2016
GRESB Real Estate Assessment
April 1, 2016
About GRESB

GRESB is an industry-driven organization committed to assessing the environmental, social, and governance (ESG) performance of real assets globally, including real estate portfolios (public, private and direct), real estate debt portfolios, and infrastructure. Almost 200 members, including 60 pension funds and their fiduciaries, use GRESB data in their investment management and engagement processes, with a clear goal to optimize the risk/return profile of their investments. For more information, visit www.gresb.com.

About the 2016 GRESB Real Estate Assessment

The GRESB Real Estate Assessment collects information on the ESG performance of property companies and funds. This includes information on performance indicators, such as energy, GHG emissions, water and waste. In addition, the Assessment covers broader ESG issues, such as sustainability risk assessments, performance improvement programs, and engagement with employees, tenants, suppliers and the community. The GRESB Real Estate Assessment is aligned with international reporting frameworks such as GRI and PRI.

The 2016 GRESB Real Estate Assessment is largely consistent with the 2015 Assessment. The Assessment developments reflect industry trends in ESG in real estate, and the result of internal research as well as engagement with the real estate industry through GRESB Advisory Board, Benchmark Committees, and Industry Working Groups.

Development highlights

- A streamlined and improved reporting process, leading to a reduction in reporting effort [fewer indicators] and improved data quality [more precision in indicators, supporting guidance, and better tools];
- The number of changes has been limited to a maximum of 20% churn. All changes are derived from 2016 development topics and feedback received from stakeholders during the 2015 Assessment period;
- The 2016 GRESB Real Estate Assessment introduces “pilot” indicators/elements of indicators, prior to including these indicators in the 2017 Assessment. These indicators are for reporting purposes only;
- The GRESB Portal includes additional and further developed functionalities to support property companies and funds with an efficient and accurate submission.

The role of the GRESB benchmark

GRESB’s global benchmark uses a consistent methodology across different regions, investment vehicles and property types. The Real Estate Assessment contains approximately 50 indicators that examine a broad range of ESG topics. The indicators are designed to encompass the wide variety of property companies and funds included in the benchmark.

Based on the Assessment, GRESB provides an overall GRESB Score for each participant. It recognizes that the real estate sector and the ESG issues that the sector must consider are highly complex and that within countries, regions and property types there are significant variations in the relationship between owner and occupier, manager and investor, and in the underlying regulatory environment. Therefore, GRESB emphasizes both to participants and real estate investors that the measurement of absolute performance is only a single element of a broad range of indicators reported in the benchmark. The structure of the GRESB Real Estate Assessment, the Aspects and, indicators create the opportunity to report on specific topics using the following logic: policy/plan, actions, monitoring and reaction. The key to analyzing GRESB data is in peer group comparisons that take into account country, regional, sectoral and investment type variations.

GRESB believes in the inclusion of its ESG metrics in investment decision-making processes. Equally important is an active dialogue between investors, and companies and fund managers regarding ESG issues. GRESB updates its Investor Engagement Guide on an annual basis, and makes it available to Investor Members, to assist with this process.

Who can see my data?

Data collected through the GRESB Real Estate Assessment is only disclosed to the participants themselves and:
- In the case of non-listed property funds and companies, to those of that company or fund’s investors that are GRESB Investor Members;
- In the case of listed real estate companies, to all GRESB Investor Members that invest in listed real estate securities.

Grace Period

GRESB offers property companies and funds reporting for the first-time the option not to disclose their first year Real Estate Assessment results to their investors – a “Grace Period.” This period allows companies and funds a one-year period to familiarize themselves with the GRESB reporting and assessment process, without externally disclosing their results to GRESB’s Investor Members.

Grace Period participant names are disclosed to GRESB’s Real Estate Investor Members. However, Investor Members are not able to request access to Grace Period participants’ results. Grace Period participants can use the Scorecard and Benchmark Report to identify opportunities to improve their performance for next year’s Assessment. Those first-time participants wishing to participate in the Grace Period must select the option when registering to participate in the Assessment.
Assessment Content

Entity & Reporting Characteristics 4
Management 9
Policy & Disclosure 12
Risks & Opportunities 17
Monitoring & EMS 26
Performance Indicators 27
Building Certifications 41
Stakeholder Engagement 44
New Construction & Major Renovations 52

The 2016 GRESB Real Estate Assessment Guidance materials also include:

- A summary of changes in 2016 highlighting (a) indicators that remain the same, and (b) modified indicators;
- An explanation of the structure and the questions of the New Construction & Major Renovations Aspect of the GRESB Real Estate Assessment;
- Additional examples of frequently provided valid/non-valid answers, based on 2015 data;
- Details of GRESB’s validation process.

The written Guidance will be available during the first week of March 2016. Starting April 1, 2016, guidance is also available in the GRESB Portal through pop-up fields next to each indicator. The GRESB Helpdesk will open on the same date.

GRESB Training Program for property companies, fund managers, and service providers

GRESB is providing a training program for property companies, fund managers, and their advisors in Spring 2016. The GRESB Training Program offers a high-quality and content-rich educational experience addressing all aspects of ESG in real estate portfolios as covered by the GRESB Real Estate assessment. The training enables participants to assess and enhance their current performance, to more efficiently prepare their GRESB response, and to improve the quality of their submission.

The training program will take place in selected locations in Europe, North America, and Asia Pacific. In-house sessions are available upon request. Detailed information about the program is available on the GRESB website.

Timeline & Process

The GRESB Real Estate assessment opens in the GRESB Portal on April 1, 2016. The submission deadline is July 1, 2016, providing participants with a three-month window to complete the Assessment. This is a fixed deadline, and GRESB will not accept submissions received after this date.

GRESB validates and analyzes all participants’ Assessment submissions. This process starts upon receipt of the first submission and continues until July 31, 2016. We may need to contact you during this time to clarify any outstanding issues with your response. Results are published in September and are distributed as follows:

- Participants: Receive a Scorecard free of charge, containing their individual GRESB scores compared to the ESG performance of their peers. On payment of a fee, participants are also able to obtain a Benchmark Report containing an in-depth analysis of their ESG performance;
- Company and Fund Manager Members: Receive Benchmark Reports for all of their Assessment submissions and have access to GRESB’s Member Portal, which contains additional functionalities enabling property companies and fund managers to create their own portfolio analysis;
- Investor Members: Receive Benchmark Reports for all of their investments and have access to GRESB’s Member Portal, which contains additional analysis tools enabling investors to create their own reports based on a selection of their investments.

Response Check service

A Response Check is a high-level check of a participant’s GRESB Real Estate submission by the GRESB team, taking place prior to submission of a response. It minimizes the risk of errors that could adversely impact Assessment results.

The Response Check fee for non-members is €750 (exclusive of VAT). Members are able to request a complimentary Response Check as one of their membership benefits. Fund managers who submit the GRESB Real Estate Assessment for multiple entities are entitled to a maximum of three Response Checks as part of their membership benefits.

Reference Guide & Support

The 2016 Real Estate Assessment is accompanied by indicator-specific Reference Guidance that explains:

- The intent of each indicator;
- The requirements for each response;
- Explanation of any terminology used;
- References to any third-party documents;
- Basic scoring information;
- The number of points available.
Entity and reporting characteristics

Entity Characteristics

EC1  Entity name __________________________

Fund manager (organization) name (if applicable) __________________________

EC2  Nature of ownership:

- Listed entity. Please specify ISIN __________________________
  Year of commencement: __________________________
- Non-listed entity
  Year of first closing: __________________________

For non-listed entities:

  Fund style classification:
  - Core
  - Value added
  - Opportunity

Open or closed end:

- Open end
- Closed end

Finite or infinite structure:

- Finite structure. Specify termination date: __________________________
- Infinite structure

EC3  The reporting period is:

- Calendar year
- Fiscal year. Specify the starting month __________________________
**EC4**  Is the organization a member of a real estate association?

- Yes (multiple answers possible)
  - Asian Association for Investors in Non-listed Real Estate Vehicles (ANREV)
  - Asia Pacific Real Estate Association (APREA)
  - British Property Federation (BPF)
  - European Public Real Estate Association (EPRA)
  - European Association for Investors in Non-Listed Real Estate Vehicles (INREV)
  - Vereniging van Institutionele Beleggers in Vastgoed, Nederland [IVBN]
  - National Association of Real Estate Investment Trusts (NAREIT)
  - Pension Real Estate Association (PREA)
  - Real Property Association of Canada (REALpac)
- No

**Reporting Characteristics**

**RC1**  Values are reported in:

- Australian Dollar (AUD)
- Brazilian Real (BRL)
- Canadian Dollar (CAD)
- Chinese Yuan (CNY)
- Danish Krone (DKK)
- Euro (EUR)
- Hong Kong Dollar (HKD)
- Indian Rupee (INR)
- Japanese Yen (JPY)
- Malaysian Ringgit (MYR)
- Mexican Peso (MXN)
- Pound Sterling (GBP)
- Singapore Dollar (SGD)
- South African Rand (ZAR)
- South Korean Won (KRW)
- Swedish Krona (SEK)
- Swiss Franc (CHF)
- United States Dollar (USD)
- Other ________________

**RC2**  What was the gross asset value (GAV) of the entity at the end of the reporting period?

_______________ (in millions)

**RC3**  Metrics are reported in:

- m²
- sq.ft.

**RC4**  What is the entity’s core business?

- Management of standing investments only (continue with RC5.1, RC5.2, RC6)
- Management of standing investments and development of new construction and major renovation projects (continue with RC5.1, RC5.2, RC6, RC-NC1, RC-NC2, RC-NC3)
- Development of new construction and major renovation projects [continue with Developer Assessment]
**RC5.1  Describe the composition of the entity’s portfolio during the reporting period:**

<table>
<thead>
<tr>
<th>Property type</th>
<th>% of GAV</th>
<th>Number of Assets</th>
<th>Floor Area (m²/sq.ft.)</th>
<th>Type</th>
<th>Units</th>
<th>% Indirectly Managed Assets</th>
</tr>
</thead>
<tbody>
<tr>
<td>Retail, High Street</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Retail, Shopping Center</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Retail, Warehouse</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Office</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Industrial, Distribution Warehouse</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Industrial, Business Parks</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Industrial, Manufacturing</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Residential, Multi-family</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Residential, Family Homes</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Residential, Senior Homes</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Residential, Student Housing</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Hotel</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Healthcare</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Medical Office</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Leisure</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Data Centers</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Self-storage</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Parking (indoors)</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Other</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**Note:** The table above defines the scope of your 2016 GRESB submission and should include the total portfolio of the investible entity.

