GRESB®

REAL ESTATE

2017 Reference Guide

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Contents

Disclaimer: 2017 GRESB Real Estate Assessment Reference Guide

The 2017 GRESB Real Estate Assessment Reference Guide ("Reference Guide") accompanies the 2017 GRESB Real Estate 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 investor-driven organization that is transforming the way we assess environmental, social and governance (ESG) performance of real assets globally, including real estate portfolios, real estate debt providers and infrastructure assets. More than 250 members, of which about 60 are 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.

Overview of GRESB Assessments

GRESB Real Estate Assessment

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

The 2017 GRESB Real Estate Assessment remains consistent with the 2016 version. Only small changes have been implemented following extensive engagement with the real estate industry through the GRESB Advisory Board, Benchmark Committees, and Technical Working Groups.

GRESB Developer Assessment

In addition to the GRESB Real Estate Assessment, GRESB also provides a stand-alone GRESB Developer Assessment that focuseses on development activities rather than the management of standing investments. The GRESB Developer Assessment evaluates the ESG performance of development focused companies and funds, focusing on policies, strategies, and measures related to new construction and major renovation projects.

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.

The GRESB Developer Assessment consist of a subset of indicators from the GRESB Real Estate Assessment, plus the 14 indicators in the New Construction & Major Renovations (NC&MR) Aspect.

Supplement: Health & Well-being Module

The Health & Well-being Module is an optional supplement to the GRESB Real Estate Assessment. The purpose of the Module is to understand how the entity is promoting the health & well-being of entire populations, such as employees, tenants and community members. Indicators in the Module are not intended to address individuals, and information identifying individuals is not requested for any Health & Well-being Module indicator. Entities should not submit any evidence that contains potentially confidential information on the health & well-being of individuals.

Supplement: NAREIT Leader in the Light

GRESB is closely associated with the National Association of Real Estate Investments Trusts (NAREIT) as one of our partners. NAREIT encourages its corporate members to complete the annual GRESB Real Estate Assessment, which, for the past five years, has been the basis for their 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 Real Estate Assessment and the Leader in the Light Supplement. Once all sections of the GRESB Real Estate Assessment are completed, including the Leader in the Light Supplement, participants are able to submit their entire submission which will automatically be included in the Leader in the Light Award competition.

GRESB Debt Assessment

The GRESB Debt Assessment is an ESG engagement and benchmarking tool for primary lenders including regional and national banks, insurance companies, private equity debt funds and mortgage REITs. The benchmark is specifically tailored to real estate lenders with focus on sustainability actions related to:

- Corporate ESG policies and business unit implementation
- Loan origination, due diligence and stakeholder engagement processes
- Property-level collateral monitoring methods
- Targeted loan programs and asset upgrade financing offerings

The GRESB Debt Assessment results provide opportunities to identify organizational strengths alongside areas for ESG performance improvement, both in absolute terms and relative to peers. Participants utilize their individualized benchmark as an internal and external engagement toolkit to inform forward business planning and stakeholder communication efforts by providing:

- Management evaluation opportunities
- Gap analysis through the identification of industry best practices
- Due diligence, loan monitoring and risk management process introspection
- Market insights to inform new or enhanced loan products

For mortgage REITs and private equity real estate funds, the GRESB Debt Assessment serves as an outward-facing communication tool to GRESB institutional investor members, and to the capital markets more broadly. Annual participation communicates commitment to ESG management practices and the incorporation of sustainability techniques into commercial real estate lending.

GRESB Infrastructure Assessment

The GRESB Infrastructure Assessment is a unique tool for systematic assessment, objective scoring, and peer benchmarking of the ESG performance of infrastructure investments. The GRESB Infrastructure Assessment 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.

The GRESB Infrastructure Assessment has an initial focus on operating investments, infrastructure assets, companies and funds and covers a variety of infrastructure sectors, including:

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

The GRESB Infrastructure Assessment 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. It is a consistent framework allowing investors to collect and compare key ESG and related performance metrics across their infrastructure assets worldwide.

GRESB Infrastructure Members 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.

GRESB Insights

ESG considerations are now a well-established topic in the global real asset sectors. In the dynamic and fast-moving sustainability space, the development and integration of ESG best practices into decision-making varies widely across regions and sectors. With its global and multi-sector coverage, GRESB is well positioned to document innovation in real assets sectors. GRESB's ambition is to promote and highlight innovative approaches and best practices in the implementation of sustainability and has 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 assets.

GRESB participants can submit innovation case studies via the Insights section of the public GRESB website, throughout the year, and may be selected for publication on GRESB Insights. The submitted case studies will also be accessible to participants and investors via the GRESB Portal.

Assistance with the GRESB Assessments

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 answer your query within two working days
- Contact one of our Partners (see www.gresb.com 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 Assessment response using the evaluation form available in the Portal or by sending a direct email to info@gresb.com.

Introduction

About the 2017 GRESB Real Estate Reference Guide

This Guide accompanies the 2017 GRESB Real Estate Assessment (referred to as 'the Assessment'). Guidance is included for all Assessment indicators that form the GRESB Real Estate's seven Aspects, plus the Assessment indicators addressing New Construction & Major Renovations. This Guide provides:

- Technical instructions for each indicator;
- Information about changes relative to previous versions of the assessment;
- Details about validation, scoring, and documentation requirements.

This Guide should provide all the basic information needed to complete the 2017 Assessment. If you need additional help, please contact our helpdesk team at info@gresb.com.

2017 Development highlights

- Limited number of changes, which allows pre-filling more than a third of the Assessment for 2016 GRESB Real Estate participants;
- Stable and streamlined reporting process with a focus on correct and complete reporting
- New GRESB Portal functionalities aimed at reducing the amount of time spent on filling out the Assessment and uploading supporting evidence;
- New data quality control features.

Who can see my data?

The GRESB Real Estate 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.

In 2017, GRESB has introduced the functionality where documentation provided as evidence can be made available to investors on a document by document basis. Each uploaded document will have a checkbox (the default being set to 'not available') which, when selected, will make this evidence available to investors. Once this textbox is selected, the document will be available to all investors, it is not possible to choose a sub-set of investors which you would like to share the documents with.

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

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

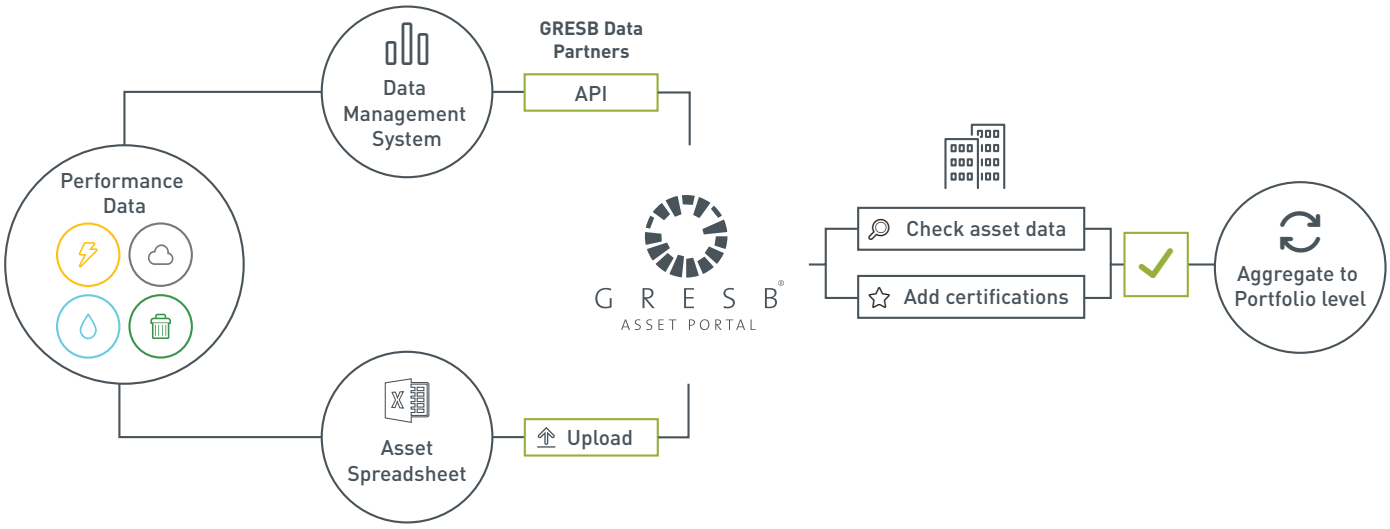
GRESB has developed a number of tools to assist participants with the collection and aggregation of asset-level data that is required to complete certain aspects of the Assessment. Property companies and funds are encouraged to use the asset level tools to streamline data flows, and to increase data quality. The asset-level data provided to GRESB is strictly confidential and will only be used for aggregation to portfolio level. No asset level information will be disclosed to participants' investors.

As a default, GRESB does not disclose a participant's data to other participants. For listed entities, the entity name is disclosed in the Benchmark Report, as well as the entity names of listed peer group constituents. For non-listed entities, only the fund manager's name is disclosed, as well as the fund manager's name of non-listed peer group constituents. In 2017, GRESB provides an opt-in option that will disclose the entity's name (listed) or fund manager's name (non-listed), as well as the scores for the two dimensions (Management & Policy, and Implementation & Measurement), to participants in the peer group that also opted to disclose their name and dimension scores.

Participant tools

The following tools help participants with the submission process:

- **Pre-filling:** Property companies and funds that participated in GRESB in 2016 are able to pre-fill selected questions in the 2017 Assessment response.
- **Information-sharing template:** This template is available to participants who are GRESB Members. Participants can use the template to store and share indicator responses that are identical across multiple participating entities. Members can access the sharing template via the GRESB Portal.
- **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.
- **Asset level data tools:** The GRESB Real Estate Assessment is a portfolio-level benchmark. However, GRESB has developed a number of tools to assist participants with the collection and aggregation of asset-level data that is required to complete the Performance Indicators Aspect and five qualitative indicators.



- The GRESB Asset dataflow tools: Property companies and funds are encouraged to use the following tools to streamline data flows and increase data quality.
  - **Automated Data Feed (ADF):** This tool is available through an increasing number of data providers. It allows participants to seamlessly feed information from a data provider's data collection system to the GRESB Portal, automatically completing the Performance Indicators Aspect of the Assessment. The full list of data partners can be found on our website: Real Estate Data Partners.
  - **GRESB Asset Spreadsheet:** Participants that do not have access to the Automated Data Feed can upload asset-level data to the GRESB Portal using this spreadsheet.
  - **GRESB Converters:** GRESB provides data converters to use data from a third-party source in the GRESB Performance Indicators Aspect. These converters and the underlying mapping process are provided in collaboration with leading green building and energy rating schemes, such as Energy Star, Green Star, NABERS, BREEAM, and LEED.

In 2017, you can complete the data for indicators with this icon using the online GRESB asset portal or any data partner system, which supports this functionality. Find out more about GRESB's partners on the GRESB website. Click on a partner's logo for more information.

GRESB Participant Training

GRESB provides a training program for property companies, fund managers, and their advisors every spring. The GRESB Training Program offers a hands-on educational experience addressing all aspects of sustainability in real estate portfolios as covered by the GRESB Real Estate Assessment. Trainings combine theoretical characteristics of each GRESB topic with its practical applicability, demonstrated through various examples and case studies, tailored based on respective experience levels.

GRESB Real Estate training courses are offered from late February to mid April to professionals involved in real estate investment and sustainability management. Courses are delivered in select locations across all regions with GRESB participation, including Europe, North America and Asia Pacific.

GRESB Introduction Training addresses the fundamental 'how to' and 'what' of the GRESB Real Estate Assessment.

The session delivers a high-level view of GRESB as an organization and benchmarking tool, and demonstrates the Assessment's scope, processes and scoring mechanisms. This training program is best suited for new participants and those who have not attended a previous GRESB training.

GRESB Advanced Training is designed for experienced GRESB participants who have attended prior GRESB trainings and have participated in the GRESB Real Estate Assessment at least once. The program addresses complex reporting and scoring components of the GRESB Real Estate Assessment including performance indicators and hands-on case studies and exercises.

In-house sessions are available upon request. Detailed information about the program is available on the GRESB website.

Response Check service

A Response Check is a high-level check of a participant's GRESB Real Estate submission by the GRESB team, taking place prior to submission of a response. It minimizes the risk of errors that could adversely impact Assessment results. The Response Check fee for non-members is EUR 1,050 (exclusive of VAT). Members are able to request a complimentary Response Check as one of their membership benefits.

Timeline & Process

The GRESB Real Estate Assessment opens in the GRESB Portal on April 1, 2017. The submission deadline is July 1, 2017, providing participants with a three-month window to complete the Assessment. This is a fixed deadline, and GRESB will not accept submissions received after this date. GRESB validates and analyzes all participants' Assessment submissions. This process starts upon receipt of the first submission and continues until July 31, 2017. We may need to contact you during this time to clarify any outstanding issues with your response.

Results are published in September and are distributed as follows:

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

Reporting Scope and Boundaries

GRESB requires property companies and funds to report on their whole portfolio, including both managed and indirectly managed assets.

Joint ventures

Where an asset or assets are part of a joint venture, joint operation or are in joint ownership, participants are required to report on these assets, even if the joint arrangement means that the participant does not have direct operational control over the asset(s). Joint venture partners with a stake of 25 percent or higher are considered to have significant influence over operational initiatives and can therefore drive implementation of sustainability initiatives and performance improvements, even in the case the operational control resides with another partner. If the equity share in a joint venture, joint operation or joint ownership is more than, or equal to, 25 percent, participants can choose to either (a) report on their share or (b) report on the full asset. This must be done consistently throughout the portfolio and is regardless of operational or management control. This may result in an asset being included in two separate submissions. However, this does not impact GRESB's analysis or the benchmark results. If the equity share in a joint venture, joint operation or joint ownership is less than 25 percent, participants can exclude the asset(s) from the reporting boundaries. In either case, participants must explain their approach in the open text box in RC5.1.

If an asset is part of multiple portfolios managed by the same fund manager, the asset should be treated as a joint venture in each portfolio. The rules outlined above apply.

Managed/Indirectly Managed

The definition of Indirectly Managed assets in the Assessment is solely based on the landlord/tenant relationship.

Managed assets or buildings are those for which the landlord is determined to have 'operational control' where operational control is defined as having the ability to introduce and implement operating policies, health and safety policies, and/or environmental policies. If both the landlord and tenant have the authority to introduce and implement any or all of the policies mentioned above, the asset or building should be reported as a Managed asset. Where a single tenant has the greatest authority to introduce and implement operating policies and environmental policies, the tenant should be assumed to have operational control. For example, in the case of a full repairing and insuring (FRI) lease in England and Wales, the tenant has operational control meaning that the asset is Indirectly Managed.

In the 2017 Assessment, GRESB distinguishes between Managed assets and Indirectly Managed assets in the Performance Indicators Aspect. GRESB has done so in recognition of the fact that landlords of Indirectly Managed assets may have little or no control over the use or purchase of utilities for the asset, or over waste management practices. The guidance for this Aspect explains GRESB's approach in more detail.

GRESB does not specifically distinguish between Managed and Indirectly Managed assets outside the Performance Indicators Aspect. The Assessment measures ESG performance using a consistent methodology that applies both to listed companies and non-listed funds and which applies across property sectors and regions. GRESB encourages the collection of data and qualitative information regarding ESG issues that give property companies and funds and their investors the tools to identify areas in which they can improve performance and as a toolkit for internal and external engagement.

Furthermore, while GRESB does measure absolute performance, it emphasizes the importance of peer group comparisons in scoring and the analysis of benchmark results. Where participant numbers allow this, GRESB plans to create separate peer groups for each property type, for listed and private entities and for Managed and Indirectly Managed assets. Additionally, participants have the opportunity to explain the composition of their portfolio in the open text box in RC5.1, including clarifying limits on asset control that arise from the landlord/tenant relationship.

With these factors in mind, while the landlord's day-to-day involvement in Indirectly Managed assets may be limited, the topics covered by the Assessment are equally relevant to Indirectly Managed assets. Accordingly, the same questions and methodology apply.

Allocation to E, S, G

GRESB allocates each indicator to one of the three sustainability dimensions – Environmental, Social or Governance

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

Assessment Indicator structure

Every indicator in the 2017 Assessment can be answered with 'yes' or 'no' and in some cases with 'not applicable'. If 'yes' is selected, the participant has the option to further classify the response by selecting one or more sub-options. Participants should select all sub-options that accurately describe the entity and for which the entity can provide evidence. If 'no' is selected, the participant may not select any additional sub-options. GRESB has marked each indicator to reflect whether it has been amended or is new, by providing the indicator number in orange.

Evidence

Selected indicators in the Assessment require the provision of supporting evidence. Evidence is information that can be used to validate the overall answer to the indicator and support any additional selected criteria. GRESB does not have a prescriptive standard for evidence, rather the expectation is that a validator with reasonable domain expertise can review the evidence and find support for the overall response and selected criteria. The evidence should not require extensive interpretation or inference, and participants are strongly encouraged to provide the simplest evidence that supports their claim. It is the responsibility of the reporting entity to provide clear and concise information that can be understood by the validator. The validator will reject claimed answers or individual criteria not supported by evidence.

As in 2016, GRESB requires participants to provide additional evidence for a subset of indicators, using hyperlinks and/or document uploads as part of 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. In order to validate 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 which can be used to provide additional context for the document provided.
- **Permitted number of uploads:** In 2017, GRESB has introduced the functionality to upload multiple documents as evidence per indicator. This improved functionality helps to ease the reporting burden by eliminating the need to merge different documentation into one 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 Evidence template, available in the document library, or in 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.
- **Evidence template:** In 2017, GRESB introduces an Evidence template, which may be used as a standalone document, or as a cover page for uploaded evidence. This template allows for easier identification of relevant information for each sub-option selected within an indicator.
- **Sections of documents:** You may upload sections of larger documents. 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.
- **Optional evidence sharing with investors:** GRESB uses uploaded documents for validation purposes. In 2017, GRESB has introduced the functionality where documentation provided as evidence can be made available to investors on a document by document basis. Each uploaded document will have a checkbox (the default being unselected) which, when selected, will make this evidence available to investors. Once this checkbox is selected, the document will be available to all investors, it is not possible to choose a sub-set of investors which you would like to share the documents with.

- **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 includes documents that were uploaded in 2016.

Hyperlink

If a hyperlink is provided, 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 relevant topic relating to each of the criteria selected. The participant has the obligation to ensure that the hyperlink is functioning. Broken links are the responsibility of the participant and will be interpreted as the absence of evidence.

Language

Your 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 via the evidence template.

Open text boxes

As in previous years, most open text boxes are scored. GRESB distinguishes between open text boxes:

- 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 indicator
- That are used for reporting purposes only (not scored)
- That provide context for specific Assessment indicators (not scored)

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

'Other' answers

Some indicators offer the opportunity to provide an alternative answer option ('Other'). Such other answers must stand 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.

Indicator-specific guidance

The indicator-specific guidance contains:

- Per Aspect: An overview which summarizes (a) the intent of the Aspect and (b) the content of the section and any major changes from 2016 (marked in italics);
- Per indicator: An overview which indicates (a) the intent of the indicator, (b) to which of the two GRESB dimensions (Management & Policy or Implementation & Measurement) it is allocated, (c) the maximum number of points available, (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 period

Answers must refer to the reporting period identified in EC3 in the Assessment. A response to an indicator must be true at the close of the reporting period; however, the response does not need to have been true for the entire reporting period. GRESB does not favor the use of calendar year over fiscal year or viceversa, as long as the chosen reporting period is used consistently throughout the Assessment.

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 some indicators to be answered either:

(a) At 'Organization Level';

(b) At 'Organization Level applicable to Entity Level';

(c) At 'Entity Level'.

Organization Level: These indicators do not need to relate specifically to the entity for which you are submitting an 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 an 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.

Service providers (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.

Scoring Methodology

The GRESB Real Estate Assessment is structured into seven sustainability Aspects, with a separate Aspect for New Construction & Major Renovations. The weighted combination of scores for each Aspect generates the overall GRESB 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. Indicator scoring goes 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 sub-options, GRESB awards points cumulatively for each individual sub-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 sub-options in order to receive full points. 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
- 2017 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 137 points, and the overall GRESB Score is then expressed as a percentage – from 0 to 100. The maximum score for each Aspect is a weighted element of the overall GRESB Score. GRESB takes into account the unique characteristics of different property types, not only in benchmarking absolute scores, but also in the scoring of a selection of questions. A selection of indicators is scored based on each portfolio's main property types – this holds specifically for the Performance Indicators and Building Certifications Aspects.

Sustainability Aspect	Weight
Management	9%
Policy & Disclosure	9%
Risks & Opportunities	12%
Monitoring & EMS	9%
Performance Indicators	25%
Building Certifications	11%
Stakeholder Engagement	25%

The overall GRESB 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 38.5 points – this is 28 percent of the overall GRESB 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 98.5 points – this is 72 percent of the overall GRESB Score and is expressed as a percentage.

Participants reporting on new construction and major renovation projects complete the additional New Construction & Major Renovations (NC&MR) Aspect, which receives a separate Aspect score that is not included in the overall GRESB Score. Companies and funds that focus on development activities rather than the management of standing investments must complete the separate GRESB Developer Assessment and will receive a separate Developer Score.

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.
- Indicators with multiple sections – for some indicators, participants must complete multiple data points within a single question e.g. Q17 (energy efficiency measures implemented), where participants must include (i) number of measures implemented, (ii) percentage portfolio covered and (iii) percentage whole portfolio covered. For these indicators participants must complete all sections, as all of these are included in scoring.

- Benchmarked indicators - some indicators are benchmarked either through:
  - (a) a dynamic benchmark based on relative peer group performance (peer group based on property type and 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 Model

The scores for Management & Policy (MP) and Implementation & Measurement (IM) are visualized using the GRESB Model. Entities with a score higher than 50 on both IM and MP dimensions are called Green Stars and until 2016 received a Green Star logo to communicate on their performance. As performance continues to improve, the average score also climbs every year. In 2016, approximately 60% of the real estate participants received a Green Star status, leaving fewer opportunities for differentiation between truly exceptional leaders. In 2016, GRESB introduced a method for more granular differentiation: the GRESB Rating.

GRESB Rating

The GRESB Rating is an overall measure of how well ESG issues are integrated into the management and practices of companies and funds. The rating is calculated relative to the global performance of all reporting entities – property type and geography are not taken into account. The GRESB Rating thus provides investors with differentiation in overall ESG performance of the global property sector. If certain regions systematically perform better, they will on average have higher-rated companies and funds. The calculation of the GRESB Rating is based on the GRESB Score and its quintile position relative to the GRESB universe, with annual calibration of the model. If the entity is placed in the top quintile, it will have a GRESB 5-star rating; if it ranks in the bottom quintile, it will have a GRESB 1-star rating etc.

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 other peers in the group.

Peer group assignments do not affect a company/fund's score, but determine how GRESB puts an 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.

A pre-set threshold determines an entity's geographic location and property type:

- The threshold for property type categorization is set at 75% of the Gross Asset Value (GAV). This means that based on GAV, 75% or more of the Portfolio must be comprised of a single property type. If a participant does not reach the threshold for categorization in a specific sector, it is assigned to the 'diversified' category. Within this category, there are three additional subcategories: retail/office, residential/office, and industrial/office. A participant will be assigned to one of these diversified property type subcategories, where the combination of the two property types is at least 75% of GAV.
- 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 2017, 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 2017, GRESB's regional categories are Asia, Australia/NZ, Asia Pacific, Europe, or Americas;
  - Global: If a participant does not reach the threshold for assignment to a region, it is assigned to 'globally diversified'".

Peer group disclosure

For listed entities, the entity name of the peer group constituents is disclosed in the Benchmark Report. For non-listed entities, only the fund manager's name of the peer group constituents is disclosed. In 2017, GRESB provides an opt-in option that will disclose the entity's name (listed) or fund manager's name (non-listed), as well as the scores for the two dimensions (Management & Policy, and Implementation & Measurement). However, this will only be disclosed to participants in the peer group that also opted to disclose their name and dimension scores.

2017 GRESB Data Validation Process

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 and reporting. It is an important element of GRESB's continued efforts to provide investment grade data. Following receipt of participants' Assessment submissions, prior to analyzing the data, GRESB validates participants' input data. This process continues from the date of the first Assessment submission until July 31, 2017.

This is the fourth year that GRESB will operate its three-tier validation process (All Participant Checks, Validation Plus, Validation Interviews).

In 2017, the topics covered by the validation process and the number of participants selected for Validation Plus and Validation Interviews, increase significantly. In addition to increasing the number of checks included in the data quality process, GRESB expands the data validation team with resources from its parent company, GBCI, and further developed the IT infrastructure used for validation, and refined and expanded on the participant selection process for Validation Plus and Validation Interviews.

- Where possible, in the case of Reporting Characteristics and Performance Indicators data (energy, water consumption, GHG emissions and waste), GRESB will give participants the opportunity to correct errors in their submissions if detected during the validation process.
- For other data and where it is not possible to correct Performance Indicators 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 remained consistent with 2016. Document uploads are 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 Assessment submissions, including:

- Key topics: Checks on 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;
- Open text box responses are validated according to the stated requirements, and full, partial, or no points are awarded;
- Other" answers are validated based on their applicability, and provided answers should be outside of the scope of the answer opions already listed;
- 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 to Assessment Indicators, e.g. third-party organization names, assurance, audit, certification and verification standards and 'other' answers;
3. Checks on uploaded documents, and/or on provided document name and date of publication;
4. Automated outlier and consistency checks of performance data (energy and water consumption, GHG emissions and waste).

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

- Checks on all benchmark submissions, for selected data points;
- Validation per indicator with a secondary review system for quality control;
- Focus on open text boxes and open fields, including reporting standards, green building certificates and energy ratings;

- Supplemental checks to confirm the existence of supporting evidence for questions requiring documentary evidence (hyperlinks, uploaded documents, or details of the name and date of the document);
- Supplemental checks on energy, GHG emissions, water, waste data outliers.

Validation Plus

- An additional desktop review on a selection of all Assessment submissions for which participants provide supporting evidence in the form of a document upload;
- Automatic, random selection via the GRESB Portal, using a pre-defined algorithm;
- Validation per entity with a secondary review system for quality control;
- Document review of supporting evidence for selected indicators. Where no document is provided, the GRESB team will request the document from the participant.

GRESB randomly selects Validation Plus participants using an automatic selection tool that selects participants upon submission via the GRESB Portal. The selection process is automatic and uses a pre-defined randomization algorithm. This means that a single investment house or property company with multiple submissions may be selected more than once for Validation Plus.

Participants selected will be automatically notified by email. Participants are required to provide copies of the missing documents from the submitted response. If no documents are missing, no action is required from the participant. Only the GRESB/GBCI validation team reviews these documents and they are not disclosed to any third parties, unless the option to make the evidence available to investors was selected. You may redact the documents, provided that enough information to validate your Assessment responses is available. If GRESB does not receive these documents by the close of the validation period, the supporting evidence will not be accepted.

In 2017, GRESB anticipates that approximately 25-40 percent of Assessment participants will be selected for Validation Plus.

Validation Interviews

- In-depth assessment of data, performed over the phone by GRESB on a selection of all Assessment submissions;
- Random selection of participants using a system that analyzes criteria based on 2016 Assessment submission data. The system automatically picks participants based on a profile that takes into account 2016 Assessment validation decisions, outliers, and performance;
- Focus on the mapping of the portfolio (Reporting and Entity Characteristics), and supporting evidence.

Validation Interview participants are automatically selected using a system that analyzes criteria based on the previous year's Assessment data. Participants selected will be notified by email. The system automatically selects participants based on a profile that takes into account the previous year's validation decisions, data anomalies and outliers. In 2017, GRESB anticipates that approximately five percent of participants will be selected for a Validation Interview.

Quantitative Data Quality Control

Based on statistical modelling, GRESB identifies outliers in all reported quantitative data. This analysis is performed to ensure that all participating entities included in the benchmarking and scoring process are compared based on a fair, quality-controlled dataset.

Identification of outliers

GRESB identifies reported consumption values as outliers if the corresponding consumption intensity (consumption/area) and/or its change over time is abnormal relative to all reported data for the particular property type. Through an in-house developed statistical program, GRESB groups and benchmarks values within property types, which allows for the identification of consumption values that fall outside normally observed ranges. Beyond reviewing the intensity of consumption, the like-for-like development of consumption over a two-year period is also used to identify abnormal data points.

Once the overall portfolio consumption and/or its consumption change over time are identified as abnormal, all underlying data points are reviewed by a member of the validation team. All GRESB participants undergo the same data review process for outliers. Outlier decisions are automatically protocolled by the system so that they can always be reviewed.

Elimination of outliers

GRESB acknowledges that some identified abnormal data points are not the result of incorrect data, but rather the result of unusual business development. To account for this explanation, outliers are not removed if a reasonable explanation by the respondent exists. Once participants enter unusual data points, the GRESB Portal requires a written explanation for those reported values. GRESB reviews all explanations for outliers and considers those before making a final decision on removing the outlier from the dataset. If a data point is identified as outlier and no reasonable explanation is provided, the data point is removed from the participant's assessment, both for scoring and reporting purposes.

2017 GRESB Real Estate Assessment changes

GRESB is dedicated to continuing on the route toward investment grade data, as co-developed with PwC in 2014.

In result of extensive 2016 data review, the 2017 GRESB Real Estate Assessment only introduces minor changes with the intention to simplify the complete reporting process, increase data quality and enforce compliant reporting practices.

Q13 Remove the open text box

Rationale for change: The open text box was introduced for reporting purposes in 2016. 250 words proved to be insufficient in many cases to cover all the requirements presented in the Reference Guide, resulting in incomplete or vague answers.

Impact of change: Lesser reporting burden without decreasing data quality. The indicator continues to request supporting evidence in the form of an uploaded document.

Q15.2 Remove the upload

Rationale for change: The intent of the indicator is to identify whether the entity assesses the environmental risk exposure of its assets. Consequently, any supporting evidence provided here would be anecdotal for one or more assets held within the portfolio, and would not support the answer entirely.

Impact of change: In 2016, 613 participants answered "Yes" to Q15.2 and provided supporting evidence. 554 documents were accepted (90.37%), 29 documents were partially accepted (4.73%), 30 documents were not accepted (4.89%). Not requesting supporting evidence does not have a material impact on the data quality, but will save participants significant preparation time.

Q16 Score 2p for Energy (instead of 3p), 1.5p for Water (instead of 0p), 0.5p for Waste (instead of 0p), 0.5p for Health & Well-being (instead of 0p)

Rationale for change: Water, Waste and Health & Well-being technical building assessments were elements introduced in 2016 for reporting purposes only, with intention to be scored in 2017. Technical building assessments are essential to identify potential efficiency improvements at a property.

Impact of change: The total number of points available in Q16 increases to 4.5p (up from 3p in 2016). The 1.5 additional points assigned to this indicator were transferred from Q17 (1p) and Q18 (0.5p).

Ask for the exact %portfolio covered

Rationale for change: The exact %portfolio covered can be used for benchmarking. The percentage calculation is necessary for reporting on the exact percentage, as well as for reporting on interval percentages. Data analysis will be more precise using exact percentages.

Impact of change: More precise data analysis.

Q17 Score 3p, instead of 4p

Rationale for change: One point from the indicator was reallocated to Q16 – Technical building assessments – to maintain the scoring balance of indicators within the section and the overall context of the Assessment.

Impact of change: The total number of points assigned to Q17 decreases to 3p (down from 4p in 2016).

Q18 Score 2.5p, instead of 3p

Rationale for change: One point was redistributed to Q16 – Technical building assessments – to maintain the scoring balance of indicators within the section and the overall context of the Assessment.

Impact of change: The total number of points assigned to Q18 decreases to 2.5p (down from 3p in 2016).

NEW Indicator on Waste monitoring

Rationale for change: Further alignment on reporting between energy, water and GHG. This indicator is intended to identify which data collection methods are used and for which fraction of the portfolio. The nature of monitoring is an indicator of the availability of data to support the achievement of waste reduction and diversion targets.

Impact of change: The indicator will only be used for reporting purposes in 2017.

Q25.1 Clarification components introduced into the Energy Consumption table, which remains the same as in previous years

Participants are required to provide the TOTAL floor area of:

- Managed Assets (Common Areas, Tenant Spaces and/or Whole Building), and
- Indirectly Managed Assets (Whole Building)
- The total combined floor area associated with each space type for both Managed and Indirectly Managed Assets should be aligned with the floor areas of each property type reported in RC5.1.
- Floor area supplied with shared services (any energy type)

The values must be provided per property type, regardless of energy supply and energy data availability. Same as in previous years, if no energy data is collected for a property type, answer Q25.0 with "No".

The data points requested are not scored, but are mandatory for submission of the GRESB Real Estate Assessment.

Rationale for change: The extra set of information is necessary to enforce more detailed data checks on the data provided in the Performance Indicator section, and to guide complete reporting for all property types. We will reconcile these numbers against the total floor area size of the portfolio per property type as provided in RC5.1.

Impact of change: Better data quality and more detailed data checks, with a minimum increase in the reporting burden.

Q39.1 Better alignment of answer options provided with recognized industry standards

Rationale for change: The BBP Best Practice Lease standard was launched in 2016 and is based on international standards and practices. The new indicator structure facilitates reporting in alignment with the updated tool.

Impact of change: Better alignment with industry standards, with a minimum increase in the reporting burden.

Q41.1 Expand the scope of the indicator to include all property/asset managers, internal and external

Rationale for change: The 2016 indicator captures information on monitoring types for external property/asset managers as part of the supply chain. It did not address internal property/asset managers, which are part of the employee body and therefore covered by other indicators.

Impact of change: Reduces confusion on reporting scope, and provides opportunities for differentiation between the monitoring methods on internal and external property/asset management.

Request supporting evidence – Upload (mandatory for Validation Plus and Site Visits)

Rationale for change: The scope of the indicator is extended, but the intent remains the same, i.e. monitoring property/asset manager's compliance with the sustainability specific requirements for the entity. In order to receive points for this indicator, participants must demonstrate that their requirements apply specifically to the reported stakeholder group.

Impact of change: Facilitates proper validation on the extended scope of the indicator.

NC2 NC3 NC8 NC9 NC11 Remove the group of "Requirements/standards"

Rationale for change: The selected answer options referring to requirements and standards, including the description provided, were used for reporting purposes only and were not required to be evidenced in the upload provided.

Impact of change: Easier reporting without compromising data quality.

NC4 Remove the open text box

Rationale for change: The open text box was introduced for reporting purposes (not scored) in 2016. The indicator's structure is already very complex and touches on the existence of a policy, disclosure of environmental and health attributes, building product specifications and requires the upload of supporting evidence. The open text box duplicates reporting.

Impact of change: Easier reporting without compromising data quality.

NC 6 NC7.1 NC12.1 NC13 Remove the upload

Rationale for change: Putting together the supporting evidence for these indicators was particularly challenging for participants because they address multiple levels of information. The uploads received were very difficult to validate for this same reason. The indicators require a few levels of information, and the resulting analysis is sufficiently informative for both investors and participants.

Impact of change: Easier reporting without compromising data quality.

Entity and Reporting Characteristics

Intent and Overview

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 across the Assessment and uses the information 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/regional allocation, as well as the nature of ownership and management structure.

The section consists of two parts:

- **Entity characteristics:** Identifies the participating entity, based on characteristics that remain constant across different reporting periods (year-over-year).
- **Reporting characteristics:** Defines the reporting scope of the entity for the current reporting period and determines the structure of the Assessment submission.

Entity Characteristics

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 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 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 **Nature of ownership:**

- ○ Listed entity. Please specify ISIN_____

  Year of commencement:_____

  Legal status:

  - ○ Property company
  - ○ Real Estate Investment Trust (REIT)
- ○ Non-listed entity

  Year of first closing:_____

  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
- ○ Government entity

Intent

Describe the ownership status and characteristics of the participating entity.

Terminology

Closed end fund: A fund is classified as 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 or expected liquidation date;
- There is limited liquidity throughout the life of the fund, but investors wishing to purchase a stake in the entity may buy units from existing investors in the secondary market (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 (liquidation), and / or at interim periods of over 12 months' notice.

Core: Low-risk entities that invest in stabilized, income producing property, which is typically held for 5 to 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.

Finite structure: Refers to funds that have a specific termination date, otherwise known as the funds expiration or liquidation date.

First closing: A date specified by the manager on which the vehicle is launched, the initial capital 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.

Government entity: A real estate portfolio managed by a government agency (e.g. U.S. General Services Administration, GSA). Government portfolios are formed of publicly owned, publicly managed and publicly leased properties.

Infinite structure: Refers to funds with no specified or intended termination dates.

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.

Listed entity: A company that is publicly listed and traded on a recognized stock exchange such as Nasdaq or NYSE.

Note: GRESB Real Estate Investor Members that invest in listed real estate securities have access to the GRESB Real Estate Assessment results of all listed companies that participate in the Real Estate Assessment.

Non-listed entity: A company or fund that is not listed or traded on any stock exchange. Also known as private entities or private portfolios.

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.

Opportunity: High-risk entities that invest in greater yielding assets; for example, developments without pre-leasing, properties involving significant repositioning or that are distressed, and large portfolio acquisitions, purchased to be re-packaged and sold in smaller lot sizes. Opportunity funds generally maintain higher leverage limits and have shorter holding periods for assets.

REIT: A Real Estate Investment Trust is an investment vehicle for real estate that is comparable to a mutual fund. Listed REITs are traded on a stock exchange.

Value Added: Moderately higher-risk entities that typically engage in "forms of active management, such as tenant lease-up, repositioning or redevelopment, to generate returns through adding value to the investment properties" (INREV Fund Style Classification Report 2012, page 07).

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

If a listed entity is delisted (i.e. taken private) but remains under the same management, the date of original commencement can be used for "date of first closing" for the new non-listed entity. If the entity is taken private by a new management company, the first day of closing should be the date of privatization. This information is not used for scoring and used for context only; portfolio vintage may affect the ability to implement ESG policies and strategies.

If two or more listed companies merge into one entity, report on the structure, policies and procedures of the newly formed entity as of the end of the reporting period.

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 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).
Reporting period: Answers must refer to the reporting period identified in EC3 in the Real Estate Assessment. A response to an indicator must be true at the close of the reporting period; however, the response does not need to have been true for the entire reporting period. GRESB does not favour the use of calendar year over fiscal year or viceversa, as long as the chosen reporting period is used consistently throughout the Assessment.

Requirements Select one of the options.

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)
  - ☐ 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 Introduction 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 **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 currency for which the entity is denominated.

Requirements State the currency used by the entity for Assessment indicators that require a monetary value as a response.
Other: State the other currency form.

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

_____(in millions)

Intent Gross asset value ("GAV") is a metric used in GRESB data analysis to identify the size of the portfolio.

Terminology **GAV:** Gross Asset Value.

