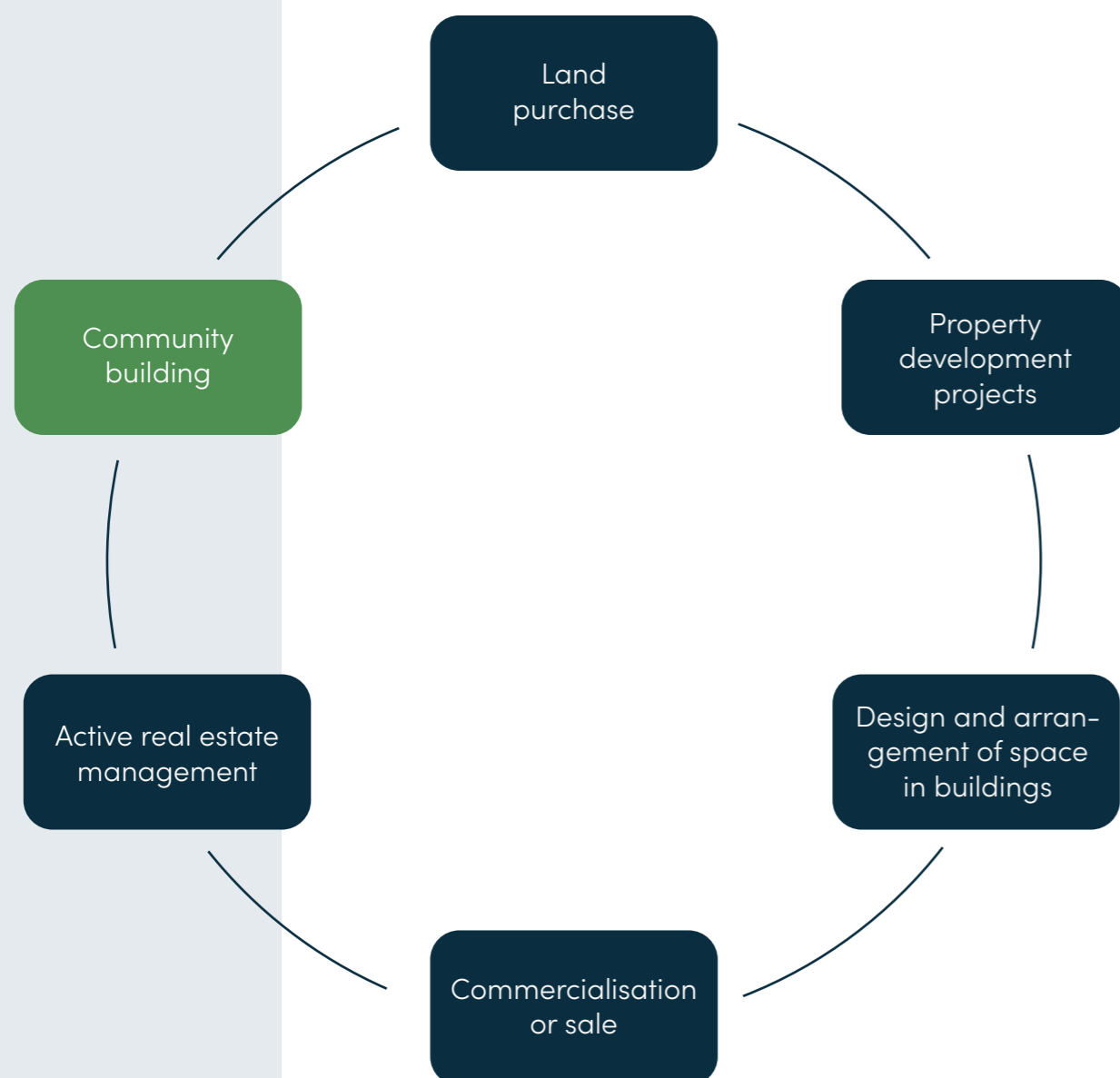
We operate
270 000 m²
of the total area
of Olivia Centre

We are trusted
by approximately
100
resident companies

1680 events
were held at Olivia Centre

Business model

We are primarily engaged in constructing, maintaining and developing sustainable commercial and residential buildings. But that's not all. We are an integral part of the Tri-City. Together with our Residents, we create new jobs and care for the immediate surroundings and the local community. From the beginning, we have been determined not only to design modern buildings but also – through numerous non-business projects – to build unique relationships with the city and our closest neighbours.



Our projects

Olivia Centre

This project is of personal importance to me.

I find it meaningful that I am building a business centre in my hometown. I want to contribute to the best possible management and development of Gdańsk and the region. A modern business centre in the heart of the metropolis is, in my opinion, a great showcase of Gdańsk, the Tri-City and the entire Pomeranian region.



Maciej Grabski,
Director

Olivia Centre's location

Olivia Centre is our main asset. The target size of the centre will exceed 300,000 m²; it currently has 270,000 m². It comprises seven buildings on the main urban artery, Grunwaldzka Avenue, **in the heart of the Tri-City agglomeration, in the Oliwa district of Gdańsk.**





Olivia Centre

Sopot Pier

Oliwa Park

Tri-City Landscape Park

Oliwa - residential district

Tram stops

Bus stops

Overground metro

Olivia Sports Hall

University of Gdansk

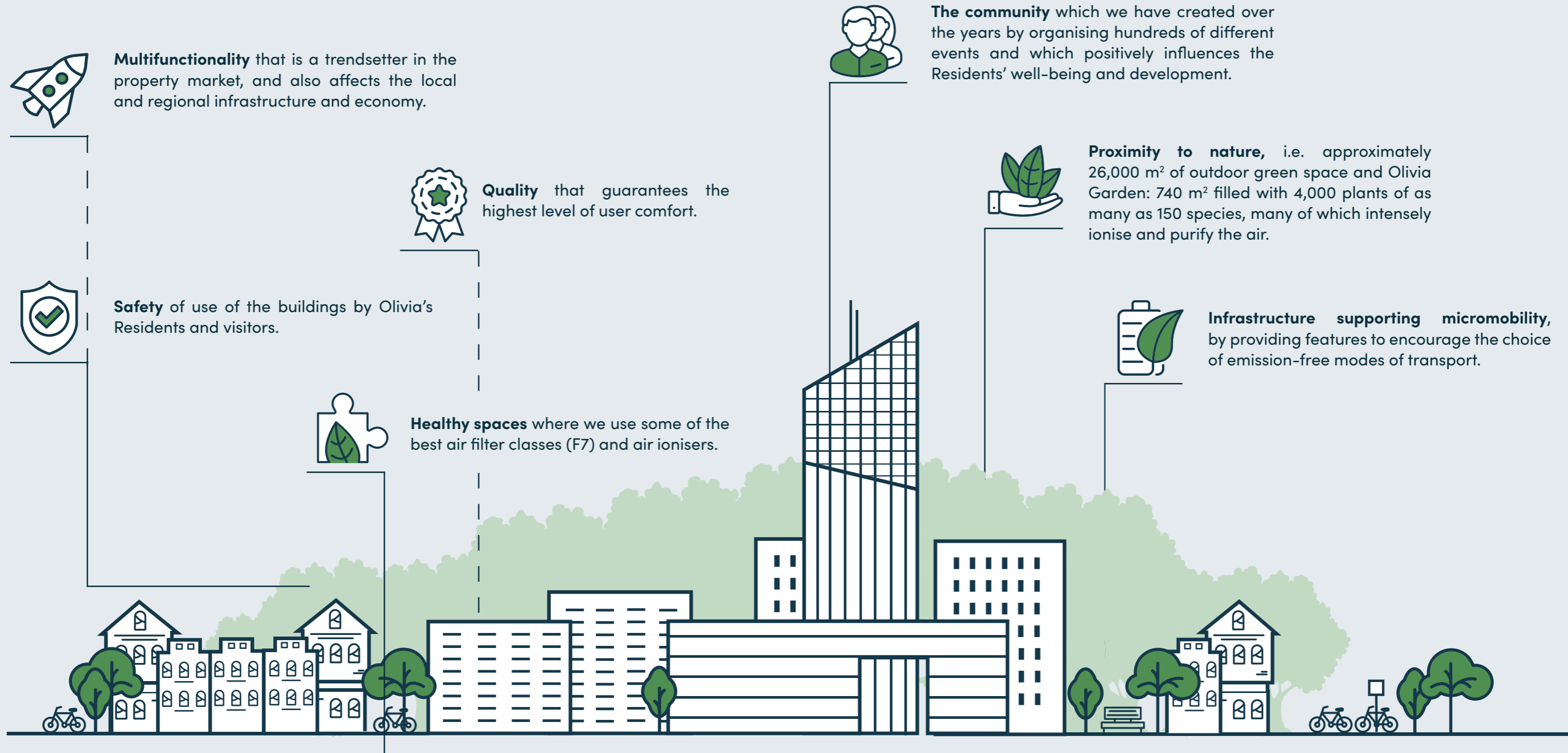
Football Stadium in Gdansk

Old Town

The idea of a sustainable city

We are a responsible investor, so it is important for us to integrate the property into the urban space and fabric. In the design process, what we consider significant is the synergy of three areas: the environment, community, and rational financing. This approach is in line with our strategy and mission. Only this combination enables allows us to create multifunctional property certified according to prestigious international classifications.

The most important elements which distinguish Olivia Centre:



Multifunctionality

Olivia is definitely more than just business, which is why in 2022 we decided to remove the word *business* from the name *Olivia Business Centre*. While it is true that space serving an office function makes up the vast majority of Olivia's space, we have also been implementing service, retail, educational, healthcare, entertainment and cultural functions here for many years. It is through the following segments that we ensure Olivia's multifunctionality and its alignment with the concept of sustainable, 15-minute cities.



Infrastructure supporting micromobility

- Car charging stations
- Bicycle repair points
- Publicly accessible scooters, including electric scooters,
- Scooter lockers with a charging system for electric models,
- Several hundred bicycle racks and (in each building) changing rooms with showers available for cyclists.



Entertainment, culture and recreation

- Olivia Garden
- Observation deck on the 32nd floor of Olivia Star
- Olivia Star lobby
- Events on the 32nd, 33rd and 34th floor of Olivia Star
- Conference rooms
- Chillout zones
- Meetings in Olivia passion clubs
- Patio events



Health and beauty

- 24/7 Fitness Club with an area of 2,500 m²
- Medical Centre
- Dental Clinic
- Ophthalmologist and optician
- Pharmacy
- Yoga in Olivia Garden, Sky Club and O4 Coworking
- Hairdresser's and beauty parlour



Education

- Kindergarten and nursery
- Primary and secondary school
- Training institutions
- Training in Olivia Centre's conference rooms, O4 Coworking and Olivia Star Top



Food services

- 12 restaurants
- Cafés
- Bakeries
- Grocery shops
- Food trucks



Financial services

- Banks and ATMs
- Insurance company
- Brokerage house



Other

- Apartment sales agents
- Car wash
- Tyre replacement
- Household goods
- Parcel locker



Location of Olivia Centre buildings



Olivia Gate



Olivia Gate is the “gate” to Olivia’s heart – the main entrance to the publicly available patio bordering other buildings clustered around it. At the same time, Olivia Gate opens onto the body of Olivia Hall, in close proximity to the university campus.

 Total area | **30 514 m²**

 Floor area | **28 660 m²**

 Leased area | **17 054 m²**

 Entrances | **3**



Awards and distinctions

- BREEAM certificate, rating Very Good
- Europa Property Global Occupier Forum & Green Buildings Awards
- BREEAM Precertified
- Environmentally Friendly Project Award from BOŠ Bank



Ecology

- Greenery around the building
- Greenery on the roof
- Flexible spaces
- BMS
- LED lighting
- Changing rooms and bicycle racks
- Individual utility meters
- Heat pumps and high-efficiency heat exchangers



User comfort

- Operable windows
- Air conditioning
- 6 lifts
- High-performance air handling units with humidification
- Temperature controllers
- Filters to ensure very good indoor air quality
- A system of display screens to communicate with the Residents, informing them of Olivia’s events, courses and services
- Smart parking system allowing contactless entry to car parks and garage halls (number plate identification)
- Free and unlimited admission to Olivia Garden and the Observation Deck for the Residents



Security

- Two 24/7 reception desks
- CCTV with visuals analysis
- 24/7 physical security
- Access control system
- 24/7/365 equipment and user safety monitoring service
- Full integration of security systems
- Smoke, heat and flood detectors
- Weather station
- Extensive radio communication system
- Key depository system
- Notification system - digital passenger and goods traffic control
- Building emergency power supply system (central UPS batteries and generator set)
- Two independent operator network lines
- AED

Olivia Point&Tower



Olivia Point&Tower is more than just a business space. With the Olivia Sky Club conference space, it also helps the Olivia community and the residents of the Tri-City to become involved. Conferences, courses, social debates, workshops and cultural events are held here.

 Total area | **38 780 m²**

 Floor area | **34 035 m²**

 Leased area | **23 854 m²**

 Entrances | **3**



Awards and distinctions

- BREEAM certificate, rating Very Good
- Construction Site of the Year in the competition held by the PZITB (Polish Association of Construction Engineers and Technicians)



Ecology

- Greenery around the building
- 4 terraces
- Green roof
- Flexible spaces
- BMS
- LED lighting
- Changing rooms and bicycle racks
- Individual utility meters
- Energy saving devices and systems



User comfort

- Operable windows
- Air conditioning
- 8 lifts
- 4 terraces
- High-performance air handling units with humidification
- Temperature controllers
- Filters to ensure very good air quality
- A system of display screens to communicate with the Residents, informing them of Olivia's events, courses and services
- Smart parking system allowing contactless entry to car parks and garage halls (number plate identification)
- Free and unlimited admission to Olivia Garden and the Observation Deck for the Residents



Security

- Three 24/7 reception desks
- CCTV with visuals analysis
- 24/7 physical security
- Access control system
- 24/7/365 equipment and user safety monitoring service
- Full integration of security systems
- Smoke, heat and flood detectors
- Weather station
- Extensive radio communication system
- Key depository system
- Notification system – digital passenger and goods traffic control
- Building emergency power supply system (central UPS batteries and generator set)
- Two independent operator network lines

Olivia Four



Olivia Four was the first of Olivia's buildings to be awarded the ecological BREEAM certificate with the rating Excellent. The same rating was held at that time by, among others, The Shard, the tallest and most modern building in London, standing at over 300 metres tall.

The distinguishing feature of Olivia Four's architecture is the green roof that absorbs rainwater. This water is collected in retention reservoirs and then used for the day-to-day maintenance of the property.

 Total area | **23 051 m²**

 Floor area | **20 760 m²**

 Leased area | **14 706 m²**

 Entrances | **1**



Awards and distinctions

- BREEAM certificate, rating Excellent
- WELL Health and Safety certificate
- Pomorskie Szstormy Award
- Distinction in 5th PLGBC Green Building Awards



Ecology

- Greenery around the building
- Green roof
- Flexible spaces
- BMS
- LED lighting
- Changing rooms and bicycle racks
- Individual utility meters
- Energy saving devices and systems
- Windows fitted with reed relays



User comfort

- Operable windows
- Air conditioning
- 4 lifts
- High-performance air handling units with humidification
- Temperature controllers
- High-grade air filters
- A system of display screens to communicate with the Residents, informing them of Olivia's events, courses and services
- Smart parking system allowing contactless entry to car parks and garage halls (number plate identification)
- Free and unlimited admission to Olivia Garden and the Observation Deck for the Residents



Security

- 24/7 reception desk
- CCTV with visuals analysis
- 24/7 physical security
- Access control system
- 24/7/365 equipment and user safety monitoring service
- Full integration of security systems
- Smoke, heat and flood detectors
- Weather station
- Extensive radio communication system
- Key depository system
- Notification system – digital passenger and goods traffic control
- Building emergency power supply system (central UPS batteries and generator set)
- Two independent operator network lines

Olivia Six



Olivia Six was built as one of Poland's most environmentally friendly buildings. It is the first such building in Poland to have a triple-glazed glass façade, which significantly reduces the impact of external conditions on the temperature in the offices, thus minimising the need to cool the rooms in summer and heat them in winter. All this was made possible by the highest quality materials and state-of-the-art engineering solutions concerning, for example, acoustics, ventilation and lighting.

 Total area | **31 381 m²**

 Floor area | **27 761 m²**

 Leased area | **17 366 m²**

 Entrances | **2**



Awards and distinctions

- BREEAM certificate, rating Excellent
- WELL Health and Safety certificate
- CEE Shared Services and Outstanding Awards
- Nomination in the Prime Property contest



Ecology

- Green roof
- Greenery around the building
- Flexible spaces
- BMS
- LED lighting
- Motion detectors
- Changing rooms and bicycle racks
- Individual utility meters
- Energy saving devices and systems
- Triple-glazed glass façade
- Windows fitted with reed relays
- Freecooling



User comfort

- Operable windows with automatic air conditioning switch off when a window is open
- Air conditioning
- 6 lifts
- High-performance air handling units with humidification
- Temperature controllers
- High-grade air filters
- A system of display screens to communicate with the Residents, informing them of Olivia's events, courses and services
- Smart parking system allowing contactless entry to car parks and garage halls (number plate identification)
- Free and unlimited admission to Olivia Garden and the Observation Deck for the Residents



Security

- 24/7 reception desk
- CCTV with visuals analysis
- 24/7 physical security
- Access control system
- 24/7/365 equipment and user safety monitoring service
- Full integration of security systems
- Smoke, heat and flood detectors
- Weather station
- Extensive radio communication system
- Air ionisers
- Key depository system
- Notification system – digital passenger and goods traffic control
- Building emergency power supply system (central UPS batteries and generator set)
- Two independent operator network lines

Olivia Star



Olivia Star is 180 metres tall, which makes it the tallest building in the Tri-City and one of the tallest buildings in Poland. The height of Olivia Star refers to the birth of Solidarity in Gdańsk in August 1980 and the architecture of its summit to the neighbouring Olivia Hall.

Olivia Star's top storeys are accessible to the public. There are, among others: an external Observation Deck over 120 metres above the ground, restaurants and a conference centre for 400 people.


From the highest floor of Olivia Star, located over 130 metres above the ground, one can see, for example, the Bay of Gdańsk, Orłowo Cliff, ports in Gdynia and Gdańsk, Sopot Pier, Hel Peninsula, Vistula Spit, Tri-city Landscape Park and many other sights.

Olivia Star is connected to a glazed conservatory. During the day, it serves as a meeting and relaxation point for employees. It is a great place for breakfast, lunch and dinner. In the afternoons and evenings, Olivia Garden also serves as a centre of cultural and artistic events.

Olivia Star is exceptional not only in terms of its shape or the multiple possibilities of using its floor space. The building's designers paid particular attention to increasing user comfort, implementing solutions that reduce the carbon footprint, energy and water consumption, and using high-quality materials, devices, installations and systems. A maximum level of safety for people was also ensured.



Olivia Star is one of the most modern green high-rise buildings in Poland. It is the first of its kind in the country to have a natural ventilation system on all office floors. Tilting façade sections allow each room to be individually ventilated with fresh air. Interestingly, the building is heated by heat from under the ground (the special rods of the environmentally friendly heating system reach 100 meters into the soil below the bottom floor). Olivia Star uses the best available water-saving solutions, confirmed by the BREEAM post-construction certificate received in 2022 – the building met 100% of this global standard's requirements in the water conservation category. Energy-efficient, equipped with the fastest lifts in northern Poland (with the option of energy recovery), and multifunctional, the green Olivia Star is a showcase of Olivia Centre and an embodiment of the enormous possibilities of the Group.

	Total area	67 672 m²
	Floor area	59 791 m²
	Leased area	43 700 m²
	Entrances	9

Olivia Star

- BREEAM certificate, rating Excellent
- WELL Health and Safety certificate
- CEE Investment & Green Building Awards
- Nomination for the Prime Property
- CIJ Awards Poland in the Best Interior Design/ Exterior Design category for Olivia Garden
- European Property Awards in the Landscape Architecture category for Olivia Garden



Awards and
distinctions



Security

- Greenery around the building and on the terrace
- Heating system with heat pumps using geothermal springs
- Individual utility meters
- Flexible spaces
- BMS
- LED lighting
- Motion detectors
- Changing rooms and bicycle racks
- Triple-glazed glass façade
- Freecooling
- Energy saving devices and systems



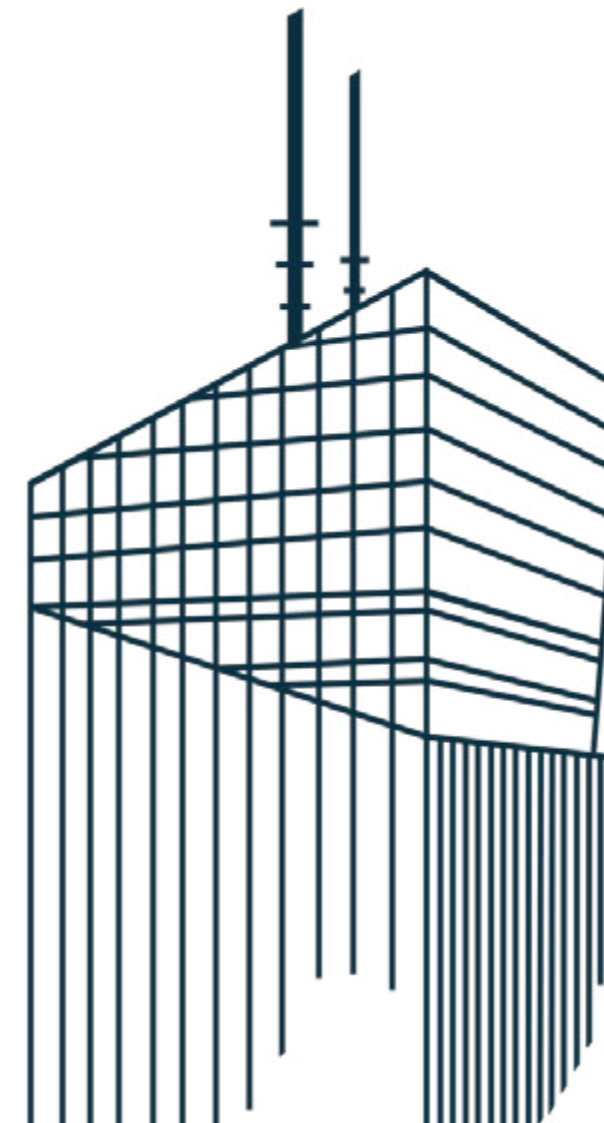
Ecology

- Observation Deck
- Winter garden
- Chillout zones
- Windows fitted with magnetic reed relays
- Air ionisers
- High-performance air handling units with humidification
- Air conditioning
- Conference rooms
- 22 lifts
- Temperature controllers
- 2 terraces
- High-grade air filters
- A system of display screens to communicate with the Residents, informing them of Olivia's events, courses and services
- Smart parking system allowing contactless entry to car parks and garage halls (number plate identification)
- Free and unlimited admission to Olivia Garden and the Observation Deck for the Residents



User
comfort

- 24/7 reception desk
- CCTV with visuals analysis
- 24/7 physical security
- Access control system
- 24/7/365 equipment and user safety monitoring service
- Full integration of security systems
- Smoke, heat and flood detectors
- Weather station
- Extensive radio communication system
- Key depository system
- Notification system – digital passenger and goods traffic control
- Building emergency power supply system (central UPS batteries and generator set)
- Two independent operator network lines
- Automatic fire extinguishing devices
- Gaseous fire suppression system in server rooms
- AED



**Olivia Star is
180 metres
tall, which
makes it the
tallest building in the
Tri-City**

Olivia Star

FLOOR 34

At over 130 metres above the ground, there is a multifunctional conference centre with a unique view of the Tri-City and an acoustic, stucco-decorated ceiling suspended more than 7 metres above the guests. It is a unique event space for up to 400 people.

FLOOR 33

Restaurants: Treinta y Tres serving Mediterranean dishes and Arco by Paco Pérez, run by one of the most prize-winning chefs in the world. Located in Europe's largest cities, restaurants run by Paco Pérez are distinguished by a total of five prestigious Michelin stars.

FLOOR 32

Vidokówka restaurant and the publicly accessible Observation Deck with a 360 degree panorama of Oliwa, Gdańsk and Gdynia. Visitors can also count on good food, intimate concerts and other cultural attractions.



GROUND FLOOR: OLIVIA GARDEN

A 9-metre high exotic garden with an area of 740 m² and a mezzanine of over 100 m². The garden contains 4,000 plants from over 150 species. In 2021, the garden won a prize in the CIJ Awards Poland contest in the *Best Interior Design/Exterior Design* category, and in 2022 the garden was distinguished by the 2022 European Property Awards.



THE SPACE AROUND THE BUILDING

- publicly accessible patio
- pocket garden
- bicycle repair points
- more than 1,600 parking spaces
- electric car charging points
- publicly accessible scooters, including electric scooters
- scooter lockers with charging system for electric models
- several hundred bicycle racks and, in each building, changing rooms with showers available for cyclists

Olivia Prime



Together, Olivia Prime A and Olivia Prime B are the largest high-rise building in Poland. The structure of Olivia Prime follows the rules of biophilic design, which makes it extremely user-friendly. The main idea that guided the creation of Olivia Prime was to care for the well-being of its users. Interestingly enough, Olivia Prime A is full of art. The lift halls are galleries, as it were, where you can admire the works of Tri-City artists such as Seikon, Looney, Tuse, Rdest, Patrycja Podkościelny and Mikołaj Sałek/Workshop91.