**Select floor area type**

- floor area
- lettable floor area

**RC5.2  Provide additional context for the reporting boundaries (maximum 250 words)**

**RC6  Which countries are included in the entity’s portfolio?**
**New Construction & Major Renovations**

**RC-NC1.1** Describe the composition of the entity's new construction projects during the reporting period:

<table>
<thead>
<tr>
<th>Property type</th>
<th>In progress at the end of reporting period</th>
<th>Completed during reporting period</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Number of Assets</td>
<td>Gross Floor Area</td>
</tr>
<tr>
<td>Retail, High Street</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Retail, Shopping Center</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Retail, Warehouse</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Office</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Industrial, Distribution Warehouse</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Industrial, Business Parks</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Industrial, Manufacturing</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Residential, Multi-family</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Residential, Family Homes</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Residential, Senior Homes</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Residential, Student Housing</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Hotel</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Healthcare</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Medical Office</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Leisure</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Data Centers</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Self-storage</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Parking (indoors)</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Other</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

*GAV either according to fair value or based on construction costs

**RC-NC1.2** Provide additional context for the reporting boundaries on new construction projects (maximum 250 words)
### RC-NC2.1 Describe the composition of the entity’s major renovation projects during the reporting period:

<table>
<thead>
<tr>
<th>Property type</th>
<th>In progress at the end of reporting period</th>
<th>Completed during reporting period</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Number of Assets</td>
<td>Gross Floor Area</td>
</tr>
<tr>
<td>Retail, High Street</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Retail, Shopping Center</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Retail, Warehouse</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Office</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Industrial, Distribution Warehouse</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Industrial, Business Parks</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Industrial, Manufacturing</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Residential, Multi-family</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Residential, Family Homes</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Residential, Senior Homes</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Residential, Student Housing</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Hotel</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Healthcare</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Medical Office</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Leisure</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Data Centers</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Self-storage</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Parking (indoors)</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Other</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

*GAV either according to fair value or based on construction costs

### RC-NC2.2 Provide additional context for the reporting boundaries on major renovation projects (maximum 250 words)

### RC-NC3 Which countries are included in the entity’s portfolio of new construction and major renovation projects?

<table>
<thead>
<tr>
<th>Country</th>
<th>% of GAV</th>
</tr>
</thead>
<tbody>
<tr>
<td>Country</td>
<td></td>
</tr>
<tr>
<td>Country</td>
<td></td>
</tr>
<tr>
<td>Country</td>
<td></td>
</tr>
</tbody>
</table>
Sustainability Objectives

Q1  Does the entity have specific sustainability objectives?  1.1 & 1.2

- Yes
  The objectives relate to (multiple answers possible)
  - General sustainability
  - Environment
  - Social
  - Governance
  The objectives are (select one)
  - Fully integrated into the overall business strategy
  - Partially integrated into the overall business strategy
  - Not integrated into the overall business strategy

  The objectives are
  - Publicly available
    Online - hyperlink
    Offline - separate document
    **UPLOAD** supporting evidence
    Communicate the objectives (maximum 250 words)

- No

Indicate where the relevant information can be found

**UPLOAD** supporting evidence
Indicate where the relevant information can be found

Communicate the objectives (maximum 250 words)
Q2  Does the organization have one or more persons responsible for implementing the sustainability objectives at entity level? (multiple answers possible)

- Yes
  - Dedicated employee(s) for whom sustainability is the core responsibility
    Provide the details for the most senior of these employees
    Name
    Job title
    E-mail
    LinkedIn profile (optional)

  - Employee(s) for whom sustainability is among their responsibilities
    Provide the details for the most senior of these employees
    Name
    Job title
    E-mail
    LinkedIn profile (optional)

  - External consultant/manager
    Name of the organization
    Name of the main contact
    Job title
    E-mail
    LinkedIn profile (optional)

  - Other

- No

Sustainability Decision-Making

Q3  Does the organization have a sustainability taskforce or committee that is applicable to the entity?

- Yes
  Select the members of this taskforce or committee (multiple answers possible)
  - Asset managers
  - Property managers
  - Board of Directors
  - Senior Management Team
  - External consultants
    Name of the organization
  - Fund/portfolio managers
  - Other

- No

Note: You may be asked for additional information about the organization indicated in the Name of the organization field
**Q4** Does the entity have a senior decision-maker dedicated to sustainability?

- Yes
  - The individual is part of
    - Board of Directors
    - Senior Management Team
    - Fund/portfolio managers
    - Investment Committee
  - Other

  Provide the details for the most senior decision-maker on sustainability issues
  - Name
  - Job title
  - E-mail
  - LinkedIn profile (optional)

- No

**Q5** Does the entity have a formal process to inform the most senior decision-maker on the sustainability performance of the entity?

- Yes
  - Describe the process (maximum 250 words)

- No
- Not applicable

**Q6** Does the organization include sustainability factors in the annual performance targets of the employees responsible for this entity?

- Yes
  - Select the employees to whom these factors apply (multiple answers possible)
    - Acquisitions team
    - All employees
    - Asset managers
    - Board of Directors
    - Client services team
    - Fund/portfolio managers
    - Property managers
    - Senior Management Team
    - Other

- No
Sustainability Disclosure

Q7.1  Does the organization disclose its sustainability performance?

- Yes (multiple answers possible)

- Section in Annual Report
  - Indicate where the relevant information can be found
  - Select the applicable reporting level
    - Entity
    - Investment manager
    - Group
  - Aligned with [Guideline name]

- Stand-alone sustainability report(s)
  - Indicate where the relevant information can be found
  - Select the applicable reporting level
    - Entity
    - Investment manager
    - Group
  - Aligned with [Guideline name]

- Integrated Report
  - Indicate where the relevant information can be found
  - Select the applicable reporting level
    - Entity
    - Investment manager
    - Group
  - Aligned with [Guideline name]

- Dedicated section on corporate website
  - Provide applicable hyperlink
  - Select the applicable reporting level
    - Entity
    - Investment manager
    - Group
Section in entity reporting to investors

UPLOAD supporting evidence OR Indicate where the relevant information can be found

Document name AND
Publication date

Aligned with Guideline name

Other __________________________

UPLOAD supporting evidence Indicate where the relevant information can be found

Select the applicable reporting level

○ Entity
○ Investment manager
○ Group

Aligned with Guideline name

○ No

Guideline name

ANREV (endorsed INREV Sustainability Reporting Recommendations), 2014

APREA Sustainability Handbook, 2012

EPRA Best Practice Recommendations in Sustainability Reporting, 2014

GRI Sustainability Reporting Guidelines, G4

IIRC International Integrated Reporting Framework, 2013

INREV Sustainability Reporting Recommendations, 2012

PRI Reporting Framework, 2016

Other __________________________
Q7.2 Is the organization’s sustainability disclosure reviewed by an independent third party? 7.2

Yes

Select all applicable options (multiple answers possible, selections must match answers in Q7.1)

- Section in Annual Report
  - Externally checked by ________________
  - Externally verified by ________________ using Scheme name ▼
  - Externally assured by ________________ using Scheme name ▼

- Stand-alone sustainability report
  - Externally checked by ________________
  - Externally verified by ________________ using Scheme name ▼
  - Externally assured by ________________ using Scheme name ▼

- Integrated Report
  - Externally checked by ________________
  - Externally verified by ________________ using Scheme name ▼
  - Externally assured by ________________ using Scheme name ▼

- Section in entity reporting to investors
  - Externally checked by ________________
  - Externally verified by ________________ using Scheme name ▼
  - Externally assured by ________________ using Scheme name ▼

- Other
  - Externally checked by ________________
  - Externally verified by ________________ using Scheme name ▼
  - Externally assured by ________________ using Scheme name ▼

No

Not applicable
ESG Policies

Q8 Does the organization have a policy/policies in place, applicable to the entity level, that address(es) environmental issues?

- Yes
  Select all environmental issues included (multiple answers possible)
  - Biodiversity and habitat
  - Building safety
  - Climate/climate change adaptation
  - Energy consumption/management
  - Environmental attributes of building materials
  - GHG emissions/management
  - Resilience
  - Waste management
  - Water consumption/management
  - Other __________________________
  [UPLOAD supporting evidence OR Indicate where the relevant information can be found]
  Document name AND Publication date ________________________________

- No

Q9 Does the organization have a policy/policies in place, applicable to the entity level, that address(es) governance issues? (multiple answers possible)

- Yes
  - Bribery and corruption
  - Child labor
  - Diversity and equal opportunity
  - Executive compensation
  - Forced or compulsory labor
  - Labor-management relationships
  - Shareholder rights
  - Worker rights
  - Other __________________________
  [UPLOAD supporting evidence OR Indicate where the relevant information can be found]
  Document name AND Publication date ________________________________

- No
Q10 Does the organization have a stakeholder engagement policy in place that applies to the entity?

Yes
Select all stakeholders included (multiple answers possible)
- Asset/Property Managers (external)
- Investment partners
- Consumers
- Investors/shareholders
- Community
- Supply chain
- Employees
- Tenants/occupiers
- Government/local authorities
- Other ___________________

UPLOAD supporting evidence OR Indicate where the relevant information can be found
Document name AND 
Publication date 

No

Q11 Does the organization have an employee policy in place that applies to the employees responsible for this entity?

Yes
Select all issues included (multiple answers possible)
- Cyber security
- Diversity and equal opportunity
- Health, safety and well-being
- Performance and career development
- Remuneration
- Other ___________________

UPLOAD supporting evidence OR Indicate where the relevant information can be found
Document name AND 
Publication date 

No
Governance

2015 Question

Q12 Does the organization have systems and procedures in place to facilitate effective implementation of the governance policy/policies in Q9? (refer to Q9 Policy & Disclosure Aspect)

- Yes
  Select all applicable options (multiple answers possible)
  - Investment due diligence process
  - Training related to governance risks for employees (multiple answers possible)
    - Regular follow-ups
    - When an employee joins the organization
  - Other ______________________
  - Whistle-blower mechanism
    - UPLOAD supporting evidence OR Indicate where the relevant information can be found
      - Document name AND ______________________
      - Publication date ______________________

- No

- Not applicable
Q13 Did the entity perform entity-level governance risk assessments within the last three years?