Requirements Complete the GAV field in millions (e.g., a GAV of $75,000,000 must be reported as 75). Do not include a currency, as this has been reported in Question RC1 above, but make sure the currency applied for GAV reporting is consistent with Question RC1.
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 may report using Market Capitalization (for listed entities) or Net Asset Value (NAV), both at the end of the reporting period.

RC3 **Metrics are reported in:**

- ○ m2
- ○ 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 **What is the entity's core business?**

- ☐ Management of standing investments only (continue with RC5.1, RC5.2, RC6)
- ☐ Management of standing investments and development of new construction and major renovation projects (continue with RC5.1, RC5.2, RC6, RC-NC1, RC-NC2, RC-NC3)
- ☐ Development of new construction and major renovation projects (continue with Developer Assessment)

Intent The entity's primary business activity(ies) during the reporting period is used to determine which GRESB Assessment and which Aspect(s) should be completed.

Terminology

Developer Assessment: In addition to the GRESB Real Estate Assessment, GRESB also offers a stand-alone GRESB Developer Assessment, for companies and fund managers that focus on development activities rather than the management of standing investments. The GRESB Developer Assessment evaluates the ESG performance of companies and funds, focusing on policies, strategies and measures related to new construction and major renovation projects.

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.

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.

Standing Investments: Real estate properties where construction work has been completed and which are owned for the purpose of leasing and producing rental income. The level of occupancy is not relevant for this definition. Also known as operating buildings.

Requirements If you select:

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

Who should complete the GRESB Developer Assessment?

- Organizations that develop properties, or acquire property development projects, with aim to sell the ownership stake upon the project's completion. Projects may be developed to a tenant's specification (build to suit), commissioned by an investment manager or 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.

RC5.1 Describe the composition of the entity's portfolio during the reporting period:

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

Note: *The table above defines the scope of your 2017 GRESB submission and should include the total portfolio of the investible entity. If assets were purchased/sold during the reporting period, include them in the overall reporting scope defined above.*

Select floor area type

- floor area
- lettable floor area

Intent

Portfolio composition information determines the structure of the Performance Indicators and Building Certification sections, and forms the base for GRESB peer groups.

GRESB aims to benchmark participants against similar property types. If that is not possible, we will group property types defined in "Other" based on their property type characteristics.

Terminology

Data Centers: Property used for the purpose of data storage, processing and/or distribution. Examples may include, but are not limited to: telecommunications centers and data storage centers.

Hotel: Examples may include, but are not limited to, hotels, motels, youth hostels, lodging and resorts.

Healthcare: Buildings used for the purpose of primary healthcare. Examples may include, but are not limited to: hospitals, clinics, physical therapy centers and mental health centers.

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 may include, but are not limited to: industrial estate, trading estate and enterprise zone.

Land: Land is an un-occupied property type which does not meet the operational profile of other property types. It can be either open land or land containing dormant buildings not in operational use. If the portfolio includes Land as property type, report on it in RC-NC1 and in the New Construction & Major Renovations Aspect.

Lodging, Leisure & Recreation: Indoor center used for the purpose of leisure and recreation. Examples may include, but are not limited to: exercise facilities, indoor sports courts, fitness studios, movie theaters, swimming centers and saunas/steam rooms.

Medical office: Examples may 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.

Office: Examples may include, but are not limited to: freestanding office, office terrace, unattributed office buildings and office parks.

Operational control: The ability to introduce and implement operating and/or environmental policies and measures.

Other: State the other property type. Possible other answers may include, but are not limited to: kindergarten, community halls. Only use this option if your investments do not fit into any of the options given.

Parking (indoors): Enclosed, indoor vehicle parking facilities, usually consisting of numerous levels for which vehicles are intended to be parked. Otherwise known as multi-story car park, parking building, parking garage, stacked car parking and indoor parking.

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 centers for retail purposes. Examples may include, but are not limited to: regional malls and shopping malls.

Retail, Warehouse: Refers to buildings in an un-enclosed retail space, otherwise known as a strip center or strip mall, whereby buildings are usually stand-alone and situated side-by-side with their entrance facing a main street or carpark.

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, 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.

Self-storage: Indoor building or warehouse used for the purpose of self-storage for individuals and/or organizations, otherwise known as self-service storage.

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.

GRESB aims to benchmark participants against other similar property types. If that is not possible, we will group property types defined in "Other" based on their property type characteristics.

Requirements

Entities reporting to GRESB are expected to represent investable vehicles and must include all direct real estate assets held by the vehicle (i.e., the whole portfolio) at any time during the reporting period. If you have questions regarding the allocation of assets to a certain property type category, please contact GRESB using the "Ask GRESB" button next to question RC 5.1 in the Assessment Portal.

Floor area: Definitions of floor areas vary by location, building type and landlord-tenant arrangement. Examples include: common parts area, lettable/leasable area, internal area, usable area, occupied area, conditioned/treated area. When reporting to the GRESB Assessment, you should be consistent in the floor area calculation you use across indicators. It is recommended to report on floor areas using the International Property Measurement Standard (IPMS). IPMS aims to establish a globally consistent methodology for property measurement.

It is mandatory to include the whole floor area for the entire portfolio of the investable entity, regardless of:

- Restrictions on management control resulting from (a) the landlord and tenant relationship or (b) the ownership structure of the entity.
  For more information regarding managed/indirectly managed assets (landlord/ tenant relationship only) and reporting boundaries, see the Reporting scope and boundaries section below.
- The period of time an asset was part of the portfolio during the reporting period. For assets purchased or sold during the reporting period, you must:
  - **Include** these buildings in the overall reporting scope defined in RC5.1
  - **Include** these buildings in the calculations of Absolute Consumption for Performance Indicators (only include the consumption for the period of time the assets were part of the portfolio)
  - **Not include** these buildings in Like-for-Like Consumption.

Management style (Managed and Indirectly Managed assets):
The GRESB Real Estate Assessment seeks to benchmark portfolios against others with similar management styles. Classifying your properties and/or floor areas by their correct management style is a vital component of correct reporting. The two management styles used in the GRESB Real Estate Assessment are as follows:

- **Indirectly Managed:** The definition is solely based on the landlord/tenant relationship and is relevant to asset-level data collection and aggregation. For Indirectly Managed assets or buildings, the single tenant is determined to have operational control. For example, in the case of a full repairing and insuring (FRI) lease in England and Wales, the tenant has operational control meaning that the asset is Indirectly Managed.
- **Managed:** When both the landlord and tenant have the authority to introduce and implement any or all of the operating and/or environmental policies mentioned above, the property should be reported as a Managed Asset.

Percentage Indirectly Managed: Percentage calculated based on total floor area per property type. The numerator is the total floor area of Indirectly Managed assets per property type. The denominator is the total floor area per property type, not the total floor area of the whole portfolio (i.e., the purpose is to calculate the fraction of Indirectly Managed for each property type).
Percentage GAV: Report the portfolio's property type diversification (if applicable), by fraction of total GAV or net operating income (NOI). The GAV value for this question should be calculated as the GAV of standing investments at the end of the reporting period plus GAV of standing investments sold during the reporting period. If the total value of GAV used to calculate the percentages in this question does not match the GAV reported in RC2, use RC5.2 to explain the difference. The sum of percentages must add up to 100 percent.
Number of assets: Report on the total number of assets in each property type. It is possible for the total number of assets reported in the table to exceed the actual number of assets, as mixed-use properties can be reported separately among property type components depending on data coverage (see Mixed-use assets).
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 remains consistent throughout the entire Assessment. It is recommended to report on floor areas using the International Property Measurement Standard (IPMS). IPMS aims to establish a globally consistent methodology for property measurement.
Units: Instead of, or in addition to, floor area, you may report in "units". Examples include, but not limited to number of parking spaces, number of hotel rooms, number of senior housing or student accommodation rooms, etc. The size of the units may differ per property type and/or for each landlord.
Mixed-use assets/properties: For mixed-use assets that lack data availability by individual property type components, responses will depend on the structure and weightings of the asset. A choice for a single property type may only be made if one of the property type components accounts for more than 75% of the asset's GAV.

For example, when the asset consists of:
75% Office; 25% Retail — two options exist:

- Report the asset as Office (and include the entire asset's floor area) - preferred option, as it allows better benchmarking
- Report the asset as Other: Mixed use (In RC5.1 and in Performance Indicators)

60% Office; 40% Retail – one option exists:

- Report the asset as Other: Mixed use (In RC5.1 and in Performance Indicators)

Joint ventures ("JV"): When an asset is owned as part of a joint venture, joint operation or is in joint ownership, participants are required to report on these assets, even if the joint arrangement means that the participant does not have direct operational control over the asset(s). Joint venture partners with a 25% or more stake in the asset are considered to have significant influence over operational initiatives, and can therefore drive implementation of sustainability initiatives and performance improvements, even if the operational control is with another partner.
If the equity share in a JV is more than, or equal 25%, participants may choose to either: (a) report on their share or (b) report on the full asset. This must be done consistently throughout the portfolio and regardless of operational or management control.
If the equity share in a JV is less than 25%, participants can exclude the asset(s) from the reporting boundaries. In either case, participants must explain their approach in the open text box in RC5.1.
If an asset is part of multiple portfolios managed by the same fund manager, the asset should be treated as a JV in each portfolio. The rules outlined above apply.
Reporting JV assets may result in a property being included in two separate GRESB submissions (one from each partner). However, this does not impact GRESB's analysis or the benchmark results.

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

Intent Provide additional context on the entity's reporting boundaries.

Requirements The floor area reported in RC5.1 must reflect the total size of the investable entity's standing investments. It is required to specify and clarify any inconsistencies with the reporting boundary requirements of GRESB in this open text box.
The content in this open text box will be included in the participant's Assessment results, but will not be scored.

RC6 Which countries are included in the entity's portfolio?

Country	% of GAV
Select country	
Select country	
Select country	

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

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

New Construction & Major Renovations

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* in millions	Number of Assets	Gross Floor Area	GAV* in millions
Retail, High Street						
Retail, Shopping Center						
Retail, Warehouse						
Office						
Industrial, Distribution Warehouse						
Industrial, Business Parks						
Industrial, Manufacturing						
Residential, Multi-family						
Residential, Family Homes						
Senior Homes						
Residential, Student Housing						
Hotel						
Healthcare						
Medical Office						
Lodging, Leisure & Recreation						
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

Data Centers: Property used for the purpose of data storage, processing and/or distribution. Examples may include, but are not limited to: telecommunications centers and data storage centers.

Hotel: Examples may include, but are not limited to: hotels, motels, youth hostels, lodging and resorts.

Healthcare: Buildings used for the purpose of primary healthcare. Examples may include, but are not limited to: hospitals, clinics, physical therapy centers and mental health centers.

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 may include, but are not limited to: industrial estate, trading estate and enterprise zone.

Land: Land is an un-occupied property type which does not meet the operational profile of other property types. It can be either open land or land containing dormant buildings not in operational use. If the portfolio includes Land as property type, report on it in RC-NC1 and in the New Construction & Major Renovations Aspect.

Lodging, Leisure & Recreation: Indoor center used for the purpose of leisure and recreation. Examples may include, but are not limited to: exercise facilities, indoor sports courts, fitness studios, movie theaters, swimming centers and saunas/steam rooms.

Medical office: Examples may 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.

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.

Office: Examples may include, but are not limited to: freestanding office, office terrace, unattributed office buildings and office parks.

Operational control: The ability to introduce and implement operating and/or environmental policies and measures.

Other: State the other property type. Possible other answers may include, but are not limited to: kindergarten, community halls. Only use this option if your investments do not fit into any of the options given.

Parking (indoors): Enclosed, indoor vehicle parking facilities, usually consisting of numerous levels for which vehicles are intended to be parked. Otherwise known as multi-story car park, parking building, parking garage, stacked car parking and indoor parking.

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 centers for retail purposes. Examples may include, but are not limited to: regional malls and shopping malls.

Retail, Warehouse: Refers to buildings in an un-enclosed retail space, otherwise known as a strip center or strip mall, whereby buildings are usually stand-alone and situated side-by-side with their entrance facing a main street or carpark.

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, 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.

Self-storage: Indoor building or warehouse used for the purpose of self-storage for individuals and/or organizations, otherwise known as self-service storage.

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.

GRESB aims to benchmark participants against other similar property types. If that is not possible, we will group property types defined in "Other" based on their property type characteristics.

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. It is recommended to report on floor areas using the International Property Measurement Standard (IPMS). IPMS aims to establish a globally consistent methodology for property measurement.

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

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.

The content of this open text box will be included in the participant's Assessment results, but will not be scored.

RC-NC2.1 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* in millions	Number of Assets	Gross Floor Area	GAV* in millions
Retail, High Street						
Retail, Shopping Center						
Retail, Warehouse						
Office						
Industrial, Distribution Warehouse						
Industrial, Business Parks						
Industrial, Manufacturing						
Residential, Multi-family						
Residential, Family Homes						
Senior Homes						
Residential, Student Housing						
Hotel						
Healthcare						
Medical Office						
Lodging, Leisure & Recreation						
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

Data Centers: Property used for the purpose of data storage, processing and/or distribution. Examples may include, but are not limited to: telecommunications centers and data storage centers.

Hotel: Examples may include, but are not limited to: hotels, motels, youth hostels, lodging and resorts.

Healthcare: Buildings used for the purpose of primary healthcare. Examples may include, but are not limited to: hospitals, clinics, physical therapy centers and mental health centers.

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 may include, but are not limited to: industrial estate, trading estate and enterprise zone.

Land: Land is an un-occupied property type which does not meet the operational profile of other property types. It can be either open land or land containing dormant buildings not in operational use. If the portfolio includes Land as property type, report on it in RC-NC1 and in the New Construction & Major Renovations Aspect.

Lodging, Leisure & Recreation: Indoor center used for the purpose of leisure and recreation. Examples may include, but are not limited to: exercise facilities, indoor sports courts, fitness studios, movie theaters, swimming centers and saunas/steam rooms.

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.

Medical office: Examples may 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.

Office: Examples may include, but are not limited to: freestanding office, office terrace, unattributed office buildings and office parks.

Operational control: The ability to introduce and implement operating and/or environmental policies and measures.

Other: State the other property type. Possible other answers may include, but are not limited to: kindergarten, community halls. Only use this option if your investments do not fit into any of the options given.

Parking (indoors): Enclosed, indoor vehicle parking facilities, usually consisting of numerous levels for which vehicles are intended to be parked. Otherwise known as multi-story car park, parking building, parking garage, stacked car parking and indoor parking.

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 centers for retail purposes. Examples may include, but are not limited to: regional malls and shopping malls.

Retail, Warehouse: Refers to buildings in an un-enclosed retail space, otherwise known as a strip center or strip mall, whereby buildings are usually stand-alone and situated side-by-side with their entrance facing a main street or carpark.

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, 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.

Self-storage: Indoor building or warehouse used for the purpose of self-storage for individuals and/or organizations, otherwise known as self-service storage.

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.

GRESB aims to benchmark participants against other similar property types. If that is not possible, we will group property types defined in "Other" based on their property type characteristics.

Requirements You must include the whole floor area for all major renovation projects, 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. It is recommended to report on floor areas using the International Property Measurement Standard (IPMS). IPMS aims to establish a globally consistent methodology for property measurement.

GAV: Provide the GAV either according to market value/fair value or based on construction costs. Note: GAV should be reported in millions.

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

Intent Provide additional context on the entity's reporting boundaries.

Requirements 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.

The content of this open text box will be included in the participant's Assessment results, but will not be scored.

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

Country	% of GAV
Select country	
Select country	
Select 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.

Management

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 to (1) identify who in the participant organization is responsible for managing sustainability issues and has authority for decision-making on sustainability matters; (2) communicate to investors how the entity structures management of sustainability issues and (3) determine how sustainability is embedded into the organization.

Sustainability Objectives

2016 Indicator

Q1 **Does the entity have specific sustainability objectives?** **1**

- ○ Yes

  The objectives relate to (multiple answers possible)

  - ☐ General sustainability
  - ☐ Environment
  - ☐ Social
  - ☐ Governance

  The objectives are (select one)

  - ○ Fully integrated into the overall business strategy ●
  - ○ Partially integrated into the overall business strategy ◑
  - ○ Not integrated into the overall business strategy ◑

  The objectives are

  - ○ Publicly available ●

    Online - hyperlink_____

    Offline - separate document

    Upload Indicate where in the evidence the relevant information can be found____

    Communicate the objectives (maximum 250 words) ?

    _____

  - ○ Not publicly available ◑

    Upload Indicate where in the evidence the relevant information can be found____

    Communicate the objectives (maximum 250 words) ?

    _____

- ○ No ○

2 points, G, MP

Indicator aligned with PRI Reporting Framework 2017, Direct Property Supplement, PR 04, PR 05

Intent

Clear sustainability objectives help participants identify material issues and integrate them into overall day-to-day management practices. 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.

Fully integrated: Complete alignment between the management of sustainability issues and the overall strategy of the organization. A fully integrated strategy incorporates sustainability to manage risk and create competitive advantages beyond utility cost savings.

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.

Not integrated: Sustainability objectives were set disjointly from the overall strategy of the organization.

Overall business strategy: The organization's long-term strategy for meeting its objectives.

Partially integrated: Refers to any level of alignment less than "fully integrated".

Social objectives: Objectives to improve absolute or relative 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 yes, select all applicable sub-options.

Evidence: Provide a document upload or URL, depending on availability online or offline.

URL: If a URL is provided, ensure that the relevant material can be accessed within two web page navigation steps. To qualify as valid supporting evidence, the URL must demonstrate the existence of publicly available sustainability objectives relating to each of the selected checkbox items, with more than one paragraph of information.

Open text box: Complete and include all of the applicable elements below:

- Clear sustainability objectives and targets. The text must identify key sustainability priorities and issues relevant to the entity. If applicable, explain how these objectives relate to specific elements of the entity's overall business strategy. Sustainability and/or ESG objectives can relate to quantifiable goals or to strategic developments;
- Indication that sustainability objectives apply at the entity level;
- Time bounds around the objectives. Text should include a description indicating whether the objectives are short-term (one to two years), medium-term (three to five years) or long-term (more than five years);
- Explanation around the extent of integration of sustainability objectives with financial objectives and next steps to foster further alignment.

Regardless of public availability, complete the open text box describing the objectives. Providing a publicly available URL or upload without completing the open text box will not be considered a valid answer.

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

Reporting level: Answers should be applicable at entity level.

Scoring

Points are awarded based on the objective's level of integration into the overall business, public availability and selected components.

Full, partial or no points are awarded to open text box responses. Responses are scored according to requirements above.

Points for each check box item are contingent upon validity of the supporting evidence.

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

Q2 **Does the organization have one or more persons responsible for implementing the sustainability objectives at entity level? (multiple answers possible)** **2**

- ○ Yes

Select the persons responsible (multiple answers possible)

- ☐ 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 consultants/manager ◑

  Name of the organization _____
  Name of the main contact _____
  Job title _____
  E-mail _____
  LinkedIn profile (optional)_____

- ☐ Other_____

- ○ No ○
- ○ Not applicable

3 points, G, MP

Intent

The intent of this indicator is to identify resources allocated to sustainability management. Having personnel dedicated to sustainability issues increases the likelihood that the entity's 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.

Responsible for: A person or group of people who work on the implementation and completion of the task, project or strategy.

Requirements

Select yes or no. If yes, 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 reporting 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 one organization within the questionindicator.

Other: State the name of the other group responsible for implementing sustainability objectives. Answers such as "All employees" are not valid.

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

Reporting level: Answers should be applicable at entity level.

Scoring

Points are awarded to each selected responsible party and are then aggregated to calculate the indicator's final score.

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.

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

It is not necessary to select all answer options in order to obtain the maximum score for this indicator.

Sustainability Decision Making

Q3 **Does the organization have a sustainability taskforce or committee that is applicable to the entity?** **3**

- ○ 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 intent of this indicator is to explore the existence of an internal taskforce focused on sustainability components. 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 financial and strategic developments of real estate investments at asset level.

Board of Directors: A body of elected or appointed members who jointly oversee the activities of a company or organization as detailed in the corporate charter. Boards normally comprise both executive and non-executive directors.

Fund/portfolio manager: Manages a portfolio of real estate investments, and the deployment of investor capital, by creating and implementing asset level strategies, 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 CEO, Board of Directors and/or shareholders.

Sustainability taskforce/committee: A group of individuals who meet, 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 property operations.

Requirements

Select yes or no. If yes, 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. It is possible to report on multiple organizations. You may be asked for additional information about the organization(s).

Other: State the other type of member included in the taskforce. Other answers 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: Answers must refer to the reporting period identified in EC3.

Reporting level: Answers should be applicable at entity level.

Scoring

Points are awarded to each selected taskforce or committee member option and are then aggregated to calculate the indicator's final score.

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 get the maximum score for this indicator.

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.

Q4 **Does the entity have a senior decision-maker accountable for sustainability?** **4**

- ○ Yes

  The individual is part of

  - ○ Board of Directors ●
  - ○ Senior Management Team ●
  - ○ Fund/portfolio managers ◑
  - ○ Investment Committee ◑
  - ○ Other_____ ◑

  Provide the details for the most senior decision-maker on sustainability issues

  Name _____

  Job title _____

  E-mail _____

  LinkedIn profile (optional)_____

- ○ No ○

1 point, G, MP

Intent

This question aims to identify the connection between those 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

Accountable for: A person with sign off (approval) authority over the deliverable task, project or strategy. The accountable person can delegate the work to other responsible people who will work on the implementation and completion of the task, project or strategy.

Board of Directors: A body of elected or appointed members who jointly oversee the activities of a company or organization as detailed in the corporate charter. Boards normally comprise both executive and non-executive directors.

Fund/portfolio manager: Manages a portfolio of real estate investments, and the deployment of investor capital, by creating and implementing asset level strategies, 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 CEO, Board of Directors and/or shareholders.

Requirements

Select yes or no. If yes, 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 as the individual identified in Q2.

Participants must provide an email address together with the name and job title of the relevant employee. The email address and LinkedIn profile will remain confidential and will only be used for data validation purposes.

Other: State the other senior decision-maker on sustainability issues. The answer should refer to the department or governance structure of which the senior decision maker is a part of, and not the job title of the senior decision maker. Include only one other answer.
Reporting period: Answers must refer to the reporting period identified in EC3.
Reporting level: Answers should be applicable at entity level.

Scoring

Points are awarded based on the selected decision-maker. It is not possible to select more than one answer option.

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.

Q5 **Does the entity have a formal process to inform the most senior decision-maker on the sustainability performance of the entity?** **5**

- ○ Yes

  Describe the process (maximum 250 words)

  _____

- ○ No

1 point, G, MP

Intent

This question intends to identify the way sustainability issues are communicated between the party 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 continuous improvement of sustainability performance.

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 yes, complete the open text box.
Open text box: Complete and include all of the applicable elements below:

1. Means of communication. Examples can include, but are not limited to: written 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) realized sustainability performance against objectives, (iii) updates regarding long-term strategic objectives, (iv) updates/notifications regarding regulatory changes or (v) updates regarding proposed actions to improve the performance of the assets.

Reporting period: Answers 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 scored according to requirements above.

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.

Q6 **Does the organization include sustainability factors in the annual performance targets of the employees responsible for this entity?** **6**

- ○ 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 indicator intends to identify 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 and administering new contracts.

Annual performance targets: Targets set in annual performance reviews, which are assessments of employee performance.

Asset managers: A person responsible for developing and overseeing financial and strategic developments of real estate investments at asset level.

Board of Directors: A body of elected or appointed members who jointly oversee the activities of a company or organization as detailed in the corporate charter. Boards normally comprise both executive and non-executive directors.

Client services team: A team of individuals who provide client related input and perform client related activities.

Fund/portfolio manager: Manages a portfolio of real estate investments, and the deployment of investor capital, by creating and implementing asset level strategies, across the entire portfolio.

Property managers: A person or group of people in charge of overseeing day-to-day property operations.

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 CEO, Board of Directors and/or shareholders.

Sustainability factors: Criteria associated with the entity's sustainability objectives.

Requirements

This indicator considers only employee performance reviews. Accordingly, if you employ a contractor, any review of their performance should not be included when responding to this indicator.

Other: State the other employee. Other answers can include, but are not limited to: Engineering/ Construction team, Product development team, Green team, Head of ESG, and Head of RI. It is possible to report multiple other answers for transparency purposes.

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

Reporting level: Answers should be applicable at entity level.

Scoring

Points are awarded to each selected group and are then aggregated to calculate the indicator's final score.

Reporting multiple other answers will not impact scoring; reported answer options in this field will be 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 indicator.

Policy & Disclosure

Intent and Overview

The purpose of this section is to (1) describe the organization's ESG policies and (2) understand how the organization communicates its ESG performance.

Institutional investors and other shareholders are primary drivers for greater sustainability reporting and disclosure among investable entities. Real estate companies and managers share how ESG policies and management practices are implemented, and how these practices impact the business through formal disclosure mechanisms. This Aspect focuses on the policies established to formally manage and communicate ESG issues to investors.

Sustainability Disclosure

2016 Indicator

Q7.1 **Does the organization disclose its sustainability performance?** **7.1**

- ○ Yes (multiple answers possible)
  - ☐ Section in Annual Report ◑
    - **Upload** Indicate where in the evidence 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** Indicate where in the evidence the relevant information can be found____
    - Select the applicable reporting level
      - ○ Entity ●
      - ○ Investment manager ◑
      - ○ Group ◑
    - Aligned with Guideline name ◑
  - ☐ Integrated Report ◑
    - **Upload** Indicate where in the evidence the relevant information can be found____
    - Select the applicable reporting level
      - ○ Entity ●
      - ○ Investment manager ◑
      - ○ Group ◑
    - Aligned with Guideline name ◑

- [ ] Dedicated section on corporate website ◑

  Provide applicable hyperlink_____

  - ○ Entity ●
  - ○ Investment manager ◑
  - ○ Group ◑

- [ ] Section in entity reporting to investors ◑

  Upload Indicate where in the evidence the relevant information can be found____

  Aligned with Guideline name ◑

- [ ] Other_____ ◑

  Upload Indicate where in the evidence 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 Guidelines, 2016
- PRI Reporting Framework, 2016
- Other_____

4 points, G, MP

Indicator aligned with PRI Reporting Framework 2017, Direct Property Supplement, PR 23

Intent

The intent of this indicator is to assess the level(s) of sustainability disclosure undertaken by the entity.
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.

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 yes, 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 or URL.

Integrated report: The document upload must contain evidence of alignment with the International Integrated Reporting Council (IIRC) Integrated Reporting Framework (December 2013).

Other: State the other method of reporting. Include just one other answer.

Evidence: Document upload or URL is mandatory.

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

Reporting level: Answers should be applicable at organization level.

Scoring

Points are awarded to each disclosure method based on (1) reporting level, (2) alignment and (3) public availability.

Reporting levels receive the following points: Group, 0.25 point; Investment Manager, 0.5 point; and Entity, 1 point.

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.

It is not necessary to select all answer options in order to obtain the maximum score for this question.

Points are contingent upon validity of the supporting evidence and other answers.

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

Q7.2 **Does the organization have an independent third party review of its sustainability disclosure?** **7.2**

- ○ Yes

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

  - ☐ Section in Annual Report
    - ○ Externally checked by_____ ◑
    - ○ Externally verified by _____ using Scheme name ◑
    - ○ Externally assured by _____ using Scheme name ●
  - ☐ Stand-alone sustainability report
    - ○ Externally checked by_____ ◑
    - ○ Externally verified by _____using Scheme name ◑
    - ○ Externally assured by _____using Scheme name ●
  - ☐ Integrated Report
    - ○ Externally checked by_____ ◑
    - ○ Externally verified by _____using Scheme name ◑
    - ○ Externally assured by _____using Scheme name ●
  - ☐ Section in entity reporting to investors
    - ○ Externally checked by_____ ◑
    - ○ Externally verified by _____using Scheme name ◑
    - ○ Externally assured by _____using Scheme name ●
  - ☐ Other_____
    - ○ Externally checked by_____ ◑
    - ○ Externally verified by _____using Scheme name ◑
    - ○ Externally assured by _____using Scheme name ●

- ○ No ○
- ○ Not applicable ○

2 points, G, MP

Intent

The purpose of this indicator is to assess the entity's use of third-party checks, review, verification and assurance to ensure the reliability, integrity and accuracy of ESG disclosure.

ESG-related information is essential to the evaluation of investments' performance. Third-party checks on sustainability disclosure help investors confirm the information disclosed.

Terminology

Assured: Assurance applies the same standards and methodologies used for auditing financial data, to non-financial data. It is the process of checking data, as well as its collection methods and management systems, through a systematic, independent and documented process against predefined criteria or standards. This is a service that can only be provided by accredited auditors.

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 its collection methods 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 Q7.1. For each disclosure:

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 other reporting method. Include just one other answer.
Reporting period: Answers must refer to the reporting period identified in EC3, with the exception of Stand-alone sustainability reports and integrated reports, which can also refer to the year prior to the reporting period identified in EC3.
Reporting level: Answers should be applicable at organization level.

Scoring

Points are awarded based on the average level of review across disclosure methods.
Q7.2 is linked to Q7.1. The selections of disclosure methods in both questions must match, otherwise the answer in Q7.2 will not be considered valid. Evidence provided in Q7.1 will be used to validate this question; therefore, the evidence in Q7.1 should also include confirmation of the existence and type of third-party check.
Points are contingent upon validity of the supporting evidence.

References

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

ESG Policies

Q8 **Does the organization have a policy/policies in place, applicable to the entity level, that address(es) environmental issues?** **8**

- ○ 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 or Document name_____ AND Publication date_____
  Indicate where in the evidence the relevant information can be found_____

- ○ No ○

3 points, G, MP

Intent

The intent of this indicator is to describe the existence and scope of policies that address environmental issues. Policies on environmental issues assist organizations with incorporating sustainability criteria into their business practices.

Terminology

Biodiversity and habitat: Biodiversity refers to the variety of all plant and animal species. Habitat refers to the natural environment in which these plant and animal species live and function.
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 sources.

Environmental attributes of building materials: Life-cycle environmental characteristics of the building materials, such as embodied carbon or water.

GHG emissions/management: GHG management refers to the management of GHG emissions. GHGs refers to the seven gases listed in the GHG Protocol Corporate Standard: carbon dioxide (CO2); methane (CH4); nitrous oxide (N2O); hydrofluorocarbons (HFCs); perfluorocarbons (PFCs); nitrogen trifluoride (NF3) and sulphur hexafluoride (SF6).

Policy: Defines an organizational commitment, direction or intention as formally adopted by the organization. An environmental policy is evidence of the intentions and principles on environmental performance and provides the foundation for target setting and action.

Resilience: Preparedness of the built environment towards existing and future climate changes (i.e., the ability to absorb disturbances such as increased precipitation or flooding while maintaining its structure). This can be achieved by management policies, informational technologies, educating tenant, community, suppliers and physical measures at the asset level.

Waste management: Issues associated with waste generation, reuse, recycling, composting, recovery, incineration, landfill and storage.

Water consumption/management: Planning, developing, distributing and managing the optimum use of water resources.

Requirements

Select yes or no. If yes, select all applicable sub-options.

Evidence: Document upload or document name and publication date.

Other: State the other environmental issue.

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

Reporting level: Answers should be applicable at organization level.

Scoring

Points are awarded to each selected environmental issue option and are then aggregated to calculate the indicator's final score.

It is not necessary to select all answer options in order to obtain the maximum score for this question.

Points are contingent upon validity of the supporting evidence.

References

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

Q9 **Does the organization have a policy/policies in place, applicable to the entity level, that address(es) governance issues?** **9**

○ 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 or Document name_____ AND Publication date_____

Indicate where in the evidence the relevant information can be found_____

○ No ○

1 point, G, MP

Intent

This indicator examines the scope and existence of a governance policy.

Policies on governance assist organizations with incorporating the management of governance issues into their business practices. This indicator asks whether a participant has a policy in place. Q12 and Q13 (Risks & Opportunities) 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 fiduciary duty.

Corruption: Abuse of entrusted power for private gain.

Child labor: Work that children should not be doing because they are too young, 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, 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.

Labor-management relationships: Set of principles and procedures governing the relationship between management and the labor force.

Policy: Defines an organizational commitment, direction, or intention as formally adopted by the organization.

Worker rights: Fundamental principles and rights at work, covering issues such as freedom of association, right to collective bargaining, the elimination of forced or compulsory labor, the abolition of child labor and the elimination of discrimination with respect to employment and occupation.

Requirements

Select yes or no. If yes, select all applicable sub-options.
Evidence: Document upload or document name and publication date.
Other: State the other governance issue. It is possible to report multiple other answers.
Reporting period: Answers must refer to the reporting period identified in EC3.
Reporting level: Answers should be applicable at organization level.

Scoring

Points are awarded to each selected governance option and are then aggregated to calculate the indicator's final score.

Reporting multiple other answers will not impact scoring; reported answer options in this field 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.

Points are contingent upon validity of the supporting evidence.

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

ILO Declaration on Fundamental Principles and Rights at Work

Q10 **Does the organization have a stakeholder engagement policy in place that applies to the entity?** **10**

- ○ Yes

  Select all stakeholders included (multiple answers possible)

  - ☐ Asset/Property Managers (external) ◑
  - ☐ Consumers ◑
  - ☐ Community ◑
  - ☐ Employees ◑
  - ☐ Government/local authorities ◑
  - ☐ Investment partners ◑
  - ☐ Investors/shareholders ◑
  - ☐ Supply chain ◑
  - ☐ Tenants/occupiers ◑
  - ☐ Other_____

  Upload or Document name_____ AND Publication date_____

  Indicate where in the evidence the relevant information can be found_____

- ○ No ○

2 points, G, MP

Intent

The intent of this indicator is to identify the groups included within the entity's stakeholder engagement policy if applicable.

Policies on stakeholder engagement assist organizations with managing relationships with individuals and entities that are relevant to the effective management of the portfolio.

Terminology

Asset manager: A person responsible for developing and overseeing financial and strategic developments of real estate investments 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 property operations.

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 own at least one share of a company's stock and 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 yes, select all applicable sub-options.
An acceptable policy must include the following applicable 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).

Evidence: Document upload or document name and date.
Other: State the other stakeholder. It is possible to report multiple other answers.
Reporting period: Answers must refer to the reporting period identified in EC3.
Reporting level: Answers should be applicable at organization level.

Scoring Points are awarded to each selected engagement option and are then aggregated to calculate the indicator's final score.
Reporting multiple other answers will not impact scoring; reported answer options in this field 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 indicator.
Points are contingent upon validity of the supporting evidence.

References AA 1000 Stakeholder Engagement Standard (AA1000SES), 2015

Q11 Does the organization have an employee policy in place that applies to the employees responsible for this entity? 11

○ 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 or Document name_____ AND Publication date_____
Indicate where in the evidence the relevant information can be found_____

○ 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.

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: "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. The term "safety" refers to traditional occupational health and safety issues such as ergonomics, slips and falls, workplace hazards and toxic exposures.
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 yes, select all applicable sub-options.

Evidence: Document upload or document name and date.

Other: State the other employee issue. It is possible to report multiple other answers.

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

Reporting level: Answers should be applicable at organization level.

Scoring

Points are awarded to each selected checkbox option and are then aggregated to calculate the indicator's final score.

Reporting multiple other answers will not impact scoring; reported answer options in this field 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.

Points are contingent upon validity of the supporting evidence.

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.

World Health Organization

Risks & Opportunities

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. The Aspect also addresses the actions taken to capitalize on identified improvement opportunities.

Governance

2016 Indicator

Q12 **Does the organization have systems and procedures in place to facilitate effective implementation of the governance policy/policies in Q9?** **12**

- ○ Yes

  Select all applicable options (multiple answers possible)

  - ☐ Investment due diligence process ◑
  - ☐ Training related to governance risks for employees ◑
    - ☐ Regular follow-ups
    - ☐ When an employee joins the organization
  - ☐ Whistle-blower mechanism ◑
  - ☐ Other_____ ◑

  Upload or Document name_____ AND Publication date_____

  Indicate where in the evidence the relevant information can be found_____

- ○ No ○
- ○ Not applicable ○

1 point, G, IM

(refer to Q9 Policy & Disclosure Aspect)

Intent

This indicator examines specific actions taken to limit exposure to governance-related risks. It is linked to Q9 in Policy & Disclosure, and refers to the implementation of the policy that addresses risks from exposure to governance issues (as defined in Q9).

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 that offers protection for individuals that want to reveal illegal, unethical or dangerous practices. An efficient whistle-blower mechanism prescribes clear procedures and channels to facilitate the reporting of wrongdoing and corruption, defines the protected disclosures, outlines the remedies and sanctions for retaliation.

Requirements

Select yes, no or not applicable. If yes, select all applicable sub-options.

Other: State the other system or procedure in place. It is possible to report multiple other answers.

Evidence: Document upload or document name and publication date. The provided evidence should cover the following elements:

1. The existence of specific systems and procedures;
2. Proof of implementation into the organization's operations.

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: Answers must refer to the reporting period identified in EC3.

Reporting level: Answers should be applicable at organization level.

Scoring

Points are awarded to each selected checkbox option and are then aggregated to calculate the indicator's final score.

Reporting multiple other answers will not impact scoring; reported answer options in this field 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.

Points are contingent upon validity of the supporting evidence.

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.

OECD Cleangovbiz, "Whistleblower protection: encouraging reporting", 2012

Q13 **Did the entity perform entity-level governance risk assessments within the last three years?** **13**

○ 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_____ ◑

Upload or Document name_____ AND Publication date_____

Indicate where in the evidence the relevant information can be found_____

○ No ○

2 points, G, IM

Intent

This indicator is intended to describe the variables included the entity's governance risk assessments.

Risk assessments refer to the identification and quantification of processes, systems and/or scenarios that could potentially cause harm to the Entity and its underlying investors. It is important that organizations monitor their exposure to governance-related risks, as these can negatively impact reputation and expose the entity to civil and criminal penalties.

Q9 (Policy & Disclosure) asks whether a participant has a policy in place. Q12 and Q13 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 fiduciary duty.

Corruption: The abuse of entrusted power for private gain.

Child labor: Work that children should not be undertaking because they are too young, 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 governing the relationship between management and the labor force.

Shareholder rights: Assessing the potential risk of breaking or working against the entity's contractual shareholder rights. Shareholder rights are defined in the company's charter and bylaws.

Worker rights: Assessing the potential risk of breaking or working against the entity's employees' rights or being out of compliance with human rights standards.

Requirements

Select yes or no. If yes, select all applicable sub-options.

Other: State the other governance issue. It is possible to add multiple other answers for transparency purposes, however scores will not be aggregated.

Evidence: Document upload or document name and publication date. The provided evidence should cover the following applicable elements:includes:

1. Risk exposure - Evidence of the methodology used to identify risks.
2. Applicability level - The parties included in the risk Assessment. Examples can include, but are not limited to: individual parts of the business or business units, employees, business partners, suppliers, contractors and sub-contractors and other third parties.