 Total area | **75 970 m²**

 Floor area | **71 000 m²**

 Leased area | **55 447 m²**

 Entrances | **9**



Awards and distinctions

- BREEAM certificate, rating Excellent
- WELL Health and Safety certificate
- EuropaProperty CEE Investment & Green Building Awards



Ecology

- Green roof and loggias
- Greenery around the building
- Freecooling
- Triple-glazed glass façade
- Flexible spaces
- BMS
- LED lighting
- Motion detectors
- Changing rooms and bicycle racks
- Energy saving devices and systems
- Condensate recovery system
- Individual utility meters
- Windows fitted with reed relays



User comfort

- 19 green loggias
- 6 terraces
- Operable windows
- Air ionisers
- High-grade air filters (F7)
- Air conditioning
- 16 lifts
- High-performance air handling units with humidification
- Temperature controllers
- High-grade air filters
- A system of display screens to communicate with the Residents, informing them of Olivia's events, courses and services
- Smart parking system allowing contactless entry to car parks and garage halls (number plate identification)
- Free and unlimited admission to Olivia Garden and the Observation Deck for the Residents



Security

- Two 24/7 reception desks
- CCTV with visuals analysis
- 24/7 physical security
- Access control system
- 24/7/365 equipment and user safety monitoring service
- Full integration of security systems
- Smoke, heat and flood detectors
- Weather station
- Extensive radio communication system
- Key depository system
- Notification system – digital passenger and goods traffic control
- Building emergency power supply system (central UPS batteries and generator set)
- Two independent operator network lines
- Emergency water tanks
- AED

Our projects

Olivia Home

Olivia Centre is our main asset, but last year we decided to diversify our business and expand into the residential market. In our real estate portfolio, we have land for commercial and residential development. In Q2 2022, we started the Platynowa Park residential development on one of our pieces of land.

Platynowa Park

Platynowa Park is a development using innovative technology and taking into account the requirements of sustainable construction, comprising two small residential buildings surrounded by greenery, close to revitalised Orunia Park and the Augustowska water retention reservoir.

The project is distinguished by:

- proximity to vast green and recreational grounds,
- developed infrastructure of the mature Orunia district,
- easy access to public transport.

As a result, all the amenities needed for living are within walking distance.

Two small residential buildings surrounded by greenery, close to revitalised Orunia Park and the water retention reservoir



Entertainment, culture and recreation

- Orunia Park
- Augustowska water reservoir
- Orana amphitheatre
- Five Brothers Hill
- Vantage point
- Playgrounds

Sport

- Fitness clubs
- Sports fields
- Tennis courts
- Outdoor gyms
- Cycling paths
- Bowling alley

Food services

- Restaurants
- Cafés
- Bakeries
- Grocery shops

Healthcare

- Medical Centre
- Veterinary clinic
- Pharmacies
- Dentists

Other

- Playgroups
- Primary school
- Church
- General stores
- Services

Olivia Home




Olivia Home

In designing the two small buildings, we have taken care of the comfort of the future residents. The estate will have both garage hall parking spaces, 50% of which will be equipped with car charging sockets and ground-level spaces. We plan a relaxation area with a summer house open to residents, rain gardens with hydrophytic plants, a flower meadow, bird feeders, bicycle parking, a bicycle and scooter repair station and a playground. The estate is not fenced off, making it accessible to all, which is good for the assimilation and intermingling of the new community with the local one.

 Plot area | **4 257 m²**

 Total area | **3 399 m²**

 Number of buildings | **2**

 Number of flats | **48**

 Construction completion | **2nd half of 2023**

 Green area | **2 017 m²**



Awards and distinctions

- Third place in the *Best Project in Gdańsk* category from rynekpierwotny.pl in its quarterly ranking of the year 2022



Ecology

- Over 2,000 m² of mixed greenery
- Rain gardens
- Bird feeders
- Energy-efficient systems and appliances
- Electric car parking spaces with charging stations
- Bike parking spaces and a repair station
- Close to green areas
- Bright façade as overheating protection



User comfort

- Practical flat layouts
- “Turn-key” flats
- Furnishings available in three alternatives
- Flat designs prepared by recognised Design Anatomy architects
- Cosy development
- Developed infrastructure
- Playground
- Vast recreational areas
- Accessibility to persons with disabilities
- Infrastructure conducive to a healthy lifestyle
- Structural landscaping conducive to meetings in the neighbourhood
- Silent lifts
- Mechanically assisted ventilation



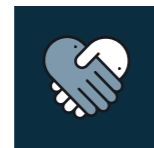
Relationships with the surroundings

Key Stakeholders

When preparing this report, we identified six groups of Stakeholders, i.e. individuals who we impact and impact us. We endeavour to learn about their needs on an ongoing basis to jointly determine the optimum terms and conditions of cooperation. Respecting their opinions, we include them in our decision-making processes.

The Resident Relations Department, the Communication Department and the dedicated people who respond to their day-to-day needs and expectations have helped build positive relationships with the Stakeholders. The most important for us is direct contact, including talks with our Residents, clients, business partners and the local community.

We identified the following Stakeholders:



**Residents
of Olivia Centre**



**Customers
of Olivia Home**



**Employees
and Associates**



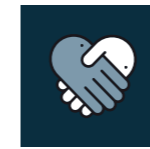
**Investors
and Lenders**



**Local Community
and Administration**



**Subcontracts
and Suppliers**



Residents of Olivia Centre

Our Residents, as this is what we call our Tenants and persons working in Olivia Centre, are our most important Stakeholders. We have developed and maintained long-term, mutually beneficial relationships. The most important forms of dialogue with the Residents are:

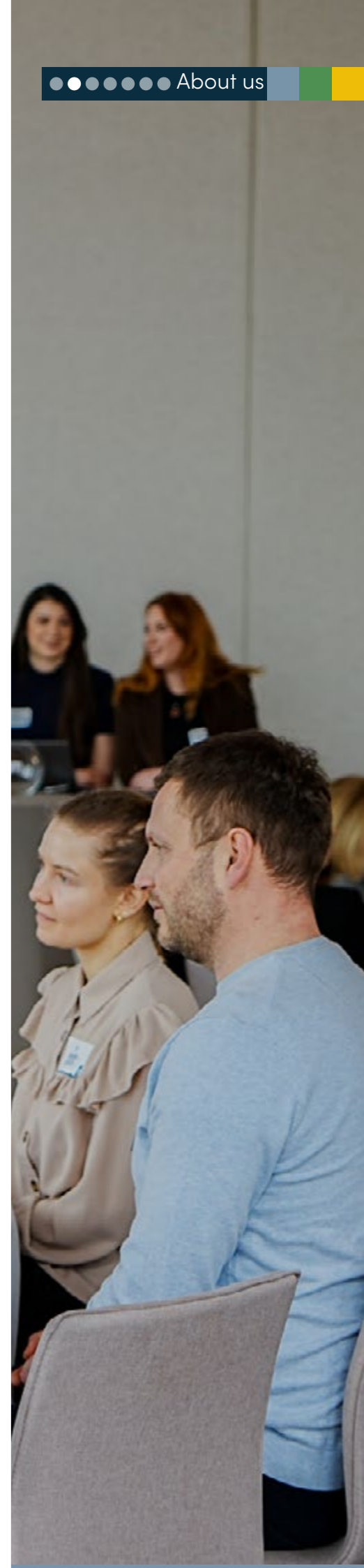
- day-to-day relationships
- dedicated Olivia's assistants,
- sports and hobby clubs,
- quarterly meetings with the Residents,
- occasional and special events,
- screens in Olivia's corridors and lifts,
- [My Olivia app](#),
- contact by phone and e-mail,
- newsletter (GetResponse),
- Mobile reporting system,
- surveys.



Customers of Olivia Home

Owing to the expansion of our business into the residential market and the start of sales of flats at the Platynowa Park residential estate, Olivia Home's customers have also joined our Stakeholders in the past year. We communicate with them through the following channels:

- face-to-face meetings,
- social media,
- the website,
- online meetings,
- phone,
- e-mail.





Employees and Associates

Teams consisting of employees and associates of the Group and related entities are responsible for the ongoing and efficient operation of our Group. Keeping in mind close cooperation, long-term relationships between the teams and the objectives of this report, this information applies to the employees and associates mentioned above. The most important forms of dialogue between us are:

- engagement ambassador's meetings;
- regular meetings with companies,
- integration meetings,
- operational meetings,
- online meetings, mainly during the pandemic,
- day-to-day relationships,
- surveys: employee and associate satisfaction.

The Head of the HR Department holds biweekly engagement ambassador meetings, which provide an excellent opportunity for constructive dialogue between colleagues.

The Group's main objectives are presented and discussed in detail at regular meetings involving the whole company to ensure they are fully understood and widely adopted. While the core values remain the same, different ways of implementing and focusing on them are adjusted to the current needs. Owing to the above meetings, all of Olivia's employees and associates are kept informed about priorities, key decisions and results already achieved. Importantly, through constant two-way communication, they have a real impact on the company's operations.

Olivia's employees and associates are kept informed about priorities, key decisions and results already achieved



Investors and Lenders

Investors and Lenders help us finance investments that build the Group's value. The most important forms of dialogue with Investors and Lenders are:

- face-to-face meetings and conferences,
- current and periodic reports,
- financial statements,
- our website,
- contact with experts, agents, auditors and law firms,
- conversations by phone and e-mail,
- press releases.



Local Community and Administration

An important voice, taken into account by us in particular when designing upcoming projects, belongs to local communities and administration.

Dialogue with our environment and understanding its needs are crucial for us. The Group cares about the development of not only a specific area related to our project but also of the city of Gdańsk and the entire region. The most important forms of dialogue with the local community are:

- local events, conferences and face-to-face meetings,
- social media,
- contact by phone and e-mail,
- display screens in Olivia Centre's corridors and lifts,
- activities carried out with the support of local authorities.



Subcontracts and Suppliers

Our Subcontractors and Suppliers provide us with services and goods needed to build, expand and maintain the property at every stage and area of its operation. The most important forms of dialogue with Subcontractors and Suppliers are:

- conversations by phone and e-mail,
- face-to-face meetings and conferences,
- our website.

Topic materiality matrix

In 2022, we undertook a number of activities to re-analyse the Group's key ESG issues, and, in line with the principle of double materiality, we included our Stakeholders in this process.

- 1. We have updated the information on our Stakeholders.** Regarding expanding the business into the residential market, we added another group to our key Stakeholders – Olivia Home's customers. We have also revised information on mutual influences.
- 2. We developed a list of potentially relevant issues.** To do so, we used the results of our Stakeholder survey, published in the previous ESG Report, our own and other real estate companies' experiences, and global best practices and recommendations, primarily the GRI 2021 and WSE standard guidelines.
- 3. We conducted an analysis to determine the materiality of each of the 25 key issues.** The survey was performed individually for each identified Stakeholder group and included both expert workshops and direct questionnaires. We started the study at the **ESG Club** meeting held for Olivia Centre Residents on 7 December 2022. We then directed the survey to a wider group of Stakeholders, which resulted in obtaining the views of 117 representatives of each Stakeholder group. We integrated the survey results with an assessment of mutual influences to create a materiality matrix for ESG issues.



The results of the analysis are presented in the matrix below.



The matrix shows the materiality of the following issues in the various ESG areas:

Society		
1	Creation of multi-functional infrastructure (the idea of a sustainable city)	Page 9
2	User health and safety	Page 31
3	Community involvement and relationships with local communities	Page 32
4	Counteracting discrimination	Page 69
5	Charitable activity	Page 29
6	Certificate confirming the care of the users' health (e.g. WELL HSR)	Page 41
Corporate governance		
7	Ethics and corruption counteraction	Page 69
8	Child labour counteraction	Page 69
9	Forced labour counteraction	Page 69
10	Diversity and equal treatment	Page 69
11	Human rights	Page 69
12	Employee rights	Page 69
13	Fair competition rules	Page 69
14	Sustainable supply chains	Page 65
15	Freedom of association	Page 69
16	Customer privacy and data security	Page 74
17	Responsible marketing	Page 74
Environment		
18	Resistance to climate change	Page 52
19	Efficient use of water	Page 63
20	Biodiversity and green infrastructure	Page 64
21	Green energy	Page 57
22	Cooperation for sustainable development	Page 47
24	Carbon footprint reduction	Page 57
23	Responsible material purchases and waste 25	Page 65
25	Environmental certificate (e.g. BREEAM)	Page 50

We integrated the survey results with an assessment of mutual influences to create a materiality matrix for ESG issues

The survey showed the most significant issues from the Stakeholders' point of view as mentioned below:



SOCIETY

- Creation of multi-functional infrastructure (the idea of a sustainable city)
- User health and safety
- Community involvement and relationships with local communities



ENVIRONMENT

- Resistance to climate change
- Efficient use of water
- Biodiversity and green infrastructure



CORPORATE GOVERNANCE

- Ethics and corruption counteraction
- Child labour counteraction
- Forced labour counteraction

All the topics mentioned above are described in detail in the various chapters of this report. In 2022, we focussed even more on building and developing the community, which has become our great asset and distinguishing feature.





Chapter 3
Community

We were the venue for
1680 events

We have
10 passion clubs

We are implementing
the concept of a
15-minute city



We held
9 campaigns
aimed at aid to Ukraine

In March 2022
we transported nearly
1 ton of gifts
for the refugees from Ukraine
to the Polish Red Cross



We renewed our WELL HSR
certification and maintained
the level of
25/25 points

Olivia Centre
means workstations
for nearly
15 000 people

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Our hearts are with Ukraine

Russia's aggression against Ukraine has presented us with the formidable challenge of protecting our shared future and exceptional security concerns.

We acted intensively from the very first days of the war

When planning events and campaigns for 2022, we did not know that we would be faced with the sudden need to organise aid for war refugees from Ukraine. At the same time, since the outbreak of the war, Olivia Centre has come together even more than before as a community to make a joint commitment to help our neighbours across the eastern border.

On 28 February, we started collecting the most necessary items for refugees from Ukraine at Olivia Centre, and already on 10 March, we transported nearly one ton of gifts donated mainly by the employees of Olivia's companies to the Polish Red Cross warehouse in Gdańsk Wrzeszcz. Our Resident, Omidia, helped us with the transport.

On 1 March, we started a fundraising campaign to equip friendly and comfortable care rooms for the youngest war refugees from Ukraine who, together with their mothers, were coming to Gdańsk from their war-stricken country. We collected over 11,000 zlotys under the Our Hearts with Ukraine slogan. For the Gdańsk Helps Ukraine coordination point, we provided comfortable feeding chairs, baby changing tables, lockers, travel cots, blankets and necessary nursing accessories.

In last year's edition of the Olivia Prize, the jury's special award – the Olivia Impact – went to the Regional Volunteer Centre in Gdańsk for its comprehensive activities for refugees from Ukraine. The prize equivalent, i.e. ten thousand zlotys, was donated to help those in need.

On 28 March, a unique concert was held on the 34th floor of Olivia Star, during which Polish and Ukrainian artists, including Olivia Centre Choir, performed. All income from the event was earmarked to help Ukraine and, more specifically, to provide layettes for the little ones who happily arrived in our city.

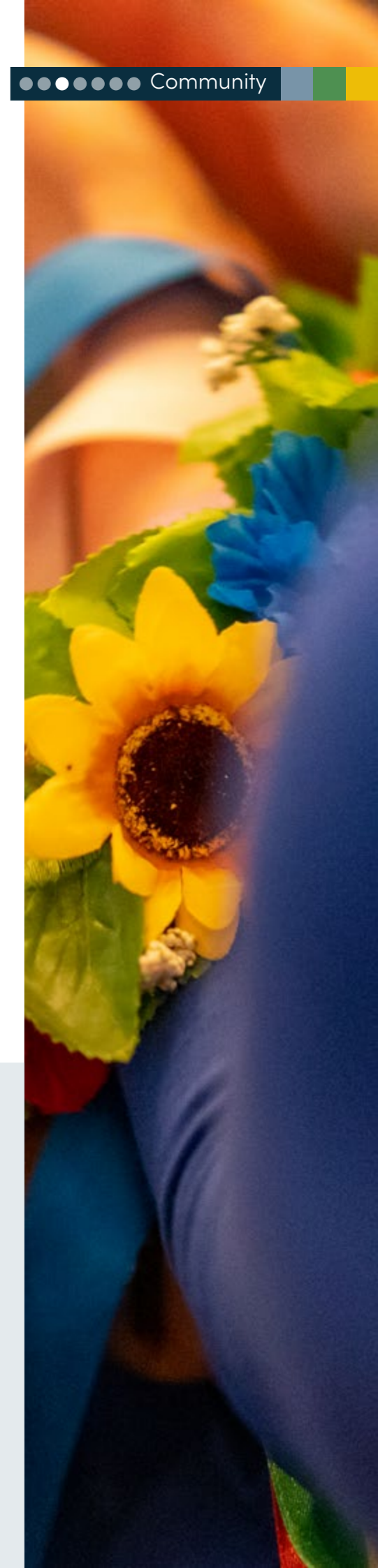
On 2 April, in collaboration with the City of Gdańsk and the UP Foundation, as part of the Gdańsk Helps Ukraine initiative, we opened a Take&Go charity shop in Olivia Centre, where war refugees gathered in the community shop came from in-kind and financial collections, held with the support of Olivia Centre Residents and the people of Gdańsk. Volunteers ran the shop, including the employees of companies operating at Olivia Centre.

On 28 April, more than 120 children from families relocated from Ukraine attended a show by magician Bill Herz, one of the world's most sought-after illusionists. Most of the invitees came from a temporary home for Ukrainian families set up near our centre in the Oliwa district. Olivia Centre provided the space of its year-round exotic garden and prepared free refreshments for the participants. The entire performance was interpreted in Ukrainian.

Late last year, we organised a collection of Christmas presents for children from Ukraine. We wanted to help the little ones from the war-stricken country experience a joyful Christmas. The collection lasted until 3 January, as traditionally, Orthodox Christmas is celebrated on 7 January.

We were also privately involved in ensuring the safety and comfort of Ukrainian refugees. For example, we organised accommodation for Ukrainian families coming to the Tri-City – several managers offered places for refugees in their homes.

Olivia Centre has come together even more than before as a community to make a joint commitment to help our neighbours across the eastern border





Olivia Centre was also a platform for aid to Ukraine arranged by our Residents. At the beginning of March, the ARCO by Paco Pérez and Treinta y Tres restaurants joined the Gdańsk Helps Ukraine campaign and donated all income from the sale of Ukrainian wine and original desserts to those who came from across the eastern border to Gdańsk. They also organised an auction to help the refugees and provided the opportunity to buy a pizza for people from Ukraine as part of the “Pinned Pizza” campaign. The rules were simple; anyone could buy any pizza they wanted, for which they received a receipt. The receipt was then pinned to a special board. A person in need could pick it up, and with the receipt, they could claim a pizza. Any Ukrainian citizen could also go up to the Observation Floor free of charge.

The O4 Coworking community became involved in helping their neighbours in their everyday life by launching the “Buddy” project. A Buddy, or mate, helped them face the challenge of finding their way in a new environment and was not only a trusted source of knowledge but also a person to hang out with.

We filled 2022 with helping Ukraine, but not only. We also found space for activities of a different nature. At the end of the year, the Olivia Centre Choir’s debut album, “Good Tones,” was premiered. The album was promoted at a special charity concert supporting the Relief Care Centre, which is under construction in Gdańsk on the initiative of the Hospice Foundation.

Cooperation with the Regional Fund for Environmental Protection and the OSTOJA Wildlife Rehabilitation Centre led to educational workshops on first aid to wild animals at Olivia Garden. Classes were held for two age groups: the first was aimed at children (its trans-language formula allowed for the broad involvement of Ukrainian children as well), while the second was dedicated to adults. In total, more than 100 people took part in the free workshops.

We collected nearly a tonne of gifts donated by employees of Olivia's companies

The war in Ukraine has prioritised security at Olivia Centre

The initial phase of the war and its development came with many unknowns. The scenarios we predicted included very pessimistic versions of the developments for our country and the region.

In view of the changing security requirements, we implemented a number of measures.

- ♥ Within the organisation, we set up a special interdisciplinary team to develop possible operational scenarios and, based on these, prepare and implement security procedures and ensure appropriate staffing and equipment for their implementation. As part of the team, persons were appointed to monitor the current situation on the frontline.
- ♥ We prepared a backup direction/command post.
- ♥ We secured additional in-kind resources (including medical equipment, dressings and extra fuel).
- ♥ We prepared and implemented relevant procedures, including evacuation procedures.
- ♥ We identified temporary shelters for all Residents, delegated special tasks to our safety and security services and increased their vigilance.
- ♥ Throughout the centre, we improved and increased the parameters of radio communication installations and systems.
- ♥ We introduced a training system for our colleagues and Residents to raise their awareness and skills in the following areas:
 - » pre-medical first aid – the basics of cardiopulmonary resuscitation, massive bleeding, fractures, burns, diagnosing respiratory arrest and loss of consciousness, use of AED, use of hand-held items for rescue operations, etc.;
 - » crisis situations – hazard alert systems and methods, receiving information on hazards, mass murder response, responding to assaults, where to look for shelters/shelter, how to prepare the home, what supplies to stockpile, what to put in an evacuation backpack, which parts of Poland are safer (is it safer in the city or the countryside), should cash and petrol be in place, how to secure possessions, how to behave with an enemy soldier, etc.;



- » fire safety – fire protection in buildings, evacuation and fire protection pictograms, the logic of operation of a building's engineering systems during a fire alarm, the voice alarm system/acoustic and optical signalling system, evacuation coordinators, assembly points, types and marking of fire extinguishing agents and their ways of use;
 - » counter-intelligence prevention – training for our colleagues was conducted by the government's Internal Security Agency.
- ♥ Within our competences, we organised in-kind aid for specific Ukrainian units fighting against the Russian aggressor. We provided them with, for example, uniforms, communication equipment, medical supplies and power generators.

In 2023, we will continue our efforts to train as many colleagues and Residents as possible in the areas mentioned above. We will develop key topics and add new training blocks, such as survival (including urban survival). Evacuation lines will also be painted on the floors in the staircases of all the buildings, thus significantly facilitating evacuation, if needed. We intend to continue monitoring the current situation on the Ukrainian frontline and the dynamically changing geopolitical conditions, which substantially affect security. We will respond adequately to anything.

We care for the local community

The community we create is our great asset and distinguishing feature. Last year, we attempted to create many opportunities not only for our Residents but also for the nearby inhabitants not working in our Centre to develop at Olivia personally and professionally, share common passions and hobbies, and take care of mutual relations, health and well-being.

We attach great importance to cooperation with local communities. We want our activities and projects to meet recipients' needs, both those of our Residents and the inhabitants of the Tri-City. The results of last year's survey conducted among our Residents demonstrated that as many as 87% of respondents are inhabitants of the Tri-City, including as many as 67% being citizens of Gdańsk.

The Olivia Centre community actively participates in local initiatives. We feel that we are an integral part of the environment in which we operate. Therefore, we try to influence our surroundings positively, particularly by caring for our closest neighbours. The local community also willingly takes part in our Group's projects.

The most important thing for us, in terms of our relations with the local community, is for the Residents and entrepreneurs to perceive Olivia from the point of view of the benefits they can obtain owing to it, both in the context of new jobs or making the region more attractive from the tourist point of view, as well as financial support for projects aimed at the development of the Oliwa district. We provide such support through, for example, the Oliwa Neighbourhood Budget.

The Budget is dedicated to the support of projects significant to the district. Beginning in 2019, the inhabitants, educational institutions and non-profit organisations have been proposing their initiatives to develop the Oliwa district, the location of Olivia Centre. In last year's edition of the Oliwa Neighbourhood Budget, very diverse projects were submitted, covering areas such as integration, physical activity or education. In 2022, we funded the following three projects:

Neighbourhood at the Gate

a project to organise integrative meetings in autumn and winter, providing attractions for the district's youngest residents, senior citizens and guests from Ukraine who have settled in Oliwa.

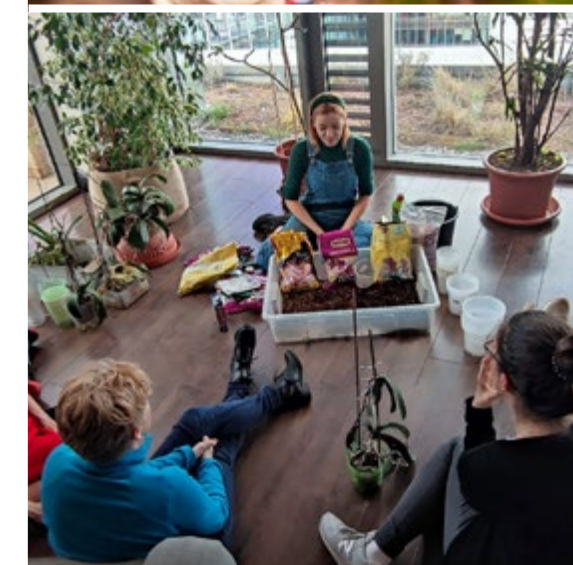
Sports Grove

a project to install, on the premises of Primary School No. 35, publicly accessible devices for training and physical exercise, activating both the school's students (during lessons and breaks) and other residents of Oliwa (during after-school hours).

Puppet-making workshops

a visual art project dedicated to the youngest residents of Oliwa, carried out periodically at the Oliwa Library, in schools and the temporary home for Ukrainian children and their mothers at 23 Wita Stwosza Street.