- Yes
  Select all issues included (multiple answers possible)
  - Bribery and corruption
  - Child labor
  - Diversity and equal opportunity
  - Executive compensation
  - Forced or compulsory labor
  - Labor-management relationships
  - Shareholder rights
  - Worker rights
  - Other ____________

  Describe how the outcomes of the governance risk assessments are used in order to mitigate the selected risks process (maximum 250 words)

  Provide a document which explains the governance risk assessments as well as the response to mitigate the outcomes of the assessments
  
  **UPLOAD** supporting evidence OR Indicate where the relevant information can be found

  Document name AND Publication date

  __________________________________________________________

- No

Q14 Is the organization involved in any legal cases regarding corrupt practices?

- Yes
  Complete the following:

  Specify the number of cases in which employees were dismissed or disciplined for corruption in 2015
  Number __________________

  Specify the number of cases when contracts with business partners were not renewed due to violations related to corruption in 2015
  Number __________________

  Provide additional context for the response (maximum 250 words)

  __________________________________________________________

- No
Environmental & Social

Q15.1 Does the entity perform environmental and/or social risk assessments as a standard part of its due diligence process for new acquisitions?

- Yes
  Select all issues included (multiple answers possible)
  - Building safety and materials
  - Climate change adaptation
  - Contamination
  - Energy efficiency
  - Energy supply
  - Flooding
  - GHG emissions
  - Health, safety and wellbeing
  - Indoor environmental quality
  - Natural hazards
  - Regulatory
  - Resilience
  - Socio-economic
  - Transportation
  - Water efficiency
  - Waste management
  - Water supply
  - Other ______________________

  UPLOAD supporting evidence

- No

- Not applicable

Q15.2 Has the entity performed environmental and/or social risk assessments of its standing investments during the last three years?

- Yes
  Select all issues included (multiple answers possible)
  - Building safety and materials
  - Climate change adaptation
  - Contamination
  - Energy efficiency
  - Energy supply
  - Flooding
  - GHG emissions
  - Health, safety and wellbeing
  - Indoor environmental quality
  - Natural hazards
  - Regulatory
  - Resilience
  - Socio-economic
  - Transportation
  - Water efficiency
  - Waste management
  - Water supply
  - Other ______________________

  Describe how the outcomes of the sustainability risk assessments are used in order to mitigate the selected risks (maximum 250 words)

  UPLOAD supporting evidence OR

- No

- Not applicable
Q16 Has the entity performed technical building assessments during the last four years to identify efficiency opportunities within the portfolio?

- Yes

Select applicable options (multiple answers possible)

- Energy efficiency
  - In-house assessment
  - External assessment. Name of the organization

  **UPLOAD** supporting evidence OR **Indicate where the relevant information can be found**

- Water efficiency
  - In-house assessment
  - External assessment. Name of the organization

  **UPLOAD** supporting evidence OR **Indicate where the relevant information can be found**

- Waste management
  - In-house assessment
  - External assessment. Name of the organization

  **UPLOAD** supporting evidence OR **Indicate where the relevant information can be found**

- Health & Well-being
  - In-house assessment
  - External assessment. Name of the organization

  **UPLOAD** supporting evidence OR **Indicate where the relevant information can be found**

- No

Select % portfolio covered

- > 0%, < 25%
- ≥ 25%, < 50%
- ≥ 50%, < 75%
- ≥ 75%, ≤ 100%
Has the entity implemented measures during the last four years to improve the energy efficiency of the portfolio?

- Yes
- No
- Not applicable

<table>
<thead>
<tr>
<th>Category</th>
<th>Measure</th>
<th>% portfolio covered during the last 4 years</th>
<th>% whole portfolio covered</th>
<th>Estimated savings (MWh) (optional)</th>
<th>Target ROI (%) (optional)</th>
<th>Describe implemented measure (measure, payback period, property type, scope, link to Q1 objectives and Q29 targets) (maximum 150 words)</th>
<th>Innovation Case Study (yes/no)</th>
</tr>
</thead>
<tbody>
<tr>
<td>&lt; Select &gt;</td>
<td>% portfolio covered ▼</td>
<td>% portfolio covered ▼</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>&lt; Select &gt;</td>
<td>% portfolio covered ▼</td>
<td>% portfolio covered ▼</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>&lt; Select &gt;</td>
<td>% portfolio covered ▼</td>
<td>% portfolio covered ▼</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>&lt; Select &gt;</td>
<td>% portfolio covered ▼</td>
<td>% portfolio covered ▼</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>&lt; Select &gt;</td>
<td>% portfolio covered ▼</td>
<td>% portfolio covered ▼</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>&lt; Select &gt;</td>
<td>% portfolio covered ▼</td>
<td>% portfolio covered ▼</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>&lt; Select &gt;</td>
<td>% portfolio covered ▼</td>
<td>% portfolio covered ▼</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>&lt; Select &gt;</td>
<td>% portfolio covered ▼</td>
<td>% portfolio covered ▼</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

*Categories are included in the 2016 GRESB Real Estate Guidance*
The following questions are for submission of innovation case studies

Innovation title ____________________________

Purpose of the project (maximum 100 words) _________________________________________

Approach (maximum 250 words) ____________________________________________________

Results (actual and anticipated) (maximum 250 words) __________________________________

Quote (maximum 50 words) ________________________________________________________

Quote is assigned to: (leave blank if you submit the quote anonymously) ________________

[UPLOAD] Picture/Scheme

Provide hyperlink (if applicable) ______________________________________________________

[UPLOAD] Organization logo

Select the applicable categories from the list below:

- Building automation system upgrades/replacements
- Building energy management systems upgrades/replacements
- Installation of high-efficiency equipment and appliances
- Installation of on-site renewable energy
- Occupier engagement/informational technologies
- Smart grid/smart building technologies
- Systems commissioning or retro-commissioning
- Wall/roof insulation
- Window replacements
- Other ____________________________

Select the % portfolio covered by each measure

- > 0%, < 25%
- ≥ 25%, < 50%
- ≥ 50%, < 75%
- ≥ 75%, ≤ 100%
Q18 Has the entity implemented measures during the last four years to improve the water efficiency of the portfolio?

- Yes
- No
- Not applicable

<table>
<thead>
<tr>
<th>Category</th>
<th>Measure</th>
<th>% portfolio covered during the last 4 years</th>
<th>% whole portfolio covered</th>
<th>Estimated savings (m³) (optional)</th>
<th>Target ROI (%) (optional)</th>
<th>Describe implemented measure (measure, payback period, property type, scope, link to Q1 objectives and Q29 targets) (maximum 150 words)</th>
<th>Innovation Case Study (yes/no)</th>
</tr>
</thead>
<tbody>
<tr>
<td>&lt; Select &gt;</td>
<td>% portfolio covered ▼</td>
<td>% portfolio covered ▼</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>&lt; Select &gt;</td>
<td>% portfolio covered ▼</td>
<td>% portfolio covered ▼</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>&lt; Select &gt;</td>
<td>% portfolio covered ▼</td>
<td>% portfolio covered ▼</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>&lt; Select &gt;</td>
<td>% portfolio covered ▼</td>
<td>% portfolio covered ▼</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>&lt; Select &gt;</td>
<td>% portfolio covered ▼</td>
<td>% portfolio covered ▼</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>&lt; Select &gt;</td>
<td>% portfolio covered ▼</td>
<td>% portfolio covered ▼</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>&lt; Select &gt;</td>
<td>% portfolio covered ▼</td>
<td>% portfolio covered ▼</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>&lt; Select &gt;</td>
<td>% portfolio covered ▼</td>
<td>% portfolio covered ▼</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

*Categories are included in the 2016 GRESB Real Estate Guidance

- No
- Not applicable
The following questions are for submission of innovation case studies

Innovation title _______
Purpose of the project (maximum 100 words) _________________________________________
Approach (maximum 250 words) ____________________________________________________
Results (actual and anticipated) (maximum 250 words) __________________________________
Quote (maximum 50 words) ________________________________________________________
Quote is assigned to: (leave blank if you would like to submit the quote anonymously) ________________________________________________________

UPLOAD Picture/Scheme

Provide hyperlink (if applicable) ____________________________________________________

UPLOAD Organization logo

Select the applicable categories from the list below:

- Cooling tower water management
- Drip/smart irrigation
- Drought tolerant/native landscaping
- High-efficiency/dry fixtures
- Leak detection system
- Metering of water subsystems
- On-site waste water treatment
- Reuse of storm water and/or grey water for non-potable applications
- Other _______________________

Select the % portfolio covered by each measure

| > 0%, < 25% | ≥ 50%, < 75% |
| ≥ 25%, < 50% | ≥ 75%, ≤ 100% |
### Q19 Has the entity implemented measures during the last four years to improve waste management of the portfolio?

- **Yes**
- **No**
- **Not applicable**

<table>
<thead>
<tr>
<th>Category</th>
<th>Measure</th>
<th>% portfolio covered during the last 4 years</th>
<th>% whole portfolio covered</th>
<th>Estimated waste diverted (tonnes) (optional)</th>
<th>Target ROI (%) (optional)</th>
<th>Describe implemented measure (measure, payback period, property type, scope, link to Q1 objectives and Q29 targets) (maximum 150 words)</th>
<th>Innovation Case Study (yes/no)</th>
</tr>
</thead>
<tbody>
<tr>
<td>&lt; Select &gt;</td>
<td>% portfolio covered ▼</td>
<td>% portfolio covered ▼</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>&lt; Select &gt;</td>
<td>% portfolio covered ▼</td>
<td>% portfolio covered ▼</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>&lt; Select &gt;</td>
<td>% portfolio covered ▼</td>
<td>% portfolio covered ▼</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>&lt; Select &gt;</td>
<td>% portfolio covered ▼</td>
<td>% portfolio covered ▼</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>&lt; Select &gt;</td>
<td>% portfolio covered ▼</td>
<td>% portfolio covered ▼</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>&lt; Select &gt;</td>
<td>% portfolio covered ▼</td>
<td>% portfolio covered ▼</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>&lt; Select &gt;</td>
<td>% portfolio covered ▼</td>
<td>% portfolio covered ▼</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>&lt; Select &gt;</td>
<td>% portfolio covered ▼</td>
<td>% portfolio covered ▼</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>&lt; Select &gt;</td>
<td>% portfolio covered ▼</td>
<td>% portfolio covered ▼</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>&lt; Select &gt;</td>
<td>% portfolio covered ▼</td>
<td>% portfolio covered ▼</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

*Categories are included in the 2016 GRESB Real Estate Guidance*
The following questions are for submission of innovation case studies

Innovation title _______

Purpose of the project (maximum 100 words) _________________________________________

Approach (maximum 250 words) ____________________________________________________

Results (actual and anticipated) (maximum 250 words) __________________________________

Quote (maximum 50 words) ________________________________________________________

Quote is assigned to: (leave blank if you submit the quote anonymously)
_______________________________________________________________________________

UPLOAD Picture/Scheme

Provide hyperlink (if applicable) ____________________________________________________

UPLOAD Organization logo

Select the % portfolio covered by each measure

- > 0%, < 25%  - ≥ 50%, < 75%
- ≥ 25%, < 50%  - ≥ 75%, ≤ 100%

Select the applicable categories from the list below:

- Composting landscape and/or food waste
- Ongoing waste performance monitoring
- Recycling program
- Waste management
- Waste stream audit
- Other _________________________

Q20 Has the entity received any environmental fines and/or penalties? 19

- Yes
  Specify the total number of environmental fines and penalties imposed __________________
  Specify the total value of these environmental fines and penalties __________________
  Provide additional context for the response (maximum 250 words)

- No
Q21.1 Does the organization have an Environmental Management System (EMS) that applies to the entity level?