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: Answers must refer to the reporting period identified in EC3, and the two years prior.

Reporting level: Answers should be applicable at entity level.

Scoring

Points are awarded to each selected assessment option and are then aggregated to calculate the indicator's final score.

Reporting multiple other answers will not impact scoring; reported answer options in this field 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.

Points are contingent upon validity of the supporting evidence.

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, 2015.

Q14 **Is the organization involved in any legal cases regarding corrupt practices?** **14**

○ Yes

Complete the following:

Specify the number of cases in which employees were dismissed or disciplined for corruption in 2016: Number_____

Specify the number of cases when contracts with business partners were not renewed due to violations related to corruption in 2016: Number_____

Provide additional context for the response (maximum 250 words)

_____

○ No

Not scored, G, MP

Intent	This indicator intends to identify the involvement in corruption cases, as these pose material risks to an organization's reputation and business.
Terminology	**Legal cases:** Court proceedings threatened or actually brought by third parties against the organization, its employees, business partners or contractors.
Requirements	Select yes or no. If yes, complete all applicable sub-options. **Open text box:** Describe how the entity has resolved or intends to resolve the above issue(s). The content of this open text box will be included in the participant's Assessment results.
Scoring	Not scored.
References	GRI G4, G4-SO5 Confirmed incidents of corruption and actions taken Transparency International, Corruption Perceptions Index, 2013

Environmental & Social

Q15.1 **Does the entity perform environmental and/or social risk assessments as a standard part of its due diligence process for new acquisitions?** **15.1**

- ○ 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 Indicate where in the evidence the relevant information can be found____

- ○ No ○
- ○ Not applicable ○

2 points, E, IM

Indicator aligned with PRI Reporting Framework 2017, Direct Property Supplement, PR 08

Intent

The intent of this question is to identify if the entity performs environmental and/or social risk assessments as a standard part of the due diligence process for new acquisitions.

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.

Terminology

Building safety and materials: Assessment to identify potential hazards resulting, for example, from vulnerabilities caused by the construction materials used, major structural flaws or 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 which 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 investment 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 (e.g. sun, wind, water, organic plant and waste material).

Environmental risks: 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.

GHG emissions: GHGs includes to the seven gases listed in the GHG Protocol Corporate Standard: carbon dioxide (CO2); methane (CH4); nitrous oxide (N2O); hydrofluorocarbons (HFCs); perfluorocarbons (PFCs); nitrogen trifluoride (NF3) 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. 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, 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 and fire (including wildfire).

Regulatory risks: Examples 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: Preparedness of the built environment towards existing and future climate changes (i.e., the ability to absorb disturbances such as increased precipitation or flooding while maintaining its structure). This can be achieved by management policies, informational technologies, educating tenant, community, suppliers and physical measures at the asset level.

Risk assessment: Careful examination of the factors that could potentially adversely impact the value or longevity of a real estate asset. The results of the assessment assist in identifying measures that have to be implemented in order to prevent and mitigate the risks.

Socio-economic risks: Impact on the social well-being, livelihoods and prosperity of local communities and individuals. Examples can include, but are not limited to: availability of jobs, economic/political instability, vulnerability to pandemics and epidemics, crime and vandalism, and 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 conservative use of water resources through water-saving technologies 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 yes, select all applicable sub-options.

Other: State the other risk factor assessed. It is possible to report multiple other answers.

Evidence: Document upload is mandatory. The provided evidence should cover the following applicable elements:

1. Specific environmental and/or social risk assessment issues addressed in the entity's due diligence process; and
2. Proof of standard implementation into the entity's acquisitions process.

Examples of valid evidence may include: (1) a standard risk assessment template document that was completed by the entity during the acquisitions process, (2) proving its existence of a risk assessment being performed during the reporting period or (3) standard requirements for performing environmental and/or social risk assessments within the entity's acquisition process protocol.

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

Reporting level: Answers should be applicable at entity level.

Scoring

Points are awarded to each selected risk assessment option and are then aggregated to calculate the indicator's final score.

Reporting multiple other answers will not impact scoring; reported answer options in this field 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.

Points are contingent upon validity of the supporting evidence.

References

World Economic Forum, Global Risks, 2014 Environment Agency, Groundwater protection: Principles and practice, 2013

World Health Organization

Q15.2 Has the entity performed environmental and/or social risk assessments of its standing investments during the last three years? 15.2

○ 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_____

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

_____

- [ ] No
- [ ] Not applicable

2 points, E, IM

Intent

The intent of this question is to identify if the entity has performed environmental and/or social risk assessments on its standing investments over the last three years.

Similar to Q15.1 above, sustainability risk assessments of standing investments demonstrate an ongoing commitment to ESG management, a focus on mitigating risks that may negatively impact returns and a forward-looking approach to the development of the portfolio.

Terminology

Building safety and materials: Assessment to identify potential hazards resulting, for example, from vulnerabilities caused by the construction materials used, major structural flaws or 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 which 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 investment 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 (e.g. sun, wind, water, organic plant and waste material).

Environmental risks: 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.

GHG emissions: GHGs includes to the seven gases listed in the GHG Protocol Corporate Standard: carbon dioxide (CO2); methane (CH4); nitrous oxide (N2O); hydrofluorocarbons (HFCs); perfluorocarbons (PFCs); nitrogen trifluoride (NF3) 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. 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, 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 and fire (including wildfire).

Regulatory risks: Examples 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: Preparedness of the built environment towards existing and future climate changes (i.e., the ability to absorb disturbances such as increased precipitation or flooding while maintaining its structure). This can be achieved by management policies, informational technologies, educating tenant, community, suppliers and physical measures at the asset level.

Risk assessment: Careful examination of the factors that could potentially adversely impact the value or longevity of a real estate asset. The results of the assessment assist in identifying measures that have to be implemented in order to prevent and mitigate the risks.

Socio-economic risks: Impact on the social well-being, livelihoods and prosperity of local communities and individuals. Examples can include, but are not limited to: availability of jobs, 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 conservative use of water resources through water-saving technologies 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 yes, select all applicable sub-options.

Other: State the other system or procedure in place. It is possible to report multiple other answers.

Open text box: Complete and include all of the applicable elements below:

1. Risk exposure. Describe the methodology used to identify the main risks to which the entity is exposed, as identified above.
2. Level of implementation. Identify the parties included in the assessment, e.g. employees, business partners, suppliers, contractors and subcontractors and other third parties, etc.
3. Risk mitigation. Describe the actions taken to mitigate the identified risks. The description can refer to actions taken to:
   - Mitigate the cause of the identified risks (e.g. policies for CO2 reduction to reduce pollution, and thus minimizing exposure to carbon taxes);
   - Mitigate the effects of the identified risks (e.g. policies for protection of the central plant against flooding risk).
4. Follow-up procedure. Describe the procedure employed if the identified risks occur.

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

Reporting level: Answers should be applicable at organization level.

Scoring

Points are awarded to each selected risk assessment option and are then aggregated to calculate the indicator's final score.

Reporting multiple other answers will not impact scoring; reported answer options in this field 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.

Full, partial or no points are awarded to open text box responses. Responses are scored according to requirements above.

References

World Economic Forum, Global Risks, 2014

Environment Agency, Groundwater protection: Principles and practice, 2013

GRI, G4-EC2 Financial implications and other risks and opportunities for the organization's activities due to climate change

Task Force on Climate-related Financial Disclosures, Recommendations Report, 2016

World Health Organization

Q16 **Has the entity performed technical building assessments during the last four years to identify efficiency opportunities within the portfolio?** 16

- ○ Yes

  Select applicable options (multiple answers possible)

  - ☐ Energy efficiency
    - ○ In-house assessment ___% portfolio covered ◑
    - ○ External assessment ___% portfolio covered ●

      Name of the organization_____

    Upload or Document name_____ AND Publication date_____

    Indicate where in the evidence the relevant information can be found_____

  - ☐ Water efficiency
    - ○ In-house assessment ___% portfolio covered ◑
    - ○ External assessment ___% portfolio covered ●

      Name of the organization_____

    Upload or Document name_____ AND Publication date_____

    Indicate where in the evidence the relevant information can be found_____

  - ☐ Waste management
    - ○ In-house assessment ___% portfolio covered ◑
    - ○ External assessment ___% portfolio covered ●

      Name of the organization_____

    Upload or Document name_____ AND Publication date_____

    Indicate where in the evidence the relevant information can be found_____

  - ☐ Health & Well-being
    - ○ In-house assessment ___% portfolio covered ◑
    - ○ External assessment ___% portfolio covered ●

      Name of the organization_____

    Upload or Document name_____ AND Publication date_____

    Indicate where in the evidence the relevant information can be found_____

- ○ No ○
- ○ Not applicable ○

4.5 points, E, IM

Intent

The intent of this indicator is to examine the steps taken by the organization to understand the efficiency, water, waste and health & well-being opportunities available to the entity.

Terminology

Energy efficiency: Refers to products or systems using less energy to provide the same consumer benefit.

Health and well-being: Health is a complete state of physical, mental and social well-being, not merely the absence of disease or infirmity. 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.

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.

Water efficiency: Refers to the conservative use of water resources through water-saving technologies to reduce consumption.

Waste management: Hazardous and non-hazardous waste including reuse, recycling, composting, recovery, incineration, landfill, and on-site storage.

Requirements

Select yes or no. If yes, select all applicable sub-options.

Percentage of portfolio covered: Fraction of the portfolio calculated by floor area for which technical building assessments were performed during the last four years. The numerator is the floor area of the assets for which the applicable technical building assessment was performed. The denominator is the total floor area of the portfolio as reported in RC5.1.

Evidence: Document upload or document name and publication date. The provided evidence should cover the following applicable elements:

1. Energy efficiency:

   a) the performance of technical building energy efficiency assessments during the past four years, and b) the scope of the energy assessment.

   An example of valid supporting evidence may be a technical building energy assessment report for an asset from the portfolio performed during the reporting period or no more than four years ago. Ideally, the document includes specifications on the following elements:

   - Asset characteristics and project description
   - Building envelope (insulation, fenestration)
   - Heating and cooling system
   - Ventilation system
   - Service water heating system
   - Automatic controls
   - Lighting system
   - Process loads
   - Energy saving recommendations

2. Water efficiency, waste management, health & well-being:

   a) the performance of applicable technical building assessments for water, waste and/or health & well-being, b) the scope of the water, waste and/ or health and well-being assessment.

   An example of a valid supporting evidence may be a technical building assessment report for an asset from the portfolio performed during the reporting period or no more than four years ago.

Reporting period: Answers must refer to the reporting period identified in EC3 and the three years prior.

Reporting level: Answers should be applicable at entity level.

Scoring

Points are awarded based on (1) the selected assessment options, (2) the percentage portfolio covered for each assessment type and (3) the party who carried out the assessment(s) (in-house or external).

Points are contingent upon validity of the supporting evidence.

Energy has a maximum of 2 points available, 1.5 for water, 0.5 for waste and 0.5 for health & well-being.

Q17 **Has the entity implemented measures during the last four years to improve the energy efficiency of the portfolio?** **17**

○ Yes

Category	Measure	% portfolio covered during the last 4 years	% whole portfolio covered	Estimated savings (MWh) (optional)	Target ROI (%) (optional)	Describe implemented measure (measure, payback period, property type, scope, link to Q1 objectives and Q29 targets) (maximum 150 words)	Innovation Case Study
Select category		%	%				Y/N
Select category		%	%				Y/N
Select category		%	%				Y/N
Select category		%	%				Y/N
Select category		%	%				Y/N
Select category		%	%				Y/N
Select category		%	%				Y/N
Select category		%	%				Y/N
Select category		%	%				Y/N
Select category		%	%				Y/N

○ No ○

○ Not applicable ○

The following questions are for submission of innovation case studies

Case Study Name (5 words)_____

Purpose of the project (maximum 100 words) _____

Approach (maximum 200 words)_____

Implementation (maximum 100 words) _____

Results (maximum 100 words)_____

Classify magnitude of benefits Percentage of savings

References (maximum 50 words)_____

Quote (maximum 25 words) _____

Upload Visual or graphic materials

Upload Organization logo

Region Select region

Themes

- ☐ Climate risk & resilience
- ☐ Community engagement
- ☐ Disclosure & assurance
- ☐ Energy and CO2
- ☐ Health and Well-being
- ☐ Management
- ☐ Renewable energy
- ☐ Supply chain
- ☐ Tenant engagement
- ☐ Waste
- ☐ Water
- ☐ Other_____

Note: *See Appendix 9 for all information regarding innovation case studies*

Select the applicable categories from the list below:

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

Select the % portfolio covered by each measure

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

3 points, E, IM

Indicator aligned with PRI Reporting Framework 2017, Direct Property Supplement, PR 21

Intent

The intent of this indicator is to improve environmental performance within a portfolio, focusing on opportunities to increase the energy efficiency of assets.

This indicator examines measures (or projects) undertaken to reduce the portfolio's energy consumption. Usually, the implementation of these measures is the result of technical building assessments, which are focused on investigating the energy use and requirements of the building based on its characteristics and installed equipment.

Terminology

Building automation system upgrades/replacements: Refers to the computer-based centralized system installed in buildings that controls and monitors equipment such as ventilation, airconditioning, heating, lighting, alarms and communications.
Upgrades and replacements refers to the process of ensuring the building automation system is operating at full capacity, as to achieve optimal management of systems and increase energy efficiency.

Building energy management systems: Energy management software solutions, which include functionality to forecast and adjust energy demand in a building.

Installation of high-efficient equipment and electrical appliances: Specification and purchase of electrical equipment and appliances that minimize the building's energy needs. This includes, but it is not limited to: energy efficient lighting upgrades/replacements and HVAC system upgrades/replacements.

Installation of on-site renewable energy: Renewable energy produced onsite, to meet some or all of the building's energy requirements.

Measure: The actual project or activity undertaken/implemented to improve energy efficiency as part of the selected category.

Occupier engagement/informational technologies: Communication and information technologies implemented to inform and engage with tenants in regards to their energy use.

Smart grid/smart building technologies: Computer-based control and automation of electricity network systems, to support and manage electricity demand in a sustainable, integrated manner.

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.

Requirements

Select energy-efficiency categories and specify the measure(s) implemented in the portfolio. Either select from the list or select "other." It is possible to select a category more than once.

Other: State the other energy-efficiency measure. It is possible to report multiple other answers.

Describe the selected measure: The description should briefly explain the measure implemented and preferably include payback period, property type and scope of the project. Participants should clarify the possible link(s) to the entity's' objectives (Q1) and targets (Q29). The project to implement the measure can be ongoing at the time you submit your GRESB Assessment.

% Portfolio covered during the last four years: The percentage of the entity's portfolio for which the selected energy efficiency measure has been implemented during the last four years, including the reporting year. All assets included should have been owned by the reporting entity during the implementation of the measure and should still be part of the portfolio during the reporting period (RC 5.1). This represents the activity within the portfolio in which energy efficiency measures have been implemented.

% Whole portfolio covered: The percentage of the entity's portfolio for which the selected energy efficiency measure has been implemented either (1) prior to the last four years, and/or (2) as part of the design and development of a new asset regardless of timing, where the asset was developed by the reporting entity itself or acquired, and/or (3) by a different owner prior to the purchase of the existing asset by the reporting entity. The percentage whole portfolio covered shows the past focus on energy efficiency measures, and as such provides the energy efficiency improvement potential for the remaining part of the entity's portfolio.

Estimated savings and target ROI: Estimated savings and target ROIs are for reporting purposes only. Participants can use these fields to demonstrate the business case for implementing an efficiency measure. The "Estimated savings" and "Target ROI" fields are not mandatory. If the project is ongoing or is implemented in phases, include the estimated savings and target ROI of the whole project.

Reporting period: Answers must refer to the reporting period identified in EC3, and the three years prior.

Reporting level: Answers should be applicable at entity level.

Innovation Case Study: Participants can submit an unique Innovation Case Study for each measure. All Innovation Case Studies are submitted via the Innovation Case Study section in the Portal and may be published on the Insights section of the GRESB website (upon review and with consent of the participant).

Scoring

Points are awarded based on (1) validity of the reported measure(s), (2) the description of the measure and (3) the portfolio coverage of the measure (during the last four years).

Each measure can earn a maximum of 2 points when the reported coverage for the past 4 years is 100%.

It is not required to select all categories in order to receive the maximum score for this indicator.

References

Indicator used by DJSI-RobecoSAM Corporate Sustainability Assessment Q2.7.5 ISO 50001:2011 Energy Management Systems LEED BD+C: Core and Shell, v4, Optimize Energy Performance LEED O+M: Existing Buildings, v4, Alternative Transportation

Q18 **Has the entity implemented measures during the last four years to improve the water efficiency of the portfolio?** **18**

○ Yes

Category	Measure	% portfolio covered during the last 4 years	% whole portfolio covered	Estimated savings (m^3) (optional)	Target ROI (%) (optional)	Describe implemented measure (measure, payback period, property type, scope, link to Q1 objectives and Q29 targets) (maximum 150 words)	Innovation Case Study
Select category		%	%				Y/N
Select category		%	%				Y/N
Select category		%	%				Y/N
Select category		%	%				Y/N
Select category		%	%				Y/N
Select category		%	%				Y/N
Select category		%	%				Y/N
Select category		%	%				Y/N
Select category		%	%				Y/N
Select category		%	%				Y/N

○ No ○

○ Not applicable ○

The following questions are for submission of innovation case studies

Case Study Name (5 words)_____

Purpose of the project (maximum 100 words) _____

Approach (maximum 200 words)_____

Implementation (maximum 100 words) _____

Results (maximum 100 words)_____

Classify magnitude of benefits Percentage of savings

References (maximum 50 words)_____

Quote (maximum 25 words) _____

Upload Visual or graphic materials

Upload Organization logo

Region Select region

Themes

- ☐ Climate risk & resilience
- ☐ Community engagement
- ☐ Disclosure & assurance
- ☐ Energy and CO2
- ☐ Health and Well-being
- ☐ Management
- ☐ Renewable energy
- ☐ Supply chain
- ☐ Tenant engagement
- ☐ Waste
- ☐ Water
- ☐ Other_____

Note: *See Appendix 9 for all information regarding innovation case studies*

Select the applicable categories from the list below:

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

Select the % portfolio covered by each measure

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

2.5 points, E, IM

Indicator aligned with PRI Reporting Framework 2017, Direct Property Supplement, PR 21

Intent

This indicator intends to review the steps taken by the entity to reduce water consumption across the portfolio.

Along with energy performance, water consumption is a key indicator of environmental sustainability performance in real estate portfolios.

Terminology

Cooling tower water management: A cooling tower is a heat rejection device which extracts waste heat to the atmosphere through the cooling of a water stream to a lower temperature. Reduction of potable water consumption for cooling towers (or evaporative condenser equipment) can be achieved through effective water management, including conducting a water analysis to measure the concentration of at least five control parameters in order to optimize the cooling tower cycles and/or use of non-potable makeup water for a minimum of 20% of the makeup water.

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.

Grey water: Wastewater generated from hand basins, showers and other water-using devices and equipment.

High-efficiency fixtures: Appliances and plumbing equipment that conserve water without compromising performance (also known as "ultra-low-flow" fixtures).

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.

Measure: The actual project or activity undertaken/implemented to improve water efficiency as part of the selected category.

Metering of water subsystems: Installing sub-meters to measure the water consumption of applicable subsystems, such as irrigation, indoor plumbing fixtures, domestic hot water, reclaimed water or other process water uses, which supports effective water management and identifying opportunities for additional water savings.

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.

Storm water: Water that collects during precipitation, which can be stored on-site for eventual reuse for non-potable applications. Examples can include, but are not limited to: landscape irrigation and/or flush fixtures.

Requirements

Select water-efficiency categories and specify the measure(s) implemented in the portfolio. Either select from the list or select "other." It is possible to select a category more than once.

Other: State the other water-efficiency measure. It is possible to report multiple other answers.

Describe the selected measure: The description should briefly explain the measure implemented and preferably include payback period, property type and scope of the project. Participants should clarify the possible link(s) to the entity's' objectives (Q1) and targets (Q29). The project to implement the measure can be ongoing at the time you submit your GRESB Assessment.

% Portfolio covered during the last four years: The percentage of the entity's portfolio for which the selected water efficiency measure has been implemented during the last four years, including the reporting year. All assets included should have been owned by the reporting entity during the implementation of the measure and should still be part of the portfolio during the reporting period (RC 5.1). This represents the activity within the portfolio in which water efficiency measures have been implemented.

% Whole portfolio covered: The percentage of the entity's portfolio for which the selected water efficiency measure has been implemented either (1) prior to the last four years, and/or (2) as part of the design and development of a new asset regardless of timing, where the asset was developed by the reporting entity itself or acquired, and/or (3) by a different owner prior to the purchase of the existing asset by the reporting entity. The percentage whole portfolio covered shows the past focus on water efficiency measures, and as such provides the water efficiency improvement potential for the remaining part of the entity's portfolio.

Estimated savings and target ROI: Estimated savings and Target ROI are for reporting purposes only. Participants can use these fields to demonstrate the business case for implementing an efficiency measure. The "Estimated savings" and "Target ROI" fields are not mandatory. If the project is ongoing or is implemented in phases, include the estimated savings and target ROI of the whole project.

Reporting period: Answers must refer to the reporting period identified in EC3, and the three years prior.

Reporting level: Answers should be applicable at entity level.

Innovation Case Study: Participants can submit an unique Innovation Case Study for each measure. All Innovation Case Studies are submitted via the Innovation Case Study section in the Portal and may be published on the Insights section of the GRESB website (upon review and with consent of the participant).

Scoring

Points are awarded based on (1) validity of the reported measure(s), (2) the description of the measure and (3) the portfolio coverage of the measure (during the last four years).

Each measure can earn a maximum of 2 points when the reported coverage for the past 4 years is 100%.

It is not required to select all categories in order to receive the maximum score for this question.

References

Question used by DJSI-RobecoSAM Corporate Sustainability Assessment 2.7.6

LEED BD+C: Core and Shell; and LEED O+M: Existing Buildings, v4, Water Efficiency, Indoor water use reduction

Has the entity implemented measures during the last four years to improve waste management of the portfolio?

- ○ Yes

Category	Measure	% portfolio covered during the last 4 years	% whole portfolio covered	Estimated savings (tonnes) (optional)	Target ROI (%) (optional)	Describe implemented measure (measure, payback period, property type, scope, link to Q1 objectives and Q29 targets) (maximum 150 words)	Innovation Case Study
Select category		%	%				Y/N
Select category		%	%				Y/N
Select category		%	%				Y/N
Select category		%	%				Y/N
Select category		%	%				Y/N
Select category		%	%				Y/N
Select category		%	%				Y/N
Select category		%	%				Y/N
Select category		%	%				Y/N
Select category		%	%				Y/N

- ○ No
- ○ Not applicable

The following questions are for submission of innovation case studies

Case Study Name (5 words)_____

Purpose of the project (maximum 100 words) _____

Approach (maximum 200 words)_____

Implementation (maximum 100 words) _____

Results (maximum 100 words)_____

Classify magnitude of benefits [Percentage of savings]

References (maximum 50 words)_____

Quote (maximum 25 words) _____

Note: *See Appendix 9 for all information regarding innovation case studies*

Upload Visual or graphic materials

Upload Organization logo

Region [Select region]

Themes

- ☐ Climate risk & resilience
- ☐ Community engagement
- ☐ Disclosure & assurance
- ☐ Energy and CO2
- ☐ Health and Well-being
- ☐ Management
- ☐ Renewable energy
- ☐ Supply chain
- ☐ Tenant engagement
- ☐ Waste
- ☐ Water
- ☐ Other_____

Select the applicable categories from the list below:

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

Select the % portfolio covered by each measure

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

Not scored, E, IM

Indicator aligned with PRI Reporting Framework 2017, Direct Property Supplement, PR 21

Intent

This indicator intends to review the steps undertaken by the entity to reduce its waste production/generation, and to obtain a better optimization of disposal methods.

Along with energy performance, and water consumption, waste management is a key indicator of environmental sustainability performance across real estate portfolios.

Terminology

Composting landscape and/or food waste: Composting is the controlled decomposition of organic material which produces useful soil amendment products. Engage in landscape and/or food waste composting either on-site or by contracting with a composting service provider.

Recycling program: A program for materials that can be locally recycled and contracted with a recycling service provider. Provide appropriately sized recycling collection and storage areas within the entity's real estate holdings to enable occupants to sort, collect and divert materials from landfill.

Measure: The actual project or activity undertaken/implemented to improve waste management as part of the selected category.

Solid waste management: Hazardous and non-hazardous waste including reuse, recycling, composting, recovery, incineration, landfill, and on-site storage.

Ongoing waste performance monitoring: Track and measure ongoing waste volumes generated on a minimum quarterly basis, by either weight or volume, to help identify diversion and recycling opportunities within the organization. Conduct a minimum annual review to evaluate performance.

Waste stream audit: A formal process used to quantify the type and amount of waste being generated, by weight or volume, to help identify effective waste reduction, separation and recycling opportunities.

Requirements

Select waste management categories and specify the measure(s) implemented in the portfolio. Either select from the list or select "other." It is possible to select a category more than once.

Other: State the other waste measure. It is possible to report multiple other answers.

Describe the selected measure: The description should briefly explain the measure implemented and preferably include payback period, property type and scope of the project. Participants should clarify the possible link(s) to the entity's' objectives (Q1) and targets (Q29).

% Portfolio covered during the last four years: The percentage of the entity's portfolio for which the selected waste management measure has been implemented during the last four years, including the reporting year. All assets included should have been owned by the reporting entity during the implementation of the measure and should still be part of the portfolio during the reporting period (RC 5.1). This represents the activity within the portfolio in which waste management measures have been implemented.

% Whole portfolio covered: The percentage of the entity's portfolio for which the selected waste management measure has been implemented either (1) prior to the last four years, and/or (2) as part of the design and development of a new asset regardless of timing, where the asset was developed by the reporting entity itself or acquired, and/or (3) by a different owner prior to the purchase of the existing asset by the reporting entity. The percentage whole portfolio covered shows the past focus on waste management measures, and as such provides the waste management improvement potential for the remaining part of the entity's portfolio.

Estimated waste diverted and target ROI: Estimated waste diverted and Target ROI are for reporting purposes only. Participants can use these fields to demonstrate the business case for implementing an efficiency measure.
The "Estimated waste diverted" and "Target ROI" fields are not mandatory. If the project is ongoing or is implemented in phases, include the estimated diverted waste and target ROI of the whole project.
Reporting period: Answers must refer to the reporting period identified in EC3, and the three years prior.
Reporting level: Answers should be applicable at entity level.
Innovation Case Study: Participants can submit a specific Innovation Case Study for each measure. All Innovation Case Studies are submitted via the Innovation Case Study section in the Portal and may be published on the Insights section of the GRESB website (upon review and with consent of the participant).

Scoring Not scored.

References Question used by DJSI-RobecoSAM Corporate Sustainability Assessment 2.7.6
LEED BD+C: Core and Shell; and LEED O+M: Existing Buildings, v4, Materials and resources

Q20 Has the entity received any environmental fines and/or penalties? 20

- ○ Yes

  Specify the total number of environmental fines and penalties imposed_____

  Specify the total value of these environmental fines and penalties_____

  Provide additional context for the response (maximum 250 words)

  _____

- ○ No

Not scored, G, MP

Intent The intent of this indicator is to communicate to investors if the entity has incurred any environment fines and/or penalties at its investment properties or elsewhere.
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 burdens on the entity.

Terminology **Environmental fines and/or penalties:** Sanctions resulting from an illegal act, which directly harms the environment.

Scoring Not scored.

References CDP Reporting Guidelines, Compliance
-EN 29 Monetary value of significant fines and total number of non-monetary sanctions for non-compliance with environmental laws and regulation.

Intent and Overview

Real estate consumes significant amounts of energy and water, produces waste streams and generates GHG emissions, all of which have substantial environmental impact. Measuring and monitoring of consumption and generation is an important basis for reducing impact and improving environmental performance of buildings. This Aspect describes the processes the entity uses to support ESG implementation and performance monitoring.

Environmental Management Systems

2016 Indicator

Q21.1 **Does the organization have an Environmental Management System (EMS) that applies to the entity level?** **21.1**

- ○ Yes ●
  - **Upload** Indicate where in the evidence the relevant information can be found____
- ○ No ○

1.5 points, G, MP

Intent

An Environmental Management System (EMS) is an internal framework that structures all procedures, projects and tactics into a cohesive program which aligns the sustainability efforts at entity or organization level. An EMS can assist organizations in managing and improving their environmental performance, complying with environmental laws and regulations, identifying financial savings through more efficient operating practices, and improving 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, reduction targets and 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 and persons responsible for implementing these procedures and who work toward 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 efficiency, conservation, 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 indicator.

Requirements

Select yes or no. If yes, also provide supporting evidence.
Evidence: Document upload is mandatory. To qualify as valid, 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 entity or organization's operations.

ISO 14001 defines a complete EMS to include 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
- Identify 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 non-conformity

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 an EMS outline with the stages and elements included. The EMS, and therefore the supporting 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: Answers 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 supporting evidence.
Full points will be awarded if the evidence 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.
Partial points will be considered if at least one element from the stages above are included, or comprehensively covers 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.

Q21.2 Is the Environmental Management System (EMS) in Q21.1 aligned with a standard or certified by an independent third party? 21.2

- ○ Yes
  - ○ Aligned with:_____ ◑
  - ○ Externally certified by _____ using_____ ●
  - **Upload** Indicate where in the evidence 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 impacts are measured and acted upon using a recognized and proven methodology. Periodic reviews of the EMS ensure its continuing suitability and effectiveness for the organization.

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 yes, also select one of the suboptions and complete the additional information requested.
Aligned: Report the recognized standard used for the alignment of the EMS.
Externally certified: Provide the name of the organization responsible for certifying the EMS using a recognized standard, as well as the name of the recognized standard applied. GRESB requires certification to be undertaken by a third party and not by the participant. EMS certification may only be obtained for 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 indicator and does not constitute a valid answer.
Evidence: Document upload is mandatory. The evidence must support the answer in Q21.1 and demonstrate either:
(1) The alignment of the EMS with a standard - evidence 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 within the evidence), including the contact information of the independent third party involved as well as the date of the most recent certification.
Reporting period: Answers 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 (2) validity of the name of the organization that certified the EMS, if applicable.
Points are contingent upon validity of the supporting evidence.

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

Data Management Systems

Q22 **Does the organization have a data management system in place that applies to the entity level?** 22

- ○ Yes

  Select one of the following

  - ○ Developed internally ●
  - ○ Bespoke (custom) internal system developed by a third party ●

    Name of the organization_____

  - ○ External system ●

    Name of the system_____

    Name of the organization_____

  Select the performance indicators included (multiple answers possible)

  - ☐ Energy consumption _____% of portfolio covered
  - ☐ GHG emissions/management _____% of portfolio covered
  - ☐ Health and well-being _____% of portfolio covered
  - ☐ Indoor environmental quality _____% of portfolio covered
  - ☐ Resilience _____% of portfolio covered
  - ☐ Waste streams/management _____% of portfolio covered
  - ☐ Water _____% of portfolio covered
  - ☐ Other_____% of portfolio covered

  Upload Indicate where in the evidence the relevant information can be found____

- ○ No ○

4 points, E, IM

Intent

The intent of this indicator is to describe the scope of the entity's activities to apply information technology to collect and analyze ESG performance indicators.

Monitoring performance data (energy and water consumption, GHG emissions and waste) is an important part of managing sustainability issues. Data management systems enable organizations to monitor performance in an efficient and effective way, for example by integrating building management systems for individual locations across the portfolio.

Terminology

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. Data management systems improve portfolio level data quality and provide organizations with tools to identify opportunities for improvement, and to 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.

Energy consumption: Examples can include, but are not limited to: energy demand, peak energy demand, energy efficiency and energy supply characteristics.

GHG emissions/management: GHG management refers to the management of GHG emissions. GHGs refers to the seven gases listed in the GHG Protocol Corporate Standard: carbon dioxide (CO2); methane (CH4); nitrous oxide (N2O); hydrofluorocarbons (HFCs); perfluorocarbons (PFCs); nitrogen trifluoride (NF3) and sulphur hexafluoride (SF6).

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. The term "safety" refers to traditional occupational health and safety issues such as ergonomics, slips and falls, workplace hazards and toxic exposures.

Indoor environmental quality: Refers to the conditions inside the building. It includes air quality, access to daylight and views, pleasant acoustic conditions, 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.

Resilience: Preparedness of the built environment towards existing and future climate changes (i.e., the ability to absorb disturbances such as increased precipitation or flooding while maintaining its structure). In the context of data management systems, examples can include, but are not limited to: measures of preparation for climatic change (e.g., sea level rise) or vulnerability to catastrophic events (e.g., floods, wildfire, drought, social disruption).

Waste streams/management: Examples may include, but are not limited to: waste generation by stream and diversion rates.

Water: Examples may include, but are not limited to: water consumption, water supply characteristics, and wastewater/effluent.

Requirements

Select yes or no. If yes, also select how the system was developed and complete the percentage of the portfolio covered by the system for each aspect.

Percentage of portfolio covered: The percentages should reflect the proportion of the whole portfolio floor area that is covered by the data management system. Coverage is calculated based on floor area, with the denominator being the floor area of the whole portfolio. If the floor area covered changed during the reporting period (for example because of a change in the number of assets) use the floor area percentage applicable at the end of the reporting period. Select one of the four categories provided in the dropdown menu.

Name of the organization: Provide the full name of the organization. It is possible to report on multiple organizations.

Other: State the other performance indicator type included. It is possible to report multiple other answers.

Evidence: Document upload is mandatory. Evidence must support all components applicable including:

1. The existence of the data management system;
2. The scope of the data management system (the performance indicators included);
3. The type of system(s).

Examples of anticipated evidence may include but are not limited to: system screenshots, project implementation documentation, system maps, data flow diagrams and/or signed letters of verification from a third party.

If you use more than one data management system to track different elements, report on the total percentage of portfolio covered per applicable performance indicator (by one or more data management systems) In this case, the supporting evidence should include evidence for each system used and included in reporting.

Reporting period: Answers 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) the type of system, (2) selected sustainability aspects and (3) validity of the supporting evidence per requirements above.
Documentation must sufficiently prove all three requirements above to achieve full points.
Percentage of portfolio coverage is used for reporting purpose only and will not be scored.

Monitoring Consumption

Q23 **Does the entity monitor the energy consumption of the portfolio?** **23**

- ○ Yes

  Percentage of whole portfolio covered by floor area _____%

  Type of monitoring (multiple answers possible)

  - ☐ Automatic meter readings (B)

    Percentage of the whole portfolio covered by floor area: _____%
  - ☐ Based on invoices (B)

    Percentage of the whole portfolio covered by floor area _____%
  - ☐ Manual–visual readings (B)

    Percentage of the whole portfolio covered by floor area _____%
  - ☐ Provided by the tenant (B)

    Percentage of the whole portfolio covered by floor area _____%
  - ☐ Other_____ (B)

    Percentage of the whole portfolio covered by floor area _____%
- ○ No (○)
- ○ Not applicable (○)

3 points, E, IM

Intent

Organizations use a variety of methods to monitor energy consumption. This indicator is intended to identify which data collection methods are used and for which fraction of the portfolio. The nature of monitoring is an indicator of the availability of data to support the achievement of sustainability targets and goals.

Terminology

Automatic meter readings: Meter readings taken automatically at predefined frequencies by building management systems or smart metering systems.
Based on invoices: Consumption monitoring based on invoices provided by the energy provider.
Manual-visual readings: Consumption monitoring based on physical reading of meters.
Provided by the tenant: The tenant purchases energy and provides the landlord with information on consumption data.

Requirements

Select yes, no or not applicable. If yes, also (1) select all applicable sub-options and (2) complete the percentages by floor area for the whole portfolio.

Percentage portfolio coverage: Percentages should represent the proportion of the whole portfolio floor area that is monitored. Coverage is calculated based on floor area, with the denominator being the floor area of the whole portfolio, and the numerator being the floor area for which data is monitored and available. If the floor area covered changed during the reporting period (for example because of a change in the number of assets) use the floor area percentage applicable at the end of the reporting period.

Note: The sum of percentages of the whole portfolio covered by each monitoring type should equal the percentage of whole portfolio covered by floor area.

Other: State the other type of monitoring method. It is possible to report multiple other answers.
Reporting period: Answers must refer to the reporting period identified in EC3.
Reporting level: Answers must be applicable to the entity level.

Scoring Points are awarded based on the selected monitoring types and their corresponding portfolio coverage percentages. The individual coverage percentages are allocated to quartiles and receive points depending on the quartile to which they are assigned. The cutoff points for quartile allocation are: 25%, 50% and 75% portfolio coverage. Scoring weights for this indicator are assigned in the following order, from hight to low: automatic meter readings, invoices, other options.

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

Examples Percentage portfolio covered: In a 50,000 m2 industrial portfolio, just 30,000 m2 has energy supply. The reporting entity/landlord only receives the invoices for the common areas (2,000 m2), and receives the data from a selection of tenants (18,000 m2).

Percentage of whole portfolio covered by floor area: (2,000+18,000)/30,000 = 66.7%

Monitoring:

Based on invoices: Percentage of the whole portfolio covered by floor area: 2,000/30,000 = 6.7%

Provided by the tenant: Percentage of the whole portfolio covered by floor area: 18,000/ 30,000 = 60%

References LEED BD+C: Core and Shell, v4, Building-level Energy Metering; and Advanced Energy Metering

Q24 Does the entity monitor the water consumption of the portfolio? 24

- ○ Yes

  Percentage of whole portfolio covered by floor area _____%

  Type of monitoring (multiple answers possible)

  - ☐ Automatic meter readings B

    Percentage of the whole portfolio covered by floor area: _____%
  - ☐ Based on invoices B

    Percentage of the whole portfolio covered by floor area _____%
  - ☐ Manual–visual readings B

    Percentage of the whole portfolio covered by floor area _____%
  - ☐ Provided by the tenant B

    Percentage of the whole portfolio covered by floor area _____%
  - ☐ Other_____ B

    Percentage of the whole portfolio covered by floor area _____%
- ○ No ○
- ○ Not applicable ○

2 points, E, IM

Intent Organizations use a variety of methods to monitor water consumption. This indicator is intended to identify which data collection methods are used and for which fraction of the portfolio. The nature of monitoring is an indicator of the availability of data to support the achievement of sustainability targets and goals.

Terminology **Automatic meter readings:** Meter readings taken automatically at predefined frequencies by building management systems or smart metering systems.

Based on invoices: Consumption monitoring based on invoices provided by the water company.

Manual-visual readings: Consumption monitoring based on physical reading of meters.

Provided by the tenant: The tenant purchases water and provides the landlord/entity with information on consumption data.