We want our activities and projects to meet recipients' needs, both those of our Residents and the inhabitants of the Tri-City



Last year, we were actively involved in the celebration of the 75th anniversary of Jan Parandowski Primary School No. 35 with Sports Classes in Gdańsk Oliwa. The culmination of the gala we organised was placing a message for posterity into a specially constructed Time Capsule, in which we played our part. The capsule is due to be opened exactly 25 years after the ceremony, on 3rd June 2047. On 4th June, as part of the anniversary celebrations, a festival was held, attended by the pupils, parents, teachers and graduates of Primary School No. 35, the local inhabitants and Olivia Residents. Together with the school, we prepared many attractions for that day, especially those dedicated to the youngest participants in the event. For them, it was the perfect Olivia Children's Day. The agenda included, for example, the following:

- 🎤 concerts by rock bands, including: Tymon Tymański & Kosma,
- 🎤 concert of the Olivia Centre Choir.
- 🎤 Talent Show competition,
- 🎤 dancing shows,
- 🎤 football match,
- 🎤 quizzes for the audience,
- 🎤 roller skating lessons,
- 🎤 inflatable castles,
- 🎤 games for the youngest children,
- 🎤 tug-of-war,
- 🎤 ball matches,
- 🎤 orienteering,
- 🎤 acrobatic path,
- 🎤 food truck zone,
- 🎤 cafés and lemonade stalls.



On 5th December 2022 Olivia Centre received an award from the Gdańsk City Council for activities for children and young people.

The award for Olivia Centre was applied for by the director of the aforementioned Primary School No. 35. In the justification for the application, Ms Małgorzata Skwira, the headmistress of Primary School No. 35, emphasised Olivia's exceptional long-term commitment to the local community, including supporting the social, artistic and sporting activities of young people in Gdańsk, educational projects, including many workshops aimed at environmental education, and charitable actions supporting children and young people.

We care for our Residents

Every year, we take steps to integrate our Residents, a group of almost 15,000 employees of companies based at Olivia Centre. We try to recognise their needs well and respond to them in the best possible way, going far beyond the traditional understanding of the role of an office centre. The result of our approach and commitment is the commercialisation rate of Olivia's buildings. The vast majority of Residents stay with the Group longer, and they use office space more efficiently to benefit the natural environment and the resources used. What is important is that the Residents take an active part in the life of our Centre.





Olivia's Residents include global consulting brands, ICT companies, energy, medical, financial services and government sectors. The environment we create is also advantageous to smaller entities, e.g. entrepreneurs or those developing dynamically as part of O4 Coworking, located in as many as four Olivia buildings. We also have a coworking area dedicated to women (O4 Flow) so that they can support each other in their personal and professional life.

We believe that Olivia Centre is created by people full of ideas. Although those people work in different organisations and industries, they regularly implement valuable and innovative initiatives. With them in mind, we have therefore initiated the Olivia Prize competition. This is yet another way we want to appreciate unconventional projects and the outstanding activity of Olivia's Residents. Winners have been selected for years by experienced representatives from among the executive officers of the companies based in our centre. Olivia Prize is awarded in four categories.





We believe that Olivia Centre is created by people full of ideas

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-  **Olivia Business** – for an economic or business project, implemented individually or in teams by Olivia Centre Residents.
-  **Olivia Pro Bono** – for a project of a social nature, implemented individually or in teams by Olivia Centre Residents.
-  **Olivia Eco** – for a project of an ecological nature, implemented individually or in teams by Olivia Centre Residents.
-  **Olivia Impact** – for the project that had the greatest positive impact on its surroundings in the business, social or environmental area in a given year.

In 2022, the competition jury considered as many as 36 applications. We present the winners in each category below.

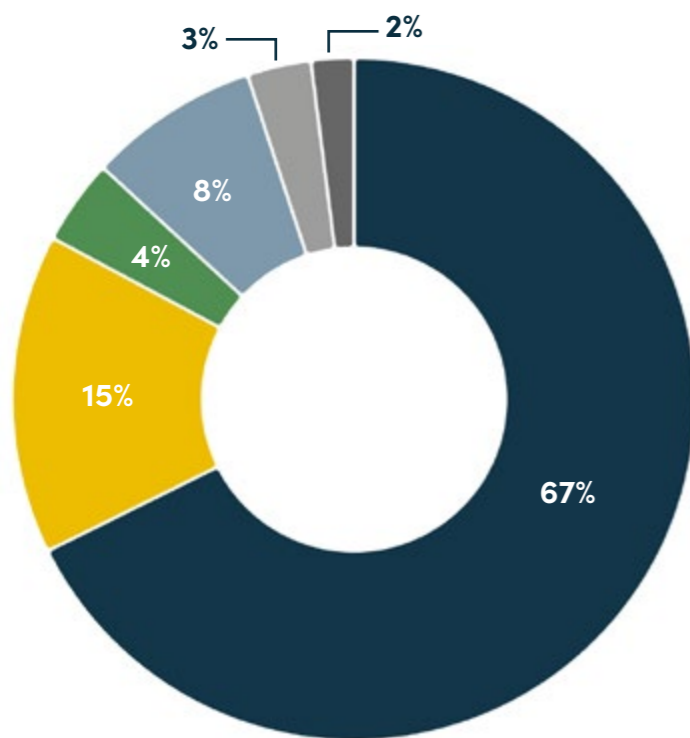
-  **Olivia Business** – the award was given to Omidia for its dynamic entry into the new intermodal transport market.
-  **Olivia Pro Bono** – this award went to Energa's female volunteers for *The best breast wins the test!* health promotion project.
-  **Olivia Eco** – awarded to ZR Trade for its #ZeroWaste-Working project.
-  **Olivia Impact** – this award went to the Regional Volunteer Centre in Gdańsk for its comprehensive activities for refugees from war-stricken Ukraine.



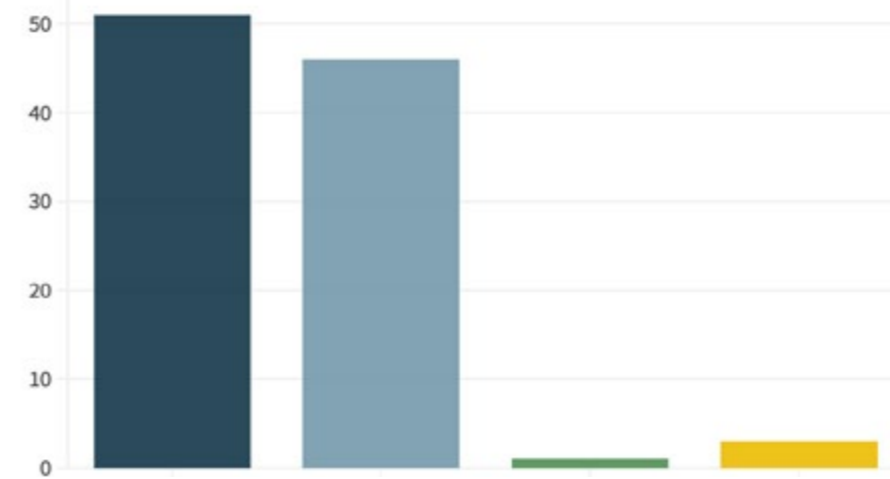
We believe that the Residents' integration, which we also often refer to as building an internal community, is all about nurturing two-way communication where everyone can share their opinion. At Olivia Centre, it doesn't matter if someone works for a global corporation or perhaps runs their own small business in O4 Coworking – their voice is just as important.

At a time of dynamic changes with the pandemic, the war in Ukraine and the economic crisis, this voice of our Residents was particularly important to us. Only by knowing the critical needs of the people working at Olivia Centre, their work preferences, their use of the shared space, or their reasons for coming to the offices can we create an adequate, even better organised and modern business environment. Therefore, we conducted a survey of our internal community.

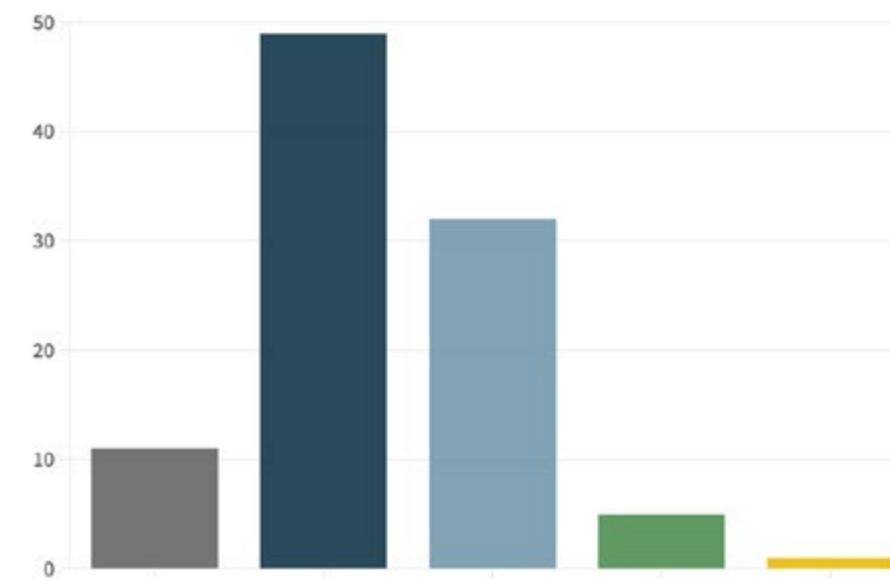
517 Olivia Centre Residents took part in the survey last year electronically. Below is the structure of our respondents.



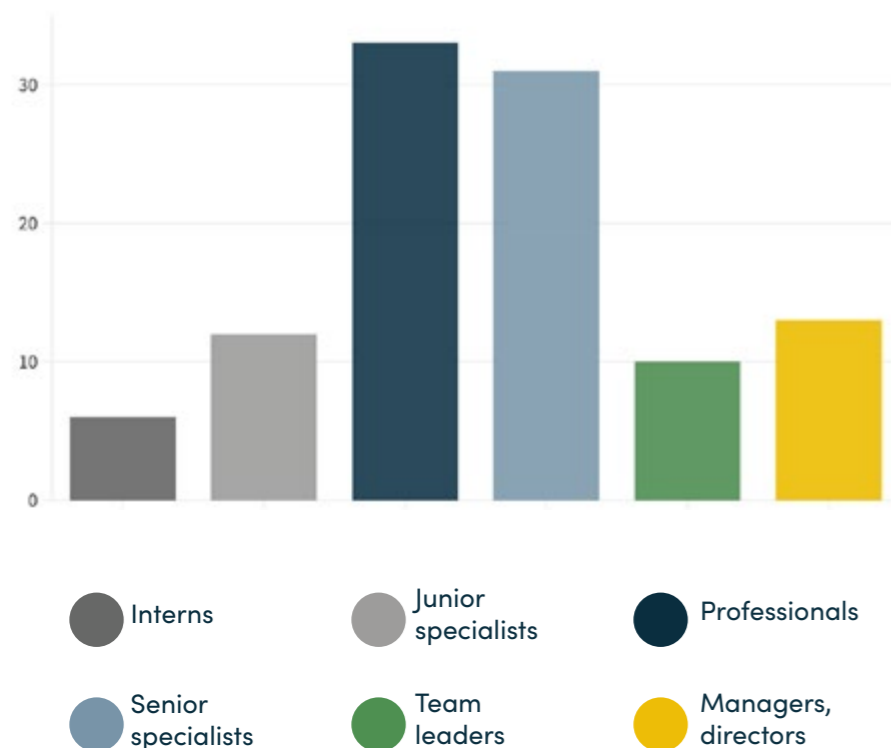
- Residents of Gdańsk
- Residents of Gdynia
- Residents of Sopot
- People from the Tri-City area
- People from outside the Tri-City area
- Lack of information



- Women
- Men
- Non-binary people
- People who did not want to specify their gender



- People up to 25 years old
- People aged 26-35
- People aged 36-45
- People aged 46-55
- People over 55 years of age



Several thousand people of different ages work at various positions and organisations in Olivia every day. What they have in common is the opportunity to participate in numerous events and thematic activities and, above all, 24/7 access to offices and a shared space with rich infrastructure.

The respondents to our survey indicated that they associated Olivia with high quality: a score of 4.29 out of a maximum of 5 points. They rated the car parks, reception areas, security, cleanliness of the common areas, and how they communicated with the employees of the resident companies well. The positive perception of Olivia Centre is also influenced by the extensive infrastructure of the centre and the network of attractive services and events available here every day.

The survey results show us precisely what to emphasise when planning activities in 2023. We will ensure that Olivia's offer meets the expectations of our Residents.

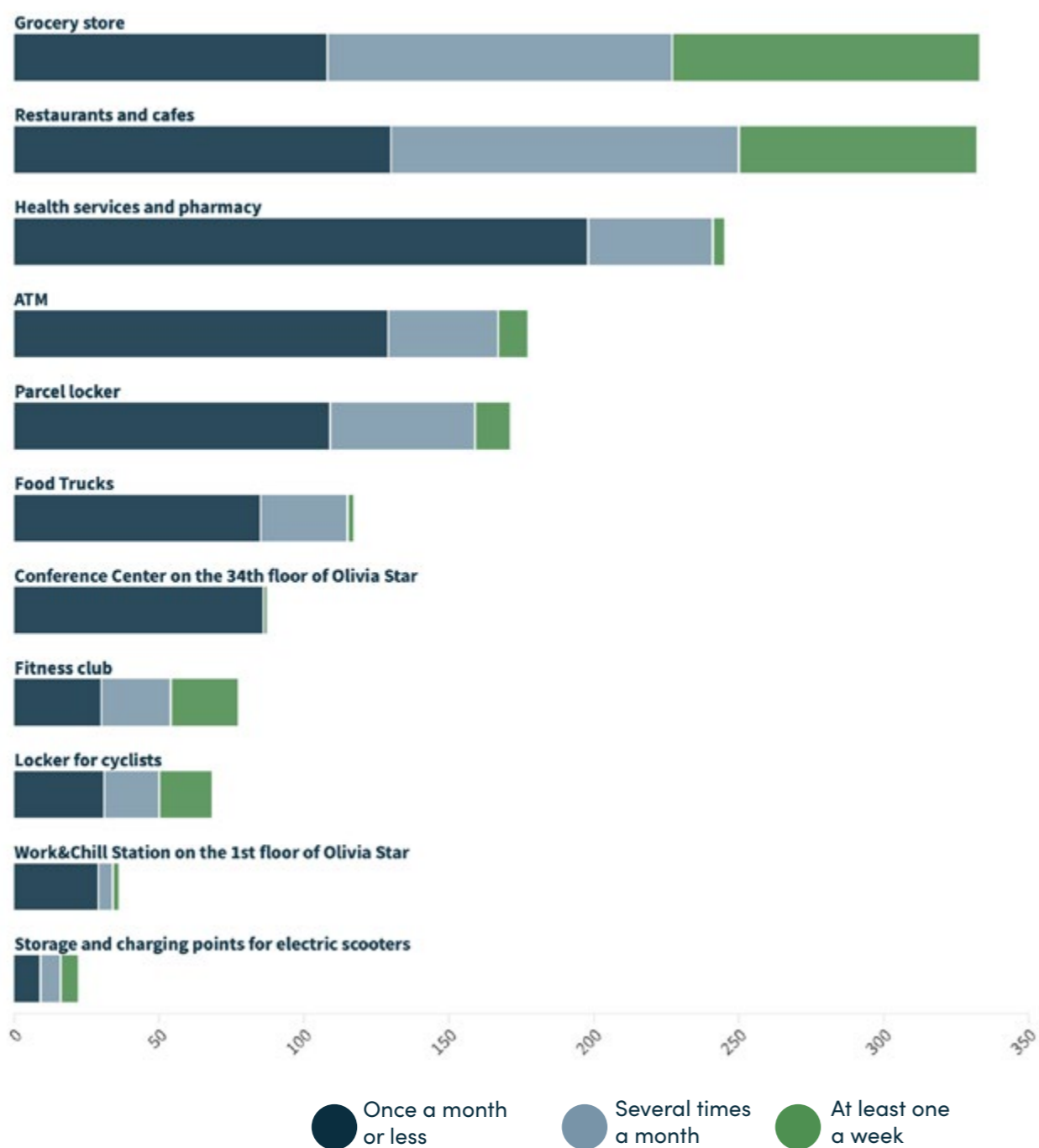
The respondents to our survey indicated that they associated Olivia with high quality



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413-2

We are implementing the concept of the 15-minute city

Owing to last year's Residents' Survey, we found out how often they use selected on-site services.



When asked in the survey which venues they use and how often, the Residents indicated primarily grocery shops and food services outlets. Healthcare services – an outpatient clinic, pharmacy, dentist and optician – were the next in terms of meeting the Residents' needs. Facilities such as an ATM or parcel locker ranked further down the list. The presence of other functionalities – food trucks, the conference centre, fitness club, etc. also matters to the Residents.

We encourage the use of emission-free modes of transport. We are promoting the use of bicycles and electric two-wheel vehicles. In Olivia, we have placed special scooter lockers with the option to charge electric models. We have monitored bicycle parking facilities on and below the ground. Dozens of city electric scooters and publicly available electric motor scooters are parked in front of Olivia Centre every day. This year, we intend to open Mevo 2.0 bike stations, as the Mevo 2.0 service is again working with Gdańsk. We also actively participate in consulting processes regarding the transport solutions implemented by the city.

We have identified that the increased number of cars parked around Olivia Centre may adversely affect local communities, which means increased traffic and potential communication difficulties during rush hour. We try to respond effectively to this challenge, for example, by implementing new payment methods – not only at ticket machines but also using the My Olivia mobile application.

Olivia's developed infrastructure is only part of it. With the community in mind, we organise regular activities, workshops, sports tournaments and even festivals. We also support the events and projects of the companies based in our centre. When planning and holding events, we always consider the opinions and interests of the Residents, local inhabitants and institutions. We know that they find it most interesting to participate in entertainment events, competence-building workshops, regular sports training, substantive discussions, lectures delivered by experts, and art workshops.



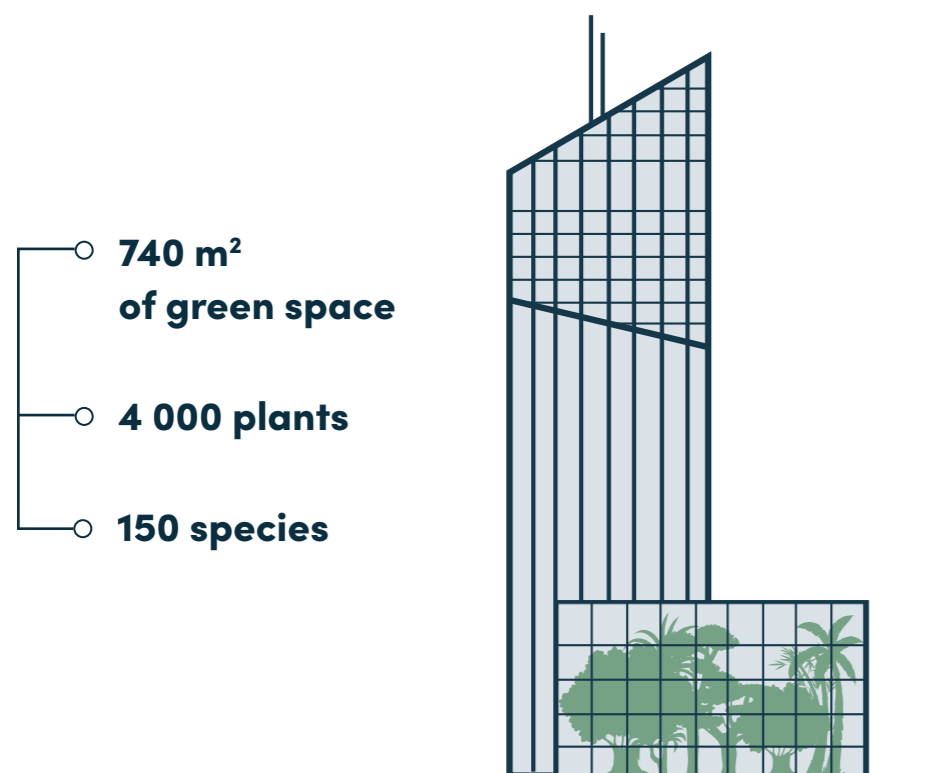
We care for well-being

Olivia Garden

Olivia Garden is a green jungle at the heart of our complex: 740 m² of green space, filled with 4,000 plants of as many as 150 species. Many of them are intensely ionising and air-purifying plants. It is an area where we can relax, calm down and restore our inner harmony. In other words, take care of our well-being. Olivia Garden's space is the final component that has completed our concept of a modern centre where our stakeholders' needs are constantly met. Implementing the idea of a "green enclave" required the involvement of not only architects and botanists but also an interdisciplinary team of specialists, who consulted the details with the Olivia Centre Residents, as well as sociologists and psychologists. Olivia Garden is accessible to all and provides a constant opportunity to commune with nature, independent of the weather and time of year.

The only exotic garden in Poland, located in the central point of Olivia Centre, was awarded the European Property Awards 2022 in the "Landscape Architecture" category.

Olivia Garden was also described as "one of the places that have a positive effect on humans" by scientists from the Medical University of Gdańsk.



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Work&Chill Station

Late last year, we provided the Residents and visitors to our centre with another unusual, multi-functional space, the Work&Chill Station. It offers comfortable places for casual conversations over coffee, teamwork and independent activities with total concentration. It is also a perfect place to relax.

We arranged this space in collaboration with our Resident, the Nowy Styl company, and its shape responds to the needs reported by our Tenants. For example, the inspiration for the chaise lounge rest area came from a conversation with a manager at one of the companies, who mentioned that he was missing a place in the office where he could relax and take a moment to recuperate after a long flight.



Olivia Centre clubs

We integrate our community and take care of work-life balance through activities carried out as part of Olivia's passion clubs, attended by our Residents and their families, friends and acquaintances. Most of these meetings are also attended by the residents of the Tri-City, as the clubs are open to the public.

Olivia's Choir

A group of people of different ages, working at various jobs in many companies in the Centre. What they have in common is their great love of music. The choir is actively involved in concerts, not just at events held by Olivia Centre (e.g. "Discover Your Inner Child," "Olivia Festival"). It is also involved in charitable activities ("Heart with Ukraine" concert, "Good Concert") and takes part in local Oliwa district events (Viva Oliwa, Olivia Christmas Festival). In 2022, the choir released its debut album. The proceeds from its distribution were donated to the Relief Care Centre under construction in Gdańsk, an initiative of the Hospice Foundation.

Olivia's Photography Club

The club offers photo sessions, webinars, workshops and all kinds of artistic challenges to anyone who would like to explore photography with Olivia. In 2022, club members were the authors and co-organisers of as many as five exhibitions presented in the Olivia Star lobby. They used the knowledge gained at workshops with experts to amaze the spectators with the result of their creative work: places, events and people frozen in frames. Together with the club members, we invited the Residents and Tri-City inhabitants to the exhibitions titled "Unobvious Gdańsk," "Good Tones: Meet the Olivia Choir," "Sea You" (documentary photography), "Oliwa in Olivia" (landscape photography) and "12 Faces of Olivia" (architecture photography).



Olivia's Community Workers

We initiate aid projects and support existing welfare projects. Together, we donate blood as part of the Energy Drop initiative, support senior citizens, act to benefit animal shelters and hold fundraising campaigns for those in need. In 2022, we were actively helping the war refugees from Ukraine (owing to the involvement of the Community Workers, we collected, sorted out and delivered over a ton of gifts gathered in Olivia to the warehouses of the Polish Red Cross).

Olivia's Adventure League

A group of adventurers passionate about RPGs. It brings together creative people with out-of-the-box thinking. RPG games are a perfect tool for team building in organisations.

Flora Olivia

The club brings people with a passion for plants together. We save orchids, plant tulips, decorate Olivia with flowers, and care for greenery in our offices and homes. During five workshops, we discussed the home-growing of healthy herbs, the care of the popular *monstera*, and the care of succulents, among other topics. The club also organised a plant exchange stall during the Summer Variety Market at Olivia. It was possible to get professional gardening advice that day. The club opened in 2022.

Last year we also organised the first FIFA e-sports tournament, in which as many as 32 players from 19 companies competed for the title of the best player. Sixty-four matches were played, the tournament lasted 25 days, and the teams competed in six arenas: Olivia Garden, Santander Work Café, Vidokówka, Conference Centre on the 34th floor of Olivia Star, O4 Coworking, and the Work&Chill Station.

Olivia is definitely more than just a business. We promote health and physical activity by organising numerous sports activities open to all. One can take part in volleyball tournaments (we have built a beach volleyball court), hiking, cycling and fitness classes – yoga, stretching and learning how to breathe correctly. We also initiated several sports clubs.

Olivia Yacht Club

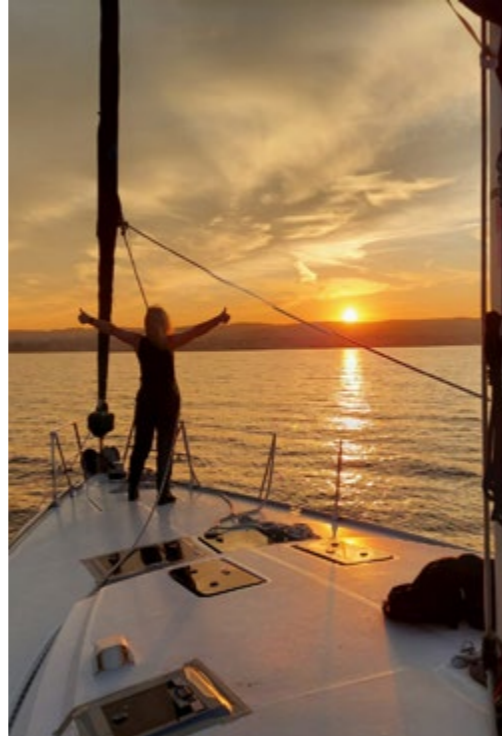
The club, launched in 2017, brings together water recreation lovers. Among other events, we organise cruises on the Bay of Gdańsk: in the afternoon (after office hours) and all day long (on weekends). In the summer of 2022 alone, under the Olivia Yacht Club flag, our Residents sailed the sea 14 times. Daredevils also took part in autumn and winter cruises, such as the Santa Cruise Towards the Sunset.