- Yes
  - [UPLOAD] supporting evidence
  - Indicate where the relevant information can be found
- No

Q21.2 Is the Environmental Management System (EMS) in Q21.1 aligned with a standard or certified by an independent third party?

- Yes
  - Aligned with: ________________
  - Externally certified by ________________ using ________________
  - [UPLOAD] supporting evidence
  - Indicate where the relevant information can be found
- No
- Not applicable
Data Management Systems

Q22 Does the organization have a data management system in place that applies to the entity level? 21.1

- Yes
  Select one of the following
  - Developed internally
  - Bespoke [custom] internal system developed by a third party
    Name of the organization: __________________________
  - External system
    Name of the system: __________________________
    Name of the organization: __________________________

Select the performance indicators included (multiple answers possible) - portfolio coverage is optional in 2016

- Energy consumption
- GHG emissions/management
- Health and wellbeing
- Indoor environmental quality
- Resilience
- Waste streams/management
- Water
- Other: __________________________

[UPLOAD] supporting evidence

Indicate where the relevant information can be found

- No

Select the % portfolio covered by each aspect

- ≥ 0%, < 25%
- ≥ 25%, < 50%
- ≥ 50%, < 75%
- ≥ 75%, ≤ 100%
Monitoring Consumption

Q23  Does the entity monitor the energy consumption of the portfolio?  

- Yes
  
  Percentage of whole portfolio covered by floor area ____%  

  Type of monitoring [multiple answers possible]
  
  - Automatic meter readings. Percentage of the whole portfolio covered by floor area ____%
  - Based on invoices. Percentage of the whole portfolio covered by floor area ____%
  - Manual–visual readings. Percentage of the whole portfolio covered by floor area ____%
  - Provided by the tenant. Percentage of the whole portfolio covered by floor area ____%
  - Other. Please specify ____________. Percentage of the whole portfolio covered by floor area ____%

- No

- Not applicable

Q24  Does the entity monitor the water consumption of the portfolio?  

- Yes
  
  Percentage of whole portfolio covered by floor area ____%  

  Type of monitoring [multiple answers possible]
  
  - Automatic meter readings. Percentage of the whole portfolio covered by floor area ____%
  - Based on invoices. Percentage of the whole portfolio covered by floor area ____%
  - Manual–visual readings. Percentage of the whole portfolio covered by floor area ____%
  - Provided by the tenant. Percentage of the whole portfolio covered by floor area ____%
  - Other. Please specify ____________. Percentage of the whole portfolio covered by floor area ____%

- No

- Not applicable
The Performance Indicators Aspect of the GRESB Real Estate Assessment collects portfolio-level performance data on energy and water consumption, GHG emissions and waste. Compared to 2015, no significant changes have been made to the indicators in this Aspect or to the structure of the tables.

Note that:

- **Not all fields in the performance data tables are compulsory.** The tables are designed to assist participants with mapping current data coverage and identify possible opportunities to increase data coverage;
- **Data coverage:** Data coverage is calculated by GRESB based on floor area (columns C: Data Coverage and column D: Maximum Coverage). You are able to select floor area type (column E) per row. Units can only be selected for Tenant Space;
- **Energy and water consumption data:**
  - For Managed assets data can be submitted for either (a) Whole Building (see rows 17-19 for Energy Consumption) or (b) the combination of Base Building (rows 1-8 for Energy Consumption) and Tenant Space (rows 10-15 for Energy Consumption);
  - For Indirectly Managed assets data can be submitted at Whole Building level only (rows 22-26 for Energy Consumption);
- **GHG emissions:**
  - Direct and indirect emissions can be submitted for Scope 1 and 2 regardless of whether the asset is Managed or Indirectly Managed;
  - Data submission for Scope 3 is optional;
- **Waste:**
  - Data should be submitted separately for Managed and Indirectly Managed assets;
- **Intensities:** As in 2014 and 2015, and in line with the current reporting practices of many GRESB participants, GRESB includes intensities in the 2016 GRESB Real Estate Assessment; Participants can calculate intensities using their own methodology, which should be explained in the open text box included in the question. In 2016, participants are also required to report the normalization factors applied to the intensity calculation and must explain how intensities metrics are used in the entity’s operations;
- **Review, verification and assurance of data:** As in 2014 and 2015, this indicator is asked per performance indicator (energy, GHG, water and waste) at portfolio level, not per property type.

**Energy Consumption Data**

Q25.0, Q25.1, Q25.2 and Q25.3 are completed per property type

**Q25.0** Does the entity collect energy consumption data for this property type?  
- **Yes**  
  Complete Q25.1 - Q25.3 for this property type  
- **No**

**Q25.1** Energy consumption [property type]  

Report absolute energy consumption and like-for-like consumption for 2014 and 2015. **All assets in the whole portfolio for this property type should be included.**

To make sure you insert data in the correct section of the table, check the definition of Managed assets and ‘Indirectly Managed assets.’
Table: Managed Assets

<table>
<thead>
<tr>
<th>Type</th>
<th>2014 Absolute Consumption</th>
<th>2015 Absolute Consumption</th>
<th>Like-for-Like Consumption</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Consumption (MWh)</td>
<td>Consumption (MWh)</td>
<td>Data coverage (m²/sq.ft.)</td>
</tr>
<tr>
<td>Common Areas</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Fuels</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>District Heating &amp; Cooling</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Electricity</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Shared Services / Central Plant</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Fuels</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>District Heating &amp; Cooling</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Electricity</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Outdoor / Exterior Areas / Parking</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Fuels</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Electricity</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Total energy consumption of Base Building (rows 1-8)</td>
<td>calculated</td>
<td>calculated</td>
<td>N/A</td>
</tr>
<tr>
<td>Purchase by landlord</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Fuels</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>District Heating &amp; Cooling</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Electricity</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Total energy consumption of Tenant Areas (rows 10-15)</td>
<td>calculated</td>
<td>calculated</td>
<td>N/A</td>
</tr>
<tr>
<td>Purchase by tenant</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Fuels</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>District Heating &amp; Cooling</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Electricity</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Total energy consumption of Whole Building (rows 17-19)</td>
<td>calculated</td>
<td>calculated</td>
<td>N/A</td>
</tr>
<tr>
<td>Combined consumption common areas + tenant space</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Fuels</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>District Heating &amp; Cooling</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Electricity</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Total energy consumption of Managed Assets (rows 17-19)</td>
<td>calculated</td>
<td>calculated</td>
<td>N/A</td>
</tr>
</tbody>
</table>

To make sure you insert data in the correct section of the table, check the definition of ‘Managed assets’ and ‘Indirectly Managed assets’. Only use Whole Building if no breakdown of data is possible between Base Building and Tenant Space. Additionally, if consumption cannot be separated between Common Areas and Shared Services/Central Plant, provide both in Shared Services/Central Plant.
Explain (a) assumptions made in reporting, (b) limitations in the ability to collect data, and (c) exclusions from like-for-like portfolio (maximum 250 words)

Does the entity report the average annual vacancy rate in the like-for-like portfolio for this property type?

- Yes
  - 2014: ____ %
  - 2015: ____ %
- No

Select floor area type

- floor area
- lettable floor area
- units
Q25.2  Energy intensity rates [property type]

Does the entity report energy use intensities in the whole portfolio for this property type?

- Yes
  
  Complete the table below

<table>
<thead>
<tr>
<th></th>
<th>A</th>
<th>B</th>
<th>C</th>
<th>D</th>
</tr>
</thead>
<tbody>
<tr>
<td>Energy use intensity</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>% of portfolio covered</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Select the elements for which intensities are normalized in your calculations

- Air conditioning and/or natural ventilation
- Building age
- Degree days
- Footfall
- Occupancy rate
- Operational hours
- Weather conditions
- Other ______________

Explain (a) the energy use intensity calculation method, (b) assumptions made in the calculation, and (c) how intensities are used by the entity in its operations (maximum 250 words)

- No

Q25.3  Renewable energy generated [property type]

Does the entity collect renewable energy consumption and generation data in the whole portfolio for this property type?

- Yes

Report absolute renewable energy generation and consumption. All assets in the whole portfolio for this property type should be included.

<table>
<thead>
<tr>
<th>Whole Portfolio [property type]</th>
<th>A</th>
<th>B</th>
</tr>
</thead>
<tbody>
<tr>
<td>On-site renewable energy (generated and consumed on-site)</td>
<td>MWh</td>
<td>MWh</td>
</tr>
<tr>
<td>Off-site renewable energy (generated off-site or purchased from third party)</td>
<td>MWh</td>
<td>MWh</td>
</tr>
<tr>
<td>On-site renewable energy (generated on-site and exported)</td>
<td>MWh</td>
<td>MWh</td>
</tr>
<tr>
<td>Total renewable energy</td>
<td>calculated</td>
<td>calculated</td>
</tr>
<tr>
<td>Percentage renewable energy</td>
<td>%</td>
<td>%</td>
</tr>
</tbody>
</table>

- No
Q25.4  **Review, verification and assurance of energy data**

Has the entity’s energy consumption data reported above been reviewed by an independent third party?

- Yes
  - Externally checked by ____________
  - Externally verified by ____________
  - Externally assured by ____________

- No
- Not applicable

**GHG Emissions Data**

Q26.0, Q26.1 and Q26.2 are completed per property type

**Q26.0  Does the entity collect GHG emissions data for this property type?**

- Yes
  - Complete Q26.1 - Q26.2 for this property type
- No

**Q26.1  GHG emissions [property type]**

Report absolute GHG emissions and like-for-like emissions in 2014 and 2015. All assets in the portfolio for this property type should be included.

