

**A E D I F I C A**

**CORPORATE GOVERNANCE CHARTER**

**14 July 2023**

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## 1 INTRODUCTION

Aedifica is a public limited liability company of which the registered office is located at 1040 Brussels, Rue Belliard / Belliardstraat 40 (box 11) (“Aedifica” or the “Company”).

Aedifica is since 17 October 2014 a public regulated real estate company under Belgian law or “Public RREC under Belgian law” or “PRREC under Belgian law” (“*Openbare GVV naar Belgisch recht*” / “*SIR publique de droit belge*”).

The shares of Aedifica are admitted to trading on the regulated markets of Euronext Brussels and Euronext Amsterdam. Aedifica is also part of the BEL 20 index.

This Corporate Governance Charter (the “Charter”) contains a summary of the main principles governing the corporate governance of the Company, being a set of rules and practises that determine how the Company is being managed and controlled (see Chapters 1 until 6 of this Charter). Additionally, it clarifies a number of legal and regulatory rules that are applicable on the transactions of financial instruments of Aedifica (see Chapter 7 of this Charter).

The Charter is based on the Articles of Association of the Company, the Belgian Corporate Governance Code 2020, as imposed by the Royal Decree of 12 May 2019 designating the corporate governance code to abide by listed companies (the “Code 2020”) and on the (other) regulations applicable on the Company, including the Act of 12 May 2014 on regulated real estate companies (the “RREC Act”) and the Royal Decree of 13 July 2014 regulating real estate companies (the “RREC Royal Decree”). The RREC Act and the RREC Royal Decree are hereafter together referred to as the “RREC Legislation”.

This Charter is subject to, and does not affect, the Company’s Articles of Association and the relevant provisions of Belgian law, such as the Code of Companies and Associations and the RREC Legislation. Any summaries or descriptions of this Charter of the legal provisions and provisions of the Articles of Association, corporate structures or contractual relations are merely clarifications and may not be considered as legal or fiscal advice regarding the interpretation or enforceability of such provisions or relations.

The main objective of the Code 2020 is to promote long-term sustainable value creation. A good corporate governance model shall achieve its goal by finding the right balance between, on the one hand leadership, entrepreneurship and performance, as well as on the other hand, control and compliance with the corporate governance rules.

The principles adopted in this Charter reflect Aedifica’s core values. Because they are so central to Aedifica’s mission, these values are highly integrated into Aedifica’s operations and are given heavy weight in its Corporate Governance. The principles adopted in this Charter further support Aedifica’s visions and objectives and aim at improving its corporate transparency and disclosure. The Board is convinced that adhering to the highest Corporate Governance standards shows its commitment to maximizing value for all Company’s shareholders and other stakeholders.

Aedifica applies the recommendations of the Code 2020, taking into account the specificity of the Company, according to the “comply or explain” principle.

The Charter must be read together with the Company’s Articles of Association, the annual report and the other information that the Company makes available from time to time. Additional information about each financial year that relate to the pertinent changes and events of the past financial year, shall be disclosed in the corporate governance statement (the “Corporate Governance Statement”), which constitutes a specific chapter of the annual report.

This Charter can be consulted at the website of Aedifica ([www.aedifica.eu](http://www.aedifica.eu)).

It was approved by the Board of Directors of Aedifica of 18 June 2020 and is revised as often as necessary.

## **2 MISSION AND GOVERNANCE MODEL**

### **2.1 The company mission**

Aedifica's company mission is to offer sustainable real estate solutions to professional operators whose core activity is to provide care to people with care needs throughout Europe. This is well-expressed by our tagline ("housing with care").

To realise that mission, Aedifica has specialised in investments in European quality healthcare real estate, with a particular focus on elderly care needs.

Aedifica has established itself in recent years as a leader in the European listed real estate sector and has the ambition to further expand this position in the coming years.

The Company aims to meet, in a responsible manner, the expectations of all its stakeholders, notably:

- Its tenants and their residents by developing innovative real estate concepts that are tailored to the needs of the residents and improve their quality of life;
- its shareholders, by investing in a portfolio of quality buildings that generates recurring and indexed rental income and offers potentials for capital gains;
- its employees, by investing in our employees' well-being and encouraging them to learn and develop themselves and by creating a healthy workplace that embraces diversity;
- the community, facing the challenges of an ageing population, and the environment, by accelerating its sustainability efforts on an environmental, social and governance level, and more in general by adhering to the values and good practices set forth in this Corporate Governance Charter.

### **2.2 The governance model**

The governance of Aedifica is based on a "one-tier" structure. This means that the Company is administrated by a Board of Directors and run by an Executive Committee, whose respective functions and responsibilities are delegated to it by the Board of Directors.

The Board of Directors has the power to perform all acts necessary or useful to realise the Company's purpose, with the exception of those reserved by law to the General Meeting.

The Board of Directors has delegated certain specific powers – with power of sub-delegation – to the Executive Committee, which are clearly defined in this Charter.

The Board of Directors has moreover conferred the daily management of the Company on the members of the Executive Committee.

To enhance the overall effectiveness of the Board by ensuring focus, oversight and monitoring of sensitive areas, the Board has also created three specialist committees which are mainly composed of independent Directors which possess

the expertise required for membership of such committee: the Audit and Risk Committee, the Nomination and Remuneration Committee and the Investment Committee. The Board committees play an advisory, supervisory and preparatory role for certain decisions to be taken by the Board of Directors. The authority to take decisions rests with the Board of Directors as a whole.

The Board will review at least once every 5 years whether the chosen governance structure is still appropriate, and if not, it shall propose a new governance structure to the General Meeting. The last review was performed by the Board in May 2020.



### **3 THE BOARD OF DIRECTORS**

#### **3.1 Role**

The Board of Directors is the Company's governing body.

The Board's role is to pursue sustainable value creation by setting the Company's strategy and putting in place effective, entrepreneurial, responsible and ethical leadership within a framework of prudent and effective controls which enables risks to be assessed and managed.

The Board sets Aedifica's strategic aims, ensures that the necessary financial and human resources are in place for Aedifica to meet its objectives and monitors the Company's performance in general, and the quality of the management in particular.

The Board develops an inclusive approach that balances the legitimate interests and expectations of all stakeholders and sets Aedifica's values and standards. It takes collegial responsibility for sound exercise of its authority and powers.

The Board ensures that the Company's culture is supportive of the realization of its strategy and that it promotes responsible and ethical behavior, corporate social responsibility, diversity and an adequate gender mix in the Company.

#### **3.2 Responsibilities**

In order to fulfill its role, the Board of Directors has mainly following functions and responsibilities listed hereunder, which it exercises with the assistance of the various committees of the Board of Directors.

This list is a non-exhaustive illustrative list as the Board of Directors is authorized to perform all actions necessary or useful for fulfilling the corporate purpose of the Company, except for those which the General Meeting is competent to perform according to the law.

Main functions and responsibilities of the Board of Directors:

1. *Value, strategy and risk level* – to determine, as the case may be upon proposal of the Executive Committee, the values and strategy of the Company as well as the risk level acceptable to the Company and its core policy guidelines; when converting these values and strategies into the main policy guidelines, it takes into account corporate social responsibility, gender diversity and diversity in general;
2. *Advisory committees* – (i) to establish advisory committees, (ii) to determine the composition, powers and obligations of these committees, taking into account the applicable rules, and (iii) to monitor and assess the effectiveness of these committees;
3. *Executive Committee* – upon recommendation of the Remuneration and Nomination Committee, (i) to decide about the structure and composition of the

Executive Committee, (ii) to determine the powers and obligations of the Executive Committee, (iii) to supervise, advise and evaluate the CEO and the other members of the Executive Committee, (iv) to monitor and assess the performances of the Executive Committee and the realisation of the strategic objectives of the Company, (v) to examine and to decide on the remuneration and benefits of the CEO and the other members of the Executive Committee, (vi) to ensure a succession plan for the CEO, and, in consultation with the CEO, for the other members of the Executive Committee, and (vii) to decide whether the members of the Executive Committee may sit on governing bodies of other companies and associations in such cases where the Chairman has submitted this matter for decision to the Board of Directors in accordance with the policy on external mandates set out in section 3.3.7 of this Corporate Governance Charter ;

4. *Investor and shareholder communication* – (i) to take the necessary measures to ensure the integrity, timely disclosure and quality in accordance with the applicable rules of the annual accounts and of the other material financial and non-financial information disclosed to the shareholders and the potential shareholders, (ii) to encourage an effective dialogue with the shareholders and potential shareholders based on mutual understanding of goals and expectations;
5. *Organisation of the Company* – (i) to approve a reference frame for the management structure and the administrative, accounting, financial and technical organisation, including the internal control as referred to in the RREC Act (internal audit, risk management and compliance (including integrity policy)), prepared by the Executive Committee, and (ii) to assess the implementation of the aforementioned reference frame, taking into account the assessment of the Audit and Risk Committee;
6. *Business plan, budget and financial statements* – (i) to evaluate and approve the business plan, the budget and the financial statements prepared by the Executive Committee, (ii) to monitor and assess the Company's performance in relation to the approved business plan and budget, (iii) to monitor the financial condition of the Company and (iv) to examine and adopt the audit financial statements;
7. *Investments and disinvestments* – upon recommendation of the Executive Committee, decide on investments and disinvestments, in any form whatsoever: (i) with an acquisition/transfer price (per project) of € 50 million or more, or (ii) with an acquisition/transfer price (per project) of less than € 50 million if the the investment/disinvestment falls outside the strategy defined by the Board of Directors;
8. *Statutory Auditor* – to monitor the performances of the Statutory Auditor and, as the case may be, of the internal audit, taking into account the assessment of the Audit and Risk Committee;
9. *Composition and remuneration of the Board of Directors and Board evaluation* – upon recommendation of the Remuneration and Nomination committee, (i) to formulate recommendations and proposals to the General Meeting concerning the size, composition, profile and remuneration for (members of) the Board of

Directors, (ii) to appoint a Director in case of a vacancy (until the next General Meeting), (iii) to adopt a remuneration policy for Directors and members of the Executive Committee, (iv) to ensure a succession plan for the Directors, and (v) to assess its own effectiveness in the performance of its role and responsibilities;

10. *General Meeting* – to prepare, upon proposal of the Executive Committee, the General Meetings, as well as the proposed resolutions to be submitted to these General Meetings.

### **3.3 Composition of the Board of Directors**

#### **3.3.1 Composition**

Pursuant to the Articles of Association, the Board of Directors consists of at least five members. The Directors are appointed by the General Meeting on the basis of a proposal of the Board of Directors, upon recommendation of the Remuneration and Nomination committee.

The Board of Directors should be small enough for efficient decision-making and large enough so that the Directors can contribute experience and knowledge from different fields, and so that changes in the composition of the Board of Directors can be accommodated without hindrance.

The composition of the Board shall provide for balanced representation between the executive Directors, the independent non-executive Directors, and as the case may be, the other non-executive Directors. At least three Directors must be independent within the meaning of the 2020 Code. A majority of the Board must consist of non-executive Directors. At least one third of the Directors are of a gender other than that of the other members in accordance with Article 7:86 of the Code of Companies and Associations.

The Board of Directors, chaired by its Chairperson and assisted by the Nomination and Remuneration Committee, regularly evaluates the Board of Directors' profile and its size taking into account, amongst other factors, the purpose of the Company, its activities, stage of development, capital structure and size, while ensuring an adequate balance in terms of expertise, age and gender.

The members of the Board of Directors are solely natural persons.

At the time when the General Meeting has to decide on the appointment or reappointment of a (candidate) Director, the relevant Director may not be over 72 years old.

#### **3.3.2 Executive and non-executive Directors**

The Board of Directors is of the opinion that the balanced composition of the Board of Directors, consisting of non-executive Directors and executive Directors (representing the Executive Committee), has a positive impact on the interaction between the Executive Committee and the Board of Directors.

In the context of the responsibilities of the Board of Directors, the executive and non-executive Directors – who do not hold active positions with the Company – play each a specific and complementary role.

The executive Director represents the Executive Committee and shares in particular all information regarding the business, the operational functioning of the Company and finances of the Company that are required for the efficient functioning of the Board of Directors.

The non-executive Directors critically and constructively discuss the Company's strategy and core policies and contribute to its development.

### **3.3.3 Term of the mandates and re-appointments**

The Directors are appointed by the General Meeting for a maximum term of three years. The General Meeting can always revoke the Directors' mandate.

The Directors can be re-appointed. In order to ensure the continuity of the work activities of the Board of Directors, the terms of office are in principle arranged so that a well-balanced rotation system for re-election is established.

### **3.3.4 Appointment of the Directors**

#### **3.3.4.1 Selection and nomination procedure**

The nomination and reappointment procedure of the Directors is led by the Nomination and Remuneration Committee, which makes recommendations to the Board of Directors and aims to maintain an optimal level of skills and experience within Aedifica and within its Board of Directors.

#### New candidate-Director

The following procedure is applied for the appointment of a new Director:

##### i) Identification of the Board's expertise and knowledge

The Remuneration and Nomination Committee determines, in consultation with the Chairperson of the Board, the knowledge, experience and expertise required by the Board itself and by its Committees so that the combined knowledge, experience and expertise enable the Board of Directors to have a proper understanding of Aedifica's activities and to fulfil their respective terms of office satisfactorily.

The Board as a whole must possess the characteristics outlined below:

- Broad experience and deep knowledge of the property market;
- Management experience gained in an executive committee or other decision-making body of a large business;
- Leadership ability and strategic vision as well as a capacity to implement this vision;

- Experience of leading activities in an international context;
- Knowledge of accounting and financial standards, procedures and techniques and of their application in the real estate sector;
- Thorough knowledge of the legal and regulatory framework applicable to the property sector and to RRECs in particular;
- Ability regarding remuneration management;
- Have an impeccable reputation and follow an impeccable corporate ethic;
- Diversified socio-economic representation of the business world;
- Entrepreneurial spirit;
- Equal balance between the Directors so that no individual Director or group of Directors may dominate the board in the discussion or decision-making process
- Diversity (in terms of gender, age and nationality) and diversity in general.

#### ii) Competence matrix

The Chairperson of the Board, in consultation with the Nomination and Remuneration, will draw up a competence matrix showing fields of knowledge and types of expertise on one axis and a list of Board members on the other.

#### iii) Gap analysis

In the light of the most recent assessment of Directors both on the Board of Directors and on the Committees, the Nomination and Remuneration Committee determines with the help of a competence matrix the improvements that can be made in expertise and in knowledge.

Based on this evaluation, taking into account the principles of diversity, independence, expertise and competence within the various economic, environmental and social areas, the Nomination and Remuneration Committee shall draw up the desired profile describing the role and capabilities required for the vacant position.

#### iv) Profile search

In view of the improvement opportunities identified by the Nomination and Remuneration Committee and the defined profile for the vacant position, and taking into account the admissibility criteria for the Board, the Nomination and Remuneration Committee shall seek candidates possessing the desired expertise and experience. The Nomination and Remuneration Committee shall examine the curriculum vitae and references of the candidates proposed for appointment as a member of the Board.

When the list of candidates is prepared, the relevance of their references is taken into account.

#### v) Interviews

Once the candidates have been identified, the Chairperson of the Board and all the members of the Nomination and Remuneration Committee will meet each candidate individually to conduct an assessment. During this assessment it will also ascertain that (i) the candidate shall have no conflict of interests with the Company,

(ii) shall be sufficiently available to exercise the duties associated with the position, taking into account its other commitments and engagements and (iii) does not fall within the scope of the prohibitions laid down in the RREC Legislation.

The Nomination and Remuneration Committee discusses internally the results of these meetings. Following the above process and in the light of the recommendations of the Nomination and Remuneration Committee, the Chairperson of the Board shall submit to the Board, for examination and approval, a list of potential candidates for the position of Director.

The Chairperson of the Board of Directors and the Chairperson of the Nomination and Remuneration Committee shall ensure that before considering approval of a candidate, the Board has received sufficient information about the candidate, such as his or her CV, an evaluation based on the initial interview(s), a list of other offices the candidate has held as well as, if applicable, necessary information regarding the assessment of his or her independence.

Following a decision by the Board of Directors, the appointment of the selected candidate(s) is submitted to the next General Meeting for approval, along with the Board's recommendation.

#### Renewal of Director's mandate

Prior to the end of the term of office of each Director, the appropriateness of re-appointing him or her is analysed critically and in depth, taking into account not only the application of the Director in question but also all the other applications that may be made to the Chairperson. This evaluation concerns (i) the individual contribution of the Director and, if applicable, the profile of the other candidates, (ii) the balance of skills, knowledge and experience needed on the Board, taking into account the strategic choices of the Company and (iii) for Directorships representing a shareholder, the relevance of the representation on the Board of the shareholders who applied.

Upon expiry of the term of office of each Director, the Board shall assess the Director's participation in meetings of the Board or of Committees of the Board, commitment and constructive involvement in discussions and decision-making, in accordance with a pre-established and transparent procedure.

The Remuneration and Nomination Committee shall also assess if the contribution of each Director is adapted to changing circumstances.

In line with the rule imposed by the Corporate Governance Code 2020 for independent Directors, and to ensure a regular input of new talent on the Board, the maximum term of office of any non-executive Director is in principle limited to a period of 12 years. For these non-executive Directors, re-appointment beyond this period is only possible if justified by exceptional circumstances.

#### **3.3.4.2 Appointment and reappointment procedure**

The Directors are (re)appointed by the General Meeting from among the candidates proposed by the Board of Directors on the recommendation of the Nomination and Remuneration Committee.

The General Meeting decides by a majority of the votes cast on the proposals of the Board of Directors in this domain.

If a mandate becomes vacant during the financial year, the Board of Directors has the opportunity to complete this on proposal of the Nomination and Remuneration Committee. The decision must be ratified by the next General Meeting.

The (re)appointment proposals specify whether the candidate is proposed as executive Director or not and the proposed term for the mandate. To the General Meeting an information note is presented containing all useful information about the candidate's professional qualifications, as well as the main functions and other mandates observed by him/her. This information is made available on the Aedifica website.

The Board also indicates whether or not the candidate (still) complies with the independence criteria, in particular those laid down in the Code 2020, as mentioned in section 3.3.5. If affirmative, the General Meeting is proposed to (re)appoint the Director in the capacity of independent Director.

#### **3.3.4.3 Training**

For Aedifica's new Directors, Aedifica provides in an introductory and induction program. The latter is aimed at familiarizing them as quickly as possible with the Company's specific features, including governance, risk management, legal and regulatory framework, its strategy, its values, its core policies, its business challenges, its finances, its internal control systems, as well as regarding the powers and the functioning of the committees of the Board of Directors. In this way, the new Directors can contribute as quickly as possible to the work of the Board of Directors and the committees where they may be part of.

The non-executive Directors are duly informed about the scope of their obligations.

#### **3.3.5 Independent Directors**

The Code on Companies and Associations stipulates a general legal definition of an "independent" Director and refers to the 2020 Code for the detailed independence criteria to be taken into consideration. The independence criteria, are, amongst others, used for the application of certain regulations concerning conflicts of interest or in the context of the composition of the Board committees.