Olivia's Volleyball Club

For volleyball lovers. Those at the master level and those who are just learning. We play indoor volleyball all year round and beach volleyball on our own court right next to Olivia Centre in the summertime. We also organise volleyball tournaments. For example, more than 100 players from 13 teams representing the companies of our centre took part in the 1st Olivia Centre Cup Indoor Volleyball Tournament.

Olivia's Runners Club

The club brings together people at beginner, intermediate and advanced levels. Together they train and take part in local runs and marathons. In 2022, nearly 100 enthusiasts of this form of active leisure took part in more than 50 activities under Olivia's aegis. The club's coach is Radosław Dudycza, a multiple medallist in the Polish Championships at the half-marathon and marathon distances.



Olivia's Expeditions

For lovers of active leisure. We organise hiking and biking tours. Together we get to know Gdańsk and the region. The most popular guided walks in the year under review were: "Mansions and Tenement Houses of Sopot", "The Nooks and Crannies of Orunia," "Old Oliwa," "Murals of Gdańsk Zaspą" and "Mansions and Palaces of Jaśkowa Dolina."

Olivia Football League

After the pandemic, we returned to the much-loved football league – now in its 10th edition! In the last season of the League, 17 teams played the matches. They took part in as many as 144 games, which took 7200 minutes of play. Licensed football referees acknowledged 1,607 goals.

Pinktober

We dedicated October 2022 to health and cancer prevention, promoting the "let your breast be the best" initiative as part of the Pinktober project with volunteers from the Energa Group and Orlen Foundation. We supported the Pink Ribbon Run and encouraged participation in a meeting with an educator holding a workshop on breast disease prevention and self-examination and in a workshop on sewing heart-shaped cushions which were then given to oncological patients to support their recovery after mastectomy. On October 15, European Breast Cancer Day, and also on October 31, a pink ribbon flashed on the façade of Olivia Star – a symbol of support for activities aimed at spreading knowledge about this disease and the importance of preventive examinations. We also encouraged breast self-examination by presenting a photo exhibition at the Sky Club in Olivia Tower. In addition, at the end of October, a mammo bus was parked in Olivia Centre car park, enabling ladies to take part in free mammography examinations.

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We ensure safety

Well Health-Safety Rating

Our greatest success was Olivia getting and renewing last year the highest score in the WELL Health-Safety Rating certification with the highest score in the world. We obtained 25 points out of the maximum of 25. We subjected our buildings to the most restrictive analysis conducted by 600 experts from the International Well Building Institute (IWBI), a leading global platform for the development of healthy buildings and space, including virologists, scientists, architects, designers, business leaders, specialists in construction, real estate and the WELL construction standard.



Goal 3: Ensure healthy lives and promote well-being for all at all ages

With cleaning and disinfection procedures in line with certification guidelines, we reduce the risk of contact with pathogens, cleaning chemicals and dirt, helping to reduce the number of illnesses caused by these agents. Additionally, with emergency response procedures in place, we help reduce the risk of negative consequences, such as medical emergencies.

WELL HSR certification also requires providing appropriate medical services and health support. We fulfil these requirements through, for example, numerous events organised at Olivia, such as meetings with paramedics and the Pinktober project.

Under this objective, we continuously monitor air quality following the WELL certification requirements for the following parameters: CO₂, PM2.5 and PM10, ozone, and volatile organic compounds (VOC). Their levels in our buildings, including Olivia Star and Olivia Prime B, are measured at the air handling units' fresh air intake and exhaust stations. The data is collected in the building's BMS system continuously, 24/7, all year round. Importantly, the system automatically informs the building's operators about any anomalies via text message.

It is worth adding that we are one of the first office centres in the world to have implemented ionic air purification technology. Moreover, we used active titanium coatings that create surfaces free from pathogenic microorganisms.



Goal 6: Ensure access to water and sanitation for all through the sustainable management of water resources

The care of water quality is crucial for us. Therefore we have it tested as least once a year as recommended by, for example, the WELL Performance Verification Guidebook. We analyse parameters such as turbidity, pH, free chlorine, Cola and Legionella bacteria. The HVAC Engineer, who is obliged to use the services of accredited testing laboratories, is responsible for carrying out water tests in our buildings in accordance with the schedule of inspections of installations and devices.



Goal 13: Take urgent action to combat climate change and its impacts

The WELL HSR guidelines require the development of emergency preparedness programmes, which help the Group to strengthen its resilience and adaptive capacity to various natural disasters. In developing the programme, we have paid particular attention to the needs of vulnerable groups, thus reducing their exposure and vulnerability to extreme climate-related events and other economic, social and environmental disasters.

Our greatest success was Olivia getting and renewing last year the highest score in the WELL Health-Safety Rating certification with the highest score in the world

Building-user safety

Last year, the Olivia Centre Security Department¹ completed the following courses.



Qualified pre-medical first aid – the training was dedicated to those previously untrained, and those already trained honed their skills in in-house classes.



Security of public buildings and critical infrastructure – terrorism and other threats, which also included a practical workshop.






Counter-intelligence prevention – training conducted by the Internal Security Agency.













Joint drills with the State Fire Brigade in office building evacuation.

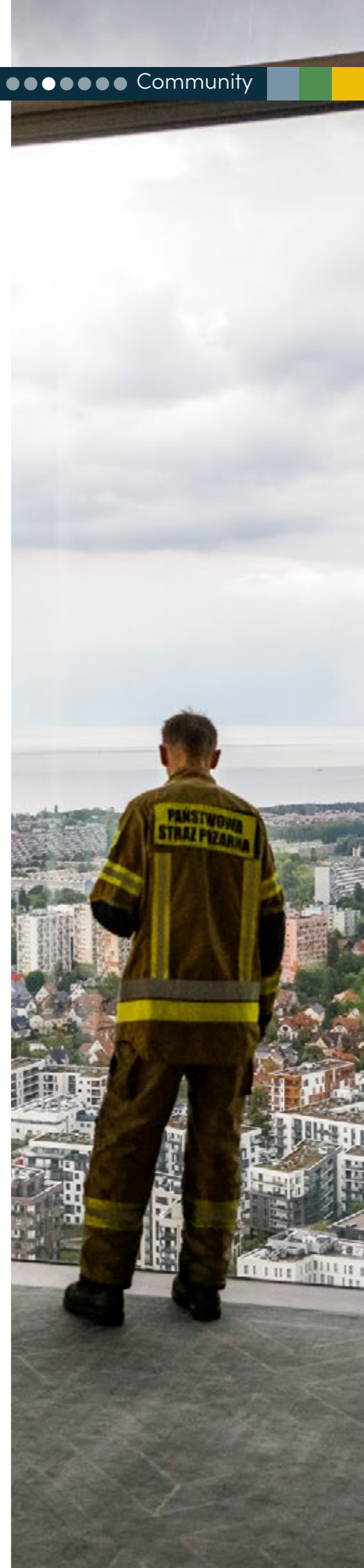
To take care of the health and safety of people using our building infrastructure, we use the following systems and solutions:

-  Early detection systems in lift shafts that minimise the potential adverse effects of random accidents. The devices of the early smoke detection system continuously collect air samples from the monitored rooms using suction fans and transport them through the pipe system to the detection module. Aspiration systems are especially useful when the highest detection sensitivity is required.
-  Security systems management in all the Group's buildings. At Olivia Centre, we implanted a PSIM (Physical Security Information Management) class security integration system. The selected technology is the most modern standard that integrates a variety of security systems and applications, allowing their control through a consistent, transparent and homogeneous user interface. This interface enables the collection and correlation of events from multiple distributed information and security system devices.
-  Gaseous fire suppression systems combine a highly sensitive smoke detection system and a modular design of devices. It is worth mentioning here that the gas used in the systems has a very low GWP (Global Warming Potential). This indicator determines the potential for creating the greenhouse effect, which means the gas is environmentally friendly. Our decisions regarding the selection of the gases used are deeply thought over and governed by our concern for the climate.

Our activities supporting the prevention and mitigation of health effects are related to the safety system that guarantees:

-  early identification of hazards by means of the reporting system,
-  quick alert to the staff of alarm activation,
-  a proposal of actions to be taken, taking into account possible countermeasures appropriate to a type of hazard,
-  staff being relieved from routine activities (background work),
-  automatic documentation of events,
-  simplification of the operation of often very numerous technical systems and alarm control panels,
-  presentation of a graphic situational plan containing, among others, the location of sensors, access roads and escape routes,
-  automatic control by a given subsystem of safety devices, such as alarm sirens, cameras, extinguishing devices,
-  staff requested to confirm alarms and take specific actions,
-  documentation of all activities along with reports.

When we design our projects, we make sure that each of our spaces is adapted to the needs of people with disabilities. We constantly monitor this issue and consult our employees and associates about our activities related to the occupational health and safety of disabled people. We plan to implement further upgrades in our buildings to improve the accessibility of our properties not only to people with disabilities but also to pregnant women, parents with children and senior citizens.



Employee safety

Safety is a key value for us. Therefore, we are glad to have avoided accidents last year. Our safety policy defines the framework for setting strategic goals for all Group companies and sets out the principles of their implementation. The priority is to maintain the highest quality of our services. We strictly adhere to the standards used in occupational health and safety (OHS) management systems and the guidelines included in the Labour Code.



Office work

By showing concern for employees and associates, as well as for people staying within our grounds, we undertake to:

- prevent accidents at work and occupational diseases,
- minimise hazards at the workplace and implement safe working techniques,
- promote new technologies,
- improve the organisation and working conditions,
- comply with the laws and the principles of occupational health and safety.

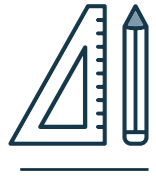
The people responsible for OHS training in the Group ensure that 100% of our employees, associates, contractors and sub-contractors are trained in health and safety. We react to all reported accidents and near-misses that may lead to an accident, disaster, or another hazard. So far, no suspicion of any occupational disease has been identified, and, as we have mentioned before, we have successfully avoided accidents. We are aware that our employees are most often exposed to back, neck, wrist and eye pain. No occupational diseases have been reported so far; nevertheless, we undertake preventive measures on an ongoing basis and introduced the "Priority: the Spine" programme for interested employees to take care of the backbone. In 2023, all employees and associates were invited to participate in the programme. It is dedicated to the prevention of chronic back pain and comprises:

- a medical interview resulting in qualification for the programme,
- meetings with a physiotherapist,
- individual and group exercises tailored problems identified by specialists.

The programme will be continued in the coming years.

In addition, we have introduced workstation inspections and the Safety Walk & Safety Talk programme. Safety walks are friendly safety rounds during which we pay special attention to proper employee and contractor work performance. A safety walk results in a conversation, a safety talk, about the essence of safety and the importance of paying attention to the issues of safe work performance, hazard identification and joint responsibility for safe development. Employees are provided information on the proper seating position, movement and safe work habits.





Construction and fit-out work

The safety of employees and associates during construction and fit-out works is vital for our Group. We make every effort to implement the Safety Policy here through activities such as:

- identification of potential threats and risk assessment at workstations,
- regular monitoring of working environment conditions,
- reduction of hazards at workstations,
- appropriate selection of clothing, footwear and personal protective equipment,
- implementation of safety audit plans,
- improvement of working conditions,
- regular reviews of workstations, ongoing dialogue with parties concerned (suppliers, contractors and safety services).

The OHS team conducts activities promoting safe habits and strengthening routine behaviours. On the construction site, OHS experts hold training sessions for new employees, associates and contractors and carry out regular inspections, each with a report discussed with the site manager and contractors. The Group has implemented and applies procedures and instructions for:

- entry to the construction site and the minimum requirements for contractors,
- working at height and proper acceptance inspections of scaffolding,
- hot works,
- transport and hoisting works,
- fencing when working at height,
- fire protection,
- first aid,
- workplace health and safety (administration and office workers, carpenters, steel fixers),
- administration and office work in a standing and sitting position,
- the use of chemical agents.
- Before entering the construction site, our subcontractors and contractors undergo internal training with a representative of OHS services. The construction site rules, potential hazards, accident reporting and evacuation methods



are then discussed. General information about health and safety reviews and inspections is also provided.

A Health and Safety Officer is appointed during construction, an Instruction for the Safe Execution of Work (IBWR) is in place and OHS records are maintained. An OHS logbook is also kept and inspection reports are produced weekly. Based on these, solutions are implemented on an ongoing basis to ensure safety on site.



Service work

We are aware of the significance of the safety of works related to the maintenance of the existing infrastructure. That is why, in our opinion, it is crucial that OHS specialists constantly cooperate with the following departments: legal, HR, safety, property maintenance and investor and fit-out supervision. This gives us the certainty that we act in accordance with the established rules.

The control and reduction of OHS risks are carried out in accordance with the internal rules of the supervisory hierarchy; compliance with OHS obligations and legal provisions is monitored on an ongoing basis.

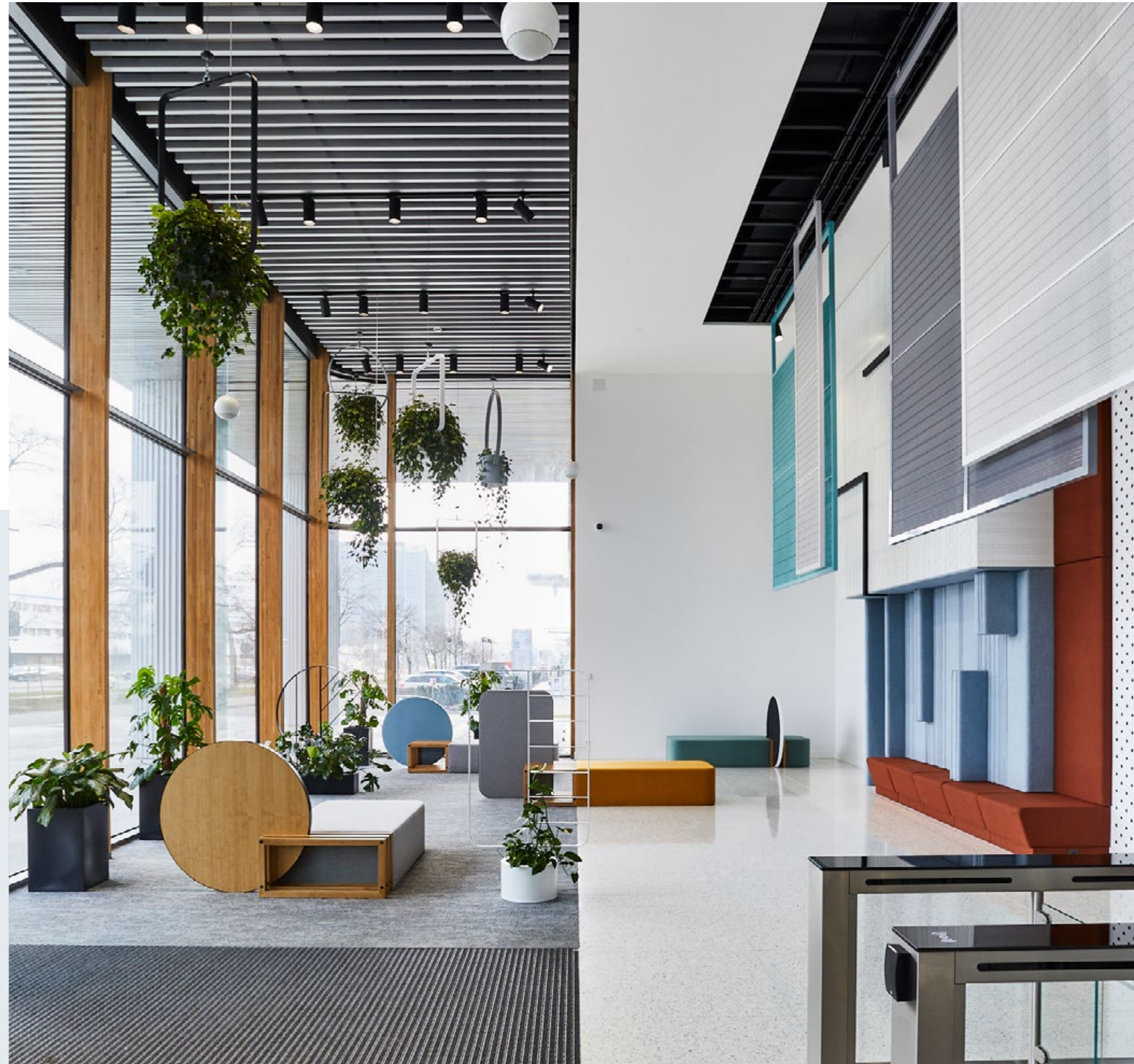
The OHS management system and the activities of our companies based on it meet the highest standards. We feel responsible for our employees and associates, regardless of the form of employment or cooperation, and for all persons staying within our grounds. We are committed to minimising all risks and hazards. Every day we try to identify new threats and respond to them appropriately.

Occupational health and safety training

In 2022, all our employees and associates were trained before they started working and collaborating with the Group. Each newly hired employee and associate undergoes OHS training tailored to cover the scope of duties and hazards at the workplace. Before starting work, the qualifications required for a given position are verified. Employees and associates regularly undergo periodic OHS training with a regularity depending on the nature of their work and occupational hazards.

The management is regularly informed about current changes in OHS and trained in this area. Under the law, periodic OHS training for the managerial staff is provided every five years. However, we make every effort to ensure that the employer's representatives have access to changes in the law on an ongoing basis so that good safety practices are constantly applied.

Employees and associates regularly undergo periodic OHS training with a regularity depending on the nature of their work and occupational hazards








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We care for all our associates

Training activities for people working for the Tonsa Group, whether they are our employees or associates who have been providing services dedicated exclusively to Olivia for years, are conducted by qualified and certified internal coaches and third-party experts. Owing to this, the educational offer is tailored to the specific nature of the company's operations and meets the development needs of those who maintain and develop all Group-related entities on a daily basis. We also constantly promote a culture of knowledge sharing throughout the Tonsa Group and in our value chain, attaching great importance to associate development programmes.

We present the portfolio of development programmes dedicated to the employees and associates below.

-  **"One Team" workshops** concern the organisational culture and company values. We engage managers and employees in the process of building corporate culture and updating company values. The workshops are conducted by a third-party coach. They cover areas such as the commonality of strategy and business goals, unified communication, and the setting out of collaboration standards.
-  **The "Excellent" programme** is implemented throughout the organisation and aims to impart and consolidate practical knowledge of advanced Microsoft Excel spreadsheet options. The programme makes it possible to develop the competences necessary to analyse data efficiently, prepare the necessary calculations and reports, and improve day-to-day work with data.
-  **Substantive, thematic and industry-specific training.** We offer the opportunity to participate in courses and conferences on improving qualifications, updating knowledge necessary for a given position, and acquiring information on current trends and new technological solutions (in a given field or industry).
-  **Language courses.** These are divided into thematic groups: basic knowledge, business, technical, sales, legal and accounting. The English language learning programme is open to all associates who use English in their daily work. We also provide individual classes.

 **Coaching and Mentoring** is provided either in individual sessions or for the entire team. The aim of the programme is to develop managerial staff in selected areas - business and soft skills.

 **Personality, style and behaviour testing.** We carry out personality, competences, talents and communication styles diagnostic tests that are used among our associates for development purposes. Each person participating in a selected study is informed about the specific nature of the tool and the course of the test, receives a summary of the results and takes part in a feedback session.

The selected programme may be attended by employees and associates who will take part in the recruitment process and meet its requirements. The main goal of these programmes is to create opportunities to develop new competences and gain further knowledge. Often, another aim is to select persons with skills enabling them to perform new roles in the company. It is important for us to prepare the so-called "successors," i.e. people who will hold independent leadership positions in the future as part of the organisation's needs.









The Group offers all its employees and associates extensive medical packages and access to numerous benefits, such as life insurance, medical insurance or the Multisport card. They may also take an active part in cultural projects, webinars, workshops and sports activities held at Olivia.

With the war in Ukraine in mind, we also took care of the psychological comfort of our associates. We provided them with free psychological consultations in Ukrainian, Russian and Polish. We also prepared an offer of loans and non-refundable financial support to help their families threatened by the war.



We are a trustworthy partner

The international environment of Olivia Centre is a basis for building valuable relationships and excellent trade and service exchange. After many years of operation, our properties have gained a reputation as an excellent business destination, with friendly conditions for work and meetings, not just on a professional basis. The location's atmosphere, highest quality and prestige are conducive to establishing business relations and creating new initiatives. The associations, organisations and long-term projects in which the Group is involved include:

-  **Polish-Swedish Chamber of Commerce,**
-  **Polish-German Chamber of Industry,**
-  **Pro Progressio** – an organisation dealing with the development of the modern business services sector (BSS), which runs a club associating companies that are market leaders in this sector and its environment.
-  **Business Centre Club** – an association of Polish entrepreneurs and employers involved in promoting the development of the Polish economy and entrepreneurship and combatting unemployment.
-  **Pomeranian Employers** (formerly the Gdańsk Employers' Union) – an organisation associating companies mainly from the Pomerania region. The union's mission is the dynamic development of the employers and business entities operating here. It is the largest and oldest employers' organisation in Pomerania.
-  **Gdańsk Business Club** – an organisation of entrepreneurs, owners and managers of the leading companies in the Pomerania region. The association's mission is lobbying and making the economy more active in all aspects that may pertain to companies' economic condition.
-  **The Economic Convention under the Rector of the Gdańsk University of Technology** – a platform for cooperation between scientific and economic circles.
-  **The CRUNCH research project** – its primary goal is to test the closing of energy, water, heat, food and information flows into a closed circuit to take advantage of

combined potentials and adapt innovative solutions to Polish conditions. Olivia Centre is implementing the project (under the auspices of the Gdańsk University of Technology) in an international consortium. The presentation of the project took place at the Venice Biennale of Architecture.

Olivia Home is also a member of the **PZFD** Polish Developers' Union.

Other forms of our involvement in business relationships and partnerships include:

-  **Cooperation under the BSS Forum**, an international conference on key trends and challenges in BSS. The forum provides a professional, extended platform for substantive discussions in the areas of business, sales, personal development and HR. A part of the 2022 event was held at Olivia Centre.
-  **Partner of the "Vilnius in Gdańsk" festival**, cooperation with the Society of Vilnius' Friends, Vilnius, Gdańsk and the Lithuanian Embassy. "Vilnius in Gdańsk" is an interdisciplinary cultural festival organised jointly by the twin cities of Gdańsk and Vilnius for as many as nineteen years. We promoted the event at Olivia Centre; in the Olivia Star lobby, we displayed two exhibitions: a photographic exhibition of the landscapes and architecture of Vilnius, and a digital exhibition dedicated to the fate of the inhabitants of Poland's former eastern borderlands.
-  **Cooperation with the Inspiring Examples Foundation.** We want to share our knowledge about the market, career opportunities and various career paths with those who will soon enter the labour market. We take young people around, introduce them to our companies and their business models, and inspire young people by ensuring the presence of mentors from various fields. Two such meetings were held in 2022, combined with a tour of Olivia Garden and the Observation Floor.
-  **Partner of the 2022 Development Initiation Forum.** The Development Initiation Forum is Pomerania's largest conference for the representatives of local business, local government and NGOs. On 8 November, the 11th edition of the forum took place at Olivia Centre. Owing to this cooperation, we were able to share our experience in employee volunteering, bringing together employees of many different companies based at Olivia Centre, and learn about good practices, development



directions and the needs of companies and persons from our region.

Partnership and participation in the second edition of the “The best breast wins the test!” educational and prevention campaign, initiated by female volunteers – the Residents of Olivia Centre; organisational and communication support. Apart from educational meetings and the symbolic Pink Ribbon Run, one of the elements of the campaign were free mammography tests for 50 women aged 35+, which could be taken advantage of by Residents of our centre who were willing to take the test.

Cooperation with the Energa Group in the “Planet of Energy” educational programme. A lesson was held to inaugurate the 11th edition of the “Planet of Energy” programme in Olivia Garden, Olivia Centre’s green enclave. We invited students from Primary School No. 35 in Gdańsk Oliwa to take part in the activities, which were combined with an art workshop. The students also took part in workshops in which they assembled bird feeders, painted environmentally friendly fridge magnets and decorated nesting boxes that will be hung on trees around their school.

Cooperation with the Energy Drop Foundation. In 2022, Olivia Centre hosted eight open blood donation campaigns organised in collaboration with the Energa Group and the Energy Drop Foundation.

We also collaborate with a group of HR practitioners to promote the highest employment standards. **As part of this cooperation, we have established the HR Club.** The Club’s mission is to support its members in shaping work patterns and developing soft skills based on advanced solutions and trends. We create a space for conversations and the exchange of professional experience and knowledge. In 2022, the Club met five times. The topics included:

- The Polish New Deal,
- support on the labour market for Ukrainian citizens,
- The Power4Resilience programme – holistic personal resilience training,
- VR workshops,
- hybrid work.

The last topic, hybrid work, has been of great importance lately. The pandemic-induced upheaval involving a new organisation of work is evident in, for example, the rearrangement of office areas, which are becoming more flexible and try to have a positive impact on the employee’s well-being. These areas are designed to encourage people to spend time in the office while still being comfortable, like when working from home.

At Olivia Centre, the trend of employees gradually returning to the office after the pandemic period of remote working is clearly visible. In 2022, there was an increase of nearly 45% in their numbers compared to the previous year. This change is reflected in our environmental impact, but with the right measures, we have managed to optimise it relatively well. Details of this impact are described in the next section of the report.