<table>
<thead>
<tr>
<th>A</th>
<th>B</th>
<th>C</th>
<th>D</th>
<th>E</th>
<th>F</th>
<th>G</th>
<th>H</th>
</tr>
</thead>
<tbody>
<tr>
<td>2014 Absolute GHG emissions</td>
<td>2015 Like-for-Like GHG Emissions</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Emissions (tonnes)</td>
<td>Emissions (tonnes)</td>
<td>Data coverage (m²/sq.ft.)</td>
<td>Maximum coverage (m²/sq.ft.)</td>
<td>Floor Area Type</td>
<td>Emissions (tonnes)</td>
<td>Emissions (tonnes)</td>
<td>Like-for-Like Change (%)</td>
</tr>
<tr>
<td>Type</td>
<td>Type</td>
<td>Type</td>
<td>Type</td>
<td>Type</td>
<td>Type</td>
<td>Type</td>
<td>Type</td>
</tr>
</tbody>
</table>

- **Scope 1**
- **Scope 2**
- **Scope 3 (optional)**

<table>
<thead>
<tr>
<th>36</th>
<th>37</th>
<th>38</th>
</tr>
</thead>
<tbody>
<tr>
<td>GHG Offsets purchased</td>
<td>GHG Offsets purchased</td>
<td>GHG Offsets purchased</td>
</tr>
<tr>
<td>Metric tonnes equivalent (tonnes)</td>
<td>Metric tonnes equivalent (tonnes)</td>
<td>Metric tonnes equivalent (tonnes)</td>
</tr>
<tr>
<td>N/A</td>
<td>N/A</td>
<td>N/A</td>
</tr>
</tbody>
</table>

**2014**

- **Metric tonnes equivalent (tonnes)**
- **Metric tonnes equivalent (tonnes)**
- **Metric tonnes equivalent (tonnes)**

**2015**

- **Metric tonnes equivalent (tonnes)**
- **Metric tonnes equivalent (tonnes)**
- **Metric tonnes equivalent (tonnes)**

**Net GHG Emissions after offsets**

- **2014**
- **2015**

Row 39 and 40 will not be scored in 2016

Explain (a) the GHG emissions calculation standard/methodology/protocol, (b) used emission factors, (c) level of uncertainty in data accuracy, (d) exclusions from like-for-like portfolio, and (e) Scope 3 emissions, (f) source and characteristics of GHG emissions offsets (maximum 250 words)

34
Q26.2  GHG intensity rates [property type]  

Does the entity report GHG emissions intensities?

- Yes

Complete the table below

<table>
<thead>
<tr>
<th></th>
<th>2013</th>
<th>2014</th>
<th>2015</th>
</tr>
</thead>
<tbody>
<tr>
<td>A</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>B</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>C</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>D</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Select the elements for which intensities are normalized in your calculations

- Air conditioning and/or natural ventilation
- Building age
- Degree days
- Footfall
- Occupancy rate
- Operational hours
- Weather conditions
- Other _____________
- None of the above

Explain (a) the GHG emissions intensity calculation method, (b) assumptions made in the calculation, and (c) how intensities are used by the entity in its operations (maximum 250 words)

- No

Q26.3  Review, verification and assurance of GHG emissions data  

Has the entity’s GHG emissions data reported above been reviewed by an independent third party?

- Yes

- Externally checked by ________________________
- Externally verified by ________________________
- Externally assured by ________________________

[UPLOAD] supporting evidence OR  

Indicate where the relevant information can be found

- No
- Not applicable
Water Consumption Data
Q27.0, Q27.1, Q27.2 and Q27.3 are completed per property type

**Q27.0  Does the entity collect water consumption data for this property type?  26.0**

- Yes
  
  Complete Q27.1 - Q27.3 for this property type

- No

**Q27.1  Water consumption [property type]  26.1**

Report absolute water consumption and like-for-like consumption in 2014 and 2015. All assets in the whole portfolio for this property type should be included.
To make sure you insert data in the correct section of the table, check the definition of ‘Managed Assets’ and ‘Indirectly Managed Assets’. Only use Whole Building if no breakdown of data is possible between Base Building and Tenant Space. Additionally, if consumption cannot be separated between Common Areas and Shared Services/Central Plant, provide both in Shared Services/Central Plant.

Explain (a) assumptions made in reporting, (b) limitations in the ability to collect data, and (c) exclusions from like-for-like portfolio (maximum 250 words)

---

### Managed Assets

<table>
<thead>
<tr>
<th>Floor Type</th>
<th>Usage (m³)</th>
<th>Usage (m²)</th>
<th>Data coverage (m²/sq.ft.)</th>
<th>Maximum coverage (m²/sq.ft.)</th>
<th>Floor Type</th>
</tr>
</thead>
<tbody>
<tr>
<td>Common Areas</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Shared Services/ Central Plant</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Outdoor/ Exterior areas/ Parking</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>2014</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>2015</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Total water usage Base Building (rows 43-45)</td>
<td>calculated</td>
<td>calculated</td>
<td>N/A</td>
<td>N/A</td>
<td>calculated</td>
</tr>
<tr>
<td>Tenant Space</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Purchased by Landlord</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Purchased by Tenant</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>2014</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>2015</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Total water usage Tenant Areas (rows 47-48)</td>
<td>calculated</td>
<td>calculated</td>
<td>N/A</td>
<td>N/A</td>
<td>calculated</td>
</tr>
<tr>
<td>2014</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>2015</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Whole Building</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Combined consumption: common areas + tenant space</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>2014</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>2015</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Total water usage Whole Building (row 50)</td>
<td>calculated</td>
<td>calculated</td>
<td>N/A</td>
<td>N/A</td>
<td>calculated</td>
</tr>
<tr>
<td>2014</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>2015</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Total water usage Managed Assets (rows 44+49+51)</td>
<td>calculated</td>
<td>calculated</td>
<td>N/A</td>
<td>N/A</td>
<td>calculated</td>
</tr>
</tbody>
</table>

### Indirectly Managed Assets

<table>
<thead>
<tr>
<th>Floor Type</th>
<th>Usage (m³)</th>
<th>Usage (m²)</th>
<th>Data coverage (m²/sq.ft.)</th>
<th>Maximum coverage (m²/sq.ft.)</th>
<th>Floor Type</th>
</tr>
</thead>
<tbody>
<tr>
<td>Tenant space</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Outdoor/Exterior areas/Parking</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>2014</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>2015</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Total water usage Indirectly Managed Assets (rows 53-56)</td>
<td>calculated</td>
<td>calculated</td>
<td>N/A</td>
<td>N/A</td>
<td>calculated</td>
</tr>
<tr>
<td>2014</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>2015</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Total water usage Whole Portfolio (rows 52 + 55)</td>
<td>calculated</td>
<td>calculated</td>
<td>N/A</td>
<td>N/A</td>
<td>calculated</td>
</tr>
</tbody>
</table>

---

Does the entity report the average annual vacancy rate in the like-for-like portfolio for this property type? 2016 R

- Yes
  - 2014: _____%
  - 2015: _____%
- No
Q27.2 Water intensity rates [property type]

Does the entity report water use intensities?

- Yes

Complete the table below

<table>
<thead>
<tr>
<th>A</th>
<th>B</th>
<th>C</th>
<th>D</th>
</tr>
</thead>
<tbody>
<tr>
<td>Water use intensity</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>% of portfolio covered</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Select the elements for which intensities are normalized in your calculations

- Air conditioning and/or natural ventilation
- Footfall
- Weather conditions
- Building age
- Occupancy rate
- Other
- Degree days
- Operational hours
- None of the above

Explain (a) the water use intensity calculation method, (b) assumptions made in the calculation, and (c) how intensities are used by the entity in its operations (maximum 250 words)

- No

Q27.3 Water reuse and recycling [property type]

Does the entity collect reuse, recycling and consumption data?

- Yes

Report absolute water reuse, recycling and on-site capture data

All assets in the whole portfolio for this property type should be included

<table>
<thead>
<tr>
<th>A</th>
<th>B</th>
</tr>
</thead>
<tbody>
<tr>
<td>Absolute measurement</td>
<td></td>
</tr>
<tr>
<td>2014</td>
<td>m³</td>
</tr>
<tr>
<td>2015</td>
<td>m³</td>
</tr>
</tbody>
</table>

| On-site water reuse (greywater, blackwater) | m³ | m³ |
| On-site capture (rainwater, fog, condensate) | m³ | m³ |
| On-site extraction (groundwater) | m³ | m³ |
| Total reused and recycled water | calculated | calculated |
| Percentage reused and recycled water | % | % |

- No
Q27.4 Review, verification and assurance of water data

Has the entity’s water consumption data reported above been reviewed by an independent third party?

- Yes
  - Externally checked by __________________________
  - Externally verified by __________________________
  - Externally assured by __________________________

- No
- Not applicable

UPLOAD supporting evidence

Indicate where the relevant information can be found

Waste Management Data
Q28.0 and Q28.1 are completed per property type

Q28.0 Does the entity collect waste data for this property type?

- Yes
  - Complete Q28.1 for this property type
- No

Q28.1 Waste management [property type]

Report absolute waste data.
All assets in the whole portfolio for this property type should be included.

<table>
<thead>
<tr>
<th>A</th>
<th>B</th>
</tr>
</thead>
<tbody>
<tr>
<td>Absolute measurement</td>
<td>2014 Weight (tonnes)</td>
</tr>
<tr>
<td>Total weight of hazardous waste in metric tonnes</td>
<td></td>
</tr>
<tr>
<td>Total weight of non-hazardous waste in metric tonnes</td>
<td></td>
</tr>
<tr>
<td>% Managed portfolio covered</td>
<td></td>
</tr>
<tr>
<td>Total weight of hazardous waste in metric tonnes</td>
<td></td>
</tr>
<tr>
<td>Total weight of non-hazardous waste in metric tonnes</td>
<td></td>
</tr>
<tr>
<td>% Indirectly Managed portfolio covered</td>
<td></td>
</tr>
</tbody>
</table>

Proportion of waste by disposal route (% of total by weight)

- Landfill
- Incineration
- Diverted (total)
- Diverted - waste to energy (optional)
- Diverted - recycling (optional)
- Diverted - other (optional)
- Other

2014 | 2015

Explain [a] assumptions made in reporting, [b] limitations in the ability to collect data, and [c] exclusions from portfolio (maximum 250 words)
Q28.2  Review, verification and assurance of waste data

Has the entity’s waste management data reported above been reviewed by an independent third party?

- Yes
  - Externally checked by __________________________
  - Externally verified by __________________________
  - Externally assured by __________________________
  - Select standard ▼

- No
- Not applicable

Targets

Q29  Has the entity set long term reduction targets?