The independence qualification is confirmed by the General Meeting every time a such a Director is appointed or reappointed taking into account the legal criteria and as the case may be the criteria adopted by the Company.

According to the Code 2020, the Board of Directors comprises at least three independent Directors.

During the appointment process of an independent Director, the Board of Directors, on the recommendation of the Nomination and Remuneration Committee, shall in particular assess whether the candidate meets the following criteria:

1. is not an executive, or is not exercising a function as a person entrusted with the daily management of the Company or a related company or person, and has not occupied such position for a period of three years preceding the appointment; no longer benefits from stock options of the Company related to this position;
2. has not served more than 12 years in total as a non-executive Director;
3. has not been part of senior management (in the meaning of Article 19,2° of the Act of 20 September 1948 regarding the organisation of the business industry), of the Company or a related company or person for a period of three years preceding the appointment; no longer benefits from stock options of the Company related to this position;
4. does not or has not received during the term of his or her mandate or for a period of three years preceding the appointment, any significant remuneration or any other significant advantage of a patrimonial nature from the Company or a related company or person, apart from any fee they receive or have received as a non-executive board member;
5. (a) does not hold, either directly or indirectly, either alone or in concert, shares representing in total one tenth or more of the Company's capital or one tenth or more of the Company's voting rights;  
(b) has not been nominated, in any way, by a shareholder who meets the conditions in point (a);
6. does not maintain and has not maintained during the year preceding the appointment, a significant business relationship with the Company or a related company or person, either directly or as partner, shareholder, member of the board or member of the senior management (as defined in Article 19,2° of the Act of 20 September 1948 regarding the organisation of the business industry) of a company or person who maintains such a relationship;
7. is not or has not been within the three years preceding the appointment, a partner or member of the audit team of the Company or person who is, or has been within the three years preceding the appointment, the external auditor of the Company or a related company or person;
8. is not an executive Director of the governing body of an another company in which an executive Director of the Company is a non-executive Director, and does not have other significant links with executive Directors of the Company through involvement in other companies or bodies;
9. does not have a spouse, legal partner or relative to the second degree which exercises in the Company or a related company or person, a mandate of member of the Board of Directors, executive, person entrusted with the daily management or member of the senior management (as defined in Article 19,2°



of the Act of 20 September 1948 regarding the organisation of the business industry), or who is in a position as described under one of the cases above, with respect to point 2, for at least three years after the date on which the relevant relative's last term of mandate ended.

A Director candidate who meets these criteria is presumed to be independent in the absence of evidence to the contrary.

An independent Director who no longer meets the independence requirements must report this immediately to the Board of Directors.

### **3.3.6 Engagement of the Directors**

In carrying out their duties, each Director must fulfill his/her fiduciary duties of care, loyalty, good faith, integrity and probity, and act in the best interests of Aedifica, its shareholders and other stakeholders. All Directors should be committed to the long-term interests of Aedifica, engage actively in their duties and make their own sound, objective and independent judgment when discharging their responsibilities. The Directors participate in all objectivity in the work of the Board of Directors and must adhere to the highest standards of integrity and honesty.

The Directors must constantly update their knowledge of the Company's business and the evolution of the real estate sector. They play a key role as ambassadors for the Company, but must not make statements on behalf of the Company without having received the appropriate authorisation.

The Directors make sufficient time to perform their duties effectively and to assume their responsibilities. In accordance with the Corporate Governance Code non-executive Directors undertake not to accept more than five Directorships with listed companies

The Directors assess the issues submitted to them by invoking their knowledge and experience, and express their opinions, ask questions and formulate the recommendations that they consider necessary or desirable in full independence of mind.

The members of the Board of Directors are held by a confidentiality obligation regarding all information they have acquired in the performance of their duties. They handle this documentation with the necessary discretion, and in the case of inside information, with the required secrecy. Confidential information – whether or not it qualifies as inside information – will not be disclosed outside of the Board of Directors or otherwise made available to third parties, even after a Director has resigned from the Board of Directors, unless the inside information has already been made public by the Company or if such information is already known to the public.

Directors must adhere to all statutory and customary principles relating to conflicts of interest and comply with the prevention policy on the subject of conflicts of interest. They observe the applicable rules for preventing market abuse as set out in the Dealing Code of Aedifica.

### **3.3.7 Service of Directors in other Boards of Directors outside the Aedifica Group**

Directors have to inform the Chairperson of the Board of Directors prior to the acceptance of any mandate in a governing body of a company or an association outside the Aedifica Group and its perimeter companies.

Upon approval by the Chairperson, the concerned Director may accept such mandate. However, in case the Chairperson has reasonable doubts about a (potential) conflict of interest or about the impact on the time commitment of the considered mandate on the proper fulfillment of the Director's mandate with Aedifica, the Chairperson shall submit the matter for discussion to the Chairperson of the Nomination and Remuneration Committee and the matter shall be discussed within the Nomination and Remuneration Committee. The Nomination and Remuneration Committee shall subsequently submit a proposal for decision to the Board of Directors.

The Chairperson shall ensure that the foregoing procedure is handled with the necessary urgency.

In case the Chairperson of the Board of Directors is considering a mandate in a governing body of a company or an association outside the Aedifica Group and its perimeter companies, he shall inform the Chairperson of the Nomination and Remuneration Committee who shall, at such occasion, fulfill the role of the Chairperson of the Board of Directors in the procedure outlined above.

### **3.4 Chairpersonship of the Board of Directors**

At the top of the Company a clear distinction is made between, on the one hand, the responsibility for leading the Board of Directors and, on the other hand, the executive responsibility for managing the business activities. The positions of chairperson of the Board of Directors and those of Chief Executive Officer (hereinafter referred to as 'CEO') may not be exercised by one and the same person. The division of responsibilities between the chairperson and the CEO is clearly and in writing determined, and approved by the Board of Directors.

The Board of Directors appoints one of its members as Chairperson on the basis of his professionalism, experience, independence of mind, coaching capabilities, ability to build consensus and communication and meeting management skills. If the Board of Directors considers to appoint the previous CEO as chairperson, the Board of Directors shall carefully weigh the advantages and disadvantages of such a decision and shall state in the Corporate Governance Statement why this appointment is in the best interest of the Company.

The Chairperson is responsible for the management of the Board of Directors and coordinates the activities of the Board. In particular, he ensures that the best corporate governance practices are applied to the relationships between the shareholders, the Board of Directors and the Executive Committee and engenders a climate of trust within the Board, allowing for open discussions and constructive challenge. For this reason, the Chairperson does not exercise any executive

responsibility with regard to the management of the activities of the Company, which is reserved to the Executive Committee (see below, Chapter V).

Furthermore, the Chairperson exercises the duties assigned to him by law, the Articles of Association and the Board of Directors.

The Board of Directors grants the Chairperson in particular the following powers:

1. Ensuring the management, running and leadership of the Board and, in particular:
  - i) Preparing, convening, chairing and overseeing meetings of the Board and ensuring that, at meetings, (i) all Directors contribute to deliberations and decision-making and (ii) that sufficient time is spent during meetings of the Board of Directors to discuss and investigate complex or delicate points. If he considers it necessary, he organizes preliminary informal meetings or prepares specific committees in preparation for the discussion of the Board of Directors;
  - ii) Drawing up the agenda of Board meetings, in consultation with the CEO and Corporate Secretary;
  - iii) Taking all reasonable measures to ensure that the Board forms a coherent body;
  - iv) Ensuring that information is properly circulated to the Board by making sure that relevant documents in support of the management's proposals are made available;
  - v) Ensuring that the Board of Directors demonstrates the greatest possible integrity and honesty in the performance of its duties;
2. Ensuring the quality and continuity of the Board with the support of the Nomination and Remuneration Committee by initiating and overseeing procedures concerning:
  - i) Evaluating the size and composition of the Board and its Committees with a view to ensuring the efficiency of the decision-making process;
  - ii) Drawing up succession plans for the Directors and members of the Executive Committee;
  - iii) Appointing and re-electing members of the Board of Directors and its Committees and of the Executive Committee;
  - iv) Evaluating the performance of the Board, its Committees and its members;
  - v) Drawing up, monitoring and revising continuous training programmes for Directors, tailored to their individual needs.
3. Maintaining relations between the Board and the Executive Committee:
  - i) Having regular contacts with the CEO and the Executive Committee and providing support and advice, with respect for the executive responsibilities of the CEO and the Executive Committee;
  - ii) Ensuring that relations between the Board and the Executive Committee have a professional and constructive character, in close cooperation with the CEO, so that Aedifica can boast a good management culture;
4. Representation with respect to the Shareholders:

- i) Chairing General Meetings and ensuring that the shareholders get the opportunity to express their opinion and receive correct answers;
- ii) Ensuring effective communication with shareholders;
- iii) Assuming the role of key contact for shareholders in all matters falling within the powers of the Board of Directors.

5. Acting as confidential:

If necessary, he acts as a point of contact for the Directors and staff members if they wish to express, in all confidence, their concern regarding possible irregularities in the field of financial reporting, ethical misbehaviour or any other matter.

### 3.5 Functioning of the Board of Directors

#### 3.5.1 Frequency and agenda of the meetings

The Board of Directors meets when it is convened by its Chairperson or by the Director replacing the Chairperson, as often as is in the Company's interest. The Board must also convene if this is requested by at least two Directors.

The Board of Directors meets at least six times a year. The meeting times are set in advance for the entire year to minimise absences.

The Chairperson of the Board draws up the agenda of the meeting of the Board of Directors, together with the CEO and the Corporate Secretary. The agenda specifies which items are for information, for deliberation or for decision.

The Chairperson is consulted on any proposal to be submitted to the Board and ensures that Directors receive the same accurate, concise, detailed and clear information with sufficient notice prior to meetings.

At least once a year, the Board of Directors examines the Company's strategy and checks whether the Company complies with Article 17§1 to §5 and §7, first paragraph of the RREC Act.

At least once every five years, the Board of Directors will evaluate the governance structure it has chosen to determine whether it is still suitable, and if not, it proposes a new governance structure to the General Meeting.

In order to ensure a pertinent flow of information on the Company's affairs and to enable the Directors to gain and maintain adequate and permanent control of the Company's key problems, the agenda shall regularly include an item on the property market in general and the healthcare real estate market in particular.

The members of the Board of Directors are expected to attend all meetings. A Director who is unable to attend may be represented by another Director by means of a written proxy. However, a member of the Board of Directors is not allowed to represent more than one colleague.

The Board of Directors may invite anyone it deems useful to its meetings. In principle, the members of the Executive Committee who are not a Director, are invited to attend the meetings of the Board of Directors.

### **3.5.2 Notification of meetings, preparation and prior distribution of documents**

The members of the Board of Directors are convened at least five business days before the meeting of the Board of Directors. However, the notice period may be shorter if the Chairperson and the CEO jointly decide that a meeting is in the Company's interest due to unforeseen circumstances or if the Directors agree on a shorter notice period.

The convocation will state the meeting date, place and agenda items.

If necessary, the Company shall consider the organisation of Board and committee meetings using video conferencing, teleconferencing and internet-based conferencing.

The information that is important for the Directors to gain and maintain a good understanding of the subjects to be discussed during the meeting and the draft minutes of the previous meeting are generally communicated in writing to each of the Directors four full business days before the meeting.

The Directors are expected to study the communicated documents before the meeting.

Documentation in support of a proposal for a decision to be taken by the Board of Directors is composed of a dossier containing slides and any other documents that the Chairperson and the CEO might consider useful and important for the proper understanding of the Directors.

Directors may also request all useful additional information, in accordance with the nature of the matter, from the Chairperson of the Board who will organize the answer to their request with the CEO and the Corporate Secretary.

The Chairperson of the Board of Directors presides over each meeting. If the Chairperson is absent, the oldest Director shall preside over the meeting.

### **3.5.3 Quorum and deliberation**

The Board of Directors is a collegial body and can only validly deliberate and pass resolutions if the majority of its members are present or represented. A new meeting must be called if this quorum is not reached.

If a member cannot be present, he or she may be represented by another member by letter, e-mail or any other means of communication. A member may only represent one other member.

The Company can organise meetings and/or the participation of one or more directors to a meeting via videoconference, conference call or any other means of communication (if deemed required in view of the given circumstances).

The Board of Directors shall endeavour to take all decisions by consensus. In the event of a vote (when consensus cannot be reached), the resolutions will be adopted by a majority of votes. If the vote is tied, the proposal is rejected.

Once decisions are taken, all Board members should be supportive of their execution.

Resolutions of the Board of Directors may be adopted unanimously by the Directors in writing (for example by an exchange of e-mail).

#### **3.5.4 Attendance of advisors and management**

At the invitation of the Chairperson, members of the management who are not Directors or specialists in a particular field may attend meetings of the Board of Directors in order to inform or advise the Board of Directors. For matters concerning financial information or administrative organisation, the Chairperson may call upon the internal organisation (including the internal auditor) and/or statutory auditor of the Company directly.

In addition, the Directors have the option of independently seeking professional advice from lawyers, consultants or experts at the expense of the Company. This is possible after consultation with the Chairperson of the Board of Directors, but the financial consequences for the Company should always be considered.

#### **3.5.5 Conflicts of interest**

##### **1. Principle**

The Company is subject to the provisions of the Code of Companies and Associations (Articles 7:96 and 7:97), the special provisions of the RREC Legislation regarding an integrity policy, and certain actions referred to in Article 37 of the RREC Act.

The Directors have a duty to protect the interests of all shareholders equally. Each Director acts according to the principles of reasonableness and fairness.

When the Board of Directors or the Executive Committee take a decision, the members do not pursue their personal interests. Furthermore, they do not use business opportunities that are intended for the Company for their own benefit.

The Company imposes on every member of the Board of Directors and Executive Committee that the occurrence of conflicts of interest, or the perception of such conflicts, must be avoided as much as possible.

##### **2. Conflicts of interest involving Directors**

## 2.1 Principle

The rules on conflicts of interest applicable to Directors (Article 7:96 Code of Companies and Associations) apply to decisions or transactions falling within the powers of the Board of Directors when the following conditions are met:

- a Director has, directly or indirectly, an interest of financial nature, i.e. an interest having a financial impact; and
- this interest conflicts with the Company's interest in the decision or transaction in question.

## 2.2 Duty to inform

When a Director has, directly or indirectly, a financial interest that conflicts with a decision or transaction falling within the powers of the Board of Directors, (s)he must immediately inform the other Directors no later than the start of the meeting of the Board of Directors called to deliberate on the matter.

In addition to informing the other Directors of the existence of the conflict of interest, the reasons for the conflict must also be explained.

## 2.3 Deliberations and voting on the decision

During the discussion of the agenda item in question, the concerned Director must leave the meeting. He cannot participate in the deliberation or vote on this agenda item.

## 2.4 Minutes

The minutes of the Board of Directors must contain reference to the existence of and reasons for this conflict. Furthermore, it must describe (i) the nature of the decision or transaction in question, (ii) the justification for the decision taken and (iii) the financial consequences for the Company.

The Corporate Secretary shall forward a copy of the minutes of the Board of Directors to the Auditor.

## 3. Conflicts of interest involving transactions with related parties

The Company must also follow the procedure described in Article 7:97 of the Code of Companies and Associations if it makes a decision or carries out a transaction concerning relations between the Company (or its subsidiaries) and a related party of the Company (in the meaning of IAS 24), save for the exceptions provided in Article 7:97.

Where appropriate, such a decision or transaction must be reviewed in advance by a committee of three independent directors, assisted by one or more independent experts of their choice. Only after reviewing the recommendation of this committee the Board of Directors will deliberate on the proposed decision or transaction.

#### 4. Functional conflicts of interest within the framework of the RREC Act

The provisions of Articles 37 and 38 of the RREC Act apply to the Company. Article 37 of the RREC Act contains a functional conflict of interest regulation according to which the public RREC must inform the FSMA whenever certain persons affiliated with the public RREC act directly or indirectly as a counterparty in, or obtain any material gain from a transaction with, the public RREC or one of its subsidiaries.

The persons specified therein are:

- 1) persons controlling the public RREC or holding a stake in it;
- 2) persons who are affiliated with or have a participating interest in (a) the public RREC, (b) a perimeter company of the public RREC, (c) the other shareholders of a perimeter company of the public RREC;
- 3) the other shareholders of all perimeter companies of the public RREC; and
- 4) the Directors, managers, members of the Executive Committee, persons in charge of the day-to-day management, effective leaders or trustees of the public RREC or one of its perimeter companies, of the other shareholders of any perimeter company of the public RREC, and one of the persons referred to in the provision under item 1).

The notification to the FSMA must establish that the transaction is in the Company's interest and demonstrate that the transaction falls within its strategy. Article 38 of the RREC act defines when the provisions of Article 37 of the RREC Act do not apply.

Transactions for which a functional conflict of interest exists must be carried out under normal market conditions. If such a transaction relates to real property, the valuation of the independent property expert is binding as the minimum price (for a sale by the public RREC or its subsidiaries) or the maximum price (for an acquisition by the public RREC or its subsidiaries).

Such transactions, and the details to be reported, are published immediately on the Company's website and commented on in the annual financial report and the Statutory Auditor's report.

#### 5. Other conflict of interest situations

The Company applies a stricter definition of functional conflict of interest for matters falling under the competence of the Board of Directors or (a member of) the Executive Committee. Specifically, a member of the Board of Directors or the Executive Committee has a functional conflict of interest if:

- (i) the member or any of his or her close relations has an interest of a proprietary nature that conflicts with a decision or transaction of the Company;
- (ii) a company that does not belong to the group, but in which the member, or a close relative of the member, fulfils a management or administrative role, has an interest of a proprietary nature that is in conflict with a decision or transaction of the Company.

Where a Director has, directly or indirectly, an opposing interest of a financial nature concerning a decision or transaction of the Company but which does not in



principle fall within the ambit of the Board of Directors (but does fall within the ambit of the Executive Committee), he or she must notify the Chairperson of the Board of Directors before concluding any contract or entering into any commitment. The Chairperson of the Board will automatically report the matter to the Board of Directors regardless of the amount of the commitment concerned.

Where a Director or member of the Executive Committee has, directly or indirectly, an opposing interest of a non-financial nature or a parallel interest, whether or not of a financial nature, concerning a decision or transaction of the Company, he or she must immediately inform, as the case may be, the Chairperson of the Board of Directors or the Chairperson of the Executive Committee. The Chairperson will assess whether a report on the matter should be made to the Board of Directors/Executive Committee.

### **3.5.6 Meeting minutes**

The minutes of the meeting give a summary of the discussions, specify the decisions that were taken and make note of the various positions taken by the Directors. The names of the persons who get up to speak are included only at their specific request.

The draft of the meeting minutes is sent to all members of the Board of Directors as quickly as possible for preliminary comments and approval. The Chairperson, assisted by the Corporate Secretary, ensures that the minutes are ready for final approval at the next meeting. The minutes, once approved by the Board of Directors, are signed by the Chairperson and those Directors who wish to do so.