Requirements Select yes, no or not applicable. If yes, also (1) select all applicable sub-options and (2) complete the percentages by floor area for the whole portfolio.
Percentage portfolio coverage: Percentages should represent the proportion of the whole portfolio floor area that is monitored. Coverage is calculated based on floor area, with the denominator being the floor area of the whole portfolio, and the numerator being the floor area for which data is monitored and available. If the floor area covered changed during the reporting period (for example because of a change in the number of assets) use the floor area percentage applicable at the end of the reporting period.
Note: The sum of percentages of the whole portfolio covered by each monitoring type should equal the percentage of whole portfolio covered by floor area.
Other: State the other type of monitoring method. It is possible to report multiple other answers.
Reporting period: Answers must refer to the reporting period identified in EC3.
Reporting level: Answers must be applicable to the entity level.

Scoring Points are awarded based on the selected monitoring types and their corresponding portfolio coverage percentages. The individual coverage percentages are allocated to quartiles and receive points depending on the quartile to which they are assigned. The cutoff points for quartile allocation are: 25%, 50% and 75% portfolio coverage. Scoring weights for this indicator are assigned in the following order, from hight to low: automatic meter readings, invoices, other options.
Reporting multiple other answers will not impact scoring. Reported answer options in these fields are validated individually, but scores will not be aggregated.

Examples Percentage portfolio covered: In a 50,000 m2 industrial portfolio, just 30,000 m2 has energy supply. The reporting entity/landlord only receives the invoices for the common areas (2,000 m2), and receives the data from a selection of tenants (18,000 m2).
Percentage of whole portfolio covered by floor area: (2,000+18,000)/30,000 = 66.7%
Monitoring:
Base on invoices: Percentage of the whole portfolio covered by floor area: 2,000/30,000 = 6.7%
Provided by the tenant: Percentage of the whole portfolio covered by floor area: 18,000/ 30,000 = 60%

References LEED BD+C: Core and Shell, v4, Building-level Water Metering; and Water

NEW

Does the entity monitor the waste production of the portfolio? (optional) New

- ○ Yes

  Percentage of whole portfolio covered by floor area _____%

  Type of monitoring (multiple answers possible)

  - ☐ Internal tracking

    Percentage of the whole portfolio covered by floor area: _____%

  - ☐ Provided by haulers

    Percentage of the whole portfolio covered by floor area _____%

  - ☐ Provided by the tenant

    Percentage of the whole portfolio covered by floor area _____%

  - ☐ Other_____

    Percentage of the whole portfolio covered by floor area _____%

  Explain (a) the calculation methodology for percentage of whole portfolio covered, and (b) limitations and assumptions made in the calculation (maximum 250 words)

  _____

- ○ No
- ○ Not applicable

R, E, IM

Intent

Organizations use a variety of methods to monitor their waste production and diversion rates. This indicator is intended to identify which data collection methods are used and for which fraction of the portfolio. The nature of monitoring is an indicator of the availability of data to support the achievement of waste reduction and diversion targets.

Terminology

Internal tracking: Internally developed waste monitoring methods (scales, sensors, etc.)

Provided by the hauler: Data directly provided to the entity from the waste hauling company.

Provided by tenants: The tenant purchases waste collection services and provides the landlord/entity with weight, volume, units and/or collection frequency metrics.

Requirements

Select yes, no or not applicable. If yes, also (1) select all applicable sub-options and (2) complete the percentages by floor area for the whole portfolio.

Percentage portfolio coverage: Percentages should represent the proportion of the whole portfolio floor area that is monitored. Coverage is calculated based on floor area, with the denominator being the floor area of the whole portfolio, and the numerator being the floor area for which data is monitored and available. If the floor area covered changed during the reporting period (for example because of a change in the number of assets) use the floor area percentage applicable at the end of the reporting period.

Note: The sum of percentages of the whole portfolio covered by each monitoring type should equal the percentage of whole portfolio covered by floor area.

Open text box: In 2017, participants may calculate the portfolio coverage using their own methodology (i.e., by floor area, number of assets, etc.), but it is mandatory to use the open text box to explain the methodology used. Acceptable answers must include:

- The calculation methodology, including the unit of measurement/applied denominator
- Description of limitations, assumptions made in the calculation

Other: State the other type of monitoring method. It is possible to report multiple other answers.

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

Reporting level: Answers must be applicable to the entity level.

Scoring

This indicator is not scored and is used for reporting purposes only.

Performance Indicators

The Performance Indicators Aspect of the GRESB Real Estate Assessment collects portfolio-level performance data on energy and water consumption, GHG emissions and waste.

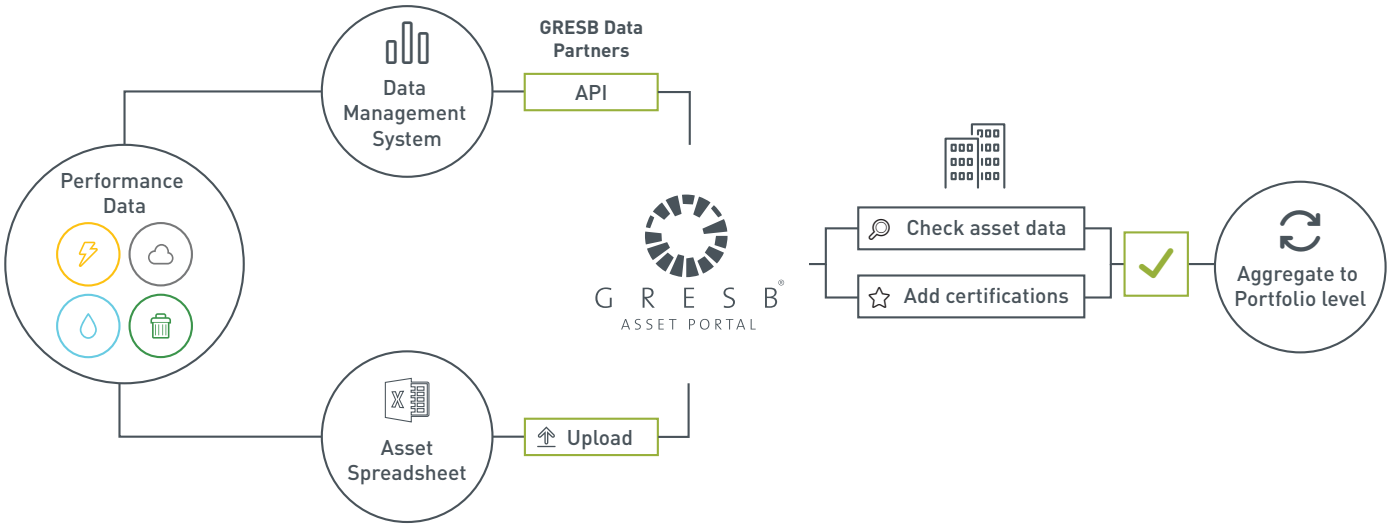
Clarification component Q25.1
Compared to 2016, a clarification component has been introduced into the Energy Consumption table (Q25.1), which remains the same as in previous years.
Participants are required to provide the TOTAL floor area of:

- Managed Assets (Common Areas, Tenant Spaces and/or Whole Building), and
- Indirectly Managed Assets (Whole Building)
- The total combined floor area associated with each space type for both Managed and Indirectly Managed Assets should be aligned with the floor areas of each property type reported in RC5.1.
- Floor area supplied with shared services (any energy type)

The values must be provided per property type, regardless of energy supply and energy data availability.
The same as in previous years, if no energy data is collected for a property type, participants should answer Q25.0 with "No".
The data points requested are not scored, but are mandatory for submission of the GRESB Real Estate Assessment.

The extra set of information is necessary to enforce more detailed data checks on the data provided in the Performance Indicator Aspect, and to guide complete reporting for all property types. We will reconcile these numbers against the total floor area size of the portfolio per property type as provided in RC5.1, in order to obtain better data quality and more detailed data checks.

Support with asset-level data collection
GRESB has developed a number of tools to assist participants with the collection and aggregation of asset-level data that is required to complete certain aspects of the Assessment. Property companies and funds are encouraged to use the asset level tools to streamline data flows, and to increase data quality. The asset-level data provided to GRESB is strictly confidential and will only be used for aggregation to portfolio level. No asset level information will be disclosed to participants' investors.
The GRESB Asset Guide with more information can be found here:



Property companies and funds are encouraged to use the tools below to streamline data flows, and to increase data quality:
Automated Data Feed (ADF): This tool is available through an increasing number of data providers, allowing to seamlessly feed information from a data provider's data collection system to the GRESB Portal, automatically completing the Performance Indicators Aspect of the Assessment. The list of data partners can be found on our website:
GRESB Asset Spreadsheet: Participants that do not have access to the Automated Data Feed can collect asset data manually and then upload this asset-level data to the GRESB Portal with this spreadsheet;
GRESB Converters: GRESB provides data converters to use data from a third party source in the GRESB Performance Indicators Aspect. These converters and the underlying mapping process are provided in collaboration with leading green building and energy rating schemes in the market, such as Energy Star, Green Star, NABERS, BREEAM, and LEED.

Available convertors and mappings:

- In collaboration with the US Environmental Protection Agency, GRESB has developed an **ENERGY STAR Portfolio Manager** data converter. Property companies and funds can follow a simple process to download, convert and upload Portfolio Manager data into the GRESB Portal. This free tool makes it easy for Portfolio Manager users to report on energy consumption data.

- **Green Star – Performance** portfolio tool, developed with the Green Building Council of Australia, has a detailed GRESB mapping scheme, demonstrating how Green Star – Performance credits align with the GRESB Real Estate Assessment.
  The tool's quantitative data (GHG Emissions and Water) and the related qualitative data have been translated into a separate sheet in the Green Star – Performance tool spreadsheet. This spreadsheet can be converted directly into the GRESB Asset-Level spreadsheet. Please ask the GBCA for more information.

- **DOE BEDES dictionary**: The Building Energy Data Exchange Specification (US Department of Energy) is a dictionary of terms and definitions that help stakeholders make energy investment decisions, track building performance and implement energy efficient policies and programs. GRESB provides a mapping of the Performance indicator definitions to the BEDES dictionary. An ecosystem of BEDES Compliant software will facilitate the exchange of information on building characteristics and energy use. The mapping can be found here: GRESB to BEDES Mapping.

Before you start with the Performance Indicators Aspect, note that:

- **Not all fields in the performance data tables are compulsory.** The tables are designed to assist participants with mapping current Data Coverage and with identifying possible opportunities for increasing Data Coverage;
- **Absolute Consumption (Mwh, m3):** The data is requested for reporting update purposes, but outlier checks are performed to ensure data quality (see the Introduction section for more information on the identification and elimination of outliers). Investors use this data to calculate the total energy consumption for their real estate investments.
- **Alignment with RC5.1:** The Data Coverage and Maximum Potential Coverage of the consumption data should be aligned with the floor area reported in RRC5.1.
- **Vacant areas:** The Data Coverage and - Maximum Potential Coverage of vacant areas within the portfolio should be included in the performance indicator tables. Average annual vacancy rates can be reported on below the tables in Q25.1 and Q27.1.
- **Void consumption:** The void period is the period between leases when a property or space is not generating rental income (is vacant), but the landlord still has to cover overhead costs. Participants should report their available void consumption data. This data may abnormally skew intensity values and/or Like-for-Like Change. To appropriately account for this please make use of the open text box and fully explain the figures in detail to ensure they are not misidentified as outliers.
- **Indirectly Managed assets or buildings:** This definition (Appendix 2a) is solely based on the landlord/tenant relationship and is critical for accurate asset- or building-level data collection and aggregation. For Indirectly Managed assets or buildings, the single tenant is determined to have 'operational control,' where operational control is defined as having the ability to introduce and implement operating and/or environmental policies and measures. In case both the landlord and tenant have the authority to introduce and implement any or all of the policies and measures mentioned above, the asset or building should be reported as a Managed asset or building. Each property should be classified as either Indirectly Managed or Managed, a property cannot be a combination of the two.
- **Mixed-use assets:** In the case of a mixed-use asset, reporting in Tthis section depends on the ability to separately report energy consumption for the different property type components within the asset. rReporting energy consumption and related Data Coverage for these assets should match the structure of the portfolio reported in RC5.1.
- **Joint ventures (JVs):** Where an asset or assets are part of a joint venture, joint operation or are in joint ownership, participants are required to report on these assets if their joint operation or ownership exceeds 25%, even if the joint arrangement means that the participant does not have direct operational control over the asset(s). JV partners with a stake of 25% or higher are considered to have significant influence over operational initiatives and can therefore drive implementation of sustainability initiatives and performance improvements, even when operational control is with another partner. If the equity share in a JV, joint operation or joint ownership is equal to or greater than 25%, participants may choose to either: (a) report on their share or (b) report on the full asset. This may result in an asset being included in two separate submissions. However, this does not impact GRESB's analysis or the benchmark results. If the equity share in a JV, joint operation or joint ownership is less than 25%, participants can exclude the asset(s) from the reporting boundaries. Either way, participants must explain their approach in the open text box available in RC5.1. Reporting in Performance Indicators should be aligned with RC5.1. If an asset is part of multiple portfolios managed by the same fund manager, the asset should be treated as a JV in each portfolio. The rules outlined above apply.
- **Review, verification and assurance of data:** This indicator is asked per performance indicator (energy, GHG, water and waste) at portfolio level, NOT per property type.

- **Like-for-Like Change:** This should include only comparable data (i.e., the portion of the portfolio that has remained the same year-over-year).
    - Example: Assets, sold, acquired or that have undergone new construction or major renovation projects should be excluded from Like-for-Like Change calculations.
    - Example: Data availability should be the same for both years to ensure accurate comparability (i.e., if in 2015 you have 10% Data Coverage, but in 2016 your Data Coverage increased to 40%, please only report on the constant fraction, which is the 10% from 2015 and that same 10% for 2016).
        - In 2018, when two full years of 40% Data Coverage for the same assets is available (2016 and 2017), you should include the full data as these two years now are comparable.
        - This change is to encourage participants to continue seeking higher Data Coverage, and to eliminate a previously-existing possible penalization that increased Data Coverage might impose on Like-for-Like Change calculations.
- **Definitions:** Are included in the Performance Indicators Dataflow and can be found in Performance Indicators Definitions (Appendix 2a).

Energy Consumption Data

2016 Indicator

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

Q25.0 **Does the entity collect energy consumption data for this property type?** **25.0**

○ Yes

Please provide the TOTAL floor area of your portfolio for this property type, regardless of energy supply and energy data availability and complete Q25.1 - Q25.3 for this property type.

Managed Assets	Floor area (m2/sq.ft)
Common Areas	
Tenant Space, Energy Purchased by Landlord	
Tenant Space, Energy Purchased by Tenant	
Whole Building	
Shared Services	
Indirectly Managed Assets	**Floor area (m2/sq.ft)**
Whole Building	

○ No

Q25.1 **Energy consumption [property type]** **25.1**

Report absolute energy consumption and like-for-like consumption for 2015 and 2016.

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

To make sure you insert data in the correct section of the table, check the definition of 'Managed assets' and 'Indirectly Managed assets.'

Determine which energy sources are used at the assets in the portfolio

In case no consumption data is available, floor area should still be completed in column D: Maximum coverage and column C: Data coverage should be zero.

Fuels | District heating & Cooling | Electricity 8

Does the organization have assets in the portfolio that are Managed and/or Indirectly Managed?

Managed assets (row 1-21) | Indirectly Managed assets 8

Base building | Tenant space | Whole building | Whole building 8

Common areas | Shared services / Central plant | Outdoor / Exterior areas / Parking | Purchased by landlord | Purchased by tenant | Combined consumption: Common areas + tenant space | Tenant space 8 | Outdoor / Exterior areas / Parking 8

To make sure you insert data in the correct section of the table, check the definition of 'Managed assets' and 'Indirectly Managed assets'

Only use Whole Building if no break-down of data is possible between Base Building and Tenant Space.

Additionally, if consumption cannot be separated between Common Areas and Shared Services/ Central Plant, provide both in Shared Services/Central Plant.

Managed Assets

				A	B	C	D	E	F	G	H
					Absolute Consumption				Like-for-Like Consumption		
				2015	2016				2015	2016	
				Consumption (MWh)	Consumption (MWh)	Data coverage (m^2/sq.ft.)	Maximum Potential Coverage (m^2/sq.ft.)	Floor Area Type	Consumption (MWh)	Consumption (MWh)	Like-for-Like Change (%)
1	**Base Building**	Common Areas	Fuels					Type			calculated
2			District Heating & Cooling					Type			calculated
3			Electricity					Type			calculated
4		Shared Services/ Central Plant	Fuels					Type			calculated
5			District Heating & Cooling					Type			calculated
6			Electricity					Type			calculated
7		Outdoor/ Exterior Areas/ Parking	Fuels			N/A	N/A	N/A			calculated
8			Electricity			N/A	N/A	N/A			calculated
9	**Total energy consumption of Base Building (rows 1-8)**			calculated	calculated	N/A	N/A	N/A	calculated	calculated	calculated
10	**Tenant Space**	Purchased by landlord	Fuels					Type			calculated
11			District Heating & Cooling					Type			calculated
12			Electricity					Type			calculated
13		Purchased by tenant	Fuels					Type			calculated
14			District Heating & Cooling					Type			calculated
15			Electricity					Type			calculated
16	**Total energy consumption of Tenant Areas (rows 10-15)**			calculated	calculated	N/A	N/A	N/A	calculated	calculated	calculated
17	**Whole Building**	Combined consumption common areas + tenant space	Fuels					Type			calculated
18			District Heating & Cooling					Type			calculated
19			Electricity					Type			calculated
20	**Total energy consumption of Whole Building (rows 17-19)**			calculated	calculated	N/A	N/A	N/A	calculated	calculated	calculated
21	**Total energy consumption of Managed Assets (rows 9 + 16 + 20)**			calculated	calculated	N/A	N/A	N/A	calculated	calculated	calculated

Indirectly Managed Assets

				A	B	C	D	E	F	G	H
					Absolute Consumption				Like-for-Like Consumption		
				2015	2016				2015	2016	
				Consumption (MWh)	Consumption (MWh)	Data coverage (m^2/sq.ft.)	Maximum Potential Coverage (m^2/sq.ft.)	Floor Area Type	Consumption (MWh)	Consumption (MWh)	Like-for-Like Change (%)
22	Whole Building	Tenant space	Fuels					Type			calculated
23			District Heating & Cooling					Type			calculated
24			Electricity					Type			calculated
25		Outdoor/ Exterior Areas/ Parking	Fuels			N/A	N/A	N/A			calculated
26			Electricity			N/A	N/A	N/A			calculated
27	**Total energy consumption of Indirectly Managed Assets (rows 22-26)**			calculated	calculated	N/A	N/A	N/A	calculated	calculated	calculated
28	**Total energy consumption of Whole Portfolio (rows 21 + 27)**			calculated	calculated	N/A	N/A	N/A	calculated	calculated	calculated

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

Does the entity report the average annual vacancy rate in the like-for-like portfolio for this property type? **2017 R**

- ○ Yes

  2015:____%

  2016:____%

- ○ No

Select floor area type

- floor area
- lettable floor area
- units

11 points, E, IM

Intent

Energy consumption and the corresponding cost represent a significant financial outlay and accounts for a large share of a building's environmental footprint. Data measurement and consistent reporting of energy consumption help organizations to increase the energy efficiency of their portfolio, thus reducing economic and environmental impacts associated with fossil fuel energy use.

Absolute Consumption data is requested for reporting purposes only, and the quantity of use is therefore not scored (see the Introduction section for more information on the identification and elimination of outliers). Investors can use this data to calculate the total energy consumption for their real estate investments. Data Coverage for Managed and Indirectly Managed assets, as well as for Base building, Tenant space and Whole building, is used for scoring purposes, as this reflects the efforts taken to measure and monitor consumption data.

GRESB calculates Like-for-Like Change, used for scoring purposes, based on the data submitted for 2015 and 2016 by property type, for both Managed and Indirectly Managed assets.

Terminology

See Performance Indicators Definitions (Appendix 2a).

Requirements

Q25.0: Select yes or no for each property type held within the portfolio. If no data is available, select 'no.' If yes, you will be asked to answer Q25.1, Q25.2 and Q25.3 per property type.

Q25.1: If you select yes, also complete the applicable rows and fields in the table for that property type, based on whole portfolio data (including both Managed and Indirectly Managed assets).

To allocate the whole portfolio data, the following steps can be used to determine the applicable rows and fields per property type:

Scoring

Scoring for this question is based on (1) Data Coverage and (2) Like-for-Like Change. Data Coverage receives a maximum of 8 points, Like-for-Like change receives a maximum of 3 points.

Data coverage percentages values are benchmarked against peers. Benchmarks are constructed within property type and management style (indirectly or directly managed). The benchmark attempts to further refine peer groups to the regional level, but will use a global benchmarking peer group in case of an insufficient number of regional peers (minimum of 12). If the GRESB reporting universe does not contain a sufficient number of peers to construct a global benchmark (minimum of 12), the benchmark will use a static model with cutoff points at: 25%, 50% and 75% data coverage.

The following steps are taken to score data coverage values:

1. Data coverage values for each combination of management style and property type are placed on a bell curve (a distribution of the peer group's values).
2. Three cutoff points are applied, breaking the distribution of values into quartiles. Consequently, each data coverage percentage value falls into one of the four quartiles.
3. The 1st, 2nd, 3rd or 4th quartile receives 2, 4, 6 or 8 points, respectively.
4. The scores obtained for each data coverage value are aggregated at property type level, using the weights of managed and indirectly managed assets.

Resulting property type scores are aggregated to the portfolio level, weighted based on the % of GAV invested in each property type as reported in RC5.1.

Like-for-like consumption changes are scored using a methodology and approach similar to the scoring of data coverage. Points are awarded for the top 3 quantiles only (3, 2 or 1 points, respectively). Only positive developments in year-over-year reductions are awarded points.

Outliers: GRESB identifies reported consumption values as outliers, if the corresponding consumption is abnormal relative to all reported data for the particular property type. Respondents should be sure to explain the identified outliers before submitting the Assessment. Reasonable explanations prevent the exclusion of data points identified as outliers.

The absolute quantity of energy consumed is validated as part of the All Participant outlier check during the validation period. Content of the open text box is not scored, although the data in these fields will be reported in the participant's Benchmark Report.

Examples

See Performance Indicators Example section (Appendix 2b).

Q25.2 Energy intensity rates [property type] 25.2

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

- ○ Yes

Complete the table below

	A	B	C	D
	Optional base-line year (include year)	2014	2015	2016
Energy use intensity				
% of portfolio covered				

Select the elements for which intensities are normalized in your calculations

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

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

_____

- ○ No

2 points, E, IM

Intent

Energy use intensities are key metrics to measure energy performance of buildings. These metrics are building-agnostic and can be used for tracking overall portfolio performance over time. GRESB acknowledges that there are regional and property type variations in how intensities are calculated. Therefore, GRESB asks participants to calculate intensities using their own calculation method.

Terminology

See Performance Indicators Definitions (Appendix 2a).

Requirements

Select yes or no per property type. If yes, complete available data in the table and report energy use intensities based on whole portfolio (Managed and Indirectly Managed assets).

Participants have the option to select a baseline year. This can be any year from 2000 onwards. Complete all the fields and be consistent with the unit of measurement used.
Participants should select the elements for which intensities are normalized (i.e. included in the intensity calculation). Floor area is not considered a normalization factor, but the denominator by default.

Note: In the case the intensities are calculated by a third party tool/methodology, make sure to select the normalization factors applied by the tool/methodology and specify the tool/methodology in the open text box.

Example: NABERS. The energy consumption figures are adjusted/normalized to account for area, climate, hours of occupancy and equipment density.

Open text box, intensity calculation methodology: Participants may calculate intensities using their own methodology. It is mandatory to use the open text box to explain the methodology and how intensities are used within the organization. Acceptable answers must include:

- The calculation method/formula, typically an equation.
- Clearly specified unit of measurements.
- Description of the business-relevance of the intensity metric (how intensities are applied when making business decisions).

Examples Units of measurement/applied denominators can differ, examples are: m2/ft2, workstations (Office), visitors per annum (Retail), number of guest-nights (Hotel), number of households (Residential).

Scoring Scoring of intensity data input is based on:

- Data reported, yes or no;
- If yes, the number of normalization factors applied;
- Percentage of portfolio covered is used for reporting purposes only and is not included in scoring.

Outliers: GRESB identifies reported consumption values as outliers, if the corresponding consumption intensity (consumption/area) and/or its change over time is abnormal relative to all reported data for the particular property type. Respondents have the chance to explain the identified outliers before submitting the assessment. Reasonable explanations prevent the exclusion of data points identified as outliers.
Full, partial or no points are awarded to open text box responses. Responses are assessed based on compliance with indicator requirements noted above.

Resulting property type scores are aggregated to the portfolio level, weighted based on the % of GAV invested in each property type as reported in RC5.1.

References GRI, CRESS 4, CRE1
EPRA Best Practices Recommendations on Sustainability Reporting, 2nd version, September 2014, Chapter 4.

Q25.3 Renewable energy generated [property type] 25.3

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

○ Yes

Report absolute renewable energy generation and consumption.

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

	A	B
	2015	2016
On-site renewable energy (generated and consumed on-site)	MWh	MWh
Off-site renewable energy (generated off-site or purchased from third party)	MWh	MWh
On-site renewable energy (generated on-site and exported)	MWh	MWh
Total renewable energy	calculated	calculated
Percentage renewable energy	%	%

○ No

3 points, E, IM

Intent The use of renewable energy reduces economic and environmental impacts associated with fossil fuel energy use. The intent of this indicator is to determine the entity's use of renewable energy sources.

Terminology See Performance Indicators Definitions (Appendix 2a).

Requirements

Select yes or no per property type. If you select yes, complete the table and report absolute renewable energy generation and consumption based on the whole portfolio (Managed and Indirectly Managed assets). If no data is available or no renewable data is used, select no.

Leave fields for which you do not have data blank.
To be able to use this data for your GHG emissions calculation, you should break down on-site renewable energy into:

- Generated and consumed on-site; and
- Generated on-site and exported.

GRESB does not include Carbon offsets (e.g. certificates) as Renewable Energy. Carbon offsets can be specified separately in Q26.1.
Note: You can include REC's (renewable energy certificates) in your reporting on renewable energy in Q25.3, Row 32: Off-site renewable energy (generated off-site or purchased from third party). However, RECs cannot be considered a source of renewable energy and as a way to offset the portfolio's carbon emission at the same time. You should therefore not include REC's in your reporting on GHG Offsets in Q26.1, or Row 39: GHG Offsets purchased.
Note that there are many types of certificates globally, typically these would be considered a means to offset your carbon emission and should therefore be reported as GHG offsets in Q26.1, Row 39: GHG Offsets purchased and NOT be included as renewable energy in Q25.3. GRESB automatically calculates total renewable energy. This is the sum of renewable energy generated on-site, (both consumed on-site and exported), plus renewable energy generated off-site or purchased from a utility provider or another third party. Make sure you use the correct measurement units (e.g. MWh, rather than kWh).

Percentage renewable energy: This refers to the percentage of the whole portfolio's total energy use that is sourced from renewable energy. This should be calculated based on (a) the total amount of renewable energy and (b) total energy consumption of whole portfolio. To calculate the relative use of renewable energy within the portfolio, you must ensure that the coverage figure is aligned with the Data Coverage provided in table Q25.1, column C.

Examples

Percentage renewable energy:

$$\frac{\text{(Total renewable energy)}}{\text{(Total energy consumption of whole portfolio)}} \times 100\ \%$$

Scoring

Scoring is based on the combination of on-site renewable energy produced in 2015 and in 2016 (Row 31 + Row 33).
The question is asked per property type. The total score for this question is a weighted score based on GAV per property type.

References

GHG Protocol
GRI, CRESS 4, G4-EN3
CDP, Q8 Emissions data
LEED O+M: Existing Buildings, v4, Energy & Atmosphere: Renewable Energy and Carbon Offsets

Q25.4 Review, verification and assurance of energy data 25.4

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

- ○ Yes
  - ○ Externally checked by_____
  - ○ Externally verified by _____ using Select standard
  - ○ Externally assured by _____ using Select standard

  Upload Indicate where in the evidence the relevant information can be found____
- ○ No
- ○ Not applicable

1.5 points, E, MP

Intent Third-party checks on sustainability disclosures provide investors and participants with confidence regarding the integrity and reliability of the reported data. This question is NOT asked per property type but asks about review, verification and assurance of energy data across the whole portfolio.

Terminology See Performance Indicators Definitions (Appendix 2a).

Requirements Select yes, no or not applicable. If yes, state whether the energy consumption data has been checked, verified or assured (select one option; the most detailed level of scrutiny to which the reporting was subject).
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.
Evidence: Document upload is mandatory. Evidence should include:
1. Prove the existence of the third-party energy consumption data review.
2. Describe the type of third-party review (checked, verified, or assured).
3. List the entity for which the energy consumption data review was performed.

Scoring Scoring is based on (1) the type of third-party review, if applicable, (2) the validity of the name of the organization reported.

References GRESB's accepted assurance and verification are aligned with the CDP accepted verification standards.

GHG Emissions Data

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

Q26.0 **Does the entity collect GHG emissions data for this property type?** **26.0**

- ○ Yes

  Complete Q26.1 - Q26.2 for this property type

- ○ No

Q26.1 **GHG emissions [property type]** **26.1**

Report absolute values and like-for-like consumption for 2015 and 2016.

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

		A	B	C	D	E	F	G	H
			Absolute Consumption				Like-for-Like Consumption		
		2015	2016				2015	2016	
		Emissions (tonnes)	Emissions (tonnes)	Data coverage (m^2/sq.ft.)	Maximum Potential Coverage (m^2/sq.ft.)	Floor Area Type	Emissions (tonnes)	Emissions (tonnes)	Like-for-Like Change (%)
1	Scope 1					Type			calculated
2	Scope 2					Type			calculated
3	Scope 3 (optional)					Type			calculated
		2015	2016				2015	2016	
		Metric tonnes equivalent (tonnes)	Metric tonnes equivalent (tonnes)				Metric tonnes equivalent (tonnes)	Metric tonnes equivalent (tonnes)	Like-for-Like Change (%)
4	GHG Offsets purchased			N/A	N/A	N/A			calculated
5	Net GHG Emissions after offsets			N/A	N/A	N/A			calculated

Row 4 and 5 will not be scored in 2017

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

Select floor area type

- floor area
- lettable floor area
- units

3 points, E, IM

Intent

Greenhouse gas (GHG) accounting has developed significantly in recent years. Many countries have introduced mandatory GHG emissions reporting, in addition to organizations often setting their own voluntary GHG emission targets. Evaluating emissions within participants' portfolios (or Scope 1 and 2 accounting) has become the norm, and organizations are increasingly looking at emissions throughout their value chains (Scope 3 and Product inventories).

Terminology

See Performance Indicators Definitions (Appendix 2a).

Requirements

Q26.0: Select yes or no for each property type included in the Entity's portfolio. If no data is available, select 'no'. If yes is selected, you will be asked to answer Q26.1, Q25.2 per property type.

Q26.1: If you select yes, also complete the applicable rows and fields in the table for that property type, based on whole portfolio data (combine Managed and Indirectly Managed assets).

Fields to complete: Complete all the fields of the table for which you have available data, making sure that you use the correct measurement unit (metric tonnes).

Scoring

The scoring for this question is based on (1) Data Coverage for Scope 1 and Scope 2 receives a maximum of 2 points, and (2) Like-for-Like Change receives a maximum of 1 point.

Data Coverage for the total Scope 1 and Scope 2 emissions is benchmarked and scored in the same way as Data Coverage for energy. Benchmarks are constructed within property type and management style (indirectly or directly managed). The benchmark attempts to further refine peer groups to the regional level, but will use a global benchmarking peer group in case of an insufficient number of regional peers (minimum of 12). If the GRESB reporting universe does not contain a sufficient number of peers to construct a global benchmark (minimum of 12), the benchmark will use a static model with cutoff points at: 25%, 50% and 75% data coverage.

The following steps are taken to score data coverage values:

1. Data coverage values for each combination of management style and property type are placed on a bell curve (a distribution of the peer group's values).
2. Three cutoff points are applied, breaking the distribution of values into quartiles. Consequently, each data coverage percentage value falls into one of the four quartiles.
3. The 1st, 2nd, 3rd or 4th quartile receives 0.5, 1, 1.5 or 2 points, respectively.
4. The scores obtained for each data coverage value are aggregated at property type level, using the weights of managed and indirectly managed assets.

Resulting property type scores are aggregated to the portfolio level, weighted based on the % of GAV invested in each property type as reported in RC5.1.

Like-for-like consumption changes are scored using a methodology and approach similar to the scoring of data coverage. Points are awarded for the top 3 quantiles only (1, 0.5 or 0.25 points, respectively). Only positive developments in year-over-year reductions are awarded points.

Outliers: GRESB identifies reported emission values as outliers, if the corresponding emissions is abnormal relative to all reported data for the particular property type. Respondents should be sure to explain the identified outliers before submitting the Assessment. Reasonable explanations prevent the exclusion of data points identified as outliers.

The absolute quantity of GHG emissions is validated as part of the All Participant outlier check during the validation period. Content of the open text box is not be scored, although the data in these fields will be included in the participant's Benchmark Report. GHG Offsets purchased is for reporting purposes only.

References

Reporting of GHG emissions is based on:
GHG protocol, GRI GRESS (G4-EN15, G4-EN16, G4-EN17, G4_EN18), ISO 14064 and CDP.
For further guidance on the individual components of GHG emissions, refer to:
EPRA Best Practices Recommendations on Sustainability Reporting, 2nd version, September 2014;
INREV Sustainability Reporting Recommendations, 3.5-3.7.
International Property Measurement Standard (IPMS).

Q26.2 GHG intensity rates [property type] 26.2

Does the entity report GHG emissions intensities?

- ○ Yes

Complete the table below

	A	B	C	D
	Optional base-line year (include year)	2014	2015	2016
GHG emissions intensity				
% of portfolio covered				

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

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

_____

- ○ No

1 point, E, IM

Intent

GHG intensities provide an important measure of the environmental performance of an asset. These metrics can be used for tracking asset performance over time. GRESB acknowledges that there are regional and property type variations in how intensities are calculated. Therefore, in 2017 GRESB asks participants to calculate intensities using their own calculation method.

Terminology

See Performance Indicators Definitions (Appendix 2a).

Requirements

Select yes or no per property type. If you select yes, complete available data in the table and report GHG emissions intensities based on Whole Portfolio (Managed and Indirectly Managed assets).

Participants have the option to select a baseline year. This can be any year from 2000 onwards. Complete all the fields, and be consistent in the unit of measurement used.

Participants should select the elements for which intensities are normalized (i.e. included in the intensity calculation). Floor area is not considered a normalization factor, but the denominator by default.

Note: In the case the intensities are calculated by a third party tool/methodology, make sure to select the normalization factors applied by the tool/methodology and specify the tool/methodology in the open text box.
Example: NABERS - the GHG emission data is adjusted to account for area, climate, hours of occupancy and equipment density.

Open text box, intensity calculation methodology: Participants may calculate intensities using their own methodology. It is mandatory to use the open text box to explain the methodology and how intensities are used within the organisation. Acceptable answers must include:

1. The calculation method/formula, typically an equation.
2. Clearly specified unit of measurements.
3. Description of the business-relevance of the intensity metric (how intensities are applied when making business decisions).

Examples

Units of measurement/applied denominators can differ, examples are: m2/ft2, workstations (Office), visitors per annum (Retail), number of guest-nights (Hotel), number of households (Residential).

Scoring

Scoring of intensity data input is based on:

- Data reported, yes or no.
- If yes, the number of normalization factors applied.
- Percentage of portfolio covered is used for reporting purposes only and is not included in scoring.

Outliers: GRESB identifies reported emission values as outliers, if the corresponding consumption intensity (emissions/area) and/or its change over time is abnormal relative to all reported data for the particular property type. Respondents have the chance to explain the identified outliers before submitting the assessment. Reasonable explanations prevent the exclusion of data points identified as outliers.

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

Resulting property type scores are aggregated to the portfolio level, weighted based on the % of GAV invested in each property type as reported in RC5.1.

References

EPRA Best Practices Recommendations on Sustainability Reporting, 2nd version, September 2014
CDP, CC12 Emissions Performance
GRI, G4-CRE3

Q26.3 Review, verification and assurance of GHG emissions data 26.3

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

- ○ Yes
  - ○ Externally checked by_____ ◑
  - ○ Externally verified by _____ using Select standard ◑
  - ○ Externally assured by _____ using Select standard ◑
  - Upload Indicate where in the evidence the relevant information can be found____
- ○ No ○
- ○ Not applicable ○

1 point, E, MP

Intent Third-party checks on sustainability disclosures provide investors and participants with some confirmation of the integrity and reliability of the reported data. This indicator is NOT asked per property type but asks about review, verification and assurance of GHG emissions data across the whole portfolio.

Terminology See Performance Indicators Definitions (Appendix 2a).

Requirements Select yes, no or not applicable. If yes, state whether the GHG emissions data has been checked, verified or assured (select one option; the most detailed level of scrutiny to which the reporting was subject).
Name of the organization: Provide the full name of the organization. It is possible to report on multiple organizations.
Evidence: Document upload is mandatory. Evidence should:
Prove the existence of the third-party GHG emissions data review.
Describe the type of third-party emissions review (checked, verified, assured).
List the entity for which the GHG emissions data review was performed.

Scoring Scoring is based on (1) the type of third-party review, if applicable, (2) the validity of the name of the organization reported.

References GRESB's accepted assurance and verification are aligned with the Carbon Disclosure Project (CDP) accepted verification standards.

Water Consumption Data

Q27.0, Q27.1, Q27.2 and Q27.3 are completed per property type

Q27.0 **Does the entity collect water consumption data for this property type?** **27.0**

- ○ Yes

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

- ○ No

Q27.1 **Water consumption [property type]** **27.1**

Report absolute water consumption and like-for-like consumption in 2015 and 2016.

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

To make sure you insert data in the correct section of the table, check the definition of 'Managed Assets' and 'Indirectly Managed Assets'

Only use Whole Building if no break-down of data is possible between Base Building and Tenant Space.

Additionally, if consumption cannot be separated between Common Areas and Shared Services/ Central Plant, provide both in Shared Services/Central Plant.