- Yes

<table>
<thead>
<tr>
<th>Target type</th>
<th>Long-term target</th>
<th>Baseline year</th>
<th>End year</th>
<th>2015 target</th>
<th>Portfolio coverage</th>
<th>Are these targets communicated externally?</th>
</tr>
</thead>
<tbody>
<tr>
<td>Energy consumption</td>
<td>Type ▼</td>
<td></td>
<td></td>
<td></td>
<td>Select ▼</td>
<td>Y/N</td>
</tr>
<tr>
<td>GHG emissions</td>
<td>Type ▼</td>
<td></td>
<td></td>
<td></td>
<td>Select ▼</td>
<td>Y/N</td>
</tr>
<tr>
<td>Water consumption</td>
<td>Type ▼</td>
<td></td>
<td></td>
<td></td>
<td>Select ▼</td>
<td>Y/N</td>
</tr>
<tr>
<td>Waste diverted from landfill</td>
<td>Type ▼</td>
<td></td>
<td></td>
<td></td>
<td>Select ▼</td>
<td>Y/N</td>
</tr>
<tr>
<td>Other</td>
<td>Type ▼</td>
<td></td>
<td></td>
<td></td>
<td>Select ▼</td>
<td>Y/N</td>
</tr>
</tbody>
</table>

Clarify if and how these targets relate to the objectives reported in Q1 (maximum 250 words) 2016 R

- No

Select the % portfolio covered

- ▼ > 0%, < 25%
- ≥ 25%, < 50%
- ≥ 50%, < 75%
- ≥ 75%, ≤ 100%

Select target type

- ▼ Absolute
- Like-for-like
- Intensity-based
Green Building Certificates

This section is completed per property type.

Q30.1 Does the entity’s portfolio include standing investments that obtained a green building certificate at the time of design and/or construction? 29.1

- Yes

Specify the certification scheme(s) used and the percentage of the portfolio certified for this property type (multiple answers possible)

<table>
<thead>
<tr>
<th>Scheme name/sub-scheme name</th>
<th>% portfolio covered by floor area</th>
<th>Number of certified assets</th>
</tr>
</thead>
<tbody>
<tr>
<td>Scheme / sub-scheme</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Scheme / sub-scheme</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Scheme / sub-scheme</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Note: A list of provisionally validated certification schemes is provided in Reference Guide. If you select “other”, you will be asked to complete the validation questions for the scheme (see Appendix).

- No

- Not applicable

Q30.2 Does the entity’s portfolio include standing investments that obtained an operational green building certificate? 29.2

- Yes

Specify the certification scheme(s) used and the percentage of the portfolio certified for this property type (multiple answers possible)

<table>
<thead>
<tr>
<th>Scheme name/sub-scheme name</th>
<th>% portfolio covered by floor area baseline year (optional in 2016)</th>
<th>% portfolio covered by floor area 2014 (optional in 2016)</th>
<th>% portfolio covered by floor area 2015</th>
<th>Number of certified assets 2015</th>
</tr>
</thead>
<tbody>
<tr>
<td>Scheme / sub-scheme</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Scheme / sub-scheme</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Scheme / sub-scheme</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Note: A list of provisionally validated certification schemes is provided in the Reference Guide. If you select “other”, you will be asked to complete the validation questions for the scheme (see Appendix).

- No

- Not applicable
Energy Ratings

Q31 Does the entity’s portfolio include standing investments that obtained an energy rating? 30

- Yes

Specify the energy efficiency rating scheme used and the percentage of the portfolio rated for this property type (multiple answers possible)

- EU EPC (Energy Performance Certificate): for ___% of the portfolio based on floor area

<table>
<thead>
<tr>
<th>Country</th>
<th>Coverage (%) (coverage within the country)</th>
<th>Number of rated assets</th>
<th>Floor area weighted score*</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
*full flexibility to describe performance – e.g. levels A-G; colors; numbers

- NABERS Energy: ___% of portfolio covered by floor area, floor area weighted score ___

<table>
<thead>
<tr>
<th>Score</th>
<th>Coverage 2014 (%) (coverage for each score category)</th>
<th>Coverage 2015 (%) (coverage for each score category)</th>
</tr>
</thead>
<tbody>
<tr>
<td>0 - 2.5 stars</td>
<td></td>
<td></td>
</tr>
<tr>
<td>3 - 3.5 stars</td>
<td></td>
<td></td>
</tr>
<tr>
<td>4 - 4.5 stars</td>
<td></td>
<td></td>
</tr>
<tr>
<td>5 - 6 stars</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

- ENERGY STAR

<table>
<thead>
<tr>
<th>Year</th>
<th>% portfolio covered*</th>
<th>Floor area weighted score</th>
</tr>
</thead>
<tbody>
<tr>
<td>2014</td>
<td></td>
<td></td>
</tr>
<tr>
<td>2015</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

- Government energy efficiency benchmarking: ___% of portfolio by floor area, floor area weighted score: ___

<table>
<thead>
<tr>
<th>Country</th>
<th>Coverage (%) (coverage within the country)</th>
<th>Number of rated assets</th>
<th>Floor area weighted score*</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
*full flexibility to describe performance
**Other (specify) _______________**: ____% of portfolio covered by floor area

<table>
<thead>
<tr>
<th>Country</th>
<th>Coverage (%) (coverage within the country)</th>
<th>Number of rated assets</th>
<th>Floor area weighted score*</th>
</tr>
</thead>
<tbody>
<tr>
<td>Country</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Country</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Country</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

*full flexibility to describe performance

- No
- Not applicable
Employees

Q32 Does the organization have systems and procedures in place to facilitate effective implementation of the employee policy/policies in Q11?

- Yes
  Select all applicable options (multiple answers possible)
  - Annual performance and career review
  - Anonymous web forum/hotlines
  - Availability of a compliance officer
  - Regular updates/training
  - Other __________________
  [UPLOAD supporting evidence OR Indicate where the relevant information can be found]
  Document name AND Publication date ________________________________

- No

Q33 Do the employees responsible for the entity receive regular training?

- Yes
  - Percentage of employees who received professional training in 2015 _____%
  - Percentage of employees who received sustainability-specific training in 2015 _____%

  Sustainability-specific training focuses on the following elements (multiple answers possible)

<table>
<thead>
<tr>
<th>Training topics on environmental issues</th>
<th>Training on social issues</th>
</tr>
</thead>
<tbody>
<tr>
<td>Contamination</td>
<td>Community health, safety and well-being</td>
</tr>
<tr>
<td>Greenhouse gas emissions</td>
<td>Community social and economic impacts</td>
</tr>
<tr>
<td>Energy</td>
<td>Customer/tenant health, safety and well-being</td>
</tr>
<tr>
<td>Natural hazards</td>
<td>Supply chain health, safety and well-being</td>
</tr>
<tr>
<td>Regulatory standards</td>
<td>Workplace health, safety and well-being</td>
</tr>
<tr>
<td>Supply chain environmental impacts</td>
<td>Other ____________________</td>
</tr>
<tr>
<td>Waste</td>
<td></td>
</tr>
<tr>
<td>Water</td>
<td></td>
</tr>
<tr>
<td>Other</td>
<td></td>
</tr>
</tbody>
</table>

- No
Q34.1 Has the organization undertaken an employee satisfaction survey during the last three years?

- Yes

  The survey is undertaken (multiple answers possible)
  - Internally
    - Percentage of employees covered _____%
    - Survey response rate _____%
  - By an independent third party
    - Percentage of employees covered _____%
    - Name of the organization ____________________
    - Survey response rate _____%

  Upload supporting evidence OR Indicate where the relevant information can be found

- No

Q34.2 Does the organization have a program in place to improve its employee satisfaction based on the outcomes of the survey referred to in Q34.1?

- Yes

  Select all applicable options (multiple answers possible)
  - Development of action plan
  - Feedback sessions with Senior Management Team
  - Feedback sessions with separate teams/departments
  - Focus groups
  - Other ____________________

- No

- Not applicable

Q35.1 Has the organization undertaken employee health and safety checks during the last three years?

- Yes

  Select all applicable options (multiple answers possible)
  - Employee surveys on health and well-being _____% of employees
  - Physical and/or mental health checks _____% of employees
  - Work station and/or workplace checks _____% of employees
  - Other ____________________ _____% of employees

- No

- Not applicable
Q35.2  Does the organization monitor employee health and safety indicators? 35.2

- Yes
  Select all applicable options (multiple answers possible)
  - Absentee rate
  - Lost day rate
  - Other metrics

Explain the employee occupational health and safety indicators calculation method (maximum 250 words)

- No

Tenants/Occupiers

Q36  Does the entity have a tenant engagement program in place that includes sustainability-specific issues? 36

- Yes
  Select all issues included (multiple answers possible)
  - Building/asset communication
  - Provide tenants with feedback on energy/water consumption and waste
  - Social media/online platform
  - Tenant engagement meetings
  - Tenant events focused on increasing sustainability awareness
  - Tenant sustainability guide
  - Tenant sustainability training
  - Other

Select the % portfolio covered

- > 0%, < 25%  ≥ 50%, < 75%
- ≥ 25%, < 50%  ≥ 75%, ≤ 100%
Q37.1 Has the entity undertaken tenant satisfaction surveys during the last three years?

- **Yes**
  - The survey is undertaken (multiple answers possible)
    - Internally
      - Percentage of tenants covered ______%
      - Survey response rate ______%
    - By an independent third party
      - Percentage of tenants covered ______%
      - Name of the organization ______________________
      - Survey response rate ______%
  
  ![UPLOAD supporting evidence OR](Indicate where the relevant information can be found)

  - Document name AND ________________________________
  - Publication date ________________________________

- **No**
- **Not applicable**

Q37.2 Does the entity have a program in place to improve tenant satisfaction based on the outcomes of the survey referred to in Q37.1?

- **Yes**
  - Select all applicable options (multiple answers possible)
    - Development of an asset-specific action plan
    - Feedback sessions with asset/property managers
    - Feedback sessions with individual tenants
    - Other ______________________

  Describe the tenant satisfaction improvement program (maximum 250 words)
  
  __________________________________________________

- **No**
- **Not applicable**
Q38  Does the entity have a fit-out and refurbishment program in place for tenants that includes sustainability-specific issues?