Chapter 4

Environment

100 % of our commercial buildings hold the BREEAM certificate

We take care of over **26 000 m²** of greenery

We will be climate neutral by **2045**



We conducted the analysis of climate risks in conformity with the **TCFD** recommendation

We will have reduced scope 1 and 2 greenhouse gas emissions by a minimum of **50%** by 2030

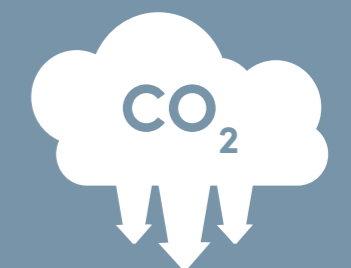


We reduced water consumption by **33%** compared to the base year

We reduced scope 1 and 2 emissions intensity by **21%** compared to the base year

We monitor the climate impact of our buildings with the use of the **CRREM tool**

Owing to the Tork Paper-Circle, we reduced carbon dioxide emissions by **3 040 kg**



We hold BREEAM certificates

We are a conscious investor and we know how important it is to take care of the building infrastructure, integrated with the environment in which it is located. All our investments are subject to certification processes according to world classifications. Our portfolio includes seven commercial buildings, each assessed on the basis of the BREEAM certification standards.

BREEAM is the leading global pro-ecological certification system for sustainable construction industry. Introduced in 1990 in the United Kingdom, the system has existed for over 30 years. It is now used in 93 countries all over the world.

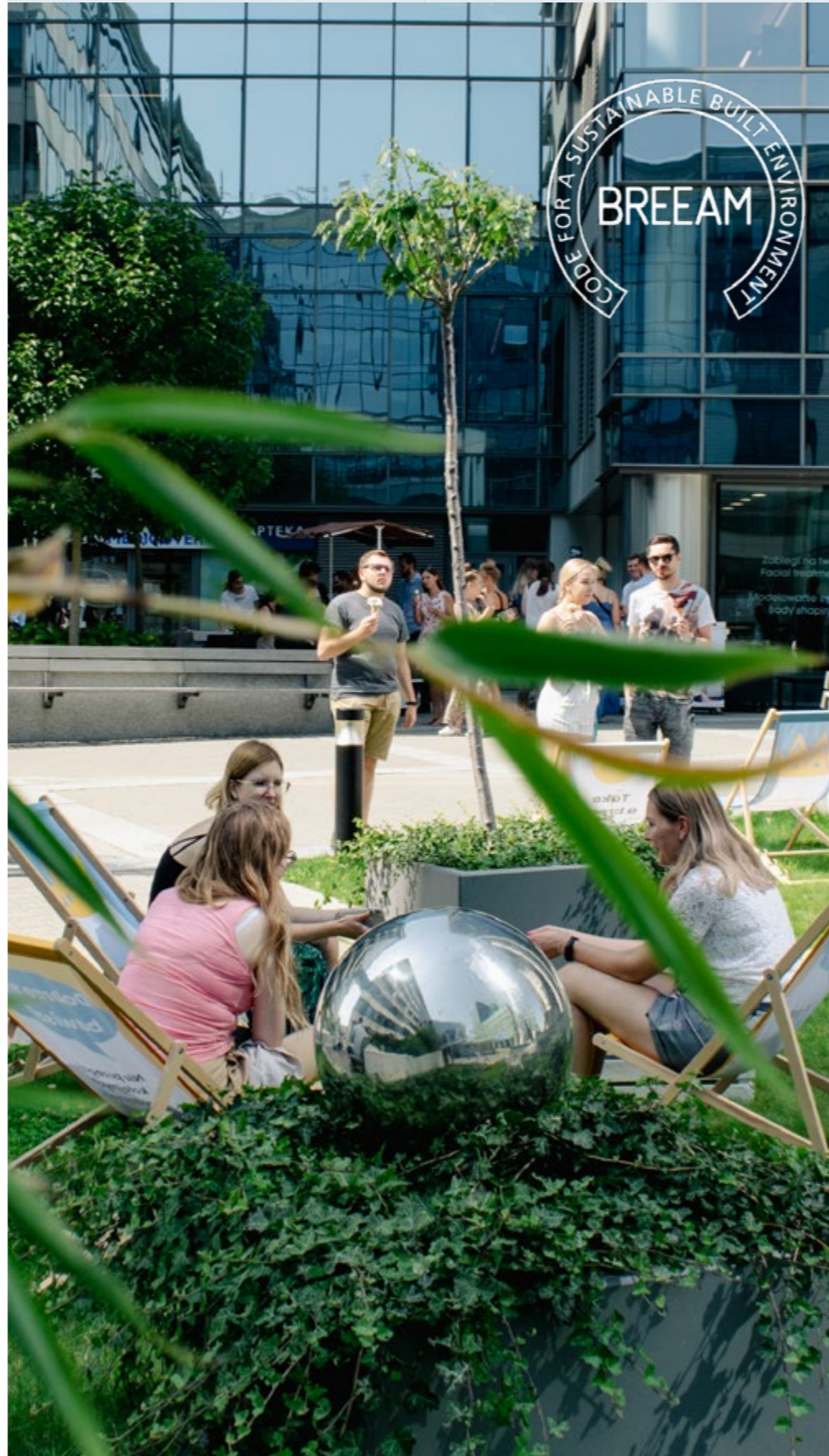
Third-party certification means that we have to meet additional. These are based on global best practice, owing to which we ensure that we benefit from the best available knowledge in environmental and social optimisation, and a holistic approach to project implementation that leads to the construction of greener, more comfortable, safer and more environmentally friendly buildings.

An independent certification body assesses compliance with the criteria. The project verification process ends with the award of a certificate in line with the scores obtained. A score of one of five levels is obtained:

- Pass for more than 30% of the criteria met,
- Good for more than 45%,
- Very good for more than 55%,
- Excellent for more than 70%,
- Outstanding for more than 85%.

We are a conscious investor and we know how important it is to take care of the building infrastructure, integrated with the environment in which it is located

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Under BREEAM certification, the project is verified in ten categories:

- 1 management,
- 2 health and well-being,
- 3 energy,
- 4 water,
- 5 materials,
- 6 waste,
- 7 transport,
- 8 land use and ecology,
- 9 pollution,
- 10 innovation.

For each of the above categories and a given grade level, specific minimum requirements have been set out that must be met to achieve certification. A BREEAM certificate ensured that during the development of the project:

- we adopted responsible building practices and used legally grown and harvested timber (PEFC or FSC certified);
- we used systems that comply with relevant standards, particularly in the area of pollution associated with the refrigerants used;
- we complied with health and safety requirements;
- we ensured good indoor air quality and used non-toxic (asbestos-free) materials;
- we ensured visual comfort and equipped the facility with LED lighting;
- we ensured good acoustics and appointed a qualified acoustician as early as the project concept stage to provide proper design guidance on relevant sound issues;
- we used the expertise of a qualified ecologist to take care of the relevant ecological aspects: from the concept design to the completion of the project;
- we appointed a qualified hydrologist to confirm compliance with surface water run-off requirements.

The above requirements are the prerequisites without which no certification would be possible. Additional conditions must be fulfilled within the ten categories mentioned to obtain a certificate higher than Pass. Compliance with them is part of our Sustainable Development Goals (SDGs).

The high quality of our projects is confirmed by BREEAM certification. This certifies that we use global best practice in sustainable building design, construction and use and, therefore, operate in line with the SDGs listed below.



Goal 3: Ensure healthy lives and promote well-being for all at all ages

We have met strict requirements to ensure high indoor air and water quality, thermal comfort, acoustic comfort and vision, and our multi-purpose centre is accessible not only to Residents but also to the local community and tourists.



Goal 6: Ensure access to water and sanitation for all through the sustainable management of water resources

We have implemented solutions to save water, monitor water consumption (using the BMS) and prevent leakage. In addition, we take care of the quality of the water by constantly monitoring its parameters and preventing the growth of bacteria and the formation of mould and moisture on the premises.



Goal 7: Ensure access to affordable, reliable, sustainable and advanced energy for all

We have implemented efficient energy installations, energy-efficient lifts and escalators, freecooling, the use of geothermal energy as well as energy recovery systems. We use LED lighting and motion and twilight sensors, and reduce outdoor lighting. We have smart appliances with an ECO mode, an energy consumption monitoring system in the BMS and individual utility meters. In addition, UPS and power generators ensure the continuity of power supply in the event of a failure, and the PMS guarantees optimal energy management.



Goal 9: Build resilient infrastructure, promote sustainable industrialisation and foster innovation

We have invested in resilient, people- and environment-friendly, more sustainable facilities. We have involved local micro, small and medium businesses in implementing our projects. We use innovative methods of management and post-commissioning support.



Goal 11: Make cities and human settlements inclusive, safe, resilient and sustainable

Each of our projects is distinguished by easy and unrestricted access to green areas and safe public spaces. With multifunctional buildings, we attract a diverse range of people in terms of age, gender, education, nationality, views or interests.



Goal 12: Ensure sustainable consumption and production patterns

We have met the criteria for responsible, sustainable procurement of timber and other construction products (using building life cycle analysis). From the early concept stage through the entire life of the building, we ensure appropriate waste management.



Goal 13: Take urgent action to combat climate change and its impacts

Both in the design and construction process, we use solutions that result in a reduced embedded carbon footprint. We have taken care to select environmentally friendly materials, installations and components. We have made use of expert knowledge and taken care to adapt our buildings to climate change.



Goal 15: Protect, restore and promote the sustainable use of terrestrial ecosystems, sustainably manage forests, combat desertification, halt and reverse land degradation, and halt biodiversity loss

The Olivia buildings were built in an area with a low environmental value. The supervision of project implementation by a qualified ecologist and following his recommendations have allowed us to improve the ecology of the project site.

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We increase resilience to climate change

One of our main activities stemming from our ESG strategy, is to combat climate change and prevent its negative impacts. Climate change affects our business both in the long term (through, for example, the rise of mean temperatures, glacier melting or the rise of sea and ocean levels) and in the medium and short term (through, for example, the perceived effects of extreme and violent weather events that pose a direct threat to human health and life).

We are aware of this, so to increase resilience to climate change, we carried out an analysis of potential global warming scenarios and an assessment of the associated risks and opportunities. In conformity with the TCFD (*Task Force on Climate-related Financial Disclosures*) recommendation, we considered two types of risks:

- physical, which are directly related to weather conditions,
- transformational, which arise from the transition to a low- and zero-carbon economy.

The table presented on the next page shows the critical climate risks that could significantly affect us – either threatening our business or giving us an opportunity to grow. We have conducted the analysis over three time horizons – short-term (to 2025), medium-term (to 2030) and long-term (to 2050).

We are aware of this, so to increase resilience to climate change, we carried out an analysis of potential global warming scenarios



In the short term, Olivia will be affected primarily by risks related to the transformation of the economy. Particularly important are those relating to restrictions on the supply of utilities, the expansion of ESG obligations and sustainable technology development. Risks related to the higher expectations of financial institutions, insurers and customers to meet increasingly stringent climate requirements are also very important.

In the medium term, the levels of risk in each category are similar to the levels forecast in the short term. By 2030, however, our stakeholders' expectations and the likelihood of cyclones and greater air pollution may increase. Due to developments in water and energy infrastructure, the risk of utility supply constraints may decrease.

In the long term, we have considered two scenarios:

1. the reduction of the rise of mean temperatures below 1.5°C (the SSP1 -1.9 according to the IPCC – the Intergovernmental Panel on Climate Change),
2. temperature increase by 3.5°C and more (the SSP3 scenario – 7.0 according to the IPCC).

The first scenario assumes increased action to limit global warming, so both the impact and likelihood of transformational risks are relatively higher than physical risks. In the scenario of a temperature rise by at least 3.5°C, physical risks become much more important. In the long term, rising mean temperatures, variability in weather patterns and cyclones, among others, are likely to be of the greatest importance to us.

In response to the identified risk factors, we have identified and implemented appropriate management methods detailed in the table below.

	TCFD category	Identification of the risk factor	Risk management methods in use
Transition risk	Policy and Legal	Extended ESG obligations and new regulations	<ul style="list-style-type: none"> ✓ Annual publication of ESG reports using global standards (such as GRI and TCFD). ✓ Internal ESG audits using the guidelines provided by global standards (e.g. CRREM analysis). ✓ Annual audit and carbon footprint calculation based on the GHG Protocol standard. ✓ Implementation of improvements to enhance ESG indicators (e.g. use of low-carbon energy sources, use of new circular economy solutions, retrofitting of buildings towards a zero-carbon and circular economy). ✓ Implementation of ESG strategies (e.g. decarbonisation, social issues) and ESG policies (e.g. Code of Conduct). ✓ Use of third-party certifications and consultations with experts in the field. ✓ Monitoring of ESG-related legislation processes. ✓ Participation in ESG courses and conferences.
	Technology	Development of sustainable technology	<ul style="list-style-type: none"> ✓ Retrofitting of buildings towards zero emissions and a circular economy. ✓ Monitoring of the state-of-the-art technologies and those which still under development. ✓ Use of innovative sustainable solutions. ✓ Use of third-party certification and consultation with experts in the field.

TCFD category	Identification of the risk factor	Risk management methods in use	
Transition risk	Economy	Higher expectations of financial institutions and insurers	<ul style="list-style-type: none"> ✓ Annual publication of ESG reports in line with global standards (such as GRI). ✓ Internal ESG audits using guidelines set out by global standards. ✓ Implementation of improvements to enhance ESG indicators ✓ Use of third-party certification and consultation with experts in the relevant ESG field.
		Higher expectations of Residents and investors	<ul style="list-style-type: none"> ✓ Annual publication of ESG reports in line with global standards (such as GRI). ✓ Internal ESG audits using guidelines set out by global standards. ✓ Implementation of improvements to enhance ESG indicators. ✓ Use of third-party certification and consultation with experts in the relevant ESG field. ✓ Flexibility in the intended purpose of land, buildings, space fit-out and service offerings.
	Higher demands on suppliers	<ul style="list-style-type: none"> ✓ Gradual introduction of ESG requirements when working with suppliers. ✓ Diversification of the supply chain. 	
	Limited availability of raw materials	<ul style="list-style-type: none"> ✓ Diversification of the supply chain. ✓ Seeking alternative solutions. ✓ Provision of prudently planned stock. 	
	Restrictions on the supply of utilities	<ul style="list-style-type: none"> ✓ Diversification of building energy supply sources. ✓ Possibility of decentralising utility carriers. ✓ Contacts to safeguard against utility supply constraints. ✓ Measures to safeguard against constraints. 	

TCFD category	Identification of the risk factor	Risk management methods in use	
Transition risk	PR	Stigmatisation of the sector	<ul style="list-style-type: none"> ✓ Analysis of sustainable development issues from the Stakeholders' perspective and planning of activities with their opinion taken into consideration. ✓ Use of third-party certification and consultation with experts in the relevant ESG field.
	PR	Greater Stakeholders' concern	<ul style="list-style-type: none"> ✓ Stakeholder opinion survey ✓ Day-to-day actions to mitigate the adverse impact. ✓ Annual publication of ESG reports in line with global standards (such as GRI). ✓ Use of third-party certification and consultation with experts in the relevant ESG field.
Physical risks	Extreme weather events	Cyclones	<ul style="list-style-type: none"> ✓ Use of durable and resistant materials and protective components. ✓ Design and implementation of building structures resistant to sudden weather events. ✓ Use of solutions for rapid detection and response to risk factors (weather stations in each building, automatic response of equipment as a result of alarms, remote control option for equipment in buildings)
		Earthquake	<ul style="list-style-type: none"> ✓ Implementation of emergency preparedness procedures.
		Heat waves	<ul style="list-style-type: none"> ✓ Providing Olivia's buildings with efficient HVAC equipment. ✓ Use of individual thermal comfort control set-points in the lease areas with +/- 3 degrees temperature control and airflow rate control. ✓ Use of systems in the buildings that do not allow the dew point temperature to be reached. ✓ Use of durable and resistant materials and protective components.

TCFD category	Identification of the risk factor	Risk management methods in use
Physical risks	Extreme weather events	Floods <ul style="list-style-type: none"> ✓ Use of solutions enabling quick detection and reaction to risk factors. ✓ Use of durable and resistant materials and protective components. ✓ Design and implementation of building structures resistant to sudden weather events. ✓ Implementation of emergency preparedness procedures. ✓ Use of above-standard the system components (e.g. oversized storage tanks). ✓ Use of analysis and recommendations by third-party experts in the field.
	Chronic weather events	Variability of weather patterns <ul style="list-style-type: none"> ✓ Equipping Olivia’s buildings with weather stations communicating with the BMS to provide early response to adverse weather conditions.
		Rising mean temperatures <ul style="list-style-type: none"> ✓ Providing Olivia’s buildings with efficient HVAC equipment. ✓ Use of individual thermal comfort control set-points in the lease areas with +/- 3 degrees temperature control and airflow rate control. ✓ Use of systems in the buildings that do not allow the dew point temperature to be reached. ✓ Use of durable and resistant materials and protective components.
	Rising sea levels <ul style="list-style-type: none"> ✓ Use of analysis and recommendations by third-party experts in the field. ✓ Use of durable and resistant materials and protective components. 	

TCFD category	Identification of the risk factor	Risk management methods in use
Physical risks	Chronic weather events	Air pollution <ul style="list-style-type: none"> ✓ Regular checks of the air quality in our region. ✓ Implementation of measures in accordance with the water and air quality management procedure based on the WELL Health-Safety Rating certification guidelines. ✓ Use of high-grade filters (including F7). ✓ Use of individual air purifiers. ✓ Use of plants with air-purifying properties. ✓ Use of air ionisers. ✓ Regular measurement of indoor and outdoor air quality. ✓ Providing upper respiratory tract protection.

We know that the above risks may result in increased operating and investment costs, reduced revenue and productivity, reduced capital availability or the loss of asset value. However, we can manage them appropriately and maximise the resulting opportunities, which include:

- ⬆ market leader’s status,
- ⬆ increasing demand,
- ⬆ increasing competitiveness,
- ⬆ increase of revenues,
- ⬆ increased asset value,
- ⬆ better availability and lower cost of capital,
- ⬆ lower insurance costs.

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We strive for climate neutrality

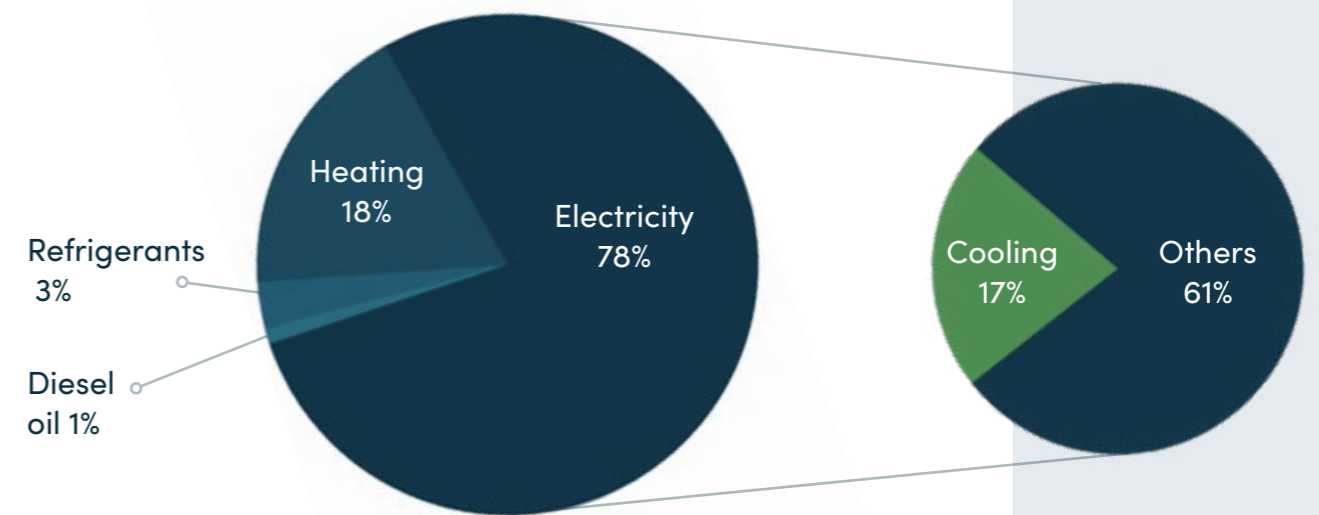
Both during the design and building construction process, we applied solutions that result in a reduced embedded carbon footprint. By using best practices affecting energy efficiency throughout the life cycle of the buildings, we achieve a relatively low operational carbon footprint today.

However, we are setting our sights higher than that and aim to achieve climate neutrality.

We calculate our carbon footprint using real-world data and the international *GHG Protocol Corporate Accounting and Reporting Standard*. It divides greenhouse gas emissions into three scopes: 1, 2 and 3. The first two delineate a climate impact that is entirely dependent on us. The third, on the other hand, indicates our indirect environmental impact, which, although out of our control, is linked to our activities.

Olivia Centre's carbon footprint

Owing to the BMS and the monitoring of utility consumption that has been implemented, we can accurately determine and control the climate impact of the operation of our buildings. The factors that have influenced the greenhouse gas emissions associated with the operation of our buildings in 2022, as well as their contribution to the carbon footprint, are shown in the diagram below:



Electricity, its consumption and source, has the greatest impact on the operational carbon footprint of our buildings, which is why we set the first of Olivia Centre's decarbonisation targets already years ago:

by the end of 2025, 50% of the electricity supplied to Olivia Centre's buildings will come from renewable sources.

The greenhouse gas emissions associated with the use of Olivia's buildings are also the result of how Olivia's Residents use them. Therefore, together with our Tenants, we monitor consumption and take initiatives to make our office buildings as energy efficient as possible. The same is true for other indirect emissions resulting from our value chain, which fall under scope 3 of the GHG Protocol standard.



Factors influencing Olivia Centre's carbon footprint across our value chain.



Olivia Centre's emissions are closely correlated with the number of people using our space. In 2022, there was an increase of nearly 45% in the number of users. This was primarily due to employees gradually returning to the offices after the pandemic period of remote work. Despite this, when comparing the 2022 reporting year with 2021 in scopes 1 and 2, we saw an increase in total greenhouse gas emissions and their intensity by only 5%.

Using good practice, including but not limited to the recommendations of the SBTi (Science Based Targets initiative), we have set 2019 as the baseline year for determining our progress in reducing GHG emissions. **Last year, compared to the baseline year, we were able to reduce scope 1 and 2 emissions by 8%, while emissions intensity was reduced by as much as 21%. Scope 3 emissions were reduced by 6%, while emissions intensity was reduced by as much as 18%.**



Olivia Home's carbon footprint

The development of Platynova Park is based on engineering solutions (including modularity) that reduce **carbon dioxide emissions into the atmosphere by 60%** compared to traditional construction.

BREEAM certification requirements have set us on a path to calculate the carbon footprint associated with the project development process. By implementing similar practices for monitoring utility consumption, purchasing and transporting materials, as well as for waste generation and disposal, we can control our greenhouse gas emissions into the atmosphere.

Carbon footprint analysis showed that in scopes 1 and 2, our greenhouse gas emissions intensity for the period June to December 2022 was at 0.01 tonne of CO₂ eq/m². Scope 3 emissions also indicated an intensity of 0.01 tonne of CO₂ eq/m² over the same period.

