2016

GRESB Real Estate Developer Assessment

Reference Guide

April1, 2016

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The 2016 GRESB Real Estate Developer Assessment Reference Guide ("Reference Guide") accompanies the 2016 GRESB Real Estate Developer Assessment and is published both as a standalone document and in the GRESB Portal alongside each Assessment indicator. The Reference Guide reflects the opinions of GRESB and not of our members. The information in the Reference Guide has been provided in good faith and is provided on an "as is" basis. We take reasonable care to check the accuracy and completeness of the Reference Guide prior to its publication. While we do not anticipate major changes, we reserve the right to make modifications to the Reference Guide. We will publicly announce any such modifications.

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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 process, with a clear goal to optimize the risk/return profile of their investments. For more information, visit www.gresb.com.

This Guide accompanies the 2016 GRESB Real Estate Developer Assessment (the "Developer Assessment"). Guidance is included for all Developer Assessment indicators. This Guide provides:

- Technical instructions for each indicator;
- Details about validation, scoring, and documentation requirements.

This Guide should provide all the basic information needed to complete the 2016 Developer Assessment. More information is always available from GRESB, please contact info@gresb.com for assistance.

About the GRESB Developer Assessment

The GRESB Real Estate Assessment for property companies and fund managers focuses on the management of standing investments. GRESB also provides a stand-alone GRESB Developer Assessment, for organizations that focus on development activities. The Developer Assessment evaluates the ESG performance of these organizations, including policies, strategies, and measurable actions related to new construction and major renovation projects.

The following organizations should fill out the GRESB Developer Assessment:

- Organizations that develop projects, or acquire development projects, with the aim to sell the projects at completion. Projects can be developed to a tenant's specification (build to suit), commissioned by an investment manager, or can be developed at risk;
- Organizations that acquire properties exclusively for redevelopment and resale;
- Organizations that manage standing investments as a by-product of their development activities, and for whom the development activities are considered to be the core business.

The outcome of the GRESB Developer Assessment is a Developer Score for a company or fund, which provides institutional investors with quantitative insight into the ESG performance of their real estate investments. The key to analyzing GRESB Scores and data is in peer group comparisons, taking into account country, regional, sectoral and investment type variations in new construction and major renovation activities.

Who can see my data?

The GRESB Developer Assessment results are distributed as follows:

- In the case of non-listed property funds and companies, to the company or fund's investors that are GRESB Investor Members, using GRESB's Data Access Request Tool in the online GRESB Portal;
- In the case of listed real estate companies, to all GRESB Real Estate Investor Members that invest in listed real estate securities.

GRESB offers property companies and funds reporting for the first-time the option not to disclose their first year Developer 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 Developer Assessment. Those first-time participants wishing to participate in the Grace Period must select the option when registering to participate in the Developer Assessment.

Participant tools

The following tools help participants with the submission process:

- **Pre-filling:** As in previous years, property companies and funds that participated in GRESB in 2015 are able to pre-fill selected questions in the 2016 Developer Assessment response;
- **Information-sharing template:** This template is available to participants who are GRESB Members. Participants can use the template to store and share question responses that are identical across multiple participating entities. Members can access the sharing template via the GRESB Portal.
- **Developer Assessment Access Tool:** A participating property company or fund manager can invite colleagues, advisors and consultants to register in the Portal to assist with the submission of data to GRESB.

GRESB Participant Training

The GRESB Training Program offers a high quality and hands-on educational experience, addressing sustainability in real estate portfolios as covered by the GRESB Real Estate Assessment and the Developer Assessment. The training combines the theoretical characteristics of each GRESB topic with its practical applicability, demonstrated through various examples and case studies. The training enables participants to assess their current performance, efficiently prepare their GRESB response, and improve the quality of their submission.

The training program is offered from mid-March to mid-April, to support those involved in the GRESB Real Estate Assessment and Developer Assessment process. It also provides detailed information and instruction on the Assessment scope, process and methodology, including practical insights regarding the submission and the Assessment results, such as the GRESB Scorecard.

The program is delivered via face-to-face group sessions (7 core instruction hours in one session), in select locations across all regions with GRESB participation, including Europe, North America and Asia Pacific. In-house training is available upon request.

Response Check service

A Response Check is a high-level pre-submission check of a participant's Developer Assessment response by the GRESB team. It minimizes the risk of errors that could adversely impact Developer 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. Members who submit the Developer Assessment for multiple entities are entitled to a maximum of three Response Checks as part of their membership benefits.

Timeline & Process

The Developer Assessment opens in the GRESB Portal on April 1, 2016. The submission deadline is July 1 (midnight, Pacific Time), 2016, providing participants a three-month window to complete the Developer Assessment.
GRESB validates and analyzes all participants' Developer Assessment submissions. This process starts upon receipt of the first submission and continues until July 31, 2016. Results are published in September and are distributed as follows:

- **Developer Participants:** Receive a Scorecard free of charge, containing their individual Developer Assessment scores compared to the performance of their peers. On payment of a fee of €2,500 (exclusive of VAT) for non-members, participants are also able to obtain a Benchmark Report containing an in-depth analysis of their ESG performance;
- **Participant Members:** Receive Benchmark Reports for all of their Real Estate and Developer Assessment submissions and have access to the Member section of the GRESB 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 the Member section of the GRESB Portal, which contains additional analysis tools enabling investors to create their own reports based on a selection of their investments.

2016 TIMELINE

INVESTOR MEMBERS

January
Engagement with the GRESB team on the most material topics in the Real Estate Assessment
- Receive engagement package

March: Engagement process continues
- Calls and meetings for a better understanding of the 2016 GRESB Real Estate Assessment and process
- Outreach to investments to request participation in the 2016 Assessment. This is part of the engagement process and continues throughout the Assessment period

May 1
- Second outreach to investments to request participation in the 2016 Assessment
- Monitoring of progress

June 1
- Third outreach to investments to request participation in the 2016 Assessment
- Monitoring of progress

September 7: Assessment results
- Data in GRESB Portal
- Portfolio Analysis tool available
- Engagement with investments regarding the results

September - November: Engagement and training
- Investor & Analyst training
- Collective or individual meetings to discuss Assessment results with the GRESB team

JANUARY
FEBRUARY
MARCH
APRIL
MAY
JUNE
JULY
AUGUST
SEPTEMBER
OCTOBER
NOVEMBER
DECEMBER

GRESB

January - February
- GRESB Portal development
- Final updates to supporting materials
- Start of preparations for 2017 Assessment

March 1: Launch of GRESB Reference Guide and Pre-launch of Developer Assessment

March - May: GRESB Participant Training Program

April 1: Assessment opens
- Companies and funds are invited to participate in the 2016 GRESB Real Estate Assessment at www.gresb.com. After registration, participants receive login details by email
- Upon completion of all the sections in the Assessment, GRESB gives participants the option to request a Response Check (deadline to request a Response Check is June 15)
- Participants are asked to confirm the accuracy of the data before submitting their response

June 15: Validation process starts
Following submission, GRESB checks and analyzes all participants' Assessment submissions. This process continues until early August. We contact participants during this time to clarify any outstanding issues with their submissions

July 1: Assessment closes
All submissions must be received by July 1, 2016 at the latest. Unfortunately, GRESB cannot accept any submissions received after this date

September 7: Assessment results
Participants receive a Scorecard containing their headline results including their overall GRESB Score, their score for each of GRESB's seven sustainability Aspects (plus their score for New Construction & Major Renovations if applicable)

October: Consultation Period starts
Participants provide feedback on Assessment content, products and services

November - December
- Aggregation and analysis of feedback
- Final amendments to the 2017 Assessment
- Start of preparation for the new 2017 Assessment year
- Early release of the 2017 Assessment indicators, in preparation for the official release

Assistance with the Developer Assessment

If you need assistance or have Assessment-related questions you can:
- Use the Frequently Asked Questions (FAQ) in the GRESB Portal.
- Use the "Ask GRESB" button next to each question in the Portal or use the online contact form. We will reply to your email within two working days.
- Contact one of our Partners (see Appendix 7 for more details).

If you need assistance on other topics or wish to contact a member of the GRESB team directly, you can use the online contact form or send an email to info@gresb.com.

Providing feedback

Participants can give feedback during the Assessment process and immediately after submitting their Developer Assessment response, using the evaluation form available in the Portal.

Reporting Scope and Boundaries

Development projects

Development projects may refer to new construction or major renovation projects. These projects should be reported in NC-RC1. New construction includes all activities to obtain or change building or land-use permissions and financing. It includes construction work for the project with the intention of enhancing the property's value. Development of new buildings and additions to existing buildings that affect usable space are treated as new construction. New construction projects refer to buildings that were under construction at any time during the reporting period. Major renovations include alterations that affect more than 50 percent of the total building floor area or cause relocation of more than 50 percent of regular building occupants. Major renovation projects refer to buildings that were under construction at any time during the reporting period.

Operational projects

Participants in the Developer Assessment are considered to have development of new construction and major renovation projects as their core business. However, as a by-product of their development activities, Developer Assessment participants might have operational projects. Because the management of standing investments is not considered to be the key focus of their business, participants are not required to report on their operational projects. If participants both focus on management of standing investments and development of new construction and major renovation projects, they should complete the GRESB Real Estate Assessment, including the New Construction & Major Renovations Aspect.

Additional Reporting Tools

GRESB Insights

Environmental, social and governance (ESG) considerations are now a well-established topic in the global real estate sector. In the dynamic and fast-moving sustainability space, the development and integration of ESG best practices into decision-making varies widely across regions and property sectors. With its global and multi-sector coverage, GRESB is well positioned to document innovation in the real estate sector. Our ambition is therefore to promote and highlight innovative approaches and best practices in the implementation of sustainability.

Property companies and funds reporting to GRESB provide a deep source of knowledge and practical experience, and GRESB has therefore developed a publicly available knowledge-sharing platform— GRESB Insights. This platform documents innovative approaches to the integration of ESG best practices into the management and development of real estate portfolios.

GRESB participants can submit innovation case studies via the Insights section of the public GRESB website, throughout the year and via the GRESB Portal, as part of the GRESB Real Estate Assessment and the Developer Assessment, between April 1 and July 1. Case studies that are submitted as part of the GRESB Assessments will be available in the GRESB Portal (accessible to participants and their investors only) and may be selected for publication on GRESB Insights.

Health & Well-being Module

Health and well-being are rapidly emerging as important topics for the real estate industry. Real estate investors have unique opportunities for value creation that extend beyond building certifications. However, investors, property companies and fund managers currently lack appropriate health-focused indicators and benchmarking tools for use at the portfolio level.

Recognizing this gap, GRESB worked with a diverse set of stakeholders to create a supplemental Module for the 2016 Developer Assessment. The Health & Well-being Module provides 10 new indicators to provide investors and participating companies and funds with new insights into management, policy, implementation, and operational performance.

Participation in the Module

To complete the Health & Well-being Module, GRESB participants must complete both the GRESB Developer Assessment and the Health & Well-being Module. The Module appears as a separate section in the GRESB Real Estate

Portal "Navigation Bar" and is available to participants in the GRESB Portal and to GRESB Developer Assessment.

Once you have completed all the sections of the GRESB Developer Assessment, including the GRESB Health & Well-being Module, you will be able to submit your entire submission. The deadline for submission of the GRESB Health & Well-being Module is the same as the deadline for the submission of the GRESB Assessment – July 1, 2016.

The GRESB Developer Assessment and the GRESB Health & Well-being Module are analyzed separately. Participation in the Health & Well-being Module does not have any impact on the Developer Assessment score.

Leader in the Light Supplement

Over the past four years, The National Association of Real Estate Investments Trusts (NAREIT) has been closely associated with GRESB as one of its partners.

NAREIT encourages its corporate members to complete the annual GRESB Assessment, which, for the past four years, has also been the basis for the annual Leader in the Light Award competition.

The Leader in the Light Awards are presented to REITs in eight property sectors: Diversified; Global, for non-U.S. companies; Health Care; Industrial; Lodging/Resorts; Office; Residential; and Retail. If there are both large and smallcap entries that meet the awards criteria in a given property sector, awards are presented to both the leading large and small cap companies.

To participate in the Leader in the Light Award program, NAREIT members must complete both the GRESB Developer Assessment and the Leader in the Light Supplement to the Assessment. To complete the Leader in the Light Supplement, you need to first confirm that you are a NAREIT corporate member when completing the introductory Entity and Reporting Characteristics section of the GRESB Developer Assessment. The Supplement will then be automatically included in the online Assessment, and will appear in the Assessment "Navigation Bar" as the final section of the GRESB Developer Assessment.

Once you have completed all the sections of the GRESB Developer Assessment, including the Leader in the Light Supplement, you will be able to submit your entire submission and your organization will be automatically included in the Leader in the Light Award competition.

The deadline for submission of the Leader in the Light Supplement is the same as the deadline for submission of the GRESB Developer Assessment – July 1, 2016. GRESB and NAREIT will analyze participants' submissions, i.e., both the GRESB Developer Assessment submissions together with the Leader in the Light Supplement submissions. GRESB's annual Developer Assessment results will be published in September 2016, while the Leader in the Light Award ceremony will take place during NAREIT's fall conference.

Other GRESB Assessments

Real Estate Assessment

The GRESB Real Estate Assessment provides the basis for systematic reporting, objective scoring, and peer benchmarking of ESG management and performance for property companies and funds around the world. The Assessment covers ESG management and policy, as well as implementation and operational performance indicators. The Real Estate Assessment is aligned with international reporting frameworks such as GRI, PRI and DJSI.

The 2016 Real Estate Assessment represents an incremental improvement from the 2015 Assessment, with changes to approximately 20% of indicators. The Real Estate Assessment development keeps pace with global trends in real estate and reflects contributions from GRESB Advisory Board, Benchmark Committees, Industry Working Groups, and GRESB staff.

Contrary to the Developer Assessment, the Real Estate Assessment is aimed at property companies and funds that solely focus on the management of standing investments, or on both management of standing investments and development of new construction and major renovation projects.

Debt Assessment

Given the outsized role that lenders play in providing capital for real estate investment, GRESB has extended its mission to encompass fixed income investors.

The GRESB Debt Assessment is a sustainability engagement, performance assessment and benchmarking tool for many types of real estate lenders. Corporate sustainability awareness is evolving toward ESG integration throughout the organization, including real estate finance units. At the same time, real estate debt has emerged as a new asset class as alternative lenders have multiplied, and GRESB Investor Members have increasingly expressed interest in seeing ESG factors incorporated in their debt investments.

The Debt Assessment results provide an opportunity to identify areas in which ESG performance improvement can be achieved, both in absolute terms and relative to peers. The results provide a toolkit for internal and external stakeholder engagement. Participation communicates commitment to ESG and responsible lending.

In 2016, participation will be open to real estate lenders—private and public, traditional and alternative—including, but not limited to, real estate finance units of banks, insurance companies, pension funds, and sovereign wealth funds, as well as private equity real estate debt funds and mortgage REITs. The Debt Assessment will run parallel to the Real Estate Assessment.

Infrastructure Assessment

GRESB Infrastructure is a unique tool for systematic assessment, objective scoring, and peer benchmarking of the environmental, social, and governance (ESG) performance of infrastructure investments. GRESB Infrastructure is designed to address the need of institutional investors for information about critical aspects of ESG performance through a flexible, globally applicable reporting and benchmarking framework.

GRESB Infrastructure has an initial focus on operating investments, infrastructure assets, companies and funds. At the release, GRESB Infrastructure will have sub-sector performance indicators for:

- Energy generation (including renewables)
- Energy distribution
- Telecommunications
- Transportation
- Water supply and treatment
- Social infrastructure (e.g., convention, aged care, schools, others)

GRESB Infrastructure provides infrastructure investors with actionable information and the tools they need to accurately monitor and manage the sustainability risks of their assets, and to prepare for increasingly rigorous ESG obligations. GRESB Infrastructure provides a consistent framework for investors to collect and compare key environmental, social and governance (ESG) and related performance metrics across their infrastructure assets worldwide. The framework is aligned with international reporting frameworks such as the GRI and PRI. GRESB Infrastructure also ties in to schemes like Envision, ISCA, and BREEAM Infrastructure.

Subscribers to GRESB Infrastructure can use the information provided by GRESB to better understand immediate sustainability risks, to engage with the management of their investments, to take advantage of ESG-related investment opportunities and to report to constituents and other stakeholders.

Language

Your Developer Assessment response must be submitted in English. Official documents uploaded as supporting evidence, do not need to be translated. However, a summary of the content should be provided in English.

Developer Assessment question structure

Every indicator in the 2016 Developer Assessment can be answered with 'yes' or 'no' and in some cases with 'not applicable'. Depending on your response, you will be asked to provide additional information.

Example:

DQ1 **Does the entity have specific sustainability objectives?**

Q2

- ○ Yes

  The objectives relate to (multiple answers possible)

  - ○ General sustainability
  - ○ Environmental
  - ○ 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 (select one)

  - ○ Publicly available

    Online - hyperlink _____

    Offline - separate document

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

    Communicate the objectives (maximum 250 words)

    _____

  - ○ Not publicly available

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

    Communicate the objectives (maximum 250 words)

    _____

- ○ No

Question-specific guidance

The question-specific guidance contains:

- Per Aspect: An overview which summarizes (a) the intent of the Aspect and (b) the content of the section;
- Per question: An overview which indicates (a) the intent of the question, and (b) to which of the two GRESB dimensions (Management & Policy or Implementation & Measurement) it is allocated, (c) the maximum number of points, (d) to which of the E, S or G categories it is allocated, (e) applicable terminology (f) requirements for a well-structured response, (g) scoring elements and (h) any applicable supporting materials, examples or references.

Reporting level

Assessment questions are asked at three levels. Where a participating entity is part of a larger investment management organization or group of companies (the 'Organization'), GRESB directs for some indicators to be answered either:
(a) At 'Organization Level'; or
(b) At 'Organization Level applicable to Entity Level.'

Reporting level	Requirement
Organization Level:	These indicators do not need to relate specifically to the entity for which you are submitting a Developer Assessment response. Instead, if the entity is part of an investment management organization or group of companies, your response may relate to the Organization.
Organization Level applicable to Entity Level:	These indicators require you to respond at entity level but, if the entity is part of a larger organization (as defined above), your response may relate to organization level activities. However, in these circumstances, the organization level activities must apply to the entity.
Entity Level:	These indicators ask for the highest level of detail in your response. Your response should relate specifically to the named entity for which you are submitting a Developer Assessment response.

Each indicator specifies at which level you should respond. As part of the validation process, GRESB may seek confirmation that a question has been answered at the correct reporting level. Where a participating entity is not part of a larger organization, all Assessment responses should be answered at the entity level.

Allocation to E, S and G

GRESB has allocated each question to one of the three sustainability dimensions (E- environmental; S- social; G- governance):

- E – questions related to actions and efficiency measures undertaken in order to monitor and decrease the environmental footprint of the portfolio;
- S – questions related to the entity's relationship with and impact on its stakeholders and direct social impact of its activities;
- G – questions related to the governance of sustainability, policies and procedures, approach to sustainability at entity or organization level.

Open text boxes, organization names and 'Other' answers

Open text boxes

Most open text boxes are scored. GRESB distinguishes between open text boxes:

- Used for reporting purposes only (not scored);
- That provide context for specific Developer Assessment indicators (not scored);
- That are scored and can receive no, partial or full points. In order to receive the maximum number of points for the scored text boxes, the description should include all of the requirements referred to in the guidance for the question.

Each type of text box is clearly marked in the Developer Assessment.

Organization name

This information is used in the data validation process. State the full name of the organization(s). As part of our annual validation of service providers, we may ask you to provide additional information via the GRESB Portal. In addition, we may contact you to obtain more information regarding the organization.

Other answers

Some questions offer the opportunity to provide an alternative answer option ('Other'). Such other answers must be outside of the options listed in the question. It is possible to add multiple other answers, however scores will not be aggregated. All answers are validated as part of the data validation process.

Document uploads and hyperlinks

For some indicators GRESB requires participants to provide additional evidence, using hyperlinks and/or document uploads to assist with the data validation process.

- **Requirement of uploads:** Not all indicators require mandatory document uploads. However, in the absence of an upload, providing the document name AND date of publication is mandatory. If you do not upload the document and instead provide the name/publication date, you may be asked to disclose the document to GRESB as part of the validation process. This process will take time. Therefore, in order to deal with validation of your submission as efficiently as possible, we ask that you provide a document upload where possible. An open textbox is available next to each uploaded document and can be used to provide additional context for the document provided.
- **Permitted number of uploads:** You may upload more than one document, but you may upload just one file per question. Uploads do not have a maximum allowed number of pages. If the information you want to provide is in more than one document, you can either merge them using www.pdfmerge.com or create a zip file. If the information you want to provide is part of a larger document that you do not want to disclose in its entirety, you can extract the relevant parts using www.splitpdf.com or you can refer to specific pages in the upload using the separate open textbox available next to each uploaded document.
- **Location of relevant information:** In order to facilitate the data validation process, you should use the assigned box to indicate where in the document, the relevant information can be found. Additionally, you may add a cover page at the beginning of the document or clearly highlight, encircle, or otherwise identify the specific page number(s) within the upload.
- **Sections of documents:** You may upload sections of larger documents but, if you do so, include in the document upload the name and date of publication of the document from which the extract is taken.
- **Redacted documents:** You may redact documents. However, they must contain enough information to validate your question response. Re-written summaries of documents must be on the organization's letterhead and contain enough information to validate your question response.
- **Data security:** The uploaded documents will only be used by the GRESB team for validation purposes and will not be disclosed to investors.
- **Upload library:** Uploaded documents are stored in a participant's document library, which remains accessible after you submit your response. The library is entity specific and already includes documents that were uploaded in 2015.

Scoring Methodology

The GRESB Developer Assessment is structured into five sustainability Aspects. The weighted combination of scores for each Aspect generates the Developer Score.

This Reference Guide provides detailed insight into the points available for each indicator, and the weighting of Assessment Aspects. The information in this section provides additional context. Points per indicator are decided by GRESB in advance of the Assessment opening for responses. Indicators go through a three-stage review process based on GRESB's rules, principles and guidelines.

Points per indicator

For indicators where you can select one or more option, GRESB awards points cumulatively for each individual option and then aggregates to calculate a final score for the indicator. For many indicators, this final score is capped at a maximum, which means that it is not necessary to select all answer options. This scoring mechanisms allows for reflecting the diversity among property companies and funds and the variety of their sustainability-oriented activities. Open text boxes (where participants answer through a descriptive text), and indicators for which participants select 'other' answers, are manually validated. Points are awarded for valid responses, based on the quality of the responses.

Weights allocated to each response:

- Maximum weight
- Partial weight
- No weight
- B Based on property type average or performance
- ? Points depend on answer content
- R Not scored, answer used for reporting purposes only

Scoring model

The scoring model is based on an automated system, which uses a technology platform designed for GRESB by a third party that specializes in data analysis software development. The scoring is completed without manual intervention after data validation has been completed.

The sum of the scores for each question adds up to a maximum of 84 points, and the overall Developer Score is then expressed as a percentage – from 0 to 100. The maximum score for each Aspect is a weighted element of the Developer Score.

Developer Assessment Aspect	Weight
Management	14%
Policy & Disclosure	15%
Risks & EMS	10%
Stakeholder Engagement	17%
New Construction & Major Renovations	44%

The Developer Score is divided into two dimensions: Management & Policy (MP) and Implementation & Measurement (IM).

Management & Policy is defined as "the means by which a company or fund deals with or controls its portfolio and its stakeholders and/or a course or principle of action adopted by the company or fund." The maximum score for Management & Policy is 52 points – this is 63 percent of the Developer Score – and is expressed as a percentage.

Implementation & Measurement is defined as "the process of executing a decision or plan or of putting a decision or plan into effect and/or the action of measuring something related to the portfolio." The maximum score for Implementation & Measurement is 31 points – this is 37 percent of the Developer Score and is expressed as a percentage.

Other information

- Open text boxes – GRESB awards full, partial or no points for open text box responses. Responses are assessed based on compliance with question requirements;
- Document uploads – GRESB uses uploads in the data validation process in two ways: (a) uploads requested to validate the response to the Assessment indicator are either accepted or rejected, and (b) uploads requested as standalone answers to Assessment questions are awarded full, partial or no points;
- Role of validation in scoring – Points are awarded per indicator using the methodology published in this Reference Guide. During the validation process, GRESB checks question responses and allocates a final score for the indicators that take into account whether an answer is accepted in the validation process;
- Indicators with multiple sections – for some indicators, participants must complete multiple data points within a single question. For these indicators participants must complete all sections, as all of these are included in scoring;
- Benchmarked questions - some questions are benchmarked either through:
  - (a) a dynamic benchmark based on relative peer group performance (peer group based on region);
  - (b) a static benchmark using pre-defined intervals – the answer receives points depending on the position relative to four pre-defined interval points;
  - (c) a combination of the previous options.

GRESB Quadrant Model

The scores for Management & Policy (MP) and Implementation & Measurement (IM) are visualized using the GRESB Quadrant Model. Depending on the position on the IM and MP axes, each participant falls within one of the quadrants.

Peer group allocation

Each participant is assigned to a peer group, based on the entity's legal structure (public/private), property type and geographical location. To ensure participant anonymity, GRESB will only create a peer group if there is a minimum of five peers in the group.

Peer group assignments do not affect a company/fund's score, but determine how GRESB puts a Developer Assessment participant's results into context. The peer group composition is determined by a simple set of quantitative rules and provides consistent treatment for all participants.

GRESB assigns participants to a geographic category using a four-tier system: country, sub-region, region and global. The threshold for assigning a geographic category is set at 60% of GAV. The four-tier systems works as follows:

- Country: Based on GAV, 60% or more of the portfolio must be allocated to a single country;
- Sub-region: If a participant does not reach the threshold for assignment to a specific country, where possible, it is instead assigned to a sub-region, meaning that 60% or more of the portfolio must be allocated to that sub-region. For 2016, GRESB's sub-regional categories are: Nordics, Benelux, West Asia, East Asia, or Southeast Asia;
- Region: If a participant does not reach the threshold for assignment to a sub-region, where possible, it is instead assigned to a region, meaning that 60% or more of the portfolio must be allocated to that specific region. For 2016, GRESB's regional categories are Asia, Australia/NZ, Asia Pacific, Europe, or North America;
- Global: If a participant does not reach the threshold for assignment to a region, it is assigned to "globally diversified."

2016 GRESB Data Validation Process

Roadmap to investment grade data

Data validation is an important part of GRESB's annual benchmarking process. The purpose of data validation is to encourage best practices in data collection. It is an important element of GRESB's roadmap to investment grade data. Following receipt of participants' Developer Assessment submissions, prior to analyzing the data, GRESB validates participants' input data. This process continues from the date of the first Developer Assessment submission until July 31, 2016.

This is the third year that GRESB will operate its three-tier validation process. The process has been introduced in phases over a three-year period (2014-2016).

As a result of the phased approach, in 2016:

- Where possible, in the case of Reporting Characteristics, GRESB will give participants the opportunity to correct errors in their submissions if detected during the validation process.
- For other data an invalid answer will receive no points. Validation decisions are communicated in a participant's Assessment results.
- The total number of mandatory document uploads has increased. Document uploads will be validated based on the validity of the document relative to the requirements stated in the guidance for the indicator, including the actual reference to selected answer options.

What data does GRESB Validate?

GRESB validation is a check on (a) the factual accuracy and (b) the logic (e.g. clear, sound reasoning) of GRESB Developer Assessment submissions including:

- Key topics: Checks on Developer Assessment indicators that ask for (a) quantitative information and (b) indicators that are strongly weighted in the scoring methodology (in turn a reflection of their importance to investors and as indicators of sustainability);
- Third-party review topics: Checks on indicators that ask for confirmation of third-party checks of sustainability data e.g. reviews, verification, assurance;
- Umbrella topics: Checks on indicators with broad, overarching relevance to the sustainability of portfolios.

GRESB checks:

1. The existence and content of answers to open text boxes;
2. The additional information provided, e.g. third-party organization names, assurance, audit, certification and verification standards and 'other' answers provided to Assessment questions;
3. Checks on uploaded documents;
4. Automated outlier and consistency checks on numeric data.

Whose data does GRESB validate?

All the data submitted in the benchmark goes through GRESB's data validation process. There are three validation levels:

- **All Participant Checks:** For selected data points GRESB checks all benchmark submissions;
- **Validation Plus:** An additional desktop review of a sub-section of the total Developer Assessment submissions. The review is undertaken by a member of the GRESB team who will review selected data points;
- **Site Visits:** An in-person review for a selection of Developer Assessment participants. The review will take place with a member of the GRESB team and will take a maximum of half a day.

GRESB randomly selects Validation Plus participants using an automatic selection tool that selects participants upon submission via the GRESB Portal. Site Visit participants are automatically selected using a system that analyzes criteria based on the previous year's Developer Assessment data. The system automatically selects participants based on a profile that takes into account the previous year's validation decisions, data anomalies and outliers. In 2016, participants in the Developer Assessment will be included in the overall GRESB Real Estate Validation process.

How does GRESB validate the data and what does it do with the outcomes of the validation process?

GRESB's long-term goal is to continue to improve the quality of both input data and output data. The validation process allows helping property companies and funds improve data integrity in their GRESB reporting. In 2016, the GRESB team will increasingly work with the resources and expertise from GRESB's parent company, the GBCI, both for the development of the Reference Guide as well as the validation process.

1. GRESB commences the validation process on submission of a Developer Assessment response.
2. You will be informed on submission of your Developer Assessment response in the event that you have been selected for Validation Plus or a Site Visit.
3. If you have been selected for Validation Plus or a Site Visit, the GRESB team will contact you with further details of (a) the process and (b) the requirements.

Corrections to invalid data (All Participant Checks, Validation Plus and Site Visits)

Data type	Outcome	Deadline (if applicable)	Publicly communicated?
Reporting Characteristics	Participants will be given the opportunity to correct invalid data by a specified deadline failing which either (a) the data will not be corrected or (b) GRESB will correct the data.	July 31, 2016	No
Other Developer Assessment Aspects	No corrections possible. Answer will receive no points.	Not applicable	No

What is required from Developer Assessment participants in 2016?

1. Ensure that the submission provides all required information including additional information requested in open fields and 'other' answers.
2. Provide complete and accurate information about building certifications and service providers.
3. Carefully check data before submission, consider requesting a Response Check.
4. Submit early and ensure that a knowledgeable individual is available to respond to questions during the validation period.
5. Provide early and often feedback.

Entity and Reporting characteristics

Intent and overview

The information provided in the Entity and Reporting Characteristics section provides the framework for the submission of the GRESB Real Estate Assessment. This section determines the property types included in the Assessment and uses the information as the basis for benchmark-based scoring. The profile of the reporting entity is also used for peer group selection, which is based on property type and country allocation, as well as the nature of ownership and management structure.

The section consists of two parts:

- **Entity characteristics** identify the participant entity, based on characteristics that remain constant across different reporting periods.
- **Reporting characteristics** define the reporting scope of the entity for the current reporting period and determine the structure of the Assessment submission.

Entity Characteristics

EC1

EC1

Entity name _____

Fund manager (organization) name (if applicable) _____

Intent

Identify the participating entity.

Terminology

Entity name: Fund or company name of the investable entity for which the Developer Assessment is submitted.
In case of listed companies, the entity name is the legal name of the organization, also used for identification on the international stock exchanges.
In case of non-listed entities, the entity name identifies the investable portfolio for which the Developer Assessment is submitted.
Fund manager (organization) name: Legal name of the organization that manages the entity (typically applicable for non-listed entities only).

Requirements

Complete all applicable fields.

EC2

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

Intent

Describe the ownership status and characteristics of the participating entity.

