SUSTAINABILITY POLICY

thinkproject

EMS

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1 PURPOSE AND MISSION STATEMENT

Thinkproject Group is a collective of market-leading products and professionals with the goal to develop and deliver best-in-class solutions to support, connect, and advance the Architecture, Engineering, Construction, and Operations (AECO) industry and the people in it. From a sustainability perspective, we have set the mission of becoming a recognised sustainability leader in the industry through a dual approach:

- Helping our customers in the AECO industry become more sustainable
- Being a sustainable role model in our own business operations

The purpose of this policy is to report on Thinkproject Group's contribution to the United Nations Sustainable Development Goals (SDGs) by outlining its general standards, commitments and management approach regarding sustainability. The policy is complemented by additional guidelines that provide more detailed information on how Thinkproject Group addresses each of the environmental, social and governance issues relevant to its business model. An overview of the main policies can be found in section 6. We want to ensure that all employees working for or on behalf of Thinkproject Group understand and comply with this policy.

2 COMMITMENT

Thinkproject Group is committed to contributing to sustainable development across the world. To this end, Thinkproject Groups is particularly committed to:

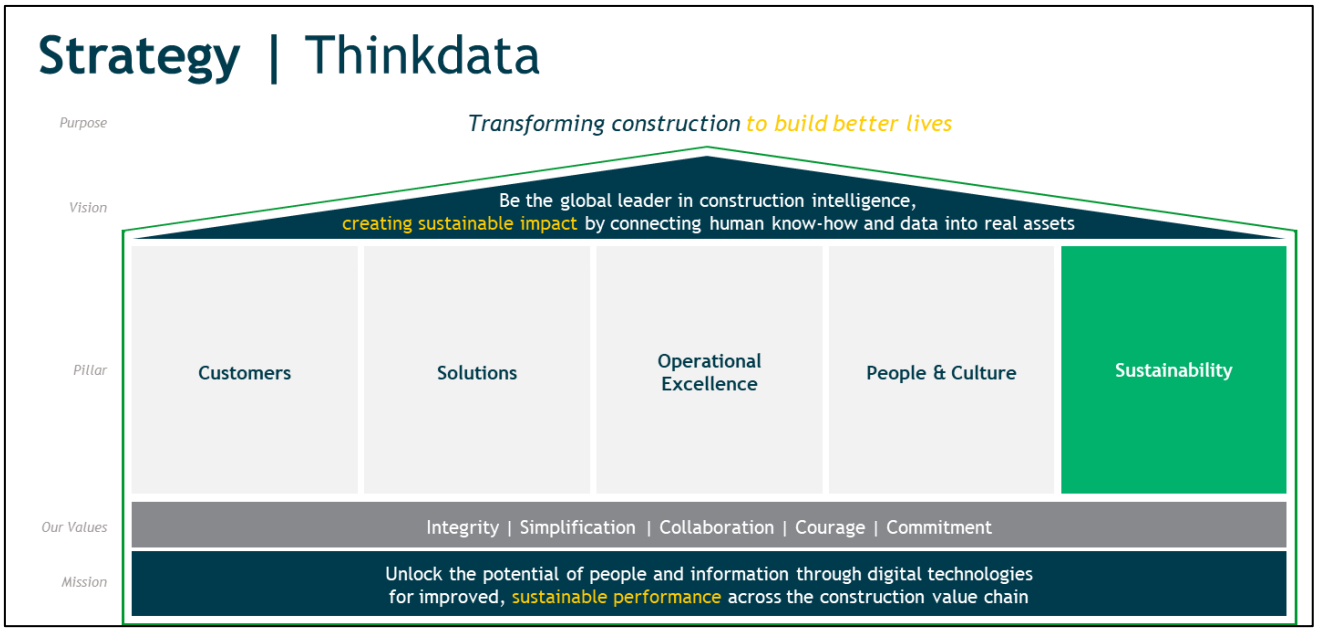
- Embedding sustainability as an integral part of its corporate strategy
- Complying with all applicable laws, regulations and the principles of the United Nations Global Compact
- Protecting the environment and combatting climate change
- Providing a working environment characterised by diversity, equal opportunity, respect and wellbeing
- Creating positive economic, environmental and social impacts with its products
- Promoting sustainability across its supply chain
- Measuring and monitoring sustainability performance and progress against objectives and targets
- Pursuing a program of continuous improvement regarding the environmental and social impacts of its products and operations

3 ACTIVITIES, PROGRAMS AND PROCEDURES

To meet its commitments, Thinkproject Group has implemented a wide range of programs and procedures as described in sections 3.1 to 3.8.

3.1 Embedding Sustainability as an Integral Part of Thinkproject Group's Corporate Strategy

At Thinkproject Group, we believe that only organisations that make sustainability an integral part of their overall strategy will be successful in the long term. That is why sustainability is one of the strategic pillars at Thinkproject Group and integrated in all relevant aspects of the organisation. In addition, sustainability is deeply embedded in our corporate purpose and vision (see picture below).