## **3.6 Representation of the Company**

In accordance with Article 16 of the Articles of Association, the Company is validly represented in all its acts, including those to which a public or ministry official cooperates, as well as in legal proceedings, as plaintiff, as defendant or otherwise, by two Directors acting jointly or within the limits of the daily management, either by the person to whom the daily management is entrusted, acting alone within the limits of this daily management, either by two of the persons to whom the daily management is entrusted, acting jointly within the limits of this daily management.

The Company is also validly represented by special representatives of the Company within the limits of the power of attorney.

The Board of Directors has moreover authorised the Executive Committee to delegate its powers, under its responsibility and in accordance with the procedures and within the limits set by the Executive Committee, to one or more representatives of the Company designated by the Executive Committee. These representatives will act within the limits of the scope of activities and assignments entrusted to them.

## **3.7 Evaluation of the Board of Directors**

#### a) Evaluation of the Board of Directors

The effectiveness of the Board of Directors and its committees, as well as the interaction with the Executive Committee is monitored and reviewed under the leadership of the Chairperson at least every three years in order to achieve possible improvements in the management of the Company, according to a formal procedure and methodology, which includes an anonymous survey, feedback session on the outcome of the survey and discussion during one of the meetings of the Board of Directors on the outcome.

This evaluation process pursues four objectives:

- to review the operation of the Board of Directors and its committees;
- to check whether the main subjects are thoroughly prepared and discussed;
- to evaluate the actual contribution of each Director, the Directors' attendance at the meetings of the Board of Directors and the committees, and the Directors' constructive involvement in the discussions and decision-making process;
- to check whether the current composition of the Board of Directors or the committees is desirable.

Additionally, the Board of Directors evaluates every five years if the current one tier governance structure of the Company is still appropriate.

The Board of Directors is supported by the Nomination and Remuneration Committee (and external experts if required) in this regard.

#### b) Evaluation of individual Board members

The non-executive Directors regularly evaluate their interaction with the Executive Committee. They have a meeting on this issue at least once a year without the members of the Executive Committee.

The contribution of each Director is also periodically evaluated to ensure that changing circumstances are taken into account with regard to the composition of the Board of Directors. In the event of a reappointment, the Director's contribution and effectiveness are evaluated based on a predetermined and transparent procedure.

The Corporate Governance Statement shall contain information on the main characteristics of the evaluation process of the Board of Directors, its committees and its individual Directors.

Following any of the above evaluations, the Chairperson may suggest appropriate measures to the Board, taking into account the strengths and weaknesses identified, and where applicable, propose the appointment of new members of the Board of Directors or request the resignation of Directors.

### 3.8 Corporate Secretary

The Corporate Secretary is appointed and removed by the Board of Directors. The Corporate Secretary assists the Board of Directors and the Board's Committees in fulfilling their roles, responsibilities and obligations. He also assists the Chairperson of the Board with communications between the Board, its Committees, the Executive Committee and the shareholders.

The Corporate Secretary has the following duties and responsibilities in particular:

- Ensuring that the Company's bodies comply with Belgian and European legislation and regulations as well as the Company's Articles of Association and terms of reference;
- Ensuring a proper flow of information between the Board of Directors, its committees, the Executive Committee and the shareholders.
- Constantly ensuring that the Articles of Association, the Corporate Governance Charter and the "Corporate Governance Statement" remain relevant;
- Providing specialised advice and information to the Chairperson of the Board of Directors and of the Committees on developments in the principles of corporate governance and exemplary practice;
- Acting as the custodian of the Company's official Board documents and of all documents containing the resolutions, decisions and discussions of the Board of Directors
- Guaranteeing that the essential points of discussions and decisions of meetings of the Board of Directors appear correctly in the minutes;
- Taking charge of the practical and logistical organisation of the meetings of the Board of Directors, of its Committees and of the General Meetings.

Each Director may contact the Corporate Secretary individually.

The Corporate Secretary is accountable to the Chairperson of the Board and the CEO.

In principle, the Corporate Secretary attends all board meetings and ensures that proper minutes are taken. In the absence of the Corporate Secretary, the Chairperson of the Board of Directors shall make someone else responsible for drawing up the minutes of the relevant board meeting. The Corporate Secretary shall also perform the same duties for the Board Committees and the Executive Committee if they so request.

### 3.9 Internal control system

In accordance with Article 17 of the RREC Act, the Company has organised an internal control system that performs the following functions:

- (i) internal audit;
- (ii) risk management; and
- (iii) compliance (including integrity).

The Company shall take the necessary measures to permanently have at its disposal an appropriate independent internal audit function in accordance with Article 17(3) of the RREC Act. The internal audit is an independent assessment function that is aimed at examining and assessing the proper operation, effectiveness and efficiency of the Company's procedures for its activities, and that relates to the operation, effectiveness and efficiency of processes, procedures and activities in areas such as:

- operational matters (quality and appropriateness of the used systems and procedures, organisational structures, policies, methods and resources for the objectives);
- financial matters (reliability of the accounts, the annual accounts and the financial reporting process);
- management matters (quality of the management function and staff services within the framework of the Company's objectives);
- risk management and compliance.

The Company shall take the necessary measures to permanently have at its disposal a suitable risk management function and a suitable risk management policy in accordance with Article 17(5) of the RREC Act. This includes the drafting, development, monitoring, updating and implementation of all measures and procedures that enable the Company to effectively assess, monitor and follow up any (potential) exposure to (operational, market, liquidity and counterparty) risks associated with its real estate portfolio and its other activities.

The Company takes the necessary measures to permanently have at its disposal an appropriate independent compliance function in accordance with Article 17(4) of the RREC Act in order to ensure that the Company, the Company's Directors, effective management, employees and proxies complies with the legal rules on the integrity of the Company's business.

It has developed an appropriate integrity policy (see the Code of Conduct) that is regularly updated in accordance with Article 17(6) of the RREC Act.

The Company is structured and organised in such a way that reduces the risk of conflicts of interest affecting its shareholders' interests to a minimum.

A natural person has been made responsible for each of these functions. A non-independent and non-executive Director has been made responsible for the internal audit function. The Company's CFO has been appointed "Risk Manager". The General Counsel has been appointed "Compliance Officer".

### **3.10 Policy on the Directors' remuneration**

The remuneration policy of the Board of Directors and the Executive Committee, as approved by the General Meeting of 11 May 2021, is attached to this Charter as Annex 1.

## **4 THE COMMITTEES OF THE BOARD OF DIRECTORS**

### **4.1 Common committee rules**

The Board of Directors has set up three specialised committees within the board: the Audit and Risk Committee, the Nomination and Remuneration Committee and the Investment Committee, which are responsible for assisting and advising the board in the areas for which they are responsible.

The role, composition and operation of these committees are set out in the provisions of this Charter, which serves as internal regulations for the committees. The Board of Directors also provides a detailed account of the composition and operation of each committee in the Corporate Governance Statement.

These committees prepare the decisions of the Board of Directors in their respective areas of competence. However, only the Board of Directors has the power to take the actual decisions.

After each committee meeting, the committees submit a report to the Board of Directors showing the conclusions of their work and their recommendations.

The Chairperson of the Board of Directors ensures that the Board of Directors appoints the members and a chair for each committee.

The committees are entitled to seek external professional advice at the Company's expense after notifying the Chairperson of the Board of Directors.

The tasks and responsibilities of each committee are defined by the Board of Directors and are described below.

The committees review their internal regulations, evaluate their own effectiveness and make recommendations to the Board of Directors on the necessary changes at regular intervals (at least every two to three years).

### **4.2 Audit and Risk Committee**

#### **4.2.1 Role and responsibilities**

The Audit and Risk Committee assists the Board of Directors in fulfilling its monitoring responsibilities for exercising control in the broadest sense, including risks.

The Audit and Risk Committee ensures that the Company's internal audit is carried out, in general and without prejudice to the organisation of the internal audit function referred to in Article 17 of the RREC Act. The specific tasks of the Audit and Risk Committee may evolve depending on the circumstances.

The Audit and Risk Committee's audit task and the related reporting obligation concern both the Company and all the subsidiaries of the Aedifica Group.

In carrying out its remit, the Audit and Risk Committee has the following duties:

a) Monitoring the financial reporting process:

- i) the Audit and Risk Committee assesses the relevance and coherence of the standards applied by the Company for its annual accounts. This assessment includes the criteria for the consolidation of the annual accounts of the companies within the group. This assessment also includes an assessment of the accuracy, completeness and consistency of the financial information. The assessment relates to periodical information prior to its publication. The assessment is carried out based on an audit programme used by the Audit and Risk Committee;
- ii) the Audit and Risk Committee discusses important financial reporting issues with both the Executive Committee and the statutory auditor;
- iii) the Audit and Risk Committee examines the quality and reliability of the draft annual accounts and the financial statements from Aedifica submitted to the Board of Directors;
- iv) the Audit and Risk Committee ensures that the documents faithfully reflect the state of affairs, are drawn up in accordance with the legal requirements and comply with the FSMA's requirements.

b) Monitoring the effectiveness of internal control and risk management systems:

- i) at least once a year, the Audit and Risk Committee monitors the effectiveness of the internal control and risk management systems set up by the Executive Committee (including the internal control and risk management systems relating to the financial reporting process, such as the Aedifica annual report and the consolidated annual accounts) in order to ensure the effective identification, management and publication of the main risks (including those relating to fraud and compliance with the existing legislation and regulations) within the framework approved by the Board of Directors;
- ii) the Audit and Risk Committee assesses the internal control and risk management statements provided by the Corporate Governance Statement;
- iii) in the event of conflicts of interest, the Audit and Risk Committee will ensure that the valid legal and regulatory provisions and the corporate governance rules are applied within the Board of Directors and/or within the committees;

- iv) the Audit and Risk Committee examines the areas in which risks could have a significant impact on the Company's financial situation and reputation;
- v) the Audit and Risk Committee examines whether the applied procedures allow the identification of these risks, the assessment of their potential impact and the verification that the measures taken to prevent or cover these risks are adequately restricting the consequences;
- vi) when new regulations, legislation or guidelines are put in place that could have a significant impact on the Company's accounts, financial situation or short or long-term results, the committee is informed of their implementation, their impact and the implementing measures that have been approved by the Executive Committee. It shall make recommendations in this regard to the Board of Directors and the Executive Committee if applicable.

c) Monitoring the internal audit and its effectiveness:

Each year, the Audit and Risk Committee shall ensure that the independent internal audit function has the appropriate resources and know-how for the Company's type, size and characteristics.

d) Monitoring the statutory audit of the annual accounts and consolidated annual accounts, including follow-up on the Statutory Auditor's questions and recommendations

e) External audit, including the assessment and monitoring of the statutory auditor's independence:

- i) The Audit and Risk Committee assesses the extent and scope of the performed external audit and the way it is carried out;
- ii) It evaluates the results of this external audit and the statutory auditor's reports to the shareholders;
- iii) It ensures that the statutory auditor's mandate is exercised in complete independence, and that the necessary safeguards are applied to mitigate any risk to its independence, in particular where the total fees paid received from a public-interest entity, as referred to in Article 1:22 Code of Companies and Associations, are higher than the criteria laid down in Article 4(3) of Regulation (EU) No. 537/2014;

In this context, the statutory auditor shall:

- confirm the statutory auditor's independence from the Company to the Audit and Risk Committee in writing;
- report all the additional services provided to the Company to the Audit and Risk Committee annually;

- consult the Audit and Risk Committee on the threats to the statutory auditor's independence and the measures taken to mitigate these threats, if the total fees received from a public-interest entity, as referred to in Article 1:22 Code of Companies and Associations, are higher than the criteria laid down in Article 4(3) of Regulation (EU) No. 537/2014;
- provide a report to the Audit and Risk Committee describing all the statutory auditor's links with the Company and its group.

The Audit and Risk Committee also monitors the nature and scope of the additional services provided by the statutory auditor. The Audit and Risk Committee shall submit the official policy plan it applies to the Board of Directors in this regard. It shall include any additional services that:

- are excluded;
  - are permitted upon a review by the Audit and Risk Committee;
  - are permitted without any reference to the Audit and Risk Committee and with due observance of the specific requirements of the Code of Companies and Associations.
- iv) The Audit and Risk Committee takes note of the statutory auditor's report, which includes important matters that have come to light during the statutory auditor's audit of the annual accounts and more specifically any serious internal control shortcomings in terms of the financial reporting;
- v) At the Executive Committee's suggestion, the Audit and Risk Committee makes a proposal to the Board of Directors concerning the selection, nomination, reappointment and remuneration of the statutory auditor, which is to be presented to the General Meeting.

The Audit and Risk Committee's proposal on the nomination and reappointment of the statutory auditor is placed on the agenda of the General Meeting after the Board of Directors' approval.

#### 4.2.2 Composition

The Audit and Risk Committee consists of at least three non-executive Directors, of which at least the majority is independent. The Board of Directors appoints the members of the Audit and Risk Committee on the proposal of the Chairperson of the Board of Directors and after consultation with the Nomination and Remuneration Committee. Their mandate as member of the Audit and Risk Committee has the same duration as their mandate as Director.

The Chairperson of the Audit and Risk Committee is an independent Director appointed by the Board of Directors. The Chairperson of the Board of Directors may be a member of the Audit and Risk Committee, but must not chair it. The Chairperson of the Board of Directors is always entitled to attend all meetings.



All members of the Audit and Risk Committee must have a thorough relevant knowledge of accounting, audit and financial matters, and at least one independent Director shall hold a degree in economic or financial studies or have acquired the relevant experience in these areas.

If a Director's mandate comes to an end, this shall automatically result in the termination of his mandate in the Audit and Risk Committee.

#### **4.2.3 Operation**

##### **(a) Planning, agenda and participation in Audit and Risk Committee meetings**

The Audit and Risk Committee meets as often as its functions require, in any event at least four times a year. The Chairperson of the Audit and Risk Committee may convene special meetings if necessary or at the request of one of its members or the statutory auditor.

Members are expected to attend all committee meetings.

The Chairperson of the Audit and Risk Committee draws up the agenda for each Audit and Risk Committee meeting in consultation with the Executive Committee.

The Audit and Risk Committee meets with the statutory auditor at least twice a year in order to exchange ideas on all issues regarding the internal regulations and all issues arising from the audit process, and particularly the main weaknesses in terms of internal control.

The Audit and Risk Committee ensures that free and open communications exist with the Executive Committee.

The Audit and Risk Committee may invite the statutory auditor, the members of the Executive Committee or any other member of the Board of Directors or of the Company's personnel to attend some or all of its meetings.

##### **(b) Convening of meetings and prior distribution of documents**

In principle, the members are invited to participate in the meeting at least 5 business days before the committee meeting. However, this term may be shortened (i) if the Chairperson decides that a shorter notice period is necessary due to unforeseen circumstances and in the interest of the Company, or (ii) if all members agree on a shorter term.

The convocation shall state the meeting date, place and agenda items. The Company may organise, if deemed necessary, meetings by means of videoconference, conference call or any other means of communication.

The Chairperson of the Audit and Risk Committee shall appoint a person to prepare and review all the necessary important details and information to ensure that the committee members thoroughly understand the subjects that shall be discussed at the meeting.

In principle, this documentation and the draft minutes of the previous meeting are sent to each Audit and Risk Committee member four full business days before the meeting. The members are expected to go through the provided documents before the meeting. In the event that the subject matter is too delicate to be put in writing, it shall be explained in detail during the meeting.

The Chairperson of the Audit and Risk Committee shall ensure that the members of the Audit and Risk Committee receive all the information in a precise, complete and clear way.

(c) **Deliberation**

The Audit and Risk Committee's decisions are adopted by a majority of votes. If the votes are tied, the Chairperson of the Audit and Risk Committee has the casting vote.

#### **4.2.4 Meeting minutes**

The Chairperson of the Audit and Risk Committee appoints a person in charge of the Audit and Risk Committee's administration and for taking the minutes at meetings. The minutes summarise the discussions, specify the decisions taken and document any reservations expressed by the members of the committee or the statutory auditor if applicable.

A copy of the minutes is sent to the Board of Directors. The minutes are kept at the disposal of the statutory auditor at the administrative office.

#### **4.2.5 Activity reports**

The Audit and Risk Committee shall communicate its conclusions, recommendations and/or proposals to the Board of Directors after each meeting, and particularly when the Board of Directors is preparing the annual accounts, the consolidated annual accounts and the condensed financial statements for publication.

Under the leadership of its Chairperson, the committee also prepares an annual report on its activities for the Board of Directors. The annual report includes an evaluation of the committee's performance in terms of the execution of its mandate and its proper operation, and in terms of the contribution of each of its members.

#### **4.2.6 Powers**

The Audit and Risk Committee has unlimited access to all information and all company staff. All members of the Board of Directors and all company employees are required to cooperate with the Audit and Risk Committee.

Any request to the members of the Board of Directors or the staff is made through the Chairperson of the Audit and Risk Committee.

The Audit and Risk Committee has access to the widest range of resources it deems necessary to fulfil its mission: it may organise any possible investigation within the Company, seek advice from external specialists and invite these specialists to its meetings on its own initiative if it feels this is necessary, always considering the financial consequences for the Company.

The Chairperson of the Audit and Risk Committee shall ensure that the Board of Directors is informed in advance of the planned and actual costs of any external assignments decided by the Audit and Risk Committee.

### **4.3 Nomination and Remuneration Committee**

#### **4.3.1 Role**

The task of the Nomination and Remuneration Committee is to assist and advise the Board of Directors in all matters relating to the composition of the Board of Directors, Audit and Risk Committee, Investment Committee, Nomination and Remuneration Committee or Executive Committee, and all matters relating to the remuneration policy, the remuneration techniques and the methods and criteria for the appointment and recruitment of the Directors and the Company's actual leaders and senior executives.

#### **4.3.2 Responsibilities**

To execute its tasks, the Nomination and Remuneration Committee has the following functions and responsibilities:

(a) **Nominations**

- The Nomination and Remuneration Committee evaluates the optimal size and composition of the Board of Directors and committees. The considerations and deliberations of the Nomination and Remuneration Committee regularly take into account the desired composition of the Board of Directors, in particular with a view to the development of the Company's shareholding and the advisability of certain mandate renewals.

The committee distributes mandates in such a way as to avoid that all Board mandates would end simultaneously and so to promote a harmonious renewal of the Directors' mandates.

- The committee leads the search for individuals with the necessary qualifications to become a Director, evaluates all potential candidates in the prescribed manner and presents the selected candidates to the Board of Directors together with an evaluation. If the Board of Directors does not agree with a proposed application, the file is sent back to the committee, which is then responsible for proposing new names.
- The Nomination and Remuneration Committee aims to propose candidates with the greatest possible integrity, personal and professional ethics, excellent professional competencies and the best qualities to serve the Company's interests in the long term within the board framework of peers.
- The committee manages the re-election or succession process for the Chairperson of the Board of Directors.
- It evaluates potential candidates for a position on the Executive Committee and makes recommendations to the Board of Directors on the appointment, succession or dismissal of members of the Executive Committee.
- It makes proposals to the Board of Directors on the Directors to be appointed for each advisory committee.
- It evaluates the effectiveness of the Board of Directors, the Directors and its committees.
- It provides appropriate programmes for talent development and for promoting diversity in leadership.