Terminology

Listed entity: A company that is publicly listed on a recognized stock exchange.
Non-listed entity: Any participating entity that is not a listed entity.
ISIN: International Securities Identification Number. ISINs are assigned to securities to facilitate unambiguous clearing and settlement procedures. They are composed of a 12-digit alphanumeric code and act to unify different ticker symbols, which can vary by exchange and currency for the same security. In the United States, ISINs are extended versions of 9-character CUSIP codes.
Core: Low risk entities that invest in stabilized, income producing property, which is typically held for 5 – 10 years and have limited acquisition/disposal activity after the fund has been invested. Assets in core funds are characterized by stable income returns with less capital growth. A Core Plus fund invests in similar style assets but adopts a more aggressive management style. Core Plus entities are considered Core for the purposes of the GRESB Assessment.
Value Added: Funds that take on higher risk. The higher risk is borne from assets that often require some refurbishment, active asset management and in some cases development.
Opportunity: High-risk funds, for example involving significant repositioning, developments without pre-letting, acquisition of distressed assets, large portfolio acquisitions, and re-packaging in smaller lot sizes. Opportunity funds generally have shorter holding periods for assets.
Closed end fund: A fund is closed end where:

- A formal limit is placed upon the maximum amount of capital which may be accepted into the entity without existing investors' consent;
- The entity has a finite life;
- There is limited liquidity, but investors wishing to purchase a stake in the entity may buy units from existing investors (once the vehicle is closed); and
- Redemption of units at the investors' choice can otherwise only occur at end of the life of the entity, and / or at interim periods of over 12 months' notice.

First closing: A date specified by the manager on which the vehicle is launched, the initial subscription is completed and the commitment period commences.
Fund or vehicle: Terms used to describe a structure where at least three investors' capital is pooled together and managed as a single entity with a common investment aim. For the purposes of these definitions, these terms can be used interchangeably.
Finite structure: Refers to the temporal structure of the fund. Finite structure refers to funds that have a specific termination date, otherwise known as the funds expiration date.
Infinite structure: Refers to the temporal structure of the fund. An infinite structure refers to funds with no specified termination dates.
Open end fund: A fund in which:

- No formal limit is placed upon the maximum amount of capital that may be invested into the entity;
- Trading takes place either through the entity on an issue/redemption basis or on a matched bargain basis; and
- The issue/redemption of units is subject to conditions as to (among others) price, notice period, number of units and payment period.

Year of commencement: The year in which the reporting entity began investing in the market.

Requirements

Select one of the options, select all applicable sub-options and complete the year of first closing/commencement. Entities reporting to GRESB are expected to represent investable vehicles, and these entities are expected to include all direct real estate assets held by the vehicle (i.e., the whole portfolio).

References

INREV Guidelines, Definitions, 2014

EC3

EC3

The reporting period is:

- ○ Calendar year
- ○ Fiscal year. Specify the starting month _____

Intent	Set the entity's annual reporting period.
Terminology	**Calendar year:** January 1 – December 31 **Fiscal year:** Depending on the jurisdiction the fiscal year can start on April 1, July 1, October 1, etc. (the period used to calculate annual financial statements).
Requirements	Select one of the options.

EC4
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

Intent	Establish whether there is a relationship with GRESB Partners (industry associations). Each entity on this list is a GRESB partner, receiving annual reports that show aggregate GRESB results for their membership. It is important for NAREIT members to select "NAREIT" for enrollment in the Leader in the Light Award Program (see Appendix 6 for more information).
Terminology	See Appendix 1a: Terminology
Requirements	Select one or more of the options. You can answer this question either at entity level or organization level.

Reporting Characteristics

RC1
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 _____

Intent Set the currencies used by the entity.

Requirements State the currency that you used for Assessment indicators that require a monetary value as a response.
Other: State the currency. Other answers must be outside of the options listed in the question.

RC2
RC2

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

_____ (in millions)

Intent GAV is a metric used in GRESB data analysis to identify the size of the portfolio. Describe the size of the entity based on its gross asset value.

Terminology **GAV:** Gross Asset Value.

Requirements Complete the value in millions using the designated field (e.g., a GAV of $ 75,000,000 must be reported as 75). Do not complete the currency, as this has been selected in Question RC1, but make sure the currency used is consistent with Question RC1 above.
The value provided should be the GAV of the investable entity at the end of the reporting period and should include New Construction & Major Renovation projects (if any).
As an alternative to GAV, you can report the Market Capitalization (for listed entities) or the Net Asset Value (NAV), both at the end of the reporting period.

RC3
RC3

Metrics are reported in:

- ○ m^2
- ○ sq.ft.

Intent Metrics are needed to ensure comparability for benchmarking and reporting purposes. Set the reporting units used by the entity.

Requirements Select one of the options.
If you use other metrics (units) for part of your portfolio, you can indicate this in RC 5.1.

RC4
RC4

What is the entity's core business?

- ☐ Development of new construction and major renovation projects (continue with RC-NC1.1)
- ☐ Management of standing investments only (continue with GRESB Real Estate Assessment)
- ☐ Management of standing investments and development of new construction and major renovation projects (continue with GRESB Real Estate Assessment, including the New Construction & Major Renovations Aspect)

Intent

Describe the participant entity's primary business activity during the reporting period.

Terminology

Operating building: A completed building, where the level of occupancy is not relevant for this definition.
Standing Investments: Investments in real estate assets where construction work has been completed and which are owned for the purpose of letting and producing a rental income that is negotiated at arm's length with third parties.
New Construction: Includes all activities to obtain or change building or land-use permissions and financing. Includes construction work for the project with the intention of enhancing the property's value. Development of new buildings and additions to existing buildings that affect usable space can be treated as new constructions and reported in RC-NC1. New Construction projects refer to buildings that were under construction at any time during the reporting period.
Major Renovations: Alterations that affect more than 50 percent of the total building floor area or cause relocation of more than 50 percent of regular building occupants. Major Renovation projects refer to buildings that were under construction at any time during the reporting period.
Real Estate Assessment: Contrary to the Developer Assessment, the Real Estate Assessment is aimed at property companies and funds that solely focus on the management of standing investments, or on both management of standing investments and development of new construction and major renovation projects.

Requirements

If you select:

- Development of new construction and major renovation projects - complete this Developer Assessment. You will receive a Developer Score.
- Management of standing investments only – only complete Aspects 1-7 of the GRESB Real Estate Assessment. You will receive an overall GRESB score.
- Management of standing investments and development of new construction and major renovation projects – complete all questions in Aspects 1-7 of the GRESB Real Estate Assessment, as well as the New Construction
- & Major Renovations Aspect. You will receive both an overall GRESB Score and a separate score for New Construction & Major Renovations.

Who should complete the GRESB Developer Assessment?

- Organizations that develop projects, or acquire development projects, with the aim to sell the projects at completion. Projects can be developed to a tenant's specification (build to suit), commissioned by an investment manager, or can be developed at risk.
- Organizations that acquire properties exclusively for redevelopment and resale.
- Organizations that manage standing investments as a by-product of their development activities, and for whom the development activities are considered to be the core business.

New Construction & Major Renovations

RC-NC1.1
RC-NC1.1

Describe the composition of the entity's new construction projects during the reporting period:

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

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

Intent

Describe the entity's new construction portfolio. This information determines the structure of important elements of the Assessment.

Terminology

New Construction: Includes all activities to obtain or change building or land-use permissions and financing. Includes construction work for the project with the intention of enhancing the property's value. Development of new buildings and additions to existing buildings that affect usable space can be treated as new constructions and reported in RC-NC1. New Construction projects refer to buildings that were under construction at any time during the reporting period.
Retail, High street: Retail buildings located on the high street in a particular area, usually terraced buildings located in the city centre or other high-traffic pedestrian zones.
Retail, Shopping centers: Enclosed centres for retail purposes. Examples can include, but are not limited to: regional malls and shopping malls.
Retail, Warehouse: Refers to buildings in an unenclosed retail space, otherwise known as a strip centre or strip mall, whereby buildings are usually stand-alone and situated side-by-side with their entrance facing a main street or carpark.
Office: Examples can include, but are not limited to: freestanding office, office terrace, unattributed office buildings, and office parks.
Industrial, Distribution warehouses: Industrial buildings used for the purpose of storing, processing, and distribution of goods to wholesalers, retailers, and/or consumers.

Industrial, Manufacturing: Industrial buildings used for the purpose of manufacturing. Otherwise known as a factory or manufacturing plant.
Industrial, Business parks: An industrial business park is an area zoned for the purpose of industrial development, where (light-weight) industrial buildings are grouped together with offices. Examples can include, but are not limited to: industrial estate, trading estate, and enterprise zone.
Residential, Multi-family: Refers to multiple residential dwelling spaces contained within one building, otherwise known as a multi-dwelling unit. This includes low-, mid- and high-rise apartment blocks.
Residential, Family homes: Includes both single-family homes and multi-dwelling units not including apartment blocks. A single-family home is a separate, free-standing residential building. A multi-dwelling family home includes those such as two-flats, duplex, semi-detached, and townhouses.
Synonyms include: Single-family home, single-detached dwelling, detached house, single-family residence, separate house, free-standing house, townhouse, duplex, condo, semi-detached, villa.
Residential, Senior homes: Residential buildings used for the purpose of housing seniors, otherwise known as senior assisted living homes, retirement homes/apartments, retirement villages, old-age homes.
Residential, Student housing: Residential buildings used for the purpose of housing students, otherwise known as student apartments, student houses, student residence, student quarters, and student accommodation.
Hotel: Examples can include, but are not limited to: hotels, motels, youth hostels, lodging, and resorts.
Healthcare: Buildings used for the purpose of primary healthcare. Examples can include, but are not limited to: hospitals, clinics, physical therapy centers and mental health centers.
Medical office: Examples can include, but are not limited to: offices specifically used for the purpose of medical administration, secondary research or other purposes, exclusive of the property types specified for Healthcare.
Leisure: Indoor center used for the purpose of leisure and recreation. Examples can include, but are not limited to: exercise facilities, indoor sports courts, studios, and artificial pitches, swimming centers, and saunas/steam rooms.
Data Centers: Building used for the purpose of data storage, processing, and/or distribution. Examples can include, but are not limited to: telecommunications centers and data storage centers.
Self-storage: Indoor building or warehouse used for the purpose of self-storage for individuals and/or organizations, otherwise known as self-service storage.
Parking (indoors): Enclosed, indoor vehicle parking space, usually made up of numerous levels of which vehicles can be parked. Otherwise known as multi-story car park, parking building, parking garage, stacked car parking, and indoor parking.

Other: State the property type. Other answers must be outside the options listed in the question. They can include, but are not limited to: kindergarten, community halls, and service stations. Only use this option if your investments do not fit in to any of the options given. If you have any questions regarding the allocation of assets to a certain category, please contact GRESB using the "Ask GRESB" button next to question RC-NC1.1 in the Developer Assessment Portal.

If the portfolio includes Land as property type, it should be reported in RC-NC1.

Requirements

You must include the whole floor area for all new construction, regardless of restrictions on management control resulting from (a) the landlord and tenant relationship or (b) the ownership structure of the entity.
Floor area type: Select the type of floor area used across the portfolio. The floor area type selected will not influence the analysis, as long as it is kept consistent throughout the entire Assessment.
GAV: Provide the GAV either according to market value/fair value or based on construction costs. Note: GAV should be reported in millions.

RC-NC1.2
RC-NC1.2

Provide additional context for the reporting boundaries on new construction projects (maximum 250 words) new

Intent

Provide additional context on the entity's reporting boundaries.

Requirements

The floor area reported in RC-NC1 must reflect the total size of the investable entity's new construction projects. It is required to specify and clarify any inconsistencies with the reporting boundary requirements of GRESB in this open text box. In any case the full size of all new construction projects must be reflected in this open text box in case of inconsistencies.
The content of this open text box will be included in the participant's Assessment results, but will not be scored.

RC-NC2.1
RC-NC2.1

Describe the composition of the entity's major renovation projects during the reporting period:

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

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

Intent

Describe the entity's portfolio of major renovation projects. This information determines the structure of important elements of the Assessment.

Terminology

Major Renovations: Alterations that affect more than 50 percent of the total building floor area or cause relocation of more than 50 percent of regular building occupants. Major Renovation projects refer to buildings that were under construction at any time during the reporting period.
Retail, High street: Retail buildings located on the high street in a particular area, usually terraced buildings located in the city centre or other high-traffic pedestrian zones.
Retail, Shopping centers: Enclosed centres for retail purposes, includes regional malls and shopping malls.

Retail, Warehouse: Refers to buildings in an unenclosed retail space, otherwise known as a strip centre or strip mall, whereby buildings are usually stand-alone and situated side-by-side with their entrance facing a main street or carpark.
Office: Examples can include, but are not limited to: freestanding office, office terrace, unattributed office buildings, and office parks.
Industrial, Distribution warehouses: Industrial buildings used for the purpose of storing, processing, and distribution of goods to wholesalers, retailers, and/or consumers.
Industrial, Manufacturing: Industrial buildings used for the purpose of manufacturing. Otherwise known as a factory or manufacturing plant.
Industrial, Business parks: An industrial business park is an area zoned for the purpose of industrial development, where (light-weight) industrial buildings are grouped together with offices. Examples can include, but are not limited to: industrial estate, trading estate, and enterprise zone.
Residential, Multi-family: Refers to multiple residential dwelling spaces contained within one building, otherwise known as a multi-dwelling unit. This includes low-, mid- and high-rise apartment blocks.
Residential, Family homes: Includes both single-family homes and multi-dwelling units not including apartment blocks. A single-family home is a separate, free-standing residential building. A multi-dwelling family home includes those such as two-flats, duplex, semi-detached, and townhouses.
Synonyms include: Single-family home, single-detached dwelling, detached house, single-family residence, separate house, free-standing house, townhouse, duplex, condo, semi-detached, villa.
Residential, Senior homes: Residential buildings used for the purpose of housing seniors, otherwise known as senior assisted living homes, retirement homes/apartments, retirement villages, old-age homes.
Residential, Student housing: Residential buildings used for the purpose of housing students, otherwise known as student apartments, student houses, student residence, student quarters, and student accommodation.
Hotel: Examples can include, but are not limited to: hotels, motels, youth hostels, lodging, and resorts.
Healthcare: Buildings used for the purpose of primary healthcare. Examples can include, but are not limited to: hospitals, clinics, physical therapy centers and mental health centers.
Medical office: Examples can include, but are not limited to: offices specifically used for the purpose of medical administration, secondary research or other purposes, exclusive of the property types specified for Healthcare.

Leisure: Indoor center used for the purpose of leisure and recreation. Examples can include, but are not limited to: exercise facilities, indoor sports courts, studios, and artificial pitches, swimming centers, and saunas/steam rooms.
Data Centers: Building used for the purpose of data storage, processing, and/or distribution. Examples can include, but are not limited to: telecommunications centers and data storage centers.
Self-storage: Indoor building or warehouse used for the purpose of self-storage for individuals and/or organizations, otherwise known as self-service storage.
Parking (indoors): Enclosed, indoor vehicle parking space, usually made up of numerous levels of which vehicles can be parked. Otherwise known as multi-story car park, parking building, parking garage, stacked car parking, and indoor parking.
Other: State the property type. Other answers must be outside the options listed in the question. They can include, but are not limited to: kindergarten, community halls, and service stations. Only use this option if your investments do not fit in to any of the options given. If you have any questions regarding the allocation of assets to a certain category, please contact GRESB using the "Ask GRESB" button next to question RC-NC3.2 in the Developer Assessment Portal.

RC-NC2.2
RC-NC2.2

Provide additional context for the reporting boundaries on major renovation projects (maximum 250 words) new

Intent

Provide additional context on the entity's reporting boundaries.

Terminology

The floor area reported in RC-NC2 must reflect the total size of the investable entity's major renovation projects. It is required to specify and clarify any inconsistencies with the reporting boundary requirements of GRESB in this open text box. In any case the full size of all major renovations projects must be reflected in this open text box in case of inconsistencies.
The content of this open text box will be included in the participant's Assessment results, but will not be scored.

Requirements

You must include the whole floor area for all new construction, regardless of restrictions on management control resulting from (a) the landlord and tenant relationship or (b) the ownership structure of the entity.
Floor area type: Select the type of floor area used across the portfolio. The floor area type selected will not influence the analysis, as long as it is kept consistent throughout the entire Assessment.
GAV: Provide the GAV either according to market value/fair value or based on construction costs. Note: GAV should be reported in millions.

RC-NC3
RC-NC3

Which countries are included in the entity's portfolio of new construction and major renovation projects?

Country	% of GAV
Country	
Country	
Country	

Intent

Describe the location of the entity's assets by country. GRESB scoring uses the information to create country and regional peer groups.

Requirements

Select the countries in which the entity's investments are located, based on fraction of the total GAV or net operating income (NOI). Use the drop down menu.

Intent and overview

This Aspect focuses on how the organization addresses sustainability implementation in the context of its overall business strategy. The purpose of this section is (1) to identify who in the participant organization is responsible for managing sustainability issues and who has the authority for decision-making on sustainability matters; (2) to communicate to a participant's investors how it structures management of sustainability issues and (3) to determine how sustainability is embedded in the organization.

Sustainability Objectives

DQ1
Q1

Does the entity have specific sustainability objectives?

- ○ Yes

The objectives relate to (multiple answers possible)

- ☐ General sustainability
- ☐ Environmental
- ☐ 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 | *Indicate where the relevant information can be found* _____

  Communicate the objectives (maximum 250 words) ?

  _____

- ○ Not publicly available ◒

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

  Communicate the objectives (maximum 250 words) ●

  _____

- ○ No ○

2 points, G, MP

Question aligned with PRI Reporting Framework 2016, Direct Property Supplement, PR 05

Intent

Clear sustainability objectives help participants identify material issues and integrate them into overall day-to-day management. Integrating sustainability into the overall business strategy fosters alignment between management of sustainability issues and the overall strategy of the organization. It also demonstrates commitment to monitoring sustainability objectives and to meeting targets.

Terminology

Environmental objectives: Objectives to improve absolute or relative environmental performance, such as greenhouse gas emissions or water consumption.
General sustainability objectives: Cross-cutting objectives to improve overall ESG performance, such as relative position on sustainability indices or rankings.
Governance objectives: Objectives to improve entity governance, such as increasing transparency or reducing risks from bribery and corruption.
Overall business strategy: The organization's long-term strategy for meeting its objectives.
Social objectives: Objectives to improve absolute or relative performance on social issues, such as stakeholder engagement or health and well-being.
Sustainability objectives: Strategic priorities and key topics for the management of ESG issues.

Requirements

Select yes or no. If you select yes, also select all applicable sub-options.
Hyperlink OR document upload: Provide the hyperlink OR document upload, depending on availability online or offline.
Hyperlink: If you provide a hyperlink, ensure that the relevant page can be accessed within two steps. In order to qualify as valid supporting evidence, the evidence provided must demonstrate the existence of publicly available sustainability objectives relating to each of the criteria selected with more than one paragraph of information.
Document upload: If you provide a document upload, it is mandatory to also indicate where relevant information demonstrating the existence of publicly available sustainability objectives can be found. In order to qualify as valid supporting evidence, the evidence provided must relate to each of the criteria selected. Additionally, you may add a cover page at the beginning of the document or clearly highlight, encircle, or otherwise identify the specific page number(s) within the upload.
Open text box: Supporting evidence in the form of an open text box should fully support the answer selection(s) made above and include all of the following elements:

- Objectives must include specific targets and sustainability priorities, and must identify key sustainability issues relevant to the entity. If applicable, explain how these relate to specific elements of the entity's overall business strategy;
- Objectives should apply to the entity level and should address and describe environmental, social, and/or governance issues or general sustainability issues, matching the selected answer options in the question. The sustainability objectives can relate to quantifiable goals or to strategic developments;
- The objectives have to be time-bound and applicable to the reporting period. Specify whether the objectives are short-term (one to two years), medium-term (three to five years), or long-term (more than five years). The specifications should address each applicable category of sustainability objectives (general sustainability, environmental, social, governance);
- Explain the extent of integration of sustainability objectives with financial objectives, and describe next steps to foster further alignment.

Complete the open text box describing the objectives, regardless of whether they are publicly available or not. Providing a publicly available hyperlink or upload without completing the open text box is not a valid answer.
Reporting period: Your answer must refer to the reporting period identified in EC3.
Reporting level: Answers should be applicable at entity level.

Scoring

Full, partial or no points are awarded to open text box responses. Responses are assessed based on compliance with question requirements. Supporting evidence in the form of a hyperlink or an uploaded document is mandatory. Your answer will not be scored unless the hyperlink or the uploaded document is considered valid.

References

GRI G4, G4-1, Statement from the most senior decision-maker of the organization about the relevance of sustainability to the organization and the organization's strategy for addressing sustainability
PRI Reporting Framework, 2016

DQ2
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

3 points, G, MP

Intent

Identifying staff resources allocated to sustainability management increases the likelihood that sustainability objectives will be properly managed and targets will be met.

Terminology

Dedicated employee(s) for whom sustainability is the core responsibility: The employee(s)' main responsibility is defining, implementing and monitoring the sustainability objectives at organization and/or entity level.
Employee(s) for whom sustainability is among their responsibilities: The implementation and monitoring of sustainability is part of the employee's role, but is not necessarily their main responsibility.

Requirements

Select yes or no. If you select yes, also select all applicable sub-options.
Participants must provide an e-mail address together with the name and job title of the relevant employee. This information will remain confidential and will only be used for data validation purposes.
Name of the organization: Provide the name of the organization. Select the external consultant/manager which is most important as measured by contracting value. You may be asked for additional information about the organization. It is possible to report on multiple organizations; however, you will only be able to provide contact details for only one organization within the question.
Other: State the name of the organization responsible for implementing sustainability objectives. Other answers must be outside the options listed in the question. Answers such as "All employees" are not valid.
Reporting period: Your answer must refer to the reporting period identified in EC3.
Reporting level: Answers should be applicable at entity level.

Scoring

The LinkedIn profiles of the persons responsible for implementing the sustainability objectives are optional fields and do not impact scoring.

Reporting more than one external consultant and/or other answers will not impact scoring. Reported answer options in these fields are validated individually, but scores will not be aggregated.
It is not necessary to select all answer options in order to obtain the maximum score for this question.

Sustainability Decision-Making

DQ3
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
  - ☐ Board of Directors
  - ☐ External consultants
    Name of the organization _____
  - ☐ Fund/portfolio managers
  - ☐ Property managers
  - ☐ Senior Management Team
  - ☐ Other _____

- ○ No

Note: You may be asked for additional information about the organization indicated in the Name of the organization field

2 points, G, MP

Intent

The existence of a taskforce focused on sustainability issues demonstrates a structured approach towards integrating sustainability practices across the organization.

Terminology

Asset manager: A person or group of people responsible for developing and overseeing strategic developments of real estate assets at asset level.
Board of Directors: A group of individuals empowered to carry out certain oversight and strategic management tasks as spelled out in the organization's charter. Boards normally comprise both executive and non-executive directors.
Fund/portfolio manager: Manages a portfolio of properties and the use of investor capital by creating and overseeing the implementation of strategies at asset level, across the entire portfolio.
Senior Management Team: A team of individuals who have the day-to-day responsibility of managing the entity/organization. The Senior Management Team is typically appointed by the Board of Directors and/or the shareholders.
Sustainability taskforce/committee: A group of individuals who meet regularly during the year (at least four times per year) to discuss and monitor the implementation of the organization's sustainability objectives.
Property manager: A person or group of people in charge of overseeing day-to-day operations of real estate assets at asset level.

Requirements

Select yes or no. If you select yes, also select all applicable sub-options. If you select External Consultants, also state the name of the organization.
Name of the organization: Provide the full name of the organization. You may be asked for additional information about the organization. It is possible to report on multiple organizations.
Other: State the type of member of the taskforce. Other answers must be outside the options listed in the question and can include individuals (e.g. ESG Manager, IR Manager, HR representative) or groups of individuals (e.g. Product innovation team). It is possible to report on multiple other answers.
Reporting period: Your answer must refer to the reporting period identified in EC3.
Reporting level: Answers should be applicable at entity level.

Scoring

It is not necessary to select all answer options in order to get the maximum score for this question.
Reporting more than one external consultant and/or other answers will not impact scoring. Reported answer options in these fields are validated individually, but scores will not be aggregated.

References

GRI, G4-34 Governance structure of the organization, including committees of the highest governance body. Identify any committees responsible for decision-making on economic, environmental and social impacts.

DQ4
Q4

Does the entity have a senior decision-maker dedicated to sustainability?

- ○ Yes

  The individual is part of

  - ○ Board of Directors ●
  - ○ Fund/portfolio managers ◒
  - ○ Investment Committee ◒
  - ○ Senior Management Team ●
  - ○ Other _____ ◒

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

- ○ No ○

1 point, G, MP

Intent

This question identifies the connection between those within the organization who are responsible for sustainability and senior management. The presence of senior management dedicated to sustainability increases the likelihood that sustainability objectives will be met.

Terminology

Board of Directors: A group of individuals empowered to carry out certain oversight and strategic management tasks as spelled out in the organization's charter. Boards normally comprise both executive and non-executive directors.
Fund/portfolio managers: Manages a portfolio of properties and the use of investor capital by creating and overseeing the implementation of strategies at asset level, across the entire portfolio.
Investment Committee: Oversees the entity's investment strategy, evaluates investment proposals and maintains the investment policies, subject to the Board's approval.
Most senior decision-maker on sustainability: The most senior individual who holds authority for approving strategic sustainability objectives and steps undertaken to achieve these objectives.
Senior Management Team: A team of individuals who have the day-to-day responsibility of managing the entity/organization. The Senior Management Team is typically appointed by the Board of Directors and/or the shareholders.

Requirements

Select yes or no. If you select yes, also select one sub-option.
Senior decision-maker: The organization's most senior decision-maker on sustainability is expected to be actively involved in the process of defining the sustainability objectives and should approve associated strategic decisions regarding sustainability. This person can be the same person as the person identified in Q2.
Participants must provide an email address together with the name and job title of the relevant employee. The email address and the LinkedIn profile will remain confidential and will only be used for data validation purposes.
Other: State the most senior decision-maker on sustainability issues. Other answers must be outside the options listed in the question. Only include one other answer here.
Reporting period: Your answer must refer to the reporting period identified in EC3.
Reporting level: Answers should be applicable at entity level.

Scoring

It is not possible to select more than one answer option. Answer options differ in weight.
Details of the most senior decision-maker are used for validation purposes. Points will not be awarded if details are not considered valid.

References

CDP, CC1.1
GRI G4-36 Report whether the organization has appointed an executive-level position or positions with responsibility for economic, environmental and social topics, and whether post holders report directly to the highest governance body.

DQ5
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

1 point, G, MP

Intent

This question identifies the way sustainability issues are integrated into communication between the person or persons responsible for day-to-day implementation of sustainability objectives and the most senior decision-maker on sustainability. A formal process to keep the most senior decision-maker informed on the entity's sustainability performance increases accountability and encourages the improvement of sustainability performance over time.

Terminology

Most senior decision-maker on sustainability: The most senior individual who holds authority for approving strategic sustainability objectives and steps undertaken to achieve these objectives.

Requirements

Select yes, no or not applicable. If you select yes, also complete the open text box.
Open text box: Supporting evidence in the form of an open text box should include all of the following elements:

1. Means of communication – Examples can include, but are not limited to: written communication in the form of memos, formal reports, presentations, or meeting minutes;
2. Frequency of reporting – Examples can include, but are not limited to: monthly, quarterly, or annually;
3. Contents of reporting – Examples can include, but are not limited to: (i) an overview of asset performance (quantitative), (ii) actual sustainability performance against objectives, (iii) updates regarding long-term strategic objectives, (iv) updates/ notification regarding regulatory changes, or (v) updates regarding proposed actions to improve the performance of the assets.

Reporting period: Your answer must refer to the reporting period identified in EC3.
Reporting level: Answers should be applicable at entity level.

Scoring

Full, partial or no points are awarded to open text box responses. Responses are assessed based on compliance with indicator requirements.

References

GRI, G4-37 Processes for consultation between stakeholders and the highest governance body on economic, environmental and social topics. If consultation is delegated, describe to whom and any feedback processes to the highest governance body.

DQ6
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

3 points, G, MP

Intent

This question identifies whether and to what extent sustainability issues are specifically addressed in employee performance targets across the organization. It also identifies how the sustainability-related objectives outlined in Q1 are reflected within the organizational structure. Including sustainability factors in annual performance targets for all employees can increase the organization's capacity to achieve improved sustainability performance.

Terminology

Acquisitions team: A team composed of representatives from various internal departments, in charge of selecting, negotiating, administering new contracts.
Annual performance targets: Targets set in annual performance reviews, which are assessments of employee performance.
Asset managers: A person or group of people responsible for developing and overseeing strategic developments of real estate assets at asset level.
Board of Directors: A group of individuals elected by the company's shareholders to oversee the activities of the entity/organization and to make decisions on major issues.
Client services team: A team of individuals who provide client related input and perform client related activities.
Fund/portfolio manager: Manages a portfolio of properties and the use of investor capital by creating and overseeing the implementation of strategies at asset level across the entire portfolio.
Investment Committee: Oversees the entity's investment strategy, evaluates investment proposals and maintains the investment policies, subject to the board's approval.
Property managers: A person or group of people in charge of overseeing day-to-day operations of real estate assets at asset level.
Senior Management Team: A team of individuals who have the day-to-day responsibility of managing the entity/organization. The Senior Management Team is appointed by the board of directors and/or the shareholders.
Sustainability factors: Criteria associated with the entity's sustainability objectives.

Requirements

This question only considers employee performance reviews. Accordingly, if you employ a contractor any review of their performance should not be included when responding to this question.
Other: State the employees. Other answers must be outside the options listed in the question and can include, but are not limited to: Engineering/ Construction team, Product development team, Green team, Head of ESG, and Head of RPI. It is possible to report multiple other answers for transparency purposes.
Reporting period: Your answer must refer to the reporting period identified in EC3.
Reporting level: Answers should be applicable at entity level.

Scoring

It is not necessary to select all answer options in order to obtain the maximum score for this question.
Reporting multiple other answers will not impact scoring. Reported answer options in this field will be validated individually, but scores will not be aggregated.

Sustainability Disclosure

Intent

Institutional investors and other shareholders are primary drivers for greater sustainability reporting and disclosure among real estate companies and funds. Disclosure shows how ESG policies and management practices are being implemented by the entity, and what impact these practices have on the business.
This Aspect focuses on the policies that the organization establishes to manage and communicate ESG issues. The purpose of this section is to (1) describe the organization's ESG policies and (2) understand how the organization communicates its ESG performance.

DQ7.1
Q7.1

Does the organization disclose its sustainability performance?

- ○ Yes (multiple answers possible)

  - ☐ Section in Annual Report

    UPLOAD supporting evidence

    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)

    UPLOAD supporting evidence

    Select the applicable reporting level

    - ○ Entity
    - ○ Investment manager
    - ○ Group

    Aligned with Guideline name

  - ☐ Integrated Report

    UPLOAD supporting evidence

    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 _____

4 points, G, MP

Question aligned with PRI Reporting Framework 2016, Direct Property Supplement, PR 23

Intent

Disclosure of sustainability performance demonstrates an entity's transparency in explaining how sustainability policies and management practices are implemented by the entity and how these practices impact the business. Describe the entity's approach to the disclosure of ESG-related practices and performance.

Terminology

Alignment: To agree and match with a recognized standard (either voluntary or mandatory).
Annual Report: A yearly record of an organization's financial performance that must be distributed to investors under applicable financial reporting regulations.
Dedicated section on corporate website: A section of the organization's website that explicitly addresses ESG performance.

Disclosure: The act of making information or data readily accessible and available to all interested individuals and institutions. Disclosure must be external and cannot be an internal communication within the participant organization.
Entity reporting to investors: A report prepared by the participant for the purpose of informing investors on the (sustainability) performance of the entity. A summary outlining an entity's overall approach to sustainability that does not contain any analysis of performance (as defined below) is insufficient.
Integrated Report: A report that is aligned with the requirements of the International Integrated Reporting Council (IIRC) Integrated Reporting Framework (December 2013).
Reporting Levels:

- **Entity:** related specifically to the named entity, where entity is defined as the investable portfolio for which you are submitting an Assessment response.
- **Investment Manager:** related to the investment management organization or company of which the participating entity forms a part.
- **Group:** related to the group of companies of which the participating entity forms a part.

Standalone sustainability report: A report dedicated to the organization's (and if applicable, entity's) sustainability performance.
Sustainability performance: Indicators of environmental, social, or governance (ESG) management, implementation, or performance.

