Befimmo

Extract of the Annual Financial Report 2010/2011

Index of GRI content

APPENDIX

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GRI INDEX		
	Reporting status	
STRATEGY AND ANALYSIS		
1.1 CEO's statement	Complete	
1.2 Description of key impacts, risks and opportunities	Complete	
ORGANISATIONAL PROFILE		
2.1 Name of the organisation	Complete	
2.2 Products and/or services	Complete	
2.3 Operational structure	Complete	
2.4 Headquarters	Complete	
2.5 Country of establishment	Complete	
2.6 Nature of ownership and legal form	Complete	
2.7 Markets	Complete	
2.8 Scale of organisation	Complete	
2.9 Material changes of the size, structure or ownership during the reporting period	Complete	
2.10 Awards received	Complete	
REPORTING PARAMETERS		
3.1 Reporting period	Complete	
3.2 Date of most recent previous report	Complete	
3.3 Reporting cycle	Complete	
3.4 Contact point	Complete	
3.5 Process for defining report content	Complete	

Note the link between the GRI indicators and EPRA indicators on page 174 of this Report.

	Reference / Comment
	Introduction Benoît De Blieck, CEO 3: Letter to the shareholders 104-105: Message from the CEO
	4-5: Befimmo identity and strategy 37-40: Main risks relating to Befimmo and its business 110-112: Our vision in a given context 118-120: Materiality
	97: Structure and organisation
	4-5: Befimmo identity and strategy 22-23, 26: Portfolio 32-35: Portfolio in detail
	97: Structure and organisation 113: Internal organisation
	234: General information
	5: Befimmo identity and strategy
	234-239: General information
	20-23: Portfolio 28-29: Portfolio
	29: Portfolio 133: The Befimmo team 181: Consolidated statement of financial position
	8-9: Key events of the fiscal period 108-109: Scope of reporting
	115: EPRA Award “Most Improved Annual Report 2010-2011” 124: “2011 BREEAM Award category Europe Offices”
	108: Scope of reporting
	108: Scope of reporting
	108: Scope of reporting The cycle is annual.
	152: Contact
	118: Materiality 107: GRI reporting 108: EPRA reporting 162-163: Interaction between Befimmo and its main external stakeholders The topics discussed in this Report are categorised by the three pillars of sustainable development: environmental, social and economic aspects. For the corporate social responsibility chapter, there is more emphasis on environmental aspects, as that is where the Company’s activities have the greatest impact.

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	Reporting status	
3.6 Scope	Complete	
3.7 Scope of reporting	Complete	
3.8 Basis for reporting on joint ventures, etc.	Complete	
3.9 Data measurement techniques and the bases of calculations	Complete	
3.10 Restatements	Complete	
3.11 Changes in the reporting method	Complete	
3.12 Table identifying the location for the disclosures that are covered in the report	Complete	
3.13 Policy and current practice with regard to seeking external assurance for the report	Complete	
GOVERNANCE, COMMITMENTS AND DIALOGUE		
4.1 Governance structure	Complete	
4.2 Is the Chairman of the Board of Directors also an executive officer?	Complete	
4.3 Independent members of the Board of Directors	Complete	
4.4 Mechanisms for shareholders and employees to provide recommendations or direction to the highest governance body	Complete	
4.5 Linkage between compensation for members of the highest governance body, senior managers, and executives, and the organisation's performance (including social and environmental performance)	Complete	
4.6 Processes in place for the highest governance body to ensure conflicts of interest are avoided	Complete	
4.7 Process for determining the qualifications and expertise of the members of the highest governance body for guiding the organisation's strategy on economic, environmental, and social topics	Complete	
4.8 Statements of mission or values, codes of conduct, and principles relevant to economic, environmental, and social performance and the status of their implementation	Complete	
4.9 Procedures of the highest governance body for overseeing the organisation's identification and management of economic, environmental and social performance, including relevant risks and opportunities, and adherence or compliance with internationally agreed standards, codes of conduct, and principles	Complete	
4.10 Processes for evaluating the highest governance body's own performance, in particular with respect to the company's economic, environmental, and social performance	Complete	
4.11 Explanation of whether and how the precautionary approach or principle is addressed by the organisation	Complete	
4.12 Externally developed economic, environmental and social charters, principles, or other initiatives to which the organisation subscribes	Complete	