Embedding sustainability in Thinkproject Group's corporate strategy and throughout the organisation is brought to life through various measures. These include, but are not limited to, the following:

- A dedicated sustainability department with the Head of Sustainability reporting directly to the CEO of Thinkproject Group. The CEO of Thinkproject Group additionally serves as the sustainability sponsor on the company board
- Ongoing updates on Thinkproject's sustainability journey and objectives to employees, Top Management and main shareholder through different internal and external reporting channels
- A dedicated annual budget for sustainability controlled by the Head of Sustainability
- A dedicated sustainable product strategy aligned across all relevant departments
- Various projects in the area of sustainability with cross-departmental working groups

3.2 Complying with all Applicable Laws, Regulations and the Principles of the United Nations Global Compact

At Thinkproject Group, we ensure that we comply with all applicable laws and regulations. To this end, Thinkproject Group conducts regular risk assessments and trainings and has implemented various internal rules and policies. An overview of the relevant policies can be found in section 6 and includes the Thinkproject Group Code of Conduct, the Compliance Policy and the Anti-Bribery & Corruption Policy. Thinkproject Group conducts both internal and external audits to verify compliance with regulations and internal guidelines. Thinkproject Group has a whistleblower system in place to enable employees and external parties to make anonymous reports of violations of laws and policies, including the Code of Conduct. Details of the reporting procedures and processes can be found in the Whistleblowing Policy.

Thinkproject Group has signed the United Nations Global Compact (UNGC) in 2022 and is committed to comply with its principles. To fulfil this commitment, Thinkproject Group will provide an annual communication on progress on the UNGC's platform and provide this documentation to external stakeholders upon request.

3.3 Protecting the Environment and Combatting Climate Change

A particular focus of Thinkproject's activities is on the environmental side of sustainability. For this reason, Thinkproject Group has implemented an Environmental Management System (EMS) based on the ISO 14001 standard. The EMS describes how we identify, manage and measure the environmental impacts of our products and business activities (see the EMS manual for details). In addition, Thinkproject Group has established specific commitments related to the environment in its Environmental Policy.

As part of Thinkproject Group's environmental management commitment, a particular focus is put on the topic of climate change. Thinkproject Group measures its carbon footprint annually based on the Greenhouse Gas (GHG) Protocol and strives to be a role model in the fight against climate change. For this reason, in July 2022, Thinkproject Group committed to set near-term company-wide emission reductions in line with climate science with the Science Based Targets initiative and has developed an action plan to achieve these reduction targets.

Thinkproject Group further strives to create positive environmental impact with its products as described in section 3.5.

3.4 Providing a Working Environment characterised by Diversity, Equal Opportunity, Respect and Wellbeing

At Thinkproject Group, our employees are our most important asset. For this reason, we have implemented various initiatives and programs to make sure Thinkproject Group is and remains a great place to work.

- **Diversity & Inclusion**: Our Diversity & Inclusion Report provides an overview of Thinkproject Group's commitments and initiatives regarding diversity and inclusion. Relevant programs and initiatives include employee affinity and networking groups, specialised trainings and guidance, measures to achieve gender pay equality, integrating diversity and inclusion in the recruitment process and flexible working based on our "Hybrid First" approach.

- **Talent and human capital development**: Thinkproject Group has developed and implemented the Building Talent Suite as its answer to how to grow talent and develop people. The Building Talent suite consists of four main elements as illustrated in the figure below.

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    - Onboard talent: Thinkproject Group makes sure that new joiners have a smooth onboarding through onboarding programs and global welcome weeks.

    - Feedforward: Feedforward sessions focus on employees' development in their current role (short-term) and should happen at least once a year.

    - Train talent: Thinkproject Group offer various tools, trainings and learning opportunities for professional and personal development to its employees. All employees are encouraged and empowered to take advantage of these opportunities, which are accessible free of charge via Thinkproject Group's own internal training platform, the Thinkproject Academy, and via an online learning platform (currently Udemy for Business).

    - Talent talk: Talent talks foster the dialogue between employees and their respective line managers with a focus on career development and growth opportunities over the upcoming 2-3 years.

- **Employee wellbeing**: Thinkproject Group has dedicated measures and awareness trainings in place to promote the health & wellbeing of its employees. Thinkproject Group also conducts digital risk assessments of employees' home office installation to ensure safe work environments.

- **Policies:** The initiatives and programs described above are complemented by a set of specific policies. These include Thinkproject Group's Human Rights Policy, Non-Discrimination and Anti-Harassment Policy as well as its Freedom of Association Policy.

- **Human capital risk assessments and monitoring:** Thinkproject Group continuously assesses risks and monitors progress on company commitments and the effectiveness of initiatives. This is done both with internal resources from our People & Culture department and with external support. On a regular basis, an employee survey is conducted with an independent service provider to gain insights into how employees perceive their working environment and to identify risks and potential areas for improvement. Various reporting channels are used, such as company-wide virtual meetings and the company's intranet to share the survey results with all employees and receive direct feedback. This includes communicating about the focus areas and action plans that are identified and developed based on the survey results and that Thinkproject Group is committed to implementing. The company provides employees with various mechanisms to promote an open feedback culture and allow them to report ideas, observations, and/or issues around people & culture at Thinkproject Group.