Decarbonisation targets

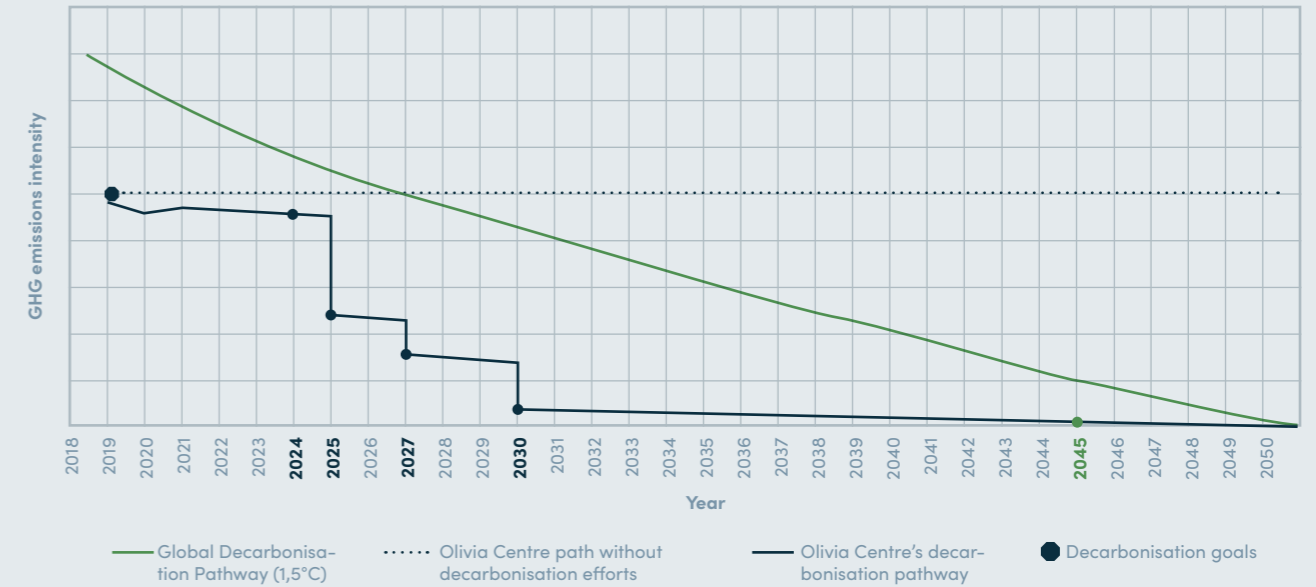
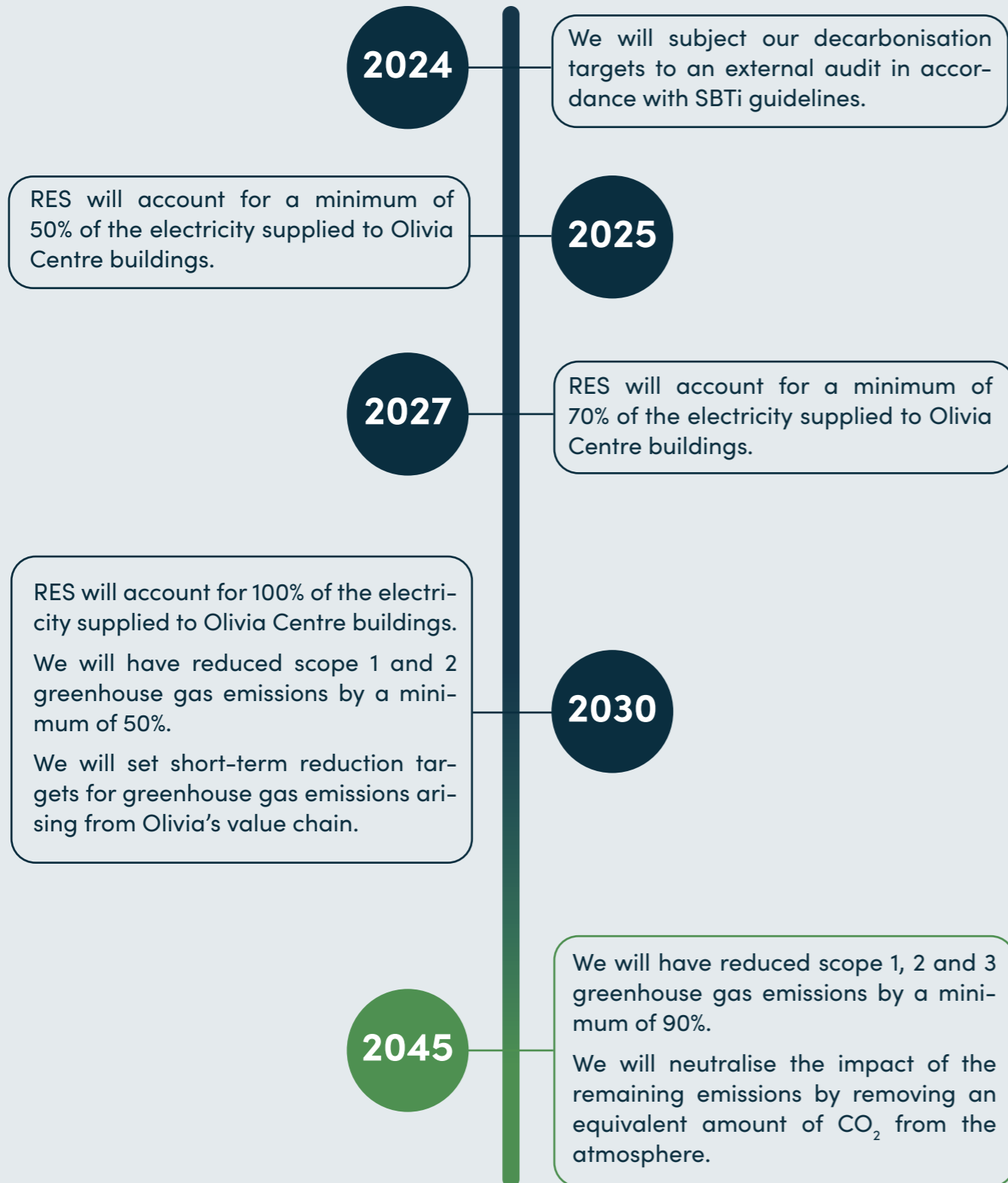
Our impact on the climate is very complex. Successful endeavours to combat global warming require the involvement of many entities, which is why last year we began work on a Decarbonisation Strategy and Code of Conduct to help us achieve our goal of gradual emission reductions and move towards climate neutrality in a methodical and structured way.

We intend to review our atmospheric impact on a regular basis and verify the levels of emission reductions achieved in all GHG Protocol-compliant scopes. **We want to stay on track to limit global warming to 1.5°C.** To this end, all Olivia Centre buildings are regularly subjected to detailed, case-by-case analyses of their compliance with the Paris Agreement and the global decarbonisation pathway to 1.5°C, as well as with the commitment under the European Green Deal and the "Fit for 55" package. For this purpose, we use the CRREM (Carbon Risk Real Estate Monitor) tool, which has been aligned with international sustainability regulations and best practices.

Using real-world data and the ability to tailor the decarbonisation pathway to our country and the real estate subsector, we have developed several options for possible decarbonisation projects in the CRREM tool that would align our business with integrated action to limit global warming to 1.5°C. We have correlated all the possible decarbonisation pathways with the results of the climate risk analysis, which allowed us to select one of those paths – the most optimal one in terms of our Group's impact on the climate and the climate's impact on us.



As part of the decarbonisation pathway we have developed, we have set the following targets for the years indicated below.
















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We respect energy

Electricity savings are important to both us and our Stakeholders. We care for that energy by taking the entire life cycle of the buildings into account.

Olivia Centre

We use:

-  *the Building Management System (BMS) and Power Management System (PMS)*, which help us optimise energy consumption depending on the building type and area;
-  smart devices switching into the ECO mode when the user is absent.
-  energy recovery systems;
-  heat pumps and high-efficiency heat exchangers;
-  triple-glazed façades;
-  room comfort control panels;
-  sun blinds;
-  air quality monitoring;
-  high quality filters treating the air supplied to the premises;
-  air ionisers;
-  motion detectors;
-  reduction of outdoor lighting intensity at night;
-  individual electricity meters.

All this is to ensure that our facilities operate optimally in terms of economy, comfort, safety and the environment

In 2022, we carried out many upgrades to enhance energy security and user comfort and optimise utility consumption. We introduced automated equipment to accurately measure the quality and quantity of the utilities supplied to our Residents, which allowed us to expand our analytics and discover new optimisation opportunities. We paid careful attention to system heat, allowing us to predict the thermal power demand more accurately. We improved the BMS, increasing the ability to remotely control building equipment, including setting schedules that enable us to rationalise the consumption of utilities.

Our priority is to ensure an adequate supply of heat and electricity. We care not only about the safety and comfort of our Residents but also about the rational use of energy. We pay close attention to the independence and continuity of supplies, which is why our projects have additional power sources: power generators, UPS batteries and appropriate internal installations. Owing to this, we can keep emergencies related to energy supplies under control.

A comparison of the reporting year 2022 with the base year 2021 showed an increase in electricity consumption by 5%. Importantly, in the shared spaces, despite a 45% growth in the number of building users, **we were able to significantly reduce the increase in electricity consumption to just 2%**.

Owing to optimisation in the area of system heat, thermal energy consumption dropped by 18% compared to 2021. The heat savings are even more noticeable when we analyse the figures for the common areas. **Heat consumption decreased by as much as 24% there.**

In addition, **we reduced the amount of diesel oil used in the generators, also by 24% compared to the previous year.**



Good practices

We respect the commitment of our Residents to activities related to sustainable development and constantly work on developing advanced solutions in this area. Together with the Residents, we monitor utility consumption and take initiatives to make the buildings as energy efficient as possible. Our Residents are also encouraged to use proactively the existing solutions, such as:

- ✓ the option to set automated schedules for space heating and cooling – at specific times and to specific temperatures;
- ✓ standardisation of controller settings for fan coil units;
- ✓ systems that turn off heating and cooling when windows are opened in a room;
- ✓ setting the optimum temperature level for hot water in kitchens and bathrooms;
- ✓ limiting logo illumination time;
- ✓ limiting the time and/or intensity of lighting in common areas;
- ✓ using an automatic switch-off/sleep mode for TVs, projectors, laptops, e.g. after they have not been used for an hour;
- ✓ switching off office equipment rather than leaving it in the standby mode (unplugging, switching off power strips, disconnecting chargers);
- ✓ using appliances with a high (efficient) energy class;
- ✓ arranging large glazed areas reducing the need for additional lighting (maximising daylight levels);
- ✓ using, as a priority, lighting in one's own work area;
- ✓ avoiding behaviours that increase electricity consumption during daily kitchen use:
 - putting warm/hot food in the fridge,
 - setting a too-high fridge cooling level,
 - filling electric kettles with much more water than needed for current consumption.



Olivia Home

We are aware of the impact of environmentally friendly solutions not only on future residents but also on the local energy economy. When designing the Platynowa Park estate, we paid particular attention to the energy efficiency of the buildings and the surrounding space. A responsible approach to energy conservation contributes to the implementation of regional objectives regarding the management of this resource, translating into long-term benefits related to improving the quality of life, health and immunity of the users of our facilities. This approach also has an impact on carbon emission reduction. All of this means meeting the climate policy.

Energy efficiency is also affected by the innovative modular technology we use. We equip the modules with smart membranes that control the migration of water vapour depending on the season of the year. On the outer layers, we use vapour-permeable and wind-proof materials. All modules are built under controlled conditions to achieve better insulation quality and reduce thermal bridges resulting from assembly errors.

During the construction of the Platynowa Park project itself, we pay attention to energy savings too. To this end, we use, among other things, clocks limiting energy consumption at night and pictograms to promote rational energy use. From the start of the project in June until the end of 2022, we consumed approximately 30 MWh of energy.

A responsible approach to energy conservation contributes to the implementation of regional objectives regarding the management of this resource, translating into long-term benefits







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We protect water resources

When developing multifunctional projects, the rational use of water and constant monitoring of its consumption is important to us. This has a direct impact on the environmental and financial aspects of our developments, which is why we are constantly striving to reduce water consumption.

Olivia Centre

As early as at the building design stage, we take measures to reduce the demand for water, e.g. through its internal circulation, which is supplied with rainwater, as well as by:

-  applying the strict requirements of a given BREEAM assessment;
-  equipping the buildings with water meters and sub-meters, which are connected to the building management system;
-  using water-saving fittings and aerators to reduce water consumption;
-  implementation of water leakage detection and prevention systems.

We constantly strive to ensure that our internal building solutions contribute to the reduction of water use. We use rainwater, for example, to irrigate the pocket garden next to Olivia Prime. The fountain on Olivia's patio, which has a closed circuit, is also supplied by rainwater. Olivia Garden also has devices designed to close the water cycle, recover water and minimise its consumption.

Water consumption is also closely correlated with the number of users of our spaces. Again, it is worth noting that there was an increase of approximately 45% in the number of employees present at Olivia Centre in 2022. This resulted in a 19% increase in water consumption compared to 2021, with the increase being most noticeable in the tenant areas, as the Residents consumed 38% more water than the year before. In contrast, **the increase in water consumption in the common areas was limited to just 6%.**

Good practices

We encourage water savings by:

- ✓ not turning on the water tap fully when it is not necessary,
- ✓ turning off the water at times (even short) when it is not being used,
- ✓ reporting leaking fittings in the Planon system,
- ✓ reusing water many times,
- ✓ using rainwater (e.g. for watering flowers),
- ✓ running the dishwasher only when it is full, and using "eco" programmes.



Olivia Home

The design of the Platynowa Park development also includes solutions conducive to water savings. These include, first and foremost, water meters and sub-meters and water-saving fittings.

In order to protect the water resources at the Platynowa Park estate, large green areas have been designed, including small retention facilities, such as rain gardens with hydrophytic plants. Their purpose is to retain excess water in the area and gradually introduce it into the ecosystem. This type of concept is a sustainable alternative to traditional rainwater sewers.



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We care for biodiversity

We carry out construction processes with respect for the natural environment and the land on which they take place. When preparing capital projects, we consult with an ecologist, and when implementing those projects, we follow their recommendations. We endeavour to enrich our project sites with native vegetation, adapted to local habitat conditions, and then appropriately protect and care for it.








Owing to our projects, we have provided nearly 10,000 m² of greenery, and we take care of a total of 26,000 m²

Olivia Centre

In the outdoor area of Olivia Centre, we have approximately 7,000 m² of green spaces and more than 100 plant species, both low- and high-cropping. Among them are numerous species attractive to insects, adapted to our climatic conditions and naturally occurring in Poland.

The pocket garden at Olivia Prime has enriched the Olivia space with nearly 50 plant species. The concept of the pocket garden was to create green areas between built-up plots, thus providing an enclave of greenery in more or less dense urban development. When implementing that concept, we wanted to create a friendly space that stimulates all the senses and shapes the environment differently at different times of year.

The green areas at Olivia are complemented with the following spaces filled with plants:

-  Olivia Garden,
-  pocket garden,
-  patio,
-  terraces,
-  roofs of the buildings,
-  the link building between Olivia Point and Olivia Tower, at the 7th storey,
-  Lime Avenue.

As a result, our centre has many friendly green areas, which not only have a positive impact on all its users but also mitigate the effects of urban heat islands.







We make sure that protected habitats are respected both during the development of our projects and after they are completed. While Olivia Star was under construction, a peregrine falcon began to appear on the top of the building. As the falcon appeared to be our regular “guest,” we decided to build a nesting house for it. To this end, we had a series of consultations with falconers, ornithologists, and builders of such bird facilities.

Our buildings are less than half a kilometre away from the eastern limits of the Tri-city Landscape Park. Olivia Star offers an amazing view of the southern part of the park: from Gdańsk through Sopot to Gdynia. In 2022, Olivia organised regular hiking and cycling trips to the forests of Oliwa. Tours were offered by, for example, local guides, who introduced participants to the beauty of the area and shared knowledge about the wild inhabitants of the park and the principles of nature conservation.

Olivia Home

The planned area of green space at the Platynowa Park estate is 2,017 m². As many as three rain gardens with hydrophytic plants will be created here. Hydrophytic plants clean rainwater of pollutants (nitrogen, phosphorus and heavy metals). These plants also tolerate periods of drought and flooding well, which makes them easy to care for.

Rain gardens have a positive impact on the environment by:

-  reducing the amount of water flowing into the drainage system,
-  removing pollutants contained in rainwater,
-  increasing local resilience to extreme rainfall, flooding and waterlogging,
-  improving the aesthetics of the area,
-  reducing the urban heat island effect,
-  increasing biodiversity.

It is also important for the future inhabitants of the project that the neighbourhood of the estate under construction includes the revitalised, historic, 19-hectare Orunia Park, two ponds and vast green areas. Orunia Park is one of the most valuable old parks in Gdańsk. Its revitalisation, based on iconography from the mid-19th century, won the prestigious award of the Society of Polish Town Planners.



We source materials responsibly

When purchasing the materials needed to conduct activities related to the construction of new projects, the fit-out of residential and commercial space and the operation of our buildings, we make sure that the materials chosen are durable, non-toxic, anti-allergenic, with zero or minimum VOC and formaldehyde content, that they come from legal and verified sources, are maximally environmentally friendly and certified for compliance with the concept of sustainable development (EDP, FSC, PEFC).

Olivia Centre





The day-to-day operation of Olivia's buildings and the desire to maintain a healthy, safe and welcoming indoor environment give rise to the need to purchase products ensuring the quality of our spaces: offices, common areas, etc. For example, in order to ensure very good indoor air quality, we change the filters in more than 100 air handling units during every inspection. We also do this when the pressure switch indicates that even one section is dirty. This means the need to purchase nearly 5 tonnes of filters per year.

There are similar implications for maintaining the 1,700 sanitary points on Olivia's premises and applying relevant cleaning and disinfection procedures, ensuring that we are WELL Health-Safety certified. In this area of our business, paper and cleaning agents are our most frequently used materials.

We were the first office centre in Poland to implement the Tork PaperCircle, an innovative recycling service for used paper towels. This type of waste management has an important aspect – owing to its implementation, the reduction in the amount of CO₂ generated from paper production is up to 40%, and last year this was over 3 tonnes of CO₂e. Following the implementation of the Tork PaperCircle at Olivia, almost 100% of the towels are recycled and can be reused. The scale of the project is significant; employees of companies with offices in similar facilities use more than 11 million paper towels each year. All the towels that end up in specially labelled bins in our centre's toilets are transported to Essity's local factories and processed into new paper products.

Fit-out


In the area of space fit-out, responsible material procurement includes considering factors such as:

-  source of the materials – whether they are sourced sustainably or, conversely, as a result of activities that contribute to environmental destruction, violate human rights or negatively affect local communities;
-  life cycle of materials – whether they are designed in a way that minimises environmental impact or, conversely, there are potential risks associated with their production, transport, consumption or disposal;
-  supply chain – whether steps are being taken to minimise risks associated with unsustainable practices throughout the supply chain, including suppliers, sub-suppliers and other business partners;
-  risk management – whether the company identifies, assesses and manages risks associated with procured materials in line with sustainability principles.

In the activities related to the residential and commercial space fit-out, the most common materials we use are: concrete, steel, aluminium, ceramics, gypsum, stone, wood, glass and mineral wool.



This year we are planning to implement several improvements in the management of procured materials:

-  supply chain analysis,
-  introduction of sustainable criteria into the materials ordering process,
-  implementing training and education programmes for employees,
-  supporting innovative engineering solutions,
-  maintaining minimum stock levels,
-  performance monitoring and reporting,
-  signing framework agreements with key suppliers/manufacturers containing the Group's ESG expectations.

In pursuit of a circular economy, we are also planning to test implementing a circular model for finishing office space.

Olivia Home

In May 2022, we launched the Platynowa Park estate project using modular technology, which allows us to optimise the use of materials and raw materials. In connection with these measures, last year we mainly used concrete, steel, earth, gypsum boards, silicate blocks, glass and mineral wool. Details of the materials used are shown in the data table at the end of this report.

Renewable materials accounted for 27% of all materials used in 2022 for the Platinum Park development. 10% of the concrete was debris from building demolition, and that concrete was used for road construction. At least 16% of the timber will be designated for reuse. The steel spans and concrete footings, for which approximately 1 ton of steel and 1.5 tonnes of concrete were used, will also be taken advantage of on future projects as these spans and footings are the components of the construction fence which can be reused.

We strive to minimise waste

As part of our activities, we aim for a circular economy, i.e. maximising the use of materials and raw materials as well as minimising waste.

Waste is monitored on an ongoing basis and transported to companies with the relevant permits required by law for the recycling and recovery of recyclable materials. We also work with subcontractors, and educate and show the contractors how to segregate waste properly. In addition, we participate in events that enable Olivia's employees, associates, subcontractors and Residents to learn about proper waste management. Our contracts include provisions that promote minimising waste generation, conscious waste segregation and the need to reuse it.

Olivia Centre

As employees have returned to their offices, as is the case with the growth in the volume of the materials used, the volume of waste has increased. Last year, Olivia's space was used by 45% more people than the year before, and the volume of municipal waste increased by 5%. The 14% increase in BIO waste was entirely due to increased food services activity at Olivia Star. **Glass waste has been reduced by 6% compared to last year. Despite a sharp increase in the number of Olivia Centre users, it was possible to maintain the volume of other waste fractions at 2021 levels.** Details of the municipal waste generated at Olivia Centre and sent for disposal are summarised in the table at the end of this Report.

Owing to the implementation of the Tork PaperCircle circular economy project at Olivia Centre, last year we handed over 7,020 kilograms of used paper towels to be transformed back into new paper products. This works as follows:

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By recycling more than 7 tonnes of paper towels, we have avoided the emission of 3,040 kg CO₂e

Fit-out

Regarding fit-out, the processes involved in moving towards a circular economy include the deliberate selection of products that are easy to repair, reuse or recycle. It is also important to work with suppliers and customers to minimise waste. Where a third party manages waste generated by our operations, we monitor this process on an ongoing basis. To this end, we implement the relevant contractual obligations, and if irregularities or non-compliance with the contract or the law are detected, we take action to rectify the situation.

Olivia Home

By taking a zero-waste approach and moving much of the construction and finishing process to the factory, we significantly reduce waste compared to the traditional construction industry.

Working closely with subcontractors on the Platynowa Park residential project, we know that a total of 10.42 tonnes of waste was generated last year, all of which was handed over for disposal. We want to reduce our environmental impact along the entire value chain, which is why we intend to implement, in cooperation with our business partners, a Code of Conduct that will minimise waste generation, encourage the reuse of materials and improve the quality of their segregation and disposal.

The engineering solutions we use allow our project to be dismantled, relocated and repurposed in the future, should the need or decision to dispose of the building arise. The building or part of it can thus be used for another purpose/site, thus reducing its environmental impact. Controlled manufacturing conditions and a higher level of quality in the factory enable the standard product life cycle to be even doubled.

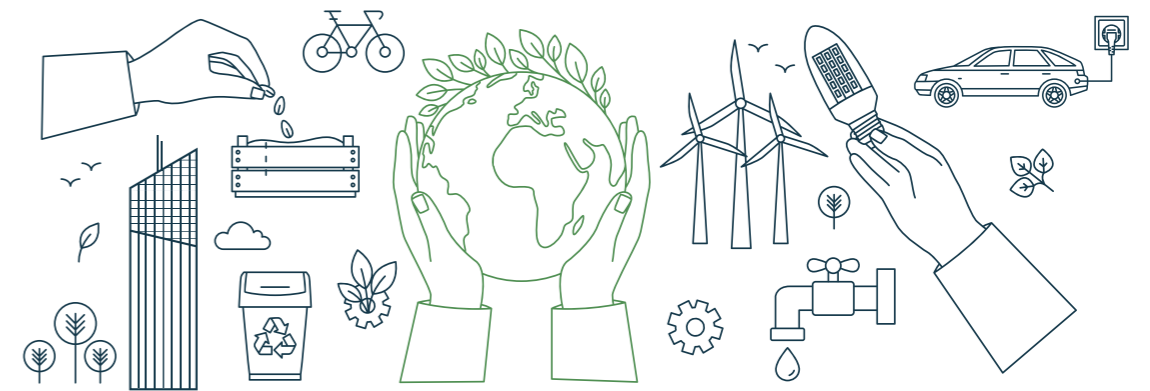


Chapter 5

Corporate Governance

We support the
10 principles
of the UN Global Compact

We have an
ESG strategy



We have started working on the
Code of Conduct
for the entire Group

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We have an ESG strategy

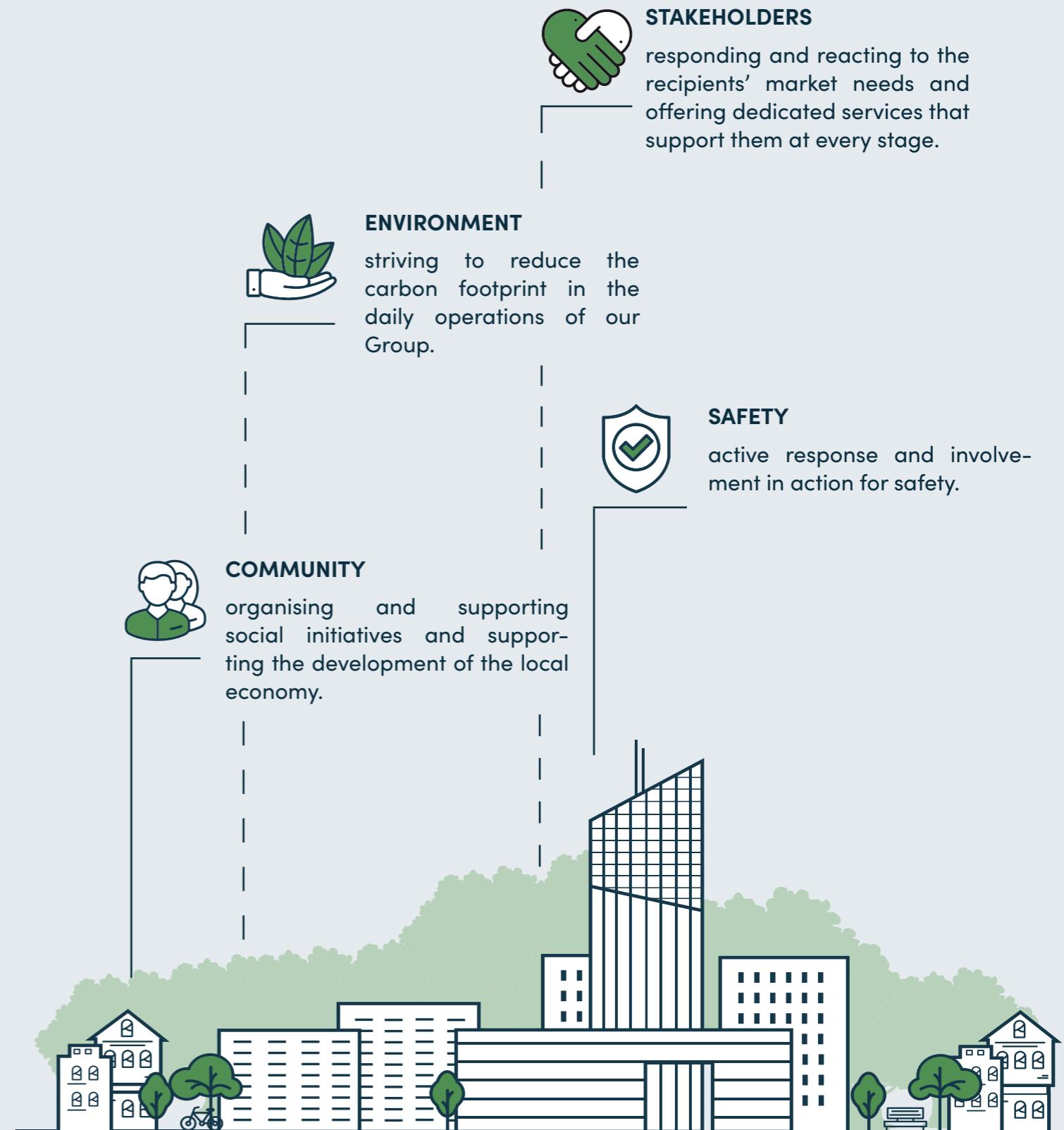
We have joined the largest global initiative bringing together sustainable business – the United Nations Global Compact (UNGC). This has publicly committed us to act in accordance with the concept of sustainable development. In doing so, we have underlined our commitment to caring for society, the environment and its resources. Olivia Centre supports the ten principles of the UN Global Compact on human rights, labour, environment and anti-corruption.