(b) **Remuneration**

- The committee makes proposals to the Board of Directors on the remuneration policy for the Directors, the CEO and the other members of the Executive Committee, and on the resulting proposals to be submitted by the Board of Directors to the shareholders where applicable.
- The committee makes proposals on the remuneration to be granted to the individual Directors – possibly including variable remuneration and long-term incentives – and on severance pay arrangements. The Nomination and Remuneration Committee shall submit its proposals to the Board of Directors, for its approval. If the proposals are approved, the Board of Directors shall then decide to submit them to the general shareholders' meeting.
- The committee makes proposals on the individual remuneration of the CEO and the other members of the Executive Committee – including the variable remuneration and long-term incentives – and on any arrangements for early contract termination (including severance pay) and the resulting proposals to be submitted by the Board of Directors to the shareholders if applicable.
- The committee prepares the remuneration report to be included in the Corporate Governance Statement by the Board of Directors.
- The committee explains the remuneration policy and the remuneration report at the ordinary General Meeting.
- The committee sets the performance objectives of the CEO and the other Executive Committee members.
- The committee evaluates the performance of the CEO and the other Executive Committee members based on their objectives.

#### **4.3.3 Composition**

The Nomination and Remuneration Committee consists of at least three non-executive Directors, of which the majority is independent. The members of the Nomination and Remuneration Committee are appointed by the Board of Directors at the suggestion of the Nomination and Remuneration Committee. Their mandate as member of the Nomination and Remuneration Committee has the same duration as their mandate as Director.

The Board of Directors shall appoint the Chairperson of the Nomination and Remuneration Committee from the members of the Nomination and Remuneration Committee.

The Nomination and Remuneration Committee has the necessary expertise in the field of remuneration policy.

The CEO attends the meetings of the Nomination and Remuneration Committee in an advisory capacity when it is considering the remuneration of the other members of the Executive Committee.

If a Director's mandate comes to an end, this shall automatically result in the termination of the Director's mandate in the Nomination and Remuneration Committee.

#### **4.3.4 Operation**

##### **(a) Planning, agenda and participation in meetings of the Nomination and Remuneration Committee**

The Nomination and Remuneration Committee meets as often as its functions require, in any event at least twice a year. The Chairperson of the Nomination and Remuneration Committee may convene special meetings if necessary or at the request of one of its members.

Members are expected to attend all committee meetings.

The Chairperson of the Nomination and Remuneration Committee shall draw up the agenda of each meeting of the Nomination and Remuneration Committee in consultation with the Chairperson of the Board of Directors.

##### **(b) Convening of meetings and prior distribution of documents**

In principle, the members are convened to participate in the meeting at least four business days before the committee meeting. However, this term may be shortened (i) if the Chairperson decides that a shorter notice period is necessary due to unforeseen circumstances and in the interest of the Company, or (ii) if all members agree on a shorter term.

The convocation shall state the meeting date, place and agenda items. The Company may organise, if deemed necessary, meetings by means of videoconference, conference call or any other means of communication.

The Chairperson of the Nomination and Remuneration Committee shall appoint a person to prepare and review all the necessary important details and information to ensure that the committee members thoroughly understand the subjects that shall be discussed at the meeting.

In principle, this documentation and the draft minutes of the previous meeting are sent to each Nomination and Remuneration Committee member four full business days before the meeting. The members are expected to go through the provided documents before the meeting. In the event that the subject matter is too delicate to be put in writing, it shall be explained in detail during the meeting.

The Chairperson of the Nomination and Remuneration Committee shall ensure that the members of the Nomination and Remuneration Committee receive all the information in a precise, complete and clear way.

(c) **Deliberation**

The Nomination and Remuneration Committee may invite members of the Board of Directors or the Company's personnel to attend some or all of its meetings.

The Nomination and Remuneration Committee's decisions are adopted by a majority of votes. If the votes are tied, the Chairperson of the Nomination and Remuneration Committee has the casting vote.

#### **4.3.5 Meeting minutes**

The Chairperson of the Nomination and Remuneration Committee appoints a person in charge of the Nomination and Remuneration Committee's administration and for taking the minutes at meetings. The minutes summarise the discussions, specify the decisions taken and document any reservations expressed by the members of the committee if applicable.

A copy of the minutes is sent to the Board of Directors.

#### **4.3.6 Activity reports**

After each meeting, the Nomination and Remuneration Committee shares its conclusions, recommendations and/or proposals with the Board of Directors.

Under the leadership of its Chairperson, the committee also prepares an annual report on its activities for the Board of Directors. The annual report includes an evaluation of the committee's performance in terms of the execution of its mandates and its proper operation, and in terms of the contribution of each of its members.

#### **4.3.7 Powers**

The Nomination and Remuneration Committee has access to all social information, including the individual files on the Directors and the staff in general.

In order to obtain all useful information that it does not yet have, the Nomination and Remuneration Committee may contact the consultants and the other recruitment agencies that were approached in order to recruit a member of the Executive Committee. All members of the Executive Committee and all company employees are required to cooperate with the Nomination and Remuneration Committee.

The Nomination and Remuneration Committee has access to the widest range of resources it deems necessary to fulfil its mission: it may obtain all useful information from the HR manager, seek advice from external specialists at the Company's expense, and invite such specialists to its meetings on its own initiative if it feels this is necessary, always considering the financial consequences for the Company.

The Chairperson of the Nomination and Remuneration Committee shall ensure that the Board of Directors is informed in advance of the planned and actual costs of any external assignments decided by the Nomination and Remuneration Committee.

#### **4.4 Investment Committee**

##### **4.4.1 Role and responsibilities**

The Investment Committee is an advisory committee whose mission is to advise the Board of Directors on the investment files submitted to the Board of Directors by the Executive Committee.

The purpose of the Investment Committee is to speed up the Company's decision-making process with regard to investment files.

##### **4.4.2 Composition**

The Investment Committee consists of at least two non-executive Directors with relevant experience and an executive Director. The members of the Investment Committee are appointed by the Board of Directors. Their mandate as member of the Investment Committee has the same duration as their mandate as Director.

The Investment Committee may invite anyone it deems useful to its meetings.

The Chairperson of the Investment Committee is appointed by the Board of Directors.

If a Director's mandate comes to an end, this shall automatically result in termination the Director's mandate in the Investment Committee.

All members of the Investment Committee must have thorough and relevant investment knowledge.

##### **4.4.3 Operation**

###### **(a) Planning, agenda and participation in Investment Committee meetings**

The Investment Committee meets as often as its functions require, at the request of the CEO or two members of the Executive Committee.

Members are expected to attend all committee meetings.

The Chairperson of the Investment Committee draws up the agenda for each Investment Committee meeting in consultation with the Executive Committee.

###### **(b) Convening of meetings and deliberation**



The Investment Committee convenes and deliberates informally and with the greatest possible flexibility in order to allow the Company to respond to investment opportunities quickly.

The Executive Committee can therefore present the investment opportunities it finds interesting to the Investment Committee at an early stage in order to gain the Investment Committee's advice. It is not necessary to have meetings in that regard: the members of the Investment Committee can communicate with each other by phone or by email.

Before making a bid, the Executive Committee presents the most thoroughly studied investment files to the Investment Committee. The Investment Committee can assume a standpoint on this without having to convene a meeting for this purpose. The members of the Investment Committee can communicate their standpoint electronically or by phone to enable the Company to respond to investment opportunities quickly and effectively.

The Investment Committee meets to prepare its advice to the Board of Directors on investment proposals to be put on the Board of Directors' agenda.

The investment opportunities that fall within the scope of the investment delegation from the Board of Directors to the Executive Committee are not preliminary discussed within the Investment Committee. However, the Executive Committee provides at each Investment Committee an overview of the new engagements entered into in investment and disinvestments files since the last meeting of the Investment Committee.

## 5 **THE EXECUTIVE COMMITTEE**

In accordance with Article 16 of the Company's Articles of Association, the Board of Directors has delegated to the Executive Committee special limited decision-making and representation powers to perform certain acts or a series of acts, which, for the avoidance of doubt, do not relate to the Company's general policy or to acts reserved to the Board of Directors pursuant to other statutory provisions.

The Executive Committee, under the chairmanship of the CEO, is a decision-making collegial body, acting in that capacity under the supervision and control of the Board of Directors. The Executive Committee periodically reviews its terms of reference and, where applicable, proposes amendments that it considers desirable for the approval of the Board of Directors.

### 5.1 **Role of the Executive Committee**

The role of the Executive Committee is mainly to:

- Propose the Company's strategy to the Board of Directors;
- Execute the Board of Directors' decisions concerning the acquisition or transfer of real estate in any form whatsoever within the meaning of the RREC Act;
- Decide on the acquisition or transfer of real estate in any form whatsoever within the meaning of the RREC Act with a value of less than €50 million (per project) in accordance with the general strategy defined by the Board of Directors;
- Make available real estate to users (by granting the necessary rights under any agreement granting a right of occupancy or provision);
- Ensure the Company's day-to-day management and report this to the Board of Directors;
- Establish and maintain an appropriate management structure and an administrative, accounting, financial and technical organisation that enables the Company to carry out its activities and organise the appropriate internal control in accordance with the RREC Act, based on the reference framework approved by the Board of Directors;
- Supervise the financial reporting process in accordance with the applicable standards for the annual accounts, the accounting standards and the Company's valuation rules;
- Propose an objective and understandable evaluation of the financial situation, the budget and the business plan to the Board of Directors;
- Observe the general management of the property portfolio

## 5.2 Powers of the Executive Committee

The Board of Directors has delegated to the Executive Committee the following decision-making and representation powers:

- 1) The analysis, definition and formulation of proposals in relation to (1) the Company's general policy and strategy (including the effects of this strategy on the assets, segments, budget, long-term plan and allocation of resources) and (2) the functioning of the Board of Directors and the committees established within the Board of Directors, and submitting these to the Board of Directors and/or the committees, for discussion and approval.

In this respect, the Executive Committee may develop proposals for the Board of Directors with respect to the following matters:

- the general policy regarding financial management (i.e. financing strategy, dividend policy and solvency position);
  - the investment strategy;
  - risk management (in particular, risk appetite);
  - business plan and budget (including the investment budget and financial objectives);
  - the development of long-term plans;
  - the rules of conduct and good governance practice;
  - any other matter for which the Board of Directors or the Executive Committee deems that the Board of Directors should prepare a policy;
  - the functioning of the Board of Directors and of its committees; and
  - in respect of all matters within the authority of the Board of Directors as defined by law.
- 2) The negotiation, conclusion, signature, modification and execution of any investment or divestment, in any form whatsoever:
    - with an acquisition/transfer price (per project) of less than € 50 million; and
    - to the extent that the investment/disinvestment is in accordance with the strategy defined by the Board of Directors.
  - 3) Preparation of the Company's publication of regulated information (including the separate and consolidated annual accounts and the annual and semi-annual financial report) and all other important financial and non-financial information (regardless whether imposed by a legal obligation or not), in accordance with the accounting standards and valuation rules adopted by the Company.
  - 4) The operational management of the Company in all its aspects within the framework of the strategy determined by the Board of Directors and the regulatory framework, for the matters referred to below (and where relevant in compliance with the principles laid down under 2)).

In that respect, the Executive Committee may, both in Belgium and abroad:

- negotiate, conclude, sign, modify, terminate and/or execute any agreement relating to the commercial (including rights in rem, leases and other occupancy rights), operational or technical (including agreements relating to maintenance, repair works, soil investigation and the like) management of the property portfolio which the Executive Committee deems relevant;
- assess and decide on the appropriateness of bidding for a procurement contract as well as prepare and sign the tender document and all other related documents;
- negotiate, conclude, sign, modify, terminate and/or execute all agreements in the framework of a public-private partnership concluded with public authorities (such as design-build-finance-maintain (DBFM) agreements and similar agreements) and/or private partners or sub-contractors (such as EPC, interface and other agreements);
- negotiate, conclude, sign, modify, terminate and/or execute all documents, agreements or permits relating to the study and realisation of all construction, redevelopment, renovation, improvement, renewal, modernisation, interior and exterior decoration works and in general any operations relating directly or indirectly to the construction sectors;
- negotiate, conclude, sign, modify, terminate and/or execute all financing documents (including with respect to the issuance of debt instruments), any agreement granting or releasing (in whole or in part) a (real or personal) guarantee and any agreement linked to hedging instruments in the framework of the financing policy and the hedging policy approved by the Board of Directors and within the limits set by the Board of Directors;
- negotiate, conclude, sign, modify, terminate and/or execute all documents and agreements with consultants and/or external sub-contractors (such as property experts, appraisers, external auditors, real estate agents, etc.);
- negotiate, conclude, sign, modify, terminate and/or execute all insurance policies, as well as all documents, agreements (including addenda to insurance policies) and instruments related to the conclusion, modification or termination of the company's insurance policies;
- organise, supervise and manage the support functions and their reporting, namely:
  - human resources, i.e. recruitment, training, remuneration, determination of objectives, the evaluation of personnel (with the exception of members of the Board of Directors and the Executive Committee) and internal communication. In particular, the Executive Committee oversees:
    - the negotiation, conclusion, signing, modification and execution of employment contracts and service agreements;
    - the signing of dismissal letters and the negotiation, conclusion, signing, modification and execution of termination agreements;

- administrative management of employees (management of fixed and variable remuneration, functions, working time, disciplinary power); and
  - if applicable, the management of relations with the employee representative bodies and/or trade unions.
- legal, accountancy, bookkeeping and tax matters. In particular, the Executive Committee oversees and ensures:
  - the choice of external advisors based on the nature and scope of services required having regard to the experience of the advisors;
  - the negotiation, conclusion, signing, modification and/or execution of contracts with external advisors;
  - the handling of requests for information from tax authorities and the signing of all documents, contracts, commitments or declarations with the federal, regional, provisional and municipal tax administrations;
  - the keeping of accounts of the Company and its perimeter companies;
  - the filing of all tax returns, declarations and reports for the Company and its consolidated companies
  - the lodging of all claims and legal proceedings (summons, attachment orders, complaints, oppositions, appeals, Supreme Court appeals, withdrawals of proceedings, etc.);
  - the management of litigation in which the Company is involved including the power to settle disputes; and
  - the establishment, update and/or modification of all policies relating to protection of personal data.
- the internal audit, compliance and risk management functions. In particular, the Executive Committee ensures:
  - the organisation of adequate internal control;
  - the taking of necessary measures to be able to have at all times an independent internal function;
  - the taking of necessary measures to be able to have at all times an adequate independent compliance function intended to ensure compliance by the company, its Directors, effective managers, employees and representatives with rules of law relating to the integrity of the Company's activity;
  - the presence of an adequate risk management function and the development of an appropriate risk management policy; and
  - the development of an adequate integrity policy which is updated regularly.
- external communication (both financial and non-financial), i.e. ensuring the best communication possible with all external stakeholders. In particular, the Executive Committee is in charge of:
  - the publication of press releases;

- the preparation for General Meetings (without prejudice to the power of the Board of Directors to convene the General Meeting and to approve the special reports of the Board of Directors for submission to the General Meeting); and
    - relations with the FSMA, Euronext, Euroclear and other relevant authorities (both Belgian and foreign).
  - Information technology and cyber security. In particular, the Executive Committee,
    - defines the Company's IT, telecommunication and cyber security policy and needs; and
    - negotiates, concludes, signs, modifies and/or executes all agreements, deeds, licenses and other documents in the framework of information, communication technologies and cyber security, the integration of these technologies into the Company's systems (including the acquisition, in any form whatsoever, of products (software, hardware and electronic equipment) and services related to the latter).
  - take care of the day-to-day management of the Company, including all acts in relation to the daily business of the Company and all acts that are either too unimportant or too urgent to justify the intervention of the governance body.
- 5) The development, update and implementation of a sustainability policy, and take all actions required in view thereof;
  - 6) The implementation of the decisions and policies adopted by the Board of Directors, and take all actions required in view thereof;
  - 7) The proper organisation and functioning of the Company, its perimeter companies and other companies in which the Company holds participations, as well as the supervision of their activities. In particular, the Executive Committee can:
    - a. create companies within the Company's consolidated group in any jurisdiction (including taking of all actions and completing all formalities in view thereof);
    - b. exercise the voting rights on behalf of the Company in the company in which it holds participations (including in relation to the nomination, appointment and removal of members of the corporate bodies of these consolidated companies);
    - c. manage and control the functioning of the perimeter companies included in the consolidated group (if applicable, through the introduction of reporting processes, identification, management and control of the main risks)
    - d. optimize and modify the group structure (mergers, (partial) demergers, intragroup transfers of assets, transfer of registered offices, etc.) within the framework of the strategy defined by the Board of Directors and in accordance with the applicable regulatory framework.

- 8) The provision to the Board of Directors in a timely manner of all information necessary for the performance of its obligations including the communication of regular reports on the execution of its own duties;
- 9) Formulation of recommendations to the Board of Directors on any other subject related to the points listed above which it deems useful;
- 10) Take all actions required for the proper fulfilment and implementation of the powers delegated to it as listed above.

The Executive Committee can delegate the powers delegated to it by the Board of Directors, under its responsibility and in accordance with the procedures and within the limits set by the Executive Committee, to one or more representatives of the Company designated by the Executive Committee. These representatives will act within the limits of the scope of activities and assignments entrusted to them.

### **5.3 Composition of the Executive Committee**

The Executive Committee, of which the executive Directors of the Company are in principle always a member, is currently composed as follows:

- the CEO, who is the Chairperson of the Executive Committee,
- the CFO,
- the COO,
- the CIO, and
- the CLO/CM&AO.

If a position is (temporarily) vacant, the Executive Committee shall consist of the remaining members listed above. If the position of CEO is temporarily vacant, the Board of Directors shall decide who shall chair the Executive Committee.

The members of the Executive Committee are appointed by the Board of Directors upon proposal of the Nomination and Remuneration Committee.

The remuneration, term and conditions for dismissal of a member of the Executive Committee are governed by an agreement between each Executive Committee member and the Company.

### **5.4 Effective management**

In accordance with the RREC Legislation, the Board of Directors has entrusted the effective management of the Company to the members of the Executive Committee, who have the required professional reliability and appropriate expertise to perform these functions.

### **5.5 Responsibilities of the Chairperson of the Executive Committee**

The responsibilities of the Chairperson of the Executive Committee (the “CEO”) are as follows:

- to oversee, direct and organise the smooth functioning of the Executive Committee meetings;
- to promote a corporate culture characterised by strict ethical standards, perfect individual integration and a strong sense of responsibility;
- to communicate Aedifica's values and, through its conduct, the Chair's behaviour inspires the Aedifica staff;
- to give direction, support and advise the other members of the Executive Committee in order to fulfil their individual operational responsibilities;
- to act as Aedifica most important spokesperson to the outside world;
- to maintain permanent communication and dialogue with the Chairperson of the Board of Directors in an open and positive climate, and to ensure and promote harmony between the Executive Committee and the Board of Directors;
- to report on the main initiatives and decisions taken by the Executive Committee in the exercise of its functions to the Board of Directors;
- Together with the members of the Executive Committee and the Corporate Secretary, the Chairperson prepares the agenda items of the Board of Directors that are submitted to the Chairperson of the Board of Directors for discussion either by the Chairperson of the Executive Committee or by the Company Secretary.