- Yes
  
  Select all topics included (multiple answers possible)
  
  - Fit-out and refurbishment assistance for meeting the minimum fit-out standards
  - Tenant fit-out guides
  - Minimum fit-out standards are prescribed
  - Procurement assistance for tenants
  - Other

- No

- Not applicable

Select the % portfolio covered

- > 0%, < 25%
- ≥ 25%, < 50%
- ≥ 50%, < 75%
- ≥ 75%, ≤ 100%

Q39.1  Does the entity include sustainability-specific requirements in its standard lease contracts?

- Yes
  
  Select all topics included (multiple answers possible)
  
  - Access to the premises to monitor compliance with best practice lease clauses
  - Ability for the landlord to prioritize sustainability requirements over minimizing costs of improvement and adjustments
  - Cooperation on procurement of sustainable goods and services
  - Cost-recovery clause for energy-efficiency-related capital improvements
  - Energy efficiency and/or environmentally responsible specifications for tenant works
  - Information sharing relevant to support green building certificates
  - Legal obligations regarding the correctness of landlord/tenant information required for mandatory energy rating schemes
  - Obligations to do nothing to adversely affect the environmental performance of the building
  - Operational performance standards for the building
  - Shared consumption targets/goals in place
  - Sharing of utility data
  - Other
  
  Upload supporting evidence OR Indicate where the relevant information can be found

- No

- Not applicable
Q39.2 Does the entity monitor compliance with the sustainability-specific requirements in its lease contracts?

- Yes
- No
- Not applicable

Describe the process (maximum 250 words)

Supply Chain

Q40 Does the organization include sustainability-specific requirements in its procurement process applicable at the entity level?

- Yes
  - Select the parties to whom the requirements apply (multiple answers possible)
    - External contractors
    - External property/asset managers
    - External service providers
    - External suppliers
    - Other
  
  Select all topics included (multiple answers possible)
    - Business ethics
    - Environmental process standards
    - Environmental product standards
    - Human rights
    - Human health-based product standards
    - Occupational health and safety
    - Sustainability-specific requirements for sub-contractors
    - Other

  UPLOAD supporting evidence OR Indicate where the relevant information can be found

  Document name AND Publication date

- No
- Not applicable
Q41.1 Does the organization monitor external property/asset managers’ compliance with the sustainability-specific requirements in place for this entity?

☐ Yes

Select all methods used (multiple answers possible)

☐ Checks performed by independent third party. Name of the organization ________________

☐ Property/asset manager sustainability training

☐ Property/asset manager self-assessments

☐ Regular meetings and/or checks performed by the organization’s employees

☐ Require external property/asset managers’ alignment with a professional standard ________________

☐ Other ________________

☐ No

☐ No, all property/asset management is undertaken internally

Q41.2 Does the organization monitor other direct external suppliers’ and/or service providers’ compliance with the sustainability-specific requirements in place for this entity?

☐ Yes

Select all methods used (multiple answers possible)

☐ Checks performed by independent third party. Name of the organization ________________

☐ Regular meetings and/or checks performed by the organization’s employees

☐ Regular meetings and/or checks performed by external property/asset managers

☐ Require supplier/service providers’ alignment with a professional standard ________________

☐ Supplier/service provider sustainability training

☐ Supplier/service provider self-assessments

☐ Other ________________

☐ No

☐ Not applicable
Community

Q42.1 Does the entity have a community engagement program in place that includes sustainability-specific issues?

- Yes
  Select all topics included (multiple answers possible)
  - Effective communication and process to address community concerns
  - Enhancement programs for public spaces
  - Employment creation in local communities
  - Health and wellbeing program
  - Research and network activities
  - Resilience, including assistance or support in case of disaster
  - Supporting charities and community groups
  - Sustainability education program
  - Sustainability enhancement programs for public spaces
  - Other ________________

Describe the community engagement program and the monitoring process (maximum 250 words)

- No

Q42.2 Does the entity monitor its impact on the community?

- Yes
  Select the areas of impact that are monitored (multiple answers possible)
  - Housing affordability
  - Impact on crime levels
  - Livability score
  - Local income generated
  - Local resident’s well-being
  - Walkability score
  - Other ________________

- No
- Not Applicable
Sustainability Requirements

2015 Question NC1 Does the entity have a sustainability strategy in place for new construction and major renovation projects?

- Yes

Elements addressed in the strategy (multiple answers possible)

- Biodiversity and habitat
- Climate/climate change adaptation
- Energy consumption/management
- Environmental attributes of building materials
- GHG emissions/management
- Human health, safety and well-being
- Location and transportation
- Resilience
- Supply chain
- Water consumption/management
- Waste management
- Other

Communication of the strategy

- Publicly available
  - Online - hyperlink
  - Offline - separate document

  **Indicate where the relevant information can be found**

  **UPLOAD** supporting evidence

  Communicate the strategy (maximum 250 words)

- Not publicly available

  **Indicate where the relevant information can be found**

  **UPLOAD** supporting evidence

  Communicate the strategy (maximum 250 words)

- No
NC2 Does the entity have sustainable site selection criteria in place for new construction and major renovation projects?

- Yes

Select all criteria included (multiple answers possible)
- Connect to multi-modal transit networks
- Locate projects within existing developed areas
- Protect, restore, and conserve aquatic ecosystems
- Protect, restore, and conserve farmland
- Protect, restore, and conserve floodplain functions
- Protect, restore, and conserve habitats for threatened and endangered species
- Redevelop brownfield sites
- Other ________________

The entity's sustainable site selection criteria are aligned with
- Third-party guidelines, specify ________________
- Third-party rating system[s], specify scheme[s]/sub-scheme[s] ________________
- Other ________________
- Not aligned

The entity's sustainable site selection criteria are required to
- Meet local requirements
- Meet above-code standards for some projects. Describe the standards (maximum 150 words)
- Meet above-code standards for all projects. Describe the standards (maximum 150 words)
- Meet national or global leadership standards for some projects. Describe the standards (maximum 150 words)
- Meet national or global leadership standards for all projects. Describe the standards (maximum 150 words)

**UPLOAD** supporting evidence OR Indicate where the relevant information can be found

Document name AND _______________________________________________________________________
Publication date _______________________________________________________________________

- No
- Not applicable
NC3 Does the entity have sustainable site design/development requirements for new construction and major renovation projects?

- Yes
  Select all applicable options (multiple answers possible)
  - Manage waste by diverting construction and demolition materials from disposal
  - Manage waste by diverting reusable vegetation, rocks, and soil from disposal
  - Protect air quality during construction
  - Protect surface water and aquatic ecosystems by controlling and retaining construction pollutants
  - Protect and restore habitat and soils disturbed during construction and/or during previous development
  - Other ___________

The entity’s sustainable site design/development criteria are aligned with

- Third-party guidelines, specify ___________
- Third-party rating system[s], specify scheme[s]/sub-scheme[s] ___________
- Other ___________
- Not aligned

The entity’s sustainable site design/development criteria are required to

- Meet local requirements
- Meet above-code standards for some projects. Describe the standards (maximum 150 words)
- Meet above-code standards for all projects. Describe the standards (maximum 150 words)
- Meet national or global leadership standards for some projects. Describe the standards (maximum 150 words)
- Meet national or global leadership standards for all projects. Describe the standards (maximum 150 words)

[UPLOAD supporting evidence] Indicate where the relevant information can be found

- No
Materials and Certifications

NC4 Does the entity require that the environmental and health attributes of building materials be considered for new construction and major renovation projects?

- Yes

Select all issues addressed (multiple answers possible)

- Formal adoption of a policy regarding health attributes and performance of building materials.
- Formal adoption of a policy regarding the environmental attributes and performance of buildings materials.
- Requirement for information (disclosure) about building product environmental and health attributes, including requirements for (multiple answers possible)
  - Health and environmental information
  - Environmental Product Declarations
  - Health Product Declarations
  - Other types of health and environmental information ____________

Building product specification, including (multiple answers possible)

- Preferential specification and purchasing of materials that disclose environmental impacts
- Preferential specification and purchasing of materials that disclose potential health hazards
- “Red list” of prohibited materials or ingredients that should not be used on the basis of their human and/or environmental impacts
- Specification of locally extracted or recovered materials
- Specification and purchasing of rapidly renewable materials, low embodied carbon materials, and recycled content materials
- Specification and purchasing materials that can easily be recycled
- Specification and purchasing of third-party certified wood-based materials and products
  - Types of third-party certification used: ____________
  - Specification and purchasing of low-emitting materials
  - Other ____________

Compliance with specifications

Describe practices and processes to ensure consistency and compliance with specification requirements and preferences (maximum 250 words)

_________________________________________________________________________________

UPLOAD supporting evidence

Indicate where the relevant information can be found

- No

- Not applicable
NC5.1 Does the entity use green building standards? new

Yes

Select all applicable options (multiple answers possible)

- The entity requires projects to align with requirements of a third-party green building rating system but does not require certification

  **Select % portfolio covered**

  - > 0%, < 25%
  - ≥ 25%, < 50%
  - ≥ 50%, < 75%
  - ≥ 75%, ≤ 100%

  Green building rating systems: include all that apply ___________

- The entity requires projects to achieve certification with a green building rating system

  **Select % portfolio covered**

  - > 0%, < 25%
  - ≥ 25%, < 50%
  - ≥ 50%, < 75%
  - ≥ 75%, ≤ 100%

  Green building rating systems: include all that apply ___________

- The entity requires projects to achieve a specific level of certification

  **Select % portfolio covered**

  - > 0%, < 25%
  - ≥ 25%, < 50%
  - ≥ 50%, < 75%
  - ≥ 75%, ≤ 100%

  Level of certification: include all applicable rating systems ___________

  Levels adopted as a standard by the entity ___________

- No
- Not applicable
NC5.2 Does the entity’s projects include new construction and major renovation projects that obtained a green building certificate?

- Yes
  
  Specify the certification scheme(s) used and the percentage of the portfolio certified (multiple answers possible)

  Projects in progress at the end of reporting period

<table>
<thead>
<tr>
<th>Scheme name/sub-scheme name</th>
<th>Level of certification</th>
<th>% portfolio covered by floor area</th>
<th>Number of certified projects</th>
</tr>
</thead>
<tbody>
<tr>
<td>Scheme</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Scheme</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Scheme</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

  Projects completed during the reporting period

<table>
<thead>
<tr>
<th>Scheme name/sub-scheme name</th>
<th>Level of certification</th>
<th>% portfolio covered by floor area</th>
<th>Number of certified projects</th>
</tr>
</thead>
<tbody>
<tr>
<td>Scheme</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Scheme</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Scheme</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

  Note: A list of certification schemes will be provided in the Reference Guide. If you select "other", then you will be asked for additional information about the scheme (see Appendix).