	Reference / Comment
	108-109: Scope of reporting
	108-109: Scope of reporting There are no specific limitations on the scope of reporting.
	108: Scope of reporting
	135-137: Reporting methodology
	135: Reporting methodology
	135: Reporting methodology
	164 : Index of GRI content
	107: GRI reporting 109: External review 176: Limited review report
	78-80: Corporate governance statement 84-86: Corporate governance statement
	80: Board of Directors of the Managing Agent, Befimmo SA 81: Board of Directors 87: Executive Officers
	80: Composition of the Board of Directors
	115-116: Communication with stakeholders Each year, the CEO presents the company's results to all the staff. Topics such as sustainable development and the outlook for the next three years are also discussed.
	85-86: Appointment and Remuneration Committee 89-90: Remuneration and benefits
	93-94: Rules for preventing conflicts of interest
	84 : Self-assessment 113 : Internal organisation
	Corporate governance charter: http://www.befimmo.be/en/charter. Sustainable development policy: http://www.befimmo.be/en/corporate-social-responsability-policy. Code of ethics: http://www.befimmo.be/en/code-ethics. The principles described in these documents are applicable throughout the Company.
	A "strategy" Board meeting is generally held to analyse and assess these and other topics. Every year, the sustainable development team, composed of the CFO, CTO, COO and IR & ECM plus the CEO, organises a management review, which assesses the status of implementation of the environmental programme, compliance with legislation, stakeholder expectations and priority issues to be tackled over the next fiscal year.
	84: Self-assessment
	110: Our vision in a given context The precautionary principle is assessed when taking major decisions. No formal process has been introduced at this stage.
	106: Befimmo's social responsibility policy 118: Materiality

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	Reporting status	
4.13 Memberships of associations (such as industry associations) and/or national/international advocacy organisations in which the organisation: holds positions in governance bodies, participates in projects or committees; provides substantive funding beyond routine membership dues; or views its membership as strategic	Complete	
4.14 List of stakeholders involved in our organisation	Complete	
4.15 Basis of identification and selection of stakeholders	Complete	
4.16 Approaches to stakeholder engagement, including frequency of engagement by type and by stakeholder group	Complete	
4.17 Key topics and concerns that have been raised through stakeholder engagement and how the organisation has responded to those key topics and concerns, including through its reporting	Complete	
PERFORMANCE INDICATORS		
Note to the reader: the environmental programme can be found on Befimmo's website: www.befimmo.be.		
ECONOMIC PERFORMANCE INDICATORS		
Disclosure on EC management approach		
EC1 Direct economic value	Complete	
EC3 Coverage of the organisation's defined-benefit plan obligations	Partial	
ENVIRONMENTAL PERFORMANCE INDICATORS		
Disclosure on EN management approach		
EN1 Total consumption of raw materials	Not reported	
EN2 Recycled materials	Not reported	
✓ EN3 Direct energy consumption	Complete	
✓ EN4 Indirect energy consumption	Partial	
CRE1 Building energy intensity	Complete	
EN6 (additional)[1] Initiatives to provide energy-efficient or renewable energy based products and services, and reductions in energy requirements as a result of these initiatives	Partial	

Data with the symbol ✓ have been checked by Deloitte as part of a limited review report.

(1) These are the indicators considered by the GRI to be additional rather than core parameters.

	Reference / Comment
	162-163: Interaction between Befimmo and its main external stakeholders
	162-163: Interaction between Befimmo and its main external stakeholders
	114-116: External stakeholders 116-118: Internal stakeholders To identify and address issues related to sustainable development that are of interest to stakeholders and relevant to Befimmo, we poll opinions from many sources and are committed to a proactive approach within and outside our organisation. Primary stakeholders have a direct influence on corporate social responsibility decisions. We take the concerns of secondary stakeholders into consideration where possible.
	162-163 : Interaction between Befimmo and its main external stakeholders We discuss sustainable development issues at least once a year with stakeholders such as external property managers and the main tenants. For other stakeholders, we do so at regular intervals but there is no formally agreed frequency.
	116: Analyst/Investor feedback 116: Employee-satisfaction survey
	4-5: Befimmo identity and strategy *110-112: Our vision in a given context*
	149: Economic indicators
	221-224 : Employee benefits
	110-112: Our vision in a given context
	This indicator is material but is not reported at this stage. It is planned to develop it over the next fiscal years, in line with major renovations
	This indicator is material but is not reported at this stage. It is planned to develop it over the next fiscal years, in line with major renovations
	138-140: Direct energy consumption For 2011 (in J) Gas consumption for Befimmo portfolio excluding Fedimmo (information available for 81% of the reporting perimeter): 112,535,636 MJ Gas consumption for Fedimmo portfolio (information available for 23% of the reporting perimeter): 30,069,140 MJ Oil consumption for Befimmo portfolio excluding Fedimmo (information available for 100% of the reporting perimeter): 8,944,596 MJ Oil consumption for Fedimmo portfolio (information available for 100% of the reporting perimeter): 0 J
	141-143: Indirect energy consumption For 2011 (in J) Electricity consumption for Befimmo portfolio excluding Fedimmo (information available for 82% of the reporting perimeter): 140,471,629 MJ Electricity consumption for Fedimmo portfolio (information available for 49% of the reporting perimeter): 30,057,880 MJ Note: consumption of urban heating or cooling does not apply to Befimmo activities.
	139, 140, 142, 143: Environmental indicators
	119: Summary of main achievements 124-125: Main achievements 129: Multiannual investment plan 132: Case studies 133: Monitoring The reductions achieved have not been quantified.