## **5.6 Operation**

### **5.6.1 Planning, agenda items and participation in Executive Committee meetings**

The Executive Committee meets upon its convocation by the CEO. In principle, this is every week on a fixed day or on the date set at the previous meeting. The CEO or at least two members can convene the Executive Committee at any other time if they deem it necessary to do so.

The Executive Committee shall deliberate based on the files that contain all the information necessary to take the decisions. A copy of these files shall be sent to each member well in advance.

The Executive Committee may invite anyone it deems useful to its meetings.

### **5.6.2 Deliberation**

All meetings are chaired by the CEO or, in the CEO's absence, by the oldest member of the Executive Committee. At least half of the members of the Executive Committee must be present or represented.

If a member is absent or unable to attend, the member can have another member represent him/her at a particular Executive Committee meeting by means of a proxy by letter or email. However, a member may only represent one other member.

Meetings can also be held via video conferencing or teleconferencing. All decisions are taken by a majority of votes. If the votes are tied, the CEO has the casting vote.



The Executive Committee can also take decisions by unanimous written consent of all its members.

### **5.6.3 Meeting minutes**

In principle, the Corporate Secretary is responsible for the Executive Committee's administration and for taking the minutes at the meetings (if requested by the Executive Committee). These minutes contain the Executive Committee's final position.

The files relating to the agenda items are centralised and distributed by the Company Secretary (or any other person appointed by the Chairperson of the Executive Committee to that end).

The Company Secretary's office keeps the minutes signed by the CEO at the disposal of the Executive Committee members and the statutory auditor.

A copy of the minutes is also sent to the Chairperson of the Board of Directors for his information.

### **5.6.4 Activity reports**

At each meeting of the Board of Directors, the CEO and/or the other Executive Committee members report on all relevant aspects of operational management to the Board of Directors.

The CEO regularly provides the Chairperson of the Board of Directors with all the important information on the matters listed below and reports on this at each meeting of the Board of Directors (non-exhaustive list):

- The developments that affect the Company's activities and the changes in its strategic context;
- The Company's prospects and financial results, and an evaluation of its financial situation;
- Important current or potential disputes facing the Company;
- Generally, (the follow-up of all) issues within the competence of the Board of Directors.

### **5.6.5 Proposals to be decided by the Board of Directors**

The Executive Committee analyses, discusses and develops files presented to the Board of Directors.

The CEO informs the Chairperson of the Board of Directors on the state of affairs regarding issues and files within the competence of the Board of Directors.

The documentation supporting a proposal to be decided by the Board of Directors consists of a file of all documents the Chairperson of the Board of Directors and the CEO consider useful and important for the Directors' proper understanding of the proposal.

### **5.7 Setting the Executive Committee members' objectives and evaluating Executive Committee members**

Each year, the Board of Directors, acting on a proposal by the Nominaton and Remuneration Committee, sets the objectives of the members of the Executive Committee for the coming financial year and assesses their performance for the past year. This assessment serves among other things to decide on the award, wholly or in part, of the variable portion of their annual remuneration.

Under the direction of the Nominaton and Remuneration Committee and the Chairperson, the Board of Directors assesses at least once a year the size, composition, performance and interaction with the Board.

This assessment has four objectives:

- Judging the working of the Executive Committee;
- Assessing the effective contribution of each member of the Executive Committee;
- Checking how far the objectives have been achieved; and
- Checking if the current composition of the Executive Committee corresponds to that which is desirable.

### **5.8 Remuneration of the Executive Committee**

The Board of Directors determines the remuneration of the Executive Committee members upon recommendation of Nomination and Remuneration Committee taking into account the remuneration policy applicable on Directors and the Executive Committee.

### **5.9 Representation of the Company by the Executive Committee**

The Company is validly represented in all acts, within the limits of the powers conferred on the Executive Committee, by two members of this Committee acting jointly.

Consequently, the members of the Executive Committee represent and validly bind the Company, within the limits of the powers delegated by the Board to this Committee, with respect to all acts and obligations to third parties or public or private administrations, by means of the joint signature of two of them.

The Board of Directors may moreover authorise the Executive Committee to delegate its competencies, under its responsibility and in accordance with the procedures and limits fixed by the Executive Committee in terms of authorisation, to one or more representatives of the Company pursuant to a list it prepares and

within the limits of the scope of activities and assignments it confers on them (if applicable, by means of one or more notarised documents published in the *Moniteur belge*).

The members of the Executive Committee also carry out the day-to-day management of the Company and two members of the Executive Committee acting jointly can represent the Company in these matters.

#### **5.10 Attendance of advisors**

The Executive Committee has the power to obtain independent professional advice, at the expense of the Company, in the areas of accounting, finance, law or any other field from lawyers, consultants or experts, in so far as it deems this necessary or appropriate in order to exercise its mandate. This can only be done after prior consultation with the Chairperson of the Executive Committee, and must be undertaken with consideration for the financial consequences for the Company.

#### **5.11 Interaction between Directors and the Executive Committee**

The members of the Executive Committee will provide the Board of Directors in a timely manner with all information – in writing, if possible – on all events and developments concerning the Company that the Board of Directors may need to function as required and to properly perform its duties.

At each meeting of the Board of Directors, the CEO (or, if the CEO is unable to attend the Board of Directors meeting, another representative of the Executive Committee) will explain the significant discussions that took place during the previous meetings of the Executive Committee based on the report approved by the Executive Committee. At any time, the Board of Directors may invite members of the Executive Committee to attend meetings of the Board of Directors and discuss the policy they are pursuing.

Every year, the Executive Committee will conduct an evaluation to assess its own operation, powers and responsibilities.

The Chairperson of the Executive Committee will discuss the results of this evaluation with the Board of Directors, which can take appropriate measures, if necessary. The Executive Committee will also act on the results of the evaluation by recognising its strengths and addressing its weaknesses.

#### **5.12 G-10 Group**

The Executive Committee will meet at least once per semester with the country managers of each of the countries in which Aedifica operates.

This consultative body will be referred to as the “G-10 Group”.

The G-10 Group shall discuss certain matters relating to Aedifica Group. It is more specifically created to ensure:

- cross-border communication between the different teams of Aedifica Group, including exchange of relevant experiences from the different local real estate markets in which Aedifica operates;
- a deliberation and discussion platform between the country managers and the Executive Committee;
- the alignment of objectives of all parts of Aedifica Group; and
- the participation of all parts of Aedifica Group in the establishment and implementation of Aedifica Group's policy.

### **5.13 Conflicts of interest**

The Executive Committee members shall adhere to Aedifica's policy on integrity and ethics that is included in the Code of Conduct. They must also comply with the relevant provisions of the Code of Companies and Associations and the RREC Act.

## **6 THE SHARES AND SHAREHOLDING OF AEDIFICA**

### **6.1 Capital and securities**

#### **6.1.1 Capital**

All shares are ordinary shares with equal rights.

Each share carries one vote.

Aedifica has not issued any shares other than ordinary shares.

The General Meeting or the Board of Directors may increase the share capital (within the limits of the authorised capital (see 6.1.3 below)).

Aedifica's current share capital and current number of shares can be consulted on the Aedifica website ([www.aedifica.eu](http://www.aedifica.eu)).

#### **6.1.2 Capital increase**

Every capital increase must take place in accordance with the Code of Companies and Associations and the RREC Legislation.

#### **6.1.3 Authorised capital**

The Board of Directors is authorised to increase the capital in one or more instalments, on the dates and in accordance with the terms and conditions as will be determined by the Board of Directors, by a maximum amount of:

- 1) 50% of the amount of the capital on the date of the extraordinary General Meeting of 28 July 2022, as the case may be, rounded down to the euro cent for capital increases by contribution in cash whereby the possibility is provided for the exercise of the preferential subscription right or the priority allocation right by the shareholders of the Company,
- 2) 20% of the amount of the capital on the date of the extraordinary General Meeting of 28 July 2022, as the case may be, rounded down to the euro cent for capital increases in the framework of the distribution of an optional dividend,
- 3) 10% of the amount of the capital on the date of the extraordinary General Meeting of 28 July 2022, rounded down to the euro cent for a. capital increases by contribution in kind, b. capital increases by contribution in cash without the possibility for the shareholders of the Company to exercise the preferential right or priority allocation right, or c. any other kind of capital increase,

provided that the capital within the context of the authorised capital can never be increased by an amount higher than the capital on the date of the extraordinary General Meeting that approves the authorisation.

(in other words, the sum of the capital increases in application of the proposed authorisations cannot exceed the amount of the capital on the date of the Extraordinary General Meeting that has approved the authorisation).

This authorisation is granted for a renewable period of two years, calculated from the publication of the minutes of the extraordinary General Meeting of 28 July 2022, in the annexes to the Belgian Official Gazette.

For each capital increase, the Board of Directors will determine the price, the issue premium (if any) and the terms and conditions of issue of the new securities.

The capital increases that are thus decided on by the Board of Directors may be subscribed to in cash, in kind, or by means of a mixed contribution, or by incorporation of reserves, including profits carried forward and issue premiums as well as all equity components under the Company's statutory IFRS financial statements (drawn up in accordance with the regulations applicable to the regulated real estate companies) which are subject to conversion into capital, with or without the creation of new securities. These capital increases can also be realized through the issue of convertible bonds, subscription rights or bonds repayable in shares or other securities which may give rise to the creation of the same securities.

Any issue premiums will be shown in one or more separate accounts under equity in the liabilities on the balance sheet. The Board of Directors is free to decide to place any issue premiums, possibly after deduction of an amount at most equal to the costs of the capital increase in the meaning of the applicable IFRS-rules, on an unavailable account, which will provide a guarantee for third parties in the same manner as the capital and which can only be reduced or abolished by means of a resolution of the General Meeting deciding in accordance with the quorum and majority requirements for an amendment of the Articles of Association, except in the case of the conversion into capital.

If the capital increase is accompanied by an issue premium, only the amount of the capital increase will be deducted from the remaining available amount of the authorised capital.

The Board of Directors is authorised to restrict or cancel the preferential subscription right of shareholders, even in favour of one or more specific persons other than employees of the Company or of one of its subsidiaries, provided that, to the extent required by the RREC Legislation, a priority allocation right is granted to the existing shareholders when the new securities are allocated. Where applicable, this priority allocation right must comply with the conditions that are laid down in the RREC Legislation and Article 6.3(a) of the Articles of Association. In any event, it does not have to be granted in those cases of contribution in cash described in Article 6.3(a) paragraph 2 and paragraph 3 of the Articles of Association. Capital increases by means of contributions in kind are carried out in accordance with the conditions of the RREC Legislation and the conditions provided for in Article 6.3(b) of the Articles of Association. These contributions may also be based on the dividend right in the context of the distribution of an optional dividend.

The Board of Directors is authorised to record the ensuing amendments to the Articles of Association in an officially certified deed.

#### **6.1.4 Acquisition and disposal of treasury shares**

The Company may under the conditions set out in the law, acquire, accept as pledge or alienate its own shares and certificates relating thereto.

The Board of Directors is authorised, for a period of five years from the publication of the decision of the extraordinary General Meeting of 8 June 2020 to approve this authorisation in the annexes to the Belgian Official Gazette, to acquire and accept as pledge shares of the Company and certificates relating thereto, at a unit price which may not be lower than 75% of the average price of the share during the last thirty days of its listing prior to the date of the transaction, nor higher than 125% of the average price of the share during the last thirty days of its listing prior to the date of the transaction, without the Company being authorised, by virtue of this authorisation, to hold or hold in pledge shares of the Company or certificates relating thereto representing more than 10% of the total number of shares.

To the extent necessary, the Board of Directors is also explicitly authorised to alienate the Company's own shares and certificates relating thereto to its personnel. In addition, the Board of Directors is explicitly authorised to alienate the Company's own shares and certificates relating thereto to one or more specific persons other than members of the personnel of the Company or its subsidiaries.

The authorisations under paragraph 2. and paragraph 3. apply to the Board of Directors of the Company, to the direct and indirect subsidiaries of the Company, and to any third party acting in its own name but on behalf of these companies.

#### **6.2 Dividend policy**

The Company distributes a dividend to its shareholders within the limits permitted by the Code of Companies and Associations and the RREC Legislation. The minimum amount of this dividend is determined in accordance with the RREC Legislation.

#### **6.3 Shareholding structure**

Aedifica's website ([www.aedifica.eu](http://www.aedifica.eu)) lists the Company's main shareholders owning more than 5% of the company's shares based on the most recent transparency notifications. The Company has not set any statutory transparency thresholds.

The Board of Directors includes Directors that represent the shareholders.

There may be direct and indirect links between the Company and some of its main shareholders.

## **6.4 General Meetings**

The Company encourages the shareholders to participate in the General Meetings.

### **6.4.1 Place and date**

The ordinary General Meeting shall be held on the second Tuesday of May at 3 pm.

If this day is a public holiday, the meeting shall be held at the same time on the next business day.

Special or extraordinary General Meetings are held at the venue specified in the convocation.

### **6.4.2 Convocation procedure**

The General Meeting is convened by the Board of Directors.

The threshold from which one or more shareholders may require a convocation of a General Meeting in order to submit one or more proposals, is set at 10% of the capital, in accordance with the Code of Companies and Associations.

One or more shareholders who jointly hold at least 3% of the capital may, under the conditions laid down in the Code of Companies and Associations, also ask to add items to the agenda of General Meetings and submit proposals for resolutions relating to items to include or to be included in the agenda.

Convocations are drawn up and distributed in accordance with the applicable provisions of the Code of Companies and Associations.

### **6.4.3 Participation in the General Meeting**

The right to participate in and vote at a General Meeting is only granted on the basis of the accounting registration of the shares in the shareholder's name by midnight (Belgian time) on the fourteenth day prior to the General Meeting (hereinafter: the "record date"), either by their entry in the Company's register of registered shares, their entry in the accounts of a recognised account holder or settlement institution, regardless of the number of shares that the shareholder holds on the day of the General Meeting.

Owners of registered shares who wish to participate in the meeting must communicate their intention to the Company, or the person designated by the Company for this purpose, by means of the Company's e-mail address or in the manner specified in the convocation, or, as the case may be, by sending a power of attorney, no later than the sixth day prior to the date of the meeting.

Owners of dematerialised shares who wish to participate in the meeting must submit a certificate issued by a financial intermediary or a recognised account holder which indicates the number of dematerialised shares, registered in their



accounts in the name of the shareholder on the registration date and for which the shareholder has indicated that he wishes to participate in the General Meeting. They communicate the certificate to the Company or to the person designated by the Company for this purpose, as well as their wish to participate in the General Meeting, via the e-mail address of the Company or in the manner specifically mentioned in the convocation, or, as the case may be, by sending a power of attorney, no later than the sixth day prior to the date of the General Meeting.

In cases where the convocation expressly so provides, the shareholders have the right to participate in a General Meeting remotely by means of an electronic means of communication made available by the Company. This electronic means of communication must enable the shareholder to directly, simultaneously and continuously take note of the discussions during the meeting and to exercise the voting right on all matters on which the meeting is required to take a decision. If the convocation expressly so provides, this electronic means of communication will also enable the shareholder to participate in the deliberations and to exercise his or her right to ask questions. If the right to remotely participate in a General Meeting is granted, either the convocation or a document consultable by the shareholder to which the convocation refers (such as the Company's website) will also determine the manner(s) in which the Company will verify and guarantee the capacity of shareholder and the identity of the person who wishes to participate in the meeting, as well as the manner(s) in which it will determine that a shareholder participates in the General Meeting and will be considered present. In order to guarantee the security of the electronic means of communication, the convocation (or the document to which the convocation refers) may also set additional conditions.

#### **6.4.4 Representation – Proxy**

Each owner of securities entitling him to participate in the meeting may be represented at the General Meeting by a proxy holder who may or may not be a shareholder.

The shareholder may only appoint one person as proxy holder for any specific General Meeting, except for the derogations provided for in the Code of Companies and Associations.

The Board of Directors draws up a proxy form.

The proxy must be signed by the shareholder and must be communicated to the Company no later than the sixth day prior to the date of the meeting, by means of the Company's e-mail address or via the e-mail address or in the manner specified in the convocation.

If several persons hold rights in rem on the same share, the Company may suspend the exercise of the voting right attached to this share until a single person has been appointed to exercise the voting right.

If a security has been given in usufruct, all rights attached to it, including the right to vote, the right to participate in capital increases and the right to request the conversion of shares (into registered/dematerialised shares), are exercised by the usufructuary(s) and the bare owner(s) jointly, unless otherwise stipulated in a will,

deed of gift or other agreement. In the latter case, the bare owner(s) and/or the usufructuary(s) must inform the Company in writing of this arrangement.

#### **6.4.5 Remote voting before the General Meeting**

To the extent that the Board of Directors has given permission to do so in the convocation letter, the shareholders are authorised to vote remotely prior to the General Meeting by letter, via the Company's website or in the manner specified in the convocation, by means of a form made available by the Company. The form must state the date and place of the meeting, the name or denomination of the shareholder and his/her place of residence or registered office, the number of votes with which the shareholder wishes to vote at the General Meeting, the nature of the shares he owns, the items on the agenda of the meeting (including proposals for resolutions), a space allowing to vote in favour of or against any decision or to abstain, as well as the term within which the voting form must reach the Company.

The form must explicitly state that it must be signed and it must reach the Company no later than the sixth day prior to the date of the meeting.

The Board of Directors shall determine, where appropriate, the terms and conditions under which the capacity and identity of the shareholder shall be verified.

#### **6.4.6 Quorum and deliberation**

No meeting can validly deliberate on items that do not appear on the agenda.

The General Meeting can validly deliberate and vote, regardless of the share capital that is present or represented, except in those cases for which the Code of Companies and Associations requires an attendance quorum.

The General Meeting can only validly deliberate on amendments to the Articles of Association if at least half of the share capital is present or represented. If this condition is not met, a new meeting must be convened. The second meeting shall validly deliberate and decide regardless of the share of the capital that is represented by the shareholders who are present or represented.

Unless a statutory provision requires otherwise, all resolutions of the General Meeting shall be adopted by a simple majority of votes.

Any amendment of the Articles of Association may only be approved with by at least three quarters of the votes cast or, in the case of an amendment of the object or aims of the Company, by four fifths of the votes cast, with abstentions neither in the numerator nor in the denominator being taken into account.

Voting takes place by a show of hands or roll call, unless the General Meeting decides otherwise by means of a simple majority of the votes cast. Any draft of the amendment of the Articles of Association must be submitted in advance to the FSMA.

An attendance list containing the names of the shareholders and the number of shares is signed by each or on behalf of them.

#### 6.4.7 Minutes

Copies of the minutes of the General Meeting intended for third parties are signed by one or more Directors.