Managed Assets

			A	B	C	D	E	F	G	H
				Absolute Consumption				Like-for-Like Consumption		
			2015	2016				2015	2016	
			Consumption (m^3)	Consumption (m^3)	Data coverage (m^2/sq.ft.)	Maximum Potential Coverage (m^2/sq.ft.)	Floor Area Type	Consumption (m^3)	Consumption (m^3)	Like-for-Like Change (%)
1	Base Building	Common Areas					Type			calculated
2		Shared Services/Central Plant					Type			calculated
3		Outdoor/Exterior Areas/Parking			N/A	N/A	Type			calculated
4	**Total water usage Base Building (rows 1- 3)**		calculated	calculated	N/A	N/A	N/A	calculated	calculated	calculated
5	Tenant Space	Purchased by landlord					Type			calculated
6		Purchased by tenant					Type			calculated
7	**Total water usage Tenant Areas (rows 5 - 7)**				N/A	N/A	N/A			calculated
8	**Whole Building**	Combined consumption common areas + tenant space					Type			calculated
9	**Total water usage Whole Building (row 8)**				N/A	N/A	N/A			calculated
10	**Total water usage Managed Assets (rows 4+7+9)**				N/A	N/A	N/A			calculated

Indirectly Managed Assets

11	Whole Building	Tenant space					Type			calculated
12		Outdoor/Exterior areas/Parking			N/A	N/A	Type			calculated
13	**Total water usage Indirectly Managed Assets (rows 11-12)**				N/A	N/A	N/A			calculated
14	**Total water usage Whole Portfolio (rows 10 + 13)**				N/A	N/A	N/A			calculated

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

Does the entity report the average annual vacancy rate in the like-for-like portfolio for this property type? **2017 R**

- ○ Yes
  - 2015:____%
  - 2016:____%
- ○ No

Select floor area type

- floor area
- lettable floor area
- units

3 point, E, IM

Intent

Consistent collection of water consumption data provides property companies and fund managers the information to monitor their environmental impact, reduce the burden on potable water consumption and wastewater systems, assess exposure to risks of disruptions in water supplies and reduce water expenditures.

The quantity of water consumed is used for reporting purposes only, while the availability ("coverage") of water consumption data is scored. Investors use absolute data to calculate the total water consumption for their real estate investments. Data Coverage, for both Managed and Indirectly Managed assets, as well as Base building, Tenant space and Whole building, is used for scoring purposes, since this reflects the efforts taken to measure and monitor consumption data.

GRESB calculates Like-for-Like Change, used for scoring purposes, based on the data submitted for 2015 and 2016 per property type, for both Managed and Indirectly Managed assets.

Terminology

See Performance Indicators Definitions (Appendix 2a).

Requirements

Q27.0: Select yes or no for each property type included in the portfolio. If no data is available, select 'no.' If yes is selected, you will be asked to answer Q27.1, Q27.2 and Q27.3 per property type.

Q27.1: If you select yes, also complete the applicable rows and fields in the table for that property type, based on whole portfolio data (Managed and Indirectly Managed assets).

To allocate the whole portfolio data, the following steps can be used to determine the applicable rows and fields per property type:

Scoring

Scoring of this question is based on (1) Data Coverage and (2) Like-for-Like Change. Data Coverage: maximum of 2 points, Like-for-Like Change: maximum of 1 point.

Data coverage percentages values are benchmarked against peers. Benchmarks are constructed within property type and management style (indirectly or directly managed). The benchmark attempts to further refine peer groups to the regional level, but will use a global benchmarking peer group in case of an insufficient number of regional peers (minimum of 12). If the GRESB reporting universe does not contain a sufficient number of peers to construct a global benchmark (minimum of 12), the benchmark will use a static model with cutoff points at: 25%, 50% and 75% data coverage.

The following steps are taken to score data coverage values:

Data coverage values for each combination of management style and property type are placed on a bell curve (a distribution of the peer group's values).

Three cutoff points are applied, breaking the distribution in quartiles. Consequently, each data coverage value falls into one of the four quartiles.

The 1st, 2nd, 3rd or 4th quartile receives 0.5, 1, 1.5 or 2 points, respectively.

The scores obtained for each data coverage value are aggregated at property type level, using the weights of managed and indirectly managed assets.

Resulting property type scores are aggregated to the portfolio level, weighted based on the % of GAV invested in each property type as reported in RC5.1.

Like-for-like consumption changes are scored using a methodology and approach similar to the scoring of data coverage. Points are awarded for the top 3 quantiles only (1, 0.5 or 0.25 points, respectively). Only positive developments in year-over-year reductions are awarded points.

Outliers: GRESB identifies reported consumption values as outliers, if the corresponding consumption is abnormal relative to all reported data for the particular property type. Participants should be sure to explain the identified outliers before submitting the Assessment. Reasonable explanations prevent the exclusion of data points identified as outliers.

The absolute quantity of water consumed is validated as part of the All Participant outlier check during the validation period. Content of the open text box is used for reporting purposes and will be included in the participant's Assessment results.

References

EPRA Best Practices Recommendations on Sustainability Reporting 2nd version, September 2014
INREV Sustainability Reporting Recommendations, 3.8-3.9
GRI, CRESS, EN8
LEED 2009 for Existing Buildings, WE Prerequisite 1
International Property Measurement Standard (IPMS).

Q27.2 Water intensity rates [property type] 27.2

Does the entity report water use intensities?

- ○ Yes

Complete the table below

	A	B	C	D
	Optional base-line year (include year)	2014	2015	2016
Water use intensity				
% of portfolio covered				

Select the elements for which intensities are normalized in your calculations

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

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

_____

- ○ No

1 point, E, IM

Intent

Water use intensities provide an important measure of the environmental performance of an asset. These metrics can be used to track asset performance over time. GRESB acknowledges that there are broad regional and property type variations in how intensities are calculated. Therefore, in 2017 GRESB asks participants to calculate intensities using their own calculation method.

Terminology

See Performance Indicators definitions (Appendix 2a).

Requirements

Select yes or no per property type. If you select yes, complete the table and report water use intensities based on Whole Portfolio (Managed and Indirectly Managed assets).

Participants have the option to select a baseline year. This can be any year from 2000 onwards. Complete all the fields, and be consistent in the unit of measurement used.

Participants should select the elements for which intensities are normalized (i.e. included in the intensity calculation). Floor area is not considered a normalization factor, but the denominator by default.

Note: In the case the intensities are calculated by a third party tool/methodology, make sure to select the normalization factors applied by the tool/methodology and specify the tool/methodology in the open text box.

Open text box, intensity calculation methodology: Participants may calculate intensities using their own methodology. It is mandatory to use the open text box to explain the methodology and

to explain how intensities are used for reporting purposes internally. Acceptable answers must include

1. The calculation method/formula, typically an equation.
2. Clearly specified unit of measurements.
3. Description of the business-relevance of the intensity metric (how intensities are applied when making business decisions).

Examples Units of measurement/applied denominators can differ, examples are: m2/ft2, workstations (Office), visitors per annum (Retail), number of guest-nights (Hotel), number of households (Residential).

Scoring Scoring of intensity data input is based on:

- Data reported, yes or no.
- If yes, the number of normalization factors applied.
- Percentage of portfolio covered is used for reporting purposes only and is not included in scoring.

Outliers: GRESB identifies reported consumption values as outliers, if the corresponding consumption intensity (consumption/area) and/or its change over time is abnormal relative to all reported data for the particular property type. Respondents have the chance to explain the identified outliers before submitting the assessment. Reasonable explanations prevent the exclusion of data points identified as outliers.
Full, partial or no points are awarded to open text box responses. Responses are assessed based on compliance with indicator requirements noted above.

Resulting property type scores are aggregated to the portfolio level, weighted based on the % of GAV invested in each property type as reported in RC5.1.

References EPRA Best Practices Recommendations on Sustainability Reporting, 2nd version, September 2014
INREV Sustainability Reporting Recommendations, 3.8-3.9
GRI, CRESS, EN8
LEED 2009 for Existing Buildings, WE Prerequisite 1

Q27.3 Water reuse and recycling [property type] 27.3

Does the entity collect reuse, recycling and consumption data?

○ Yes 2017 R

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

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

	A	B
	Absolute measurement	
	2015	2016
On-site water reuse (greywater, blackwater)	m^3	m^3
On-site capture (rainwater, fog, condensate)	m^3	m^3
On-site extraction (groundwater)	m^3	m^3
Total reused and recycled water	calculated	calculated
Percentage reused and recycled water	%	%

○ No

Not scored, reported in results, E, IM

Intent Water scarcity is increasingly becoming a global issue. The reuse and recycling of water is important as it reduces economic and environmental impacts associated with water consumption. Water recycling refers to reusing treated wastewater for beneficial purposes such as industrial processes, toilet flushing and replenishing ground water basins. Water is sometimes recycled and reused on-site; for example, when an industrial facility recycles water used for cooling processes.

Terminology See Performance Indicators Definitions (Appendix 2a).

Requirements Select yes or no per property type. If yes, complete the table and report absolute reused and/or recycled water based on whole portfolio (Managed and Indirectly Managed assets). If no data is available or no water is reused and/or recycled, select no. Leave fields for which you do not have data blank.

GRESB automatically calculates total reused and recycled water. This is the sum of reused water on-site, plus on-site captured water or water, which is extracted on-site.

Make sure you use the correct measurement units (m3).

Percentage reused and recycled water: The percentage of the whole portfolio's total water use that is comprised of reused and recycled water. This should be calculated based on (a) the total amount of reused and recycled water and (b) total water consumption of whole portfolio. To be able to calculate the relative use of water reuse and recycling within the portfolio, you must ensure that the coverage figure is aligned with the Data Coverage provided in table Q27.1, column C.

Scoring In 2017, this question is for reporting purposes.

Q27.4 Review, verification and assurance of water data 27.4

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

- ○ Yes
  - ○ Externally checked by_____ ◑
  - ○ Externally verified by _____ using Select standard ◑
  - ○ Externally assured by _____ using Select standard ◑
  - Upload Indicate where in the evidence the relevant information can be found____
- ○ No ○
- ○ Not applicable ○

1 point, E, MP

Intent Third-party checks on sustainability disclosures provide investors and participants with confidence regarding the integrity and reliability of the reported data. This question is NOT asked per property type but asks about review, verification and assurance of water consumption data across the whole portfolio.

Terminology See Performance Indicators Definitions (Appendix 2a).

Requirements Select yes, no or not applicable. If you select yes, state whether the water consumption data has been checked, verified or assured (select one option; the most detailed level of scrutiny to which the reporting was subject).

Name of the organization: Provide the name of the reviewing/verification/assurance organization. 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.

Evidence: Document upload is mandatory. The evidence should:

- Prove the existence of the third-party water consumption data review.
- Describe the type of third-party review (checked, verified, assured).
- List the entity for which the water consumption data review was performed.

Scoring Scoring is based on (1) the type of third-party review, if applicable, (2) the validity of the name of the organization reported.

References GRESB's accepted assurance and verification are aligned with the Carbon Disclosure Project (CDP) accepted verification standards.

Waste Management Data

Q28.0 and Q28.1 are completed per property type

Q28.0 **Does the entity collect waste data for this property type?** **28.0**

- ○ Yes

  Complete Q28.1 for this property type

- ○ No

Q28.1 **Waste management [property type]** **28.1**

Report absolute values for 2015 and 2016. **2017 R**

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

			A	B
			Absolute measurement	
			2015 Weight (tonnes)	2016 Weight (tonnes)
1	Managed Assets	Total weight of hazardous waste in metric tonnes		
2		Total weight of non-hazardous waste in metric tonnes		
3		% Managed portfolio covered		
4	Indirectly Managed	Total weight of hazardous waste in metric tonnes		
5		Total weight of non-hazardous waste in metric tonnes		
6		% Indirectly Managed portfolio covered		

		Proportion of waste by disposal route (% of total by weight)	A 2015	B 2016
7	Whole Portfolio [property type]	Landfill		
8		Incineration		
9		Diverted (total)		
10		Diverted - waste to energy (optional)		
11		Diverted - recycling (optional)		
12		Diverted - other (optional)		
13		Other		

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

_____

3 points, E, IM

Intent

Consistent collection of waste data gives property companies and funds the information they need to monitor their environmental impact, assess their process efficiency and set targets to reduce the amount of waste produced.

Information on a portfolio's produced hazardous and nonhazardous waste, together with disposal destinations, are valuable insights for participants to manage environmental impacts and to discover unnecessary financial burdens.

Terminology

See Performance Indicators Definitions (Appendix 2a).

Requirements

Q28.0: Select yes or no for each property type included in the entity's portfolio. If no data is available, select 'no'. If yes is selected, you will be asked to answer Q28.1 per property type.

Q28.1: If you select yes, complete the tables for that property type, based on whole portfolio data (including both Managed and Indirectly Managed assets).

Fields to complete: Complete all the rows and fields of the table for which you have available data, making sure you use the correct measurement units (for waste weight this is metric tonnes).

To allocate the whole portfolio data, the following steps can be used to determine the applicable rows and fields per property type:

Note: If multiple steps are applicable, please complete all of these steps.

Scoring

This question is scored based on: (1) Data Coverage, 1.5 points maximum and (2) proportion of waste by disposal route, 1.5 points maximum. Diverted waste is weighted with a higher score than incineration and landfills.

Data coverage percentages values are benchmarked against peers. Benchmarks are constructed within property type and management style (indirectly or directly managed). The benchmark attempts to further refine peer groups to the regional level, but will use a global benchmarking peer group in case of an insufficient number of regional peers (minimum of 12). If the GRESB reporting universe does not contain a sufficient number of peers to construct a global benchmark (minimum of 12), the benchmark will use a static model with cutoff points at: 25%, 50% and 75% data coverage.

The following steps are taken for scoring at property type level:

1. Data coverage values for each combination of management and property type are placed on a bell curve (a distribution of peer group's values).
2. Three cutoff points are applied, breaking the distribution in quartiles. Consequently, each data coverage value falls into one of the four quartiles.
3. The 1st, 2nd, 3rd or 4th quartiles receive 0.375, 0.75, 1.125 or 1.5 points, respectively.
4. The scores obtained for each data coverage value are aggregated at the property type level, using the weights of managed and indirectly managed assets.

The resulting scores are aggregated at portfolio level using the % GAV invested in each property type.

The scoring of the waste disposal route is scored identical to the waste coverage. Based on the total percentage of "Diverted" waste, 0.375, 0.75, 1.125 or 1.5 points are awarded for the respective quintile.

Outliers: GRESB identifies reported waste values as outliers, if the corresponding consumption is abnormal relative to all reported data for the particular property type. Respondents should be sure to explain the identified outliers before submitting the Assessment. Reasonable explanations prevent the exclusion of data points identified as outliers.

The absolute quantity of waste produced is validated as part of the All Participant outlier check during the validation period. Content of the open text box is not scored, although the data in these fields will be reported in the participant's Benchmark Report.

References

EPRA Best Practices Recommendations on Sustainability Reporting, 2nd version, September 2014
INREV Sustainability Reporting Recommendations, 3.10-3.11
LEED 2009 for Existing Buildings, MR Prerequisite 2
GRI, CRESS, G4-EN23

Q28.2 Review, verification and assurance of waste data 28.2

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

- ○ Yes
  - ○ Externally checked by_____
  - ○ Externally verified by _____ using Select standard
  - ○ Externally assured by _____ using Select standard

  Upload Indicate where in the evidence the relevant information can be found____
- ○ No
- ○ Not applicable

1 point, E, MP

Intent

Third-party checks on sustainability disclosures provide investors and participants with confidence regarding the integrity and reliability of the reported data. This question is NOT asked per property type but asks about review, verification and assurance of performance indicator data across the whole portfolio.

Terminology

See Performance Indicators Definitions (Appendix 2a).

Requirements

Select yes, no or not applicable. If yes, state whether the waste data has been checked, verified or assured (select one option; the most detailed level of scrutiny to which the reporting was subject).
Name of the organization: Provide the name of the reviewing/verification/assurance organization. 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.

Evidence: Document upload is mandatory. Evidence should:

- Prove the existence of the third-party waste data review.
- Describe the type of third-party waste data review (checked, verified, assured).
- List the entity for which the waste data review was performed.

References

GRESB's accepted assurance and verification are aligned with the Carbon Disclosure Project (CDP) accepted verification standards.

Targets

Q29 **Has the entity set long term reduction targets?** **29**

○ Yes

Complete the table below

	Target type	Long-term target	Baseline year	End year	2016 target	Portfolio coverage	Are these targets communicated externally?
Energy consumption	Type ▾					Select ▾	Y/N
GHG emissions	Type ▾					Select ▾	Y/N
Water consumption	Type ▾					Select ▾	Y/N
Waste diverted from landfill	Type ▾					Select ▾	Y/N
Other	Type ▾					Select ▾	Y/N

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

_____

○ No

Select target type

- ▾ Absolute
- ▾ Like-for-like
- ▾ Intensity-based

Select the % portfolio covered

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

3 points, E, MP

Indicator aligned with PRI Reporting Framework 2017, Direct Property Supplement, PR 15

Intent

Environmental performance targets guide organizations and their employees towards measurable improvements and are a key determinant to integrate sustainability into business operations. GRESB assesses the existence of credible targets, not the ambition level of these targets.

Terminology

See Performance Indicators Definitions (Appendix 2a).

Requirements

Select yes or no. If yes, complete the table for all applicable performance indicators (energy consumption, GHG emissions, water consumption and waste management) for the whole portfolio's (Managed and Indirectly Managed assets) targets.
Fields to complete: You must complete all fields for each reported target. If you do not have targets for one or more of the performance indicators, leave those fields blank.
Target type: Select from the dropdown menu whether the performance indicator target is based on absolute or like-for-like data, or is intensity-based.
Baseline year: Include a baseline year. Participants have the option to select a baseline year from 2000 onwards.
End year: This is the end date for the long-term reduction targets. The end year must be 2016 or later.
2016 target: State the target for the current reporting year (see Portfolio Characteristics EC3).
Externally communicated: Select yes or no for each performance indicator target.
Other: State the other performance indicator for which you have set a long-term target. Other answers must be outside the options listed in the question, but must be related to performance indicators.

Scoring

This question is scored based on (1) the availability of one or more targets, each target earns 0.75 points and (2) whether an individual target is communicated externally; external communication adds an additional 0.25 points per target.

Acceptable responses must include:
1. The actual long-term target;
2. Baseline year;
3. End year;
4. 2016 Target.

Information on target level is for reporting purposes only.

References

PRI Reporting Framework, 2012 Direct Property Supplement, PR 15
GRI, CRESS, 1. Strategy and analysis, 1.2 Description of key impacts, risks and opportunities.

Building Certifications

Intent and Overview

This Aspect assesses the entity's use of green building certifications and energy ratings. Publically disclosed asset-level building certifications and ratings provide third-party verified recognition of sustainability performance in new construction, refurbishment and operations. Typically, building certifications affirm that individual assets are designed or operated in ways that are consistent with independently developed sustainability criteria.

Green Building Certificates

2016 Indicator

This section is completed per property type.

Q30.1 **Does the entity's portfolio include standing investments that obtained a green building certificate at the time of design and/or construction?** **30.1**

- ○ Yes

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

Scheme name/sub-scheme name	% portfolio covered by floor area	Number of certified assets
Scheme / sub-scheme		
Scheme / sub-scheme		
Scheme / sub-scheme		

- ○ No
- ○ Not applicable

Note: *A list of provisionally validated certification schemes is provided in Appendix 3a. If you select "create a new certification", you will be asked to complete the validation questions for the scheme (see Appendix 3b).*

10 points (30.1 and 30.2 in total), E, IM

Indicator aligned with PRI Reporting Framework 2017, Direct Property Supplement, PR 16

Intent

This indicator intends to assess the entity's use of green building certifications awarded at the time of construction and/or major renovation (refurbishment). Green building certificates provide a measure of asset quality that may provide benefits for occupants, society and the environment. Building certifications also serve as an additional layer of transparency and accountability to inform investors and occupiers on the sustainability performance of an asset.

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.

Green building certification 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 were designed, developed and structured in ways that are consistent with independently developed criteria.

Number of certified assets: The number of assets that were awarded with a green building certificate before or during the reporting period (excluding pre-assessments or other unofficial forms of pre-certification).

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.

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.

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).

Time of construction: The period during which which the asset was built.

Requirements

Select yes or no. If yes, complete the table using the following structure:

Scheme / sub-scheme name: Select from the dropdown list or add a new scheme name and a sub-scheme name (if applicable) (see example below).

If you add a new Scheme name, you are required to also answer a set of additional questions about the scheme (see Appendix 3b). These questions are not scored, but they are required for GRESB's data validation process.

This indicator is solely focused on the certificates obtained for building design, development and structure. Typically, these building certificates affirm that individual assets were designed, developed and structured in ways that are consistent with independently developed criteria. Operational green building certificates are not considered valid for this indicator and should be reported in Q30.2.

Only include green building certificates that were awarded before or during the reporting period **(pre-assessments or other unofficial forms of precertification are not valid).** Some green building certificates are valid for a limited period only – the certificate should be officially in effect during the reporting period.

If an asset, building or unit is certified by more than one scheme, count it once, using the green building certification scheme that is most prevalent in the region in which the asset is located. For assets with certificates for building design, development and structure as well as certificates for operations, only report the certification on building design, development and structure in Q30.1.

Percentage portfolio covered by floor area: The percentage of the portfolio for a specific property type for which green building certificates were obtained for the building design, development and/or structure (excluding pre-assessments or other unofficial forms of pre- certification).

Note: The denominator in this question is the total floor area for a property type, not the total floor area for the whole portfolio.

Scoring

Each reported certification is validated and assigned one of the following four validation statuses which determine a scoring weight for each coverage percentage:

Full Points: 1.0
Partial(+): 0.6
Partial(-): 0.3
No Points: 0

Each coverage percentage is multiplied by its associated weight and then summed up to give an overall coverage percentage per property type. This coverage percentage is then benchmarked against other coverage percentages from the same property type and region. If there is an insufficient number of entities (12) reporting certification coverages within the combination of region and property type, then the coverage is benchmarked globally within the property type. If there is an insufficient number of reporting entities within the property type, then static cut-off points of 25%, 50% and 75% are used to split the coverage percentages into 4 quartiles resulting in 2, 4, 6 or 8 points.

Q30.1 and Q30.2 can individually obtain a maximum of 8 points. However, 10 points are given for 100% coverage making it possible to achieve the maximum score by only answering one of the two questions. For each participant, the two scores are then added and capped at a maximum of 10 points.

This indicator is reported per property type – the percentage portfolio covered is calculated based on the floor area per property type. This results in a score per property type, based on a benchmark per property type. Scores per property type are aggregated and the total score for this indicator is a weighted score of all property types based on GAV.

Examples

Scheme name: BREEAM International

Sub-scheme name: New Construction

Answer structure: BREEAM International, New Construction

Scheme name: LEED v4

Sub-scheme: Building Design + Construction:

Answer structure: LEED v4, Building Design + Construction

Q30.2 Does the entity's portfolio include standing investments that obtained an operational green building certificate? 30.2

- ○ Yes

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

Scheme name/ sub-scheme name	% portfolio covered by floor area baseline year (optional in 2017)	% portfolio covered by floor area 2015 (optional in 2017)	% portfolio covered by floor area 2016	Number of certified assets 2016
Scheme / sub-scheme ▾				
Scheme / sub-scheme ▾				
Scheme / sub-scheme ▾				

- ○ No
- ○ Not applicable

Note: *A list of provisionally validated certification schemes is provided in Appendix 3a. If you select "create a new certification", you will be asked to complete the validation questions for the scheme (see Appendix 3b)..*

10 points (30.1 and 30.2 in total), E, IM

Indicator aligned with PRI Reporting Framework 2017, Direct Property Supplement, PR 16

Intent

This indicator intends to assess the entity's use of green building certifications for building operation and maintenance. Green building certificates provide a measure of asset quality that may provide benefits for occupants, society and the environment. Building certifications also serve as an additional layer of transparency and accountability to inform investors and occupiers on the sustainability performance of an asset.

Terminology

Baseline year: The initial year the participant uses as a starting point to set and measure improvement targets for any performance indicator.

Green building certificate: Recognition that a project has satisfied the requirements of a green building rating system. A certificate typically indicates the name and location of the project, version of the rating system, date of certification and level of recognition.

Number of certified assets: The number of assets that were awarded with green building certificates before or during the reporting period (excluding pre-assessments or other unofficial forms of pre-certification).

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.

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.

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.

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).

Requirements

Select yes or no. If yes, complete the table using the following structure:

Scheme / sub-scheme name: Select from the dropdown list or add a new scheme name and a sub-scheme name (if applicable) (see example below);

If you add a new scheme name, you are required to also answer a set of additional questions about the scheme (see Appendix 3b). These questions are not scored, but they are mandatory, as they are required for GRESB's data validation process.

This indicator is solely focused on the certificates obtained for building operations. These building certifications typically affirm that individual assets are operated in ways that are consistent with independently developed sustainability related criteria. Certificates obtained for building design, development and structure are not considered valid for this indicator. Only report on these certificates in Q30.1.

Only include green building certificates that were awarded before or during the reporting period (pre-assessments or other unofficial forms of precertification are not valid). Some green building certificates are valid for a limited period only – the certificate should be officially in effect during the reporting period.

If an asset, building or unit is certified by more than one scheme, count it once, using the green building certification scheme that is most prevalent in the region in which the asset is located. For assets with certificates for operations as well as certificates for building design, development and structure, only the operations certificate should be reported in Q30.2.

Percentage portfolio covered by floor area: The percentage of the portfolio for a specific property type for which green building certificates were obtained for the building design, development and/or structure (excluding pre-assessments or other unofficial forms of pre-certification).

Note: The denominator in this indicator is the total floor area for a property type, not the total floor area for the whole portfolio.

Scoring

See scoring text for Q30.1 above.

This indicator is reported per property type – the percentage portfolio covered is calculated based on the floor area per property type. This results in a score per property type, based on a benchmark per property type. Scores per property type are aggregated and the total score for this indicator is a weighted score of all property types based on GAV.

Examples

Scheme name: BREEAM UK
Sub-scheme name: In-Use
Answer structure: BREEAM UK, In-Use
Scheme name: LEED v4
Sub-scheme: Building Operations + Maintenance
Answer structure: LEED v4, Building Operations + Maintenance

References

Question used by DJSI-RobecoSAM Corporate Sustainability Assessment Q2.7.3

Energy Ratings

Q31 **Does the entity's portfolio include standing investments that obtained an energy rating?** **31**

○ Yes

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

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

Country	Coverage (%) (coverage within the country)	Number of rated assets	Floor area weighted score*	
			2015	2016
Country ▾				
Country ▾				

**full flexibility to describe performance – e.g. levels A-G; colors; numbers*

☐ NABERS Energy: _____% of portfolio covered by floor area, floor area weighted score _____

Score	Coverage 2015 (%) (coverage for each score category)	Coverage 2016 (%) (coverage for each score category)
0 - 2.5 stars		
3 - 3.5 stars		
4 - 4.5 stars		
5 - 6 stars		

☐ ENERGY STAR

Year	% portfolio covered*	Floor area weighted score
2015		
2016		

☐ Government energy efficiency benchmarking: _____% of portfolio by floor area, floor area weighted score: _____

Country	Coverage (%) (coverage within the country)	Number of rated assets	Floor area weighted score*	
			2015	2016
Country ▾				
Country ▾				

☐ Other (specify)_____: ____% of portfolio covered by floor area

Country	Coverage (%) (coverage within the country)	Number of rated assets	Floor area weighted score*	
			2015	2016
Country ▾				
Country ▾				

**full flexibility to describe performance*

○ No

○ Not applicable

5 points, E, IM

Indicator aligned with PRI Reporting Framework 2017, Direct Property Supplement, PR 16

Intent

This indicator intends to assess the entity's use of green building certifications for building operation and maintenance. Green building certificates provide a measure of asset quality that may provide benefits for occupants, society, and the environment. Building certifications also serve as an additional layer of transparency and accountability to inform investors and occupiers on the sustainability performance of an asset.

Terminology

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)

EU Energy Performance Certificates (EPC): The Energy Performance Certificate regime introduced by the EU Energy Performance of Buildings Directive 2010.

Government energy efficiency benchmarking: An energy benchmarking scheme that is mandated by the government (e.g. mandatory for the asset's jurisdiction) with a publicly disclosed rating, other than the EU EPC or NABERS Energy. For example: New York City's Local Law 84, Washington, DC's Clean and Affordable Energy Act of 2008, or California's Assembly Bill 1103. Disclosure may be annual or coincident with financial transactions.

NABERS Energy: The National Australian Built Environment Rating System (NABERS) measures the energy performance of buildings.

Requirements

Select yes or no. If yes, complete the table. Only include energy ratings that were awarded before or during the reporting period (pre-assessments or other unofficial rating schemes are not valid). Some energy ratings are valid for a limited period only – the rating should be officially in effect during the reporting period.

Floor area weighted score: The average score of an energy rating is calculated based on all valid energy ratings within the portfolio per property type. The denominator in this calculation is the floor area for a specific property type, so not the total floor area for the whole portfolio. Only include the floor area of assets with a valid energy rating, exclude the floor area of assets without an energy rating from the denominator. The fields in which the floor area weighted score is reported allows participants to either report a single number, multiple numbers or text.

Government energy efficiency benchmarking: Only include benchmarking schemes mandated by the government with a publicly disclosed rating. This can include ENERGY STAR rated properties with a rating that is less than 75, as long as this rating is publicly available. Benchmarking schemes not mandated by the government (e.g. voluntary), or any ratings that are not publicly disclosed, should be reported under "Other".

Percentage portfolio covered/coverage: The percentage of the portfolio for a specific property type for which an energy rating was obtained (excluding pre-assessments or other unofficial rating schemes). The denominator in this question is the total floor area for a property type, not total floor area for the whole portfolio. Include the floor area of all assets for the property type in the dominator.

EU Energy Performance Certificates (EPC): Only include EPCs that were officially issued by the government agency or delegated authority authorized pursuant to the terms of the EPBD. Different calculation methods apply throughout Europe. For European countries where a "letter system" is used, use the related kWh to calculate the floor area weighted score and report the letter related to the outcome of your calculation. Alternatively, you can use the field to report individual EPC levels and the applicable percentage of the portfolio.

ENERGY STAR: The ENERGY STAR scoring system uses a rating scale from 1 to 100 points. Only report on assets with an official ENERGY STAR label applicable to the reporting period, meaning with a score of 75 or higher and with a certificate issued by the US EPA.

NABERS: The NABERS system uses a rating scale from 1 to 6 stars (6 stars reflect market-leading performance, whereas 1 star reflects considerable room for improvement).

Coverage (%) for each score category needs to be calculated based on the total floor area for the property type. The sum of the percentage coverage for the score categories needs to equal the overall percentage of portfolio by floor area.

The floor area weighted score should be calculated using the NABERS program's official Method for Calculating Average NABERS Rating.

Other: Energy benchmarking schemes not mandated by the government (voluntary).

Scoring

The portfolio coverages for each certification are added together within each property type. "Governmental Energy Efficiency" and "Other" ratings receive half the scoring weight of other coverage percentages.

This portfolio coverage percentage for each property type is then benchmarked against other coverage percentages from the same property type and region. If there is an insufficient number of entities (12) reporting energy rating coverages within the combination of region and property type, then the coverage is benchmarked globally within the property type. If there is an insufficient number of reporting entities within the property type, then static cut-off points of 25%, 50% and 75% are used to split the coverage percentages into 4 quartiles resulting in 1.25, 2.5, 3.75 or 5 points.

The question is asked per property type - the percentage portfolio covered is calculated based on the floor area per property type. This results in an initial score per property type, based on a benchmark per property type.

GRESB does not score the quality of energy ratings, but only the coverage across countries.

Examples

ENERGY STAR: 10% of the certified fraction of the portfolio received 85 points, 10% received 80 points, 30% received 75 points and 50% received 70 points.

Floor area weighted score: (10%*85 + 10%*80 + 30%*75) / 50% = 78 (round the obtained value to the closest whole number).

EU Energy Performance Certificate (EPC): Assets are located in the Netherlands.

Asset 1: 2000 m2, EPC A, EPC value 0.72

Asset 2: 1500 m2, EPC B, EPC value 1.12

Asset 3: 5000 m2, EPC B, EPC value 1.14

Asset 4: 1000 m2, EPC n/a, EPC value n/a

Asset 5: 500 m2, EPC E, EPC value 1.5

Floor area weighted score: (0.72*2000 + 1.12*1500 + 1.14*5000 + 500*1.5) / (2000 + 1500 + 5000 + 500) = 1.06 (Dutch EPC label B)

References

Question used by DJSI-RobecoSAM Corporate Sustainability Assessment 2.7.4 S

Stakeholder Engagement

Intent and Overview

This Aspect focuses on engagement with employees, tenants, direct third-party suppliers and the community. 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. The Aspect identifies actions taken to engage with those stakeholders and to characterize the nature of the engagement.

Employees

Intent

Employees are key stakeholders in any business. Organizations can make use of sustainability reporting metrics to boost employee engagement, motivation, recruitment and retention of talent, work-life balance, teamwork and leadership development. Employee engagement may also contribute to the successful implementation of sustainability best practices across the organization. Furthermore, proper understanding of workplace-related ESG issues, and how these issues are reported, will help the organization with its branding as an employer.

2016 Indicator

Q32 **Does the organization have systems and procedures in place to facilitate effective implementation of the employee policy/policies in Q11?** **32**

- ○ 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 or Document name_____ AND Publication date_____

  Indicate where in the evidence the relevant information can be found_____

- ○ No ○

2 points, S, IM

Intent

This indicator examines specific actions taken to facilitate effective implementation of the employee policy as reported in Q11.

Terminology

Compliance officer: The person who is employed to ensure that a company does not contravene any statutes or regulations which apply to its activities.
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. This includes annual, mid-year, quarterly, etc. reviews.
Policy: A policy statement defines a general commitment, direction or intention as formally adopted by the organization.
Regular updates/training: Regular refers to occurring at least once every two years.

Requirements

Select yes or no. If yes, select all applicable sub-options.
Other: State the other system or procedure in place. It is possible to report multiple other answers.
Evidence: Document upload or document name and publication date.
Reporting period: Answers must refer to the reporting period identified in EC3.
Reporting level: Answers should be applicable at organization level.

Scoring Points are awarded to each selected option and are then aggregated to calculate the indicator's final score.
It is not necessary to select all answer options in order to obtain the maximum score for this indicator.
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 contingent upon validity of the supporting evidence.

References ISO 27000

Q33 **Does the organization provide regular trainings for the employees responsible for the entity?** **33**

- ○ Yes
  - ☐ Percentage of employees who received professional training in 2016 ___% B
  - ☐ Percentage of employees who received sustainability-specific training in 2016 _____% B

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

    Training topics on environmental issues **2017 R**
    - ☐ Contamination
    - ☐ Greenhouse gas emissions
    - ☐ Energy
    - ☐ 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 ○

2 points, S, IM

Intent The intent of this indicator is to examine the types of ESG-related training received by employees responsible for this entity. 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.

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 in surrounding neighborhoods.

Contamination: Land and groundwater pollution which 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.

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.

Employee: Person employed by the participating entity or participating entity's parent company. In this context, refers to persons who are fully or partially assigned to work for or be responsible for the participating entity.

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 includes to the seven gases listed in the GHG Protocol Corporate Standard: carbon dioxide (CO2); methane (CH4); nitrous oxide (N2O); hydrofluorocarbons (HFCs); perfluorocarbons (PFCs); nitrogen trifluoride (NF3) and sulphur hexafluoride (SF6).

Natural hazards: Naturally occurring hazards, including flooding, drought, hailstorms, earthquakes and fire (including wildfire).

Professional training: Training related to day-to-day operations, health and safety, specialization career development courses, or related/similar topics. Training can be delivered in person, online or in other formats.

Regulatory standards: Training on (mandatory) energy/carbon disclosure schemes or other environment-related regulatory standards, at either local or global level.

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.

Waste management: Hazardous and non-hazardous waste including reuse, recycling, composting, recovery, incineration, landfill and on-site storage.

Water efficiency: Refers to the conservative use of water resources through water-saving technologies to reduce consumption.

Workplace health, safety and well-being: Training related to employee health, well-being and safety.

Requirements

Select yes or no. If yes, select all applicable sub-option.

Percentage of employees: Calculate the percentage of employees covered based on 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: State the environmental or social training topic(s). It is possible to report multiple other answers.

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

Reporting level: Answers should be applicable at organization level.

Examples

Both percentages should be calculated based on the following formula:

$$\frac{\text{Number of employees receiving training}}{\text{Total number of employees}} \text{ x100 \%}$$

$$\frac{\text{Number of employees receiving sustainability specific training}}{\text{Total number of employees}} \text{ x100 \%}$$

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).

Q34.1 **Has the organization undertaken an employee satisfaction survey during the last three years?** **34.1**

○ 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 or Document name_____ AND Publication date_____

Indicate where in the evidence the relevant information can be found_____

○ No ○

1.5 points, S, IM

Intent

This indicator is intended to show action taken to understand employee satisfaction. 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.

Terminology

Employee: Person employed by the participating entity or participating entity's parent company.
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 yes, select the applicable sub-options and provide the requested additional information.
Percentage of employees covered: Report the proportion of the organization's total employees that received the satisfaction survey 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.
Evidence: Document upload or document name and publication date.
Reporting period: Answers must refer to the reporting period identified in EC3.
Reporting level: Answers should be applicable at organization level.

Scoring

Points are awarded based on (1) selected answer options, (2) percentage of employees covered and (3) survey response rate.
It is not necessary to select all answer options in order to obtain the maximum score for this question.
Reporting multiple names of organizations will not impact scoring; reported answer options in this field are validated individually, but scores will not be aggregated.
Points are contingent upon validity of the supporting evidence.

Examples

Percentage of employees covered:

$$\frac{\text{Number of employees receiving the satisfaction survey}}{\text{Total number of employees}} \text{ x100}$$

$$\frac{\text{Number of individual surveys submitted}}{\text{Number of employees receiving the satisfaction survey}} \text{ x100}$$

References

GRI G4, G4 Aspect Training and Education DMA-c

Q34.2 **Does the organization have a program in place to improve its employee satisfaction based on the outcomes of the survey referred to in Q34.1?** **34.2**

- ○ 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

The intent of this indicator is to evaluate a firm's response to the outcomes of an employee satisfaction survey. Proactive responses demonstrate commitment to the employee engagement process and to developing, maintaining and enhancing employee satisfaction.

Terminology

Action Plan: A detailed plan outlining actions needed to enhance tenant satisfaction. 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.

Employee: Person employed by the participating entity or participating entity's parent company.

Focus groups: 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 CEO, Board of Directors and/or shareholders.

Separate teams/departments: Representatives from different departments and disciplines within the organization.

Requirements

Select yes, no or not applicable. If yes, select all applicable sub-options.

Other: State measures/activities that were part of the program. It is possible to report multiple other answers.

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

Reporting level: Answers should be applicable at organization level.

Scoring

Points are awarded to each selected employee satisfaction option and are then aggregated to calculate the indicator's final score.

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 are validated individually, but scores will not be aggregated.