Requirements

Select yes or no. If you select yes, also select all applicable sub-options. In all cases:

1. Select the applicable reporting level. If the organization reports at multiple levels, you should select the most detailed reporting level;
2. If applicable, select alignment from the dropdown lists to confirm that your method of reporting is aligned with an external standard or guideline. The list is based on leading international best practice guides for sustainability reporting. If reporting is aligned with more than one standard, select the standard with which there is most alignment;
3. Provide document upload. Note that with the exception of the 'Entity Reporting to Investors' option, you are not permitted to only provide the name and date of the document; you MUST provide the document upload. It is mandatory to also indicate where relevant information demonstrating the existence of include confirmation of the alignment (if aligned) can be found. In order to qualify as valid supporting evidence, the evidence provided must relate to each of the criteria selected. Additionally, you may add a cover page at the beginning of the document or clearly highlight, encircle, or otherwise identify the specific page number(s) within the upload.

Integrated report: The document upload provided must contain evidence of alignment with the International Integrated Reporting Council (IIRC) Integrated Reporting Framework (December 2013).
Other: State the method of reporting. Other answers must be outside the options listed in the question. Include just one other answer here.
Reporting period: Your answer must refer to the reporting period identified in EC3.
Reporting level: Answers should be applicable to the organization level.

Scoring

It is not necessary to select all answer options in order to obtain the maximum score for this question.
For each answer, the reporting level and alignment are used for scoring. Supporting evidence in the form of an uploaded document is mandatory for the majority of disclosure methods included in this question. Points are awarded based on the validity of the upload.
Reporting more than one other answer will not impact scoring. Reported answer options in these fields are validated individually, but scores will not be aggregated.

References

ANREV (endorsed INREV Sustainability Reporting Recommendations), 2012
APREA Sustainability Handbook, 2012
EPRA Best Practice Recommendations in Sustainability Reporting, September 2014
GRI Sustainability Reporting Guidelines, 2013
IIRC Integrated Reporting Framework, 2013
INREV Sustainability Reporting Recommendations, 2012
PRI Reporting Framework, 2016

DQ7.2 **Is the organization's sustainability disclosure reviewed by an independent third party?**

Q7.2

- ○ 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 ○

2 points, G, MP

Intent

ESG-related information is essential to the evaluation of investments' performance. Third-party checks on sustainability disclosure help investors assess the reliability, integrity and accuracy of the information disclosed. Describe the entity's use of third-party checks, review, and assurance to ensure the reliability, integrity, and accuracy of ESG reporting.

Terminology

Assured: Assurance applies the same standards and methodologies used for financial data to non-financial data and can only be provided by accredited auditors. It is the process of checking data as well as related data collection and management systems through a systematic, independent and documented process against predefined criteria or standards.
Checked: A third-party review that does not comply with the definition of either Assurance or Verification.

Verified: The process of checking data as well as related data collection and management systems through a systematic, independent and documented process against predefined criteria or standards. Verification is only used for non-financial data, it applies different standards and can be performed by a wide range of accredited professionals.

Requirements

Respond for all methods of reporting selected in DQ7.1. In all cases:
1. State whether the methods of reporting are checked, verified or assured (select one option; the most detailed level of scrutiny to which the reporting was subject);
2. Select the assurance/verification standard (as applicable) from the dropdown menu;
3. State the name of the reviewing/verification/assurance organization.

Other: State the method of reporting. Other answers must be outside the options listed in the question. Include just one other answer here.
Reporting period: Your answer must refer to the reporting period identified in EC3.
Reporting level: Answers should be applicable to the organization level.

Scoring

DQ7.2 is linked to DQ7.1. Your selections of disclosure methods in both questions must match, otherwise your answer in DQ7.2 will not be valid. Scoring depends on the average level of review of the disclosure methods reported in DQ7.1.
The document upload provided in DQ7.1 will also be used to validate this question. Therefore, the upload should also include confirmation of the existence and type of third-party check.

References

GRESB's accepted assurance and verification are aligned with the Carbon Disclosure Project (CDP) accepted verification standards.
GRI, G4-32-c Reference to the External Assurance Report, if the report has been externally assured.

ESG Policies

DQ8
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 ○

3 points, G, MP

Intent

Policies on environmental issues assist organizations with incorporating sustainability criteria into their business practices. Describe the existence and scope of policies that address environmental issues.

Terminology

Biodiversity and habitat: Issues related to wildlife, endangered species, ecosystem services, habitat management, and related topics.
Building safety: Environmental issues with the potential to create or exacerbate risks to human safety, such as structural failure.
Climate/climate change adaptation: Responses to long-term changes in climatic conditions.
Energy consumption/management: Fuel consumption or management of energy from renewable and non-renewable resources.
Environmental attributes of building materials: Life-cycle environmental characteristics of the building materials, such as embodied carbon or water.
GHG emissions/management: The management of greenhouse gas emissions, including the six gases listed in the Kyoto Protocol: carbon dioxide (CO2); methane (CH4); nitrous oxide (N2O); hydrofluorocarbons (HFCs); perfluorocarbons (PFCs); and sulphur hexafluoride (SF6).
Policy: Defines an organizational commitment, direction, or intention as formally adopted by the organization.
Resilience: Ability to continue to function or return to function after disruption from catastrophic events or long-term change.
Waste management: Issues associated with waste generation, reuse, recycling, composting, recovery, incineration, landfill, and storage.
Water consumption/management: Issues associated with water use, conservation, or supply.

Requirements

Select yes or no. If you select yes, also select all applicable sub-options.
Document upload: Provide document upload OR name AND date of publication of the document. If you provide a document upload, it is mandatory to also indicate where we can find the relevant information that demonstrates the existence of the policy/policies in place can be found. The evidence provided must relate to each of the criteria selected, in order to qualify as valid supporting evidence. Additionally, you may add a cover page at the beginning of the document or clearly highlight, encircle, or otherwise identify the specific page number(s) within the upload.
Other: State the environmental issue. Other answers must be outside the options listed in the question.

Scoring

It is not necessary to select all answer options in order to obtain the maximum score for this question. Your answers should refer to the reporting period. Reporting multiple other answers will not impact scoring. Reported answer options in this field are validated individually, but scores will not be aggregated. Points are awarded based on the validity of the upload OR name AND date of publication of the document.

References

The United Nations Framework Convention on Climate Change, 1994
Global Reporting Initiative GRI G4 Sustainability Reporting Guidelines

DQ9
Q9

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

- ○ Yes

  Select all governance 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 _____

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

  Document name AND _____
  Publication date _____

- ○ No

1 point, G, MP

Intent

Policies on governance assist organizations with incorporating the management of governance issues into their business practices. Describe the existence and scope of policies that address governance issues.

This indicator asks whether a participant has a policy in place. DQ12 and DQ13 (Risks & Opportunities) ask the participant to explain how that policy is implemented.

Terminology

Bribery: Offering, giving, receiving or soliciting an item of value to influence the actions of an official or other person in charge of a public or legal duty.
Corruption: Abuse of entrusted power for private gain.
Child labor: Employing children for work that is dangerous, unsuitable, or illegal based on legally established age requirements.
Diversity: Similarities and differences among employees in terms of age, cultural background, physical abilities and disabilities, race, religion, sex, and sexual orientation.
Equal opportunity: The right to be treated without discrimination, including, but not limited to, on the grounds of one's sex, race, or age.
Forced or compulsory labor: All work or service which is exacted from any person under the menace of any penalty and for which the said person has not offered himself voluntarily.
Governance Issues: Governance structure and composition of the organization. This includes how the highest governance body is established and structured in support of the organization's purpose, and how this purpose relates to economic, environmental and social dimensions.
Policy: Defines an organizational commitment, direction, or intention as formally adopted by the organization.

Requirements

Select yes or no. If you select yes, also select all applicable sub-options.
Document upload OR Name and Date: Provide document upload OR name AND date of publication of the document. If you provide a document upload, it is mandatory to also indicate where the relevant information that demonstrates the existence of the policy/policies can be found. The evidence provided must relate to each of the criteria selected, in order to qualify as valid supporting evidence. Additionally, you may add a cover page at the beginning of the document or clearly highlight, encircle, or otherwise identify the specific page number(s) within the upload.

Other: State the governance issue. Other answers must be outside the options listed in the question. It is possible to report multiple other answers.

Scoring

It is not necessary to select all answer options in order to obtain the maximum score for this question. Your answers should refer to the reporting period. Reporting multiple other answers will not impact scoring. Reported answer options in this field are validated individually, but scores will not be aggregated. Points are awarded based on the validity of the upload OR name AND date of publication of the document.

References

GRI G4, G4 Aspect Anti-Corruption DMA-b. See also Aspect-specific Guidance in the Implementation Manual (p. 205) and Sector-specific Guidance for DMA in the Sector Disclosure document for Construction and Real Estate

DQ10
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 ○

2 points, G, MP

Intent

Policies on stakeholder engagement assist organizations with managing relationships with individuals and entities that are relevant to the effective management of the portfolio. Describe groups addressed by the organization's stakeholder engagement policy.

Terminology

Asset manager: A person or group of people responsible for developing and overseeing strategic developments of real estate assets at asset level.
Community: Persons or groups of people living and/or working in any areas that are economically, socially or environmentally impacted (positively or negatively) by the organization's operations.
Consumer: A person or entity that uses services for personal use. For example, in the case of a retail property it is the shopper. In the case of a hotel, it is the hotel guest. The definitions of Consumer and Tenants/occupiers are mutually exclusive.
Employees: Either the entity's employees or the organization's employees whose primary responsibilities include the operation of the entity.
Investors/shareholders: The entity's current investors and/or equity stake owners in the entity.
Property managers: A person or group of people in charge of overseeing day-to-day operations of real estate assets at asset level.
Government/local authorities: The state and/or local authoritative and administrative governing body.
Policy: Defines an organizational commitment, direction, or intention as formally adopted by the organization.
Shareholders: Individuals, groups of individuals or organizations that affect and/or could be affected by an organization's activities, products and services
Stakeholder engagement: Engagement with individuals/entities that have an interest in the entity.
Supply chain: Sequence of activities or parties that provide products or services to the entity.

Tenants/occupiers: Organizations/persons with whom the landlord of the building has a contractual relationship to occupy part or all of the building. In most cases this will be a landlord/tenant relationship documented by a lease. However, it also includes occupiers that occupy on the basis of other types of contractual agreement, for example as a franchisee. The definitions of Consumer and Tenants/occupiers are mutually exclusive.

Requirements

Select yes or no. If you select yes, also select all applicable sub-options.
Document upload: Provide document upload OR name AND date of publication of the document. If you provide a document upload, it is mandatory to also indicate where the relevant information that demonstrates the existence of the policy/policies can be found. The evidence provided must relate to each of the criteria selected, in order to qualify as valid supporting evidence. Additionally, you may add a cover page at the beginning of the document or clearly highlight, encircle, or otherwise identify the specific page number(s) within the upload.

An acceptable policy must include the following elements:
- Purpose: The intent of the stakeholder engagement policy.
- Scope: The breadth of issues and activities included in the stakeholder engagement policy.
- Stakeholders: The applicable stakeholders (matching selected answer options).

Other: State the stakeholder. Other answers must be outside the options listed in the question. It is possible to report multiple other answers.

Scoring

It is not necessary to select all answer options in order to obtain the maximum score for this question. Your answers should refer to the reporting period. Reporting multiple other answers will not impact scoring. Reported answers in this field are validated individually, but scores will not be aggregated. Points are awarded based on the validity of the upload OR name AND date of publication of the document.

References

AA 1000 Stakeholder Engagement Standard (AA1000SES), 2015

DQ11
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

1 point, G, MP

Intent

The existence and content of employee policies assist organizations with the management of employee relationships and with ensuring the stability of the group of individuals responsible for managing the organization and the portfolio. Describe the existence and scope of employee policies for important ESG issues.

Terminology	**Cyber security:** Protection from an assault by a third party via a computer against another computer or computer system, which is intended to compromise the integrity, availability or confidentiality of that computer or computer system. **Diversity:** Similarities and differences among employees in terms of age, cultural background, physical abilities and disabilities, race, religion, sex, and sexual orientation. **Employee policy:** Procedures, working conditions, and behavioral expectations that guide employee actions in the workplace. Employee policies generally also include information about the company, employee compensation and benefits, and additional terms and conditions of employment. **Equal opportunity:** The right to be treated without discrimination, including, but not limited to, on the grounds of one's sex, race, or age. **Health, safety and well-being:** Training, risk assessment, policy development, auditing, compliance activities, accident/incident investigation, ergonomic, and occupational hygiene intended to promote employee health and safety. **Performance and career development:** Training, mentoring, reviews, and other processes intended to understand employee performance and guide career development. **Remuneration:** Basic salary plus additional amounts such as those based on years of service, bonuses including cash and equity such as stocks and shares, benefit payments, overtime, time owed, and any additional allowances (such as transportation, living and childcare allowances).
Requirements	Select yes or no. If you select yes, also select all applicable sub-options. **Document upload OR Name and Date:** Provide document upload OR name AND date of publication of the document. If you provide a document upload, it is mandatory to also indicate where the relevant information that demonstrates the existence of the policy can be found. The evidence provided must relate to each of the criteria selected, in order to qualify as valid supporting evidence. Additionally, you may add a cover page at the beginning of the document or clearly highlight, encircle, or otherwise identify the specific page number(s) within the upload. **Other:** State the employee issue. Other answers must be outside the options listed in the question. It is possible to report multiple other answers.
Scoring	It is not necessary to select all answer options in order to obtain the maximum score for this question. Your answers should refer to the reporting period. Reporting multiple other answers will not impact scoring. Reported answers in this field are validated individually, but scores will not be aggregated. Points are awarded based on the validity of the upload OR name AND date of publication of the document.
References	GRI G4, DMA-b for Employment, Labor/Management Relations, Occupational Health and Safety, Training and Education, Diversity and Equal Opportunity, and Equal Remuneration for Women and Men Aspects.

Intent and overview

This Aspect investigates the steps undertaken by organizations to stay abreast of sustainability risks related to bribery and corruption, climate change, environmental legislation, market risks and other material sustainability risks. This Aspect also describes the processes the entity uses to support ESG implementation via the use of an Environmental Management System (EMS).

Governance

DQ12
Q12

Does the organization have systems and procedures in place to facilitate effective implementation of the governance policy/policies in DQ9?
(refer to DQ9 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
  - ☐ Whistle-blower mechanism ◒
  - ☐ Other _____ ◒

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

  Document name AND _____
  Publication date _____

- ○ No ○
- ○ Not applicable ○

1 point, G, IM

Intent

This indicator examines specific actions taken to limit exposure to governance-related risks.

This indicator is linked to DQ9 in Policy & Disclosure and refers to the implementation of the policy that addresses the entity's risks from exposure to governance issues (as defined in DQ9).

Terminology

Governance risks for employees: Examples can include, but are not limited to: bribery and corruption risks, insider trading, sharing of confidential information.
Investment due diligence process: A systematic process to collect and interpret information about a prospective investment.
Regular follow-ups: Training offered at least once a year to employees, starting from their second year of employment.
Whistle-blower mechanism: A process providing protection for individuals that reveal wrongdoing.

Requirements

Select yes, no or not applicable. If you select yes, also select all applicable sub-options.
Other: State the system or procedure in place. Other answers must be outside of the options listed in the question, for examples: "Adherence to a code of ethics." It is possible to report multiple other answers.

Document upload OR Name and Date: Provide document upload OR name AND date of publication of the document. If you provide a document upload, it is mandatory to indicate where the information can be found that demonstrates:
1. The existence of specific systems and procedures;
2. The specific options included in the organization's operations;
3. Proof of implementation into the organization's operations.

In order to qualify as valid supporting evidence, the evidence provided must relate to each of the criteria selected. Additionally, you may add a cover page at the beginning of the document or clearly highlight, encircle, or otherwise identify the specific page number(s) within the upload. Examples of supporting evidence may include an excerpt from the organization's policy manual, example of formal update sent by the organization's general counsel, or a signed letter of verification from a third party.
Reporting period: Your answer must refer to the reporting period identified in EC3.
Reporting level: Answers should be applicable to the organization level.

Scoring

It is not necessary to select all answer options in order to be designated the maximum score for this question.
Reporting more than one other answer will not impact scoring. Reported answer options in these fields are validated individually, but scores will not be aggregated.
Points are awarded based on the validity of the name and date provided or validity of the upload based on the requirements stated above.

References

GRI, G4 Aspect Anti-Corruption DMA-b. Aspect-specific Guidance in the Implementation Manual (p. 205) and Sector-specific Guidance for DMA in the Sector Disclosure document for Construction and Real Estate
GRI G4, G4-SO4 Communication and training on anti-corruption policies and procedures.

DQ13
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

2 points, G, IM

Intent

Risk assessments generally refer to the identification, prioritization and quantification of processes, systems or situations that may cause harm to the entity. Governance issues are relevant to any sector, including the real estate sector. It is important that organizations monitor the exposure to these risks, as they can negatively impact the entity's reputation and expose the entity to civil and criminal penalties. Describe specific topics covered in governance risk assessments.

DQ9 (Policy & Disclosure) asks whether a participant has a policy in place. DQ12 and DQ13 ask the participant to explain how that policy is implemented.

Terminology

Bribery: The offering, giving, receiving or soliciting an item of value to influence the actions of an official or other person in charge of a public or legal duty.
Corruption: The abuse of entrusted power for private gain.
Child labor: Child labor is work that children should not be doing because they are too young to work, or – if they have reached the minimum age – because it is dangerous or otherwise unsuitable for them.
Diversity: Similarities and differences among employees in terms of age, cultural background, physical abilities and disabilities, race, religion, sex, and sexual orientation.
Equal opportunity: The right to be treated without discrimination, especially on the grounds of one's sex, race, or age.
Forced or compulsory labor: All work or service, which is exacted from any person under the menace of any penalty and for which the said person has not offered himself voluntarily.
Labor-management relationships: Set of principles and procedures, which govern the organization. Defined as 'operating in ways that, at a minimum, meet fundamental responsibilities in the area of human rights, labor, environment and anti-corruption' by the UN Global Compact. They address the needs and interests of employees, as well as those of employers.
Shareholder rights: Assessments of the risk of breaking or working against the entity's shareholder rights. Individuals, groups of individuals or organizations that affect and/or could be affected by an organization's activities, products and services.
Worker rights: Assessments of the risk of breaking or working against the entity's employees' rights, or being in compliance with human rights abuses.

Requirements

Select yes or no. If you select yes, also select all applicable sub-options.
Other: Other answers must be outside of the options listed in the question. It is possible to add multiple other answers for transparency purposes, however scores will not be aggregated.
Open text box: Supporting evidence in the form of an open text box should fully support the answer selection(s) made above and include all of the following elements:

1. Risk exposure – A brief description of the methodology used to identify risks.
2. Level of implementation – Identify the parties included in the assessment. Examples can include, but are not limited to: employees, business partners, suppliers, contractors and sub-contractors and other third parties.
3. Assessment methods employed – Identify the ways in which the exposure level is determined and/or mitigated. Examples can include, but are not limited to: screening processes and random verifications of transactions.
4. Follow-up procedure – Describe the procedure to mitigate identified risks.

Document upload OR Name and Date: Provide document upload OR name AND date of publication of the document. If you provide a document upload, it is mandatory to also indicate where the relevant information demonstrating the existence of governance risk assessment(s) that were performed by the entity in the last three years can be found. In order to qualify as valid supporting evidence, the evidence provided must relate to each of the criteria selected. Additionally, you may add a cover page at the beginning of the document or clearly highlight, encircle, or otherwise identify the specific page number(s) within the upload.
Reporting period: Your answer must refer to the reporting period identified in EC3, and the two years prior to the referenced period.
Reporting level: Answers should be applicable to the entity level.

Scoring

It is not necessary to select all answer options in order to obtain the maximum score for this question.
Reporting multiple other answers will not impact scoring. Reported answer options in these fields are validated individually, but scores will not be aggregated.
Points are awarded based on (1) selected answer options and validity of provided other answers, and (2) validity of the upload based on the requirements stated above.

	In 2016, the description provided in the open text box is not scored and is used for reporting purposes only.
References	GRI G4, G4 Aspect Anti-Corruption DMA-b. See also Aspect-specific Guidance in the Implementation Manual (p. 205) and Sector-specific Guidance for DMA in the Sector Disclosure document for Construction and Real Estate Transparency International, Corruption Perceptions Index, 2013.

DQ14 **Is the organization involved in any legal cases regarding corrupt practices?**

Q14

R

- ○ 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

Not scored, reported in Results, G

Intent	Involvement in corruption cases poses a significant risk to an organization's reputation and business.
Terminology	**Legal cases:** Court proceedings threatened or actually brought by third parties against any of the participant's organization, its employees, business partners or contractors.
Requirements	Select yes or no. If you select yes, also complete all applicable sub-options. **Open text box:** Complete the open text box by describing how the entity has resolved or intends to resolve the issue(s). The content of this open text box will be included in the participant's Assessment results.
Scoring	This question is not scored and is used for reporting purposes only.
References	GRI G4, G4-SO5 Confirmed incidents of corruption and actions taken Transparency International, Corruption Perceptions Index, 2015

Environmental & Social

DQ15 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 well-being
- ☐ Indoor environmental quality
- ☐ Natural hazards
- ☐ Regulatory
- ☐ Resilience
- ☐ Socio-economic
- ☐ Transportation
- ☐ Water efficiency
- ☐ Waste management
- ☐ Water supply
- ☐ Other _____

UPLOAD supporting evidence

Indicate where the relevant information can be found

- ○ No
- ○ Not applicable

2 points, E, IM

Question aligned with PRI Reporting Framework 2016, Direct Property Supplement, PR 08

Intent

Risk assessments help to reduce exposure to long-term sustainability risks. Integration of sustainability risk assessments into the acquisition process demonstrate a commitment to ESG management, a focus on mitigating risks that might impact returns, and a forward-looking approach to the development of the portfolio. Describe the type and focus of environmental risk assessments conducted as part of due diligence for new acquisitions.

Terminology

Building safety and materials: Assessment to identify potential hazards resulting, for example, from vulnerabilities caused by the construction materials used, major structural flaws and the presence of asbestos.
Climate change adaptation: Preparation for long-term change in climatic conditions or climate-related events. Example of climate change adaptation measures can include, but are not limited to: building flood defenses, xeriscaping and using tree species resistant to storms and fires, adapting building codes to extreme weather events.
Contamination: Land and groundwater pollution and may require action to reduce risk to people or the environment. As an example, contamination can be assessed through a Phase I or II Environmental Site Assessment.
Due diligence process: The process through which a potential acquirer evaluates a target asset for an acquisition, contributing to well-informed decision-making.
Energy efficiency: Refers to products or systems using less energy to provide the same consumer benefit.
Energy supply: Availability of conventional power (generated by the combustion of fuels: coal, natural gas, oil) or renewable energy (relies on sources that restore themselves over short periods of time and not diminish - e.g. sun, wind, water, organic plant and waste material).
GHG emissions: GHGs are the six gases listed in the Kyoto Protocol: carbon dioxide (CO2); methane (CH4); nitrous oxide (N2O), hydrofluorocarbons (HFCs); perfluorocarbons (PFCs); and sulphur hexafluoride (SF6).

Health, safety and well-being: Health is a complete state of physical, mental and social well-being, not merely the absence of disease or infirmity" (WHO). Health and well-being can refer to a broad range of activities that address the determinants of health or the conditions that lead to health outcomes. Particularly relevant are the social determinants of health, which are the "conditions in which people are born, grow, work, live and age, and the wider set of forces and systems shaping the conditions of daily life" (WHO). These are conditions that enable or discourage healthy living. This could include issues such as physical activity, healthy eating, equitable workplaces, indoor environmental quality, access to healthcare, etc. The term „safety" refers to traditional occupational health and safety issues such as ergonomics, slips and falls, workplace hazards and toxic exposures. A risk assessment on health, safety and well-being might address only one or all three of these topics and could include assessments of risks associated with employees, customers, surrounding communities or all of the above.
Indoor environmental quality: Refers to the conditions inside the building. It includes air quality, but also access to daylight and views, pleasant acoustic conditions, and occupant control over lighting and thermal comfort. It may also include the functional aspects of space such as whether the layout provides easy access to tools and people when needed and whether there is sufficient space for occupants.
Natural hazards: Naturally occurring hazards, including but not limited to flooding, drought, hail storms, earthquakes, fire (including wildfire).
Regulatory risks: Examples can include, but are not limited to: mandatory energy/carbon disclosure schemes, changes in taxes e.g. carbon tax, extreme volatility in energy prices due to regulation, zoning.
Resilience: The ability to adapt to changed circumstances while continuing to maintain core purpose and integrity.
Risk assessment: Careful examination of the factors that could potentially adversely impact the value of an asset. The results of the assessment assist in identifying the measures that have to be implemented in order to prevent and mitigate the risks.
Socio-economic risks: Impact on social well-being and the livelihoods and prosperity of local communities and individuals. Examples can include, but are not limited to: economic/political instability, vulnerability to pandemics and epidemics, crime and vandalism, and the displacement of people.
Transportation risks: Location of a building in relation to pedestrian, bicycle, and mass-transit networks, and existing infrastructure and amenities in the surrounding area.
Water efficiency: Refers to the smart use of water resources through water-saving technologies in order to reduce consumption.
Water supply: Provision of surface water, ground water, rainwater collected directly or stored by the organization, waste water from another organization, municipal water supplies or other water utilities, usually via a system of pumps and pipes.
Waste management: Hazardous and non-hazardous waste including reuse, recycling, composting, recovery, incineration, landfill, and on-site storage.

Requirements

Select yes, no or not applicable. If you select yes, also select all applicable sub-options.
Other: State the risk assessed. Other answers must be outside the options listed in the question. It is possible to report multiple other answers.
Document upload:
Supporting evidence in the form of an uploaded document is mandatory. It is also mandatory to indicate where the relevant information demonstrating the existence of:

1. The specific environmental and/or social risk assessment issues addressed in the entity's due diligence process;
2. Proof of standard implementation into the entity's acquisitions process, can be found. In order to qualify as valid supporting evidence, the evidence provided must relate to each of the criteria selected. Additionally, you may add a cover page at the beginning of the document or clearly highlight, encircle, or otherwise identify the specific page number(s) within the upload.

Examples include: a standard template risk assessment document that is completed by the entity during the acquisitions process, proving its existence before or at least during the reporting period, the standard requirements for performing environmental and/or social risk assessments within the entity's acquisition process protocol.
Reporting period: Your answer must refer to the reporting period identified in EC3.
Reporting level: Answers should be applicable to the entity level.

Scoring	It is not necessary to select all answer options in order to obtain the maximum score for this question. Reporting more than one other answer will not impact scoring. Reported answer options in these fields are validated individually, but scores will not be aggregated. Points are awarded based on the validity of the upload.
References	World Economic Forum, Global Risks, 2014 Environment Agency, Groundwater protection: Principles and practice, 2013

DQ16 Has the entity received any environmental fines and/or penalties?

Q20

- ○ Yes **R**

  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

Not scored, reported in results, G, NC&MR selection

Intent	Recurring environmental fines or large, one-off environmental fines and penalties can increase the risk profile of the portfolio as they impose financial, management and regulatory burden on the entity.
Terminology	**Environmental fines and/or penalties:** Sanctions resulting from an illegal act, which directly harms the environment.
Scoring	This question is not scored and is used for reporting purposes only.
References	CDP Reporting Guidelines, Compliance GRI, G4-EN 29 Monetary value of significant fines and total number of non-monetary sanctions for non-compliance with environmental laws and regulation.

Environmental Management Systems

DQ17.1 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 ○

1.5 points, G, MP

Intent

An EMS is an internal framework that structures all procedures, projects, tactics into a cohesive program which aligns the sustainability efforts at entity or organization level. An EMS assists an organization in managing and improving its environmental performance, assists the business in complying with environmental laws and regulations, can generate financial savings through more efficient operating practices, and can improve the standing of the business with staff, client companies, partner organizations and other stakeholders. This indicator is about understanding the entity's overall approach towards measuring and managing ESG performance.

Terminology

Environmental Management System (EMS): A framework for managing an organization's environmental impact based on its sustainability and related objectives. An EMS provides a practical framework for the assessment of environmental impacts, establishment of impact reduction targets, and the development of plans to achieve targeted reductions. An EMS enables an organization to take a structured approach to planning and implementing environmental protection measures. An effective EMS is analogous to a financial management system that monitors expenditure and income to support analysis of financial performance.

An EMS can cover a wide range of environmental topics, including, but not limited to: energy, GHG emissions, water, waste, transportation, climate change, resilience, risks, and materials. It can also refer to a wide variety of internal procedures, targets, persons responsible for implementing these procedures and working towards achieving the organization's objectives. In summary, an EMS is used to formalize the strategic approach of the organization towards sustainability. It outlines the structure used to monitor and manage environmental topics.

An important distinction needs to be made between an EMS and an EnMS. Unlike an EMS, an EnMS (Energy Management System) only covers energy, energy efficiency and conservation, energy management and performance. The most commonly used standard for implementing an EnMS is ISO 50001. An EnMS does not qualify as a valid answer for the purposes of this question.

Requirements

Select yes or no. If you select yes, also provide the document upload.

Document upload: Supporting evidence in the form of an uploaded document is mandatory. It is also mandatory to indicate where the relevant information which demonstrates the existence of the EMS can be found. In order to qualify as valid supporting evidence, the evidence provided must include:

1. A high level outline or diagram of the implemented EMS
2. The applicability of the EMS at the entity level
3. The stages, elements, and or processes currently covered by the EMS
4. Evidence of implementation of the EMS into the organization's operations.

The evidence provided must relate to each of the criteria selected, in order to qualify as valid supporting evidence. Additionally, you may add a cover page at the beginning of the document or clearly highlight, encircle, or otherwise identify the specific page number(s) within the upload.

ISO 14001 defines a complete EMS with respect to four stages:

1. Plan
   - Define the scope of the organization's environmental policy (the most important areas of impact, and relationship with primary stakeholders)
   - Define and maintain environmental objectives and targets (short term and long term)
   - Define the materiality matrix, based on priority sustainability issues
   - Relevant legal requirements and environmental legislation
   - Define emergency procedures

2. Do
   - Ensure the implementation of the action plan established in stage one and the maintenance of the systems in place
   - Assign responsibility for the overall development and maintenance of the system
   - Offer training and/or support to the people in charge to ensure conformity with the policy

3. Check
   - Establish appropriate communication channels with the people in charge
   - Monitor and document progress
   - Ensure compliance with applicable legal requirements
   - Identify and correct nonconformity

4. Act
   - Schedule periodic management reviews on results and next steps
   - Evaluate performance against targets
   - Determine corrective and preventative actions
   - Provide feedback and suggestions for improvement
   - Prepare and/or update procedures and supporting documentation

The process above provides an example of the outline of an EMS with the stages and elements provided. The EMS and therefore the uploaded evidence does not necessarily have to be structured according the ISO recommendations, nor does it have to include all suggested elements for each stage. While adherence to ISO 14001 is not required, the reported EMS must support the purpose identified in ISO 14001 and provide comparable functionality.

Reporting period: Your answer must refer to the reporting period identified in EC3.
Reporting level: Answers must be applicable to the entity and/or organization level.

Scoring

Points are awarded based on the validity of the upload. An EMS will receive full points if it covers at least one element from each of the four stages outlined above, or is considered to comprehensively cover comparable stages, with proof of implementation. An EMS will be considered for partial points if at least one element from the stages above are included, or is considered to comprehensively cover at least one comparable stage.

References

GRI G4, G4 Aspect Overall DMA b and c.
LEED BD+C: Core and Shell, v4, Sustainable Sites; Water efficiency; Energy & Atmosphere; Material & resources; and Indoor Environmental Quality
BREEAM In-Use International, Asset Performance; and Building Management
ISO 14001:2004 Environmental management systems – Requirements with guidance for use
ISO 14004:2004 Environmental management systems – general guidelines on principles, systems and support techniques

DQ17.2
Q21.2

Is the Environmental Management System (EMS) in DQ17.1 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

1.5 points, G, MP

Intent

Use of an aligned framework provides assurance to both the business and external stakeholders that environmental impact is measured and improved using a recognized and proven methodology. Periodical reviews of the EMS ensure its continuing suitability and effectiveness for the organization. Provide an independent measure of the design and implementation of an entity's EMS

Terminology

Aligned: To agree and match with a recognized standard (either voluntary or mandatory).
Certified: Third-party recognition of meeting the requirements of a recognized standard.