3.5 Creating Positive Economic, Environmental and Social Impacts with our Products

Thinkproject Group is committed to contributing to sustainability in the construction sector, which is currently responsible for a significant share of global greenhouse gas emissions, energy consumption and waste generation. To this end, Thinkproject Group has identified the sector's key sustainability impacts and integrated these topics into its product roadmap. The individual focus topics

are: "reduced carbon emissions", "reduced material waste" and "improved construction safety". Thinkproject Group is committed to contribute to each of these focus areas through its product offering.

Thinkproject Group provides software solutions such as Common Data Environments (CDEs) and Building Information Modelling (BIM) to its clients in the AECO sector, which enable them to digitise construction processes. Analyses from clients have shown that by eliminating paper-based communication, plans, documents, etc., the projects Thinkproject Group supports were able to save millions of litres of water and a significant amount of GHG emissions. In addition, by connecting project teams digitally, unnecessary travel to/from the construction site can drastically reduce GHG emissions. As the entire project is digitised from start to finish, companies can also analyse their data and insights, leading to more informed decisions that reduce material wastage or costly mistakes. The Thinkproject Group regularly publishes case studies that provide information about the sustainable impact of its products based on real-life examples.

3.6 Promoting Sustainability across our Supply Chain

Thinkproject Group has implemented a Supplier Code of Conduct, which summarises the minimum ESG-standards that suppliers must meet to do business with Thinkproject Group. Each supplier is further expected to report any violation of the standards set out in the Thinkproject Group Supplier Code of Conduct. Suppliers have the option to submit an anonymous report through Thinkproject Group's whistleblower system at https://thinkproject.integrityline.com/. Details of the reporting procedures and processes can be found in the relevant Whistleblowing Policy, which can be accessed via the same link.

3.7 Measuring and Monitoring Sustainability Performance and Progress against Objectives and Targets

Thinkproject Group continuously develops new sustainability initiatives by deriving and setting specific objectives and key results (OKRs) on an annual basis. These OKRs are documented and available to all employees via a dedicated internal reporting tool on the Thinkproject Group intranet. Each key result is assigned to a person or group of people who are responsible for achieving it within the defined timeframe established and documented in the reporting tool. A status update is provided at least monthly. In addition, the Head of Sustainability regularly informs the Thinkproject Group's CEO and main shareholder about the current status of relevant OKRs.

3.8 Pursuing a Program of Continuous Improvement

Thinkproject Group strives to continuously improve the environmental and social impacts of its products and activities as well as the suitability, adequacy and effectiveness of its relevant management systems. For this reason, Thinkproject Group conducts:

- Regular materiality assessments
- Third party ESG risk assessments
- The monitoring activities described in sections 3.1 to 3.7.

The results of these activities enable the derivation of relevant OKRs including measures and action plans for their achievement. As a result, Thinkproject Group ensures continuous improvement as well as meeting stakeholder expectations.

4 AREA OF APPLICABILITY

This policy applies to Thinkproject Group and its subsidiaries. All employees working for or on behalf of Thinkproject Group have a responsibility to adhere to this policy.

5 RESPONSIBILITIES & GOVERNANCE

The Thinkproject Group Sustainability Department is responsible for developing and regularly reviewing this policy and for educating all relevant stakeholders about its contents. The CEO and the Head of Sustainability of Thinkproject Group are also responsible for ensuring compliance with this policy. The Head of Sustainability reports directly to the CEO of Thinkproject Group and provides ongoing updates and recommendations regarding Thinkproject Group's sustainability management, initiatives and objectives. In addition, the Head of Sustainability regularly consults with the other members of the Thinkproject Group Executive Board on specific sustainability topics as required.

The CEO has ultimate decision-making authority and oversight over sustainability topics at Thinkproject Group. When critical, the CEO will escalate sustainability risks, issues and topics that need to be discussed in the broader Senior Management Team or Board for feedback and guidance. More detailed information on the responsibilities, roles and governance of environmental and social issues at Thinkproject Group can be found in the policies and manuals described in section 6, including the Environmental Management System Manual.

6 REFERENCE DOCUMENTS

- **Environmental, Social and Governance:**
    - Code of Conduct
    - Supplier Code of Conduct
- **Environmental:**
    - Environmental Management System Manual
    - Environmental Policy
    - Green Procurement Policy
- **Social:**
    - Diversity and Inclusion Report
    - Freedom of Association Policy

- Human Rights Policy
- Non-Discrimination and Anti-Harassment Policy

- **Governance:**
  - Anti-Bribery & Anti-Corruption Policy
  - Anti-Fraud Policy
  - Compliance Policy
  - Data Protection Policy
  - Information Security Policy
  - Political Involvement Policy
  - Risk Management Process
  - Whistleblowing-Policy

7 DOCUMENT CONTROL

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1.0	29.07.2022	Marc Kiesser	Anne-Aurélie Duval Patrik Heider	First version
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