Q35.1 **Has the organization undertaken employee health and safety checks during the last three years?** **35.1**

- ○ Yes

  Select all applicable options (multiple answers possible)

  - ☐ Employee surveys on health and well-being _____% of employees Ⓑ
  - ☐ Physical and/or mental health checks _____% of employees Ⓑ
  - ☐ Work station and/or workplace checks _____% of employees Ⓑ
  - ☐ Other_____ _____% of employees Ⓑ
- ○ No ○
- ○ Not applicable ○

1 point, S, IM

Intent

The intent of this indicator is to evaluate the health and safety checks undertaken by the organization. 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: Person employed by the participating entity or participating entity's parent company.

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 yes, 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. It is possible to report multiple other answers.

Reporting period: Answers 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) selected health and safety options and (2) average percentage of employees.

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 are validated individually, but scores will not be aggregated.

References

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

Q35.2 **Does the organization monitor employee health and safety indicators?** **35.2**

○ Yes

Select all applicable options (multiple answers possible)

☐ Absentee rate _____ ◑

☐ Lost day rate _____ ◑

☐ Other metrics _____ ◑

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

_____

○ No ○

0.5 points, S, IM

Intent

This indicator is intended to describe metrics collected by the organization to understand health, safety and productivity of employees responsible for this entity. 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.

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.
Employee: Person employed by the participating entity or participating entity's parent company.
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 workdays 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 yes, 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 employees 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 metrics: State the other indicator monitored. It is possible to report multiple other answers. Other indicators can include the occupational disease rate (ODR), near miss rate, injury rate, presenteeism rate, and fatalities, but should not include answers provided in the New Construction & Major Renovations section (NC 13.2).
Reporting period: Answers must refer to the reporting period identified in EC3.
Reporting level: Answers should be applicable at organization level.

Scoring

Points are awarded based on the selection of indicators that are used for monitoring reported with a valid rate. Rate validity 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 indicator.

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

Intent

Tenant engagement is meant to increase the satisfaction of tenants and, with that, their likelihood of remaining in the building. The tenant/occupier is the person with whom the landlord of the property 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. The relationship between tenants and occupiers is important both for securing and maintaining rental income as well as for managing risks that arise from the tenant/occupier's use of the building.

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

- ○ Yes

  Select all approaches to engaging tenants (multiple answers possible)

  - ☐ Building/asset communication — Percentage portfolio covered ◑
  - ☐ Provide tenants with feedback on energy/water consumption and waste — Percentage portfolio covered ●
  - ☐ Social media/online platform — Percentage portfolio covered ◑
  - ☐ Tenant engagement meetings — Percentage portfolio covered ●
  - ☐ Tenant events focused on increasing sustainability awareness — Percentage portfolio covered ◑
  - ☐ Tenant sustainability guide — Percentage portfolio covered ◑
  - ☐ Tenant sustainability training — Percentage portfolio covered ●
  - ☐ Other_____ ◑

- ○ No ○

Select the % portfolio covered by each measure

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

4 points, S, IM

Indicator aligned with PRI Reporting Framework 2017, Direct Property Supplement, PR 18

Intent

This indicator is intended to describe the entity's approach to engaging tenants on ESG issues.

It identifies whether the entity has adopted a formal tenant engagement program and identifies the issues covered. An effective tenant engagement program facilitates communication with the landlord and provides a path for tenant questions, concerns and suggestions to be integrated into operational and ESG decision-making.

Terminology

Building/asset communication: Publications, dashboards, elevator messages, and newsletters addressing ESG-related issues.

Engagement meetings: Individual meetings with specific tenants/occupiers to discuss ESG-related issues.

Events focused on increasing sustainability awareness: Events addressing the above sustainability-specific issues. They can be either private or open to the public, but they cannot be individual meetings with specific tenants/ occupiers.

Social media/online communications: Online or social-media communications providing tenants/ customs with information on ESG-related issues and opportunities for action.

Sustainability guide: A document written for tenants/customs providing practical guidance on ESG-related issues, including opportunities for action.

Sustainability-specific issues: Topics related to the management of environmental, social, or governance issues.

Tenant sustainability training: A formal and structured training program addressing ESG-related issues and opportunities for action.

Requirements

Select yes or no. If yes, select all applicable sub-options. You must provide the portfolio coverage for each selected responses.

Percentage of portfolio covered: Coverage is calculated based on floor area. If the floor area covered changed during the reporting period (for example because of a change in the number of tenants), use the floor area percentage applicable at the end of the reporting period. The denominator is the floor area of the whole portfolio. Select one of the four categories provided in the dropdown menu.

Other: State the issue included in the tenant engagement program. Other answers must be outside the options listed in the indicator. It is possible to report multiple other answers.

Reporting period: Answers 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) selected tenant engagement options and (2) percentage of portfolio coverage per answer option.

It is not necessary to select all answer options in order to obtain the maximum score for this indicator.

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

Q37.1 **Has the entity undertaken tenant satisfation surveys during the last three years?** **37.1**

- ○ Yes

  The survey is undertaken (multiple answers possible)

  - ☐ Internally
    - Percentage of tenants covered _____% ◑
    - Survey response rate _____% B
  - ☐ By an independent third party ●
    - Percentage of tenants covered _____% B
    - Name of the organization
    - Survey response rate _____%

  Upload or Document name_____ AND Publication date_____

  Indicate where in the evidence the relevant information can be found_____

- ○ No ○
- ○ Not applicable ○

3 points, S, IM

Intent

This indicator examines whether and to what extent the organization engages with tenants regarding their satisfaction with the operation of the space they occupy.

Terminology

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 provide feedback on the space occupied.

Requirements

Select yes, no or not applicable. If yes, select all applicable sub-options.

Percentage of tenants covered: Calculated based on the number of tenants (e.g. organizations) in the portfolio that received the tenant satisfaction survey during the reporting period. If the number of tenants changed during the reporting period, use the number at the end of the reporting period. The denominator is the total number of tenants at portfolio level.

Survey response rate: The proportion of submitted surveys as a percentage of the total number of tenant organizations/companies that received a request to complete a survey during the reporting period.

Name of the organization: State the full name of the independent third party that conducted the survey.

Evidence: Document upload or document name and publication date.

Reporting period: Answers 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) whether the survey was undertaken internally or by a third party, (2) percentage of tenants covered and (3) survey response rate.

It is not necessary to select all answer options in order to obtain the maximum score for this indicator.

Reporting multiple names of organizations will not impact scoring; reported answer options in this field are validated individually, but scores will not be aggregated.

Points are contingent upon validity of the supporting evidence.

Q37.2 **Does the entity have a program in place to improve tenant satisfaction based on the outcomes of the survey referred to in Q37.1?** **37.2**

- ○ Yes

  Select all applicable options (multiple answers possible)

  - ☐ Development of an asset-specific action plan ◑
  - ☐ Feedback sessions with asset/property managers ◑
  - ☐ Feedback sessions with individual tenants ◑
  - ☐ Other_____ ◑

  Describe the tenant satisfaction improvement program (maximum 250 words)

  _____

- ○ No ○
- ○ Not applicable ○

1 point, S, IM

Intent

This indicator examines how the organization responds to issues identified in tenant satisfaction surveys. Tenant satisfaction surveys are conducted to identify key issues and concerns, which can then be addressed through improvement measures and/or programs adopted by the landlord. Defining measures based on the outcome of the survey and implementing those measures demonstrates commitment to the tenant engagement process and to the development and maintenance of tenant satisfaction.

Terminology

Action plan: A detailed plan outlining actions needed to enhance tenant satisfaction. This 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.

Asset manager: A person responsible for developing and overseeing financial and strategic developments of real estate investments at asset level.

Requirements

Select yes, no or not applicable. If yes, select all applicable sub-options.

Other: State the issue included in the program to improve tenant satisfaction. It is possible to report multiple other answers.

Open text box: The elements covered by the program should be identified and described in detail.

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

Reporting level: Answers should be applicable at entity level.

Scoring

Points are awarded to each satisfaction improvement option and are aggregated to calculate the indicator's final score.

In 2017, the description provided in the open text box is for reporting purposes only.

Reporting multiple other answers will not impact scoring, and it is not necessary to select all answer options in order to obtain the maximum score for this indicator.

References

GRI, G4-PR5 Results of surveys measuring customer satisfaction. Sector addition to G4 Indicators in the Sector Disclosure document for Construction and Real Estate p. 46-47.

Q38 **Does the entity have a fit-out and refurbishment program in place for tenants that includes sustainability-specific issues?** **38**

- ○ Yes

  Select all topics included (multiple answers possible)

  - ☐ Fit-out and refurbishment assistance for meeting the minimum fit-out standards — Percentage portfolio covered ▾ B
  - ☐ Tenant fit-out guides — Percentage portfolio covered ▾ B
  - ☐ Minimum fit-out standards are prescribed — Percentage portfolio covered ▾ B
  - ☐ Procurement assistance for tenants — Percentage portfolio covered ▾ B
  - ☐ Other_____ — Percentage portfolio covered ▾ B

- ○ No ○

Select the % portfolio covered by each measure

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

3 points, E, IM

Intent

This indicator assesses how the entity addresses ESG issues in the fit-out and refurbishment of tenant space. A fit-out and refurbishment program helps to align the views and actions of landlords and tenants during an early stage of the occupancy, prior to the tenant/occupier going into occupation. Guidance and support from the start of the lease reinforces the importance placed on ESG issues and creates the basis for sustainably operated buildings.

Terminology

Fit-out: Work to design, refurbish and decorate the tenant-occupied portions of leased property.
Fit-out and refurbishment assistance: Work to support or inform fit-out or refurbishment activities.
Minimum fit-out standards: Basic requirements for tenant fit-out and refurbishment. If the landlord is responsible for all fit-outs and the landlord has minimum fit-out standards in place, select this answer and indicate the percentage of portfolio covered.
Refurbishment: Renovation or redecoration works undertaken by a landlord or tenant.
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, such as requirements for materials selection.

Requirements

Select yes, no or not applicable. If yes, select all applicable sub-options.
Percentage portfolio covered: Coverage is calculated based on floor area. If the floor area covered changed during the reporting period (for example because of a change in the number of tenants), use the floor area percentage applicable at the end of the reporting period. The denominator represents the floor area of the whole portfolio. Select one of the four categories provided in the dropdown menu.
If the landlord is responsible for the fit-out of the asset, you can select the second and the third options if the organization has set minimum sustainability thresholds for the fit-out of assets.
Other: State the alternative topic included in the fit-out and refurbishment program. It is possible to report multiple other answers.
Reporting period: Answers 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) selected answer options and (2) percentage portfolio coverage per answer option.
Reporting multiple other answers will not impact scoring; reported answer options in this field 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.

References

PRI Reporting Framework 2016 Direct Property Supplement, PR 14.2

Q39.1 **Does the entity include sustainability-specific requirements in its standard lease contracts?** **39.1**

- ○ Yes

  Select all topics included (multiple answers possible)

  Cooperation and works:

  - ☐ Environmental initiatives ◑
  - ☐ Enabling upgrade works ◑
  - ☐ Sustainability management collaboration ◑
  - ☐ Premises design for performance ◑
  - ☐ Managing waste from works ◑
  - ☐ Social initiatives ◑
  - ☐ Other_____ ◑

  Management and consumption:

  - ☐ Energy management ◑
  - ☐ Water management ◑
  - ☐ Waste management ◑
  - ☐ Indoor environmental quality management ◑
  - ☐ Sustainable procurement ◑
  - ☐ Sustainable utilities ◑
  - ☐ Sustainable transport ◑
  - ☐ Sustainable cleaning ◑
  - ☐ Other_____ ◑

  Reporting and standards:

  - ☐ Information sharing ◑
  - ☐ Performance rating ◑
  - ☐ Design/development rating ◑
  - ☐ Performance standards ◑
  - ☐ Metering ◑
  - ☐ Comfort ◑
  - ☐ Other_____ ◑

  Upload or Document name_____ AND Publication date_____

  Indicate where in the evidence the relevant information can be found_____

- ○ No ○

3 points, E, IM

Intent

This indicator is intended to describe strategies to promote ESG performance through lease contracts. 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.

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.

Comfort: Clauses can relate to cooperation between the parties to achieve comfort, including complaints monitoring, and programming of the building management system to maximise efficient supply of air-conditioning.

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.

Design/Development ratings: Encourage, facilitate or require the parties to commit to / not interfere with a design/development rating of the premises or building. Clauses can relate to achievement or maintenance of a rating, cooperating with the other party to assist them in obtaining a rating or in achieving a higher than previously achieved rating, sharing rating certificates when achieved or as requested, etc.

Enabling upgrade works: Encouraging, facilitating or requiring the parties to upgrade the building or premises to improve the efficiency or environmental performance of the building during the term. Clauses can relate to cooperation between the parties to facilitate the carrying out of works designed to improve the efficiency or environmental sustainability of the building.

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.

Energy management: Clauses can relate to installation of metering equipment to measure energy consumption, programs to reduce the consumption of energy, including education of employees, sharing of energy consumption data between the parties, allowing a party to read the other's energy meters, installation of energy efficient products, etc.

Environmental Initiatives: Any type of initiative relating to environmental sustainability, such as recycling, green cleaning or land use ecology.

Indoor environmental management: Clauses can relate to programs and systems to asses and eliminate hazardous materials, ensuring that where hazardous materials cannot be eliminated, risks are controlled and minimised, storage of hazardous materials, etc.

Information sharing: Encourage, facilitate or require information sharing, related to energy or water consumption, production of waste or greenhouse gases, recycling rates, etc. Clauses can relate to providing the landlord access to the tenant's meter, or to monthly automated reports being sent to both parties.

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.

Managing waste from works: Clauses can relate to the landlord accepting a make-good payment in lieu of reinstatement works, the monitoring/minimisation of waste from works, enabling fitout to be reused, recycled, repurposed, or redirected from landfill, etc.

Metering and monitoring: Clauses relating to metering could attribute responsibility for cost and/or installation. To be deemed present, meters do not have to be installed, but must be able to be installed, eg. the landlord cannot prevent the tenant from installing meters.

Performance rating: Clauses can relate to achievement or maintenance of a rating, cooperating with the other party to assist them in obtaining a rating or in achieving a higher than previously achieved rating, sharing rating certificates when achieved or as requested, etc.

Performance standards: Clauses can relate to works and maintenance contractors being required to adhere to waste programs, or not to interfere with building performance.

P**remises design for performance:** Clauses can relate to the design of the fitout so as to improve the efficiency or environmental sustainability of the building, fitout being built from recycled materials, the monitoring and/or minimisation of waste from works, fitout design that enables it to be reused at the end of the life of the lease, etc.

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).

Social initiatives: Encourage, facilitate or require initiatives that are designed to improve the wellbeing of the premises'/building's surrounding communities. Initiatives can relate to provision of healthy food, commitments to gender equity or diversity, health and safety or above-award pay for building management, responsible use of ground level and surrounding public space that results in enhancement of the surrounding community, etc.

Standard lease contract: Standard lease format that is used by the organization as the basis for negotiations between landlord and tenant.

Sustainability management collaboration: The lease must require one or both parties to appoint a representative responsible for sharing the sustainability related information.

Sustainable cleaning: Clauses can relate to cleaners being required to use environmentally friendly cleaning products, adhering to the building's waste strategy, etc.

Sustainable goods 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.

Sustainable procurement: Encourage, facilitate or require the reduction of consumption of goods within the building or premises and/or the sourcing of sustainable or ethical goods. Clauses can relate to reduction of paper consumption, supply of biodegradable materials, use of recycled paper, building materials, etc.

Sustainable transport: Clauses can relate to preparation of an alternative transport report, sharing of information relating to public transport, environmentally low impact transport, end of trip facilities, bicycle racks, car share services, etc.

Sustainable utilities: Encourage, facilitate or require the parties to discuss procurement of more sustainable utilities/offsets, or install plant and equipment to enable the generation and on-sale of sustainable utilities. Clauses can relate to on-sale of electricity, gas or water, on-sale of certified renewable sources of a utility, installation of renewable energy plant and equipment, installation of recycled water facilities, etc.

Waste management: Clauses can relate to implementation of or participation in a waste management programs, monitoring of waste, sharing of information relating to the generation of waste and to the recycling of waste or diversion of waste from landfill, programs to reduce the generation of waste, etc.

Water management: Clauses could relate to installation of metering equipment to measure water consumption, sharing of water consumption data between the parties, allowing a party to read the other's water meters, installation of water efficient products, etc.

Requirements

Select yes, no or not applicable. If yes, select all applicable sub-options.

Other: State the alternative topic included in the standard lease contract. It is possible to report multiple other answers.

Evidence: Document upload or document name and publication date.

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

Reporting level: Answers should be applicable at entity level.

Scoring

Points are awarded to each selected sustainability topic and are then aggregated to calculate the indicator's final score.

Reporting multiple other answers will not impact scoring; reported answer options in this field will be 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 indicator.

Points are contingent upon validity of the supporting evidence.

References

Better Buildings Partnership Leasing Standard

Leadership Lifecycle Tool

Green Lease Library and Green Lease Leaders Recognition Program

Q39.2 **Does the entity monitor compliance with the sustainability-specific requirements in its lease contracts?** **39.2**

- ○ Yes **2017 R**

  Describe the process (maximum 250 words)

  _____

- ○ No
- ○ Not applicable

Not scored, reported in results, E, IM

Intent

This Indicator examines management practices and controls used to monitor tenant compliance with specific ESG requirements established by the landlord. Best practice leases are becoming more common in the real estate sector. This indicator focuses on improving the extent of implementation of best practice leases and how real estate companies and portfolio managers monitor their existence throughout their portfolio.

Terminology

Compliance: Actions or performance consistent with sustainability-specific requirements in lease contracts.

Sustainability-specific requirements: ESG-management or performance criteria established by the landlord.

Requirements

Select yes, no or not applicable. If yes, describe the process.

Open text box: Explain the internal monitoring process in place during the reporting period and possibly prior to that. This description should include (1) scope of monitoring, (2) why and how the information is collected and structured, as well as (3) possible complications to select the relevant information.

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

Reporting level: Answers should be applicable at entity level.

Scoring

Not scored.

References

PRI Reporting Framework 2016 Direct Property Supplement, PR 19

Supply Chain

Intent

These indicators have the purpose of comparing the entity's management of ESG-related issues in its material and service supply chain. Negative supply chain-related ESG issues can pose a reputational risk, and can also put purchasing and contracting strategies at risk. Property companies and fund managers are in a strong position to influence the behavior of external property/asset managers and/or other external suppliers with regard to ESG issues.

Q40 **Does the entity include sustainability-specific requirements in the procurement processes applicable at the entity level?** **40**

- ○ Yes

  Select the external parties to whom the requirements apply (multiple answers possible)

  - ☐ External contractors ◑
  - ☐ External property/asset managers ◑
  - ☐ External service providers ◑
  - ☐ External suppliers ◑
  - ☐ Other_____

  Select all topics included (multiple answers possible)

  - ☐ Business ethics ◑
  - ☐ Environmental process standards ◑
  - ☐ Environmental product standards ◑
  - ☐ Human rights ◑
  - ☐ Human health-based product standards ◑
  - ☐ Occupational health and safety ◑
  - ☐ Sustainability-specific requirements for sub-contractors ◑
  - ☐ Other_____

  Upload or Document name_____ AND Publication date_____

  Indicate where in the evidence the relevant information can be found_____

- ○ No ○
- ○ Not applicable ○

3 points, G, MP

Indicator aligned with PRI Reporting Framework 2017, Direct Property Supplement, PR 13

Intent

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

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 processes, such as requirements for disposal of waste generated by contractors.

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 contractors: 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.

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 yes, select all applicable sub-options.

Other: State the other party to whom the requirements apply and/or the other topic included in requirements. "Tenants" will not be considered a valid other answer. It is possible to report multiple other answers for both of the above sub-options.

Evidence: Document upload or document name and publication date.

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

Reporting level: Answers should be applicable at entity level.

Scoring

Points are awarded to each selected party and are then aggregated to calculate the indicator's final score.

Reporting multiple other answers will not impact scoring; reported answer options in this field will be 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 indicator.

Points are contingent upon validity of the supporting evidence.

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)

Q41.1 **Does the organization monitor property/asset managers' compliance with the sustainability-specific requirements in place for this entity?** **41.1**

- ○ Yes

  The organization monitors compliance of:

  - ○ Internal property/asset managers
  - ○ External property/asset managers
  - ○ Both internal and external property/asset managers

  Select all methods used (multiple answers possible)

  - ☐ Checks performed by independent third party.

    Name of the organization_____ ◑
  - ☐ Property/asset manager sustainability training ◑
  - ☐ Property/asset manager self-assessments ◑
  - ☐ Regular meetings and/or checks performed by the organization's employees ◑
  - ☐ Require external property/asset managers' alignment with a professional standard _____ ◑
  - ☐ Other_____ ◑

  Upload or Document name_____ AND Publication date_____

  Indicate where in the evidence the relevant information can be found_____

- ○ No ○
- ○ Not applicable ○

2 points, S, IM

Indicator aligned with PRI Reporting Framework 2017, Direct Property Supplement, PR 13

Intent

This indicator examines the methods used by a participant to monitor property/asset managers' compliance with the participant's sustainability-specific requirements. Describe the entity's actions to ensure that property/asset managers fulfill the entity's ESG requirements.

The scope of the 2017 indicator was expanded to include all property/asset managers, internal and external. This change reduces confusion on reporting scope, and provides opportunities for differentiation between the monitoring methods on internal and external property/asset management.

Terminology

External property/asset managers: Organizations or persons to which the entity outsources some or all of its property and asset management functions.

Internal property/asset managers: The part of the organization or persons that is/are responsible for the entity's property and asset management functions.

Monitoring of property managers: Performance evaluation and incentives put in place for property managers to employ sustainable processes in their day-to-day work.

Requirements

Select yes, no or not applicable. If yes, select all applicable sub-options.

Evidence: Document upload or document name and publication date.

Name of the organization: If you select the answer option "checks performed by independent third party," also state the full name of the organization. You may be asked for additional information about the organization. It is possible to report multiple organizations.

Professional standard: If you select the answer option "require alignment with a professional standard," also state the full name of the applicable standard.

Other: State the other method used for monitoring. It is possible to report multiple other answers.

Reporting period: Answers 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) selected answer options and validity of provided other answers and, if applicable, (2) the validity of the name of the organization(s) and (3) the validity of the professional standard.

Reporting multiple other answers will not impact scoring; reported answer options in this field will be 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.

Points are contingent upon validity of the supporting evidence.

Q41.2 **Does the organization monitor other direct external suppliers' and/or service providers' compliance with the sustainability-specific requirements in place for this entity?** **41.2**

- ○ Yes

  Select all methods used (multiple answers possible)

  - ☐ Checks performed by an independent third party.

    Name of the organization_____ ◑
  - ☐ Regular meetings and/or checks performed by the organization's employees ◑
  - ☐ Regular meetings and/or checks performed by external property/asset managers ◑
  - ☐ Require supplier/service providers' alignment with a professional standard_____ ◑
  - ☐ Supplier/service provider sustainability training ◑
  - ☐ Supplier/service provider self-assessments ◑
  - ☐ Other_____ ◑
- ○ No ○
- ○ Not applicable ○

2 points, S, IM

Indicator aligned with PRI Reporting Framework 2017, Direct Property Supplement, PR 13

Intent

This indicator examines the methods used by a participant to monitor direct/external suppliers'/ service providers' compliance with the participants ESG-specific requirements.

Terminology

Checks by the organization's employees or by external property/asset managers: Formal, structured checks that assess the compliance with sustainability-specific requirements in place for that supplier.

Monitoring of other direct external suppliers and/or service providers: Performance evaluation and incentives in place for direct external suppliers and/or service providers to employ sustainability-related processes in their day-to-day work.

Regular meetings with suppliers: Meetings with suppliers that take place at least four times per year, addressing sustainability-specific requirements in place for that supplier.

Sustainability-specific requirements: Within this context, this answer option refers to any sustainability requirements that the company or fund has included in its contracts with its suppliers and/or external property/asset managers.

Update reports: Written reports received from suppliers that address compliance with the sustainability-specific requirements in place for that supplier.

Requirements Select yes, no or not applicable. If yes, select all applicable sub-options.

Name of the organization: If you select "checks performed by independent third party", state the full name of the organization. You may be asked for additional information about the organization. It is possible to report multiple organizations for transparency purposes.

Professional standard: If you select the answer option "require alignment with a professional standard," also state the full name of the applicable standard.

Other: State the other method used for the monitoring process. It is possible to report multiple other answers.

Reporting period: Answers 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) selected answer options and validity of provided other answers and, if applicable, (2) the validity of the name of the organization(s) and (3) the validity of the professional standard.

Reporting multiple other answers will not impact scoring; reported answer options in this field will be 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 indicator.

Community

Q42.1 **Does the entity have a community engagement program in place that includes sustainability-specific issues?** **42.1**

○ Yes

Select all topics included (multiple answers possible)

- ☐ Effective communication and process to address community concerns ◑
- ☐ Enhancement programs for public spaces ◑
- ☐ Employment creation in local communities ◑
- ☐ Health and well-being program ◑
- ☐ Research and network activities ◑
- ☐ Resilience, including assistance or support in case of disaster ◑
- ☐ Supporting charities and community groups ◑
- ☐ Sustainability education program ◑
- ☐ Other_____ ◑

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

_____

○ No ○

3 points, S, IM

Indicator aligned with PRI Reporting Framework 2017, Direct Property Supplement, PR 20

Intent This indicator examines the strategies used by the entity to support communities associated with its operations. A structured and comprehensive approach to community engagement demonstrates the extent of integration of community engagement issues into the entity's overall strategy.

Terminology

Assistance or support in case of disaster: Financial, social or other assistance required to respond to disaster situations, such as the formation of a disaster response team and training.

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.

Community concerns: Issues of importance raised by the community, that are causing social, mental or other distress.

Community engagement: Community engagement refers to the communication, interaction, and formation of relationships between the entity and those groups.

Enhancement programs: Programs designed to improve public spaces to increase accessibility and livability, and encourage greater community interaction and well-being.

Health and well-being program: Program designed to address and increase the health and well-being of the local community.

Public spaces: Refers to spaces that are open and accessible to the public for social and recreational use.

Research and network activities: Activities and events organized for/with groups and members of the local community for the purpose of research and networking.

Resilience: Preparedness of the built environment towards existing and future climate changes (i.e., the ability to absorb disturbances such as increased precipitation or flooding while maintaining its structure). This can be achieved by management policies, informational technologies, educating tenant, community, suppliers and physical measures at the asset level.

Supporting charities and community groups: Providing financial, social or other support to local community groups and charities.

Sustainability education program: A program designed to increase awareness and Knowledge of sustainability within the community.

Requirements

Select yes or no. If yes, select all applicable sub-options.

Other: State the alternative topic included in community engagement. It is possible to report multiple other answers.

Open text box: Describe the community engagement program and the monitoring process. The description should refer to the applicable topics included in the community engagement program and elements below:

1. Program objectives
2. Examples of specific activities/projects
3. Scope of the activities/projects

Reporting period: Answers 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) selected topics and (2) the open text box responses.

Full, partial or no points are awarded to open text box responses. Responses are scored according to requirements above.

Reporting multiple other answers will not impact scoring; reported answer options in this field will be validated individually, however scores will not be aggregated.

It is not necessary to select all answer options in order to receive the maximum score for this indicator.

References

PRI Reporting Framework 2016, Direct property module, PR 14.2

Q42.2 **Does the entity monitor its impact on the community?** **42.2**

- ○ Yes

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

  - ☐ Housing affordability ◑
  - ☐ Impact on crime levels ◑
  - ☐ Livability score ◑
  - ☐ Local income generated ◑
  - ☐ Local residents' well-being ◑
  - ☐ Walkability score ◑
  - ☐ Other_____ ◑

- ○ No ○
- ○ Not applicable ○

1.5 points, S, IM

Intent

This indicator examines the indicators the entity uses to understand its impact on social and environmental conditions in communities associated with its operations. The operation of real estate assets can have positive or negative impacts on the local community. These impacts will often differ per property type. Monitoring helps an organization manage the impact of the operation of an asset on the community.

Terminology

Crime levels: The impact of the use of the asset and related facilities/direct surroundings on crime levels. For example, inadequate lighting or security may lead to increased crime levels including vandalism and theft.

Housing affordability: Affordable housing refers to housing units that are affordable by the low-income section of a society (for example, whose income is below the median household income).

Livability score: A score designed to measure the standard of living, typically within a city.

Local income generated: Contributing to local economic benefits, and creating business diversity and opportunities for economic development and innovation. For example providing tax revenues

Local residents' well-being: Includes health and safety of local residents that may be impacted by the asset's operation. For example, noise pollution issues.

Monitoring: A structured approach towards measuring and managing the impact of community engagement projects on the local community.

Walkability score: A score designed to measure the walkability of a given address. In this context, within the surrounding community.

Requirements

Select yes, no or not applicable. If yes, select all applicable sub-options.

Other: State the other impact measure that is monitored. It is possible to report multiple other answers.

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

Reporting level: Answers should be applicable at entity level.

Scoring

Points are awarded to each selected area of impact and are then aggregated to calculate the indicator's final score.

Reporting multiple other answers will not impact scoring; reported answer options in this field will be 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 indicator.

References

GRI G4, G4-SO2 Operations with significant actual or potential negative impacts on communities. See also Sector addition to G4 Indicators in the Sector Disclosure document for Construction and Real Estate (p.56)

Green Star, Communities PILOT Version 0.1

New Construction & Major Renovations

Intent and Overview

This Aspect addresses the entity's efforts to address ESG-issues during the design, construction, and renovation of buildings. 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.

Before you start with this Aspect, note that:

This section should only be completed if the entity is involved in development of new construction (building design, site selection and/or construction) and/or major renovation projects, and had on-going projects or completed projects 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.

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.

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

Sustainability Requirements

2016 Indicator

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

- ○ 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 Indicate where in the evidence the relevant information can be found____

Communicate the strategy (maximum 250 words)

_____

○ Not publicly available

Upload Indicate where in the evidence the relevant information can be found____

Communicate the strategy (maximum 250 words)

_____

○ No

1 point, G

Intent

This indicator is intended to describe the entity's sustainability strategy for new construction and major renovation projects. 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.

Terminology

Biodiversity and habitat: Biodiversity refers to the variety of all plant and animal species . 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 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 action to prevent or minimize the potential damages this causes.

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 includes to the seven gases listed in the GHG Protocol Corporate Standard: carbon dioxide (CO2); methane (CH4); nitrous oxide (N2O); hydrofluorocarbons (HFCs); perfluorocarbons (PFCs); nitrogen trifluoride (NF3) 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. The term "safety" refers to traditional occupational health and safety issues such as ergonomics, slips and falls, workplace hazards and toxic exposures.

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: Preparedness of the built environment towards existing and future climate changes (i.e., the ability to absorb disturbances such as increased precipitation or flooding while maintaining its structure). This can be achieved by management policies, informational technologies, educating tenant, community, suppliers and physical measures at the asset level.

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: Planning, developing, distributing and managing the optimum use of water resources.

Requirements

Select yes or no. If yes, (1) select all elements addressed in the strategy (2) communicate the strategy.

Other: State the sustainability/ESG element included in the strategy. It is possible to add multiple other answers.

Open text box: Complete and include all of the applicable elements below:

1. Specific description of the strategy, objectives and approach
2. The Strategy 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)

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.

Evidence: Document upload or URL is mandatory.

URL: If a URL is provided, ensure that the relevant material can be accessed within two web page navigation steps. To qualify as valid supporting evidence, the URL must demonstrate the existence of publicly available sustainability strategy relating to each of the criteria selected with more than one paragraph of information.

Reporting period: Answers 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.
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?** **NC2**

- ○ Yes

  Select all criteria included (multiple answers possible)

  - ☐ Connect to multi-modal transit networks ◑
  - ☐ Locate projects within existing developed areas ◑
  - ☐ Protect, restore, and conserve aquatic ecosystems ◑
  - ☐ Protect, restore, and conserve farmland ◑
  - ☐ Protect, restore, and conserve floodplain functions ◑
  - ☐ Protect, restore, and conserve habitats for threatened and endangered species ◑
  - ☐ Redevelop brownfield sites ◑
  - ☐ Other_____ ◑

  The entity's sustainable site selection criteria are aligned with

  - ○ Third-party guidelines, specify _____ ◑
  - ○ Third-party rating system(s), specify scheme(s)/sub-scheme(s) _____ ●
  - ○ Other _____ ◑
  - ○ Not aligned

  Upload or Document name_____ AND Publication date_____
  Indicate where in the evidence the relevant information can be found_____

- ○ No ○
- ○ Not applicable ○

3 points, G

Intent

This indicator examines the entity's approach to sustainable site selection. Sustainable site selection helps to conserve land and protect farmland and wildlife habitat. The site selection process should 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.

Terminology

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.

Farmland: Agricultural land, designated as such by a national, local, 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).

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.

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).

Locate projects within existing developed areas: Locate projects in existing previously developed areas or areas of infill.

Multi-modal transit networks: Pedestrian, bicycle, and mass-transit networks.

Redevelop brownfield sites: Brownfield sites are areas of land or premises that have been previously used, but has subsequently become vacant, derelict or contaminated. Brownfield sites typically require preparatory regenerative work before any new development goes ahead, and can also be partly occupied.

Requirements

Select yes, no, or not applicable. If yes, select all applicable sub-options: (1) site selection criteria in place (2) alignment with third-party guidelines and/or rating systems, (3) selection requirements..

Other: State the topic included in the site selection assessment. 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.

Evidence: Document upload or document name and publication date. Reporting period: Answers must refer to the reporting period identified in EC3.

Reporting period: Answers 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) 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 evidence based on the requirements stated above.

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, however scores will not be aggregated.

References

GRI G4, CRESS, G4-DMA, Land Degradation, Contamination and Remediation (CRE5); and Local Communities

SITES v2 Rating System for Sustainable Land Design and Development

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

Upload Indicate where in the evidence the relevant information can be found____

○ No

1.5 points, G

Intent

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

Terminology

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.

Manage waste by diverting reusable vegetation, rocks, and soil from disposal: Minimize the disposal of reusable vegetation, minerals, rocks and soil with actions such as using these materials as resources in site design or to produce compost.

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

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 yes, select all applicable sub-options: (1) site design/development criteria (2) alignment of site design/development criteria.

Other: State the sustainable site design/development requirement. It is possible to add multiple other answers. Other answers include, but are not limited to "Reduce heat island effect", "Reduce light effect", "Manage storm water", etc.

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.
Evidence: Document upload is mandatory.
Reporting period: Answers 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) 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 evidence based on the requirements above. 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, however scores will not be aggregated.

References

GRI G4, CRESS, G4-DMA, Biodiversity; and G4-EN12 and G4-EN13
SITES v2 Rating System for Sustainable Land Design and Development
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?** NC4

- ○ Yes

  Select all issues addressed (multiple answers possible)

  - ☐ Formal adoption of a policy on health attributes of building materials. ◑
  - ☐ Formal adoption of a policy on the environmental attributes and performance of buildings materials. ◑
  - ☐ Requirement for information (disclosure) about the environmental and/or health attributes of building materials (multiple answers possible) ●
    - ☐ Health and environmental information ◑
    - ☐ Environmental Product Declarations ◑
    - ☐ Health Product Declarations ◑
    - ☐ Other types of health and environmental information _____ ◑
  - ☐ Material characteristics specification, including (multiple answers possible) ●
    - ☐ Preference for materials that disclose environmental impacts ◑
    - ☐ Preference for 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 ◑
    - ☐ Locally extracted or recovered materials ◑
    - ☐ Rapidly renewable materials, low embodied carbon materials, and recycled content materials ◑
    - ☐ Materials that can easily be recycled ◑
    - ☐ Third-party certified wood-based materials and products

      Types of third-party certification used: _____ ◑

- [ ] Low-emitting materials
- [ ] Other _____

Upload Indicate where in the evidence the relevant information can be found____

- [ ] No
- [ ] Not applicable

2.5 points, E

Intent

This Indicator examines the entity's strategy to understand and manage health and environmental risks associated with building material supply chains. 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.

Terminology

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 Aassessment, confirming to ISO 14044.

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)

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.

Locally extracted or recovered: Materials that are extracted, harvested or recovered within a specified distance from the construction site.

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."

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.

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.

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).

Requirements

Select yes, no, or not applicable. If yes, select all applicable sub-options.

Other:

1. Other types of health and environmental information: State the type of health and environmental information.
2. Other: State the building product specification.

Types of third-party certification used: Specify the third-party certification.

Evidence: Document upload is mandatory. Depending on the selected answer options, the document upload should include:

1. Copy of the entity's formal 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).

Reporting period: Answers 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) selected answer options and (2) validity of provided other answers and (3) the validity of the evidence based on the requirements stated above.
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, however scores will not be aggregated.

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 use green building standards? NC5.1

○ 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 ◑

Percentage portfolio covered ▾

Green building rating systems: include all that apply _____

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

Percentage portfolio covered ▾

Green building rating systems: include all that apply _____

☐ The entity requires projects to achieve a specific level of certification ●

Percentage portfolio covered ▾

Level of certification: include all that apply _____

Levels adopted as a standard by the entity _____

○ No ○

○ Not applicable ○

Select the % portfolio covered by each measure

▾ > 0%, < 25% ◑

▾ ≥ 50%, < 75% ◑

▾ ≥ 25%, < 50% ◑

▾ ≥ 75%, ≤ 100% ●

2 points, E

Intent

This question is focused on green building rating standards utilized as part of the construction or major renovation process. 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.

Terminology

Green building rating standard: A rating system/certificate for Rreal Eestate 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 scheme.

Requirements

Select yes, no, or not applicable. If 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. Projects with multiple standard requirements should only report once, on the most stringent one. The total combined portfolio coverage cannot exceed 100%.

Reporting period: Answers 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) selected answer options (2) percentage portfolio coverage and (3) validity of reported green building rating systems and/or certificates.

It is not necessary to select all answer options in order to obtain the maximum score for this question.

NC5.2 Does the entity's projects include new construction and major renovation projects that obtained a green building certificate? NC5.2

○ 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 ▾			

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 ▾			

○ No ○

○ Not applicable ○

Note: *A list of provisionally validated certification schemes is provided in Appendix 3a. If you select "create a new certification", you will be asked to complete the validation questions for the scheme (see Appendix 3b).*

5 points, E

Intent

This question is focused on the certifications obtained as part of the construction or major renovation process. 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.

Terminology

Green building certification: 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 projects: 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 Green Building Certification and its version. Examples can include, but are not limited to: LEED, BREEAM and Green Star.

Sub-scheme name: The name of the scheme's certification category used to certify a particular asset or property type.

Requirements

Select yes or no. If 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.

Participants may list pre- or interim- assessments conducted by the official certification authority, but this needs to be designated in the sub-scheme name. 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 covered by floor area (projects in progress at the end of the reporting period): The percentage of the total portfolio for which green building certificates were obtained for the building design, development and/or structure for projects that were in progress at the end of the reporting period.