Requirements

Select yes, no or not applicable. If you select yes, also select one of the sub-options and complete the additional information requested.
Document upload: Supporting evidence in the form of an uploaded document is mandatory. It is also mandatory to indicate where the relevant information that demonstrates the existence of alignment or certification can be found. Additionally, you may add a cover page at the beginning of the document or clearly highlight, encircle, or otherwise identify the specific page number(s) within the upload.

The document must support the answer in DQ17.1 and demonstrate either:
(1) The alignment of the EMS with a standard - document identifies by name the standard used for alignment and defines the extent of alignment. Elements of the EMS that align with the standard should be summarized, called out, highlighted, or shown in a diagram.
(2) Signed proof of the certification according to a standard (must be named on document), including the contact information of the independent third party involved as well as the date of the most recent certification.

GRESB requires certification to be undertaken by a third party and not by the participant. EMS certification can be obtained through accredited certification by one (or more) of the main standards/schemes, for example ISO14001.

Note that aligning or certifying individual sections of the EMS does not comply with the requirements of this question and does not constitute a valid answer.
Reporting period: Your answer must refer to the reporting period identified in EC3.
Reporting level: Answers must be applicable to the entity and/or organization level.

Scoring

Points are awarded based on (1) alignment and, if applicable (2) validity of the name of the organization that certified the EMS as well as (3) the validity of the upload.

References

ISO 14001: 2004 Environmental management systems – Requirements with guidance for use.

Intent and overview

Improving the sustainability performance of a real estate portfolio requires dedicated resources, a commitment from senior management and tools for measurement/management of resource consumption. It also requires the cooperation of other stakeholders, including tenants, suppliers, a participant's workforce and the local community. This Aspect identifies actions taken to engage with those stakeholders and characterize the nature of the engagement. The Aspect focuses on engagement with employees, tenants, and direct third-party suppliers.

Employees

DQ18
Q32

Does the organization have systems and procedures in place to facilitate effective implementation of the employee policy/policies in DQ11?

- ○ 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

2 points, S, IM

Intent

This question examines specific actions taken to facilitate effective implementation of the employee policy as reported in DQ11.

Terminology

Regular updates/training: Regular refers to occurring at least once every two years.
Policy: A policy statement defines a general commitment, direction, or intention as formally adopted by the organization.
Performance and career review: Formal internal assessments of employee performance. Reviews are undertaken at predefined intervals by a senior person with an individual employee to discuss his/her performance and future work.
Compliance officer: the person who is employed to ensure that a company does not contravene any statutes or regulations which apply to its activities.

Requirements

Select yes or no. If you select yes, also select the applicable sub-options.
Other: State the system or procedure in place. Other answers must be outside of the options listed in the question. It is possible to report multiple other answers.

Document upload: If you provide a document upload, it is mandatory to also indicate where relevant information demonstrating the existence of the selected systems and procedures can be found. In order to qualify as valid supporting evidence, the evidence provided must relate to each of the criteria selected. Additionally, you may add a cover page at the beginning of the document or clearly highlight, encircle, or otherwise identify the specific page number(s) within the upload.
Reporting period: Your answer must refer to the reporting period identified in EC3.
Reporting level: Answers should be applicable to the entity level.

Scoring

It is not necessary to select all answer options in order to obtain the maximum score for this question.
Points are awarded based on (1) selected answer options and validity of provided other answers, (2) validity of the name and date provided or validity of the upload based on the requirements stated above.
Reporting multiple other answers will not impact scoring. Reported answer options in this field are validated individually, but scores will not be aggregated.

References

ISO 27000

DQ19 Q33 **Do the employees responsible for the entity receive regular training?**

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

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

  Training topics on environmental issues
  - ☐ Contamination
  - ☐ Energy
  - ☐ Greenhouse gas emissions
  - ☐ Natural hazards
  - ☐ Regulatory standards
  - ☐ Supply chain environmental impacts
  - ☐ Waste
  - ☐ Water
  - ☐ Other _____

  Training on social issues
  - ☐ Community health, safety and well-being
  - ☐ Community social and economic impacts
  - ☐ Customer/tenant health, safety and well-being
  - ☐ Supply chain health, safety and well-being
  - ☐ Workplace health, safety and well-being
  - ☐ Other _____
- ○ No O

2 points, S, IM

Intent

A more skilled and aware workforce enhances the organization's human capital and may help to improve employee satisfaction. Both elements contribute to improved business performance. Describe the types of ESG-related training received by employees responsible for this entity.

Terminology

Community health, safety and well-being: Training related to the health, well-being, and safety of stakeholder communities or populations in surrounding neighborhoods.
Community social and economic impacts: Training related to the social and economic dimensions of stakeholder communities or populations in surrounding neighborhoods.
Customer/tenant health, safety and well-being: Training related to the promotion of customer or tenant health, well-being, and safety through the entity's real estate assets and services.
Contamination: Land and groundwater pollution and may require action to reduce risk to people or the environment. As an example, contamination can be assessed through a Phase I or II Environmental Site Assessment.

Environmental issues: The impact on living and non-living natural systems, including land, air, water and ecosystems. This includes, but is not limited to, biodiversity, transport, and product and service-related impacts, as well as environmental compliance and expenditures.
Energy efficiency: Refers to products or systems using less energy to provide the same consumer benefit.
GHG emissions: GHGs are the six gases listed in the Kyoto Protocol: carbon dioxide (CO2); methane (CH4); nitrous oxide (N2O), hydrofluorocarbons (HFCs); perfluorocarbons (PFCs); and sulphur hexafluoride (SF6).
Natural hazards: Naturally occurring hazards, including but not limited to flooding, drought, hail storms, earthquakes, fire (including wildfire).
Regulatory standards: Include mandatory energy/carbon disclosure schemes, changes legal requirements, at local level or internationally.
Regular training: Occurs at least once every two years.
Social issues: Concerns the impacts the organization has on the social systems within which it operates.
Supply chain health, safety and well-being: Training related to the health and environmental attributes of the entity's supply chain.
Sustainability-specific training: Training related to environmental, social and governance (ESG) issues.
Professional training: Training related to day-to-day operations, health and safety, specialization career development courses, and similar. Training can be delivered in person, online or in other formats.
Water efficiency: Refers to the smart use of water resources through water-saving technologies in order to reduce consumption.
Workplace health, safety and well-being: Training related to employee health, well-being, and safety.
Waste management: Hazardous and non-hazardous waste including reuse, recycling, composting, recovery, incineration, landfill, and on-site storage.

Requirements

Select yes or no. If you select yes, also select the applicable sub-option.
Percentage of employees: Calculate the percentage of employees covered based on employee headcount for employees responsible for the entity (see example). If the number of employees responsible for the entity changed during the reporting period, calculate the percentage based on the average number.
Training topics: select the applicable training topics included in the training series during the reporting year or the year prior to that.
Other: Other answers must be outside of the options listed in the question. It is possible to report multiple other answers.
Reporting period: Your answer must refer to the reporting period identified in EC3.
Reporting level: Answers should be applicable to the entity level.

Examples

Both percentages should be calculated based on the following formula:

$$\frac{\text{Number of employees receiving training}}{\text{Total number of employees}} \times 100$$

$$\frac{\text{Number of employees receiving sustainability-specific training}}{\text{Total number of employees}} \times 100$$

Scoring

Points are awarded based on (1) the selected answer option and (2) percentage of employees who received training.
The training topics are not scored and are used for reporting purposes only.

References

GRI G4, G4-DMA on Aspect "Training and Education"
G4-LA9 Average hours of training per year per employee by gender, and by employee category
Sector addition to G4 Indicators in the Sector Disclosure document for Construction and Real Estate (p.49).

DQ20.1 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* _____

Document name AND _____
Publication date _____

○ No

1,5 point, S, IM

Intent

Employee satisfaction surveys help organizations understand critical issues within the business, engage with their staff and increase employee satisfaction, which may contribute to improving retention rates and overall productivity. Describe action taken by the organization to understand employee satisfaction.

Terminology

Employee satisfaction survey: Survey measuring overall and work-specific employee satisfaction at the individual and organizational levels. The survey should directly address employee concerns and include the opportunity to provide recommendations for improvement.
Survey response rate: The proportion of submitted surveys as a percentage of the total number of employees that received a request to complete a survey.

Requirements

Select yes or no. If you select yes, also select all applicable sub-options and provide the requested additional information.
Percentage of employees: Report the proportion of the organization's total employees expressed as a percentage (see example).
Survey response rate: Report the proportion of employees that received and completed the survey compared to the total number of employees that have received the survey expressed as a percentage (see example).
Name of the organization: If you select "Independent third party," also provide the full name of the organization. You may be asked for additional information about the organization. It is possible to report multiple organizations.
Document upload: Provide document upload OR name AND date of publication of the document. If you provide a document upload, it is mandatory to also indicate where the relevant information which demonstrates the existence of the employee satisfaction survey can be found. In order to qualify as valid supporting evidence, the evidence provided must relate to each of the criteria selected. Additionally, you may add a cover page at the beginning of the document or clearly highlight, encircle, or otherwise identify the specific page number(s) within the upload.
Reporting period: Your answer must refer to the reporting period identified in EC3.
Reporting level: Answers should be applicable to the organization level.

Scoring

It is not necessary to select all answer options in order to obtain the maximum score for this question.
Points are awarded based on (1) selected answer options and validity of provided other answers, (2) percentage of employees covered, (3) survey response rate and (4) validity of the name and date provided or validity of the upload based on the requirements stated above.
Reporting multiple names of organizations will not impact scoring. Reported answer options in this field are validated individually, but scores will not be aggregated.

Examples

Percentage of employees covered:

$$\frac{\text{Number of employees receiving the satisfaction survey}}{\text{Total number of employees}} \times 100$$

$$\frac{\text{Number of individual surveys submitted}}{\text{Number of employees receiving the satisfaction survey}} \times 100$$

References

GRI G4, G4 Aspect Training and Education DMA-c

DQ20.2
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 DQ20.1?

- ○ 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 ○

1 point, S, IM

Intent

Acting in response to the outcomes of an employee satisfaction survey demonstrates commitment to the employee engagement process and to developing, maintaining and enhancing employee satisfaction.

Terminology

Action Plan: A sequence of steps that must be taken, or activities that must be performed well, for a strategy to succeed. An action plan has three major elements (1) Specific tasks: what will be done and by whom; (2) Time horizon: when will it be done; (3) Resource allocation: what specific funds are available for specific activities.
Focus groups: Specific working groups established to, in this context, focus on improving employee satisfaction.
Senior Management Team: A team of individuals who have the day-to-day responsibility of managing the entity/organization. The Senior Management Team is typically appointed by the Board of Directors and/or the shareholders.
Separate teams/departments: Representatives from different departments and disciplines within the organization.

Requirements

Select yes, no or not applicable. If you select yes, also select all applicable sub-options.
Other: State measures/activities that were part of the program. Other answers must be outside of the options listed in the question. It is possible to report multiple other answers.
Reporting period: Your answer must refer to the reporting period identified in EC3.
Reporting level: Answers should be applicable to the entity level.

Scoring

It is not necessary to select all answer options in order to obtain the maximum score for this question. Points are awarded based on (1) selected answer options and validity of provided other answers.
Reporting multiple other answers will not impact scoring. Reported answer options in this field are validated individually, but scores will not be aggregated.

DQ21.1
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 B
  - ☐ Physical and/or mental health checks _____% of employees B
  - ☐ Work station and/or workplace checks _____% of employees B
  - ☐ Other _____ _____% of employees B

- ○ No ○
- ○ Not applicable ○

1 point, S, IM

Intent

Organizations are typically subject to mandatory employer health and safety regulations and frequently operate under their own voluntary schemes. Health and safety checks undertaken by the organization help to monitor compliance with these mandatory regulations and voluntary schemes.

Terminology

Employee surveys on health and well-being: Written documents containing questions covering health and safety indicators or physical inspections on health and well-being issues. Topics covered can include, but are not limited to: personal health and safety, medical assistance at the workplace, emergency preparedness, chemicals and hazardous waste and housekeeping.
Physical and/or mental health checks: Physical and/or mental assessments of employees by a medical professional. Examples can include, but are not limited to: eye checks, cholesterol and blood pressure monitoring.
Workstation checks: Assessment of employee workstations (immediate working environment including desks, IT and other office equipment) performed to monitor compliance with health and safety requirements. The checks can either be performed internally or by independent third parties.

Requirements

Select yes, no or not applicable. If you select yes, also select all applicable sub-options.
Percentage of employees: Report the proportion of the organization's total employees that have (1) submitted an employee survey on health and well-being, (2) received a physical and/or mental health checks, (3) received a workstation check, and/or (4) are included in the "other" option (if selected), expressed as a percentage. The percentage must be calculated separately per answer option.
Other: State the type of health and safety check. Other answers must be outside the options listed in the question. It is possible to report multiple other answers.
Reporting period: Your answer must refer to the reporting period identified in EC3.
Reporting level: Answers should be applicable to the entity level.

Scoring

It is not necessary to select all answer options in order to obtain the maximum score for this question. Points are awarded based on (1) selected answer options and validity of provided other answers and (2) average percentage of employees.
Reporting multiple other answers will not impact scoring. Reported answer options in this field are validated individually, but scores will not be aggregated.

References

Health and Safety Executive
"Working with Display Screen Equipment (DSE)", HSE, April 2013

DQ21.2
Q35.2

Does the organization monitor employee health and safety indicators?

- ○ 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 ○
- ○ Not applicable ○

0.5 points, S, IM

Intent

Monitoring and reporting on occupational health and safety is an indicator of good management and allows for a continuous understanding of organizational health and safety issues. Maintaining records of the number of incidents among employees over time helps to analyze incidents and to identify areas where improvements are necessary. Describe metrics collected by the organization to understand health, safety, and productivity of employees responsible for this entity.

Terminology

Absentee rate: A measure of absenteeism expressed as a percentage of total days scheduled to be worked by the workforce during the reporting period.
Lost day rate: A measure of the impact of occupational accidents and diseases as reflected in time off work by the affected workers. It is expressed by comparing the total work days lost due to occupational injury to the total number of hours scheduled to be worked by the workforce during the reporting period.
Reporting on health and safety indicators: Records of employee health and safety.

Requirements

Select yes or no. If you select yes, also select all applicable sub-options and complete the rates.
Open text box: It is mandatory to use the open text box to explain the applied calculation method/formula. The calculations should cover events arising from on-site operations, building maintenance and employee commuting to and from their workplace.
Construction works: Injuries and fatalities (including third-party workers, visitors, members of the public) that occur during construction or major renovation projects should be reported in the New Construction & Major Renovations Aspect (NC 13.2). Other indicators can include the occupational disease rate (ODR), near miss rate, injury rate, and fatalities, but should not include answers provided in the New Construction & Major Renovations section (NC 13.2).
Other metrics: State the indicator monitored. Other answers must be outside of the options listed in the question. It is possible to report multiple other answers. Examples of other answers include Injury Rate and Presenteeism Rate.
Reporting period: Your answer must refer to the reporting period identified in EC3.
Reporting level: Answers should be applicable to the entity level.

Scoring

This question is scored based on the number of indicators that are used for monitoring reported with a valid rate. Validity of the rate is based on the explanation provided in the open text box. The data on indicators provided is for reporting purposes only and does not have an impact on scoring.
It is not necessary to select all answer options in order to obtain the maximum score for this question.

References

GRI G4, CRESS, LA6 Type of injury and rate of injury, occupational diseases, lost days, and absenteeism, and total number of work-related fatalities, by region and by gender. See also Sector addition to G4 Indicators in the Sector Disclosure document for Construction and Real Estate (p.46-47)
G4 Aspect Occupational Health and Safety DMA-c.

Tenants/Occupiers

DQ22
Q39.1

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

- ○ Yes

  Select all topics included (multiple answers possible)

  - ☐ Ability for the landlord to prioritize sustainability requirements over minimizing costs of improvement and adjustments ◒
  - ☐ Access to the premises to monitor compliance with best practice lease clauses ◒
  - ☐ 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* _____

    Document name AND Publication date _____

- ○ No ○
- ○ Not applicable ○

3 points, E, IM

Intent

The content of lease contracts is the starting point for the relationship between the landlord and the tenant, and defines both parties' respective rights and duties. In addition to examining participants' tenant engagement policies, GRESB measures the extent to which participants implement lease clauses that empower them to influence tenant behavior. These clauses are intended to encourage constructive collaboration between the landlord, occupier and building manager to enhance workplace efficiency and productivity, reduce turnover and help deliver high-performance buildings. Describe strategies to promote ESG performance through lease contracts.

Terminology

Ability for the landlord to prioritize sustainability requirements over minimizing costs of improvements and adjustments: Enables the landlord to take into account sustainability goals when undertaking work to the building, even in circumstances where this increases the cost of works.
Best practice lease clauses: Sustainability specific requirements included in the lease contract.
Cost recovery clause for energy efficiency-related capital improvements: Allows the landlord to implement energy-efficiency measures during the lease and to recover a proportion or all of those costs from the tenant.
Energy-efficient and/or environmentally responsible specifications for tenant works: A requirement that any fit-out, refurbishment or alterations made to the building (including its interior) should meet certain sustainability-specific standards provided by the landlord.

Legal obligations regarding the correctness of landlord/tenant information required for mandatory energy rating schemes: Requires the parties to provide accurate information required for mandatory energy rating schemes.
Sharing of utility data: An agreement between landlord and tenant to share energy and/or water consumption and/or waste production data.
Shared consumption targets/goals in place: An agreement between landlord and tenant to set a maximum for energy/water consumption, waste production target or minimum reduction targets for a fixed period (one or more consumption targets required).
Standard lease contract: Standard lease format that is used by the organization as the basis for negotiations between landlord and tenant.
Sustainable good and services: Landlords and tenants should cooperate in order to ensure that third party contractors and on-site staff operate in alignment with the prescribed sustainability requirements in the procurement policy.

Requirements

Select yes, no or not applicable. If you select yes, also select all applicable sub-options.
Other: State the alternative topic included in the standard lease contract. Other answers must be outside the options listed in the question. It is possible to report multiple other answers.
Document upload: Supporting evidence in the form of an uploaded document is mandatory. It is also mandatory to indicate where the relevant information that demonstrates the existence of topics that are included in the standard lease contract can be found. In order to qualify as valid supporting evidence, the evidence provided must relate to each of the criteria selected. Additionally, you may add a cover page at the beginning of the document or clearly highlight, encircle, or otherwise identify the specific page number(s) within the upload. Examples of a document upload are the participant's lease template or a signed and executed lease contract.
Reporting period: Your answer must refer to the reporting period identified in EC3.
Reporting level: Answers should be applicable to the entity level.

Scoring

It is not necessary to select all answer options in order to obtain the maximum score for this question. Points are awarded based on (1) selected answer options and validity of provided other answers and (2) the validity of the name and date provided or validity of the upload based on the requirements stated above.
Reporting multiple other answers will not impact scoring. Reported answer options in this field are validated individually, but scores will not be aggregated.

References

Better Building Partnership
Leasing Lifecycle Tool

Supply Chain

DQ23
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 health-based product standards
  - ☐ Human rights
  - ☐ 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

3 points, G, MP
Question aligned with PRI Reporting Framework 2016, Direct Property Supplement, PR 13

Intent

The procurement process is an effective way to integrate the organization's sustainability-specific requirements into their supply chain. The question applies to existing and new contracts. Describe the management practices and requirements the entity uses to manage supply chain risks.

Terminology

Business Ethics: Basic moral and legal principles used to address issues such as corporate governance, insider trading, bribery, discrimination, corporate social responsibility and fiduciary responsibilities.
Environmental process standards: Minimum standards required during the procurement process in relation to environmental issues.
Environmental product standards: Minimum standards required during the procurement process in relation to environmental products, such as requiring a certain percentage of products to be locally sourced or contain recycled content.
External contractor: Organizations or persons working on-site or off-site on behalf of an organization with a relationship determined by a contract. A contractor may hire their own staff directly or hire sub-contractors or independent contractors.
External property/asset managers: Organizations or persons to which participants outsource some or all of their property and asset management functions.
External service providers: Organizations, businesses or individuals that offer services to others in exchange for payment. These include, but are not limited to, consultants, agents, and brokers.
External suppliers: Organizations or persons that provide a product or service used in the supply chain during the reporting period.
Human health-based product standards: Minimum standards for the health-related attributes of products, such as lists of prohibited chemicals.
Human rights: Human rights are rights inherent to all human beings, whatever their nationality, place of residence, sex, national or ethnic origin, colour, religion, language, or any other status.
Occupational health and safety: Choosing to source products and services from companies that have a process for maintaining a safe work environment for their employees and contractors. Strive to limit the number of occupational accidents, lost days and absenteeism, and work related fatalities associated with the organization's supply chain.
Sustainability-specific requirements for sub-contractors: Refers to any sustainability requirements that the company or fund has included in its contracts with its sub-contractors, including specification and use of sustainable materials, systems, processes and operating practices.

Requirements

Select yes, no, or not applicable. If you select yes, also select all applicable sub-options: (1) parties to whom requirements apply (2) topics included in the sustainability-specific requirements.
Other:
1. State the alternative party to whom the requirements apply. Other answers must be outside the options listed in the question. It is possible to report multiple other answers. "Tenants" is not an approved answer.
2. State the alternative topic included in the requirements. Other answers must be outside the options listed in the question. It is possible to report multiple other answers.

Document upload: Provide document upload OR name AND date of publication of the document. If you provide a document upload, it is mandatory to also indicate where the relevant information which demonstrates the existence of the process, the parties as well as the topics included can be found. In order to qualify as valid supporting evidence, the evidence provided must relate to each of the criteria selected. Additionally, you may add a cover page at the beginning of the document or clearly highlight, encircle, or otherwise identify the specific page number(s) within the upload.
Reporting period: Your answer must refer to the reporting period identified in EC3.
Reporting level: Answers should be applicable to the entity level.

Scoring

It is not necessary to select all answer options in order to obtain the maximum score for this question. Points are awarded based on (1) selected answer options and validity of provided other answers and (2) the validity of the name and date provided or validity of the upload based on the requirements stated above.
Reporting multiple other answers will not impact scoring. Reported answer options in these fields are validated individually, but scores will not be aggregated.

References

PRI Reporting Framework 2016, Direct Property Supplement, PR 14.2 GRI G4, G4 Aspect Supplier Environmental Assessment DMA-b. See also Aspect-specific Guidance in the Implementation Manual (p.136)
G4 Aspect Supplier Assessment for Labor Practices DMA-b. See also Aspect-specific Guidance in the Implementation Manual (p. 166)
G4 Aspect Supplier Human Rights Assessment DMA-b. See also Aspect-specific Guidance in the Implementation Manual (p. 192)
G4 Aspect Supplier Assessment for Impacts on Society DMA-b. See also Aspect-specific Guidance in the Implementation Manual (p. 215)

Intent & Overview

The built environment has a significant impact on ecological systems as well as the health, safety, and welfare of communities. In addition, construction activities consume resources such as water and natural materials, while the construction process generates large quantities of waste. Integrating sustainability into construction activities can help mitigate this negative impact, and at the same time improve the environmental efficiency of buildings in the operational phase. By implementing sustainable best practices in construction activities, organizations can also positively impact local communities. This Aspect addresses the entity's efforts to address ESG-issues during the design, construction, and renovation of buildings.

Major renovations: Major renovation projects refer to existing buildings that were under construction at some point during the reporting period. The alterations should affect more than 50 percent of the total building floor area of which, in a single reporting period, cause relocation of more than 50 percent of regular building occupants.
New construction: New construction projects refer to new buildings that were under construction at some point during the reporting period. These projects include all activities to obtain or change building or land-use permissions and financing, and construction works for the project with the intention of enhancing the value of the property. Development of new buildings and additions to existing buildings that affect usable space can be treated as new construction projects.

Reporting in this Aspect should be based on the new development and major renovations projects reported in RC-NC1 and RC-NC2.

Sustainability Requirements

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
    - UPLOAD supporting evidence
    - *Indicate where the relevant information can be found*
- Not publicly available
  - UPLOAD supporting evidence
  - *Indicate where the relevant information can be found*
  - Communicate the strategy (maximum 250 words)
- No

1 point, G

Intent

A well-defined sustainability strategy for new construction and major renovation projects helps organizations to identify material issues and focus areas during the different phases of these projects. Describe the entity's sustainability strategy for new construction and major renovation projects.

Terminology

Biodiversity and habitat: Biodiversity refers to the variety of all plant and animal species (including all levels from genes to ecosystems). Habitat refers to the natural environment in which these plant and animal species live and function.
Climate/climate change adaptation: Climate change refers to the change of climate conditions that are attributed directly or indirectly to human activity, that alters the composition of the global atmosphere and consequential effects. Adaptation to climate change thus includes anticipating the adverse effects of climate change and taking practical and appropriate action to prevent or minimize the potential damages it can cause.
Energy consumption/management: Fuel consumption or management of energy from non-renewable resources.
Environmental attributes of building materials: Environmental characteristics of the building materials within their whole life-cycle (extraction to disposal), including the sustainability of materials used.
GHG emissions/management: GHG management refers to the management of GHG emissions. GHGs are the six gases listed in the Kyoto Protocol: carbon dioxide (CO2); methane (CH4); nitrous oxide (N2O); hydrofluorocarbons (HFCs); perfluorocarbons (PFCs); and sulphur hexafluoride (SF6).

Health, safety and well-being: "Health is a complete state of physical, mental and social well-being, not merely the absence of disease or infirmity" (WHO). Health and well-being can refer to a broad range of activities that address the determinants of health or the conditions that lead to health outcomes. Particularly relevant are the social determinants of health, which are the "conditions in which people are born, grow, work, live and age, and the wider set of forces and systems shaping the conditions of daily life" (WHO). These are conditions that enable or discourage healthy living. This could include issues such as physical activity, healthy eating, equitable workplaces, indoor environmental quality, access to healthcare, etc. The term „safety" refers to traditional occupational health and safety issues such as ergonomics, slips and falls, workplace hazards and toxic exposures. A risk assessment on health, safety and well-being might address only one or all three of these topics and could include assessments of risks associated with employees, customers, surrounding communities or all of the above.
Location and transportation: Location of a building in relation to pedestrian, bicycle, and mass-transit networks, and existing infrastructure and amenities in the surrounding area.
Resilience: The ability to adapt to changed circumstances while continuing to maintain core purpose and integrity.
Supply chain: Sequence of activities or parties that provide products or services to the entity.
Sustainability strategy: Strategy which (1) sets out the participant's procedures and (2) sets the direction and guidance for an organization's implementation of sustainability measures within the new construction and major development portfolio.
Water consumption/management: Water withdrawn from any or all of the following sources: surface water, groundwater, rainwater, wastewater, municipal water supplies, or other water utilities.

Requirements

Select yes or no. If you select yes, also select all applicable sub-options: (1) elements addressed in the strategy (2) communication of the strategy.
Other: State the element included in the strategy. Other answers must be outside the options listed in the question. Elements must be related to sustainability/ESG matters. It is possible to add multiple other answers.
Open text box: Supporting evidence in the form of an open text box should fully support the answer selection(s) made above and the description should include all of the following elements:

1. Specific description of goals, objectives and approach
2. Business objectives should apply to the entity level and should address all the elements selected from the list
3. Scope of implementation (e.g., all projects, some projects, select demonstrations)
4. Implementation period (e.g., number of years) should be specified per objective
5. Milestones should be indicated per objective

Complete the open text box describing the objectives, regardless of whether they are publicly available or not. Providing a publicly available hyperlink or upload without completing the open text box is not a valid answer.
Hyperlink OR document upload: Provide the hyperlink OR document upload, depending on online or offline availability.
Hyperlink: If you provide a hyperlink, ensure that the relevant page can be accessed within two steps. In order to qualify as valid supporting evidence, the evidence provided must demonstrate the existence of the publicly available sustainability strategy relating to each of the criteria selected with more than one paragraph of information.
Document upload: If you provide a document upload, it is mandatory to also indicate where relevant information demonstrating the existence of the publicly available sustainability strategy can be found. In order to qualify as valid supporting evidence, the evidence provided must relate to each of the criteria selected. Additionally, you may add a cover page at the beginning of the document or clearly highlight, encircle, or otherwise identify the specific page number(s) within the upload.
Reporting period: Your answer must refer to the reporting period identified in EC3.
Reporting level: Answers should be applicable to the entity level.

Scoring

Full, partial or no points are awarded to open text box responses. Responses are assessed based on compliance with question requirements. Supporting evidence in the form of a hyperlink or an uploaded document is mandatory. Your answer will not be scored unless the hyperlink or the uploaded document is considered valid.
Reporting multiple other answers will not impact scoring. Reported answer options in these fields are validated individually, but scores will not be aggregated.

References

GRI G4, CRESS, G4-2, Strategy and Analysis
LEED BD+C: New Construction v4, Sustainable Sites, Location and Transportation

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 **2016 R**

  - ○ 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 **2016 R**

  - ○ 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 ○

3 points, G

Intent

Sustainable site selection criteria helps to conserve land and protect farmland and wildlife habitat. The site selection process must be based on structured, predefined methodologies that include limits on the development of inappropriate sites or projects with a negative impact on the immediate surroundings, and on the environment in general. Describe the entity's approach to sustainable site selection.

Terminology

Multi-modal transit networks: Pedestrian, bicycle, and mass-transit networks.
Aquatic ecosystems: Ecosystems such as coastal and riparian areas, wetlands and deepwater habitats that provide critical ecosystem functions for aquatic organisms, other wildlife, and people.
Habitats for threatened and endangered species: Areas that contain habitat for plant and animal species identified as threatened or endangered by a national or intergovernmental authority (e.g., US Fish and Wildlife Service, Australian Department of Environment, EU Habitats Directive, European Red List of Threatened Species, and International Union for the Conservation of Nature).
Farmland: Prime farmland, unique farmland, and other significant farmland as designated by a national or intergovernmental authority (e.g., US Department of Agriculture, US Food and Agriculture Organization, Australian Department of Agriculture and Water Resources, French Ministry of Agriculture, Agrifood and Forestry).
Locate projects within existing developed areas: Locate projects in areas of infill or otherwise previously developed areas, such that the land once supported another use or building constructed for a purpose other than the current project.
Floodplain functions: A floodplain is an area of land adjacent to types of waterways and watercourses (e.g., a stream or a river) that experience flooding during periods of high discharge. It functions as water storage, protects habitat and benefits water quality.
Redevelop brownfield sites: Protect ecosystem function, reduce pressure on undeveloped land, reduce resource consumption, and restore ecosystem services to damaged sites by channeling development to urban and previously developed areas. The type of brownfields identified in a site selection strategy must be aligned with relevant national or international standards or definitions (e.g., UK Environmental Protection Act 1990).

Requirements

Select yes, no, or not applicable. If you select yes, also select all applicable sub-options: (1) site selection criteria in place (2) alignment of site selection criteria (3) building standards.
Other: State the topic included in the site selection assessment. Other answers must be outside the options listed in the question. Criteria must be related to the site selection process for new construction projects. It is possible to add multiple other answers.
Third-party rating system: Specify the applicable scheme(s)/sub-schemes(s). Examples include, but are not limited to: BREEAM International, New Construction; LEED v4, Building Design & Construction.
Third-party guidelines: Specify the applicable guidelines. Examples include, but are not limited to: Sustainable Design Guidelines, such as Port Authority of New York & New Jersey or individual companies. These are not rating systems and do not have provisions for certification. However, they can be used to inform project development and delivery.
Requirements/standards: Applied site selection criteria at the minimum should meet local building standards/codes.

1. Above-code standards: the requirements applied exceed local building standards/codes. Describe which requirements are referred to and how they meet above-code standards as well as the fraction of projects if not all.
2. National or global leadership standards: the requirements applied meet a national or global leadership standard. Describe which requirements are referred to and specify the leadership standard.

Document upload: The uploaded document must demonstrate the existence of the site selection criteria and the elements that it covers. If applicable, information about alignment with third-party standards should be included. Preferably, specific information about the application of the criteria across the entity's NC&MR activities during the reporting period is provided, including a list of projects to which the criteria were applied and the percentage of all projects (by GAV) that this represents.
In order to qualify as valid supporting evidence, the evidence provided must relate to each of the criteria selected. Additionally, you may add a cover page at the beginning of the document or clearly highlight, encircle, or otherwise identify the specific page number(s) within the upload.
Reporting period: Your answer must refer to the reporting period identified in EC3.
Reporting level: Answers should be applicable at entity level.