The 10 UNGC principles

- 1 Respect and support the protection of internationally proclaimed human rights.
- 2 Eliminate any cases of human rights abuses by the business.
- 3 Uphold the freedom of association and the effective recognition of the right to collective bargaining.
- 4 Support the elimination of all forms of forced and compulsory labour.
- 5 Contribute to the effective abolition of child labour.
- 6 Counteract discrimination in respect of employment and occupation.
- 7 Support a precautionary approach to environmental challenges.
- 8 Undertake initiatives to promote greater environmental responsibility.
- 9 Encourage the development and diffusion of environmentally friendly technologies.
- 10 Work against corruption in all its forms, including extortion and bribery.

We are aware of the responsibility that rests on our shoulders towards the region, country and the entire planet from the perspective of an industry that has a significant impact on shaping trends and good practices on the market. The real estate sector, of which we are a part, plays a key role in the decarbonisation of the economy. According to figures published by the World Economic Forum, the real estate sector accounts for approximately 40% of global CO₂ emissions, of which almost 30% is due to the operation of buildings

and the remaining 10% is a consequence of the construction process and the life cycle of the building.² Therefore, our most important task, when thinking about real estate, is to focus on the environment.



² World Economic Forum, "Green Building Principles: The Action Plan for Net-Zero Carbon Buildings", Insight Report, October 2021,

We have decided to be part of a global community which strives to achieve the 17 Sustainable Development Goals (SDGs). Due to the specific nature of our business, we pay particular attention to activities in the area of the following three goals:



Goal 8: Promote stable, sustainable and inclusive economic growth, full and productive employment and decent work for all

At Olivia Centre, we have created workstations for nearly 15,000 people. Our Residents

work in almost 100 companies, and O4 Coworking brings together an additional 150 entrepreneurs subletting Olivia's space. Our projects support entrepreneurship, creativity and innovation, help promote business and decent job creation, and encourage micro-, small- and medium-sized businesses to grow.

The largest office space rented by one of the Residents is approximately 20,000 m², while the smallest office rented in one of the buildings is 4 m². Our Residents range from multinational corporations to smaller, local companies. We have representatives of many nationalities here, which encourages the establishment of interesting relationships, learning about other cultures and customs, exchanging views, and education. In addition, owing to the presence and development of many useful facilities and functionalities in Olivia (services, food services, leisure and entertainment spaces, educational facilities), we have opened up to the residents of the Tri-City and to tourists, which fits perfectly with the assumption of inclusivity to which Goal No. 8 refers.

Our activities have a positive impact on economic growth, not just directly but also indirectly, by influencing the development of many entities related to us. In 2022, we worked with around 600 suppliers, **99.9% of whom are located in Poland**, and the remaining 0.1% are European service providers. We primarily support local suppliers, which is why approximately 75% of our entire supply chain is made up of local suppliers from the Tri-City and surroundings. Many of those suppliers are our regular business partners, which is proof of trust and stability on many projects implemented in Olivia. While maintaining our properties and making further investments, we focus on social and environmental responsibility, including in our supply chain. **To promote the principles of sustainability within our Group and among our business partners, we started working on a Code of Conduct last year.**



Goal No. 8 is also related to promoting a healthy and safe working environment. One of the most important measures demonstrating our concern for those at Olivia Centre was the implementation of procedures and the proactive undertaking of related activities, which enabled us to achieve the **WELL Health-Safety Rating Certificate with the maximum possible score of 25 out of 25.**

After the Russian aggression against Ukraine in 2022, it became a priority for us to take special care of our Residents' safety. This crisis situation was the biggest challenge of the past year, which we could only rise to together with the Olivia community. We then launched a number of projects dedicated to helping refugees, which we have described in the Report.



Goal 11: Make cities and human settlements inclusive, safe, resilient and sustainable

Our strategic activities contribute to sustainable urbanisation and participation in integrated planning and management of urban areas. **Each of our projects ensures easy and unrestricted access to green areas and safe public spaces.** Owing to the mixed-use concept implemented at Olivia and the varied offer, we integrate the region's inhabitants and tourists by attracting diverse groups of people in terms of age, gender, education, nationality, views or interests.

We focus on multifunctional buildings, which provide access to a rich infrastructure, e.g. services related to health, education, administration, finance, beauty and everyday life, and communication-enhancing facilities, with particular emphasis on micromobility, with everything within a dozen-minute walking distance. We provide space that encourages healthy living and we do this using global best practice, as evidenced by the BREEAM and WELL Health-Safety Rating certificates we have obtained.

Outreach is an important part of our strategy. Every year, we organise several hundred events for our employees, associates, Residents and local inhabitants. We celebrate important events (holidays and anniversaries), inform the public about them and introduce them to the history and significance of those events. We also educate and encourage joint activities by celebrating together, for example, World Baltic Sea Protection Day (called World Water Day by the UN), International Earth Day, World Bicycle Day and World Car Free Day.

Olivia Garden, an exotic green garden in the heart of Olivia Centre, was created with the needs of our Residents and guests in mind. Designed according to the biophilic design concept and filled with many species of vegetation, it enables relaxation and assures a work-life balance.



Goal 13: Take urgent action to combat climate change and its impacts

Both in the design and construction process, we use solutions that result in a reduced embedded carbon footprint. This has enabled us to obtain the BREEAM multi-criteria sustainable construction certificates. In 2022, Olivia Star was awarded a full version

BREEAM final certificate recognising the above, including tenant space fit-out (Fully Fitted) with a rating of Excellent. By implementing best practices affecting energy efficiency throughout the life cycle of the buildings, we achieve a relatively low operational carbon footprint today. We take care to select environmentally friendly materials, installations and components.

However, we are setting our sights higher than that and aim to achieve climate neutrality. That is why we measure our carbon footprint, using real-world data and the international *Greenhouse Gas Protocol A Corporate Reporting Standard*. The consumption of electricity and its source have the biggest impact on our carbon footprint, which is why we have already adopted and published the first of the decarbonisation targets already in previous years.



2025

RES will account for a minimum of 50% of the electricity supplied to Olivia Centre buildings.

All our buildings are also regularly subjected to detailed, individual analyses of compliance with the Paris Agreement findings and the global decarbonisation pathway to 1.5°C. For this, we use the CRREM (Carbon Risk Real Estate Monitor) tool, aligned with best practices regarding sustainable development.

The above measures have become the cornerstone of our decarbonisation strategy. We are also aware that developing an effective plan requires a holistic approach, encompassing not only our impact on the climate but also the impact of the changing climate on us. Therefore, we use the recommendations of the TCFD (*Task Force on Climate-related Financial Disclosures*) and regularly analyse the climate risk.

By correlating the results of the climate risk analysis with our carbon footprint analysis, we have developed our decarbonisation pathway, within which we have set the following medium- and long-term targets.

2027

RES will account for a minimum of 70% of electricity supplied to the Olivia Centre buildings.

RES will account for 100% of electricity supplied to the Olivia Centre buildings.

2030

We will have reduced scope 1 and 2 greenhouse gas emissions by a minimum of 50%.

We will set short-term reduction targets for greenhouse gas emissions arising from Olivia's value chain.



2045

We will have reduced scope 1, 2 and 3 greenhouse gas emissions by a minimum of 90%.

We will neutralise the impact of the remaining emissions by removing an equivalent amount of CO₂ from the atmosphere.

Our impact on climate is very complex, and effective action against global warming requires the involvement of many individuals. Therefore, we undertake numerous environmental and local community initiatives that raise the level of education and awareness of mitigating climate change, its effects and adaptation to the change. Each year we celebrate the most important relevant events with our Residents, communicating with them through our communication channels and encouraging social and environmental activity. For example, we celebrate World Baltic Sea Protection Day (called World Water Day by the UN), International Earth Day, World Bicycle Day and World Car Free Day.

To further enhance our climate action, we have started to implement a Code of Conduct: a set of principles and ways of operating consistent with the concept of sustainable development across our entire value chain.

We undertake numerous environmental and local community initiatives that raise the level of education and awareness of mitigating climate change

We mitigate ESG risks

We pay particular attention to maintaining management continuity and comprehensive risk management. The department directors and managers are responsible for the ongoing review of the Group's operations in terms of operational risk, and the Investors' Supervision Department supports their activity in this area. The key risk issues are reported daily to the Members of the Management Board and other competent persons in charge.

This year, we also attempted again to analyse the risks in terms of climate change, social aspects and corporate governance. The climate change risks affecting the Group's business model, strategy and financial plan are analysed in detail and described in the chapter on strengthening climate resilience. Significant risks that do not arise directly from climate change but affect the ESG area include:

- war and armed conflict,
- epidemics/pandemics,
- inflation and economic downturn.

The most important issues and aspects that demonstrate the Group's preparedness for ESG risks, described in detail earlier in the Report, are indicated below.



COMMUNITY

- Planning of activities based on social participation, taking into account the various Stakeholder groups.
- Ongoing, very good contact with Stakeholders through numerous community projects.
- Ability to respond quickly to emerging or changing Stakeholder needs.
- Maintaining and designing buildings in line with the concept of creating sustainable, healthy, inspiring and flexible environments that improve the quality of life.

- Creating functional space providing the Residents with easy access to basic services or products while reducing exhaust emissions and noise pollution.
- Ongoing assessment of opportunities to meet the expectations of potential Residents as well as responding effectively and quickly to market changes.
- Designing very flexible spaces to meet the future needs of the Residents.
- Regular employees and associates training enabling an effective and quick response to changes in legal and market regulations.



ENVIRONMENT

- Basing organisational decisions on the idea of sustainable development.
- Internal ESG audits using the guidelines set out by global standards (e.g. CRREM analysis).
- Focus on minimising our carbon footprint.
- Annual publication of ESG reports using global standards (such as GRI and TCFD).
- Ongoing positive evaluation of the Group's activity in terms of environmental impact solutions.
- Investment in buildings that meet the strict requirements necessary for the BREEAM and WELL HSR building certification.
- Using appropriate solutions in buildings that minimise the risk resulting from potential flooding, high temperatures, strong winds or air pollution, as well as other factors.



CORPORATE GOVERNANCE

- Implementation of ESG strategies (e.g. pertaining to decarbonisation issues) and ESG policies (e.g. Code of Conduct).
- Use of third-party certification and consultation with experts in the relevant ESG field.
- Monitoring of legislation processes pertaining to ESG reporting.
- Careful attention paid to ensuring physical, energy and internal IT security with a focus on service continuity and availability.
- Credit risk control while maintaining full liquidity.
- Operational risk control, which is possible owing to, among others, advanced management systems applied in the buildings.

Any risks associated with the Group's operations are first analysed by teams set up for the purpose, which include decision-makers, in particular the managers, and persons with the expertise necessary for the operation of the Group and its assets. If a situation arises where specific action is required, individual issues are referred for further discussion:

- to the directors of various departments or directly to individuals in various departments;
- to independent specialists;
- to a specific multidisciplinary team set up to identify and resolve specific issues and risks.

We are implementing a Code of Conduct

Cooperation in the area of climate risk mitigation with employees, colleagues, suppliers, contractors, customers and Residents is very important to our entire Group. We are working on implementing a Code of Conduct, which will allow us to work even better with all our business partners for sustainable development.

We believe that our success is possible only when all the activities undertaken in the Group's companies are based on transparency, respect, fair principles and high moral standards. The business ethics we follow play a key role in what we do. In developing the Group, we operate according to the following principles: responsibility, meeting targets, sustainable development, protection of local resources and responsibility for the environment and climate.

Our aim is to go beyond the existing requirements, promote ever-higher standards and apply best practices. Therefore, in the last quarter of 2022, we initiated a cross-team consultation within the organisation to develop a coherent and universally understood Code of Conduct that can be implemented across the entire value chain. This document will be used internally and in ongoing collaboration with third-party entities. Owing to the implementation of the Code of Conduct, ESG criteria will become more important as early as at the stage of selecting potential business partners, customers and contractors.

The Code encompasses the Group's expectations in relation to all associates, Residents, customers and partners on the issues indicated below.

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Business expectations

- ethical action,
- responsible marketing,
- counteracting corruption, money laundering and terrorism financing,
- protection of privacy, personal data and copyrights,
- fair competition and prevention of conflicts of interest.



Social expectations

- protection of human rights,
- counteracting forced labour and slavery,
- protection of young persons and prohibition of child labour,
- freedom of association,
- equality, diversity and non-discrimination,
- concern for health and safety.



Environmental expectations

- environmental and climate protection,
- reduction of emissions,
- sustainable use of resources,
- responsible waste management.

This document is intended to be a clear and explicit guide for our business partners and a testimony to our values. All the norms and standards we are guided by and that define us stem from our convictions. In our day-to-day work, we make sure that they are also shared by our employees and associates. We condemn all cases of intentional violations and take preventive measures of education and raising awareness.

When drafting the Code, we took care to launch a special e-mail address:



esg@oliviacentre.com

dedicated to submitting concerns or expressing doubts about the organisation's negative (but not only) business conduct. If there is a need to do so, we guarantee that the notifier will remain anonymous. We assure you that we will not disregard any signal about any issue brought to our attention.



We counteract corruption

The Group strictly adheres to internal standards in the field of fraud prevention, counteracting corruption and counteracting financing of terrorist activities. From the first stage of establishing business relationships – with Residents, contractors, financing institutions or other partners – we are guided by high ethical standards that allow us to avoid situations that may lead to abuse, corruption or violation of the law.

We do our best to identify our partners. For this purpose, we make use of the knowledge and experience of our associates, know your client forms, publicly available information (e.g. commercial registers and the register of beneficial owners), and/or the OSINT sources.

Counteracting corruption, money laundering and the financing of terrorism is an important issue of the Code of Conduct now being implemented. We want to oblige both ourselves and our business partners to pay special attention to that issue. At the same time, in order to increase our control over this area, we plan to implement an effective whistle-blowing mechanism and enable the reporting of any concerns. Owing to that, we will be able to identify possible risk areas and respond quickly in the event of suspected breaches. Relevant contractual clauses provide an additional guarantee of our safety, allowing us to terminate a business relationship if our partner violates the law.

We counteract child labour

The Code of Conduct, which is a codification of our professed values, also includes provisions on the protection of young persons and the prohibition of child labour. The cardinal principles in this area are as follows:

- not to employ persons under the age of 15 (subject to exceptions under the law) and to counteract this practice, as well as counteract the restriction of children's right to education;
- in the case of the employment of an employee under 18, a commitment:
 - » to comply with all regulations regarding the hours and time of the day of work of young workers;
 - » to provide educational opportunities for young workers;
 - » not to allow juvenile workers to engage in any prohibited work unless permitted by law and under the conditions specified in the regulations.

The entities within the Group do not employ people whose employment, due to their young age, does not comply with generally applicable regulations. It is the responsibility of a given department to vet the candidate's age properly, and such verification is conducted even before collaboration is undertaken.

Currently, in the Group's assessment, none of its suppliers are at risk of child labour. Given that these entities are, for the most part, national or based in the same countries as the Group's companies, the Group, when it becomes aware of violations, has the option to notify the competent authorities to stop the violations or punish the entity committing such violations as provided by law.

We counteract forced labour

Counteracting forced labour and slavery is also one of the leading values covered by our Code of Conduct. In cooperation with our business partners, we want to ensure:

- no use, directly or indirectly, of physical or mental coercion or economic blackmail to recruit people to work and carry out the tasks assigned to them;
- the immediate counteraction of forced labour and, in the event of such a breach, notification of the relevant authorities immediately.

Forced labour contravenes generally applicable national and international laws. The Group complies with the applicable regulations and requires compliance from its suppliers, contractors and Stakeholders. All contracts with employees and associates are entered into voluntarily by the parties thereto, and the terms and conditions of contract performance comply with generally applicable regulations and are based on partnership principles.

Currently, in the Group's assessment, none of its suppliers are at the risk of forced or compulsory labour events. Given that these entities are, for the most part, national or based in the same countries as the Group's companies, the Group, when it becomes aware of violations, has the option to notify the competent authorities in order to stop the violations or punish the entity committing such violations as provided by law.

Our organisational structure

Tonsa Commercial REI N.V. is the parent company of companies and partnerships based in Poland, primarily engaged in the construction, development and maintenance of commercial buildings (Olivia Centre) and the development of residential projects (Olivia Home) in Poland. The ultimate beneficial owner of the Group is Mr Maciej Grabski.

The Tonsa Commercial Group's Management Board includes individuals with many years of experience in their respective industries, experts in complementary fields, including law, economics and finance. They are distinguished by their excellent knowledge of international financial markets and extensive knowledge of the law of the European Union member states.

The following directors were the members of the Management Board in 2022:

- **Mr Maciej Grabski**
- **Mr Markus Josef Leininger**
- **Mr David Luksenburg**
- **Mr Jeroen Edwin Missaar**





Mr Maciej
Grabski

Managing Director A. A holder of a Master's degree in law from the Catholic University of Lublin (KUL). In the late 90s, Mr Maciej Grabski was co-founder and first investor in Wirtualna Polska, which was, at the time, the biggest internet website in Poland. He negotiated strategic investment by Intel and Prokom S.A. in his company. Halfway through 2000, Mr Maciej Grabski withdrew his equity involvement in Wirtualna Polska S.A. through a high IRR transaction, simultaneously executing a successful investment of the French group France Télécom into Wirtualna Polska. Since 2009, Mr Maciej Grabski's main project has been the construction and development of Olivia Centre (formerly: Olivia Business Centre), a modern business centre in Gdańsk with over 300,000 m² of the highest standard office space. The business centre comprises several successfully commercialised office buildings, including Olivia Star, the tallest in northern Poland. Olivia Centre is a part of the Tonsa Commercial REI N.V. corporate group controlled by the Luxembourg-based reserve alternative investment fund Tonsa S.A. – SICAF-RAIF, where Maciej Grabski holds the position of Director A.



Mr David
Luksenburg

Managing Director B. Mr Luksenburg has more than 15 years of experience with the investment funds industry, with a particular focus on alternative investments. He is the CEO and partner of a Luxembourg independent third-party alternative investment fund manager providing management services of funds, real estate, private equity and third-party funds. He is also the co-founder of a Luxembourg corporate services and advisory firm specialising in alternative investment vehicles and technology companies. He was previously the Conducting Officer of a Value Investment management firm in Luxembourg. Mr David Luksenburg has a Master's and postgraduate degree in business administration and finance from HEC-Liège. He also holds an INSEAD MBA diploma.



Mr Markus Josef
Leininger

Managing Director B. For 17 years, he was associated with Eurohypo AG, a specialist commercial property lender. Eurohypo AG was engaged in real estate and business development loans. For much of that time, Mr Markus Leininger was Head of Central and Eastern Europe. In 2000, he was responsible for establishing RHEINHYP's (a Eurohypo predecessor) presence in the United States. From 2002, Mr Markus Leininger was responsible for the overall activities of a team of professionals in Vienna, Warsaw, Prague, Budapest, Bucharest, Moscow and Tel Aviv. In 2007, the Northern European markets (Denmark, Sweden, the Netherlands and Finland) were added to his responsibilities. He was responsible for a loan portfolio of more than €8 billion and, in his career, has led transactions in excess of €15 billion. Since 2012, he has advised real estate investors all across Europe through his partnership in SIMRES Real Estate sarl. He is an independent director for various entities in Luxembourg and the Netherlands. Mr Markus Leininger holds a professional banking diploma (Bankkaufmann) and is a business administration graduate of Justus-Liebig-Universität, Giessen.



Mr Jeroen Edwin
Missaar

Managing Director B. Jeroen E. Missaar worked as a lawyer for over 29 years in various law and international advisory firms. Since April 2018, he has been running his own law firm called Scales Legal B.V. in Rotterdam, the Netherlands. He also held various directorships in multinational companies and corporations from 1996 until early 2018. He is a lawyer with vast experience in legal matters arising within companies with specific expertise in corporate law, labour law and international contracts. Jeroen E. Missaar studied Dutch law at the Erasmus University in Rotterdam, the Netherlands and graduated in 1991 and chose business law as his speciality. He speaks and writes fluently in English and German. He has acted as Director of Legal Affairs within the company as of 1st September 2021, with a focus on the legal governance and compliance of the company, also concerning the whole Group.

The Management Board of Tonsa Commercial REI N.V. decides on its strategic objectives and how they will be achieved, as well as on the activities at the interface with the subsidiaries where the approval of Tonsa Commercial REI N.V. is required. Among the strategic objectives, responding to the needs of Stakeholders, was the implementation of the Group's broadly-understood ESG strategy in the broadest sense – from preparing a thematic report to adapting internal procedures related to sustainability in the broadest sense.

The Group's Management Board is informed at least quarterly about the current progress and plans related to implementing the adopted strategies, also in the field of ESG. It is worth noting at this point that Tonsa Group's 2022 Management Board meetings were held once a month on average. During most of those meetings, topics related to care for the environment, society and corporate governance were discussed.

Due to the nature of its business and the requirements of its lending institutions, the Group, as a general rule, does not employ staff in its companies. **The Group does, however, have a permanent, dedicated team of associates who have been providing services exclusively to the Group's companies for years in an organised and continuous manner.** These entities, in cooperation with the Tonsa Group, formed the following organisational structure in 2022:

- Management Board of the Tonsa Group
- Management Boards of special purpose vehicles created within the Group,
- Chief Operating Officers,
- Department Directors,
- various departments and independent experts specialising in areas such as:



- ESG
- BHP
- HR
- FM, including:
 - » HVAC
 - » power engineering
 - » building automation
- interior architecture
- PR
- communication
- law
- commercialisation
- finance
- accounting
- security
- project implementation
- apartment sale

The Management Board of the Tonsa Group sets out the main direction of the Group's operations and its key objectives. It is the Group's Management Board that delegates responsibility for the adoption of the objectives for implementation, for their implementation and the effects of such implementation to the Management Boards of the special purpose vehicles, and these, in turn, delegate such responsibility to Chief Operating Officers. In turn, the directors of the various departments report to Chief Operating Officers.

The Members of the Management Boards of the companies and the Chief Operating Officers participate in regular meetings to manage the day-to-day operation of the entities within the Group. Any operational arrangements initiated at these meetings are distributed among the various departments and divisions. The Tonsa Group's Management Board is kept informed of key aspects relating to the Group's operations.

**Sustainable development
is an integral part of the Group's
long-term value-creation strategy**



The process of defining the Report content

When developing this Report on environmental, social and corporate governance issues, we tried to reconcile the expectations of our Stakeholders with our values. For this reason, we have prepared this Report in line with the international GRI 2021 reporting standards and the TCFD (Task Force on Climate-Related Financial Disclosures). Moreover, as we are a member of the UNGC, this Report refers to the Sustainable Development Goals (SDG). We are currently not obliged to prepare a non-financial report. However, considering the expectations of Stakeholders and legislative changes, including the Corporate Sustainability Reporting Directive (CSRD), we have decided to prepare our sustainable development report already now.

We strive to communicate with our Stakeholders to a higher standard and present important aspects related to the environment. The issues addressed in this Report result from a survey of the materiality of ESG issues conducted among our Stakeholders, which we described in detail in the first chapter of the Report.