The numerator is the floor area of all projects in progress at the end of the reporting period with a green building certification.

The denominator is the floor area of all projects in progress at the end of the reporting period.

Percentage portfolio covered by floor area (projects completed during the reporting period): The percentage of the total portfolio for which green building certificates were obtained for the building design, development and/or structure for projects that are complete at the end of the reporting period.

The numerator is the floor area of all projects completed during the reporting period with a green building certification.

The denominator is the floor area of all projects completed during the reporting period with a green building certification.

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 benchmarked question, meaning the total score is based on the data of a regional peer group. Certification schemes can receive full, partial or no points. The score is based on % portfolio coverage.

Examples

Scheme name: BREEAM International
Sub-scheme name: New Construction (Interim)
Answer structure: BREEAM International, New Construction (Interim)
Scheme name: LEED v4
Sub-scheme name: New Construction (Precertification)
Answer structure: LEED v4, New Construction (Precertification)

Energy Efficiency

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

- ○ Yes
  - ☐ Requirements for planning and design include (multiple answers possible) ◑
    - ☐ Integrative design process
    - ☐ 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_____ ◑
- ○ No ○

3 points, E

Intent

This Indicator is intended to describe the entity's strategy to integrate energy efficiency measures throughout design and construction activities. 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.

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.

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 Conservation 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 and evaluate its energy efficiency.

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.

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.

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.

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 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.

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.

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.

Requirements

Select yes or no. If yes, select all applicable sub-options.

Other:

1. Requirements for planning and design: Describe the entity's requirement for planning and design. Energy efficiency measures: State the energy efficiency measure.
2. Performance verification: Describe the entity's actions to verify delivered performance.

It is possible to add multiple other answers.

Reporting period: Answers 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) selected answer options for design, measures, and monitoring indicators and (2) validity of provided other answers.

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, however scores will not be aggregated.

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?** **NC7.1**

- ○ 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 _____% **2017 R**

- ○ No ○
- ○ Not applicable ○

3 points, E

Intent

This Indicator intends to assess entity's involvement in the design of on-site renewable energy generation. On-site renewable energy generation reduces environmental and economic impacts associated with fossil fuel energy use.

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. 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 yes, 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. 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 not seen as renewable energy sources. Although they may produce low-carbon energy, these systems typically use fossil fuels (e.g., natural gas).
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.
Reporting period: Answers 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) selected answer options and validity of provided other answer, (2) percentage of all projects.
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.
In 2017, the average design target will be for reporting purposes only.

References 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? NC7.2

○ Yes

Applicable net-zero standard:

☐ Description of the entity's definition of "net-zero energy" (max 150 words)

_____

☐ Description of the applicable reference code of standard (max 150 words)

_____

☐ Other _____

Percentage of projects covered _____% B

Upload Indicate where in the evidence the relevant information can be found____

○ No ○

1 point, E

Intent This Indicator intends to examine the entity's approach to define and achieve net-zero energy performance for its new construction and renovation projects. 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.

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 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".

Evidence: Document upload is mandatory. The evidence 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.

Reporting period: Answers 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 evidence 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?** NC8

- ○ Yes

  The entity promotes water conservation through (multiple answers possible)

  - ☐ Requirements for planning and design include (multiple answers possible) ◑
    - ☐ Development and implementation of a commissioning plan ◑
    - ☐ Integrative design for water conservation ◑
    - ☐ Requirements for indoor water efficiency ◑
    - ☐ Requirements for outdoor water efficiency ◑
    - ☐ Requirements for process water efficiency ◑
    - ☐ Requirements for water supply ◑
    - ☐ Other_____ ◑
  - ☐ Common water efficiency measures include (multiple answers possible) ◑
    - ☐ Commissioning of water systems ◑
    - ☐ Drip/smart irrigation ◑
    - ☐ Drought tolerant/low-water landscaping ◑
    - ☐ High-efficiency/dry fixtures ◑
    - ☐ Leak detection system ◑
    - ☐ Occupant sensors ◑
    - ☐ On-site wastewater treatment ◑
    - ☐ Re-use of stormwater and grey water for non-potable applications ◑
    - ☐ Other_____ ◑
  - ☐ Operational water efficiency monitoring (multiple answers possible) ◑
    - ☐ Post-construction water monitoring for on average _____ years ◑
    - ☐ Sub-meter ◑
    - ☐ Water use analytics ◑
    - ☐ Other_____ ◑

  Upload Indicate where in the evidence the relevant information can be found____

- ○ No ○
- ○ Not applicable ○

2 points, E

Intent

This Indicator intends to assess the entity's strategy to water conservation through design and construction. 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.

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).

Indoor water: Water use that occurs within the constraints of the building interior.

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.

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, 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.

Post-construction water monitoring: Monitoring of water consumption during the operational phase of the building, to identify that water conservation objectives are being met.

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.

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.

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.

Requirements Select yes, no or not applicable. If yes, select all applicable sub-options.

Other:

1. Requirements for planning and design: State the requirement for planning and design.
2. Water efficiency measures: State the water efficiency measure.
3. Operational water efficiency monitoring: State the operational water efficiency monitoring type.

Evidence: Document upload is mandatory. The evidence 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.

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

Reporting level: Answers should be applicable at entity level.

Scoring Points are based on (1) selected answer options and validity of provided other answers, (2) validity of the evidence based on the requirements stated above.

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.

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?** **NC9**

○ Yes

The entity promotes efficient solid waste management through (multiple answers possible)

- ☐ Management and construction practices (multiple answers possible) ◑
  - ☐ Construction waste signage ◑
  - ☐ Education of employees/contractors on waste management ◑
  - ☐ Incentives for contractors for recovering, reusing and recycling building materials ◑
  - ☐ Targets for waste stream recovery, reuse and recycling ◑
  - ☐ Waste management plans ◑
  - ☐ Waste separation facilities ◑
  - ☐ Other_____ ◑
- ☐ On-site waste monitoring (multiple answers possible) ◑
  - ☐ Hazardous waste monitoring ◑
  - ☐ Non-hazardous waste monitoring ◑
  - ☐ Other_____ ◑

Upload Indicate where in the evidence the relevant information can be found____

○ No ○

2 points, E

Intent

This Indicator is intended to describe the entity's strategy to manage waste from construction and demolition. 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.

Terminology

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.

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.

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.

Management and construction practices: Measures and strategies implemented by management and construction employees throughout the construction project.

Non-hazardous waste: Waste that does not have the potential to cause harm to humans, animals or the environment.

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 stream: The complete flow of waste from generation to final disposal.

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.

Requirements

Select yes or no. If yes, 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 waste management practice.
2. On-site waste monitoring: State the type of waste monitored.

Evidence: Document upload is mandatory. The evidence 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.

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

Scoring

Points are based on (1) selected answer options and validity of provided other answers, (2) validity of the evidence based on the requirements stated above.

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.

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?** **NC10.1**

- ○ Yes

  Select all topics included (multiple answers possible)

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

  Percentage of projects covered _____%

  Upload Indicate where in the evidence the relevant information can be found____

- ○ No ○

2 points, S

Intent

This Indicator examines the entity's strategy to ensure contractors support the entity's ESG objectives and follow ESG management requirements. 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.

Terminology

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.

Human health-based product standards: Minimum standards required from contractors in relation to products used with a known impact on human health.

Human rights: The requirement of all people involved in the contractor's' supply chain and project execution to have fair and equal conditions and rights, as promoted by the United Nations Universal Declaration of Human Rights.

On-site health and safety: Requirements that focus on protecting the safety, health and welfare of people engaged in construction work.

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.

Requirements

Select yes or no. If yes, 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. It is possible to add multiple other answers.

Evidence: Document upload or document name and publication date.

The evidence must demonstrate the existence of the sustainability-specific requirements. An example is a copy of contractor requirements (e.g., contract language or RFP).

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

Reporting level: Answers should be applicable at entity level.

Scoring Points are based on (1) selected answer options and validity of provided other answers, (2) validity of the evidence based on the requirements stated above.
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.

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 sustainability-specific requirements in place for this entity? NC10.2

- ○ 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.
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 issues: 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 NC10.1. If yes, 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. It is possible to add multiple other answers.
Reporting period: Answers 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) selected answer options (2) percentage of projects audited.
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.

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?** **NC11**

- ○ 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_____ ◑

  Upload Indicate where in the evidence the relevant information can be found____

- ○ No ○
- ○ Not applicable

2 points, E

Intent

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

Terminology

Access to spaces for active and passive recreation: Access to spaces designated for recreation, including but not limited to green spaces, picnic areas, sport facilities, or children's playgrounds.

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.

Health Impact Assessment: An assessment conducted to determine the potential effects of a proposed decision on the health of a population.

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.

Indoor air quality 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.

Indoor air quality source control: The process of controlling air quality from the source of pollution/emission, such as sealing off areas known to adversely impact IAQ.

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.

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.

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.

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 well-being.

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.

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.

Requirements

Select yes or no. If yes, 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 verification provisions and (4) requirements and standards.

Other:

1. Requirements for planning and design: State the requirement for planning and design.
2. Occupant health and well-being measure: State the health and well-being measure. 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.
3. Occupant health and well-being monitoring: State the health and well-being measure.

It is possible to add multiple other answers.

Evidence: Document upload is mandatory. The evidence 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, project requirements, similar).

Reporting period: Answers 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) selected answer options and validity of provided other answers, (2) validity of the evidence based on the requirements stated above.
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.

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? NC12.1

- ○ Yes

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

  - ☐ Communicating safety information ◑
  - ☐ Continuously improving safety performance ◑
  - ☐ Demonstrating safety leadership ◑
  - ☐ Entrenching safety practices ◑
  - ☐ Managing safety risks ◑
  - ☐ Promoting design for safety ◑
  - ☐ Other_____ ◑
- ○ 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 Rreporting on on-site occupational health and safety is an indicator of prudent risk management.

Terminology **On-site health and safety:** The safety, health and welfare of people engaged in construction work.

Requirements Select yes or no. If yes, 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. It is possible to add multiple other answers.
Reporting period: Answers 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) selected answer options and (2) validity of provided other answers.
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.

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?** **NC12.2**

○ 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

Fatalities: The death of a worker arising from an occupational injury or disease sustained or contracted while in the organization's employ.

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.

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 yes, 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: Answers 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

NC13 **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?** **NC13**

- ○ Yes

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

  - ☐ Housing affordability ◑
  - ☐ Impact on crime levels ◑
  - ☐ Livability score ◑
  - ☐ Local income generated ◑
  - ☐ Local residents' well-being ◑
  - ☐ Walkability score ◑
  - ☐ Other_____ ◑

- ○ No ○

1.5 points, 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

Housing affordability: Housing affordable to those with a median household income, as rated by country, state/province or municipality by a recognised housing affordability index.

Impact on crime levels: The impact of the use of the asset and related facilities on crime levels, e.g. inadequate lighting or security may lead to increased crime levels, including vandalism, theft, etc.

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.

Walkability score: Measure of a neighbourhood's friendliness to pedestrians, on a scale between 0 and 100. Points are awarded based on distance to nearby amenities, by analysing population density and road metrics.

Requirements

Select yes or no. If yes, select all applicable sub-options.

Reporting period: Answers 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) selected answer options and (2) validity of provided other answers. It is not necessary to select all answer options in order to obtain the maximum score for this question.

References

GRI G4, CRESS, DMA, Employment; Local Communities; SO2

Green Star, Communities PILOT Version 0.1

NC14 **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?** **NC14**

○ 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 Indicate where in the evidence 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

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.

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.

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.

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.

Monitoring: A structured approach towards measuring and managing the impact of new construction and major renovation projects on the local community.

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.

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.

Requirements

Select yes or no. If yes, select all applicable sub-options.

Other: State the alternative means through which the entity monitors impact on the local community. 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.

Evidence: Document upload is mandatory.

The evidence must demonstrate the existence of the monitoring process and the elements that it covers. Examples of acceptable documents include but are not limited to impact reports or data illustrating the collection of relevant information.

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

Reporting level: Answers should be applicable at entity level.

Scoring

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 evidence based on the requirements stated above.

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

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.

References

GRI G4, CRESS, G4-DMA, Local Communities (CRE7); and G4-SO1 and G4-SO2

BREEAM Communities Manual 2012

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 and administering new contracts or property deals. (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 auditing financial data, to non-financial data. It is the process of checking data, as well as its collection methods and management systems, through a systematic, independent and documented process against predefined criteria or standards. This is a service that can only be provided by accredited auditors.
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 fiduciary 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.
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)
CDP	CDP works with shareholders and corporations to disclose the greenhouse gas emissions of major corporations. (www. cdpproject.net)
Certified	Third-party recognition of meeting the requirements of a recognized standard.
Child Labor	Work that children should not be doing because they are too young, 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)

Term	Definition
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 which 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.
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)

Term	Definition
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 real estate investments, and the deployment of investor capital, by creating and implementing asset level strategies, across the entire portfolio.
GHG emissions	GHGs includes to the seven gases listed in the GHG Protocol Corporate Standard: carbon dioxide (CO2); methane (CH4); nitrous oxide (N2O); hydrofluorocarbons (HFCs); perfluorocarbons (PFCs); nitrogen trifluoride (NF3) and sulphur hexafluoride (SF6).
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.

Term	Definition
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.
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.
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.

Term	Definition
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, hailstorms, earthquakes and 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.
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 property operations.
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	Preparedness of the built environment towards existing and future climate changes (i.e., the ability to absorb disturbances such as increased precipitation or flooding while maintaining its structure). This can be achieved by management policies, informational technologies, educating tenant, community, suppliers and physical measures at the asset level. ("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.

Term	Definition
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.
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 CEO, Board of Directors and/or shareholders (IGGN Corporate Principles: Revised (2009)).
Shareholders	Individuals, groups of individuals or organizations that own at least one share of a company's stock and 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).
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).

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
IPMS	International Property Measurement Standard
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

2a: Performance Indicators - Definitions

Term	Definition
Absolute consumption	Absolute consumption includes consumption data of all assets that were included in the portfolio and operated during the reporting period. It includes both data consumed by the landlord and the tenant (preferably reported separately in the tables), purchased (e.g. from the grid) and produced (e.g. on-site) consumption. Please refer to individual Guidance per question for further explanations.
Air conditioning and/or natural ventilation	Energy consumption is dependent on the level of air-conditioning vs the level of natural ventilation. Some buildings are designed to have better natural ventilation which would reduce their energy/water consumption and GHG emissions.
Appropriate tracking instruments	Aligned with CDP, GRESB will consider the following systems (and instruments) as appropriate for the purpose of tracking renewable electricity: (1) Systems based on European Guarantee of Origin (GOs) such as the EECS (European Energy Certificate System) and (2) Systems based on USA Renewable Energy Certificates such as the Green-e Energy program in the USA. Additionally, GRESB accepts other (regional) instruments which match the above schemes.
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.
Average annual vacancy	The average rate of vacancy per annum.
Base Building	Energy consumed in supplying central building services to lettable/leasable areas and common areas. (NABERS Energy and Water for Offices v3.0)
Baseline year	The initial year the participant uses as starting point to set and measure improvement targets for any performance indicator.
Carbon offset	A carbon offset represents a quantity of GHG emissions reductions, measured in units (usually metric tons) of carbon dioxide–equivalent (CO2e), that occur as a result of a discrete project. The emissions reductions from that project can be sold to enable the purchaser/owner to claim those GHG reductions as their own. These reductions can then be used to reduce, or offset, any GHG emissions for which the purchaser is responsible. GRESB does not include Carbon offsets as Renewable Energy.
Checked	A third-party review that does not comply with the definition of either Assurance or Verification.
Common areas	Areas shared with other building occupants, including, but not limited to: entrance areas, corridors, lifts, staircases, waste storage stores, communal kitchen and breakout facilities.
Data Coverage	The part of the portfolio for which data is available, per area of the building and per fuel type.
Degree-days	Represent the total positive or negative difference between a base temperature and the average daily outdoor dry-bulb temperature for a given period of time (ASHRAE, 2009). Degree-days are data points that may be used to normalize abnormal consumption or intensity values due to strong winters, hot summers, etc.
Disposal Route	The method by which waste is treated or disposed, including composting, reuse, recycling, recovery, incineration, landfill, deep well injection and on-site storage. (EPRA Best Practices Recommendations on Sustainability Reporting 2011)
District Heating & Cooling	System for distributing hot or cold steam and water generated in a centralized location for residential and commercial heating requirements such as space and water heating.
Diverted – recycling	The process of changing waste materials into new products, to prevent waste of potentially useful materials, reduce the consumption of fresh raw materials, reduce energy usage, reduce air pollution (from incineration) and water pollution (from landfilling) by reducing the need for 'conventional' waste disposal, and lower greenhouse gas emissions as compared to plastic production.

Term	Definition
Diverted – waste to energy	Diverting waste through the process of generating energy in the form of electricity and/or heat.
Diverted (waste)	The processing of diverting waste from landfills.
Energy supplier	Also known as an electric utility, this is the entity that sells energy to consumers and can provide information regarding the GHG intensity of delivered electricity. (GHG Protocol Scope 2 Guidance)
Energy use intensity	The amount of energy used per unit of an appropriate denominator, including but not limited to: floor area, and persons. (GRI CRESS 4)
Externally communicated	Communication of information from an organization to the external environment, such as to investors, suppliers, customers, and the general community.
Floor Area	The size of a floor surface. Definitions of floor areas vary by location, building type and landlord-tenant arrangement. Examples include: common parts area, lettable/leasable area, internal area, usable area, occupied area, conditioned/ treated area. For reporting to GRESB, you should be consistent in the floor area calculation that you use (GRI, CRESS 4).
Footfall	The number of people coming in and out of the venue.
Fuels	Primary fuels such as natural gas, coal, and/or oil that are combusted onsite.
GHG emissions	GHGs includes to the seven gases listed in the GHG Protocol Corporate Standard: carbon dioxide (CO2); methane (CH4); nitrous oxide (N2O); hydrofluorocarbons (HFCs); perfluorocarbons (PFCs); nitrogen trifluoride (NF3) and sulphur hexafluoride (SF6).
GHG intensity	The amount of greenhouse gas emissions per unit of an appropriate denominator, including but not limited to: floor area, and persons.
GHG Offsets purchased	Greenhouse gas offsets (Carbon offsets) can be purchased to compensate for the GHG emissions of the portfolio.
Hazardous Waste	A waste, or combination of 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, or which might pose a substantial present or potential hazard to human health or the environment when improperly treated, stored, transported, disposed of, or otherwise managed. Hazardous waste can be liquids, solids, gases or sludge, as well as discarded commercial products such as cleaning fluids or pesticides, or by-products of manufacturing processes.
Incineration	The destruction of solid, liquid, or gaseous wastes by controlled burning at high temperatures. Hazardous organic compounds are converted to ash, carbon dioxide, and water. Burning destroys organics, reduces the volume of waste, and vaporizes water and other liquids the waste may contain. The residue ash produced may contain some hazardous material, such as non- combustible heavy metals, concentrated from the original waste.
Indirectly Managed assets	This definition and the definition of Managed assets are solely based on the landlord/tenant relationship. Assets or buildings for which the tenant is determined to have 'operational control' where operational control is defined as having the ability to introduce and implement operating and/ or environmental policies and measures. In case both the landlord and tenant have the authority to introduce and implement any or all of the policies and measures mentioned above, the asset or building should be reported as a Managed asset. Where a single tenant has the sole authority to introduce and implement operating and/or environmental policies and measures, the tenant should be assumed to have operational control, so it should be considered to be an Indirectly Managed asset.
Joint venture	A joint ownership 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)
Landfill	Method for final disposal of solid waste on land. The refuse is spread and compacted and a cover of soil applied so that effects on the environment (including public health and safety) are minimized. Under current regulations, landfills are required to have liners and leachate treatment systems to prevent contamination of groundwater and surface waters.

Term	Definition
Like-for-Like Comparison	Figures reported for like-for-like comparison should include only comparable data (i.e., the portion of the portfolio that has remained the same year-over-year). This should exclude assets that have been acquired, disposed of, under development or have undergone a major renovation over the reporting periods. Data availability should be the same for both years to ensure accurate comparability (i.e., if in 2015 you have 10% Data Coverage, but in 2016 your Data Coverage increased to 40%, please only report on the constant fraction, which is the 10% from 2015 and that same 10% for 2016). No correction for changes in the occupancy rate is needed and buildings with a high variation in vacancy rates should be included.
Long-term reduction targets	A target that projects three or more years into the future, to reduce any of energy or water consumption, GHG emissions or waste to landfill.
Low carbon energy	GRESB adopts the CDP approach to low carbon energy. In the absence of a universally accepted definition, "low carbon energy" will be any type of energy that will have no direct emissions and which the indirect emissions can usually be considered as negligible considering the life cycle of the given technology. It is generally accepted as such power technologies like wind, solar, tidal, geothermal and most hydropower. Nuclear power is also usually considered low carbon, although other considerations make it a more contentious technology. Natural gas, combined cycle gas, turbine and Combined: Heat and Power (cogeneration), despite being less carbon intensive than other means of electricity production like coal, are not considered here in the definition of low carbon.' Certain jurisdictions might have electricity-tracking instruments for all types of power, including technologies such as CHP, gas or coal. In this case (which is expected to occur exceptionally) participants should not consider that power as low carbon in accordance with the guidance given here on. (CDP Climate Change Reporting Guidance, 2015).
Managed assets	This definition of Managed assets and the definition of Indirectly Managed assets are solely based on the landlord/tenant relationship. Assets or buildings for which the landlord is determined to have 'operational control' where operational control is defined as having the ability to introduce and implement operating and/or environmental policies and measures. In case both the landlord and tenant have the authority to introduce and implement any or all of the policies mentioned above, the asset or building should be reported as a Managed asset. Where a single tenant has the sole authority to introduce and implement operating and/or environmental policies and measures, the tenant should be assumed to have operational control, so it should be considered to be an Indirectly Managed asset.
Maximum Potential Coverage	The floor area reported as Maximum Potential Coverage should reflect the total floor area of the asset/portfolio of that particular area of the building that has potential for energy, water, GHG or waste data collection. In summary, it is the total floor area with respective Performance Indicator supply.
Mixed-use asset	An asset which has more than one property type component, such as a single property containingboth Office and Retail tenant spaces.
Natural gas, combined cycle gas, turbine and Combined	Heat and Power (cogeneration), despite being less carbon intensive than other means of electricity production like coal, are not considered here in the definition of low carbon.' Certain jurisdictions might have electricity-tracking instruments for all types of power, including technologies such as CHP, gas or coal. In this case (which is expected to occur exceptionally) participants should not consider that power as low carbon in accordance with the guidance given here on. (CDP Climate Change Reporting Guidance, 2015)
Net GHG Emissions after offsets	Net GHG emissions are the remaining total GHG emissions after accounting forby purchased GHG offsets. The GRESB portal will automatically calculate 'Net GHG emissions after offsets' using the absolute GHG emissions and GHG offsets purchased figures provided by the participant. Absolute GHG emissions - GHG offsets purchased = Net GHG emissions after offsets.
Non-hazardous Waste	Solid waste such as any garbage or refuse, sludge from a wastewater treatment plant, water supply treatment plant, or air pollution control facility and other discarded material including solid, liquid, semi-solid, or contained gaseous material resulting from industrial, commercial, mining, and agricultural operations and from community activities. (EPA)

Term	Definition
Occupancy rate	Energy use/Water use/GHG emissions/Waste production varies with the level of occupancy. This adjustment helps to reduce the unfair advantage a building with lower occupancy rate would have over a building with higher vacancy rate.
Off-site renewable energy	Renewable energy purchased from external parties, to meet some or all of the building's energy requirements. Purchased and consumed electricity (and heat, steam or cooling) that was accounted at a zero emission factor (0 tCO2e/MWh) or that can be considered as Low carbon electricity (heat, steam or cooling (MWh)) and that are supported by Appropriate tracking instruments.)
On-site capture	The on-site collection of rainwater, fog or condensate, which is treated and purified for reuse and/or recycling.
On-site extraction	The on-site extraction of groundwater, which is treated and purified for reuse and/or recycling.
On-site renewable energy	Renewable energy produced on-site, to meet some or all of the building's energy requirements.
On-site water reuse	The reuse of greywater and/or blackwater in on-site activities, like toilet flushing or cooling processes.
Operational hours	Energy use/water use/GHG emissions varies with the weekly operating hours of a building or tenant space. This adjustment helps to reduce the unfair advantage a building with a lower average weekly operational hours would have over a building with a much higher weekly operational hours.
Outdoor/Exterior Areas/Parking	Areas outside the building that are not considered as part of the lettable/leasable area, but which are within the site boundaries. For reporting to GRESB, only complete these fields in case separate consumption data for outdoor, exterior and/or parking is available. (NABERS Energy and Water for Offices v3.0)
Purchased by landlord	Energy purchased by the landlord, but consumed by the tenant. This can include energy purchased by the landlord but used for vacant space.
Purchased by tenant	Energy purchased by the tenant. Typically this is data that is not within the participant's immediate control, but GRESB encourages efforts to collect it.
Recycling	Process of collecting and processing materials that would otherwise be thrown away as trash and turning them into new products. Recycling reduces the amount of waste sent to landfills and incinerators, conserves natural resources such as timber, water and minerals, prevents pollution caused by reducing the need of collecting raw materials, saves energy and reduces GHG emissions. (EPA)
Renewable energy generation and consumption	Any source of energy that can be used without depleting its reserves including sun, wind, water, biomass or Earth's core using technologies available on-site, such as photovoltaic panels, wind turbines, transpired solar collectors, solar hot water heaters, solar thermal energy, small-scale hydroelectric power plants, geothermal energy, landfill gas.
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 (optional for GRESB reporting):	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.
Shared services/Central plant:	Shared Services/Central Plant is a central source providing energy for the whole building, including common areas and shared services for tenants. If consumption cannot be separated between common areas and shared services, provide both here.

Term	Definition
Site energy	The amount of heat and electricity consumed by a building as reflected in utility bills. Site energy may be delivered to a facility in one of two forms. Primary energy is the raw fuel that is burned to create heat and electricity, such as natural gas or fuel oil. Secondary energy is the energy product created from a raw fuel, such as electricity purchased from the grid or heat received from a district steam system. A unit of primary energy and a unit of secondary energy consumed at the site are not directly comparable because one represents a raw fuel while the other represents a converted fuel. Ultimately, buildings require heat and electricity to operate, and there are always losses associated with generating and delivering this heat and electricity.
Source energy	Source energy traces the heat and electricity requirements of the building back to the raw fuel input, thereby accounting for any losses and enabling a complete thermodynamic assessment. (EPA)
Tenant Space	Lettable floor area (both vacant and let/leased areas) that is or can be occupied by tenants.
Total Renewable Energy	The total amount of Renewable Energy generated on-site, both consumed on-site and exported, plus renewable energy generated off-site or purchased from utility or third party.
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.
Void consumption	Void consumption is energy consumed, water consumed or GHG emitted during a void period. The void period is the period between leases when a property or space is not generating rental income (is vacant), but the landlord still has to cover overhead costs.
Water use intensity	The amount of water used per unit of an appropriate denominator, including but not limited to: floor area, and persons.
Weather conditions	Weather normalization measures the impact of weather on energy consumption. Weather normalization (or "weather correction") enables an equal comparison of energy consumption/water use/GHG emissions from different places with different weather conditions and adjusts consumption data so it can be compared to consumption data in other years over a longer period.
Whole Building	Energy used by tenants and base building services to lettable/leasable and common spaces. This should include all energy supplied to the building for the operation of the building and the tenant space. For reporting to GRESB, use this section to report consumption data in the case no separate data for Common areas and Tenant space is available. (NABERS Energy and Water for Offices v3.0)
Whole Portfolio	All assets owned by the portfolio, both Managed and Indirectly Managed.

2b: Performance Indicators - Examples

Managed asset, whole building data 1

The building is a Managed asset, operated by the submitting entity. For the building, fuels and electricity (2014: 166 MWh; 2015: 200 MWh) are the main sources of consumption, monitored with a single, master meter. Only whole building data is available for electricity, for both 2015 and 2016. The fuel consumption data is not available.

The gross floor area of the building is 10,000m^2.

Managed asset, whole building data 2

The building is a Managed asset, operated by the submitting entity. For the building, fuels (2015: 10 MWh; 2016: 15 MWh) and electricity (2015: 80 MWh; 2015: 50 MWh) are the main sources of consumption, monitored with a single, master meter. Only whole building data is available, for 8 months in 2015 (since the asset was purchased in 2015) and 12 months in 2015. Therefore, the asset has been excluded from Like-for-Like consumption.

The gross floor area of the building is 10,000m^2.

Determine which energy sources are used at the assets in the portfolio?
In case no consumption data is available, floor area should still be completed in column D: Maximum Potential Coverage and column C: Data coverage should be zero.

- **Fuels** 1 2
- District heating & Cooling
- **Electricity** 1 2

Does the organization have assets in the portfolio that are Managed and/or Indirectly Managed?

- **Managed assets** (row 1-21) 1 2
  - **Base building**
    - Common areas
    - Shared services / Central plant
    - Outdoor / Exterior areas / Parking
  - **Tenant space**
    - Purchased by landlord
    - Purchased by tenant
  - **Whole building** 1 2
    - Combined consumption: Common areas + tenant space 1 2
- **Indirectly Managed assets**
  - **Whole building**
    - Tenant space
    - Outdoor / Exterior areas / Parking

				A	B	C	D	E	F	G	H
					Absolute Consumption				Like-for-Like Consumption		
				2015	2016				2015	2016	
				Consumption (MWh)	Consumption (MWh)	Data coverage (m^2/sq.ft.)	Maximum Potential Coverage (m^2/sq.ft.)	Floor Area Type	Consumption (MWh)	Consumption (MWh)	Like-for-Like change (%)
17	Whole Building	Combined consumption common areas + tenant space	Fuels	10	15	10,000	20,000	floor area	-	-	Calculated
18			District Heating & Cooling	-	-	-	-	floor area	-	-	-
19			Electricity	216	250	20,000	20,000	floor area	166	200	Calculated
	Total energy consumption of Whole Building (rows 17-19)			226	265	N/A	N/A	N/A	166	200	Calculated

JV asset 3

The building is a Managed asset. It is part of a JV but the participant has a stake of 30% in the building. For the building, fuels and electricity are the main sources of consumption. Whole building data is available for fuels (2015: 172 MWh; 2016: 170 MWh). No electricity data is available, but there is electricity supply. The gross floor area is 15,000m$^{2.}$

Option 3a
Report on 100% of the asset (and be consistent throughout your Assessment submission).

Option 3b
Report on 30% of the asset (and be consistent throughout your Assessment submission).

Determine which energy sources are used at the assets in the portfolio?
In case no consumption data is available, floor area should still be completed in column D: Maximum Potential Coverage and column C: Data coverage should be zero.

- **Fuels** 3a 3b
- District heating & Cooling
- **Electricity** 3a 3b

Does the organization have assets in the portfolio that are Managed and/or Indirectly Managed?

- **Managed assets** (row 1-21) 3a 3b
  - **Base building**
    - Common areas
    - Shared services / Central plant
    - Outdoor / Exterior areas / Parking
  - **Tenant space**
    - Purchased by landlord
    - Purchased by tenant
  - **Whole building** 3a 3b
    - Combined consumption: Common areas + tenant space 3a 3b
- **Indirectly Managed assets**
  - **Whole building**
    - Tenant space
    - Outdoor / Exterior areas / Parking

				A	B	C	D	E	F	G	H
					Absolute Consumption				Like-for-Like Consumption		
				2015	2016				2015	2016	
				Consumption (MWh)	Consumption (MWh)	Data coverage (m²/sq.ft.)	Maximum Potential Coverage (m²/sq.ft.)	Floor Area Type	Consumption (MWh)	Consumption (MWh)	Like-for-Like change (%)
17	Whole Building	Combined consumption common areas + tenant space	Fuels	172	170	15,000	15,000	floor area	172	170	- 1.16%
18			District Heating & Cooling	-	-	-	-	floor area	-	-	-
19			Electricity	0	0	0	15,000	floor area	-	-	-
	Total energy consumption of Whole Building (rows 17-19)			172	170	N/A	N/A	N/A	172	170	- 1.16%

Managed asset, no tenant data 4

The Building is a Managed asset, operated by the submitting entity. The building is operated using District heating & cooling from a central plant (2015: 2,300 MWh; 2016: 2,420 MWh), for both common areas and tenant space.

Electricity is separately monitored both for common areas and tenant space. Consumption data of the common areas is available for both 2015 (3,200 MWh) and 2016 (3,780 MWh). However, tenant data on electricity consumption (purchased by the tenant) is not available for either of these years, since the tenant is not willing to share the data.

The gross floor area of the building is 35,000m^2. The net floor area of the common area is 10,000m^2 and the lettable floor area of the tenant space is 25,000m^2.

Managed asset, some tenant data 5

The Building is a Managed asset, operated by the submitting entity. The building was acquired in January 2016, so no data is available for 2015. The building is operated using fuels, monitored separately for the common areas (floor area is 8,000m^2, 10 MWh) and tenant spaces (16,000m^2, 32 MWh) and purchased by the tenant.

Electricity is separately monitored both for common areas and tenant spaces. However, some electricity (within tenant space) is purchased by the landlord (8,000m^2, 420 MWh) and some is purchased by the tenants (8,000m^2, 280 MWh). Not all these tenants are willing to share their data (50%). There is a separate meter for the outdoor area, to monitor exterior electricity use for the outdoor parking area.

Determine which energy sources are used at the assets in the portfolio?
In case no consumption data is available, floor area should still be completed in column D: Maximum Potential Coverage and column C: Data coverage should be zero.

- **Fuels** 5
- **District heating & Cooling** 4
- **Electricity** 4 5

Does the organization have assets in the portfolio that are Managed and/or Indirectly Managed?

- **Managed assets** (row 1-21) 4 5
  - **Base building**
    - Common areas 4 5
    - Shared services / Central plant 4
    - Outdoor / Exterior areas / Parking 5
  - **Tenant space** 4 5
    - Purchased by landlord 5
    - Purchased by tenant 4 5
  - **Whole building**
    - Combined consumption: Common areas + tenant space
- **Indirectly Managed assets**
  - **Whole building**
    - Tenant space
    - Outdoor / Exterior areas / Parking

Managed Assets

				A	B	C	D	E	F	G	H
					Absolute Consumption				Like-for-Like Consumption		
				2015 Consumption (MWh)	2016 Consumption (MWh)	2016 Data coverage (m^2/sq.ft.)	2016 Maximum Potential Coverage (m^2/sq.ft.)	2016 Floor Area Type	2015 Consumption (MWh)	2016 Consumption (MWh)	Like-for-Like change (%)
1	Base Building	Common Areas	Fuels	-	10	8,000	8,000	floor area	-	-	-
2			District Heating & Cooling	-	-	-	-	Type	-	-	-
3			Electricity	3,200	3,780	10,000	10,000	floor area	3,200	3,780	+18.13%
4		Shared Services / Central Plant	Fuels	-	-	-	-	Type	-	-	-
5			District Heating & Cooling	2,300	2,420	35,000	35,000	floor area	2,300	2,420	+5.22%
6			Electricity	-	-	-	-	Type	-	-	-
7		Outdoor / Exterior Areas / Parking	Fuels	-	-	N/A	N/A	N/A	-	-	-
8			Electricity	0	100	N/A	N/A	N/A	-	-	-
9	**Total energy consumption of Base Building (rows 1-8)**			5,449	6,900	N/A	N/A	N/A	5,459	5,710	-4.61%
10	Tenant Space	Purchased by landlord	Fuels	-				floor area	-	-	calculated
11			District Heating & Cooling					Type			calculated
12			Electricity	-	420	8,000	8,000	floor area	-	-	calculated
13		Purchased by tenant	Fuels		32	16,000	16,000	Type			calculated
14			District Heating & Cooling					Type			calculated
15			Electricity	-	280	4,000	33,000	floor area	-	-	calculated
16	**Total energy consumption of Tenant Areas (rows 10-15)**			calculated	calculated	N/A	N/A	N/A	calculated	calculated	calculated

Indirectly Managed asset 6

The building is an Indirectly Managed asset, due to the lease structure with a single tenant. The landlord has access to fuel consumption data (2015: 1,015 MWh; 2016: 1,000 MWh) for the whole building, but lacks electricity consumption data. This accounts for both 2015 and 2016. The floor area of the building is only available in net lettable floor area: 10,000m^2.

Determine which energy sources are used at the assets in the portfolio?
In case no consumption data is available, floor area should still be completed in column D: Maximum Potential Coverage and column C: Data coverage should be zero.

Fuels 6

District heating & Cooling

Electricity 6

Does the organization have assets in the portfolio that are Managed and/or Indirectly Managed?

Managed assets (row 1-21)

Indirectly Managed assets 6

Base building

Tenant space

Whole building

Whole building 6

Common areas

Shared services / Central plant

Outdoor / Exterior areas / Parking

Purchased by landlord

Purchased by tenant

Combined consumption: Common areas + tenant space

Tenant space 6

Outdoor / Exterior areas / Parking

Indirectly Managed Assets

				A	B	C	D	E	F	G	H
				Absolute Consumption					Like-for-Like Consumption		
				2015 Consumption (MWh)	Consumption (MWh)	2016 Data coverage (m^2/sq.ft.)	Maximum Potential Coverage (m^2/sq.ft.)	Floor Area Type	2015 Consumption (MWh)	2016 Consumption (MWh)	Like-for-Like change (%)
22	Whole Building	Tenant space	Fuels	1,015	1,000	10,000	10,000	lettable floor area	1,015	1,000	calculated
23			District Heating & Cooling				0	Type	-	-	calculated
24			Electricity	0	0	0	10,000	lettable floor area	0	0	calculated
25		Outdoor / Exterior Areas / Parking	Fuels			N/A	N/A	N/A			calculated
26			Electricity			N/A	N/A	N/A			calculated
27	Total energy consumption of Indirectly Managed Assets (rows 22-26)			1,015	1,000	N/A	N/A	N/A	1,015	1,000	0

Asset 7: Managed and Indirectly Managed 7

The asset contains three buildings; two buildings are Managed and one is an Indirectly Managed building, due to the lease structure with a single tenant. The landlord only has access to electricity consumption data for the two Managed buildings (2015: 2,160 MWh; 2016: 2,500 MWh), but lacks consumption data from the Indirectly Managed building. This accounts for both 2015 and 2016. The floor area of the buildings is available in net lettable floor area: all buildings are 10,000 m2.

Buildings 7a 7b | **Building 7c**

Determine which energy sources are used at the assets in the portfolio?
In case no consumption data is available, floor area should still be completed in column D: Maximum Potential Coverage and column C: Data coverage should be zero.

Fuels | District heating & Cooling | Electricity 7a 7b 7c

Does the organization have assets in the portfolio that are Managed and/or Indirectly Managed?