Scoring

It is not necessary to select all answer options in order to obtain the maximum score for this question. Points are awarded based on on (1) selected answer options and validity of provided other answers, (2) validity of third party rating systems and/or guidelines or other alignment as well as (3) the validity of the upload based on the requirements stated above. However, stated 'preferable requirements' are not used for scoring purposes.
Reporting multiple other answers will not impact scoring. Reported answer options in these fields are validated individually, however scores will not be aggregated.
In 2016, the selected answer options referring to requirements and standards, including the description provided, will be for reporting purposes only.

References

GRI G4, CRESS, G4-DMA, Land Degradation, Contamination and Remediation (CRE5); and Local Communities
SITES v2 Rating System
LEED BD+C: New Construction, v4, Sustainable Sites, and Location & Transportation
BREEAM International New Construction 2013; and BREEAM Communities Manual 2012
PRI, Reporting Framework 2013-14, Direct Property, Post-investment, PR 17.2

NC3 Does the entity have sustainable site design/development requirements for new construction and major renovation projects? NC3

- ○ 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 **2016 R**

- ○ 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

1,5 points, G

Intent

Sustainable site design and development requirements help to minimize the negative direct and indirect impact of construction sites.

Terminology

Protect surface water and aquatic ecosystems by controlling and retaining construction pollutants: Protect receiving waters (including surface water, groundwater, and combined sewers or stormwater systems), air quality, and public safety with measures such as the creation and implementation of a stormwater pollution prevention plan or erosion and sedimentation control plan.

Manage waste by diverting construction and demolition materials from disposal: Support a low-waste construction site and minimize down-cycling of materials with actions such as diverting, reusing, or recycling construction and demolition materials. Development and implementation of a construction waste management plan helps avoiding disposal in landfills or combustion in incinerators.

Manage waste by diverting reusable vegetation, rocks, and soil from disposal: Minimize disposal of reusable vegetation, minerals, rocks and soil by with actions such as reuse as part of an approved on-site restoration plan and sustainable off-site reuse. Development and implementation of an ecological waste management plan helps avoiding disposal in landfills or combustion in incinerators.

Protect air quality during construction: Protect air quality and reduce pollution by using construction equipment that reduces emissions of localized air pollutants and greenhouse gasses.

Protect and restore habitat and soils disturbed during construction and/or during previous development: Support healthy plants, biological communities, water storage, and infiltration with actions such as the protection of on-site habitat, restoring disturbed soils, and supporting off-site land conservation.

Requirements

Select yes or no. If you select yes, also select all applicable sub-options: (1) site design/development criteria (2) alignment of site design/development criteria (3) building standards.
Other: State the sustainable site design/development requirement. Other answers must be outside the options listed in the question. Site design/development requirements should be related to construction sites. It is possible to add multiple other answers.
Third-party rating system: Specify the applicable scheme(s)/sub-schemes(s). Examples include, but are not limited to: BREEAM International, New Construction, LEED v4, Building Design & Construction
Third-party guidelines: Specify the applicable guidelines. Note that guidelines are not rating systems.
Requirements/standards: applied site design/development criteria at the minimum should meet local building standards/codes.

1. Above-code standards: the requirements applied exceed local building standards/codes. Describe which requirements are referenced and how the entity meets above-code standards. If not all projects meet above-code standards, specify the fraction of projects.
2. National or global leadership standards: the requirements applied meet a national or global leadership standard. Describe which requirements are referred to and specify the leadership standard. If not all projects meet above-code standards, specify the fraction of projects.

Document upload: The uploaded document must demonstrate the existence of the site design/development requirements and the elements that it covers. If applicable, information about alignment with third-party standards should be included. Preferably, information about the application of the criteria across the entity's NC&MR activities during the reporting period, including the fraction of total activity (by GAV) to which the criteria were applied.
In order to qualify as valid supporting evidence, the evidence provided must relate to each of the criteria selected. Additionally, you may add a cover page at the beginning of the document or clearly highlight, encircle, or otherwise identify the specific page number(s) within the upload.
Reporting period: Your answer must refer to the reporting period identified in EC3.
Reporting level: Answers should be applicable at entity level.

Scoring

It is not necessary to select all answer options in order to obtain the maximum score for this question. Points are awarded based on (1) selected answer options and validity of provided other answers, (2) validity of third party rating systems and/or guidelines or other alignment as well as the validity of the upload based on the requirements stated above. However, stated 'preferable requirements' are not used for scoring purposes.
Reporting multiple other answers will not impact scoring. Reported answer options in these fields are validated individually, but scores will not be aggregated.
In 2016, the selected answer options referring to requirements and standards, including the provided description will be for reporting purposes only.

References

GRI G4, CRESS, G4-DMA, Biodiversity; and G4-EN12 and G4-EN13
SITES v2 Rating System
LEED BD+C: New Construction, v4, Sustainable Sites; and Materials & Resources
BREEAM International New Construction 2013, 04 Management; and 11 Land Use; and BREEAM Communities Manual 2012
PRI, Reporting Framework 2013-14, Direct Property, Post-investment, PR 17.2

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 building 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) **2016 R**

  _____

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

- ○ No ○
- ○ Not applicable ○

2,5 points, E

Intent

Including environmental and health requirements in the selection of construction materials assists organizations with conserving resources, reducing waste and limiting the impact (including embodied carbon) of new buildings. It also mitigates health risks associated with the use of harmful materials. Describe the entity's strategy to understand and manage health and environmental risks associated with building material supply chains.

Terminology

Health and environmental information: Fully disclosed and publicly available information about the human health and environmental impacts or characteristics of the products or materials used. (e.g., MSD sheets)
Environmental Product Declarations: Products and materials for which life-cycle information is publicly available, and which have positive, sustainable, life-cycle impacts. An Environmental Product Declaration should conform to ISO 14025, 14040, 14044, EN 15804 or ISO 21931, or have publicly available, critically reviewed life-cycle assessment confirming to ISO 14044.
Health Product Declarations: Products and materials for which the inventory of all ingredients used is publicly available, with a full disclosure of all known hazards and associated effects.
Rapidly renewable materials: Materials made from agricultural products that are typically harvested within a 10-year or shorter cycle, such as bamboo, wool, cotton insulation, agrifiber, linoleum, wheatboard, strawboard, and cork.
Low embodied carbon materials: Embodied carbon is the sum of all the carbon required to produce materials, considered as if that carbon was incorporated or embodied in the product itself. Also known as "low embodied energy materials."
Recycled content materials: Products made from pre-consumer and/or post-consumer material diverted from the waste stream.
Third-party certified wood-based materials and products: Certification that encourages responsible and sustainable forest management. Certification bodies include, but are not limited to:

- Forest Stewardship Council (FSC);
- Programme for the Endorsement of Forest Certification (PEFC);
- Sustainable Forestry Initiative (SFI).

Low-emitting materials: Materials that are low in volatile organic compounds (low-VOC). Includes adhesives and sealants, paints and coatings, floorings systems, and composite wood and agrifiber products.
Locally extracted or recovered: Materials that are extracted, harvested or recovered within a specified distance from the construction site.

Requirements

Select yes, no, or not applicable. If you select yes, also select all applicable sub-options.
Other:

1. Other types of health and environmental information: State the type of health and environmental information. Other answers must be outside of the options listed as requirement for information.
2. Other: State the building product specification. Other answers must be outside the scope of options listed as building product specifications.

It is possible to add multiple other answers.
Types of third-party certification used: Specify the third-party certification.
Compliance with specifications: The description should include the following elements:

1. Specific practices and processes
2. How these practices and processes ensure consistency and compliance with the specified requirements and preferences.

Document upload: The uploaded document must demonstrate the existence of the construction material policy and the elements covered by it. Depending on the selected answer options, the document upload should include:

1. Copy of the entity's policy with respect to environmental attributes and performance of building materials, including specific information about individual requirements (e.g., red list) AND/OR
2. Copy of the entity's policy with respect to health attributes and performance of building materials AND/OR
3. Copy of specific requirements for disclosure of health and environmental attributes from suppliers (e.g., embodied carbon, etc.) AND/OR
4. Copy of specific building product specifications or certificates AND
5. Information about compliance procedures (e.g., reporting, audit, job site accountability).

In order to qualify as valid supporting evidence, the evidence provided must relate to each of the criteria selected. Additionally, you may add a cover page at the beginning of the document or clearly.
Reporting period: Your answer must refer to the reporting period identified in EC3.
Reporting level: Answers should be applicable at entity level.

Scoring

It is not necessary to select all answer options in order to obtain the maximum score for this question. Points are awarded based on (1) selected answer options and (2) validity of provided other answers and (3) the validity of the upload based on the requirements stated above.
Reporting multiple other answers will not impact scoring. Reported answer options in these fields are validated individually, but scores will not be aggregated.
In 2016, this open text box answer will not be scored and is for reporting purposes only.

References

GRI G4, CRESS, G4-DMA, Products and Services; and G4-EN2,
LEED BD+C: New Construction, v4, Materials & Resources
BREEAM, International New Construction 2013, 09 Materials
PRI, Reporting Framework 2013-14, Direct Property, Post-investment, PR 17.2
SCS Ecolabels, Recycled Content, V6-0 Standard
ISO 14021, Environmental labels and declarations

NC5.1 Does the entity incorporate green building standards in new construction and major renovation projects?

○ 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%	≥ 50%, < 75%
≥ 25%, < 50%	≥ 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%	≥ 50%, < 75%
≥ 25%, < 50%	≥ 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%	≥ 50%, < 75%
≥ 25%, < 50%	≥ 75%, ≤ 100%

Level of certification: include all applicable rating systems _____
Levels adopted as a standard by the entity _____

○ No

○ Not applicable

2 points, E

Intent

Green building certification provides a measure of the intrinsic quality of the asset and its design in order to meet environmental standards requirements. Building certifications provide external assurance on the sustainability performance of an asset. This question is focused on green building rating standards utilized as part of the construction or major renovation process.

Terminology

Green building rating standard: A rating system/certificate for real estate assets that uses a wide set of environmental criteria. Successful completion of the rating assessment typically results in the award of a certificate that records (a) the completion of the rating assessment process and (b) the level achieved.
Level of certification: the level achieved with successful completion of the rating assessment.

Requirements

Select yes, no, or not applicable. If you select yes, also (1) select all applicable sub-options (2) select portfolio coverage and (3) specify:

1. Green building standard: include all applicable green building rating systems AND/OR
2. Green building certificates: include all applicable green building certificates AND/OR
3. Level of certification: include all applicable rating systems and levels adopted as a standard by the entity.

Portfolio coverage: Portfolio coverage is calculated based on floor area. The numerator is the floor area of to which the selected answer option applies. The denominator is the total floor area of all NC&MR projects as reported in RC-NC1.1 and RC-NC2.1.
Reporting period: Your answer must refer to the reporting period identified in EC3.
Reporting level: Answers should be applicable at entity level.

Scoring

It is not necessary to select all answer options in order to be designated the maximum score for this question. Points are awarded based on (1) selected answer options (2) percentage portfolio coverage and (3) validity of reported green building rating systems and/or certificates.
In 2016, the certification levels of the certification standards adopted by the entity will not be scored and are for reporting purposes only.

NC5.2 Does the entity's portfolio 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

Scheme name/ sub-scheme name	Level of certification	% portfolio covered by floor area	Number of certified projects
Scheme ▼			
Scheme ▼			
Scheme ▼			

Projects completed during the reporting period

Scheme name/ sub-scheme name	Level of certification	% portfolio covered by floor area	Number of certified projects
Scheme ▼			
Scheme ▼			
Scheme ▼			

Note: A list of provisionally validated certification schemes is provided in Appendix 2a. If you select 'other', you will be asked to complete the validation questions for the scheme (see Appendix 2b).

- ○ No ○
- ○ Not applicable ○

5 points, E

Intent

Green building certification provides a measure of the intrinsic quality of the asset and its design in order to meet environmental standards requirements. Building certifications provide external assurance on the sustainability performance of an asset. This question is focused on the certifications obtained as part of the construction or major renovation process.

Terminology

Green building certificate: Recognition that a project has satisfied the requirements of a green building rating system. A certificate indicates the name and location of the project, version of the rating system, date of certification, and level of recognition.
Level of certification: the level achieved with successful completion of the rating assessment for projects that (a) that are complete and/or (b) were in progress at the end of the reporting period.
Number of certified assets: The number of assets within the total portfolio for which green building certificates were obtained for projects (a) that are complete and/or (b) were in progress at the end of the reporting period.
Scheme name: The name of the organization that is responsible for the Green Building Certification system.
Sub-scheme name: The name of the Scheme's certification category used to certify a particular asset or property type.
Percentage portfolio covered by floor area: The percentage of the total portfolio for which green building certificates were obtained for the building design, development and/or structure for projects (a) that are complete and/or (b) were in progress at the end of the reporting period (excluding pre-assessments or other unofficial forms of pre- certification). The numerator is the floor area of all projects that are certified. The denominator is the total floor area of all NC&MR projects as reported in RC-NC1.1 and RC-NC2.1.

Requirements

Select yes or no. If you select yes, also complete all applicable sub-options.
Scheme name and sub-scheme name: Select from the dropdown list or add a new scheme name and a sub-scheme name (if applicable);
Other scheme: If you add a new scheme name, you are required to also answer a set of additional questions about the scheme (see Appendix). These questions are not scored, but are mandatory, as the questions provide input for GRESB's data validation process.
Only include green building certificates that were awarded before or during the reporting period (pre-assessments or other unofficial forms of pre-certification are not valid). Some green building certificates are valid for a limited period only – the certificate should be effective and official during the reporting period.
If an asset is certified by more than one scheme, it should be counted just once, using the green building certification scheme that is most prevalent in the region in which the asset is located.
Level of certification: Report the level of certification. In the case multiple levels are applicable, report them separately, divided by a comma.
Percentage portfolio coverage: A percentage should be larger than 0% and smaller than or equal to 100%.
Number of certified projects: The number should be smaller than or equal to the number of reported assets in either RC-NC1.1 or RC-NC2.1.

Scoring

This is a benchmark question. The total score is based on the outcome of a benchmark performed per property type, and results are weighted by allocated GAV. Certification schemes can receive full, partial (2 levels) or no points. The score is based on % portfolio coverage.

Examples

Scheme name: BREEAM International
Sub-scheme name: New Construction
Answer structure: BREEAM International, New Construction

Scheme name: LEED v4
Sub-scheme name: New Construction
Answer structure: LEED v4, New Construction

Energy Efficiency

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

○ Yes

The entity promotes energy efficiency through (multiple answers possible)

☐ 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 **2016 R**

- ○ 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 ○

3 points, E

Intent

Implementing energy efficiency measures in the design and construction of a building contributes to reducing the energy consumption of the building during the operational phase. Describe the entity's strategy to integrate energy efficiency measures throughout design and construction activities.

Terminology

Air conditioning: Refers to energy efficient air-conditioning units, such as those rated with a high energy efficiency rating, and secondary measures to promote efficiency, such as strategic location and integration into building functionality design.
Occupant controls: Individual controls for heating, cooling and other building systems. They support individual comfort of building occupants, while reducing energy consumption. Occupant controls also enable occupants to respond rapidly to alleviate discomfort when it is experienced.
Commissioning: Quality-orientated review and verification process during the design and construction phase, to ensure that the performance of facilities, systems and assemblies meet defined objectives during the operational phase.
Energy codes or standards: Energy requirements set in building codes and standards such as US Energy Efficiency standards and International Energy Efficiency Code (2012).
Energy modeling: Refers to a virtual or computerized simulation of a building that can be used to estimate the energy use of a building, evaluate the energy efficiency, of a building.
Energy use analytics: Analysis of energy use to determine discrepancies between baseline and actual energy use. Energy use analytics help determine whether energy use targets are reached, and can highlight opportunities to improve energy efficiency.
Integrative design process: A design process that considers and involves multiple aspects, stakeholders and functions, instead of addressing each separately, to align and achieve objectives.

Lighting: Energy efficient lighting refers to units such as those rated with a high energy efficiency rating. Common energy efficient lighting includes: LEDs, CFLs and halogen incandescents. It also includes aspects such as sensors, timers, and the promotion of natural daylight, to reduce the amount of light energy consumed.
Operational energy efficiency monitoring: Monitoring of energy consumed during the operational phase of a building. The operational energy consumption of buildings leads to substantial environmental impact. Monitoring consumption is an important basis for reducing this impact.
Requirements for planning and design: Legislative requirements such as planning obligations, building codes and standards.
Space heating: Energy efficient space heating systems for internal spaces within a building. This includes energy efficient mechanical systems, and maximizing the maintenance of internal heating via insulation, seals, and windows and doors.
Ventilation: The process of supplying and removing air through an indoor space. Energy efficient ventilation refers to the use of efficient mechanical, or natural ventilation systems.
Water heating: Energy efficient water heating systems such as those with a high energy efficiency rating, including those which are demand-based, that do not lose energy on stand-by heating. Also includes efficient hot water distribution systems to reduce energy losses throughout the building.
Sub-meter: A system that allows the measurement of utility use by an individual occupant within a multi-tenant property, such as individual electricity meters.
Post-construction energy monitoring: Monitoring of energy consumption during the operational phase of the building, to identify that energy use objectives are being met.

Requirements

Select yes or no. If you select yes, also select all applicable sub-options.
Other:

1. Requirements for planning and design: Describe the entity's requirement for planning and design. Other answers must be outside the options listed in the question.
2. Energy efficiency measures: State the energy efficiency measure. Other answers must be outside the options listed in the question.
3. Performance verification: Describe the entity's actions to verify delivered performance. Other answers must be outside the options listed in the question.

It is possible to add multiple other answers.
Requirements/standards: applied energy efficiency requirements at the minimum should meet local building standards/codes.

1. Above-code standards: Describe the entity's requirements to exceed local building standards/codes. Describe which requirements are referred to and how they meet above-code standards as well as the number of projects if not all
2. National or global leadership standards: Describe the entity's requirements to meet a national or global leadership standard. Describe which requirements are referred to and specify the leadership standard.

Document upload: The uploaded document must demonstrate the promotion of energy efficiency requirements and the elements that it covers. Depending on the selected answer options, the document upload should include:

1. Information on requirements for energy efficient design (e.g., RFP language requesting integrated design process, above code design) AND/OR
2. Information about commonly used energy efficiency measures AND/OR
3. Information about practices used to measure or monitor operational energy efficiency AND/OR

Preferably, information about the application of the criteria across the entity's NC&MR activities during the reporting period is provided, including the fraction of total activity (by GAV) to which the criteria were applied.
In order to qualify as valid supporting evidence, the evidence provided must relate to each of the criteria selected. Additionally, you may add a cover page at the beginning of the document or clearly highlight, encircle, or otherwise identify the specific page number(s) within the upload.
Reporting period: Your answer must refer to the reporting period identified in EC3.
Reporting level: Answers should be applicable at entity level.

Scoring

It is not necessary to select all answer options in order to obtain the maximum score for this question. Points are awarded based on (1) selected answer options for design, measures, goal and performance verification indicators and validity of provided other answers, (2) validity of the upload based on the requirements stated above. However, stated 'preferable requirements' are not used for scoring purposes.
Reporting multiple other answers will not impact scoring. Reported answer options in these fields are validated individually, but scores will not be aggregated.
In 2016, the selected answer options referring to requirements and standards, including the description provided, will be for reporting purposes only.

References

GRI G4, CRESS, G4-DMA, Biodiversity; and G4-EN12 and G4-EN13
SITES v2 Rating System
LEED BD+C: New Construction, v4, Sustainable Sites; and Materials & Resources
BREEAM International New Construction 2013, 04 Management; and 11 Land Use; and BREEAM Communities Manual 2012
PRI, Reporting Framework 2013-14, Direct Property, Post-investment, PR 17.2

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 — Percentage of all projects _____% ◒
  - ☐ Geothermal — Percentage of all projects _____% ◒
  - ☐ Hydro — Percentage of all projects _____% ◒
  - ☐ Solar/photovoltaic — Percentage of all projects _____% ◒
  - ☐ Wind — Percentage of all projects _____% ◒
  - ☐ Other_____ — Percentage of all projects _____% ◒

  Average design target for the fraction of total energy demand met with on-site renewable energy _____% **2016 R**

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

- ○ No ○
- ○ Not applicable ○

3 points, E

Intent

On-site renewable energy generation reduces environmental and economic impacts associated with fossil fuel energy use. Describe the entity's use of on-site renewable energy generation.

Terminology

Biofuels: Liquid of gaseous fuels, such as bioethanol and biodiesel, which are made from biomass.
Geothermal energy: Energy from heat generated by the earth's matter, e.g. by using ground pump heating systems. This includes geothermal storage.
Hydro energy: Energy generated by the gravitational force of falling or flowing water.
On-site renewable energy: Any source of energy produced at the site that can be used without depleting reserves, including energy from the sun, wind, water and the earth's core. Technologies should be available onsite, such as photovoltaic panels, wind turbines, transpired solar collectors, solar hot water heaters, small-scale hydroelectric power plants, ground pump heating systems, etc.
Solar/photovoltaic energy: Energy generated from solar heat and/or radiant light. This includes solar water heating. Photovoltaic energy results from the conversion of the sunlight by using solar panels or semiconductors.
Wind energy: Energy generated from wind power by using wind turbines.

Requirements

Select yes or no. If you select yes, also select all applicable sub-options.
Percentage of all projects: Provide the percentage of all projects covered per on-site renewable energy type. The numerator is the floor area of the projects for which the applicable on-site renewable energy type is included in the design. The denominator is the total floor area of all projects reported in RC-NC1.1 and RC-NC2.1.
Other: State the on-site renewable source. Other answers must be outside the options listed in the question. Note that on-site renewable sources do not include offsite generation, the use of green power, renewable energy credits (RECs) or carbon offsets, biomass and/or biogas. Also note that co-generation and tri-generation systems are no longer seen as renewable energy sources. Although they may produce low-carbon energy, these systems typically use fossil fuels (e.g., natural gas).
Other answers must be outside of the options listed in the question. It is possible to add multiple other answers.
Average design target for the fraction of total energy demand met with on-site renewable energy: Percentage of energy demand that by design should be provided by on-site renewable energy. The numerator is the total design capacity of all reported on-site renewable energy sources. The denominator is total energy demand for all projects reported in RC-NC1.1 and RC-NC2.1.
Document upload: The uploaded document must demonstrate the design and implementation of on-site renewable energy sources and the type of sources applied. Preferably, the document upload includes:
1. Table of project count by renewable energy source. Only include applicable projects. This is not restricted to completed projects only.
2. Example(s) of applicable projects.

In order to qualify as valid supporting evidence, the evidence provided must relate to each of the criteria selected. Additionally, you may add a cover page at the beginning of the document or clearly highlight, encircle, or otherwise identify the specific page number(s) within the upload.
Reporting period: Your answer must refer to the reporting period identified in EC3.
Reporting level: Answers should be applicable at entity level.

Scoring

It is not necessary to select all answer options in order to obtain the maximum score for this question. Points are awarded based on (1) selected answer options and validity of a provided other answer, (2) percentage of all projects (3) validity of the upload based on the requirements stated above. However, stated 'preferable requirements' are not used for scoring purposes.
Reporting multiple other answers will not impact scoring. Reported answer options in these fields are validated individually, but scores will not be aggregated.
In 2016, the average design target will be for reporting purposes only.

Reference

Question used by DJSI-RobecoSAM Corporate Sustainability Assessment Q2.7.2
GRI G4, CRESS, G4-DMA, Energy
LEED BD+C: New Construction, v4, Energy & Atmosphere
BREEAM, International New Construction 2013, 06 Energy
PRI, Reporting Framework 2013-14, Direct Property, Post-investment, PR 17.2

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) **2016 R**

_____

☐ Description of the applicable reference code or standard (max 150 words) **2016 R**

_____

☐ Other _____

Percentage of projects covered _____% **B**

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

○ No **O**

1 point, E

Intent

Net-zero energy (NZE) standards assist organizations with achieving zero greenhouse gas emissions, through energy-efficient design and the use of renewable energy technologies, on a net-zero energy basis. Net-zero standards are increasingly part of building codes. Describe the entity's approach to define and achieve net-zero energy performance for its new construction and renovation projects.

Terminology

Net-zero energy: A net-zero energy building relies on energy-efficient design and renewable sources to produce as much energy as it consumes, usually measured over the course of a year.

Requirements

Select yes or no. If you select yes, complete:
1. Description of the entity's definition of 'net-zero energy' AND
2. Description of the applicable reference code of standard
3. State the percentage of the projects achieving the entity's definition of "net-zero energy".

Document upload: The uploaded document must demonstrate projects are designed to meet net-zero energy codes and/or standards. The document upload must include:
1. Description of the entity's definition of 'net-zero energy'
2. The applicable reference code of standard per project.
3. Provide at least one specific project example.

In order to qualify as valid supporting evidence, the evidence provided must relate to each of the criteria selected. Additionally, you may add a cover page at the beginning of the document or clearly highlight, encircle, or otherwise identify the specific page number(s) within the upload.
Reporting period: Your answer must refer to the reporting period identified in EC3.
Reporting level: Answers should be applicable at entity level.

Scoring

Points are awarded based on (1) the validity of the provided descriptions, (2) the percentage of projects covered and (3) the validity of the upload based on the requirements stated above.

References

LEED BD+C: New Construction, v4, Energy & Atmosphere
BREEAM, International New Construction 2013, 06 Energy
National Renewable Energy Laboratory
ICC IECC: 2012 International Energy Conservation Code
International Energy Agency: SHC Task 40

Water Conservation and Waste Management

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

- ○ Yes
  - ☐ 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 **2016 R**

- ○ 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

2 points, E

Intent

Implementing water efficiency measures in the design and construction phases of a building contributes to reducing the water consumption of the building during the operational phase. Describe the entity's strategy to water conservation through design and construction.

Terminology

Commissioning of water systems: Quality-orientated review and verification process during the design and construction phase, to ensure that the performance of water-related facilities, systems and assemblies meet defined objectives during the operational phase.

Drip/smart irrigation: Drip irrigation systems save water by irrigating, fertilizing and aerating trees, shrubs, plants and bushes directly at the roots. Smart irrigation systems save water by adjusting the watering schedule and amount of water used for irrigation based on a variety of factors and inputs, including weather, plant species, and soil type.
Drought tolerant/low-water landscaping: Reduction of water use through landscaping characteristics such as areas requiring little to no irrigation.
Dry fixtures: Fixtures that do not require the use of water, such as composting toilet systems and waterless urinals.
Grey water: Wastewater generated from hand basins, showers and other water-using devices and equipment. The advantage of recycling grey water is that it replaces potable water use.
High-efficiency fixtures: Appliances and plumbing equipment that conserve water without compromising performance (also known as "ultra-low-flow" fixtures).
Integrative design: A design process that considers and involves multiple design aspects, instead of addressing each aspect separately, for the promotion of whole of project water conservation.
Indoor water: Water use that occurs within the constraints of the building interior.
Leak detection system: Systems that detect small water leaks such as condensate water overflow, chiller water leaks, plumbing line cracks, heating/cooling piping leaks, outside seepage, etc.
Non-potable applications: Use of non-potable water in applications such as toilet flushing and cooling tower make up water.
Occupant sensors: Motion sensor devices that turn water fixtures on (or off) in response to the presence (or absence) of people.
On-site wastewater treatment: Process of water decontamination on the project site as a consequence of any anthropogenic, industrial or commercial use, before the water is released again into the environment or is re-used.
Operational water efficiency monitoring: Monitoring of water consumed during the in-use phase of a building's life. The operational water consumption of buildings leads to substantial environmental impact. Monitoring consumption is an important basis for reducing this impact.
Outdoor water: Water use that occurs outside of the building structure.
Process water: Water that is used for building systems and industrial processes, such as cooling towers, boilers, and chillers. It can also include water used for operational processes, such as dishwashing.
Requirements for planning and design: Legislative requirements such as planning obligations, building codes and standards.
Stormwater: Water that originates during precipitation. It can be collected and stored onsite for eventual reuse.
Water conservation: The standards, strategies and actions to manage and conserve water in a sustainable manner.
Water efficiency measures: Actions undertaken to reduce water consumption and improve efficient use of water as a sustainable resource.
Water supply: The source from which water is obtained from.
Water use analytics: Analysis of water use to determine discrepancies between baseline and actual energy use. Water use analytics help determine whether water use targets are reached, and can highlight opportunities to improve water efficiency and conservation.
Sub-meter: A system that allows the measurement of utility use by an individual occupant within a multi-tenant property, such as individual water meters.
Post-construction water monitoring: Monitoring of water consumption during the operational phase of the building, to identify that water conservation objectives are being met.

Requirements

Other:

1. Requirements for planning and design: State the requirement for planning and design. Other answers must be outside the options listed in the question.
2. Water efficiency measures: State the water efficiency measure. Other answers must be outside the options listed in the question.
3. Operational water efficiency monitoring: State the operational water efficiency monitoring type. Other answers must be outside the options listed in the question.

It is possible to add multiple other answers.

Requirements/standards: Applied water efficiency requirements should at minimum meet local building standards/codes.

1. **Above-code standards:** the requirements applied exceed local building standards/codes. Describe which requirements are referred to and how they meet above-code standards as well as the number of projects if not all.
2. **National or global leadership standards:** the requirements applied meet a national or global leadership standard. Describe which requirements are referred to and specify the leadership standard.

Document upload: The uploaded document must demonstrate the promotion of water efficiency requirements and the elements that it covers. Depending on the selected answer options, the document upload must include:

1. Information on requirements for water efficient design (e.g., RFP language requesting integrated design process, above code design) AND/OR
2. Information about commonly used water efficiency measures AND/OR
3. Information about practices used to measure or monitor operational water efficiency AND/OR

In order to qualify as valid supporting evidence, the evidence provided must relate to each of the criteria selected. Additionally, you may add a cover page at the beginning of the document or clearly highlight, encircle, or otherwise identify the specific page number(s) within the upload.
Reporting period: Your answer must refer to the reporting period identified in EC3.
Reporting level: Answers should be applicable at entity level.

Scoring

It is not necessary to select all answer options in order to obtain the maximum score for this question. Points are based on (1) selected answer options and validity of provided other answers, (2) validity of the upload based on the requirements stated above.
Reporting multiple other answers will not impact scoring. Reported answer options in these fields are validated individually, but scores will not be aggregated.
In 2016, the selected answer options referring to requirements and standards, including the description provided, will be for reporting purposes only.

References

GRI G4, CRESS, G4-DMA, Water; and G4-EN8
LEED BD+C: New Construction, v4, Indoor Environmental Quality
BREEAM, International New Construction 2013, 08 Water
PRI, Reporting Framework 2013-14, Direct Property, Post-investment, PR 17.2

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

- ☐ 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 **2016 R**

- ○ 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 ○

2 Points, E

Intent

A waste policy assists organizations with reducing waste from construction and demolition disposed of in landfills and incineration facilities, by recovering, reusing and recycling materials. Describe the entity's strategy to manage waste from construction and demolition.

Terminology

Construction and demolition waste: Includes bricks, concrete, masonry, soil, rocks, lumber, paving materials, shingles, glass, plastics, aluminum (including siding), steel, drywall, insulation, asphalt roofing materials, electrical materials, plumbing fixtures, vinyl siding, corrugated cardboard, tree stumps, etc.
Construction waste signage: Visible signage that clearly indicates the process of properly dealing with waste generated during construction.
Education on waste management: Educating employees, contractors and crews on materials recovery techniques and procedures, such as sorting and storage methods, recoverable materials, and removal techniques.
Incentives for contractors: Incentives, for example, to allow contractors and crews to retain a portion of revenues and/or savings from materials recovery and sales.
Hazardous waste: A solid waste, or combination of solid wastes, which because of its quantity, concentration, or physical/chemical/infectious characteristics may either cause, or significantly contribute to an increase in mortality/serious irreversible illness. Hazardous waste might also pose a substantial present or potential hazard to human health or the environment when improperly treated, stored, transported, disposed of, or otherwise managed.
Non-hazardous waste: Waste that does not have the potential to cause harm to humans, animals or the environment.
Management and construction practices: Measures and strategies implemented by management and construction employees throughout the construction project.
On-site waste monitoring: Monitoring of waste generation during the design and construction phase of the building, to identify that waste generation and disposal objectives are being met.
Recovering building materials: Diverting building material waste from landfill by recovery of the material from site to be recycled or sent for energy recovery.