#### 6.4.8 Shareholders' rights

- (a) **Right of shareholders to have items added to the agenda of the General Meeting and submit proposals for resolutions with regard to items included or to be included in the agenda**

In accordance with Article 7:130 of the Code of Companies and Associations, one or more shareholders who jointly hold at least 3% of the Company's share capital may add items to the agenda of the General Meeting and submit proposals for resolutions with regard to items already included or to be included on the agenda (hereafter the "requests"). However, this does not apply to a second General Meeting convened due to the fact that the required quorum was not achieved at the first General Meeting.

On the date that the shareholder(s) submit a request, they must prove that they hold the required stake in the Company's capital by providing one of the following documents:

- a certificate of the registration of the relevant shares in the Company's share register; or
- a certificate issued by the recognised account holder or the settlement institution stating that the relevant number of dematerialised shares are entered in the accounts in their name.

Shareholders must submit their requests in writing.

Such requests must contain at least the following: (i) the wording of the (new) items to be deliberated on and the related proposals for resolutions which the shareholder wishes to be included in the agenda, and/or (ii) the wording of the alternative proposals for resolutions relating to items already on the agenda. Such requests will also contain a postal or e-mail address to which the Company is to send confirmation of receipt of such requests.

The Company must receive such requests no later than the twenty-second day prior to the date of the General Meeting (the exact date being specified in the convocation). They may be sent by letter or email to the Company's registered office at Rue Belliard/Belliardstraat 40 (box 11), B-1040 Brussels, email: [shareholders@aedifica.eu](mailto:shareholders@aedifica.eu). The Company will confirm receipt of the requests within forty-eight hours of receipt.

If applicable, the Company will publish an agenda, supplemented by the (new) additional items to be deliberated on and the related proposals for resolutions to be included therein, and/or simply with

any alternative proposals for resolutions submitted, no later than the fifteenth day prior to the date of the General Meeting (the exact date being specified in the convocation). This supplemented agenda shall be published on the Company's website, in the *Belgian State Gazette*, in the press and by ordinary letter to holders of registered shares.

For the benefit of its shareholders who wish to be represented by proxy at the General Meeting, at the same time, the Company shall make available on its website (<https://aedifica.eu/investors/shareholder-information>) a new proxy form containing the additional items to be deliberated on and the related proposals for resolutions to be included in the agenda, and/or simply the alternative proposals for resolutions submitted.

Proxies notified to the Company prior to the publication of a supplemented agenda shall remain valid for those items on the agenda for which no alternative proposals for resolutions are submitted. If alternative proposals for resolutions are submitted in relation to items already included in the original agenda, the proxy holder may deviate during the meeting from any instructions given by the principal if performance of the instructions could prejudice the interests of the principal. However, the proxy holder must inform the principal thereof. The proxy form must indicate whether the proxy holder is authorised to vote on the new items to be deliberated on included in the agenda, or if he must abstain.

New additional items for deliberation and the related proposals for resolutions, as well as alternative proposals for resolutions, will only be discussed at the General Meeting if the shares representing the stake in the Company's capital specified in point 1.1. are registered on the registration date (the exact date being specified in the convocation). This is verified by the Company based on the Company's share register (for holders of registered shares) or based on the certificate submitted by holders of dematerialised shares with a view to participating in the General Meeting.

**(b) Right of shareholders to submit questions in writing**

In accordance with Article 7:139 of the Code of Companies and Associations, persons who are shareholders of the Company on the registration date (the exact date being specified in the convocation) and who have validly and timely notified the Company that they wish participate in the General Meeting may submit questions in writing to the Directors in relation to the items on the agenda and, if applicable, the reports of the Board of Directors included in the agenda. If applicable, the shareholders may also submit questions in writing to the statutory auditor in relation to the statutory auditor's reports mentioned in the agenda.

Such written questions must reach the Company by letter or email at its registered office at Rue Belliard/Belliardstraat 40 box 11, B-

1040 Brussels, email: [shareholders@aedifica.eu](mailto:shareholders@aedifica.eu), no later than the sixth day prior to the meeting (the exact date being specified in the convocation).

During the General Meeting, the Directors or the statutory auditor will answer these written questions and the questions raised verbally by shareholders during this General Meeting to the extent that the disclosure of information or facts is not of such nature that it would be prejudicial to the Company's commercial interests or to the confidentiality undertakings by which the Company, its Directors or statutory auditor are bound. The statutory auditor will also have the right to address the General Meeting in relation to the performance of its duties.

If several questions relate to the same subject matter, the Directors and the statutory auditor may respond with one single answer.

#### **6.4.9 Information to shareholders**

The General Meeting convocations, agendas and information to be communicated shall be made available on the Aedifica website ([www.aedifica.eu](http://www.aedifica.eu)) before the meeting.

The Company shall also immediately disclose to the public any inside information or any change in shareholders' rights, including any changes to the rights attached to derivative securities issued by Aedifica itself that entitle the holder to acquire Aedifica shares and new loan issues with the corresponding guarantees or securities within the meaning of Article 15 of the Belgian Royal Decree of 14 November 2007 on the obligations of issuers of financial instruments admitted to trading on a regulated market.

The Company may take the responsibility to postpone the disclosure of inside information if it feels that such a disclosure is likely to harm its legitimate interests, provided that such delay is not likely to mislead the public. In that case, the Company must take the necessary measures to ensure the confidentiality of the information concerned and must inform the FSMA of its decision to delay the disclosure of inside information immediately after the information has been disclosed and explain in writing how the conditions for delaying disclosure were met.

#### **6.4.10 Communication with the (potential) shareholders**

(Potential) shareholders may communicate and enter into a dialogue with Aedifica via the Investors Relations Department (see website <https://aedifica.eu/investors/>).

## **7 TRANSACTIONS IN AEDIFICA SHARES**

Aedifica has adopted a Dealing Code in which the rules are set out for dealing in securities of the Company by Directors, members of the Executive Committee, employees and the respective persons closely associated with them.

The Dealing Code is attached as Annex 2 to this Charter and was last amended on 14 December 2021.

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This Charter was last amended on 14 July 2023.

**Annex 1****REMUNERATION POLICY**

Aedifica's remuneration policy is developed for the members of the Board of Directors and the members of the Executive Committee. It is applicable as from 1 January 2021, (financial year 2021), subject to approval by the Ordinary General Meeting of the Company to be held on 11 May 2021.

This remuneration policy is prepared taking into account the current legislation, the Corporate Governance Code 2020 and market practices and trends.

The general objective of the remuneration policy is to attract and retain the necessary leadership that can best support Aedifica in its mission to offer sustainable real estate solutions to professional operators whose core activity is to provide care to people with care needs throughout Europe. In doing so it aims to create sustainable value for the Company's shareholders, its other stakeholders and society in general.

The remuneration policy of the Non-Executive Directors is straightforward, cash-based and simple. It intends to reward these members of the Board of Directors appropriately for their work based on market-competitive fee levels, whilst also strengthening the link with the Company's strategy, long-term interest and sustainability by requiring the Non-Executive Directors to hold Company shares over the term of their mandate until after their mandate expires.

The main principles underlying Aedifica's remuneration policy for the members of its Executive Committee are based on a balanced approach between market competitive standards, the ratio between fixed and variable pay and the economic and social contribution of the Company linked to certain non-financial parameters of the variable pay:

- compensation at market-competitive levels (considering both fixed and variable components of remuneration), achieved by benchmarking against a market peer group;
- pay-for-performance that drives financial and non-financial performance and generates long-term sustainable and profitable growth. The remuneration target aims for 55% of total compensation in base salary and 45% in short- and long-term variable compensation in order to maintain a strong alignment with the Company's financial performance goals, its long-term value creation strategy and risk tolerance. Short- and long-term variable remuneration are weighted equally (50/50);
- differentiation based on experience and responsibility, such that the compensation of individual members of the Executive Committee is aligned with their respective responsibilities, relevant experience, required competencies and performance;
- balancing all stakeholders' interests, with due consideration to shareholder and societal views, by complying with best practices in corporate governance, defining targets for the variable compensation plans based on financial and non-financial targets and a transparent, simple and clear remuneration policy.



This remuneration policy will be submitted to the General Meeting for approval whenever material changes are proposed and, in any event, at least every four years.

## **1 Remuneration policy for Directors**

The Board of Directors of Aedifica is composed of Non-Executive and Executive Directors. The Executive Directors are only remunerated in their capacity as member of the Executive Committee (as described below under section 2). The Executive Directors do not receive any remuneration in their role as Board member. The remuneration policy for the Non-Executive Directors is described hereafter. It aims to attract, retain and fairly compensate Directors with the required background, independence from management, skills and experience to pursue the Company's strategy and long-term goals.

### **1.1 Structure of the remuneration**

The remuneration of the Non-Executive Directors consists exclusively of a fixed annual remuneration and attendance fees for each meeting attended.

All Non-Executive Directors receive:

- (i) equal fixed annual remuneration with the exception of the Chair of the Board of Directors who receives an increased fixed annual remuneration in view of his/her responsibilities and additional time expenditure; and
- (ii) an equal attendance fee for each meeting of the Board of Directors.

The Non-Executive Directors who sit on the Committees set up within the Board of Directors (Audit and Risk Committee, Nomination and Remuneration Committee and Investment Committee) each receive additionally an equal attendance fee per meeting of the Committee concerned.

Committee members do not receive any additional fixed remuneration for their Committee membership, with the exception of:

- (i) Committee Chairs, in view of his/her additional responsibilities as Chair and extra time he/she must devote to his/her function;
- (ii) Non-Executive Directors sitting on the Audit and Risk Committee, taking into account the pre-determined recurring nature of the meetings of this Committee.

Non-Executive Directors do not receive any performance-based remuneration (such as bonuses, share-related long-term incentive schemes or other forms of variable remuneration), nor do they receive any benefits in kind or benefits linked to pension schemes.

The costs incurred by Non-Executive Directors in the context of special assignments entrusted to them by the Company, as well as for the needs of their position, are borne by the Company, upon presentation of supporting documentation.

Reasonable travel expenses incurred by Non-Executive Directors residing outside Belgium in order to participate in in-person meetings of the Board of Directors are reimbursed upon presentation of supporting documentation.

The Board of Directors can decide on a case-by-case basis that Non-Executive Directors who attend meetings of the Board of Directors in a country other than their country of residence are additionally eligible to receive a special travel allowance of €300 to cover their travel time, which ensures that international candidates can also be attracted to fulfil a Board mandate with Aedifica.

## **1.2 Share Ownership Requirement**

Aedifica does not directly reward shares to the Non-Executive Directors as a form of remuneration. That being said and in order to comply with the spirit of principle 7.6 of the 2020 Corporate Governance Code, each year the Non-Executive Directors are required to register a number of shares equivalent to 10% of their gross annual fixed remuneration as member of the Board of Directors in the Company's share register.

To facilitate the practical application of this rule, the number of shares to be registered in the Company's share register will be set annually for each Non-Executive Director at the beginning of the year, based on the average stock market price for the month December in the previous year.

These shares should be held in registered form until at least one year after the Non-Executive Director leaves the Board of Directors and, in any case, for at least three years after the shares have been registered. The dividends attached to these shares are paid at the same time as for the other shareholders.

## **1.3 Main features of the contracts between the Company and the Non-Executive Board members**

The Non-Executive Directors are appointed by the General Meeting for a maximum period of three years. The Non-Executive Directors exercise their mandate on a self-employed basis. Their mandate can be terminated at any time by the General Meeting without notice or compensation.

## **2 Remuneration policy for the members of the Executive Committee**

### **2.1 Structure of the remuneration**

The total remuneration of the members of the Executive Committee consists of the following elements:

#### **2.1.1 Fixed remuneration**

The amount of fixed remuneration for the members of the Executive Committee is determined taking into account their individual responsibilities, skills and performance.

The fixed remuneration constitutes a cash payment which is granted regardless of the Company's result.

The amount of annual fixed remuneration is laid down in the individual management agreements established by the Company with the relevant member of the Executive Committee. This amount is paid in cash, indexed annually, and subject to local tax and social security regulations.

For the members of the Executive Committee who are also a member of the Board of Directors, the fixed remuneration also includes performance of their duties in the capacity of Director, and participation in the meetings of the Board of Directors and the various Committees, as required.

### 2.1.2 Variable remuneration

The management agreements are annually supplemented with an addendum in which the criteria for awarding the variable remuneration are defined.

Prior to the start of the performance year, the Board of Directors may decide to pay additional monthly contributions into an individual pension plan for the members of the Executive Committee. At the end of the performance year, the total amount of the aforementioned additional monthly pension contributions will be offset against the value of the variable remuneration related to that same performance year. Only if the value of the variable remuneration related to that same performance year exceeds the total amount of the additional monthly pension contributions, will the positive difference be paid.

#### *Annual Bonus (Short-term incentive)*

All members of the Executive Committee are entitled to an annual bonus subject to the realisation of both collective and personal objectives, based on the provisions described hereafter.

For all members of the Executive Committee, the target bonus for performance is equal to 40% of fixed annual remuneration. For actual performance below the defined threshold, no bonus is due. Moreover, the actual bonus is capped at a maximum of 50% of annual fixed remuneration paid for performance at, or in excess of the maximum recognized performance level. The aggregate annual bonus will thus vary between 0% and 50% of the fixed annual remuneration, depending on the realisation of the performance targets. The targets, thresholds and maximum performance levels are determined each year at the beginning of the annual performance cycle.

The actual bonus earned is determined based on the following balanced mix of collective and personal, financial and non-financial key performance indicators (KPIs) and their corresponding weighting factors (% weight shown in brackets):

Collective KPIs (85%)		Personal KPIs (15%)
EPS (70%)	Operating margin (15%)	Personal targets supporting the Company's strategic imperatives

The results in terms of actual performance versus the performance targets, are validated by the Audit and Risk Committee before final approval by the Board of Directors.

The bonus is paid out in cash at the beginning of the year following the performance cycle, subject to applicable tax and social security regulations.

#### *Long-term Incentive*

Each year, all members of the Executive Committee are entitled to a long-term incentive award that is granted conditionally, the vesting of which is contingent on the realisation of key performance indicators (KPIs) over a period of three years (the performance cycle).

For all members of the Executive Committee, the target incentive award for performance is equal to 40% of the annual fixed remuneration at the time of granting. For actual performance below the retained threshold performance level defined, no award is due. Moreover, the actual award is capped at a maximum 50% of the annual fixed remuneration at grant which is paid for actual performance at or in excess of the maximum recognized performance level. The aggregate long-term incentive will thus vary between 0 and 50% of the annual fixed remuneration at grant, depending on the realisation of the targets.

The actually earned incentive award is determined on the basis of the following mix of collective, financial and non-financial, KPI-types (key performance indicators) and corresponding weighting factors:

<b>Financial KPI type (70%)</b>	<b>Non-Financial KPI type (30%)</b>
Relative shareholder return Earnings per share Dividend per share	Environmental, social and governance (ESG) criteria

The Board of Directors will determine for each three-year performance cycle the specific financial and non-financial KPIs (and their respective target, threshold and maximum performance levels recognized) selected within the framework of the above-mentioned KPI-types.

The results in terms of actual performance versus targets are validated by the Audit and Risk Committee before final approval by the Board of Directors.

The incentive award is paid out in cash at the beginning of the year following the performance cycle, subject to applicable tax and social security regulations. The members of the Executive Committee can opt to invest the net cash award (after deduction of withholding tax), to acquire Company shares at 100/120th of the market share price, provided that the Company shares are made unavailable and are not transferable during a period of at least 2 years following the acquisition of the shares.

#### *Transition Provision*

The introduction of the new long-term incentive plan in 2021 with successive three-year performance cycles in combination with the immediate cancellation of the current plan, would result in a sudden, significant reduction of the members of the Executive Committee's ongoing income: under the current plan, a fixed award is granted every year whereas the new plan will deliver its first award only in early 2024, after the completion of the first three-year performance cycle (2021-2023)

and subject to actual performance outcomes. The current long-term incentive plan will therefore be extended for the coming two years (in 2021 and 2022) and it will cease to exist in 2023. Under the current plan, Executive Committee members are granted by decision of the Board of Directors, a fixed cash award that, after deduction of withholding tax, must be used to acquire Company shares at 100/120th of the last known market share price, with the provision that the Company shares are made unavailable and are not transferable during a period of at least 2 years following the acquisition of the shares. In addition, the shares are subject to a three-year vesting scheme.

*Relevance of the Variable Remuneration Plans to Our Company's Strategy*

Both the short- and long-term incentive plans have been introduced to drive and reward sound business decisions that are in line with the Company's long-term strategy and, consequently, to align the interests of the members of the Executive Committee with those of the Company's shareholders.

KPIs relevant to the strategy	
Retained KPIs	Relevance to our strategy
<b>Short-term incentive plan:</b> - EPS - Operating margin - Individual performance	Our goal is to balance the longer-term direct interests of our shareholders with short-term profitability which, in turn, will enable us to successfully execute our mission to provide real estate infrastructure for care operators and people with care needs. We seek to accomplish this goal by also considering the interests of other stakeholders with application of relevant and sound environmental, social and governance standards.
<b>Long-term incentive plan:</b> - Shareholder return targets - ESG targets	

At the beginning of each year, the Board reviews the nature and weighting factors of the performance indicators to ensure sustained support of the Company's strategy.

#### 2.1.3 Pension schemes

The members of the Executive Committee benefit from a group insurance policy consisting of a 'defined-contribution scheme', managed through private insurance plans with a guaranteed return. The contributions under this pension scheme are exclusively financed by the Company and do not require personal contributions from the beneficiaries.

#### 2.1.4 Other remuneration elements

The members of the Executive Committee benefit from hospitalisation insurance and coverage for accidents at work. In addition, Aedifica provides a company car

(with fuel card), a laptop and a smartphone. Moreover, Aedifica reimburses the Executives' professional expenses.

## 2.2 Share Ownership Requirement

In accordance with principle 7.9 of the Corporate Governance Code, the Board of Directors has set a minimum threshold for the number of Company shares that each member of the Executive Committee must hold at all times, specifically:

- 4,000 shares for the CEO;
- 1,500 shares for other members of the Executive Committee (on an individual basis).

The current members of the Executive Committee are expected to build up their shareholding to the required level over a period of 5 years as from the date of entry into force of this remuneration policy, and, once reached, to maintain this level for the duration of their appointment. The same deadline will apply for any member subsequently appointed, as from the date of his or her appointment.

## 2.3 Clawback

The agreements with the members of the Executive Committee contractually provide for a clawback mechanism for both the short- and long-term incentive plans whereby the Company has the right to reclaim from the beneficiary all or part of a variable remuneration up to 1 year after payment if it appears during that period that payment has been made based on incorrect information concerning the achievement of the performance targets underlying the variable remuneration or concerning the circumstances on which the variable remuneration was dependent.

## 2.4 Main features of the contracts between the Company and the members of the Executive Committee

### 2.4.1 Management agreement

The members of the Executive Committee exercise their mandate on an independent basis in accordance with a management agreement established with the Company in which the provisions for remuneration are specified. In principle, these contracts are established for an indefinite period.