Managed assets (row 1-21) 7a 7b | **Indirectly Managed assets** 7c

Base building | Tenant space | Whole building 7a 7b | Whole building 7c

Common areas | Shared services / Central plant | Outdoor / Exterior areas / Parking | Purchased by landlord | Purchased by tenant | Combined consumption: Common areas + tenant space 7a 7b | Tenant space 7c | Outdoor / Exterior areas / Parking

Managed Assets

				A	B	C	D	E	F	G	H
					Absolute Consumption				Like-for-Like Consumption		
				2015	2016				2015	2016	
				Consumption (MWh)	Consumption (MWh)	Data coverage (m^2/sq.ft.)	Maximum Potential Coverage (m^2/sq.ft.)	Floor Area Type	Consumption (MWh)	Consumption (MWh)	Like-for-Like change (%)
17	Whole Building	Combined consumption common areas + tenant space	Fuels	-	-	-	-	-	-	-	-
18			District Heating & Cooling	-	-	-	-	-	-	-	-
19			Electricity	2,160	2,500	20,000	20,000	floor area	2,160	2,500	15.7%
	Total energy consumption of Whole Building (rows 17-19)			2,160	2,500	N/A	N/A	N/A	2,160	2,500	15.7%

Indirectly Managed Assets

				Consumption (MWh)	Consumption (MWh)	Data coverage (m^2/sq.ft.)	Maximum Potential Coverage (m^2/sq.ft.)	Floor Area Type	Consumption (MWh)	Consumption (MWh)	Like-for-Like change (%)
22	Whole Building	Tenant space	Fuels					Type			calculated
23			District Heating & Cooling					Type			calculated
24			Electricity	0	0	0	10,000	lettable floor area	0	0	calculated
25		Outdoor / Exterior Areas / Parking	Fuels			N/A	N/A	N/A			calculated
26			Electricity			N/A	N/A	N/A			calculated
27	Total energy consumption of Indirectly Managed Assets (rows 22-26)			0	0	N/A	N/A	N/A	0	0	0

Indirectly Managed with exterior areas 8

The building is an Indirectly Managed Asset, due to the lease structure with the tenant. The landlord does not have access to electricity consumption data for the whole building, but has electricity consumption data for the outdoor/exterior areas (2015: 30 MWh; 2016: 25 MWh). This accounts for both 2015 and 2016.

The floor area of the building is available in floor area: 10,000m^2.

Determine which energy sources are used at the assets in the portfolio?
In case no consumption data is available, floor area should still be completed in column D: Maximum Potential Coverage and column C: Data coverage should be zero.

- Fuels
- District heating & Cooling
- **Electricity** 8

Does the organization have assets in the portfolio that are Managed and/or Indirectly Managed?

- **Managed assets** (row 1-21)
  - **Base building**
    - Common areas
    - Shared services / Central plant
    - Outdoor / Exterior areas / Parking
  - **Tenant space**
    - Purchased by landlord
    - Purchased by tenant
  - **Whole building**
    - Combined consumption: Common areas + tenant space
- **Indirectly Managed assets** 8
  - **Whole building** 8
    - **Tenant space** 8
    - **Outdoor / Exterior areas / Parking** 8

Indirectly Managed Assets

				A	B	C	D	E	F	G	H
				Absolute Consumption					Like-for-Like Consumption		
				2015 Consumption (MWh)	Consumption (MWh)	2016 Data coverage (m^2/sq.ft.)	Maximum Potential Coverage (m^2/sq.ft.)	Floor Area Type	2015 Consumption (MWh)	2016 Consumption (MWh)	Like-for-Like change (%)
22	Whole Building	Tenant space	Fuels					Type			calculated
23			District Heating & Cooling					Type	-	-	calculated
24			Electricity	0	0	0	10,000	lettable floor area	0	0	calculated
25		Outdoor / Exterior Areas / Parking	Fuels			N/A	N/A	N/A			calculated
26			Electricity	30	25	N/A	N/A	N/A	30	25	calculated
27	Total energy consumption of Indirectly Managed Assets (rows 22-26)			30	25	N/A	N/A	N/A	30	25	0

2c: Performance Indicators - Estimates

When landlord-obtained utility consumption annual data is partially unavailable or unreliable for an asset, estimation may be necessary for the Performance Indicator Aspect. Estimation allows completed annual data to be calculated for an asset where data is partially missing or unreliable. GRESB allows participants to use estimated data when reporting on energy consumption, GHG emissions, water consumption, and waste, if this is aligned with one of the predefined methodologies and not used as a substitute to gather complete and accurate data.

Participants are not allowed to estimate Absolute Consumption data or Like-for-Like Consumption data if there is no actual data available used as the basis for the estimation.

Data estimates are allowed if:

- Landlord-obtained utility consumption annual data is partially unavailable or unreliable for an asset. GRESB allows the use of estimates if data is missing for a limited period of time (e.g. 3 months), but not if data is missing for parts of the asset (e.g. tenant data)

- Data is missing for an asset that was owned for two full consecutive periods (2015 and 2016), Absolute Consumption and Like-for-Like Consumption should include actual available data, and may be supplemented with estimates to fill in gaps in data for missing periods using known consumption data from other periods.

- A participant is unable to report 12 months of consumption data for one or multiple assets due to ownership changes of the asset, Absolute Consumption should only include data for the actual period of ownership. Absolute Consumption should include actual available data, and may be supplemented with estimates to fill gaps in data for missing periods, using known consumption from other periods, but only for the actual period of ownership during the reporting period. These assets should be excluded from Like-for-Like Consumption, due to the ownership situation;

Note: Consumption Data provided by a utility provider using official documentation (e.g. invoices), based on an estimate of the provider (e.g. because meter readings are not performed on an annual basis or in time for GRESB reporting) is not considered to be estimates as described in the cases above.

Participants that use estimates should include the following information in the open text box below each performance indicator table:

- Disclose the estimation methodology used;
- Disclose the proportion of total disclosed data that is estimated (based on both the floor area for which estimates are used in combination with the time interval for which estimates are used, expressed as a percentage of the total data disclosed for that performance indicator).

2d: Performance Indicators - Dataflows

Q25.1

Note: Please complete all applicable steps in the dataflow.

Step 1: **Determine which energy sources are used for this property type.**

- Fuels
- District Heating and Cooling
- Electricity

Note: If consumption data is not available, but energy from a particular source (e.g., electricity) is used, the floor area should still be reported in column D: Maximum Potential Coverage, which should be the total floor area for which there is an energy supply, and column C: Data Coverage, which should be 0 m2/ft2 used.

Step 2: **Determine which assets in your portfolio for this property type are Managed and/or Indirectly Managed. The floor area allocated to Managed and/or Indirectly Managed assets should be aligned with the reported Indirectly Managed percentage in the Reporting Characteristics (RC5.1). Each property should be classified as either Indirectly Managed or Managed, a property cannot be a combination of the two. Each property should be classified as either Indirectly Managed or Managed, a property cannot be a combination of the two.**

Managed Assets

- Go to step 3 and 4
- Managed Assets: Assets or buildings for which the landlord is determined to have 'operational control' where operational control is defined as having the ability to introduce and implement operating and/or environmental policies and measures. If both the landlord and tenant have the authority to introduce and implement any or all of the policies mentioned above, the asset or building should be reported as a Managed Asset.

Indirectly Managed Assets

- Go to step 5
- Indirectly Managed Assets: The definition is solely based on the landlord/tenant relationship. For Indirectly Managed Assets or buildings, the single tenant is determined to have 'operational control,' where operational control is defined as having the ability to introduce and implement operating and/ or environmental policies and measures. If both the landlord and tenant have the authority to introduce and implement any or all of the policies mentioned above, the asset or building should be reported as a Managed Asset.

Step 3: **For Managed Assets, determine if consumption data is collected for a combination of Base building AND Tenant space, OR Whole building.**

Combination of Base building and Tenant space (for example see page Appendix 2b).

- Base building: Energy is supplied by central building services to common areas and possibly to lettable/leasable areas.
- Tenant space: The lettable floor area, both the vacant and let/leased areas.

When the consumption data is a combination of Base building and Tenant space, go to step 4

Whole building (row 17-19) (for examples see Appendix 2b)

- Whole building: Energy is used by tenants and base building services in both lettable/leasable and common spaces, but is not available or metered separately. This should include all energy supplied to the building. Use this section to report consumption data when separate data for Common areas and Tenant space is not available.
- When you have determined the applicable rows to submit the consumption data, the absolute and like-for-like consumption needs to be aggregated. Go to step 6.

Step 4: **Step 4.1. For data collected at Base building level, allocate consumption data to the Common areas, Shared Service/Central Plant or Outdoor/Exterior areas/Parking.**

Common Areas (row 1-3)

- Areas shared with other building occupants, including entrance areas, corridors, lifts, staircases, waste storage stores, communal kitchen, breakout facilities, etc.

Shared Service/Central Plant (row 4-6)

- Shared Services/Central Plant is a central source providing energy for the whole building, including common areas and shared services for tenants. If consumption cannot be separated between common areas and shared services, provide both here.

Outdoor/Exterior Areas/Parking (row 7-8)

- If energy consumption includes Outdoor/Exterior Areas/Parking and is measured separately, submit the data in Outdoor/Exterior Areas/Parking (rows 7-8). Otherwise it can simply be included in Base Building (or Whole Building).

Step 4.2. For data collected at Tenant space level, determine if the data is Purchased by the landlord and/or Purchased by the tenant.

Purchased by landlord (row 10-12)

- The landlord holds the energy contract with a utility company. Energy is provided to and paid for by the tenant via service charges. This can include energy purchased by the landlord but used for vacant space.

Purchased by tenant (row 13-15)

- The tenant holds the energy contract with a utility company. Energy is therefore directly purchased by the tenant. Typically this is data that is not within the participant's immediate control, although GRESB encourages efforts to collect it. Note: If the participant is not able to collect the consumption data at the tenant areas, the Data Coverage should be 0 m2/ft2 and the Maximum Potential Coverage should reflect the total tenant floor area where the energy is consumed.

Once the rows for which energy consumption data should be submitted have been determined, go to step 6.

Step 5: **For Indirectly Managed Assets, allocate consumption data to Tenant space and/or Outdoor/ Exterior areas/Parking.**

Tenant space (row 22-24) (for examples see Appendix 2b)

- The landlord holds the energy contract with a utility company. Energy is provided to and paid for by the tenant via service charges. This can include energy purchased by the landlord but used for vacant space.

Outdoor/Exterior areas/Parking (row 25-26)

- The tenant holds the energy contract with a utility company. Energy is therefore directly purchased by the tenant. Typically this is data that is not within the participant's immediate control, although GRESB encourages efforts to collect it. Note: If the participant is not able to collect the consumption data at the tenant areas, the Data Coverage should be 0 m2/ft2 and the Maximum Potential Coverage should reflect the total tenant floor area where the energy source is consumed.

Once the rows in which the energy consumption data should be submitted have been determined, go to step 6.

Step 6: **Complete the applicable rows with Absolute and Like-for-Like consumption data, based on whole portfolio data for each property type.**

Absolute Consumption: All available energy consumption data (in MWh) for both 2015 and 2016 should be included and completed in the applicable fields (column A and B). Make sure to complete the rows determined in the previous steps.

- **Estimates:** When landlord-obtained annual consumption data for a particular energy source is partially unavailable or unreliable for an asset, estimations may be necessary. Estimation allows completed annual data to be calculated for an asset where data is partially missing or unreliable. GRESB allows participants to use estimated data when reporting on energy consumption if this is aligned with one of the predefined methodologies and not used as a substitute to gather complete and accurate data. (see Appendix 2c).
- **Site or Source energy:** Site energy data should be submitted in all applicable data fields. Energy data does not have to be converted back to Source energy data
- The Data Coverage and Maximum Potential Coverage in step 6 are based on absolute consumption data submitted.

Like-for-Like Consumption: Energy consumption data reported on a like-for-like comparison (in MWh) should exclude assets which have been acquired, disposed, under development or have been largely refurbished over the past 24 months. This data is used to calculate Like-for-Like Change, which is the change in energy consumption for the part of the of the portfolio that has remained same year-over-year and/or for which comparable consumption data has been available for both years.

All applicable energy consumption data for both 2015 and 2016 should be included and completed in the appropriate fields (column F and G). Make sure to complete the rows determined in the previous steps.

Average annual vacancy: Report the weighted average annual vacancy in the portfolio of each property type for 2015 and 2016, based on floor area. This information is used for reporting purposes and may clarify the Like-for-Like Change figures.

Open text box (reporting assumptions, etc.): Any assumptions made in reporting and possible exclusions from the like-for-like portfolio should be specifically explained in the open text box. The content of this open text box will be used for reporting purposes only and will be included in the participant's Assessment results.

Once the Absolute and Like-for-Like Consumption data have been completed in the Energy Consumption Table, the average annual vacancy is reported and the text box completed, go to step 7.

Step 7: **Complete Data Coverage for Absolute Consumption and report Maximum Potential Coverage of the portfolio for this property type.**

Data Coverage calculations: GRESB calculates Data Coverage based on floor area for which consumption data is available (column C: Data Coverage) and on the total floor area for which consumption data could have been collected, which is the total supply area (column D: Maximum Potential Coverage). Data Coverage is calculated separately for Base Building, Tenant Space and Whole Building data within Managed assets as well as for Tenant space/building within Indirectly Managed assets.

- **Data Coverage:** The part of the portfolio for which data is available, per space and fuel type, as determined in the previous steps. The floor area reported in these fields (column C) should reflect the floor area of the asset/portfolio for which Absolute Consumption data is collected from and reported on in columns A and B.

Note: When there is no consumption data available for one of the energy sources, but an energy supply exists, Data Coverage should be 0 m2/ft2 (for examples see Appendix 2b).

- **Maximum Potential Data Coverage:** The floor area reported in these fields (column D) should reflect the total floor area of the asset/portfolio of the area for which there is energy supply in the building.
  - Example**:** Maximum Potential Data Coverage of Common Areas (row 1-3) should reflect the sum of the total floor area of all common areas within the portfolio by property type, for which there is energy supply.
  - Example: for Indirectly Managed assets, Maximum Potential Coverage should reflect the percentage of the floor area reported for that particular property type in the reporting characteristics (RC5.1), assuming there is supply in all assets/building for the applicable energy type.

Floor area type: Participants should select a floor area type (column E) for each completed row. Within the row, m2/ft2 reported in Data Coverage and Maximum Potential Coverage and the selected floor area must be consistent. It is recommended to report on floor areas using the International Property Measurement Standard (IPMS).

Note: If the floor area for common areas is unknown, report an estimated floor area as a proportion of lettable floor area. Report the details of the estimate in the open text box below the Energy Consumption Table.

Make sure that the like-for-like consumption data in step 6 is submitted before you explain the portfolio outlier checks, in case the GRESB Portal detects outliers in the data.

Step 8 (if applicable):

Portfolio outlier checks
The consumption data submitted will be reviewed automatically against a set of criteria to evaluate whether there are errors or outliers. When consumption data is flagged as an outlier, the participant will be required to review the information and provide additional context or explanation. The explanation is included in the Validation process as part of the All Participant Check. If an explanation is not considered a valid reason for the outlier, the consumption data could be excluded from the submitted data.

If the GRESB Portal prompts you to provide additional context to clarify the reason for the outlier, choose one of the options below:

- Implemented energy efficiency measures
- Weather conditions
- Tenant behavior
- Other _____

Additional context should clarify the outlier by referring to one or more specific reason(s) and the magnitude of impact on consumption data reported. General answers or statements that "data is simply correct" are not considered valid.

Q26.1

Note: Please complete all applicable steps in the dataflow.

Step 1:

Determine the scope of the GHG emission data: The definitions of scope 1, 2 and 3 can be found in Performance Indicators Definitions (Appendix 2a).

Approach to reporting scopes: The GHG Protocol prescribes reporting direct (Scope 1) emissions and indirect (Scope 2) emissions in the "Corporate Accounting and Reporting Standard". Reporting other indirect (Scope 3) emissions is optional. The World Resources Institute (WRI) and World Business Council for Sustainable Development (WBCSD) "GHG Protocol Corporate Value Chain (Scope 3) Accounting and Reporting Standard" prescribes reporting other indirect (Scope 3) emissions.

Scope 3: It is optional to report Scope 3 as it arises from GHG sources that are owned or controlled by other organizations (tenants). This is only for reporting purposes and will not be scored.

Once the GHG emissions data has been correctly allocated into one of the three scopes, go to step 2.

Step 2:

Absolute GHG emissions: The quantity of total GHG emissions is used for reporting purposes only, while the availability ("coverage") of GHG emissions data is scored. Investors use absolute emissions data to calculate the GHG emissions footprint for their real estate investments, so all available GHG emissions data (in metric tonnes) for both 2015 and 2016 should be included and completed in the applicable fields (column A and B).

Note: You can include REC's (renewable energy certificates) in your reporting on renewable energy in Q25.3, Row 32: Off-site renewable energy (generated off-site or purchased from third party). However, RECs cannot be considered a source of renewable energy and as a way to offset the portfolio's carbon emission at the same time. You should therefore not include REC's in your reporting on GHG offsets in Q26.1, or Row 39: GHG Offsets purchased.

Note that there are many types of certificates globally, typically these would be considered a mean to offset your carbon emission and should therefore be reported as GHG offsets in Q26.1, Row 39: GHG Offsets purchased and NOT be included as renewable energy in Q25.3.

GHG emissions estimates: Emissions estimates are permitted, but no data should be extrapolated (refer to the definition in Appendix 2a). In addition, you must use the open text box to clearly explain the estimation approach (i.e., what is estimated and how).

Like-for-Like GHG emissions: Data reported on a like-for-like comparison basis should exclude assets which have been acquired, disposed, under development or have been largely refurbished over the past 24 months. This data (in tonnes) is used to calculate Like-for-Like Change, which is the change in GHG emissions of the part of the portfolio that remained the same year-over-year and for which comparable consumption data has been available for both years.

Once the GHG emissions have been allocated, go to step 3.

Step 3:

Data Coverage calculations: GRESB calculates Data Coverage based on floor area for which GHG emission data is available (column C: Data Coverage) and on the total floor area for which the consumption data could have been collected, which is the total area with supply (column D: Maximum Potential Coverage), for 2016 only.

Data Coverage: The floor area reported in these fields (column C) should reflect the floor area of the asset/portfolio for which GHG emissions are reported in column A and B. If no GHG emissions data is available, Data Coverage is 0 m2/ft2 (for examples see Appendix 2b).

Maximum Potential Data Coverage: The floor area reported in these fields (column D) should reflect the total floor area of the asset/portfolio for which the applicable Scope is reported or should have been reported in the case GHG data is unavailable.

Floor area type: Participants should select a floor area type (column E) per row. Within the row the selected floor area must be consistent. It is recommended to report on floor areas using the International Property Measurement Standard (IPMS).

Open text box: Supporting evidence in the form of an open text box should fully support the answer selection(s) made above and include the standard/methodology/protocol, emission factors and level of uncertainty in data accuracy. Exclusions from the like-for-like portfolio should be stated explicitly and Scope 3 emissions must be explained. The content of this open text box will be used for reporting and validation purposes and will be included in the participant's Assessment results.

Q27.1

Note: Please complete all applicable steps in the dataflow.

Step 1:

Determine which assets in your portfolio for this property type are Managed and/or Indirectly Managed. The floor area allocated to Managed and/or Indirectly Managed assets should be aligned with the reported Indirectly Managed percentage in the Reporting Characteristics (RC5.1). Each property should be classified as either Indirectly Managed or Managed, a property cannot be a combination of the two. Each property should be classified as either Indirectly Managed or Managed, a property cannot be a combination of the two.

Managed assets

- Go to step 2 and 3
- Managed assets: Assets or buildings for which the landlord is determined to have 'operational control' where operational control is defined as having the ability to introduce and implement operating and/or environmental policies and measures. If both the landlord and tenant have the authority to introduce and implement any or all of the policies mentioned above, the asset or building should be reported as a Managed Asset.

Indirectly Managed assets

- Go to step 4
- Indirectly Managed assets: The definition is solely based on the landlord/tenant relationship. For Indirectly Managed assets or buildings, the single tenant is determined to have 'operational control,' where operational control is defined as having the ability to introduce and implement operating and/ or environmental policies and measures. If both the landlord and tenant have the authority to introduce and implement any or all of the policies mentioned above, the asset or building should be reported as a Managed Asset.

Step 2: **For Managed assets, determine if consumption data is collected for a combination of Base building AND Tenant space OR Whole building.**

Combination of Base building and Tenant space.

- Base building: Water is supplied by central building services to common areas and possibly to lettable/leasable areas
- Tenant space: The lettable floor area, both the vacant and let/leased areas.

When the consumption data is a combination of Base building and Tenant space, go to step 3 and complete 3.1 and 3.2.

Whole building (row 53-56)

- Whole building: Water used by tenants and base building services in both lettable/leasable and common spaces, but not available or metered separately. This should include all water supplied to the building. Use this section to report consumption data when separate data for Common areas and Tenant space is not available.
- When you have determined the applicable rows to submit the consumption data, the absolute and like-for-like consumption need to be calculated. Go to step 5.

Step 3: **Step 3.1. For the data collected at the Base building, allocate the consumption data to the Common areas, Shared Service/Central Plant or Outdoor/Exterior areas/Parking.**

Common Areas (row 43)

- Areas shared with other building occupants, including entrance areas, corridors, lifts, staircases, waste storage stores, communal kitchen, breakout facilities, etc.

Shared Service/Central Plant (row 44)

- Shared Services/Central Plant is a central source providing water for the whole building, including common areas and shared services for tenants. If consumption cannot be separated between common areas and shared services, provide both here.

Outdoor/Exterior Areas/Parking (row 45)

- If water consumption includes Outdoor/Exterior Areas/Parking and is measured separately, submit the data in Outdoor/Exterior Areas/Parking. Otherwise it can simply be included in Base Building (or Whole Building).

Step 3.2. For data collected at Tenant space level, determine if the data is Purchased by the landlord and/or Purchased by the tenant?

Purchased by landlord (row 47)

- The landlord holds the water contract with a utility company. Water is provided to and paid for by the tenant via service charges or provided without being charged. This can include water purchased by the landlord but used for vacant space.

Purchased by tenant (row 48)

- The tenant holds the water contract with a utility company. Water is therefore directly purchased by the tenant. Typically this is data that is not within the participant's immediate control, although GRESB encourages efforts to collect it. Note: If the participant is not able to collect the consumption data at the tenant areas, the Data Coverage should be 0 m2/ft2 and the Maximum Potential Coverage should reflect the total tenant floor area where water supply is available.

Once the rows for which water consumption data should be submitted have been determined, go to step 5.

Step 4: For Indirectly Managed assets, allocate the consumption data to the Tenant space/building and/or Outdoor/Exterior areas/Parking.

Tenant space (row 53)

- The tenant holds the water contract with a utility company. Water is therefore directly purchased by the tenant.

Outdoor/Exterior areas/Parking (row 54)

- If your water consumption includes Outdoor/Exterior Areas/Parking and is measured separately, data should be submitted in Outdoor/Exterior Areas/Parking. Otherwise it can be included in Tenant space/building.

Once the rows in which water consumption data should be submitted have been determined, go to step 5.

Step 5: **Complete the applicable rows with Absolute and Like-for-Like consumption data, based on whole portfolio data for each property type.**

Absolute Consumption: All available water consumption data (in m3) for both 2015 and 2016 should be included and completed in the applicable fields (column A and B). Make sure to complete the rows determined in the previous steps.

- **Estimates:** When landlord-obtained annual utility consumption data for water is partially unavailable or unreliable for an asset, estimation may be necessary. GRESB allows participants to use estimates when reporting on energy consumption, GHG emissions, water consumption, and waste if this is aligned with one of the predefined methodologies and l not used as a substitute to gather complete and accurate data. (see Appendix 2c)

- The Data Coverage and Maximum Potential Coverage in step 6 are based on the submitted absolute consumption.

Like-for-Like Consumption: Water consumption data (in m3) reported on a like-for-like comparison should exclude assets which have been acquired, disposed, under development or have been largely refurbished over the past 24 months. This data is used to calculate Like-for-Like Change, which is the change in water efficiency for the part of the of the portfolio that has remained the same year-over-year and for which comparable consumption data has been available for both years.

All applicable water consumption data for both 2015 and 2016 should be included and completed in the applicable fields (column F and G). Make sure to complete the rows determined in the previous steps.

Average annual vacancy: Report the weighted average annual vacancy in the portfolio of each property type for 2015 and 2016, based on the reported floor area. This information is used for reporting purposes and possibly clarifies the Like-for-Like Change figures.

Open text box (reporting assumptions, etc.): Any assumptions made in reporting and exclusions from the like-for-like portfolio should be specifically explained in the open text box. The content of this open text box will be used for reporting purposes and will be included in the participant's Assessment results.

Once the Absolute and Like-for-Like Consumption data has been completed in the Water Consumption Table, the average annual vacancy is reported and the text box completed, go to step 6.

Step 6: **Complete Data Coverage for Absolute Consumption and report Maximum Potential Coverage of the portfolio for this property type.**

Data Coverage calculations: GRESB calculates Data Coverage based on floor area for which consumption data is available (column C: Data Coverage) and on the total floor area for which consumption data could have been collected, which is the total supply area (column D: Maximum Potential Coverage). Data Coverage is calculated separately for Base Building, Tenant Space and Whole Building data within Managed assets as well as for Tenant space/building within Indirectly Managed assets.

- **Data Coverage:** The part of the portfolio for which data is available, per space, as determined in the previous steps. The floor area reported in these fields (column C) should reflect the floor area of the asset/portfolio for which Absolute Consumption data is collected from and reported on in column A and B.

Note: When there is no water consumption data available, but there is water supply, the Data Coverage should be 0 m2/ft2.

Maximum Potential Data Coverage: The floor area reported in these fields (column D) should reflect the total floor area of the asset/portfolio of the area for which there is water supply in the building.

- Example: the Maximum Potential Data Coverage of Common Areas (row 1-3) should reflect the sum of the total floor area of all common areas within the portfolio by property type, which has access to water or for which there is water supply.
- Example: for Indirectly Managed assets, Maximum Potential Coverage should reflect the percentage of the floor area reported for that particular property type in the reporting characteristics (RC5.1), assuming there is water supply in all assets/building.

Floor area type: Participants should select a floor area type (column E) for each completed row. Within the row, m2/ft2 reported in Data Coverage and Maximum Potential Coverage and the selected floor area must be consistent. It is recommended to report on floor areas using the International Property Measurement Standard (IPMS).

Note: If the floor area for common areas is unknown, report an estimated floor area as a proportion of lettable floor area. Report the details of the estimate in the open text box below the Water Consumption Table.

Make sure that the like-for-like consumption data in step 5 is submitted before you explain the portfolio outlier checks in case the GRESB Portal detects outliers in the data.

Step 7 (if applicable): **Portfolio outlier checks**

The submitted consumption data will be reviewed automatically against a set of criteria to evaluate whether there are errors or outliers. When consumption data is flagged as an outlier, the participant will be required to review the information and provide an explanation. The explanation is included in the Validation process as part of the the All Participant Checks. If an explanation does not provide a valid reason for the outlier, the consumption data could be excluded from the submitted data.

If the GRESB Portal prompts you to provide additional context to clarify the reason for the outlier, choose one of the options below:

- Water conservation measure
- Water pipe infrastructure
- Tenant behavior
- Other _____

Additional context should clarify the outlier by referring to one or more specific reason(s) and the magnitude of impact on consumption data reported. General answers or statements that 'data is simply correct' are not considered valid.

Q28.1

Note: Please complete all applicable steps in the dataflow.

Step 1: **Determine which assets in your portfolio for this property type are Managed and/or Indirectly Managed. The floor area allocated to Managed and/or Indirectly Managed assets should be aligned with the reported Indirectly Managed percentage in the Reporting Characteristics (RC5.1). Each property should be classified as either Indirectly Managed or Managed, a property cannot be a combination of the two.**

Managed assets

- Go to step 2
- Managed assets: Assets or buildings for which the landlord is determined to have 'operational control' where operational control is defined as having the ability to introduce and implement operating and/or environmental policies and measures. In case both the landlord and tenant have the authority to introduce and implement any or all of the policies mentioned above, the asset or building should be reported as a Managed Asset.

Indirectly Managed assets

- Go to step 2
- Indirectly Managed assets: The definition is solely based on the landlord/ tenant relationship. For Indirectly Managed assets or buildings, the single tenant is determined to have 'operational control,' where operational control is defined as having the ability to introduce and implement operating and/or environmental policies and measures. In case both the landlord and tenant have the authority to introduce and implement any or all of the policies mentioned above, the asset or building should be reported as a Managed Asset.

Step 2: **Complete the applicable rows with waste data, based on whole portfolio data for this property type.**

Absolute Measurement: This is requested only for reporting purposes, investors use this data to calculate the total waste produced on-site at their real estate investments. All available waste data for both 2015 and 2016 should be included and completed in the applicable fields (column A and B).

Estimates: When landlord-obtained consumption data for a particular energy source is partially unavailable or unreliable for an asset, estimations may be necessary. Estimation allows completed annual data to be calculated for an asset where data is partially missing or unreliable. GRESB allows participants to use estimated data when reporting on energy consumption, although this should not be used as a substitute for gathering complete and accurate data. (see Appendix 2c).

Percentage portfolio covered: This should be calculated based on waste data availability within the applicable reporting years (2015 and 2016). Floor area for which no waste data is available should be excluded from the total portfolio floor area of which waste is collected to derive the numerator. The denominator should be the total floor area for which waste is collected, regardless of data availability.

Step 3: **Determine the proportion of waste by disposal route, (i.e., the method by which waste is treated or disposed as a percentage of the total waste by weight during both reporting years 2015 and 2016).**

Landfill: Site for the disposal of waste materials by burial and is the oldest form of waste treatment.
Incineration: Waste treatment process that involves the combustion of organic substances contained in waste materials.
Diverted (total): Waste diversion is the process of diverting waste from landfills and/or incineration.

- Diverted, Waste to Energy: Diverting waste through the process of generating energy in the form of electricity and/or heat.
- Diverted, Recycling: Diverting waste through the process of changing waste materials into new products or objects. This disposal method prevents the waste of potentially useful material, alleviates the consumption of fresh raw materials, reduces energy usage, air pollution (from incineration) and water pollution (from landfilling) by reducing the need for 'conventional' waste disposal. Recycling also produces lower greenhouse gas emissions as compared to plastic production.
- Diverted, Other: Other methods to divert waste.

Open text box (reporting assumptions, etc.): Any assumptions made in reporting should be specifically explained in the open text box. The content of this open text box will be used for reporting purposes and will be included in the participant's Benchmark Report.

3a: Building Certification Schemes

Select the certification scheme for Q30.1, 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

Select the certification scheme for Q30.2 from the list below:

- ABINC Certification for Urban Development and Shopping Centre
- BCA Green Mark Existing Buildings
- BEAM Plus - Existing Buildings
- BERDE For Operations (for Existing Buildings)
- BOMA BESt
- BOMA 360
- Build it Green – GreenPoint Rated, Existing Home
- BREEAM In Use
- CASBEE Existing Buildings
- DGNB Existing
- Development Bank of Japan Green Building Certification
- Florida Green Building Certification
- GBCA GreenStar Performance – Building Operations
- GBC Indonesia GreenShip - Existing Building
- GBCSA Green Star – Existing Buildings
- GPR Gebouw
- Green Globes Existing Buildings
- Green Key Eco-Rating Program
- Green Seal Hotels and Lodging
- NF HQE - Exploitation (Operation)
- IGBC Green Existing Buildings
- LEED Building Operations and Maintenance
- NABERS Multi-Rating Certificate
- NAHB National Green Building Standard
- SGBC Miljöbyggnad - Existing Buildings

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.

3b: Green Building Certificates - Validation Questions

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

A. **Certification scheme**

a. Certification scheme name

b. Certification sub-scheme name

c. Certification body name

B. **Is the certification country or sector/property type specific?**

a. Country specific

b. Sector/property type specific

c. Both country and sector/property type specific

C. **Country where certification was granted**_____

D. **Is the certification an in-house or external scheme?**

a. In-house certification scheme

b. External scheme

E. **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)

F. **Does the scheme have a public list of certified projects online?**

○ Yes

Provide hyperlink_____

○ No

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

○ Yes

Specify name of agency_____

○ No

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

- ○ Yes

  Specify name of agency_____

- ○ No

I. **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

J. **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

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

_____

3c: Countries/municipalities/regions (Q31):

EU EPC, select from list below:

- Austria
- Belgium
- Bulgaria
- Croatia
- Cyprus
- Czech Republic
- Denmark
- Estonia
- Finland
- France
- Germany
- Greece
- Hungary
- Ireland
- Italy
- Latvia
- Lithuania
- Luxembourg
- Malta
- Netherlands
- Norway
- Poland
- Portugal
- Romania
- Slovakia
- Slovenia
- Spain
- Sweden
- Switzerland
- United Kingdom

Government energy efficiency benchmarking, select from list below:

- Afghanistan
- Albania
- Albuquerque
- Algeria
- Andorra
- Angola
- Antarctica
- Argentina
- Armenia
- Atlanta
- Austin
- Australia
- Bahrain
- Bermuda
- Bhutan
- Boston
- Boulder
- Brazil
- California
- Cambridge
- Canada
- Chicago
- Chile
- China
- Colorado
- Congo
- Denver
- District of Columbia
- Diversified
- Egypt
- European Union
- Hong Kong
- Houston
- India
- Indonesia
- Japan
- Kansas City MO
- Los Angeles
- Louisville
- Macau
- Malaysia
- Massachusetts
- Mexico
- Minneapolis
- Montgomery County
- Myanmar
- New York
- New York City
- New Zealand
- Oman
- Orlando
- Philadelphia
- Philippines
- Puerto Rico
- Russia
- Salt Lake City
- San Francisco
- Seattle
- Singapore
- South Africa
- South Korea
- Taiwan
- Thailand
- Turkey
- Ukraine
- United Arab Emirates
- United States
- Vermont
- Vietnam
- Virgin Islands
- Washington
- Westchester County

4: 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

5: 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.

6: Conversion Tables

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

7: GRESB Partners

Global Partners

CBRE

Rebecca Pearce
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St Martins Court
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London, EC4M7HP
United Kingdom

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 specialisms across CBRE, with our Energy and Sustainability (E&S) team providing clients with a tailored approach to align property strategy with environmental, social and governance best practice. We help 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 in order to optimise performance under GRESB. In addition, 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 offering is delivered through our globally integrated team which comprises over two hundred specialist energy and sustainability consultants across the Americas, EMEA and APAC. This enables us to leverage our unique position as the world's largest outsourced property manager, with the most extensive existing green building certification track record, to help our clients. In summary, CBRE helps our clients develop and review sustainability strategies to achieve optimal GRESB scores and provide real competitive advantage to meet ongoing sustainable goals.

www.cbre.com

Delos

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 technology, consulting, research, design and innovative solutions for the built environment creating spaces that nurture and promote human health and well-being.

Delos is breaking new ground and defining the conditions required for enhancing wellness in all sectors of the built environment. Informed by seven years of research and rigorous analysis of environmental health impacts on people, Delos has fostered research collaborations with the Cleveland Clinic, Mayo Clinic, a board of doctors from the Columbia University Medical Center and leading architects, scientists and wellness thought leaders to introduce wellness standards, programs and solutions into the built environment.

Exploring the intersection between people and the built environment, Delos creates spaces that actively contribute to human health, performance and well-being by marrying the best innovations in technology, health, science, design and enterprise. We see the built environment as an asset to maximize human potential, and we envision environments that enhance us that are both proactive and reactive to live better by cultivating healthy lifestyle choices and helping prevent health problems before they begin.

We have broadened the scope beyond environmental sustainability. By including the best concepts of green technology, we have developed integrated solutions that address human sustainability.

www.delos.com

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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.

jll.co.uk/sustainability

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Siemens helps Asset Managers, Property Investors and Family Offices meet the growing demand for high performing work environments to improve occupancy rates, tenant satisfaction and valuations. Siemens supports the clients in their difficulties deploying energy efficiency programs and engaging tenants.

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Transwestern is a privately held real estate firm of collaborative entrepreneurs who deliver a higher level of personalized service – the Transwestern Experience. Specializing in Agency Leasing, Management, Tenant Advisory, Capital Markets, Research and Sustainability services, our fully integrated global enterprise adds value for investors, owners and occupiers of all commercial property types. We leverage market insights and operational expertise from members of the Transwestern family of companies specializing in development, real estate investment management and research. Transwestern has 34 U.S. offices and assists clients through more than 180 offices in 37 countries as part of a strategic alliance with BNP Paribas Real Estate.

Transwestern's Sustainability Services team members are operational energy efficiency experts providing a higher level of service to clients across the country and around the world. While we continue to grow our capabilities and amass awards, our approach to sustainability will always be people driven and client-focused. The way we see it, better is bigger.

Capabilities include: Energy Procurement; PACE Financing; LEED / Well Consulting; Strategic Planning; Energy Consulting and Retrofits; Incentive, Rebates & Grants; Commissioning; Benchmarking and Energy Auditing; Energy Modeling and Measurement & Verification, Education and Training.

www.transwestern.net

WSP Global Inc.

WSP is one of the world's leading engineering professional services consulting firms. We provide services to transform the built environment and restore the natural environment. Our expertise ranges from environmental remediation to urban planning, from engineering iconic buildings to designing sustainable transport networks, and from developing the energy sources of the future to creating innovations that reduce environmental impact. We have approximately 34,000 employees, including engineers, technicians, scientists, architects, planners, surveyors, program and construction management professionals, and various sustainability experts, in more than 500 offices across 40 countries worldwide.
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Indicator

Document title(s)

Brief description of contents (in English)

Location of relevant information:

Element	Location (page, paragraph)
e.g. biodiversity and habitat	P.2, second paragraph

Notes

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9: Innovation Case Studies

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 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 Assessment will be made available in the GRESB Portal and can be selected for publication on GRESB Insights.

GRESB participants can submit multiple Innovation Case Studies. In the case you have indicated to submit an Innovation Case Study in Q17, Q18 and/or Q19, you will be asked to complete the information request below per reported measurement.

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

+ Innovation Case Study

Case Study Name (5 words): _____

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

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

Results (maximum 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 [Percentage of savings ▾]

References (maximum 50 words): Where can other operators, companies or fund managers get more information?

Quote (maximum 25 words)

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

Upload Organization logo

Region

- ○ Africa
- ○ Asia
- ○ Europe
- ○ Globally diversified
- ○ North America
- ○ Oceania
- ○ South America

Themes

- ☐ Climate risk & resilience
- ☐ Community engagement
- ☐ Disclosure & assurance
- ☐ Energy and CO2
- ☐ Health and Well-being
- ☐ Management
- ☐ Renewable energy
- ☐ Supply chain
- ☐ Tenant engagement
- ☐ Waste
- ☐ Water
- ☐ Other_____

☐ 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 2017 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.