Recycling building materials: Diverting building material waste from landfill to an on or off-site recycling facility.
Reusing building materials: Diverting building material from landfill by reemploying the material on site or on other approved sites in the same or related capacity as their original application.
Waste management plan: Plan that addresses the collection and disposal of waste generated during construction or renovation, usually including the collection, transfer, treatment and disposal of a variety of waste types.
Waste separation facilities: A designated facility where waste is separated into different elements to be correctly disposed, recycled, or otherwise managed.
Waste stream: The complete flow of waste from generation to final disposal.

Requirements

Select yes or no. If you select yes, also select all applicable sub-options for (1) management and construction practices (2) on-site waste monitoring and (3) requirements and standards.

Other:

1. Management and construction practices: State the requirement for planning and design. Other answers must be outside the options listed in the question.
2. On-site waste monitoring: State the energy efficiency measure. Other answers must be outside the options listed in the question.
3. It is possible to add multiple other answers.

Requirements/standards: applied water efficiency requirements at the minimum should meet local building standards/codes.

1. **Above-code standards:** the requirements applied exceed local building standards/codes. Describe which requirements are referred to and how they meet above-code standards as well as the number of projects if not all.
2. **National or global leadership standards:** the requirements applied meet a national or global leadership standard. Describe which requirements are referred to and specify the leadership standard.

Document upload: The uploaded document must demonstrate the promotion of efficient on-site solid waste management and the elements that it covers. Depending on the selected answer options, the document upload should include:

1. Waste management plan or requirements typically provided to contractors (e.g., RFP language, etc.) including the selected answer options AND/OR
2. Information about practices used to measure or monitor on-site waste monitoring during the construction phase of its applicable projects.

In order to qualify as valid supporting evidence, the evidence provided must relate to each of the criteria selected. Additionally, you may add a cover page at the beginning of the document or clearly highlight, encircle, or otherwise identify the specific page number(s) within the upload.

Reporting period: Your answer must refer to the reporting period identified in EC3.

Reporting level: Answers should be applicable at entity level.

Scoring

It is not necessary to select all answer options in order to obtain the maximum score for this question. Points are based on (1) selected answer options and validity of provided other answers, (2) validity of the upload based on the requirements stated above.

Reporting multiple other answers will not impact scoring. Reported answer options in this fields are validated individually, but scores will not be aggregated.

In 2016, the selected answer options referring to requirements and standards, including the description provided, will be for reporting purposes only.

References

GRI G4, CRESS, G4-DMA, Materials; and Effluents and Waste; G4-EN22 and G4-EN23

LEED BD+C: New Construction, v4, 09 Material & Resources

BREEAM, International New Construction 2013, 10 Waste

PRI, Reporting Framework 2013-14, Direct Property, Post-investment, PR 17.2

EPA, Resource Conservation and Recovery Act, Construction Sector (NAICS 23)

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 ◒
  - ☐ Human health-based product standards ◒
  - ☐ Human rights ◒
  - ☐ On-site health and safety ◒
  - ☐ Sustainability-specific requirements for sub-contractors ◒
  - ☐ Other _____ ◒

  Percentage of projects covered _____% Ⓑ

  UPLOAD supporting evidence

- ○ No ○

2 points, S

Intent

Sustainability-specific requirements for contractors can ensure proper implementation of the entity's sustainability policies for new construction and major renovation projects. Relationships with contractors and the written agreements that define those relationships make sustainability requirements enforceable upon a wider range of stakeholders. Describe the entity's strategy to ensure contractors support the entity's ESG objectives and follow ESG management requirements.

Terminology

Sustainability-specific requirements: Includes specification and use of sustainable and energy efficient materials, systems, equipment and onsite operating practices, e.g. regarding access to the site, environmental impact, community impact, health and safety, etc.
Environmental process standards: Minimum standards required from contractors in relation to environmental processes, such as requirements for disposal of waste generated by contractors.
Environmental product standards: Minimum environmental standards required from contractors in relation to products used, such as requiring a certain percentage of products to be locally sourced or contain recycled content.
Fundamental human rights: The requirement of all people involved in the contractors' supply chain and project execution to have fair and equal conditions and rights, as promoted by the United Nations Universal Declaration of Human Rights.
Human health-based product standards: Minimum standards required from contractors in relation to products used with a known impact on human health.
On-site health and safety: Requirements that focus on protecting the safety, health and welfare of people engaged in construction work.

Requirements

Select yes or no. If you select yes, also select all applicable sub-options.
Percentage of all projects: Provide the percentage of all projects covered. The numerator is the floor area of the projects for which the applicable requirements are in place. The denominator is the total floor area of all projects reported in RC-NC1.1 and RC-NC2.1.
Other: State the sustainability-specific requirement. Other answers must be outside the options listed in the question. It is possible to add multiple other answers.

Document upload: Provide document upload OR name AND date of publication of the document. The uploaded document must demonstrate the existence of the sustainability-specific requirements. An example is a copy of contractor requirements (e.g., contract language or RFP).
In order to qualify as valid supporting evidence, the evidence provided must relate to each of the criteria selected. Additionally, you may add a cover page at the beginning of the document or clearly highlight, encircle, or otherwise identify the specific page number(s) within the upload.
Reporting period: Your answer must refer to the reporting period identified in EC3.
Reporting level: Answers should be applicable at entity level.

Scoring

It is not necessary to select all answer options in order to obtain the maximum score for this question. Points are based on (1) selected answer options and validity of provided other answers, (2) validity of the upload based on the requirements stated above.
Reporting multiple other answers will not impact scoring. Reported answer options in this fields are validated individually, but scores will not be aggregated.

References

BREEAM, International New Construction 2013, 04 Management
United Nations Universal Declaration of Human Rights 1948

NC10.2 Does the organization monitor its contractors' compliance with its environmental and social 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 ○

2 points, S

Intent

Monitoring measures ensure that contractors comply with the contractual specifications and requirements regarding sustainability issues.

Terminology

Ad hoc site visits: Visits without advance notice.
Audits: A systematic review and assessment performed by qualified personnel to determine by investigation, examination, or evaluation of objective evidence, the adequacy and compliance of the contractors with the sustainability-specific requirements.
National or international standard: Standard related to environmental management, e.g. ISO 14001, etc.
Environmental issues: The impact on living and non-living natural systems, including land, air, water and ecosystems. This includes, but is not limited to, biodiversity, transport, and product and service-related impacts, as well as environmental compliance and expenditures.
Social aspects: Includes increased noise, traffic congestion, lack of housing, resettlement requirements or pressure on access to local services that arise from influx of personnel, site development work or operational processes that are new to the area, etc.

Requirements

Select yes, no, or not applicable if you answered no to Q10.1. If you select yes, also select all applicable sub-options including the additional information requested.

Percentage of projects audited: Provide the percentage of all projects covered. The numerator represents the floor area of the projects for which the applicable requirements are in place. The denominator is the total floor area of all projects reported in RC-NC1.1 and RC-NC2.1.
External audits by third party: Report the name of the organization that performed the audit. You may be asked for additional information about the organization. It is possible to report multiple organizations for transparency purposes, however scores will not be aggregated.
Other: State the method of monitoring. Other answers must be outside the options listed in the question. It is possible to add multiple other answers.
Reporting period: Your answer must refer to the reporting period identified in EC3.
Reporting level: Answers should be applicable at entity level.

Scoring

It is not necessary to select all answer options in order to obtain the maximum score for this question. Points are awarded based on (1) selected answer options and validity of provided other answers, and if applicable, (2) the validity of the third party that performed the audit and (3) percentage of projects audited.
Reporting multiple other answers will not impact scoring. Reported answer options in this fields are validated individually, but scores will not be aggregated.

References

ISO 14001, Environmental Management Standard
SITES v2 Rating System
LEED BD+C: New Construction, v4, Sustainable Sites
BREEAM International New Construction 2013; and BREEAM Communities Manual 2012

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 **2016 R**

- ○ 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

2 points, E

Intent

Buildings designed with occupant health and well-being in mind lead to increased employee satisfaction and greater productivity. Describe the entity's strategy to design and build buildings that promote occupant health and well-being.

Terminology

Integrated planning process: A planning process that considers and involves multiple aspects, stakeholders and functions, instead of addressing each separately, to align and achieve objectives.
Health Impact Assessment: An assessment conducted to determine the potential effects of a proposed decision on the health of a population.
Access to spaces for active and passive recreation: Access to spaces designated for recreation, including green spaces. Active recreation refers to activities which require administration or infrastructure, e.g. organized sports, children's play-ground equipment. Passive recreation refers to non-consumptive recreation activities, e.g. exercise activities, picnic areas.

Active design features: Design features specifically aimed to positively contribute towards occupant health and well-being, e.g. centrally located staircases to get occupants to be more active.
Commissioning: Quality-orientated review and verification process during the design and construction phase, to ensure that the performance of facilities, systems and assemblies meet defined objectives during the operational phase.
Daylight: The capacity of a building to provide maximum daylight exposure to occupants, via building design (e.g. angle of orientation, number of and size of windows) and material (e.g. reflective coatings) features. Maximizing daylight exposure not only benefits occupant health and well-being, but also can reduce the need for artificial light, and therefore energy expenditure.
Indoor air quality: The air quality within and around buildings and structures, especially as it relates to the health and comfort of building occupants. Indoor air quality (IAQ) can be affected by gases (including carbon monoxide, radon, volatile organic compounds), particulates, microbial contaminants (mold, bacteria), or any mass or energy stressor that can induce adverse health conditions.
IAQ source control: The process of controlling air quality from the source of pollution/emission, such as sealing off areas known to adversely impact IAQ.
IAQ monitoring: The process of monitoring the fluctuations in IAQ, to promote efficient and successful IAQ maintenance and improvement. Monitoring can occur via portable or fixed sensors to measure a range of air pollutants.
Natural ventilation: The process of supplying and removing air through an indoor space without using mechanical systems. There are two types of natural ventilation occurring in buildings: wind driven ventilation and buoyancy-driven ventilation.
Occupant controls: Individual controls for heating, cooling and other building systems. They support individual comfort of building occupants, while reducing energy consumption. Occupant controls also enable occupants to respond rapidly to alleviate discomfort when it is experienced.
Provisions for active transport: Active transport is transport via walking or bicycling. Provisions for active transport include designating safe and accessible pedestrian walkways as a building design measure, bike storage areas and shower facilities.
Occupant education: Education and training of building occupants to increase knowledge on sustainability principles and the benefits to their health and well-being, including behavioral change and techniques.
Post-construction health and wellbeing monitoring: A structured approach towards measuring and managing the health and well-being of occupants, such as occupant comfort and satisfaction. (e.g., occupant comfort and satisfaction)
Occupant well-being: Health and comfort of building occupants. Healthy indoor environments (including indoor air quality, thermal comfort, lighting, visual quality, and acoustic performance) are an essential part of realizing the potential benefits of occupant wellbeing.

Requirements

Select yes or no. If you select yes, also select all applicable sub-options for (1) requirements for planning and design (2) common occupant health and well-being measures, (3) operational occupant health and well-being monitoring methods and (4) requirements and standards.
Other:
Requirements for planning and design: State the requirement for planning and design. Other answers must be outside the options listed in the question.
Occupant health and well-being measure: State the health and well-being measure. Other answers must be outside the options listed in the question. Measures should be related to the physical building. Location-related measures (e.g., walkability, proximity to public transport or to nearby amenities) are not valid.
Occupant health and well-being monitoring: State the health and well-being measure. Other answers must be outside the options listed in the question.
It is possible to add multiple other answers.
Requirements/standards: Applied health, safety, and well-being requirements at the minimum should meet local building standards/codse.

1. Above-code standards: the requirements applied exceed local building standards/codes. Describe which requirements are referred to and how they meet above-code standards as well as the number of projects if not all.
2. National or global leadership standards: the requirements applied meet a national or global leadership standard. Describe which requirements are referred to and specify the leadership standard.

Document upload: The uploaded document must demonstrate the promotion of occupant health and well-being and the elements that it covers. Examples of acceptable uploads include but are not limited to a description of typical project requirements (e.g., RFP language, owners project requirements, similar).
In order to qualify as valid supporting evidence, the evidence provided must relate to each of the criteria selected. Additionally, you may add a cover page at the beginning of the document or clearly highlight, encircle, or otherwise identify the specific page number(s) within the upload.
Reporting period: Your answer must refer to the reporting period identified in EC3.
Reporting level: Answers should be applicable at entity level.

Scoring

It is not necessary to select all answer options in order to obtain the maximum score for this question. Points are awarded based on (1) selected answer options and validity of provided other answers, (2) validity of the upload based on the requirements stated above.
Reporting multiple other answers will not impact scoring. Reported answer options in these fields are validated individually, but scores will not be aggregated.
In 2016, the selected answer options referring to requirements and standards including the provided description will be for reporting purposes only.

References

LEED BD+C: New Construction, v4, Indoor Environmental Quality
BREEAM, International New Construction 2013, 05 Health and Wellbeing

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 **2016 R**

- ○ 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 ○

1 point, E

Intent

The dangerous nature of project construction work and some building services work can lead to hazardous and harmful events, such as incidents, injuries, and fatalities. These have the potential to undermine a business" brand and long-term success. Occupational health and safety (OHS) performance can be seen as a key measure of an organization's duty of care. Monitoring of and reporting on on-site occupational health and safety is an indicator of prudent risk management.

Terminology

On-site occupational health and safety: The safety, health and welfare of people engaged in construction work.
On-site health and safety management system: System focused on protecting the safety, health and welfare of people engaged in construction work.

Requirements

Select yes or no. If you select yes, also select all applicable sub-options for (1) promotion means and (2) requirements and standards.
Other: State the alternative means applied to promote on-site health and safety. Other answers must be outside the options listed in the question. It is possible to add multiple other answers.
Requirements/standards: Applied on-site health and safety requirements at the minimum should meet local building standards/codes.
1. Above-code standards: the requirements applied exceed local building standards/codes. Describe which requirements are referred to and how they meet above-code standards as well as the number of projects if not all.
2. National or global leadership standards: the requirements applied meet a national or global leadership standard. Describe which requirements are referred to and specify the leadership standard.
Document upload: The uploaded document must demonstrate the promotion of on-site health and safety and the elements that it covers. In order to qualify as valid supporting evidence, the evidence provided must relate to each of the criteria selected. Additionally, you may add a cover page at the beginning of the document or clearly highlight, encircle, or otherwise identify the specific page number(s) within the upload.
Reporting period: Your answer must refer to the reporting period identified in EC3.
Reporting level: Answers should be applicable at entity level.

Scoring

It is not necessary to select all answer options in order to obtain the maximum score for this question. Points are awarded based on (1) selected answer options and validity of provided other answers, (2) validity of the upload based on the requirements stated above.
Reporting multiple other answers will not impact scoring. Reported answer options in these fields are validated individually, but scores will not be aggregated.
In 2016, the selected answer options referring to requirements and standards including the provided description will be for reporting purposes only.

References

GRI G4, CRESS, G4-DMA, Occupational Health and Safety (CRE6)
BS OHSAS 18001/18002, Occupational Health and Safety Management
ISO 9001, Quality Management Systems; and ISO 14001, Environmental Management System
ILO-OSH 2001, Guidelines on Occupational Safety and Health Management Systems
NAICS 23

NC12.2 Does the organization monitor health and safety indicators at construction sites?

- ○ Yes

  Select all applicable options (multiple answers possible)

  - ☐ Injury rate _____

    Explain the injury rate calculation method (maximum 250 words)

    _____

  - ☐ Fatalities _____
  - ☐ Near misses _____

- ○ No

1 point, S

Intent

Monitoring of and reporting on on-site health and safety is an indicator of prudent risk management. Keeping records of the number of incidents, injuries and fatalities over time helps to identify patterns that can guide the implementation of measures needed to minimize health and safety risks.

Terminology

Injury: Any instance of being injured, (including occupational diseases and occupational disabilities, and fatalities) arising from operations. Includes incidents involving contractors/sub-contractors, site visitors and members of the public. The injury rate is expressed as a rate (e.g. a fraction). Use the open text box to explain the applied calculation method/formula.
Fatalities: The death of a worker arising from an occupational injury or disease sustained or contracted while in the organization's employ.
Near misses: A work-related event with the potential to cause injury, disability or disease to workers or the public (also known as "dangerous occurrences").

Requirements

Select yes or no. If you select yes, also select all applicable sub-options and complete the additional open fields.
Injury rate: Report the injury rate for the total workforce, i.e. total employees and supervised workers, as well as independent contractors working on site to whom the organization is liable for the general safety of the working environment.
Open text box: For injury rates, it is mandatory to use the open text box to explain the applied calculation method/formula.
Fatalities: Fatalities are expressed as a number.
Near misses: Near misses are expressed as a number.
Reporting period: Your answer must refer to the reporting period identified in EC3.
Reporting level: Answers should be applicable at entity level.

Scoring

Points are based on the number of indicators that are used for monitoring. The validity of the injury rate is based on the open text box explanation. Provided figures are for reporting purposes only and do not have an impact on scoring.

References

GRI G4, CRESS, G4-DMA, Occupational Health and Safety; G4-PR2, G4-LA6 and G4-LA7

Community Impact and Engagement

NC 13 **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 _____

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

- ○ No

1,5 point, S

Intent

The built environment has a significant direct and indirect socio-economic impact, for example on social well-being, quality of life, and the prosperity of local communities and individuals. Assessing the social-economic impact helps to minimize the potential negative impact of new construction and major renovation projects and can create more livable, prosperous and sustainable communities.

Terminology

Local income generated: Contributing to local economic benefits and creating business diversity and opportunities for economic development and innovation, e.g., providing tax revenues for the local community, providing jobs through construction contracts and/or maintaining jobs after construction, etc.
Local residents' well-being: Creating diverse, affordable, and healthy places for residents, by providing (affordable) homes and educational and recreational facilities, and through the protection, maintenance and restoration of local natural environments.
Impact on crime levels: The impact of the use of the asset and related facilities/direct surroundings on crime levels, e.g. inadequate lighting or security may lead to increased crime levels, including vandalism, theft, etc.

Requirements

Select yes or no. If you select yes, also select all applicable sub-options.
Document upload: The uploaded document must demonstrate the existence of the assessment and the elements that it covers. Examples of acceptable uploads include, but are not limited to: reports or data illustrating the collection of relevant information.
In order to qualify as valid supporting evidence, the evidence provided must relate to each of the criteria selected. Additionally, you may add a cover page at the beginning of the document or clearly highlight, encircle, or otherwise identify the specific page number(s) within the upload.
Reporting period: Your answer must refer to the reporting period identified in EC3.
Reporting level: Answers should be applicable at entity level.

Scoring

It is not necessary to select all answer options in order to obtain the maximum score for this question. Points are based on (1) selected answer options and (2) validity of the upload based on the requirements stated above.

References

GRI G4, CRESS, DMA, Employment; Local Communities; SO2
Green Star, Communities PILOT Version 0.1

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)

  _____

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

- ○ No

1,5 points, G

Intent

New construction and major renovation projects are likely to impact/disrupt the local community. These disruptions will differ per project and per phase of the development process. Monitoring helps an organization to manage and reduce the impact of new construction and major renovation projects on the local community during the development process.

Terminology

Community impact: Community refers to individuals or groups of people living and/or working in any areas that are economically, socially or environmentally impacted (positively or negatively) by the construction/renovation activities. Impact includes increased noise, traffic congestion, lack of housing, resettlement requirements or pressure on access to local services that arise from influx of construction personnel, site development work or operational processes that are novel to the area.
Monitoring: A structured approach towards measuring and managing the impact of new construction and major renovation projects on the local community.
Stakeholders and impacted groups: All individuals or groups of people who may be affected by the objectives and/or actions of a construction/renovation project, either directly or indirectly.
Nuisance and/or disruption risks: Risks that are likely to cause a nuisance or disruption to stakeholders/impacted groups/communities, such as excess noise or increase traffic congestion.
Risk mitigation plan: A structured and purposeful process of identifying risks and developing actions to eliminate or reduce the adverse impacts of the risk, and planned responses should the risk occur.
Community monitoring plan: A specific, objective-based plan to ensure that monitoring of the community during different stages of the construction and renovation projects is implemented and maintained.
Communication plan: A specific, objective-based plan identifying commitments to engaging with the community by obtaining their input and feedback during different stages of construction and renovation projects.
Analysis and interpretation of monitoring data: A structured approach to analyzing and interpreting data obtained from monitoring processes, in order to make actionable use of the data.

Requirements	Select yes or no. If you select yes, also select all applicable sub-options. **Other:** State the alternative means applied to promote on-site health and safety. Other answers must be outside the options listed in the question. It is possible to add multiple other answers. **Open text box:** Complete the open text box describing the monitoring process. The content of this open text box is scored. To receive maximum points, the description of the participant's monitoring process should include the following elements: 1. An explanation of the approach per phase of the construction/renovation project; 2. An explanation of how impact is monitored; 3. The actions taken when an issue arises; 4. The process for developing and implementing improvements. **Document upload:** The uploaded document must demonstrate the existence of the monitoring process and the elements that it covers. Examples of acceptable uploads include but are not limited to report or data illustrating the collection of relevant information. In order to qualify as valid supporting evidence, the evidence provided must relate to each of the criteria selected. Additionally, you may add a cover page at the beginning of the document or clearly highlight, encircle, or otherwise identify the specific page number(s) within the upload. **Reporting period:** Your answer must refer to the reporting period identified in EC3. **Reporting level:** Answers should be applicable at entity level.
Scoring	It is not necessary to select all answer options in order to obtain the maximum score for this question. Points are based on (1) selected answer options and validity of provided other answers, (2) validity of the open text box (3) validity of the upload based on the requirements stated above. Full, partial or no points fare awarded to open text box responses. Responses are assessed based on compliance with question requirements. Reporting multiple other answers will not impact scoring. Reported answer options in these fields are validated individually, but scores will not be aggregated.
References	GRI G4, CRESS, G4-DMA, Local Communities (CRE7); and G4-SO1 and G4-SO2 BREEAM Communities Manual 2012

Innovation

Intent and overview

Environmental, social and governance (ESG) considerations are well-established in the global real estate sector. The development and integration of ESG best practices into investment decision-making varies widely across regions and property sectors. With its global and multi-sector coverage, GRESB is well-positioned to document innovation in the real estate sector. Our ambition is to promote and highlight innovative approaches and best practices in sustainability. The GRESB benchmark participants provide a rich source of knowledge and practical experience, and GRESB has developed a knowledge-sharing platform, GRESB Insights, to map innovative approaches to the integration of ESG best practices into the management and development of their real estate portfolios. In addition to each Developer Assessment submission, we encourage participants to also submit examples of their innovations. These "Innovation Case Studies" will be added to participants' Scorecards and/or Benchmark Reports. The case studies will also be published on GRESB Insights, which is used by real estate investors, benchmark participants, their advisors and the wider real estate community to share expertise and best practices.

Innovation Case Studies can be submitted through the GRESB Portal, throughout the year and/or, as part of the GRESB Assessment between April 1 and July 1. Case studies that are submitted as part of the GRESB Developer Assessment will be made available in the GRESB Portal and can be selected for publication on GRESB Insights.

GRESB encourages classifying or tagging processes, technologies, brands used or associated throughout the case study.

Add Innovation Case Study

Purpose of the project (100 words): What is the business or management issue addressed, and why is it important?

Approach (200 words): Describe the process of finding the solution and describe the solution. What is the nature of the solution, how does it work?

Implementation (100 words): How, when and where was the solution applied?

Results (100 words): What are the key success factors, and what are the limitations to the solution (e.g., when does it not work)?

Classify magnitude of benefits:

- < 5% savings
- 5-10% savings
- 10-20% savings
- 20-30% savings
- 30-40% savings
- 40-50% savings
- 50-60% savings
- 60-70% savings
- 70-80% savings
- 80-90% savings
- 90-100% savings

References (50 words): Where can property companies and fund managers get more information?

Innovation title (5 words)

Quote (25 words)

Visual or graphic materials (one picture with a minimum resolution of 1024 x 768 pixels) – UPLOAD

Organization logo – UPLOAD

Select applicable theme(s):

- ▼ Climate risk & Resilience
- Community engagement
- Disclosure & Assurance
- Energy and GHG Emmissions
- Health & Well-being
- Management
- ▼ Renewable Energy
- Supply chain
- Tenant engagement
- Waste
- Water
- Other _____

Specific 2016 Assessment question: *
**Dropdown to select indicator from 2016 Assessment*

☐ Confirmation of your consent that GRESB can publish your case study, as well as your logo, quote and picture.

Requirements

Innovations should be (1) related to the topics covered by the 2016 Developer Assessment and (2) specifically focused on the practical benefit of the measure. You can include information regarding the financial benefit of the measure, e.g. return on investment and report the magnitude of benefits. However, we encourage participants to also include measures with other short and long-term benefits, e.g. socio-economic, resource-use efficiency, risk mitigation and operational benefits. GRESB also encourages participants to explain how they deal with issues that may currently not be priced, but which they consider will become more important over time.

Please proof read and edit your case study to include a detailed description of its purpose, approach, and results and correct any typographical and grammatical errors. Case studies will only be published once we have all of the above information and have confirmed compliance with our internal editorial standards.

Appendix 1a: Terminology - Definitions and Interpretations

Term	Definition
Absentee rate	A measure of absenteeism expressed as a percentage of total days scheduled to be worked by the workforce during the reporting period.
Acquisitions team	A team composed of representatives from various internal departments, in charge of selecting, negotiating, administering new contracts. (Federal Acquisition Regulation, 2005)
Annual Report	A yearly record of an organization's financial performance that must be distributed to investors under applicable financial reporting regulations. (Barron's Financial Guides Dictionary of Finance and Investment Terms 5th edition, 1998)
Aquatic ecosystems	Ecosystems such as coastal and riparian areas, wetlands and deepwater habitats that provide critical ecosystem functions for aquatic organisms, other wildlife, and people.
Asia Pacific Real Estate Association (APREA)	The Asia Pacific Real Estate Association (APREA) represents and promotes the real estate asset class in the Asia Pacific region. It is the industry body for the suppliers and users of capital in the real estate sector. (www.aprea.asia)
Asian Association for Investment in Non-listed Real Estate Vehicles (ANREV)	ANREV is the Asian association for Investors in Non-listed Real Estate Vehicles, Asia Pacific's leading platform for the sharing of knowledge on the non-listed real estate funds sector. (www.anrev.org)
Asset Level (AL)	Means the individual assets which comprise the portfolio.
Asset manager	A person or group of people responsible for developing and overseeing strategic developments of real estate assets at asset level.
Assured	Assurance applies the same standards and methodologies used for financial data to non-financial data and can only be provided by accredited auditors. It is the process of checking data as well as related data collection and management systems through a systematic, independent and documented process against predefined criteria or standards.
Automatic meter readings	Meter readings taken automatically at predefined frequencies by building management systems or smart metering systems.
Baseline year	The initial year the participant uses as starting point to set and measure improvement targets for any performance indicator.
BREEAM	The Building Research Establishment's Environmental Assessment Method and rating system for buildings. (www.breaam.org)
Bribery	The offering, giving, receiving or soliciting an item of value to influence the actions of an official or other person in charge of a public or legal duty.
British Property Federation (BPF)	The British Property Federation is a membership organisation devoted to representing the interests of all those involved in real estate ownership and investment. (www.bpf.org.uk)
Building energy management systems	Energy management software solutions, which include functionality to forecast and adjust energy demand in a building.
Business Ethics	Basic moral and legal principles used to address issues such as corporate governance, insider trading, bribery, discrimination, corporate social responsibility and fiduciary responsibilities.
Carbon Disclosure Project (CDP)	Carbon Disclosure Project works with shareholders and corporations to disclose the greenhouse gas emissions of major corporations. (www. cdpproject.net)

Term	Definition
CASBEE	The Comprehensive Assessment System for Built Environment Efficiency from Japan, a tool for assessing and rating the environmental performance of buildings and built environment. (www.ibec.or.jp/CASBEE)
Certified	Third-party recognition of meeting the requirements of a recognized standard.
Child Labor	Child labor is work that children should not be doing because they are too young to work, or – if they have reached the minimum age – because it is dangerous or otherwise unsuitable for them. (Convention No. 182 on the Worst Forms of Child Labour, 1999)
Climate change	A change of climate that is attributed directly or indirectly to human activity that alters the composition of the global atmosphere. (Article 1 The United Nations Framework Convention on Climate Change (UNFCCC), 21 March 1994)
Contamination	Land and groundwater pollution and may require action to reduce risk to people or the environment. As an example, contamination can be assessed through a Phase I or II Environmental Site Assessment.
Corruption	The abuse of entrusted power for private gain. (Transparency International, www.transparency.org/whatwedo)
Cyber security	Protection from an assault by a third party via a computer against another computer or computer system, which is intended to compromise the integrity, availability or confidentiality of that computer or computer system. (Practical Law Company Cyber Security: business briefing (accessed March 2014) http://global.practicallaw.com/4-530-1246?q=cyber+security)
Data management system	"A software system that enables an organization to collect, monitor and analyze performance data (energy, GHG emissions, water, waste, building certifications and ratings, etc.) across individual buildings in the portfolio, and to benchmark building performance within or outside the portfolio, or against industry standards. A data management system improves data quality and provides organizations with the tools to identify opportunities for improvement, and to identify and monitor consumption efficiency measures. A data management system may be part of an EMS; however, it has a distinct structure and function. A data management system is primarily focused on quantitative information and works as a centralized data collection and analysis tool."
DGNB	Deutsche Gessellschaft fur Nachhaltiges Bauen e.V. (The German Sustainable Building Council) is an organization that assesses the sustainability of buildings and urban districts. (www.dgnb.de)
Display Energy Certificates (DEC)	Display Energy Certificates provide an A-G rating for non-domestic buildings based on actual energy use, incorporating all energy uses in the building.
Diversity	Similarities and differences among employees in terms of age, cultural background, physical abilities and disabilities, race, religion, sex, and sexual orientation.
Drip/smart irrigation	Drip irrigation systems save water by irrigating, fertilizing and aerating trees, shrubs, plants and bushes directly at the roots. Smart irrigation systems save water by adjusting the watering schedule and amount of water used for irrigation based on a variety of factors and inputs, including weather, plant species, and soil type.
Drought tolerant/native landscaping	Adapted or indigenous vegetation that has evolved to the geography, hydrology, and climate of a region requiring minimal or no supplemental watering beyond natural rainfall.
Dry fixtures	Fixtures that do not require the use of water, such as composting toilet systems and waterless urinals.

Term	Definition
Employee policy	Procedures, working conditions, and behavioral expectations that guide employee actions in the workplace. Employee policies generally also include information about the company, employee compensation and benefits, and additional terms and conditions of employment.
Energy Rating	A scheme that measures the energy efficiency performance of buildings.
ENERGY STAR	A voluntary scheme designed by the US Environmental Protection Agency (EPA) that measures the energy efficiency of buildings. ENERGY STAR ratings are mandatory in some US cities and states. (www.energystar.gov)
Environmental Management System (EMS)	"A framework for managing an organization's environmental impact based on its sustainability and related objectives. An EMS provides a practical framework for the assessment of environmental impacts, establishment of impact reduction targets, and the development of plans to achieve targeted reductions. An EMS enables an organization to take a structured approach to planning and implementing environmental protection measures. An effective EMS is analogous to a financial management system that monitors expenditure and income to support analysis of financial performance. An EMS can cover a wide range of environmental topics, including, but not limited to: energy, GHG emissions, water, waste, transportation, climate change, resilience, risks, and materials. It can also refer to a wide variety of internal procedures, targets, persons responsible for implementing these procedures and working towards achieving the organization's objectives. In summary, an EMS is used to formalize the strategic approach of the organization towards sustainability. It outlines the structure used to monitor and manage environmental topics (http://www.environment.gov.au/node/20494). An important distinction needs to be made between an EMS and an EnMS. Unlike an EMS, an EnMS (Energy Management System) only covers energy, energy efficiency and conservation, energy management and performance. The most commonly used standard for implementing an EnMS is ISO 50001. An EnMS does not qualify as a valid answer for the purposes of this question."
Equal Opportunity	The right to be treated without discrimination, including, but not limited to, on the grounds of one's sex, race, or age.
EU Energy Performance Certificates (EPC)	The Energy Performance Certificate regime introduced by the EU Energy Performance of Buildings Directive 2010 (re-cast).
European Public Real Estate Association (EPRA)	EPRA is a not-for-profit association registered in Belgium. Its mission is to promote, develop and represent the European public real estate sector. (www.epra.com)
European Association for Investors in Non-Listed Real Estate Vehicles (INREV)	INREV is the European Association for Investors in Non-Listed Real Estate Vehicles, Europe's leading platform for sharing knowledge on the non-listed real estate industry. (www.inrev.org)
Fiscal year	Depending on the jurisdiction the fiscal year can start on April 1, July 1, October 1, etc. (the period used to calculate annual financial statements).
Forced or compulsory labor	All work or service which is exacted from any person under the menace of any penalty and for which the said person has not offered himself voluntarily. (http://www.ilo.org/global/standards/subjects-covered-by-international-labour-standards/forced-labour/lang--en/index.htm)
Fund/portfolio manager	Manages a portfolio of properties and the use of investor capital by creating and overseeing the implementation of strategies at asset level, across the entire portfolio.
GHG emissions	GHGs are the six gases listed in the Kyoto Protocol: carbon dioxide (CO2); methane (CH4); nitrous oxide (N2O), hydrofluorocarbons (HFCs); perfluorocarbons (PFCs); and sulphur hexafluoride (SF6).