- No

- Not applicable
**Energy Efficiency**

**NC6** Does the entity have minimum energy efficiency requirements for new construction and major renovation projects?  

- **Yes**
  - Requirements for planning and design include
    - Integrative design process
    - Requirement to exceed relevant energy codes or standards
    - Other ________________
  - Common energy efficiency measures include (multiple answers possible)
    - Air conditioning
    - Commissioning
    - Energy modeling
    - Lighting
    - Occupant controls
    - Space heating
    - Ventilation
    - Water heating
    - Other ________________
  - Operational energy efficiency monitoring (multiple answers possible)
    - Energy use analytics
    - Post-construction energy monitoring for on average ______ years
    - Sub-meter
    - Other ________________

The entity’s energy efficiency measures are required to  

- Meet local requirements  
- Meet above-code standards for some projects. Describe the standards (maximum 150 words)
- Meet above-code standards for all projects. Describe the standards (maximum 150 words)
- Meet national or global leadership standards for some projects. Describe the standards (maximum 150 words)
- Meet national or global leadership standards for all projects. Describe the standards (maximum 150 words)

**NC7**

- **No**
NC7.1 Does the entity incorporate on-site renewable energy in the design of new construction and major renovation projects?

- Yes
  Projects designed to generate on-site renewable energy (multiple answers possible)
  - Biofuels
  - Geothermal
  - Hydro
  - Solar/photovoltaic
  - Wind
  - Other

  Average design target for the fraction of total energy demand met with on-site renewable energy ______%  

  [UPLOAD] supporting evidence

- No
- Not applicable

NC8.1

NC7.2 Are the entity’s new construction and major renovation projects designed to meet net-zero energy codes and/or standards?

- Yes
  Applicable net-zero standard:
  - Description of the entity’s definition of “net-zero energy” (max 150 words)  
  - Description of the applicable reference code of standard (max 150 words)  
  - Other

  Percentage of projects covered ______%

  [UPLOAD] supporting evidence

- No
Water Conservation and Waste Management

NC8  Does the entity promote water conservation in its new construction and major renovation projects?

- Yes

The entity promotes water conservation through (multiple answers possible)

- Requirements for planning and design include (multiple answers possible)
  - Development and implementation of a commissioning plan
  - Integrative design for water conservation
  - Requirements for indoor water efficiency
  - Requirements for outdoor water efficiency
  - Requirements for process water efficiency
  - Requirements for water supply
  - Other __________

- Common water efficiency measures include (multiple answers possible)
  - Commissioning of water systems
  - Drip/smart irrigation
  - Drought tolerant/low-water landscaping
  - High-efficiency/dry fixtures
  - Leak detection system
  - Occupant sensors
  - On-site wastewater treatment
  - Re-use of stormwater and grey water for non-potable applications
  - Other __________

- Operational water efficiency monitoring (multiple answers possible)
  - Post-construction water monitoring for on average _______ years
  - Sub-meter
  - Water use analytics
  - Other __________
The entity’s water efficiency measures are required to

- Meet local requirements
- Meet above-code standards for some projects. Describe the standards (maximum 150 words)
- Meet above-code standards for all projects. Describe the standards (maximum 150 words)
- Meet national or global leadership standards for some projects. Describe the standards (maximum 150 words)
- Meet national or global leadership standards for all projects. Describe the standards (maximum 150 words)

**UPLOAD** supporting evidence

- No
- Not applicable

**NC9** Does the entity promote efficient on-site solid waste management during the construction phase of its new construction and major renovation projects?

- Yes

  The entity promotes efficient solid waste management through (multiple answers possible)
  
  - Management and construction practices (multiple answers possible)
    - Construction waste signage
    - Education of employees/contractors on waste management
    - Incentives for contractors for recovering, reusing and recycling building materials
    - Targets for waste stream recovery, reuse and recycling
    - Waste management plans
    - Waste separation facilities
    - Other ________________
  
  - On-site waste monitoring (multiple answers possible)
    - Hazardous waste monitoring
    - Non-hazardous waste monitoring
    - Other ________________
The entity’s solid waste management approach is required to meet local requirements. Describe the standards (maximum 150 words)

Meet above-code standards for some projects. Describe the standards (maximum 150 words)

Meet above-code standards for all projects. Describe the standards (maximum 150 words)

Meet national or global leadership standards for some projects. Describe the standards (maximum 150 words)

Meet national or global leadership standards for all projects. Describe the standards (maximum 150 words)

Supply Chain

NC10.1 Does the entity have environmental and social requirements in place for its contractors?

Yes

Select all topics included (multiple answers possible)

- Business ethics
- Community engagement
- Environmental process standards
- Environmental product standards
- Fundamental human rights
- Human health-based product standards
- On-site health and safety
- Sustainability-specific requirements for sub-contractors
- Other

Percentage of projects covered ____%

No
NC10.2 Does the organization monitor its contractors’ compliance with its sustainability-specific requirements in place for this entity?

- Yes

Select all applicable options (multiple answers possible)

- Contractors provide update reports on environmental and social aspects during construction
- External audits by third party. Percentage of projects audited during the reporting period ______% by ____________________
- Internal audits. Percentage of projects audited during the reporting period ______%
- Weekly/monthly (on-site) meetings and/or ad hoc site visits. Percentage of projects visited during the reporting period ______%
- Other ____________________

- No

- Not Applicable

Health, Safety and Well-being

NC11 Does the entity promote occupant health and well-being in its new construction and major renovation projects?

- Yes

The entity addresses health and well-being in the design of its product through (multiple answers possible):

- Requirements for planning and design, including (multiple answers possible)
  - Health Impact Assessment
  - Integrated planning process
  - Other planning process ____________________

- Common occupant health and well-being measures, including (multiple answers possible)
  - Access to spaces for active and passive recreation
  - Active design features
  - Commissioning
  - Daylight
  - Indoor air quality monitoring
  - Indoor air quality source control
  - Natural ventilation
  - Occupant controls
  - Provisions for active transport
  - Other ____________________
Provisions to verify health and well-being performance include (multiple answers possible)

- Occupant education
- Post-construction health and well-being monitoring for on average _______ years (e.g., occupant comfort and satisfaction)
- Other ________________

The entity’s occupant health, safety, and well-being measures are required to

- Meet local requirements
- Meet above-code standards for some projects. Describe the standards (maximum 150 words)
- Meet above-code standards for all projects. Describe the standards (maximum 150 words)
- Meet national or global leadership standards for some projects. Describe the standards (maximum 150 words)
- Meet national or global leadership standards for all projects. Describe the standards (maximum 150 words)

[UPLOAD] supporting evidence

[Indicate where the relevant information can be found]

- No
- Not applicable

**NC12.1** Does the entity promote on-site health and safety during the construction phase of its new construction and major renovation projects?

- Yes

The entity promotes on-site health and safety through (multiple answers possible)

- Communicate safety information
- Continuously improve safety performance
- Demonstrate safety leadership
- Entrench safety practices
- Manage safety risks
- Promote design for safety
- Other__________
The entity’s on-site health and safety measures are required to meet local requirements. Describe the standards (maximum 150 words).

Meet above-code standards for some projects. Describe the standards (maximum 150 words).

Meet above-code standards for all projects. Describe the standards (maximum 150 words).

Meet national or global leadership standards for some projects. Describe the standards (maximum 150 words).

Meet national or global leadership standards for all projects. Describe the standards (maximum 150 words).

Does the organization monitor health and safety indicators at construction sites? (Yes/No/Not applicable)

Injury rate ______________________ Explain the injury rate calculation method (maximum 250 words)

Fatalities ________________

Near misses _____________________

No

Does the entity assess the potential socio-economic impact of its new construction and major renovation projects on the community as part of planning and pre-construction?

Yes

Select the areas of impact that are assessed (multiple answers possible)

- Housing affordability
- Impact on crime levels
- Livability score
- Local income generated
- Local residents’ well-being
- Walkability score
- Other _____________________

No
NC 14  Does the entity have a systematic process to monitor the impact of new construction and major renovation projects on the local community during different stages of the project?

- Yes

  The entity’s process includes [multiple answers possible]

  - Analysis and interpretation of monitoring data
  - Development and implementation of a communication plan
  - Development and implementation of a community monitoring plan
  - Development and implementation of a risk mitigation plan
  - Identification of nuisance and/or disruption risks
  - Identification of stakeholders and impacted groups
  - Management practices to ensure accountability for performance goals and issues identified during community monitoring
  - Other__________

  Describe the monitoring process (maximum 250 words)

  ___________________________________________________

  Indicate where the relevant information can be found

- No
Appendix: Green Building Certificates - Validation Questions

THE FOLLOWING QUESTIONS ARE FOR VALIDATION PURPOSES; MANDATORY BUT NOT SCORED

If other, confirm:

A. Certification scheme
   a. Certification scheme name
   b. Certification sub-scheme name
   c. Certification body name

B. Country where certification was granted

C. Is the certification an in-house or external scheme?
   a. In-house certification scheme
   b. External scheme

D. Verification of compliance with scheme requirements is based on:
   a. Third-party document review
   b. Third-party on-site assessment
   c. Both document and on-site assessment performed by a third party
   d. No third-party document review or on-site assessment required

[NB: If you use an in-house scheme, GRESB will ask for an upload to provide additional information on the scheme. If no third-party document review or on-site assessment required, GRESB will ask for an upload to provide specific information on the assessment method]

E. Does the scheme have a public list of certified projects online?
   o Yes
      Provide hyperlink
   o No

F. Is the scheme required by a national or regional government agency?
   o Yes
      Specify name of agency
   o No

G. Is the scheme used by a national or regional government agency?
   o Yes
      Specify name of agency
   o No

H. Does the certification require:
   a. Performance-based design goals for energy efficiency and/or GHG emissions reduction
   b. Operational performance data for energy efficiency and/or GHG emissions reduction
   c. Both design and operational goals and data collection
   d. None

I. Select the topics included in the scheme assessment: [multiple answers possible]
   a. Location (e.g., brownfield redevelopment, density, walkability)
   b. Transportation (e.g., access to public transport)
   c. Site design (including stormwater management, heat island reduction, etc.)
   d. Energy efficiency
   e. Greenhouse gas emissions
   f. Indoor water conservation
g. Outdoor water conservation
h. Waste management (including waste diversion, recycling)
i. Indoor environmental quality
j. Operations/management
k. Materials selection
l. Biodiversity and habitat conservation
m. Public health and wellness
n. Social equity
o. Resilience

J. Use the text box below to provide any additional information about the scheme (maximum 250 words)