

4th March 2024

To our stakeholders:

We recognise that a key requirement for participation in the UN Global Compact is the annual preparation and posting of a Communication on Engagement (COE) that comprises of a chief executive statement of continued support for the UN Global Compact, a description of practical actions in support of the UN Global Compact, and a measurement of outcomes or expected outcomes.

We are late in creating, sharing and posting our COE report due to health reasons, Dr. Sandra Lee is currently on a leave of absence. She will be the primary author of the COE, with some contributions from the Sustainability Team in their respective fields of expertise. We hope that Sandra will have returned to work by the deadline extension so she can continue with writing the report. The team are happy to work on developing a solid response in Sandra's absence, should she remain off work past the deadline extension, however we will require some time to gather the information.

We hereby ask for an extension period in order to be able to post a COE that describes our organisation's efforts and progress in support of the UN Global Compact. Our COE will be posted on the UN Global Compact website by 10<sup>th</sup> June 2024 at the latest.

Sincerely yours,

Heena Curtis

Heena Curtis,

Sustainability Coordinator

University of Leicester University Road, Leicester, LE1 7RH