Term	Definition
Global Reporting Initiative (GRI)	GRI is an organization providing sustainability reporting guidance. Its key product is the Sustainability Reporting Framework, a package of reporting and guidance materials provided by GRI. It also provides sector specific guidance for sustainability reporting. (https://www.globalreporting.org)
Green Building Certificate	Recognition that a project has satisfied the requirements of a green building rating system. A certificate indicates the name and location of the project, version of the rating system, date of certification, and level of recognition.
Green Building Certificate at the time of design and/or construction	Green Building Certificate obtained for building design, development and structure. These building certifications affirm that individual assets are designed, developed and structured in ways that are consistent with independently developed criteria.
Green Rating Alliance (GRA)	www.green-rating.com
Green Star	The Green Building Council of Australia's building certification scheme. (www.gbca.org.au)
Grey water	Wastewater generated from hand basins, showers and other water-using devices and equipment.
GRI Construction and Real Estate Sector Supplement (CRESS)	The CRESS Supplements GRI's Sustainability Reporting Guidelines. It includes the original Guidelines, which set out the Reporting Principles, Disclosures on Management Approach and Performance Indicators for economic, environmental and social issues.
Gross Asset Value (GAV)	The gross asset value of a fund or company is the value of property held at the end of the reporting period. (INREV Guidelines, November 2008 p52)
High-efficiency fixtures	Appliances and plumbing equipment that conserve water without compromising performance (also known as "ultra-low-flow" fixtures).
Human rights	Human rights are rights inherent to all human beings, whatever their nationality, place of residence, sex, national or ethnic origin, colour, religion, language, or any other status. (http://www.ohchr.org/en/issues/pages/whatarehumanrights.aspx)
Implementation & Measurement	The process of executing a decision or plan or of putting a decision or plan into effect and/or the action of measuring something related to the portfolio.
Indoor environmental quality	Refers to the conditions inside the building. It includes air quality, but also access to daylight and views, pleasant acoustic conditions, and occupant control over lighting and thermal comfort. It may also include the functional aspects of space such as whether the layout provides easy access to tools and people when needed and whether there is sufficient space for occupants. (GSA Sustainable Facilities Tool)
In-house Green Building Certificate scheme	Green Building Certificate scheme developed by the participant and not by an external scheme body.
Integrated Report	A report that is aligned with the requirements of the International Integrated Reporting Council (IIRC) Integrated Reporting Framework (December 2013). The document upload provided must contain evidence of alignment with the Framework.
International Securities Identification Number (ISIN)	ISINs are assigned to securities to facilitate unambiguous clearing and settlement procedures. They are composed of a 12-digit alphanumeric code and act to unify different ticker symbols, which can vary by exchange and currency for the same security. In the United States, ISINs are extended versions of 9-character CUSIP codes.
Investment Committee	Oversees the entity's investment strategy, evaluates investment proposals and maintains the investment policies, subject to the Board's approval.

Term	Definition
Joint Venture (JV)	A joint arrangement whereby the parties that have joint control of the arrangement have rights to the net assets of the arrangement. (IFRS 11:16 & Appendix A)
Leak detection system	Systems that detect water leaks. Examples can include, but are not limited to: condensate water overflow, chiller water leaks, plumbing line cracks, heating/ cooling piping leaks and outside seepage.
LEED	The Leadership in Energy and Environmental Design green building program established by the US Green Building Council. (www.usgbc.org)
Listed entity	A company that is publicly listed on a recognized stock exchange.
Lost day rate	A measure of the impact of occupational accidents and diseases as reflected in time off work by the affected workers. It is expressed by comparing the total work days lost due to occupational injury to the total number of hours scheduled to be worked by the workforce during the reporting period.
Major Renovations	Alterations that affect more than 50 percent of the total building floor area or cause relocation of more than 50 percent of regular building occupants. Major Renovation projects refer to buildings that were under construction at any time during the reporting period.
Management & Policy	The means by which a company or fund deals with or controls its portfolio and its stakeholders and/or a course or principle of action adopted by the company or fund.
Multi-modal transit networks	Pedestrian, bicycle, and mass-transit networks.
NABERS Energy	The National Australian Built Environment Rating System (NABERS) measures the energy performance of buildings.
National Association of Real Estate Investment Trusts (NAREIT)	NAREIT®, the National Association of Real Estate Investment Trusts®, is the worldwide representative voice for REITs and publicly traded real estate companies with an interest in U.S. real estate and capital markets. (www.nareit.com)
Natural hazards	Naturally occurring hazards, including but not limited to flooding, drought, hail storms, earthquakes, fire (including wildfire).
Net operating income (NOI)	Operating income after operating expenses are deducted, but before income taxes and interest are deducted.
New Construction	Includes all activities to obtain or change building or land- use permissions and financing. Includes construction work for the project with the intention of enhancing the property's value. Development of new buildings and additions to existing buildings that affect usable space can be treated as new constructions and reported in RC-NC1. New Construction projects refer to buildings that were under construction at any time during the reporting period.
NF HQE	L'Association HQE is a platform for sustainable development in the construction industry. Amongst other things, it offers a certification scheme for development projects.
Occupational health and safety	Choosing to source products and services from companies that have a process for maintaining a safe work environment for their employees and contractors. Strive to limit the number of occupational accidents, lost days and absenteeism, and work related fatalities associated with the organization's supply chain.
On-site wastewater treatment	Process of water decontamination as a consequence of any anthropogenic, industrial or commercial use, before the water is released again into the environment or is re-used.
Operational Green Building Certificate	Green Building Certificate for operational buildings, obtained based on actual operational data for a specific period and the way the building is operated. Typically, these Green Building Certificates certify that individual assets are operated in ways that are consistent with independently developed sustainability-related criteria.

Term	Definition
Operational or management control	Operational control is defined as having the ability to introduce and implement operating and/or environmental policies and measures.
Organization Level (OL)	Means the entity responsible for the day-to-day management of the fund. In some cases this will be the fund itself. However, in other cases it will be the responsible fund management company or parent entity of the fund.
Pension Real Estate Association (PREA)	The Pension Real Estate Association (PREA) is a non-profit trade association for the global institutional real estate investment industry. (www.prea.org)
Property manager	A person or group of people in charge of overseeing day-to-day operations of real estate assets at asset level.
Real Property Association of Canada (REALpac)	REALpac is Canada's senior national industry association for owners and managers of investment real estate. (www.realpac.ca)
Refurbishment	Renovation or redecoration works undertaken by a landlord or tenant.
Remuneration	Basic salary plus additional amounts such as those based on years of service, bonuses including cash and equity such as stocks and shares, benefit payments, overtime, time owed, and any additional allowances (such as transportation, living and childcare allowances).
Resilience	The ability to adapt to changed circumstances while continuing to maintain core purpose and integrity. ("Resilient Real Estate" – Chris Congdon and Gale Moutrey – 360.stelcase.com, issue 66, 2015)
Scheme name	The name of the Green Building Certification and its version. Examples can include, but are not limited to: LEED, BREEAM, and Green Star.
Scope 1	GHG emission from greenhouse gas sources (greenhouse gas source physical unit or process that releases a GHG into the atmosphere) owned or controlled by the organization. Direct GHG emissions: GRI Indicator G4-EN15.
Scope 2	Energy indirect greenhouse gas emission. GHG emission from the generation of imported electricity, heat or steam consumed by the organization. Energy indirect GHG emissions: GRI Indicator G4-EN16.
Scope 3	Other indirect greenhouse gas emission GHG emission, other than energy indirect GHG emissions, which is a consequence of an organization's activities, but arises from greenhouse gas sources that are owned or controlled by other organizations. Other indirect GHG emissions: GRI Indicator G4-EN17.
Shareholders	Individuals, groups of individuals or organizations that affect and/or could be affected by an organization's activities, products and services.
Standard lease contract	Standard lease format that is used by the organization as the basis for negotiations between landlord and tenant.
Standing Investments	Investments in real estate assets where construction work has been completed and which are owned for the purpose of letting and producing a rental income that is negotiated at arm's length with third parties.
Storm water	Water that originates during precipitation. It can be collected and stored on-site for eventual reuse.
Sub-scheme name	A Green Building Certificate's sub-category to a Scheme name used to certify a particular property type and/or to specify the type of building certificate (whether a Green Building Certificate is an Operational Green Building Certificate or a New Construction Green Building Certificate).

Term	Definition
Supply chain	Sequence of activities or parties that provide products or services to the entity. (Global Reporting Initiative GRI G4 Sustainability Reporting Guidelines Implementation Manual p253)
System commissioning	The process of ensuring that systems are designed, installed, and functionally tested, and that they are capable of being operated and maintained to perform optimally.
Technical building assessment	Formal documented assessment of a building undertaken by a person with technical expertise. Examples of persons with technical expertise can include, but are not limited to: building engineers and building surveyors. Examples of types of assessment can include, but are not limited to: assessments of the structure of the building and materials used, how the building is operated, and how the building is used by its occupants.
Tenant fit-out guide	A formal document providing tenants with information about landlord criteria and requirements for tenant fit out of a leased building or part of a building for consideration during fit-out and refurbishment, such as requirements for materials selection.
Tenant satisfaction survey	A written survey conducted by the landlord or by a third party on its behalf which gives the tenant the opportunity to give feedback regarding the building that it occupies.
Tenants/occupiers	The definitions of Consumer and Tenants/occupiers are mutually exclusive. The Tenant/occupier is the person with whom the landlord of the building has a direct contractual relationship to occupy part or all of the building. In most cases this will be a landlord/tenant relationship documented by a lease. However, it also includes occupiers that occupy on the basis of other types of contractual agreement, for example as a franchisee.
United Nations-supported Principles for Responsible Investment (UN PRI)	The UN PRI initiative is an international network of investors working together to put the six Principles for Responsible Investment into practice (www.pri.org).
Vereniging van Institutionele Beleggers in Vastgoed, Nederland (IVBN)	IVBN is the association of institutional propert investors in the Netherlands. Its mission is to promote the investment climate for real estate in the Netherlands. (www.ivbn.nl)
Verified	The process of checking data as well as related data collection and management systems through a systematic, independent and documented process against predefined criteria or standards. Verification is only used for non-financial data, it applies different standards and can be performed by a wide range of accredited professionals.
Water supply	Provision of surface water, ground water, rainwater collected directly or stored by the organization, waste water from another organization, municipal water supplies or other water utilities, usually via a system of pumps and pipes (Global Reporting Initiative GRI G4, Specific Standard Disclosures, G4-EN8).

Appendix 1b: Terminology - Acronyms

ANREV	The Asian Association for Investment in Non-listed Real Estate Vehicles
AL	Asset Level
APREA	The Asia Pacific Real Estate Association
BPF	The British Property Federation
BREEAM	The Building Research Establishment's Environmental Assessment Method
CASBEE	The Comprehensive Assessment System for Built Environment Efficiency
CDP	Carbon Disclosure Project
DEC	Display Energy Certificates
DGNB	Deutsche Gessellschaft fur Nachhaltiges Bauen e.V.
EMS	Environmental Management System
EPC	Energy Performance Certificate
EPRA	European Public Real Estate Association
FL	Fund Level
GAV	Gross Asset Value
GHG	Greenhouse gas
GRA	Green Rating Alliance
GRI	Global Reporting Initiative
GRI CRESS	The GRI Construction and Real Estate Sector Supplement
HVAC	Heating Ventilation and Air-Conditioning
INREV	The European Association for Investors in Non-Listed Real Estate Vehicles
ISA	The International Sustainability Alliance
ISIN	International Securities Identification Number
IVBN	Vereniging van Institutionele Beleggers in Vastgoed
JV	Joint Venture
NABERS	National Australian Built Environment Rating System
NAREIT	National Association of Real Estate Investment Trusts
NF HQE	Normes Francaises Haute Qualité Environnementale
NOI	Net operating income
OL	Organization Level
PREA	Pension Real Estate Association
REALpac	Real Property Association of Canada
UN PRI	The United Nations-supported Principles for Responsible Investment

Appendix 2a: Building Certification Schemes

Select the certification scheme for NC5.2 from the list below:

ABINC Certification for Urban Development and Shopping Centre
BCA Green Mark New Buildings
BEAM Plus – Interior
BEAM Plus - New Buildings
BERDE For New Construction
BERDE For Retrofits and Renovations
BREEAM New construction
BREEAM Refurbishment
BREEAM Code for Sustainable Homes
BREEAM Domestic Refurbishment (Eco-Homes)
Build it Green – GreenPoint Rated, New Home
CASBEE New Construction
CASBEE Renovation
Development Bank of Japan Green Building Certification
DGNB New Construction
EarthCraft Multifamily
Florida Green Building Certification
GPR Gebouw
Green Globes New Construction
GBC Indonesia GreenShip
GBCA GreenStar - Design and As Built
GBCA GreenStar - Interiors
GBCSA Green Star
NF HQE - New Building/Renovation
IGBC Green New Buildings
LEED Building Design and Construction
LEED Interior Design and Construction
LEED Homes
NAHB National Green Building Standard
SGBC Miljöbyggnad - New Buildings/New Construction
SGBC Green Building EU

This list indicates certifications that have been submitted to GRESB as part of participation and accepted for full or partial recognition. Additional schemes may also receive recognition if they meet GRESB's criteria. Schemes are not reviewed prior to use by a participant.

Appendix 2b: 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?**

- ○ Yes

  Provide hyperlink _____
- ○ No

F. **Is the scheme required by a national or regional government agency?**

- ○ Yes

  Specify name of agency _____
- ○ No

G. **Is the scheme used by a national or regional government agency?**

- ○ Yes

  Specify name of agency _____
- ○ 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)**

Terminology

Required by a national or regional government agency: Mandatory certification by a central government or regional/local government department or from an organization with delegated authority from such a department.
Biodiversity and habitat conservation: Protect ecosystem function by avoiding development of areas that contain habitat for plant and animal species identified as threatened or endangered. A high level of variety of plant and animal life in a particular habitat is considered to be important and desirable.
Certification/scheme assessment: The assessment undertaken by the green building certification scheme body to determine whether to award a green building certificate.
Indoor environmental quality: Refers to the conditions inside the building. It includes air quality, but also access to daylight and views, pleasant acoustic conditions, and occupant control over lighting and thermal comfort. It may also include the functional aspects of space such as whether the layout provides easy access to tools and people when needed and whether there is sufficient space for occupants. (GSA Sustainable Facilities Tool)
In-house Green Building Certification Scheme: Green Building Certificate scheme developed by the participant and not by an external scheme body.
Operations/Management: The operation of an asset during its life cycle after completion of construction work.
Health and well-being: "Health is a complete state of physical, mental and social well-being, not merely the absence of disease or infirmity" (WHO). Health and well-being can refer to a broad range of activities that address the determinants of health or the conditions that lead to health outcomes. Particularly relevant are the social determinants of health, which are the "conditions in which people are born, grow, work, live and age, and the wider set of forces and systems shaping the conditions of daily life" (WHO). These are conditions that enable or discourage healthy living. Examples can include, but are not limited to: issues such as physical activity (active design, gym access), healthy eating, indoor environmental quality (air quality, thermal comfort, lighting, acoustics), inclusive design, and biophilic design.
Real estate focused: Both the scheme body and the green building certification must be focused on buildings.
Resilience: The ability to adapt to changed circumstances while continuing to maintain core purpose and integrity.
Social equity: Demonstrated social responsibility, through the use of strategies that address social inequity and environmental justice directly and indirectly for employees, occupants, communities, supply chains, and society.
Use of sustainable building materials: Includes materials that have been locally extracted or recovered, that are rapidly renewable or composed of recycled content, wood-based materials that are certified (FSC, SFI, etc.), and low-emitting materials.
Topics included in the scheme assessment: Refers to the scheme in general, not to the topics included in each individual asset assessment of the portfolio.

Appendix 3: Assurance and Verification Schemes

Select scheme from list below:

- AA1000 Assurance Standard
- Advanced technologies promotion Subsidy Scheme with Emission reduction Target (ASSET)
- Airport Carbon Accreditation (ACA) des Airports Council International Europe
- Alberta Specified Gas Emitters Regulation
- ASAE 3000
- Attestation Standards established by the American Institute of Certified Public Accountants/AICPA (AT101)
- Australia National Greenhouse and Energy Regulations
- California Mandatory Greenhouse Gas Reporting Regulation (NGER Act) (also known as Californian Air Resources Board regulations)
- Canadian Institute of Chartered Accountants (CICA) Handbook: Assurance Section 5025
- Carbon Trust Standard
- Certified Emissions Measurement and Reduction Scheme (CEMARS)
- Chicago Climate Exchange verification standard
- Compagnie Nationale des Commissaires aux Comptes (CNCC)
- Corporate GHG Verification Guidelines from ERT
- DNV Verisustain Protocol/ Verification Protocol for Sustainability Reporting
- ERM GHG Performance Data Assurance Methodology
- IDW AsS 821: IDW Assurance Standard: Generally Accepted Assurance Principles for the Audit or Review of Reports on Sustainability Issues
- ISAE 3000
- ISAE 3410, Assurance Engagements on Greenhouse Gas Statements
- ISO 14064-3
- JVETS (Japanese Voluntary Emissions Trading Scheme) Guideline for verification
- Korean GHG and Energy Target Management System
- NMX-SAA-14064-3-IMNC: Instituto Mexicano de Normalización y Certificación A.C
- RevR6 Procedure for assurance of sustainability report from Far, the Swedish auditors professional body
- Saitama Prefecture Target-Setting Emissions Trading Program
- SGS Sustainability Report Assurance
- Spanish Institute of Registered Auditors (ICJCE)
- Standard 3410N Assurance engagements relating to sustainability reports of the Royal Netherlands Institute of Registered Accountants
- State of Israel Ministry of Environmental Protection, VERIFICATION OF GREENHOUSE GAS EMISSIONS AND EMISSIONS REDUCTION IN ISRAEL GUIDANCE DOCUMENT FOR CONDUCTING VERIFICATIONS, Process A
- The climate Registry General Verification Protocol (also known as California Climate Action Registry (CCAR))
- Tokyo Emissions Trading Scheme
- Verification under the EU Emissions Trading Scheme (EU ETS) Directive and EU ETS related national implementation laws

Appendix 4: Name of Organization - Validation Questions

Organization website _____

Office location (city/country) _____

Who could GRESB contact for validation purposes?

Name _____

Email _____

Phone number _____

NB: This information is only used for validation purposes where the organization is not yet confirmed as a valid answer in GRESB's validation database

Appendix 5: Conversion Table

Heat and energy		
1 mega joule	239.0	kilocalories
	947.8	Btu
	0.278	kilowatt hours (kWh)
1 Gigawatt hour (GWh)	1000	Megawatt hour (MWh)
1 kilowatt hour (kWh)	860.4	kilocalories
	0.001	Megawatt hour (MWh)
	3412.1	Btu
1 million Btu	1055	mega joules
	252.2	mega calories
	293.1	kilowatt hours (kWh)
	0.29307	Megawatt hour (MWh)
1 ton-hour	0.003516	Megawatt hour (MWh)

Cubic measures		
1 liter	0.01	hectoliter
	0.035	cubic foot
	0.001	cubic meter
	0.220	Imperial gallon
	0.264	American gallon
1 American gallon	0.134	cubic foot
	0.003785	cubic meter
	3.785	liters
	0.833	Imperial gallon
	0.024	American barrel
1 cubic foot	0.028	cubic meter
	28.317	liters
	6.229	Imperial gallons
	7.481	American gallons
	0.1781	American barrel
1 Imperial gallon	0.161	cubic foot
	0.00456	cubic meter
	4.546	liters
	1.201	American gallons
	0.029	American barrel
1 American barrel	5.615	cubic feet
	0.159	cubic meter
	158.99	liters
	34.973	Imperial gallons
	42	American gallons

1 cubic meter	35.315	cubic feet
	1.000	liters
	219.97	imperial gallons
	264.17	American gallons
	6.290	American barrels

Areas		
1 square foot	0.093	square meter
1 square meter	10.764	square feet
1 square yard	1.196	square meter
1 square mile	2.59	square kilometer
1 acre	4,046.86	square meter
	43,560	square feet

Mass		
1 metric ton	1,000	kilogram
1 pound	0.45359	kilogram
	0.00045	metric tonnes
1 short ton	2,000	pounds
	0.90718	metric tonnes

Appendix 6: Leader in the Light Supplement

GRESB and the Leader in the Light Award Program

Over the past four years, The National Association of Real Estate Investments Trusts (NAREIT) has been closely associated with GRESB as one of its partners.
NAREIT encourages its corporate members to complete the annual GRESB Developer Assessment, which, for the past four years, has also been the basis for the annual Leader in the Light Award competition.

The Leader in the Light Awards are presented to REITs in eight property sectors: Diversified; Global, for non-U.S. companies; Health Care; Industrial; Lodging/Resorts; Office; Residential; and Retail. If there are both large and small-cap entries that meet the awards criteria in a given property sector, awards are presented to both the leading large and small cap companies.

To participate in the Leader in the Light Award program, NAREIT members must complete both the GRESB Developer Assessment and the Leader in the Light Supplement to the Assessment. To complete the Leader in the Light Supplement, you need to first confirm that you are a NAREIT corporate member when completing the introductory Entity and Reporting Characteristics section of the GRESB Developer Assessment. The Supplement will then be automatically included in the online Assessment, and will appear in the Assessment 'Navigation Bar' as the final section of the GRESB Developer Assessment.

Once you have completed all the sections of the GRESB Developer Assessment, including the Leader in the Light Supplement, you will be able to submit your entire submission and your organization will be automatically included in the Leader in the Light Award competition.

Deadline

The deadline for submission of the Leader in the Light Supplement is the same as the deadline for submission of the GRESB Developer Assessment – July 1, 2016. GRESB and NAREIT will analyze participants' submissions, i.e., both the GRESB Assessment submissions together with the Leader in the Light Supplement submissions. GRESB's annual Assessment results will be published in September 2016, while the Leader in the Light Award ceremony will take place during NAREIT's fall conference.

Queries

If you have any questions regarding the Leader in the Light Supplement, please contact the GRESB team via the online Contact Form

Material Non-Public Information

Lastly, we want to remind you that as you provide information in response to the GRESB Developer Assessment, you should be mindful of the various regulatory and reporting requirements your organization may be subject to, including SEC Regulation FD; and you should consult with your legal and/or compliance professionals to make sure that you are meeting those various obligations.

Q1 Define the key financial performance indicators that your company uses for measuring the success of its sustainability strategy. In addition, you can also provide a link to your organization's website where a description is available. (maximum 200 words)

Intent

While measuring sustainability can be challenging, the effects of sustainability implementation are observable and quantifiable and are closely linked to financial performance. The purpose of this question is to identify the indicators that are used to assess the success of the efforts made to implement sustainability measures.

Requirements

The content of this open text box will be scored and may be reproduced in the Survey results. Use a maximum of 200 words in your response.

Q2 Energy efficiency

Enter information for the projects, that best describe the implementation of energy efficiency measures in your portfolio:

Project Type	Portfolio Coverage & Opportunity		Total Capital Investment (USD)	Savings		Project Description (maximum 100 words)
	Portfolio Covered by this Project (% of Total Area)	Cumulative Area Covered by this Project (% of Total Area)		Total Annual Projected Savings (kWh)	Total Annual Projected Savings (USD)	
Energy efficiency project						
Energy efficiency project						
Energy efficiency project						

Select up to three energy efficiency projects, from the list below:

- Building Envelope Projects
- Central Plant (chiller, boiler, district heating, etc.)
- Commissioning (continuous, retro, monitoring-based, etc.)
- Education & Outreach Initiatives
- Energy Management System (enterprise-wide or building- specific level)
- Exterior Lighting & Controls
- Glazing
- Interior Lighting & Controls
- HVAC Controls, Programmable Thermostats, etc.
- HVAC Projects
- Plug Load Management (smart power-strips, etc.)
- Plug Load Projects
- Roof & Facade
- Skylights
- Systems Integration (e.g. lighting with security system, etc.)
- Unitary Systems (rooftop, package, DHW, etc.)
- Other:_____

Intent

Energy is a key performance indicator for measuring a building's operational performance. Energy consumption accounts for a large fraction of a building's environmental footprint, and it is therefore important to encourage and recognize the efforts related to energy efficiency projects, which may lead to the reduction of the environmental and financial impact associated with fossil fuel energy use.

Terminology

Portfolio Covered by this Project (% of Total Area): Fraction of the portfolio for which the selected energy efficiency measure was implemented during the reporting period.
Cumulative Area Covered by this Project (% of Total Area): Total fraction of the portfolio for which the selected energy efficiency measure was implemented before or during the reporting period.

Requirements

Select up to three energy efficiency measures and complete all applicable fields of the table. Make sure that the correct measurement units are used. If your company has implemented more than three energy efficiency projects, only report on the three most material projects. If you do not have data available to complete all the fields, leave the fields empty.

Q3 Water efficiency

Enter information for the projects, that best describe the implementation of water efficiency measures in your portfolio:

Project Type	Portfolio Coverage & Opportunity		Total Capital Investment (USD)	Savings		Project Description (maximum 100 words)
	Portfolio Covered by this Project (% of Total Area)	Cumulative Area Covered by this Project (% of Total Area)		Total Annual Projected Savings (m^3)	Total Annual Projected Savings (USD)	
Water efficiency project						
Water efficiency project						
Water efficiency project						

Select up to three water efficiency projects, from the list below:

- Leak Management
- Low-flow Faucets
- Low-flow or Dual-flow Flush Toilets
- Low-flow Showers
- Native (or drought tolerant) Landscaping or Xeriscaping
- Outdoor Projects
- Rain-sensing or Automatic Sprinkler or Efficient Irrigation System
- Water Monitoring System
- Water Recycling & Rainwater Harvesting
- Other:_____

Intent

Together with energy performance, the monitoring of water use is a key indicator of the environmental sustainability performance of a real estate portfolio. This question identifies the steps taken by the Respondent organization to monitor and reduce water use in the portfolio.

Terminology

Portfolio Covered by this Project (% of Total Area): Fraction of the portfolio for which the selected water efficiency measure was implemented during the reporting period.
Cumulative Area Covered by this Project (% of Total Area): Total fraction of the portfolio for which the selected water efficiency measure was implemented before or during the reporting period.

Requirements

Select up to three energy efficiency measures and complete all applicable fields of the table. Make sure that the correct measurement units are used. If your company has implemented more than three water efficiency projects, only report on the three most material projects. If you do not have data available to complete all the fields, leave the fields empty.

Q4 Renewable Energy

Enter information for the projects, that best describe the implementation of renewable energy measures in your portfolio:

Project Type	Portfolio Coverage & Opportunity		Total Capital Investment (USD)	Savings		Project Description (maximum 100 words)
	Portfolio Covered by this Project (% of Total Area)	Cumulative Area Covered by this Project (% of Total Area)		Total Annual Projected Savings (kWh)	Total Annual Projected Savings (USD)	
Renewable energy project						
Renewable energy project						

Select up to two renewable energy projects, from the list below:

- Biofuels
- Geothermal
- Hydro
- Renewable Energy Certificates
- Solar/photovoltaic
- Wind
- Other:_____

Intent

Energy is the single most important performance indicator in terms of resource consumption and costs. The generation of renewable energy leads to long-term energy savings, which are reflected in financial perfor¬mance, as well as to lower GHG emissions, which are linked to a more optimal environmental footprint.

Terminology

Renewable energy: Energy sources and specific clean energy technologies that emit fewer GHG emissions relative to other sources of energy and which supply the electric grid. Includes solar photovoltaic panels, solar thermal energy, geothermal energy, landfill gas, low-impact hydropower and wind turbines.
Portfolio Covered by this Project (% of Total Area): Fraction of the portfolio for which the selected renewable energy measure was implemented during the reporting period
Cumulative Area Covered by this Project (% of Total Area): Total fraction of the portfolio for which the selected renewable energy measure was implemented before or during the reporting period

Requirements

Select up to two renewable energy measures and complete all applicable fields of the table. Make sure that the correct measurement units are used. If your company has implemented more than two renewable energy projects, only report on the three most material projects. If you do not have data available to complete all the fields, leave the fields empty.

Q5 Waste management

Enter information for the projects, that best describe the implementation of waste management measures in your portfolio:

Project Type	Portfolio Coverage & Opportunity		Total Capital Investment (USD)	Savings		Project Description (maximum 100 words)
	Portfolio Covered by this Project (% of Total Area)	Cumulative Area Covered by this Project (% of Total Area)		Total Annual Projected Savings (tonnes)	Total Annual Projected Savings (USD)	
Waste management project						
Waste management project						

Select up to two waste management projects, from the list below:

- Contract Waste Management
- Recycling Program
- Reduction in Landfill Waste
- Other:_____

Intent

The potential benefits obtained through proper waste management are typically not fully exploited, also because waste is difficult to measure. The purpose of this question is to encourage the implementation of waste management programs, which could lead to significant cost savings, and serve as best practice examples for other organizations.

Terminology

Portfolio Covered by this Project (% of Total Area): Fraction of the portfolio for which the selected waste management measure was implemented during the reporting period.
Cumulative Area Covered by this Project (% of Total Area): Total fraction of the portfolio for which the selected waste management measure was implemented before or during the reporting period.

Requirements

Select up to two waste management measures and complete all applicable fields of the table. Make sure that the correct measurement units are used. If your company has implemented more than two waste management projects, only report on the three most material projects. If you do not have data available to complete all the fields, leave the fields empty.

Appendix 7: GRESB Partners

CBRE is the world's leading commercial property and real estate services adviser, providing a comprehensive range of commercial property services to our clients - investors, occupiers and developers. Sustainability is ingrained into all specialties across CBRE, with our Energy and Sustainability (E&S) business providing clients with a tailored approach to align property strategy with energy efficiency and environmental best practices. With unparalleled scale, and world class expertise, our E&S team helps our clients navigate legislation, reduce costs, improve asset performance and create more productive and healthy working environments.

We have an extensive track record of stakeholder engagement, and unparalleled insight into sustainable property management, including translating GRESB requirements into meaningful strategies, performance and outcomes across investment portfolios. This ensures environmental programmes are accurately reported to optimise performance under GRESB. Our E&S team also uses its knowledge and network to provide tailored sustainability programs to ensure, wherever possible, its clients are aligned to the GRESB scoring methodology.

Our services are delivered through a globally integrated E&S team comprised of more than two hundred specialist energy engineers and sustainability consultants across the Americas, EMEA and APAC to a managed portfolio of more than 5 billion square feet. In summary, CBRE helps its clients review and revise its sustainability strategies to achieve optimal GRESB scores and provide real competitive advantage to meet their ongoing sustainability goals.