### 2.4.2 Severance

The management agreements signed with the members of the Executive Committee may be terminated in the following circumstances:

- if the Company gives a notice, starting three working days after receipt of the notice (sent by registered mail);
- immediately in case of serious misconduct (notice must be sent by registered mail);
- immediately in the event that the market authority (FSMA) withdraws its approval of the hiring of the relevant member of the Executive Committee;
- immediately if the relevant member of the Executive Committee does not act as 'executive' during a period of 3 months, except in case of illness or accident;

- immediately if the relevant member of the Executive Committee cannot act as 'executive' during a period of 6 months, in case of illness or accident.

If the management agreement with the CEO is terminated within six months after a public takeover bid by Aedifica without serious fault on the part of the CEO, the CEO is entitled to a severance payment equal to eighteen months' remuneration. This clause was included in the management agreement signed with the CEO in 2006. Since then, no such contractual clauses have been included in the agreements established with other members of the Executive Committee or employees of Aedifica.

## **2.5 Loans**

The Company does not provide loans to the members of the Executive Committee.

## **2.6 Explanation of how the pay and employment conditions of Company employees were taken into account when establishing the remuneration policy**

The remuneration for the Company's entire workforce, including the members of the Executive Committee, is reviewed on an annual basis and a consistent approach is applied at all levels. More specifically, prevailing market conditions and industry specific standards are taken into account at all levels.

The annual remuneration review of the wider employee population is presented to the Board of Directors and, as such, the Board of Directors is aware of the Company-wide annual review process when setting the remuneration for the members of the Executive Committee.

Moreover, the Company ensures consistency between the remuneration of the members of the Executive Committee and other employees, although the remuneration offered to the members of the Executive Committee places a stronger emphasis on performance related pay. Indeed, similar to the remuneration of the members of the Executive Committee, the remuneration of other employees comprises both fixed and variable remuneration, supplemented by extra-legal benefits such as a company car, smartphone and group insurance (depending on the position and the experience of the employee).

## **2 Procedures for changes to the Remuneration Policy**

### **3.1 Procedure for the adoption, review and implementation of the remuneration policy**

#### **Non-Executive Directors**

The remuneration of the Non-Executive Directors is adopted by the General Meeting on proposal of the Board of Directors. This proposal of the Board of Directors is based on the recommendations of the Nomination and Remuneration Committee with respect to the remuneration policy of the Directors.

Based on the recommendations of the Nomination and Remuneration Committee regarding the form and structure of the remuneration, the Board of Directors

proposes to the General Meeting to determine the remuneration of the Directors, taking into account their role as Non-Executive Director and their possible specific roles as Chairperson of the Board of Directors and/or Chairperson or member of a Board Committee, as well as the resulting responsibilities and corresponding time commitments.

The Nomination and Remuneration Committee regularly analyses the existing remuneration policy applicable to the Non-Executive Directors and the level of their remuneration, based on industry benchmarks conducted by a specialised HR consultant, to ensure that the remuneration and form of remuneration remains appropriate and in line with market practices, taking into account the size, growth and internationalisation of the Company, its financial situation, its position within the economic environment, its ambitions for sustainable development, and the level of responsibilities borne by the Directors. The composition of the peer group is monitored regularly and adjusted when appropriate.

If, upon recommendation of the Nomination and Remuneration Committee, the Board of Directors wishes to propose a material change to the remuneration policy, this proposal will be submitted to the General Meeting for approval. In any event, the remuneration policy is submitted to the General Meeting for approval at least every four years.

#### Executives

The remuneration of the members of the Executive Committee is set by the Board of Directors based on recommendations from the Nomination and Remuneration Committee.

The Nomination and Remuneration Committee analyses annually the remuneration that applies to the members of the Executive Committee and determines whether an adjustment is needed to reasonably attract, reward and retain them, taking into account, amongst other things, the size of the Company and their individual responsibilities. This analysis is accompanied by a comparative remuneration of other European listed and non-listed real estate companies and of other non-real estate companies of similar size and significance. The composition of the peer group is monitored regularly and adjusted when appropriate.

This annual analysis also considers the experience, qualities and responsibilities of the members of the Executive Committee. It covers the general pay level as well as the various elements of the remuneration and the conditions for their award. In doing so, the Nomination and Remuneration Committee shall at all times ensure that the remuneration of the CEO and the other members of the Executive Committee is not excessive in comparison to peers, market practices or the performance of the Company.

The Nomination and Remuneration Committee also examines whether the procedure for determining the targets that define the level of variable remuneration is in line with the risk appetite of the Company.

The Nomination and Remuneration Committee submits the result of this analysis and its substantiated recommendations to the Board of Directors to make a decision. If the decision of the Board of Directors on the remuneration of the members of the Executive Committee would entail a material change to the



remuneration policy, then the proposed change will be submitted to the General Meeting for approval and can only become effective once approval has been granted. In any event, the remuneration policy is submitted to the General Meeting for approval at least every four years.

### **3.2 Management of potential conflict of interests**

#### **Non-Executive Directors**

The Company takes the following measures to prevent or manage conflicts of interest relating to the establishment of the remuneration policy applicable to the Directors:

- the Nomination and Remuneration Committee is composed exclusively of Non-Executive independent Directors;
- the Nomination and Remuneration Committee works in complete independence: it determines its own agenda and operates independently of the Board of Directors and of the Executive Committee, within the limits described in the Corporate Governance Charter;
- the remuneration of the non-executive members of the Board of Directors is adopted by a decision of the General Meeting; and
- the remuneration policy applicable to the Directors and to the members of the Executive Committee is adopted by a decision of the General Meeting.

Additionally, the Directors are subject to the legal rules on conflicts of interest set forth in the Belgian Code on Companies and Associations and in the Belgian Act on Regulated Real Estate Companies.

#### **Executives**

The remuneration of the members of the Executive Committee is exclusively determined by the Board of Directors, who deliberate and vote without the members of the Executive Committee present (in application of the conflict of interest rules set out in the Belgian Code on Companies and Associations). The members of the Executive Committee are, in their capacity of 'Executive Manager' (in the meaning of the Belgian Act on Regulated Real Estate Companies), also subject to the conflict of interest rules set forth in the Belgian Act on Regulated Real Estate Companies.

### **4 Procedure for deviating from the remuneration policy**

In exceptional circumstances, to be assessed on a case-by-case basis, and only if this serves the long-term interests and sustainability of the Company or guarantees its viability, the Board of Directors may, subject to a reasoned opinion issued by the Nomination and Remuneration Committee, allow certain deviations from the applicable remuneration policy with respect to the following elements:

- (i) determination or adjustment of the ratio between the fixed and/or variable remuneration components;
- (ii) setting or adjusting the performance targets for one or more members of the Executive Committee.

In any such case, the procedure must be followed as set out in 8.3.1 above, whereby the Board of Directors may allow for deviations insofar as these are in line with the aforementioned conditions and subject to a reasoned opinion issued by the

Nomination and Remuneration Committee. The Board of Directors shall provide an account of any such deviations in the remuneration report that it submits for approval to the next Ordinary General Meeting.

## 5 Changes compared to the current policy

Persons	Remuneration element	Proposed changes	Rationale for the change
Non-Executive Directors	Share ownership requirement	Introduction of minimum share ownership conditions	Compliance with Principle 7.6 of the 2020 Corporate Governance Code
Executives	Short-term incentive	Introduction of relevant performance incentive zones for the different KPIs (with target, threshold and maximum recognised performance), in conjunction with truly variable incentive bonuses	Better alignment of the Executives' (variable) remuneration with actual company and personal performance
	Long-term incentive	Replacement of the current plan by a new plan with successive 3-year performance cycles and truly variable incentive awards, determined against explicit KPIs and relevant performance incentive zones (with target, threshold and maximum recognised performance)	Better alignment of the Executives' (variable) remuneration with actual company and personal performance
	Variable remuneration	Introduction of a more equitable balance between short- and long-term incentives: 50% of total target variable remuneration stems from annual performance and 50% is based on long-term performance	Compliance with art. 7:91 of the Belgian Company and Association Code
	Share ownership requirement	Introduction of minimum share ownership conditions	Compliance with Principle 7.9 of the 2020 Corporate Governance Code
	Clawback	Introduction of a clawback provision for both short- and long-term incentives	Compliance with art. 7:12 of the Belgian Company and Association Code

## 6 Consultation with Shareholders

In the formulation of this remuneration policy, the Company took into account specific comments and suggestions from shareholders as expressed in relation to the Company's last remuneration report and, more generally, the views as set forth in shareholder principles and voting guidelines. The Company will continue to monitor shareholder views going forward and commit to consulting with shareholders prior to any significant changes to this policy.

## Annex 2

### DEALING CODE

#### PART A. INTRODUCTION AND DEFINITIONS

##### 1. Introduction

###### Purpose

This dealing code (the “**Code**”) is addressed to all employees, temporary staff, members of the boards of directors and the executive committee and consultants of Aedifica NV (the “**Company**”) and its subsidiaries from time to time (together, the “**Group**”) (together, the “**Addressees**” or you).

The legal basis for this Code is Regulation No 596/2014 on market abuse (the Market Abuse Regulation), together with its implementing regulations and ESMA, FSMA and AFM guidance.

This Code is intended to ensure that any persons who are in possession of Inside Information (as defined below) at any given time, which may include you, do not misuse, and do not place themselves under suspicion of misusing, such Inside Information (e.g. by buying or selling shares or other securities of the Company on the basis of Inside Information) and to ensure that such persons maintain the confidentiality of such Inside Information and refrain from market manipulation.

Parts A, B and E of this Code apply to all Addressees. Part C only applies to PDMRs, Key Employees and their respective PCAs (each as defined below). Part D only applies to PDMRs and their PCAs.

###### Queries and more information

If you have any questions or are in any doubt on how to comply with this Code, please speak to the Compliance Officer, Mr Thomas Moerman (phone number: +32 2 210 44 90, e-mail: [Thomas.moerman@aedifica.eu](mailto:Thomas.moerman@aedifica.eu)).

The Compliance Officer has been appointed by the Company’s Board of Directors to supervise compliance with the market abuse rules and regulations and this Code and to deal with the matters specified herein.

##### 2. Definitions

The capitalised terms in the text below have the following meaning:

“**Addressee**” has the meaning given to it in section 1.

“**Business Day**” means any day (other than a Saturday or Sunday or a bank holiday) on which banks are open for business in Belgium.

“**Closed Period**” has the meaning given to it in paragraph 7.3.

"**Code**": has the meaning given to it in section 1.

"**Company**": has the meaning given to it in section 1.

"**Compliance Officer**": has the meaning given to it in section 1.

"**Company Securities**" means any shares and debt instruments issued by the Company, and any derivatives and other financial instruments in the broadest sense linked thereto. This includes, among others, with respect to the Company:

- (i) its shares;
- (ii) options and warrants (including employee stock options and warrants) in respect of its shares;
- (iii) any performance shares entitling the beneficiary to shares in the Company;
- (iv) any (convertible) bonds or notes that the Company may issue; and
- (v) any preferential subscription rights entitling their holder to subscribe to shares, warrants or convertible bonds in the Company,

but also any other subscription and exchange rights, (convertible) bonds, forwards, futures, swaps and any other derivative contracts with respect to the Company's shares and debt instruments

"**Dealing**" should be interpreted as including any transaction, in the broadest sense, in respect of Company Securities. The most common forms of Dealing include:

- (i) acquisition, disposal, short sale, subscription or exchange;
- (ii) acceptance or exercise of a stock option, warrant or performance share, including of a stock option, warrant or performance share granted to managers or employees as part of their remuneration package, and the disposal of shares stemming from the exercise of a stock option, warrant or performance share;
- (iii) subscription to a capital increase or debt instrument (notes or bonds) issuance;
- (iv) entering into or exercise of equity swaps, entering into a contract for difference and any other transactions in or related to derivatives, including cash-settled transactions;
- (v) grant, acceptance, acquisition, disposal, exercise or discharge of rights or obligations, including put and call options;
- (vi) automatic or non-automatic conversion of a Company Security into another Company Security, including the exchange of convertible bonds to shares;
- (vii) gifts and donations made or received, and inheritance received;
- (viii) borrowing or lending (including entering into, or terminating, assigning or novating any stock lending agreement);
- (ix) using as security (e.g., pledging) or otherwise granting a charge, lien or other encumbrance; and
- (x) any other right or obligation, present or future, conditional or unconditional, to acquire or dispose,

and "**Deal**" has a corresponding meaning. This overview is not exhaustive. In case of doubt as to whether a certain Dealing is permitted at a given time, or

whether such Dealing has to be notified to the competent authority, please contact the Compliance Officer.

“**FSMA**” means the Financial Services and Markets Authority (*Autoriteit voor Financiële Diensten en Markten / Autorité des Services et Marchés Financiers*).

“**General Prohibitions**” means the general prohibitions on insider dealing, unlawful disclosure of inside information and market manipulation, as summarised in section 4.

“**Group**” has the meaning given to it in section 1.

“**Inside Information**” has the meaning given to it in section 3.

“**Insider List**” has the meaning given to it in section 6.

“**LTIP**” means a long-term incentive plan.

“**Key Employee**” means certain persons working for the Group, under a contract of employment or otherwise, who are included on the List of Key Employees. Certain obligations shall specifically apply to Key Employees, as set out in Part C.

“**List of Key Employees**” has the meaning given to it in paragraph 8.1.

“**PDMR**” or “**Person Discharging Managerial Responsibilities**” means with respect to the Company:

- (i) the members of the Board of Directors and the Executive Committee of the Company;
- (ii) any other persons designated as such by the Compliance Officer from time to time.

“**PDMR List**” has the meaning given to it in paragraph 11.1.

“**Person Closely Associated**” or “**PCA**” means with respect to an Addressee:

- (i) a spouse, or a partner that is legally considered to be equivalent to a spouse;
- (ii) a child for which the Addressee legally bears responsibility (which includes adopted children);
- (iii) a relative who has shared the same household as the Addressee for at least one year on the date of the relevant Dealing; or
- (iv) a legal person, trust or partnership, the managerial responsibilities of which are discharged by the Addressee or by a person referred to in point (i), (ii) or (iii), which is directly or indirectly controlled by the Addressee or such a person, which is set up for the benefit of the Addressee or such a person, or the economic interests of which are substantially equivalent to those of the Addressee or such a person.

### 3. Inside Information

3.1 *Inside Information* means information:

- (i) of a precise nature (see below, in paragraph 3.2),
- (ii) which has not been made public (see below, in paragraph 3.3),
- (iii) relating, directly or indirectly, to the Group or to the Company Securities, and
- (iv) which is 'material', i.e. if it were made public, would be likely to have a significant effect on the price of the Company Securities (see below, in paragraph 3.4).

3.2 *Precise nature.* Information is deemed to be of a precise nature if it indicates a set of circumstances which exists or which may reasonably be expected to come into existence, or an event which has occurred or which may reasonably be expected to occur, where it is specific enough to enable a conclusion to be drawn as to the possible effect of that set of circumstances or event on the price of the Company Securities.

3.3 *Non-public information.* Information is 'non-public' unless it has been adequately disclosed, by the Company or through a third party, to as wide a public as possible on a non-discriminatory basis, through major newswire services, national news services and financial news services, potentially combined with other publication methods (e.g. publication on the Company's website).

3.4 *Material information.* Information is 'material' if, were it made public, it would be likely to have a significant effect on the prices of Company Securities. Relevant for these purposes is whether a reasonable investor would be likely to use the information as part of the basis of his or her investment decisions.

An intermediate step in a process over time is considered as Inside Information if the intermediate step as such meets the above criteria for Inside Information.

While it is not possible to identify all information that would be deemed 'material', the following types of information are likely to be 'material', depending on the specific circumstances:

- (i) financial performance, especially quarterly, half-yearly and year-end earnings, or other earnings guidance and significant changes in financial performance or liquidity, earnings or revenue that are inconsistent with the consensus expectations of the investment community, as well as profit warnings;
- (ii) any proposed change in the Company's capital structure, including stock splits and public or private securities offerings;
- (iii) changes in dividend policy;
- (iv) proposed or pending mergers, acquisitions, tender offers, joint ventures or disposals of significant assets or subsidiaries that are outside the ordinary course of business of the Company;
- (v) significant problems with financing, including potential defaults under the Group's credit agreements or indentures, or the existence of material liquidity deficiencies;

- (vi) significant pending or threatened litigation, arbitration or government investigations against the Group, and any significant developments in this respect; and
- (vii) notification of major interests in the Company's shares and of directors' interests in the Company's shares.

This list is by no means exhaustive and a cautious approach needs to be taken in deciding whether something is or is not Inside Information. Please consult the Compliance Officer in case of doubt.

**PART B. RULES APPLICABLE TO ALL ADDRESSEES****4. General prohibitions****Insider dealing**

4.1 Any person who possesses information and knows or ought to know that it is Inside Information, may not:

- (a) acquire or dispose of, or attempt to acquire or dispose of, for his/her own account or for the account of a third party, directly or indirectly, Company Securities to which that Inside Information relates; or

Attention: exercising stock options or other LTIP instruments granted by the Company and selling shares in the Company acquired through the exercise of such stock options or other LTIP instruments while you are in possession of Inside Information is not permitted.

- (b) cancel or amend an order concerning a financial instrument to which the Inside Information relates when the order was placed before the person concerned possessed the Inside Information,
- (c) use the advice or encouragement of any third party to do item (a) or item (b) above if it is known or it should be known that such advice or encouragement is based on Inside Information.

or attempt to engage in any of the above.

4.2 In addition, it is prohibited for any person to (i) take part in any arrangement that leads to one of the abovementioned actions, and (ii) recommend that another person engages in one of the abovementioned actions or inducing another person to take any such actions (which is also referred to as 'tipping').

**Unlawful disclosure of Inside Information**

4.3 It is prohibited for any person possessing Inside Information to disclose that information to any other person, except where the disclosure is made in the normal exercise of his/her employment, profession or duties. You should consult with the Compliance Officer before disclosing Inside Information to any person, as set out in section 5.

4.4 Moreover, the onward disclosure of recommendations or inducements to engage in insider dealing also amounts to unlawful disclosure of Inside Information if the person disclosing the recommendation or inducement knows or ought to know that it was based on Inside Information.

**Market manipulation**

4.5 It is prohibited for any person to engage in, or attempt to engage in, market manipulation, which includes:



- (a) entering into a transaction, placing an order to trade or any other behaviour which:
  - (i) gives, or is likely to give, false or misleading signals as to the supply of, demand for, or price of, the Company Securities; or
  - (ii) secures, or is likely to secure, the price of the Company Securities at an abnormal or artificial level,

unless the person entering into a transaction, placing an order to trade or engaging in any other behaviour establishes that such transaction, order or behaviour has been carried out for legitimate reasons, and conform with an accepted market practice.

- (b) entering into a transaction, placing an order to trade or any other activity or behaviour which affects or is likely to affect the price of the Company Securities, which employs a fictitious device or any other form of deception or contrivance; and
- (c) disseminating information or rumours through the media, including the internet, or by any other means, which give, or are likely to give, false or misleading signals as to the supply of, demand for, or price of, Company Securities, or are likely to secure the price of one or more Company Securities at an abnormal or artificial level, where the person who made the dissemination knew, or ought to have known, that the information was false or misleading.