Chapter 6

About the Report

Basic reporting assumptions

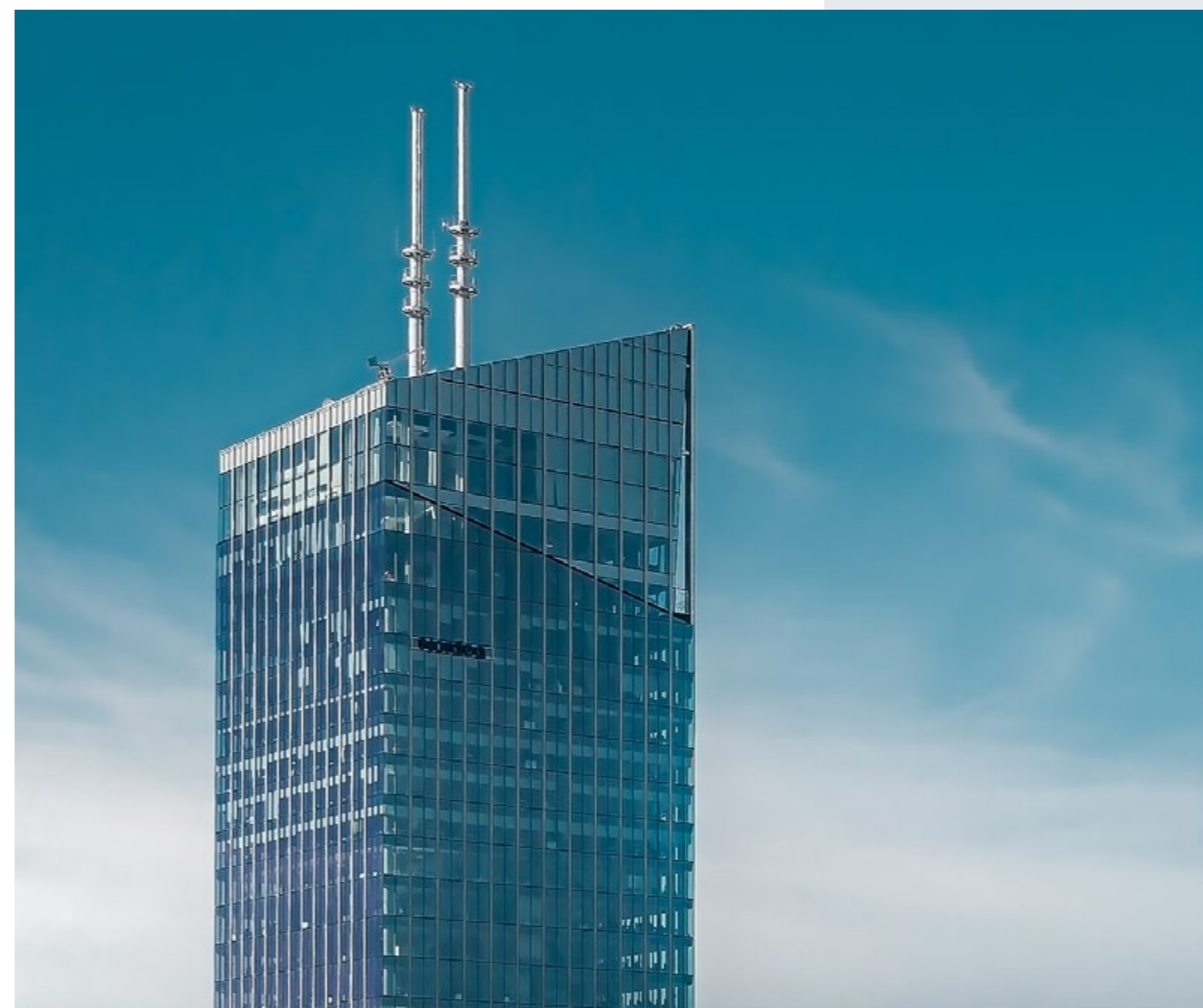
TONSA Commercial REI N.V. was established on 13 November 2018, is registered in the Trade Register of the Dutch Chamber of Commerce under number 73088870 and has its registered office in Rotterdam, the Netherlands, and an office in Oslo 1, 2993LD Barendrecht (hereinafter: the Company). The Company's beneficial owner is Mr Maciej Grabski.

The Company is a parent entity for 100% owned subsidiaries, which are companies and partnerships based in Poland:

Entity's name	Group's share in the capital	Main object
"Olivia Complex" Sp. z o.o.	100%	Land base and real estate development
"Olivia Gate" Sp. z o.o.	100%	Project development on the office market
"Olivia Point & Tower" Sp. z o.o.	100%	Project development on the office market
Olivia 4 S.A.	100%	Project development on the office market
Olivia Star S.A.	100%	Project development on the office market
"J-HOME" S.A.	100%	Project development on the office market
"Olivia Seven" Sp. z o.o.	100%	Project development on the office market
"Olivia Prime" B Sp. z o.o.	100%	Project development on the office market
Olivia Fin Sp. z o.o.	100%	General partner
Olivia Fin Sp. z o.o. SKA	100%	Funding
Olivia Home Platynowa Park Sp. z o.o.	100%	Project development on the residential market
TP3 Sp. z o.o.	100%	Project development on the residential market
Brillant 3756. GmbH	100%	The company does not operate actively
OBC Sp. z o. o.	100%	Funding

In Q2 2022, the Company acquired 100% of the share capital of Olivia Home Platynowa Park Sp. z o.o. (formerly Tec Trade Sp. z o.o.), the company developing the Platynowa Park residential project in Gdańsk, and 100% of the shares in the share capital of TP3 Sp. z o.o., which owns another piece of land designated for residential development. In the second half of the year, OBC Sp. z o.o. also joined the Corporate Group.

The acquisition means a merger of entities under joint control, as the ultimate beneficial owner is Mr Maciej Grabski.



Reporting frequency

The Tonsa Group specified its reporting frequency as annual. The sustainability report for the year will be published at a time close to the publication of the financial report. Due to data interchangeability, these periods are in close correlation with each other, the earlier of the publication periods being that for the financial report, with a deadline of 31 May 2023. The publication of the ESG report is planned for the last day of June at the latest. In the future, it is planned to combine both the financial and ESG reports into one.

The authorised contact persons related to the published ESG report are:



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Investor Supervision



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80-309 Gdańsk

Changes in reporting

This year's report was prepared on the basis of the GRI 2021 standard.

Compared to the previous reporting period, there have been changes in the entities comprising the Group as described previously.

Related entities

The ultimate beneficial owner in the Group is Mr Maciej Grabski, who is also the beneficial owner of the other, related, entities.

All last year's transactions with related entities, as construed by the preceding sentence, were made on market terms. The related entities with whom the Group carried out transactions in 2022 are listed below:

- Tonsa SCA SICAV RAIF
- B1-OP3 Sp.z o.o. SKA
- Olivia Serwis Sp. z o.o.
- Maintenance+ Sp. z o.o.
- Security+ Sp. z o.o.
- Construction+ Sp. z o.o.
- Olivia Home Sp. z o.o.
- Fundacja Gdańsk Global
- PSDW Sp. z o.o.
- TP2 Sp. z o.o.
- STE Sp. z o.o.
- RS Sp. z o.o.
- GPT Invest Sp z o.o.
- Olivia Six Sp. z o.o.

The transactions mainly concerned financial, accounting, legal, consultancy, marketing and ongoing property maintenance services.

SDG Content Index

Number	SDG	Location
SDG 3	Ensure healthy lives and promote well-being for all at all ages	41, 51
SDG 4	Ensure inclusive and equitable quality education and promote lifelong learning opportunities for all	46
SDG 6	Ensure availability and sustainable management of water and sanitation for all	41, 51
SDG 7	Ensure access to affordable, reliable, sustainable and modern energy for all	51
SDG 8	Promote sustained, inclusive and sustainable economic growth, full and productive employment and decent work for all	70
SDG 9	Build resilient infrastructure, promote inclusive and sustainable industrialization and foster innovation	51
SDG 11	Make cities and human settlements inclusive, safe, resilient and sustainable	70
SDG 12	Ensure sustainable consumption and production patterns	51
SDG 13	Take urgent action to combat climate change and its impacts	41, 71
SDG 15	Protect, restore and promote sustainable use of terrestrial ecosystems, sustainably manage forests, combat desertification, and halt and reverse land degradation and halt biodiversity loss	52
SDG 17	Strengthen the means of implementation and revitalize the Global Partnership for Sustainable Development	69

Compliance with TCFD

Area	Disclosure	Location
Management	Description of the organisation management methods with regard to climate risks.	52-56, 79-80
	Description of the role of management in the process of assessing and managing climate-related risks and opportunities.	
Strategy	Description of the climate-related risks and opportunities that the organisation has identified in the short, medium and long term.	52-56
	Description of the impact of climate-related risks and opportunities on the organisation's business activities, strategy and finances.	
	Description of the resilience of the organisations' strategy in consideration of the 1.5 °C scenario.	
Risk management	Description of the processes for identifying and assessing climate-related risks.	52-56
	Description of climate-related risk management processes.	
	Description of the integration of climate risk integration processes with the general risk management	
Indicators and goals	Indicators that the organisation uses to assess climate-related risks and opportunities in line with its risk management strategy and processes.	57-60
	Greenhouse gas emissions for scopes 1, 2 and, if relevant, 3 and a description of the associated risks.	
	Description of climate risk management goals.	

GRI Content Index

Statement of use The Tonsa Commercial REI N.V. Group has reported the information cited in this GRI content index for the period January 01, 2022 to December 31, 2022 with reference to the GRI Standards.

GRI 1 used GRI 1: Foundation 2021

GRI Standard	GRI Number	Disclosure	Location	Comments
GRI 2: General Disclosures 2021	2-1	Organizational details	82	
	2-2	Entities included in the organization's sustainability reporting	82	
	2-3	Reporting period, frequency and contact point	83	
	2-4	Restatements of information	83	
	2-5	External assurance	-	
	2-6	Activities, value chain and other business relationships	5, 7, 69, 83	
	2-7	Employees	77-79, 96	
	2-8	Workers who are not employees	77-79	
	2-9	Governance structure and composition	77-80	
	2-10	Nomination and selection of the highest governance body	77-80	
	2-11	Chair of the highest governance body	77-80	
	2-12	Role of the highest governance body in overseeing the management of impacts	77-80	

GRI Standard	GRI Number	Disclosure	Location	Comments
GRI 2: General Disclosures 2021	2-13	Delegation of responsibility for managing impacts	77-80	
	2-14	Role of the highest governance body in sustainability reporting	4, 77-80	
	2-15	Conflicts of interest	74-75	
	2-16	Communication of critical concerns	74-75	
	2-17	Collective knowledge of the highest governance body	77-80	
	2-18	Evaluation of the performance of the highest governance body	77-80	
	2-19	Remuneration policies	96	
	2-20	Processes to determine remuneration	96	
	2-21	Annual total compensation ratio	96	
	2-22	Statement on sustainable development strategy	3-4	
	2-23	Policy commitments	69, 74-77	
	2-24	Embedding policy commitments	69, 74-77	
	2-25	Processes to remediate negative impacts	37, 52-60	
	2-26	Mechanisms for seeking advice and raising concerns	74-75	
	2-27	Compliance with laws and regulations	-	none
	2-28	Membership associations	47-48, 69	

GRI Standard	GRI Number	Disclosure	Location	Comments
GRI 2: General Disclosures 2021	2-29	Approach to stakeholder engagement	23-25	None
	2-30	Collective bargaining agreements	74-75	
GRI 3: Material Topics 2021	3-1	Process to determine material topics	23-25	
	3-2	List of material topics	26	
	3-3	Management of material topics	27	
GRI 201: Economic Performance 2016	3-3	Management of material topic	69	
	201-1	Direct economic value generated and distributed	6, 69	
	201-2	Financial implications and other risks and opportunities due to climate change	52-60	
GRI 203: Indirect Economic Impacts 2016	3-3	Management of material topic	69	
	203-1	Infrastructure investments and services supported	7, 9-10, 69	
	203-2	Significant indirect economic impacts	6, 37, 52-60, 69	
GRI 204: Procurement Practices 2016	3-3	Management of material topic	69-70	
	204-1	Proportion of spending on local suppliers	69-70	
GRI 205: Anti-corruption 2016	3-3	Management of material topic	69-70	
	205-1	Operations assessed for risks related to corruption	69, 74-76	
	205-2	Communication and training about anti-corruption policies and procedures	69, 74-76	

GRI Standard	GRI Number	Disclosure	Location	Comments
GRI 205: Anti-corruption 2016	205-3	Confirmed incidents of corruption and actions taken	-	None
GRI 206: Anti-competitive Behavior 2016	3-3	Management of material topic	69, 74-76	
	206-1	Legal actions for anti-competitive behavior, anti-trust, and monopoly practices	69, 74-76	
GRI 301: Materials 2016	3-3	Management of material topic	65-66	
	301-1	Materials used by weight or volume	91, 65-66	
	301-2	Recycled input materials used	65-66	
	301-3	Reclaimed products and their packaging materials	65-66	
GRI 302: Energy 2016	3-3	Management of material topic	61-62	
	302-1	Energy consumption within the organization	61-62	
	302-2	Energy consumption outside of the organization	61-62	
	302-3	Energy intensity	61-62	
	302-4	Reduction of energy consumption	92	
	302-5	Reductions in energy requirements of products and services	92	
GRI 303: Water and Effluents 2018	3-3	Management of material topic	63	
	303-1	Interactions with water as a shared resource	63	
	303-2	Management of water discharge-related impacts	63	

GRI Standard	GRI Number	Disclosure	Location	Comments
GRI 303: Water and Effluents 2018	303-3	Water withdrawal	63, 93	
	303-4	Water discharge	63, 93	
	303-5	Water consumption	63, 93	
GRI 304: Biodiversity 2016	3-3	Management of material topic	64	
	304-1	Operational sites owned, leased, managed in, or adjacent to, protected areas and areas of high biodiversity value outside protected areas	64	
	304-2	Significant impacts of activities, products and services on biodiversity	64	
	304-3	Habitats protected or restored	64	
	304-4	List species and national conservation list species with habitats in areas affected by operations	64	
GRI 305: Emissions 2016	3-3	Management of material topic	57-60	
	305-1	Direct (Scope 1) GHG emissions	91	
	305-2	Energy indirect (Scope 2) GHG emissions	91	
	305-3	Other indirect (Scope 3) GHG emissions	91	
	305-4	GHG emissions intensity	91	
	305-5	Reduction of GHG emissions	91	
	305-6	Emissions of ozone-depleting substances (ODS)	91	

GRI Standard	GRI Number	Disclosure	Location	Comments
GRI 305: Emissions 2016	305-7	Nitrogen oxides (NOx), sulfur oxides (SOx), and other significant air emissions	91	
GRI 306: Waste 2020	3-3	Management of material topic	66-67	
	306-1	Waste generation and significant waste-related impacts	66-67	
	306-2	Management of significant waste-related impacts	66-67	
	306-3	Waste generated	95	
	306-4	Waste diverted from disposal	95	
GRI 401: Employment 2016	306-5	Waste directed to disposal	95	
	3-3	Management of material topic	46	
	401-1	New employee hires and employee turnover	96	
GRI 401: Employment 2016	401-2	Benefits provided to full-time employees that are not provided to temporary or part-time employees	46	
	401-3	Parental leave	96	
GRI 403: Occupational Health and Safety 2018	3-3	Management of material topic	41-45	
	403-1	Occupational health and safety management system	41-45	
	403-2	Hazard identification, risk assessment, and incident investigation	41-45	
	403-3	Occupational health services	41-45	

GRI Standard	GRI Number	Disclosure	Location	Comments
GRI 403: Occupational Health and Safety 2018	403-4	Worker participation, consultation, and communication on occupational health and safety	41-45	
	403-5	Worker training on occupational health and safety	41-45	
	403-6	Promotion of worker health	41-45	
	403-7	Prevention and mitigation of occupational health and safety impacts directly linked by business relationships	41-45	
	403-8	Workers covered by an occupational health and safety management system	41-45	
	403-9	Work-related injuries	-	0
	403-10	Work-related ill health	-	0
	GRI 404: Training and Education 2016	3-3	Management of material topic	46
404-1		Average hours of training per year per employee	97	
404-2		Programs for upgrading employee skills and transition assistance programs	46	
404-3		Percentage of employees receiving regular performance and career development reviews	-	None
GRI 405: Diversity and Equal Opportunity 2016	3-3	Management of material topic	77-80	
	405-1	Diversity of governance bodies and employees	77-80, 96	

GRI Standard	GRI Number	Disclosure	Location	Comments
GRI 406: Non-discrimination 2016	3-3	Management of material topic	74-75	
	406-1	Incidents of discrimination and corrective actions taken	-	None
GRI 407: Freedom of Association and Collective Bargaining 2016	3-3	Management of material topic	74-75	
	407-1	Operations and suppliers in which the right to freedom of association and collective bargaining may be at risk	74-75	
GRI 408: Child Labor 2016	3-3	Management of material topic	-	Brak
	408-1	Operations and suppliers at significant risk for incidents of child labor	74-76	
GRI 409: Forced or Compulsory Labor 2016	3-3	Management of material topic	74-77	
	409-1	Operations and suppliers at significant risk for incidents of forced or compulsory labor	74-77	
GRI 410: Security Practices 2016	3-3	Management of material topic	31, 42	
	410-1	Security personnel trained in human rights policies or procedures	-	100%
GRI 413: Local Communities 2016	3-3	Management of material topic	32-37	
	413-1	Operations with local community engagement, impact assessments, and development programs	32-37	
	413-2	Operations with significant actual and potential negative impacts on local communities	29-37	

GRI Standard	GRI Number	Disclosure	Location	Comments
GRI 414: Supplier Social Assess- ment 2016	3-3	Management of material topic	74-75	
	414-1	New suppliers that were screened using social criteria	74-75	
	414-2	Negative social impacts in the supply chain and actions taken	74-75	
GRI 416: Customer Health and Safety 2016	3-3	Management of material topic	38 , 41-42	
	416-1	Assessment of the health and safety impacts of product and service categories	38 , 41-42	
	416-2	Incidents of non-compliance concerning the health and safety impacts of products and services	-	None
GRI 417: Marketing and Label- ing 2016	3-3	Management of material topic	74-75	
	417-1	Requirements for product and service information and labeling	74-75	
	417-2	Incidents of non-compliance concerning product and service information and labeling	-	None
	417-3	Incidents of non-compliance concerning marketing communications	-	None





Chapter 7

Data Tables

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- 305-6

Carbon footprint

Within scope 2 of GHG emissions, the emissions resulting from the Group's electricity and heat consumption were taken into account. They were calculated in accordance with the location method, using the emission indicators publicly available on the website of KOBIZE (The National Centre for Emissions Management).



Olivia Centre

GHG emissions	Change 2022/21	Change 2022/19
Scope 1	73%	6560%
Scope 2	2%	-15%
Scope 3	6%	-3%
Total	6%	-5%

Emissions intensity	Change 2022/21	Change 2022/19
Scopes 1 and 2	5,40%	-21%
Scope 3	6,30%	-18%
Total	5,91%	-19%



Olivia Home

GHG emissions intensity	Unit of measure	2021	2022	Change 2022/21
Scopes 1 and 2	tonnes of CO ₂ eq/year/m ²	-	0,01	-
Scope 3	tonnes of CO ₂ eq/year/m ²	-	0,01	-
Total	tonnes of CO₂eq/year/m²	-	0,02	-



302-4
302-5

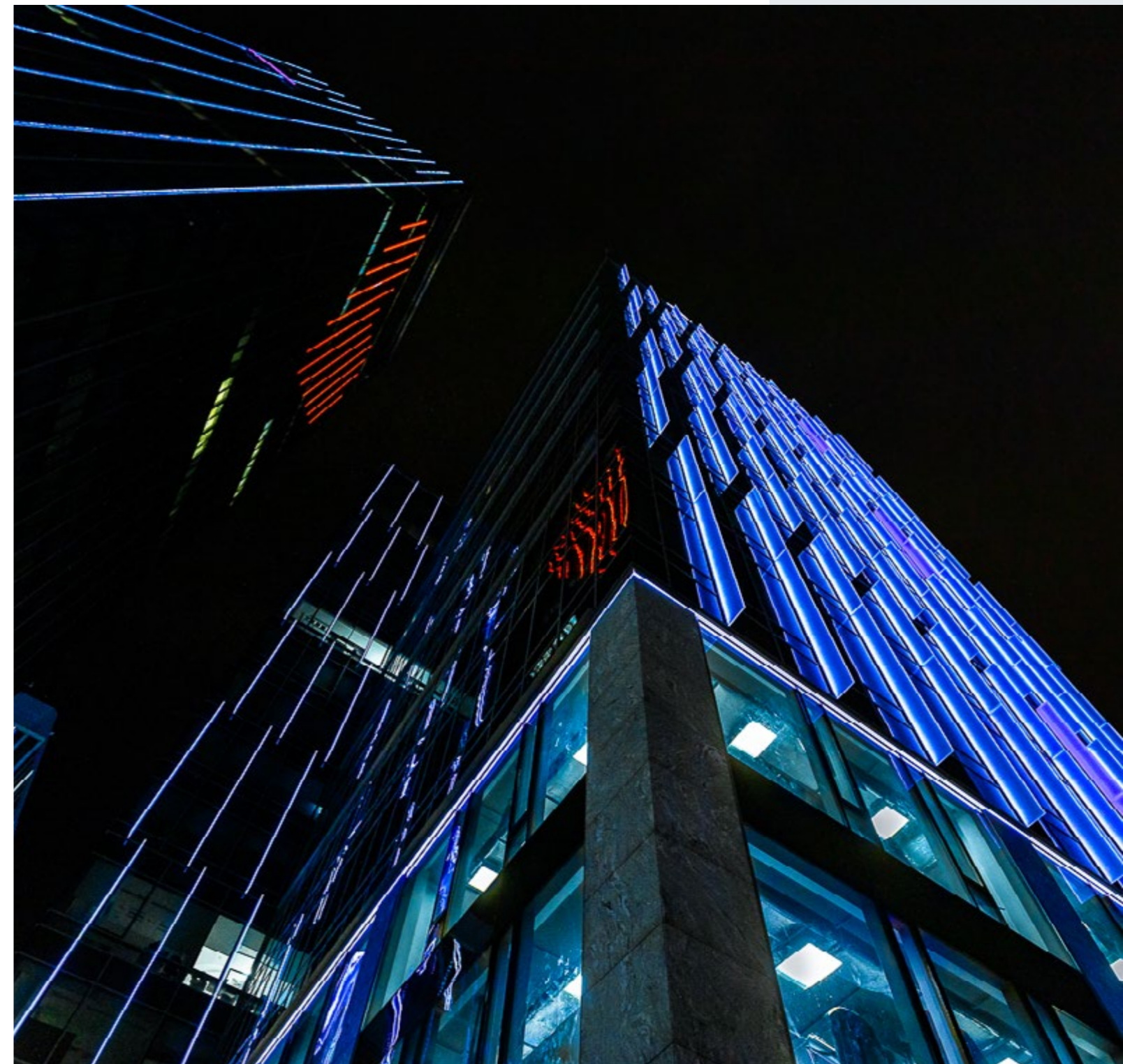
Energy



Olivia Centre

	Change 2022/21	Change 2022/19
Energy consumption at Olivia Centre		
Electricity	5%	-10%
Thermal energy	-18%	0%
Diesel oil	-24%	23%
Energy consumption at common areas		
Electricity	2%	-26%
Thermal energy	-24%	-22%
Diesel oil	-24%	23%
Energy consumption by the Residents		
Electricity	11%	18%
Cold	12%	-1%
Thermal energy	-4%	82%

Energy consumption intensity at Olivia Centre	Change 2022/21	Change 2022/19
Electricity	5%	-10%
Thermal energy	-18%	0%
Cold	31%	15%
Diesel oil	-24%	23%



303-3
303-4
303-5

Water



Olivia Centre

Water consumption	Change 2022/21	Change 2022/19
Olivia Centre	19%	-33%
Residents' areas	38%	-2%
Common parts	6%	-48%

Water consumption intensity	Change 2022/21	Change 2022/19
Olivia Centre	19%	-33%
Residents' areas	62%	15%
Common parts	-17%	-59%



301-1

Materials



Olivia Centre

Quantity of materials used	Unit of measure	Quantity
Liquid soap	litre	2100
Paper towel	roll	8000
Toilet paper	roll	14200
Air filters	tonne	5



Olivia Home

Quantity of materials used	Unit of measure	Quantity
Non-recyclable materials:		
Concrete	tonne	4,321.30
Steel	tonne	290.91
Plasterboard	tonne	270.43
Silicate	tonne	99.20
Glass	tonne	28.59
Mineral wool	tonne	24.27
Bitumen	tonne	9.60
Plastic	tonne	9.50
Ceramics	tonne	4.61
Stoneware tiles	tonne	9.26
Marble	tonne	0.69
Copper	tonne	1.34
Recyclable materials:		
Earth	tonne	1,890.00
Timber	tonne	13.13
Total	tonne	6,972.82



306-3
306-4
306-5

Waste



Olivia Centre

This year, we analysed in detail the indicators for converting waste volume into weight. As a result of this analysis, we have developed indicators that take into account:

- the type of waste actually generated,
- information obtained from the recipients,
- the use of the waste press.

We have also included these indicators in the calculations for 2021.

Quantity of municipal waste	Unit of measure	2021	2022	Change 2022/21
BIO	tonne	474	539	14%
Metals and plastics	tonne	105	105	0%
Paper	tonne	58	58	0%
Glass	tonne	42	40	-6%
Residual waste	tonne	615	615	0%
Total	tonne	1 296	1 357	5%

The data is provided for the entire Group and Residents, the tenants of our buildings, as it is impossible to give the data on office waste generated only by the Group separately.



Olivia Home

Quantity of waste generated at the construction site	Unit of measure	2022
	tonne	10,42



2-7
2-19
2-20
2-21
401-1
401-3
403-6
404-1
405-1
405-2

Employees

Number of employees in the Group	Total	Women	Men
Total in the Group	8	3	5
Persons under 30	3	1	2
Persons aged 30-50	4	1	3
Persons over 50	1	1	0
Annual total salary index for subsidiaries			1

Due to restrictions on hiring employees, there was no remuneration policy in place at the Group companies in 2022, and the process of setting salaries was part of a cost management structure conducive to the growth and security of the entire organisation.

Employee rotation	Total	Women	Men
Number of persons hired in 2022	8	3	5
Persons under 30	1	1	0
Persons aged 30-50	5	1	4
Persons over 50	2	1	1
Number of persons who left in 2022	5	3	2
Persons under 30	1	1	0
Persons aged 30-50	3	1	2
Persons over 50	1	1	0
Total	13	6	7

Return to work and employment retention indices after maternity/paternity leave by gender	Total	Women	Men
Total number of employees entitled to parental leave, by gender.	8	3	5
Total number of employees who took parental leave, by gender.	0	0	0
Total number of employees who returned to work during the reporting period after parental leave	0	0	0
Total number of employees who returned to work at the end of parental leave who were still employed 12 months after their return to work, by gender.	0	0	0
Return to work and retention index for employees who took parental leave, by gender.	0	0	0



Average number of training hours per year per employee	Total	Women	Men
Directors	8	0	8
Senior specialists	16	17	15

Szkolenia BHP	Total	Women	Men
Preliminary for employees	100%	100%	100%
Preliminary for associates	100%	100%	100%
Preliminary at the construction site	100%	100%	100%
Specialised at the construction site, for supervisors	100%	100%	100%
For administration and office positions	8		

Number of persons who took part in the "Priority: the Spine" project	37
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The document
was signed
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