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Cushman & Wakefield is a leading global real estate services firm that helps clients transform the way people work, shop, and live. The firm's 43,000 employees in more than 60 countries provide deep local and global insights that create significant value for occupiers and investors around the world. Cushman & Wakefield is among the largest commercial real estate services firms with revenue of $5 billion across core services of agency leasing, asset services, capital markets, facility services (C&W Services), global occupier services, investment & asset management (DTZ Investors), project & development services, tenant representation, and valuation & advisory.

To learn more, visit www.cushmanwakefield.com or follow @CushWake on Twitter.

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As the pioneer of Wellness Real Estate™ and founder of the WELL Building Standard®, Delos is transforming our homes, offices, schools, and other indoor environments by placing health and wellness at the center of design and construction decisions.

The Delos platform includes research, consulting, merchandising, and programming and licensing innovative solutions for the built environment, creating spaces that nurture and promote human health and wellbeing.

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JLL is a global financial and professional services firm that specializes in commercial real estate services and investment management. Being responsible about sustainability is at the heart of our business – and we are fully equipped to help any organization throughout the world align their sustainability goals with their strategic business objectives, ultimately driving outcomes that benefit your people, processes, profitability and the planet.

Our global team is comprised of more than 1,500 sustainability-accredited professionals across the globe – and our deeply experienced Energy and Sustainability Services practice is part of an industry-leading platform of overall commercial real estate and financial services. Since we understand every aspect of operating portfolios toward both environmental and financial objectives, we can make sure a strategy that looks good on paper will support your sustainability, technology, ROI and social responsibility goals once it is implemented because we excel at execution.

Our sustainability consultants can help you to create and communicate your sustainability vision, strategy, activities, performance and future goals to a broad range of stakeholders. Whether helping you to draft your first corporate sustainability report or engaging your staff through sustainability training programs, our professionals can guide you from concept and design through implementation and performance measurement.

With unrivalled experience and expertise across a range of sectors and geographies, JLL's team understands sustainability within the context of your real estate strategy, and is ready to partner with you on your sustainability journey.

For more, please visit: jll.co.uk/sustainability, ap.jll.com/sustainability, jll.com/sustainability

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Aquicore offers comprehensive energy analytics and process automation solutions for commercial real estate. A full-service solution, Aquicore provides software that automatically compiles data from utility meters and submeters in real-time. Building owners, managers, and engineers, as well as sustainability teams, use solutions by Aquicore to automate processes, improve energy efficiency, and eliminate energy waste.

The new concept of Connected Environments offers the quickest path to better building economics, sustainable portfolios, occupant comfort, and smart buildings that will lead us into a better future. As the sensor economy continues to bring opportunities for energy efficiency, Aquicore will bridge the divide between products and customers so industry professionals will have easy access to their data from any device, at any time.

By providing actionable transparency, Aquicore empowers key stakeholders to make smart decisions to achieve their building and energy goals while realizing hidden value. The company's solutions include an energy analytics platform, an automated utility invoicing system, and a meter management tool.

Aquicore will power the connected environments of tomorrow. Founded in 2013 by Logan Soya, Aquicore's technology is now deployed in over 500 buildings across North America. For more visit www.aquicore.com.

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In thirty years Bopro has emerged into a solid, renowned company specialised in Management & Consultancy services with regard to real estate, construction and housing. As a market leader in Belgium and one of the founding partners of the RLB EuroAlliance, we are your independent Construction and Property Manager & Consultant „regulated by RICS". Our whole-of-life approach covers all aspects, from the investment decision and subsequent development to the actual utilisation, on both the private and public market. Our people are the cornerstone of our success. Our multifunctional and talent - driven organisation is underpinned by strong competency management and ongoing knowledge exchange, in order to guarantee a total service that is innovative and of high quality.

Our aim is to maximise value in the broadest sense of the word, always striving for the optimal balance between economic, social and ecological aspects. Our way of managing real estate processes is the living proof of responsible and sustainable development. Bopro is active in the real estate and construction sectors and acts for end users, authorities, care institutions, investors, promoters and developers.

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C2N supports many organizations participating with GRESB and understands the challenges organizations face when submitting their response to the annual Assessment.
We have successfully guided international real estate companies and private funds participating within the GRESB Assessment in 2013. We guide our clients from a Green starter position towards becoming a Green Star: 100% of our clients have increased their performance and shifted to a higher quadrant.

We provide the following services:

Strategic support
We support clients to develop a strategic roadmap to address sustainability issues and increase GRESB scores over time.

Operational support
Our hands-on support enables clients to focus on their daily work. We support organizations to manage their GRESB response.

Educational support
We understand clients may have challenges to fully understand definitions, methodology and scoring.

Please do contact us if you would like to learn more about how we can improve the sustainability of your organization or assets. Feel free to contact Edwin van Eeckhoven at www.c2n.nl.

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Carbon Credentials is one of the UK's leading independent energy performance and carbon compliance consultancies. They optimise energy performance in buildings, and reduce carbon compliance and reporting risks.

They provide clients with expert consultancy, advice and support to help them meet their objectives. An insightful data-driven approach underpins everything they do. Carbon Credentials can help improve energy performance, leverage data and ensure compliance, with a range of services in three key categories: Assured Performance, Assured Analytics, and Assured Compliance. They can help measure and prove success, going beyond compliance to a level where sustainability becomes fully embedded into an organisation – supporting performance improvement and increased profitability.

Their people approach every challenge with Integrity, Curiosity and Excellence – their 'ICE' values. Major clients include Royal Mail Group, PwC, The Crown Estate, and Hermes Real Estate.

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Founded by the inventor of modern air conditioning, Carrier is the world's leader in high-technology heating, air-conditioning and refrigeration solutions. Carrier experts provide sustainable solutions, integrating energy-efficient products, building controls and energy services for residential, commercial, retail, transport and food service customers. Carrier is a part of UTC Climate, Controls & Security, a unit of United Technologies Corp., a leading provider to the aerospace and building systems industries worldwide. For more information, visit www.carrier.comor follow @CarrierGreen on Twitter.

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CodeGreen Solutions is a full service sustainable building and energy management firm focused on developing innovative solutions to conserve capital, reach sustainability goals, and reduce greenhouse gas emissions. CodeGreen has consulted with private and public real estate companies to successfully respond to the GRESB Assessment and maximize point potential using our integrated approach to development and implementation of effective sustainability programs. In 2015 CodeGreen is proud to report that all of its client companies earned GRESB's Green Star recognition.

CodeGreen's diverse team includes energy engineers, architects, construction managers, land use attorneys, and project managers with experience in developing data-driven strategies to ensure continuous improvement in managing risks and opportunities associated with environmental, social, and governance issues. CodeGreen has served as the sustainability and energy efficiency consultant for Fortune 500 clients and their global operations. Our unique service combines strong industry expertise with our customizable enterprise software platform to allow for greater transparency, efficiency, and quality in the management of ESG data.

CodeGreen' ProAct is a best-in-class enterprise software solution that simplifies environmental metric tracking and provides flexibility in ESG reporting. We have worked on over $35 billion of real estate assets for ESG reporting, assisted with the greening of over 200 million square feet of property, and managed the LEED certification of over 45 million square feet.

CSR DESIGN

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CSR Design Green Investment Advisory Co., Ltd. ("CSR Design") is a specialist investment advisory firm based in Japan, focusing on sustainability aspects of property investment and management. CSR Design is the only GRESB member among Japanese companies, and serves as the Recommended Advisor for the Japanese Market for GRESB. The firm is also a signer of PRI.
"CSR" stands for "Catalyst for Sustainability and Responsibility" as well as Corporate Social Responsibility. As such, the firm's mission is to transform buildings and surrounding landscapes to greener ones, collaborating with the investment sector as a driver.

As a group, CSR Design is a pioneer in green building advisory in Japan, providing LEED and CASBEE consulting services with property developers and owners. CSR Design has extensive experience to support property investment and management companies, including J-REIT asset managers, to operate in a more sustainable manner, both on the asset level and the portfolio level.
The firm also keeps dialogues with Japanese national and municipal governments by providing research and proposals for their policymakings on the low-carbon strategies in the building sector.

Eneco

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The Eneco Group's mission is sustainable energy for everyone. Our vision is that energy provision becomes localised and sustainable, and that it arises through collaboration. All the divisions of the Eneco Group are focused on this sustainable mission and vision. Some 7,000 Eneco employees serve 2.2 million clients in the Netherlands, Belgium, the United Kingdom and France. As one of the cleanest energy utilities in Northwest Europe, it is also the very first WWF Climate Saver in the energy sector, worldwide.
According to the Worldwide Fund For Nature's 'Living Planet' report, each year we use up the earth one and a half times. Our ambition is to bring the energy consumption of our clients and Eneco within the limits of a livable planet. Not only for ourselves, but for the generations following us. This is what clients should expect of us. Only then will we really have achieved our 'Sustainable energy for everyone' mission. In this we seek the collaboration of our clients, suppliers and other partners.

With sustainable local generation in the form of heat and cold storage, solar or wind, or complete renovation projects through Energy Service Company (ESCo), Eneco Business is fulfilling our sustainability mission. Through maintenance and energy performance contracts, funding climate-control and lighting installations is combined with the exploitation of sustainability measures and improving energy performance. This always begins with a procedure in which the energy consumption of a building is analysed and benchmarked. Based on the client's ambition level, it leads to a plan of approach with measures for a more sustainable building. This approach offers property investors a perspective towards the higher rentability and marketability of their premises.

Energy Profiles Limited

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Energy Profiles Limited (EPL) provides custom Energy Management Information Systems and Reporting for an aggregate commercial portfolio in excess of 2,500 properties and $600 million in annual utility costs, supporting and engaging operations teams, occupants, accounting personnel, and senior management.

EPL provides independent, impartial energy consulting services. Our clients are large energy consumers, including commercial, retail, industrial, and multi-residential building owners and managers. The focus of our services is objective and independent analysis. We have no commercial affiliation with energy or product suppliers.
Our services include:

Sustainability Data Management: Hosted Utility Data Management, Utilities Accounting (Budgeting, Cost Allocation, Tracking), Submeter Data Analytics, GHG Emissions Reporting

Building Analytics: Energy Management Reviews, BAS Optimization and Monitoring, Measurement and Verification

Consulting Services: Electricity and Natural Gas Purchasing, Tenant Engagement Support, Energy Management Strategy.

energyDECK

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EnergyDeck (www.energydeck.com) is an award winning web platform that helps real estate owners,
managers and occupiers operate their buildings more efficiently . The ultimate objective being reduced
costs, improved occupant wellbeing
and increased asset values .

The EnergyDeck value proposition is centred on five core areas:

1. A single platform that facilitates engagement with all relevant building stakeholders
2. Hardware agnostic energy & resource data acquisition, management and analysis
3. Flexible reporting with PDF generator, GRESB connectivity and APIs
4. Project implementation tracking and validation, including energy audit support
5. Highly cost effective, usebased pricing based on the number of sites / meters.

EnergyDeck benefits from core capabilities that take it beyond traditional energy & resource management
software. Key features that support this include realtime building benchmarks utilising anonymised data from all EnergyDeck users, and a savings projects database that captures user experiences and knowledge around energy efficiency projects.

EnergyDeck allows users to track and analyse a wide range of metrics with regards to energy, natural resources and beyond . This includes electricity, gas, heat and related metrics such as voltage, power factor etc., in addition to water, waste, travel and transportation. Furthermore, environmental metrics such
as temperature, degree days, humidity, air quality etc are supported.
On the asset management side, EnergyDeck captures core metrics such as asset type, configuration,
use, equipment etc., and facilitates the management of stakeholders from portfolio to subsite level, including building occupiers and users.

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EnerNOC is a leading provider of cloud-based energy intelligence software (EIS) and services to thousands of enterprise customers globally, including top performing GRESB participants and 22 out of the 38 ENERGY STAR Partners of the Year. EnerNOC's energy intelligence software platform gives everyone—from the property manager to the CFO—visibility into how energy is consumed and where it is being wasted, and provides the tools to improve sustainability performance and energy productivity through powerful analytics, decision-making tools, reports, and dashboards.

EnerNOC helps streamline annual GRESB reporting with data tracking, identification and prioritization of targeted energy efficiency improvements, and implementation of organizational best practices. Our approach helps your team turn annual GRESB reporting into an ongoing process for continuous improvements in asset and sustainability performance, driving greater return and value for funds, investors, and tenants. EnerNOC provides the right mix of software and professional services to help you:

- Collect, organize, and format underlying data requirements
- Find opportunities to prioritize and increase efficiencies at the asset level
- Implement, operationalize, and document organizational best practices, and
- Engage tenants, employees, and other stakeholders in sustainability activities

Working with EnerNOC, many commercial real estate (CRE) firms including Beacon Capital Partners, Equity Office Management, and Boston Properties, have achieved success prioritizing, managing, and measuring energy management activities to ensure that they effectively target the drivers of energy costs, usage, and emissions across the organization.

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Envizi is a global leader in energy and sustainability software solutions, giving organizations the tools they need to transform data into powerful insights. We help organizations navigate the constantly shifting energy and sustainability landscape, so they can identify and act on new opportunities that create significant value in previously unimagined ways. By empowering our clients to look beyond today and envisage opportunities for the future, we help them set new benchmarks for performance that propel their business forward.

Envizi's comprehensive solution framework that has been built to meet the needs of diverse stakeholders across large, complex organizations including sustainability, facility & operations, and finance & procurement professionals. Our modular solutions have been real-world tested and co-created with our industry leading clients and partners and cover:

- Sustainability Reporting,
- Utility Expense Management,
- Building Energy Optimization, and
- Asset Performance Management

We support more than 130 enterprise clients whose operations span across 80,000 locations in 112 countries, and we provide technology to some of the world's largest and most well-known organizations. Envizi is based in Sydney, Australia with offices in San Francisco, Singapore and London.

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EP&T Global partners with asset owners and managers around the world to transform the way energy, water and waste is managed.
EP&T's innovative EDGE technology collects high velocity data, purifies and rigorously analysed through complex big data analytics. Various relationships are correlated 24/7 and transformed into meaningful action for our client's building managers and site teams. Efficiency opportunities are then implemented and operational conflicts eliminated. This also gives attention to detail through granular visibility required to understand how buildings behave over time in terms of its energy use. This means we will guarantee a minimum savings level and thereby de-risk the business proposition for our clients.

Currently our technologies will produce an ROI of 20-40%. This means we can provide relatively short payback periods and our deal structuring will work so as to benefit clients' investment strategy and anticipated hold periods.

To give a sense of the pedigree of our clients, the duration of our relationships and their sophistication; our clients have topped the Dow Jones Sustainability Index 7 years out of the last 8. Over the last 5 years alone EP&T has saved its clients in excess of 70 million Euros.

With over twenty years of global experience, we combine our innovative technologies with engineering expertise to offer a unique and collaborative end-to-end solution throughout the asset life-cycle.

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Goby Inc. is the recognized North American leader in enabling Better Run Buildings™. In addition to leading the industry in ENERGY STAR benchmarks, LEED certifications, and GRESB reporting, Goby's award winning SeaSuite™ Software as a Service platform captures and distills multiple data sources into simple, contextualized dashboards, tasks, and reports to cost-effectively monitor, optimize, report, and track whole-building energy and sustainability performance. Goby is a graduate of the NAR REach class of 2014.

SeaSuite™ users annually manage more than 500 million square feet from the cloud including regulatory compliance with energy reporting ordinances. In addition, SeaSuite™ users and buildings have collectively reduced average energy consumption by more than 20% since 2010. As a result of Goby's outstanding contributions to energy and greenhouse gas reduction in commercial real estate, the U.S. Environmental Protection Agency (EPA) has twice recognized Goby with as a 2013 and 2014 ENERGY STAR Partner of the Year, Service and Product Provider Award. For more information, visit www.seasuite.com.

SeaSuite uses the near infinite amount of data in order to protect the finite resources available to the planet. Through cost effectively capturing, socializing, and visualizing building data for commercial real estate owners and operators, we are able to reduce their costs and improve the performance of their buildings.

JDM Associates is a national energy and sustainability consulting firm specializing in large portfolios and all types of real estate. We focus on linking sustainability with financial performance to increase income and enhance asset value using cost-effective strategies that are good for the environment and the bottom line. JDM regularly supports current and new GRESB participants to benchmark property energy, water, and waste, validate data, and complete GRESB assessment responses. We then leverage the GRESB scores and ranking to inform and enhance portfolio-wide and property-level sustainability programs that increase real estate value for our clients. As a member of the GRESB Benchmark Committee, JDM is integrally involved in the strategic growth and success of the GRESB assessment.

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Since 1985, real estate leaders have turned to Kingsley Associates to maximize their portfolio and organizational performance. Our comprehensive suite of research and benchmarking tools assess firm performance and competitive position based on direct feedback from key stakeholders. Kingsley's primary services include tenant and resident surveys, broker perception surveys, client / investor surveys, employee engagement studies, and peer benchmarking programs. In response to the need for performance-based benchmarks, Kingsley Associates developed the Kingsley IndexSM, which is now the largest and most comprehensive database of customer satisfaction metrics available to the real estate industry.

Kingsley Associates currently surveys key stakeholders on 6 continents and in 18 languages around the world. With a depth and breadth of insight unmatched in the industry, Kingsley Associates brings thought leadership and exceptional client service to every engagement. Our sophisticated reporting and analytics platform provides real estate firms with performance dashboards and action plans tailored to users at all levels of the organization, from senior executive to property manager. Our tenant survey tools allow real estate investors and managers to monitor issues that directly impact occupancy and property performance, including satisfaction with property features and amenities, quality of service delivery, leasing and space priorities, and the impact of sustainability initiatives.

Our executives are committed industry professionals with decades of experience in real estate. Our reputation lies in building lasting relationships with our clients and a focus on delivering value in all we do. We help solve complex issues and identify opportunities to enhance portfolio performance. Let us apply our world-class capabilities to your business goals.

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LORD Green Real Estate Strategies, Inc.

Our Experience
Since 2011, LORD Green has been involved in the submission of 61 U.S. and International funds and REITS to the GRESB assessment on behalf of our clients. Working in close collaboration with GRESB staff as well as industry organizations, LORD Green is advancing ESG within real estate. Mychele Lord is a founding member of the GRESB Benchmark Committee and Mychele and Tema Yaravitz serve on all the GRESB Industry Working Groups for Assessment development.

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Our Services
Acting as an extension of our clients, LORD Green provides high-touch-point service and tailor-made solutions, including:

- Portfolio-Wide ESG Program Development, Monitoring & Reporting
- Sustainability Reporting (GRESB, GRI, UNPRI, CDP, Greenprint, and customized Client/Investor Reporting)
- Green Building Certifications
- Tenant & Community Engagement Programs

Our Track Record
GRESB awarded two of our clients as "Global Sector Leader" and ranked three as 1st in their peer group. GBCI recognizes LORD Green Strategies as a LEED Proven Provider™. This advantageous designation is due to LORD Green's history as a volume LEED-EB: O+M consultant with GBCI Reviews consistently ranking among the top 1% of quality reviews. This program offers an exclusive, streamlined process for our clients.
EPA designated LORD Green as an ENERGY STAR® Top Certifier for 2014 and as well as an Elite Member of ENERGY STAR's Certification Nation 2014.

MEASURABL

REITs and Asset Managers representing over 1.2BN square feet measure, manage, and act upon sustainability using Measurabl, making us the world's fastest growing sustainability software.

Report to GRESB for free using our "Basic" free subscription plan, on-board in 60 seconds, and upgrade when you're ready for data nirvana and investment-grade sustainability.

In both 2014 and 2015, 100% of Measurabl subscribers improved their overall GRESB score.

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- Investment-grade GRESB, CDP, GRI reporting
- Utility data automation
- Projects
- Certifications
- ENERGY STAR automation and certification
- Comprehensive portfolio and asset-level analytics
- Property manager delegation
- Automated alerts, recommendations and to-dos

PARTNERENERGY

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Partner Energy, Inc.'s (Partner Energy) team of experienced professionals help our clients achieve their sustainability, energy efficiency, and alternative energy goals, both on a portfolio and individual building level. We work with building owners and users to increase asset values, lower ownership costs, and promote environmental stewardship. We help our clients reduce energy usage and energy costs by recommending and implementing fiscally responsible energy efficiency measures.

Partner Energy provides the following services to our clients: benchmarking (energy, water, trash, and GHG), investigations (retro-commissioning and audits), Green Certifications (LEED, ENERGY STAR, and Green Globes), and sustainability policy and procedures. Our clients include utility providers, real estate owners and managers, lenders, government agencies, higher education institutions, developers, architects, contractors, and national Energy Services Companies (ESCOs).

Partner Energy has experience working with diverse building types, including: low-rise and high-rise multifamily developments, condominiums and garden style complexes, educational facilities such as K-12 schools and higher education, municipalities and other institutional agencies, industrial and commercial, hospitality and resorts, military bases, office and retail spaces, and mixed-use buildings. With our understanding of the latest in sustainable technologies, we work to provide quality energy saving solutions and remedies for all our clients.

PHILIPS

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Philips Lighting is a global market leader, with recognized expertise in the development, manufacturing and application of innovative lighting solutions. We have pioneered many of the key breakthroughs in lighting over the past 120 years, laying the basis for our current position.

We address people's lighting needs across a full range of market segments. Indoors, we offer lighting solutions for homes, shops, offices, schools, hotels, factories and hospitals. Outdoors, we offer solutions for roads (street lighting and car lights) and for public spaces, residential areas and sports arenas. In addition, we address the desire for lighting inspired experiences through architectural projects.

Philips lighting solutions help create a healthier workplace and enhance well-being for the occupants, while making buildings more energy and operationally efficient at the same time.

With lighting comprising a significant portion of current energy consumption in a commercial building, the latest LED and lighting controls solutions from Philips can drastically improve the building's overall energy performance, reduce its carbon footprint and improve its operational efficiency.

Philips also offers a complete set of services from energy audit and applications services to project management and financing to help building owners and developers make the right choices and improve their assets in the most hassle-free way.

Philips Lighting has manufacturing facilities in some 25 countries in all regions of the world and sales organizations in more than 60 countries. Commercial activities in other countries are handled via dealers working with our International Sales organization. Lighting has approximately 53,000 employees worldwide.

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The Luxembourg PwC Sustainability department is composed of 25 sustainable professionals; most of them are accredited BREEAM, HQE, LEED and DGNB. We combine engineering and financial skills to help our clients to tackle sustainability (Co2, energy, waste, and water efficiency, material choices and etc.) from building construction to exploitation stages. The aim of our work is to inform our clients in any economic, social and environmental impacts.

Our engineers guide our partner to achieve sustainability requirements by optimizing management resources. We inform our clients on their sustainability impacts by producing and analysing life cycle cost assessment and carbon footprint. Then, PwC helps to acquire an environmental building certification to get long-term performance. Furthermore, our team takes part in real estate due diligence assessments. We advise clients by identifying, evaluating and developing strategic building reviews. We diagnose buildings with technical and financial low performances and provide a "roadmap" to improve property performances from our RE 26000 tool.

Our department is also keen to assist real estate funds with Environmental, Social and Governance strategies (ESG). We identify risks and opportunities from portfolio companies and investors to make them more valuable. We help real estate funds by providing different services such as, ESG strategy and policy, ESG assessments, ESG Investment Procedures, Portfolio review, IPO readiness and GRI report. In other words, we advise you the best practices to develop a strategic plan regarding the costs and legislations.

Our perpetual efforts with our clients, stakeholders, suppliers and organisations make us your partner in sustainability.

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real foundations

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RealFoundations is a professional services firm focused on helping companies that develop, own, operate, service, occupy or invest in real estate make smarter, more profitable decisions. Our professional services firm helps real estate enterprises around the globe run better. We apply unmatched industry knowledge and insight to help companies that develop, own, operate, service, occupy or invest in real estate make better, more profitable decisions.

We typically engage our clients in three service areas – management consulting, managed services, and energy solutions. Our clients are typically leaders in their industry and include 15 of the top 25 largest global property managers, the majority of the top 25 largest global office, retail, industrial and multi-family owners, and multinational corporations in retail, finance and entertainment.

RealFoundations possesses a strong depth of real estate expertise and focus, with 250+ client serving professionals, "Big 4" experience and an executive management team that's been working together in real estate for more than 20 years. Our experts solve the toughest challenges in any facet of the business of real estate.

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Refined Risk is the developer of the Refined Risk Software Platform, which is a modular enterprise grade SaaS solution, specifically designed for the Real Estate Investment and Property Management sector. The key business drivers in the application are to identify opportunities to reduce risk, increase net operating income and increase tenant loyalty.

Refined Risk is engineered to build multiples for owners and investors, while mitigating risk. The platform develops capability and unlocks actionable insights by analyzing big data sets from operations (utility meters, questionnaires, connections to Yardi, JDE, MRI etc.) and rolling summary data up to the executive suite. The platform is founded on more than two decades of dialogue with environmental, social and governance thought leaders.

The software suite includes modules for Energy Management (utility tracking etc.), Sustainability Data Management (automated submissions to GRESB, connection to Portfolio Manager etc.), Environmental Management, OH&S, as well as a fully integrated Questionnaire Builders and work flow management system. An elegant user interface makes it a delight for Property Managers to use, while powerful dashboards give directors and executives tools to slice and dice summary data across portfolios.

With over a quarter of a billion square feet of assets on the platform, our clients use Refined Risk to drive long-term value for investors by reducing risks of building obsolescence, increasing net operating income through reductions in utility expenses and increasing client loyalty by creating a healthy work environment and community of engaged tenants.

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Royal HaskoningDHV is an independent, international engineering and project management consultancy with over 130 years of experience. Our professionals deliver services in the fields of aviation, buildings, energy, industry, infrastructure, maritime, mining, transport, urban and rural planning and water. Backed by expertise and experience of nearly 7,000 colleagues across the world, we work for public and private clients in more than 130 countries.

Royal HaskoningDHV advises and develops systems and solutions to enhance society, for the needs and challenges of the world, today, and in the future. In the buildings market we focus on creating inspiring, sustainable buildings to deliver built environments that help our clients succeed. We are doing so because we have the expertise, technology and experience to make a positive difference for our clients and the global challenges of society. Among the many sustainability services that we provice are various certification methods (like BREEAM and LEED), energy monitoring and optimization services, portfolio scans, energy benchmarks and corporate social responsibility services.

thinkstep

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Thinkstep enables organisations worldwide to succeed sustainably. Our industry-leading software, data and services help businesses drive operational excellence, product innovation, brand value and regulatory compliance. With a global presence in 19 countries, we serve more than 2,000 companies including 40 percent of the Fortune 500 such as BASF, Hewlett-Packard, Interface, Renault, Siemens and Unilever.

SoFi software seamlessly integrates with existing IT systems and covers a broad range of functionalities including Sustainability Management & Reporting, Building Portfolio Management, Supplier Engagement, EHS Management and Energy Management.

Holistic building portfolio management with SoFi software:
SoFi software for Building Portfolio Management enables businesses to fulfill investor demand and increase the value of their real estate portfolio with a scalable approach to sustainability. Automated tools make it simpler and faster to collect data, complete reports and benchmark the building portfolio against peers. GRESB, CDP, and GRI questionnaires are completed quickly and precise with automated data quality checks, pre-built workflows and fully transparent audit trails. Advanced features for KPI tracking, analysis and forecasting make performance management fast and efficient.

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Verdani Partners is a top tier, full service sustainability consulting firm with over 18 years of experience in Sustainable Real Estate. Our mission is to empower organizations with cost-effective strategies to create sustainable buildings and communities. Our approach is to worth from within our clients' organizations to plan and implement their sustainability programs on an ongoing basis.

We hold a high level of technical knowledge in real estate, corporate sustainability, building operations, energy analysis, codes and certifications. Our key services include: Corporate Sustainability Strategies; ESG Reporting including (GRESB, GRI, CDP and UNPRI), Energy Star Portfolio Manager Administration (Benchmarking, Utility Tracking and Labels), LEED EBOM Certifications, ASHRAE Energy Audits, and Education among other services at both the portfolio and asset level.

We are currently supporting sustainability efforts for five real estate firms totaling over 300 million square feet and 2000 buildings of national and international diversified portfolios. With over a decade of experience from the owner's perspective, we have been reporting to GRESB since 2011. While at Thomas Properties Group, Verdani's Founder & President Daniele Horton helped the firm achieve the top GRESB Ranking in the Office category for all three years they participated. In 2015, our clients that reported to GRESB ranked among the top five environmental performers in their respective categories. We are proud to be a GRESB Premier Partner and participate on the GRESB Benchmark Committee.

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Now in its fourth decade, Yardi is committed to the design, development and support of software for real estate investment and property management.

With the Yardi Commercial Suite, Yardi MultiFamily Suite, Yardi Investment Suite and Yardi Orion Business Intelligence, The Yardi Voyager platform is a complete real estate management solution. It includes operations, accounting, and ancillary processes and services with portfolio-wide business intelligence and platform-wide mobility.

Yardi is based in Santa Barbara, CA and serves clients worldwide from offices in North America, Asia, Australia, Europe and the Middle East. For more information, visit www.yardi.com

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Adamant Energy is a lighting-as-a-service provider for real estate owners and occupants. Our data driven LED lighting upgrades and tailored financial solutions help landlords and tenants overcome split incentives and other financial and contractual barriers to profitable lighting upgrades and energy efficiency.

Led by real estate asset management and capital markets veterans, Adamant Energy has a nuanced understanding of income-producing real estate ownership that is unique in the lighting and sustainability industry.

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Greenview is a specialized consultancy and research firm that leverages the power of data, common guidelines, best practices, and innovation to help organizations navigate and adapt to the constantly evolving landscape of sustainability and social responsibility.

Via the Greenview Portal web-based platform, we help lodging and real estate companies report to GRESB and other frameworks including GRI, CDP, SASB, and property-level certifications and labels. Properties and portfolio managers can track, measure, consolidate and obtain actionable guidance on environmental sustainability and social responsibility.

Greenview has a proven track record advising and implementing programs for several of the world's leading organizations across hospitality, real estate, healthcare, tourism, and events. Our services are tailored for:

- Companies – Providing expert environmental, social, and governance (ESG) strategy, reporting, programs, and advisory work for individual companies, with innovative industry solutions to catalyze sustainability practices.
- Event Organizers – Crafting and implementing award-winning sustainability programs and support services for events to reduce impacts, engage participants, strengthen brand, and have fun doing it!
- Destinations – Providing the platform for tracking and communicating destinations' unique sustainability stories and engaging event organizers.

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The S2 Partnership has offered specialist safety and environmental risk management services to the commercial real estate sector since 1999. Working in the UK, Europe and beyond, our strong, established relationships with clients continue to drive our growth and development. With services including the market-leading risk management software, RiskWise, specialist knowledge from our team of dedicated consultants and accredited training courses, our aim is to help our clients to understand and control safety and environmental risk sensibly and pragmatically, wherever they operate.

Focused on our ambition to support our clients' changing requirements, our teams design bespoke risk management programmes and systems to deliver simple yet effective risk management, reporting and visibility. We pride ourselves in delivering commercially-sound, technically-astute consultancy services and products to deliver real business benefits. Our reputation for consistently high quality service and regard for environmental sustainability gives our clients the peace of mind knowing we are committed to being a socially responsible business. We have developed a number of policies to assist us in achieving our objectives and have achieved ISO 9001, ISO 14001, OHSAS 18001 and ISO 27001 certification.

Now widely regarded as one of the top providers in this niche sector, the S2 Partnership works in close partnership with leading property investors, owners, managers, insurers and occupiers worldwide. We take enormous pride in knowing that our clients are at the core of all that we do: delivering intelligent risk management.

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Quinn & Partners is a sustainability strategy and integration advisory firm. We work with organizations to design and execute sustainability leadership strategies to strengthen our clients' position with customers, investors, employees, industry stakeholders and society at large. Our mission is to advance sustainability integration in business and capital markets. Our vision is to be our client's trusted advisor in all matters relating to corporate sustainability. We are a B-Corp Certified organization and GRESB partner since 2014.

Quinn & Partners is one of the most influential sustainability and real estate consulting teams in North America. Our team members advise brand name investment management firms, property owners, owner managers and property managers, and provide consulting services ranging from sustainability strategy to implementation, communications and audit. Many of our clients have received prominent international awards for their sustainability advancements.

Consultants at Quinn & Partners hold combined business masters degrees and complementary sustainability education. This enables us to put the clients' business and organizational considerations first, and based on those, tailor sustainability initiatives and integration strategies to enhance core operations and brands.