4.6 In addition, it is prohibited for any person to (i) take part in any arrangement that leads to one of the abovementioned actions, and (ii) encourage any other persons to engage in one of the abovementioned actions.

## **5. Duty of confidentiality**

### **General rule**

- 5.1 Any person who is in possession of Inside Information at a given time must keep such Inside Information confidential by restricting access to it and by only communicating it to other persons after having consulted with the Compliance Officer in accordance with paragraph 5.4. The number of people aware of Inside Information should be kept to the minimum reasonably practicable.
- 5.2 The information disclosed should be limited to what the receiving person needs to know at any particular time (rather than allowing access to all information that is available).

### **Additional rules for external advisers and other third parties**

- 5.3 Inside Information may moreover only be disclosed to external advisers and other third parties (Relevant Third Parties), in any case on a need-to-know basis, after ensuring that such Relevant Third Parties are bound by a confidentiality obligation (either by law, by regulation or by agreement). As

soon as the person that has disclosed the Inside Information notices that a Relevant Third Party does not comply with the confidentiality obligation, he or she should report this to the Compliance Officer as soon as possible so that the necessary actions can be taken.

### **Prior consultation with the Compliance Officer**

5.4 Prior to disclosing Inside Information to any person, the person wishing to disclose the Inside Information must consult with the Compliance Officer. The Compliance Officer may require a recipient of Inside Information to enter into a confidentiality undertaking before receiving the relevant information.

5.5 If a person is in doubt as to whether certain information constitutes Inside Information, he/she should consult the Compliance Officer. He/she should also inform the Compliance Officer if he/she believes there has been a leak of Inside Information (whether from within the Group or elsewhere).

## **6. Insider List**

6.1 The Company is required to maintain and keep updated a list of all persons who have access to Inside Information, whether these persons are employees of the Group or otherwise perform tasks through which they have access to Inside Information (the Insider List).

6.2 The Compliance Officer shall inform all persons that are on the Insider List and shall inform them of the legal and regulatory duties entailed and the sanctions applicable in case of violation of these duties. The Compliance Officer shall also inform the persons on the Insider List when they are removed from the Insider List.

6.3 The Insider List shall include the following details:

- (i) the identity of any person having access to Inside Information (including first name(s), surname(s), birth surname(s) (if different), date of birth, national identification number, function, telephone number and personal full home address);
- (ii) the reason for including that person on the Insider List;
- (iii) the date and time at which that person obtained access to Inside Information; and
- (iv) the date on which the Insider List was drawn up.

6.4 Persons on the Insider List shall be obliged to report to the Compliance Officer, without delay, any change in their personal details.

6.5 The Insider List shall be updated promptly, including the date of the update, if (i) there is a change in the reason for including a person already on the Insider List, (ii) there is a new person who has access to Inside Information and therefore needs to be added to the list, and (iii) where a person ceases to have access to Inside Information. Each update shall specify the date and time when the change triggering the update occurred.

6.6 The Insider List shall be held by the Compliance Officer. It shall be retained for a period of maximum five years after it is drawn up or updated. The Company may submit the Insider List to the FSMA upon its request.

## **7. Permitted Dealing in Company Securities – during Closed Periods**

### **General rule**

7.1 Notwithstanding the General Prohibitions (as summarised in section 4), an Addressee may not Deal in any Company Securities, on his/her own account or for the account of a third party, directly or indirectly, during a Closed Period, except if he/she obtains clearance to Deal in advance in accordance with paragraph 7.10 and following.

7.2 The prohibition to Deal during a Closed Period has a very wide scope (as reflected in the definition of “Dealing” in section 2, which is not exhaustive). It includes, for example, acquiring, selling, pledging, borrowing and lending of Company Securities. The Company may in certain limited circumstances however give clearance to Deal, as set out in paragraph 7.6 following.

7.3 The following periods constitute Closed Periods:

- (i) the period of thirty (30) calendar days before the announcement of the Company’s half-year and annual results, up to and including the date of the announcement;
- (ii) the period of fifteen (15) calendar days before the announcement of the Company’s quarterly results, up to and including the date of the announcement;

each ending one hour after publication of the annual, semi-annual or quarterly results, respectively, with a press release on the Company website.

- (iii) any other period qualified as such by the Compliance Officer (for reason of Inside Information or in view of Company developments taking place at that time). The relevant Addressees will be informed of any such additional Closed Period directly by the Compliance Officer.

7.4 At the end of each financial year, the Closed Periods for the following financial year will be communicated by the Compliance Officer. Moreover, the Compliance Officer may, during a financial year, qualify additional periods as Closed Periods. Such decision shall not imply that a determination has been made that Inside Information exists at the relevant time. The obligation to assess whether you are in possession of Inside Information remains with you at all times (and if you are in doubt as to whether certain information constitutes Inside Information, you should consult the Compliance Officer). Any amendments to notified Closed Periods or additional Closed Periods, as the case may be, will be communicated to the relevant Addressees as soon as possible.

7.5 The above rules also apply to PCAs from Addressees.

## **Clearance to Deal**

### *Principle*

7.6 An Addressee, who is not in possession of Inside Information, may be given clearance to Deal on his/her own account or for the account of a third party during a Closed Period in limited circumstances:

- (a) on a case-by-case basis due to the existence of exceptional circumstances, such as severe financial difficulty, which require the immediate sale of shares in the Company (no other Company Securities); or
- (b) due to the characteristics of the trading involved for Dealings made under, or related to, an employee share or saving scheme, qualification or entitlement of shares, or Dealings where the beneficial interest in the relevant Company Security does not change.

7.7 The Addressee requesting clearance to Deal from the Company must moreover be able to demonstrate that the particular Dealing cannot be executed at another moment in time than during the Closed Period.

7.8 For further details on the situations in which clearance to Deal may be granted, please contact the Compliance Officer.

7.9 Addressees shall use their best efforts to prevent their respective PCAs from Dealing in Company Securities during the Closed Periods.

### *Procedure for requesting clearance to Deal*

7.10 An Addressee wishing to request clearance to Deal during a Closed Period must:

- (a) notify the Compliance Officer in writing of the proposed Dealing (including the number of Company Securities concerned) and the nature of the proposed Dealing at least three (3) Business Days prior to the proposed Dealing, using the template notification attached as Annex 1; and
- (b) certify in his/her notification to the Compliance Officer that he/she is not in possession of any Inside Information.

7.11 Clearance to Deal shall be granted by the end of the second Business Day after the date on which the Compliance Officer has received the written request containing all the above information. In case no reply is received within that time, clearance shall be deemed to have been refused. A clearance is valid until the end of the third Business Day after the date on which the clearance is given, unless otherwise indicated in the clearing response. Clearance to Deal will lapse immediately if the Addressee comes into possession of any Inside Information.

- 7.12 If the person requesting clearance to Deal is the Compliance Officer, then such person will have to request clearance to Deal to the Company's chairman of the Board of Directors in accordance with the procedure set out above.
- 7.13 The Compliance Officer shall maintain a record of the response to any Dealing request made and of any clearance given (including with respect to requests made under Part D by PDMRs and PCAs).

**PART C. RULES APPLICABLE TO PDMRS, KEY EMPLOYEES AND THEIR RESPECTIVE PCAS**

**8. List of PDMRs and PCAs**

- 8.1 The Company is required to draw up a list of all PDMRs and their PCAs (the PDMR List). The Company is also required to draw up a list of all Key Employees and their PCAs (the List of Key Employees).

The Compliance Officer shall draw up such lists and shall inform the PDMRs and Key Employees accordingly. For this purpose, the Compliance Officer may require PDMRs and Key Employees to provide the relevant (personal) information (limited to, if a natural person, first name(s), surname(s), birth surname(s) (if different), date of birth, personal full home address and e-mail address or, if a legal entity, corporate name and legal form, registered address, registration number, and the first name(s), surname(s) and e-mail address of its (permanent) representative) with respect to themselves and their PCAs. This information will be included on the PDMR List and List of Key Employees.

- 8.2 PDMRs and Key Employees shall be obliged to report to the Compliance Officer, without delay, any change in those details with respect to themselves and their PCAs.

**9. Pre-dealing approval outside Closed Periods**

- 9.1 Notwithstanding the General Prohibitions (as set out in section 4) and the provisions on Dealing during Closed Periods (section 7), PDMRs, Key Employees and their respective PCAs must at all times (also outside Closed Periods) request and obtain the prior approval from the Compliance Officer for all Dealings in Company Securities, conducted on their own account or for the account of third parties, regardless the size of such Dealings.

- 9.2 If the person requesting approval to Deal is the Compliance Officer, then such person will have to request and obtain prior approval from the chairman of the Board of Directors for all Dealings conducted in its own account or for the account of third parties.

- 9.3 The Compliance Officer, respectively the chairperson of the Board of Directors in respect of Dealings by the Compliance Officer, shall decide to approve or to prohibit the Dealings envisaged outside Closed Periods in its sole discretion, and no PDMR / Key Employee / PCA shall be permitted to make any Dealings until such approval has been granted. The procedure for requesting clearance to Deal set forth above under items 7.10 until 7.13 must be observed.

- 9.4 A PDMR must notify his/her PCAs:  
(a) that he/she is a PDMR in the Company;

- (b) of their obligations under this Code, including the requirement to notify the Company and the FSMA of each Dealing conducted on their own account, as set out in section 11; and
  - (c) of the Closed periods during which the PCAs cannot Deal in any Company Securities, and PDMRs must keep a copy of these notifications. Template notifications are available with the Compliance Officer.
- 9.5 PDMRs / Key Employees shall use their best efforts to prevent their respective PCAs from Dealing in Company Securities during the Closed Periods.

**PART D. RULES APPLICABLE TO PDMRS AND THEIR RESPECTIVE PCAS**

## **10. Post-dealing notification**

10.1 Subject to paragraph 11.3 below, PDMRs and PCAs must notify the Company and the FSMA of each Dealing conducted on their own account.

This reporting obligation also applies to:

- the pledging or lending of Financial Instruments or Derivative Financial Instruments by or on behalf of a Persons discharging managerial responsibilities;
- Dealings undertaken by persons professionally arranging or executing transactions or by another person on behalf of a PDMR and PCA with such a person, as referred to in paragraph 1, including where discretion is exercised;
- Dealings made under a life insurance policy, where (i) the policyholder is a PDMR or PCA, (ii) the investment risk is borne by the policyholder, and (iii) the policyholder has the power or discretion to make investment decisions regarding specific instruments in that life insurance policy or to execute transactions regarding specific instruments for that life insurance policy;
- Dealings executed in shares or units of investment funds, including alternative investment funds (AIFs) as referred to in Article 1 of Directive 2011/61/EU of the European Parliament and of the Council (insofar as required by Article 19 of Regulation (EU) No 596/2014);
- Dealings executed by the manager of an AIF in which a PDMR or PCA has invested (to the extent required by Article 19 of Regulation (EU) No 596/2014); and
- Dealings executed by a third party under an individual portfolio or asset management mandate on behalf of or for the benefit of a PDMR or PCA.

A more comprehensive list of specific transactions to be notified to the FSMA are detailed in Article 19.7 of Regulation (EU) No 596/2014 and Article 10 of the Delegated Regulation (EU) No 2016/522.

10.2 Such notifications must be made within one (1) Business Day after the date of the Dealing, so as to allow the Company (i) to comply with its obligation to validate the notification within three (3) Business Days after the date of the Dealing, or, (ii) upon request of the PDMR / PCA, to make the notification on behalf of the PDMR / PCA within three (3) Business Days after the date of the Dealing.

10.3 Such notification will have to be made through the online notification tool made available by the FSMA on its website (<https://portal-fimis.fsma.be/>). PDMRs and PCAs will be required to register an account for this purpose, which the Company will validate, unless the PDMRs and



PCAs request for each Dealing the Company to make the notification on their behalf. The FSMA publishes the reported transactions on its website.

- 10.4 The obligation to notify the Company and the FSMA of conducted Dealings (provided in paragraph 11.1) shall apply to any subsequent Dealing (whatever its size) once a total amount of EUR 5,000.00 has been reached within a calendar year. The threshold of EUR 5,000.00 shall be calculated by adding any Dealings, without netting (i.e. without setting off the value of acquisitions of Company Securities against the value of sales of Company Securities).

## **11. Short-term Dealing, Short-Selling and trading in options**

- 11.1 On top of the General Prohibitions, PDMRs may not Deal in Company Securities on the basis of (speculative) short-term considerations (e.g. transactions in options having a short term). Any investment with a maturity of less than six months will be presumed to be a Deal on considerations of a short-term nature.

- 11.2 On top of the General Prohibitions, PDMRs may not engage in: (i) Short-Selling of Company Securities; or (ii) Dealing in options on Company Securities.

Short-Selling means the sale of Company Securities that the seller does not own at the time of entering into the agreement to sell, including a sale where at the time of entering into the agreement to sell the seller has borrowed or agreed to borrow the Company Securities for delivery at settlement.

## **12. Cooling-off period**

Anyone who has been a PDMR remains bound by the provisions of this Code until the expiration of one month from the date on which such person has ceased to be a PDMR.

## PART E. SANCTIONS AND FINAL PROVISIONS

### 13. Sanctions

- 13.1 Failure to comply with applicable market abuse legislation may lead to administrative and criminal measures and sanctions, as well as civil liability. Moreover, failure to comply with applicable legislation or this Code may lead to internal disciplinary measures.
- 13.2 *Administrative measures and sanctions.* The FSMA may institute administrative proceedings and has wide investigation powers for that purpose. The FSMA may also adopt a wide range of administrative measures, including: (i) issuing cease-and-desist orders; (ii) disgorgement of profits gained (or losses avoided) due to the infringement; and (iii) public warnings indicating the person responsible for the infringement and the nature of the infringement. Separately, the FSMA may also impose administrative fines ranging between (i) EUR 500,000.00 and EUR 5 million for natural persons, and (ii) EUR 1 million and EUR 15 million or 15% of annual consolidated turnover (whichever is higher) in the preceding business year for legal persons. If the offence has resulted in a financial gain, then this maximum amount may be increased to three times the amount of such gain.
- 13.3 *Criminal sanctions.* Infringements of the General Prohibitions may also lead to significant criminal sanctions, including imprisonment of up to four years as well as criminal fines (up to EUR 80,000 at the date of this Code). Moreover, criminal fines may be increased to up to three times the amount of the financial gain (directly or indirectly) resulting from the infringement.
- 13.4 *Disciplinary measures.* Disciplinary measures (including, if appropriate, termination for cause of the employment or service contract) may moreover be taken in case of violation of this Code or any applicable legislation. The Company may moreover claim damages from any person that has caused damage to the Company as a result of violating this Code or any applicable legislation.

### 14. Final provisions

- 14.1 This Code shall be communicated to all Addressees and shall be made available on the Company's website. All Addressees acknowledge being aware of the market abuse rules and the sanctions that may apply in case of infringements and all Addressees acknowledge being bound by, and undertake to comply with, the Code. In addition, the Compliance Officer shall obtain a declaration from the persons on the Insider List, confirming that they have read the Code and shall comply with it. PDMRs and Key Employees shall moreover be obliged to ensure compliance with this Code by their respective PCAs and to inform their respective PCAs that certain of their personal details will be included on the PDMR List.
- 14.2 Compliance with this Code does not relieve the Addressees from their obligation to comply with applicable legislation in relation to dealing in Company Securities or dealing in securities of other companies. This Code

is not intended to be exhaustive or to serve as legal advice to Addressees. In case of questions with respect to the scope or application of the market abuse rules, Addressees should consult their legal advisers or the Compliance Officer.

- 14.3 The implementation of this Dealing Code entails the processing of personal data, in which context the Company is considered the data controller. All information that is communicated to the Company (as data controller) and/or the Compliance Officer in the context of this Code and that constitutes personal data shall be treated in accordance with applicable privacy and data protection legislation. The purpose of the processing of the personal data shall be to enable the Company to comply with its legal obligations under the Market Abuse Regulation and to fulfil its legitimate interest to ensure compliance by the Addressees with the Market Abuse Regulation. In this context, the Company may transmit personal data to its external advisors, competent authorities and supervisory bodies. Where this involves a transfer to third parties in countries outside the European Economic Area, the Company guarantees prior the transfer that these third parties apply an appropriate level of data protection (e.g. through an own certification of the recipient in the context of the EU-US-Privacy Shield, or by including the EU-model contract provisions in the agreement with the recipient).

The personal data shall, as a rule, be kept for a period of maximum five years as from its processing (through inclusion on the Insider List, PDMR List, List of Key Employees or otherwise), but may be kept for a longer period in exceptional circumstances (e.g., in case of legal claims or enquiries by the competent authorities). Persons whose data are processed in the context of this Dealing Code have a right to access their personal data and request, free of charge, the correction of inaccurate or incomplete data concerning them. They may also request that their data be erased or that the processing of their personal data be restricted. Exercise of these rights may be made subject to conditions. However, these rights do not imply under any circumstances a right to access the personal data of others. Persons whose data are processed in the context of notifying an irregularity also have a right to file a complaint with the supervisory authority (in Belgium, the Data Protection Authority ([contact@apd-gba.be](mailto:contact@apd-gba.be))), but are however encouraged to contact the Compliance Officer first in case of questions or concerns.

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**DEALING CODE ANNEX 1: REQUEST FOR CLEARANCE TO DEAL**

I,

.....  
..... (BLOCK CAPITALS PLEASE)

in accordance with the Dealing Code of Aedifica NV/SA (the “**Code**”), hereby request clearance to Deal in Company Securities as indicated below:

Type and number of Company Securities (if not known, please provide estimate or “up to” number)	
Nature of Deal (e.g. purchase or sale of shares or bonds, exercise of option)	
Other information (disclose any additional material facts which may affect the decision as to whether clearance to Deal will be granted, including the information required by the Code)	

I do not possess any Inside Information relating to the Company or the Company securities.

By Dealing, I would not be in breach of the Code or any applicable law or regulation in relation to dealing in publicly traded securities. If this should change at any time before the Dealing, I undertake not to proceed with the Dealing.

Signed:.....  
Date:.....  
Position:.....  
E-mail:.....  
Tel no:.....

Capitalised terms not defined in this request for clearance to Deal have the meaning given to such terms in the Code.

**Please complete and return this form to the Compliance Officer by e-mail to [Thomas.moerman@aedifica.eu](mailto:Thomas.moerman@aedifica.eu).**

**Pursuant to the Code, clearance to deal is:**

- granted and valid until and including** .....
- not granted**

Signed: ..... Date: .....

**Note:** If you do not Deal within the time allowed and still wish to Deal, you must reapply for clearance to Deal. PDMRs who Deal must, in accordance with the Code and applicable law, notify the Company and the FSMA after having proceeded with such Dealing. The Company will keep a written record of this application for

clearance, any clearance granted or refused and any Dealing following the grant of a clearance.