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		Reporting status	
	EN7 (additional) (1) Initiatives to reduce indirect energy consumption and reductions achieved	Partial	
✓	EN8 Total water consumption	Complete	
	CRE2 Building water intensity	Complete	
	EN11 Land sited in protected areas	Complete	
	EN15 (additional) (1) Number of IUCN Red List species	Complete	
✓	EN16 Direct and indirect greenhouse-gas emissions	Complete	
✓	EN17 Other relevant indirect greenhouse-gas emissions by weight	Complete	
	CRE3 Greenhouse-gas intensity from buildings	Complete	
	CRE4 Greenhouse-gas emissions intensity from new construction and redevelopment activity and major renovations	Not reported	
	EN18 (additional) (1) Initiatives to reduce greenhouse-gas emissions and reductions achieved	Partial	
	EN19 Emissions of ozone-depleting substances	Not reported	
	EN21 Total water discharge	Not reported	
✓	EN22 Total weight of waste by type and disposal method	Partial	
	EN23 Total significant spills	Complete	
	EN25 (additional) (1) Biodiversity of water supply sources significantly affected by the organisation's discharges of water	Not reported	
	CRE5 Identity, size, protected status, and biodiversity value of water bodies and related habitats significantly affected by the reporting organisation's discharges of water and runoff	Not reported	
	EN26 Initiatives to mitigate environmental impacts	Complete	
	EN28 Monetary value of significant fines	Complete	
	EN27 Percentage of products sold and their packaging materials that are reclaimed	Not reported	
	EN30 (additional) (1) Total environmental monetary value of protection expenditures	Partial	
	SOCIAL PERFORMANCE INDICATORS - Labour practices and decent work		
	Disclosure on LA management approach		
	LA1 Total workforce by employment type, employment contract, and region	Partial	

Data with the symbol ✓ have been checked by Deloitte as part of a limited review report.

(1) These are the indicators considered by the GRI to be additional rather than core parameters.

	Reference / Comment
	119: Summary of main achievements 124-125: Main achievements 129: Multiannual investment plan 130-131: Assessments at corporate level 132: Case studies 133: Monitoring The reductions achieved have not been quantified.
	144: Water consumption
	144: Water consumption
	None. Befimmo's policy is to develop office buildings in city centres.
	No threatened species linked to Befimmo's activities have yet been identified.
	145-146: CO_2 emissions
	130-131: Assessment of CO_2 emissions at corporate level
	146: CO_2 emissions
	This indicator is material but is not reported at this stage. It is planned to develop it over the next fiscal years.
	119: Summary of main achievements 124-125: Main achievements 129: Multiannual investment plan 130-131: Assessments at corporate level 132: Case studies 133: Monitoring The reductions achieved have not been quantified.
	This indicator is material but is not reported at this stage. It is planned to develop it over the next fiscal years.
	This indicator is material but is not reported at this stage. It is planned to develop it over the next fiscal years.
	147: Waste Hazardous/toxic waste is not reported at this stage. Glass, PMD and paper/cardboard are recycled. Other waste (household waste) is incinerated (information provided by the refuse-collection company).
	There were no spills over the reporting period.
	Waste water is discharged into public sewers.
	Waste water is discharged into public sewers.
	117: Staff training 118: Individual staff sustainable development goals 119-120: Main achievements 121-122: Environmental aspects 129: Audit of AG Real Estate audit
	There were no significant fines during the past fiscal period.
	Befimmo does not sell any products.
	129: Multiannual investment plan A surplus of 5 to 10% can be released for major renovations in order to improve environmental performance.
	133-134: Social aspects
	133-134: Social aspects

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	Reporting status	
LA2 Employee turnover	Partial	
LA3 (additional)(1) Benefits provided to full-time employees	Partial	
LA7 Rates of injury, occupational diseases, lost days, and absenteeism	Complete	
CRE6 Percentage of the organisation operating with verified compliance with a health and safety management system	Complete	
LA10 Training by employee category	Complete	
LA11 (additional)(1) Programmes for skills management and learning	Complete	
LA1 2(additional)(1) Employees receiving regular performance and career-development reviews	Complete	
LA13 Ratio of men to women at management levels	Complete	
SOCIAL PERFORMANCE INDICATORS - Human rights		
Disclosure on HR management approach		
HR4 Incidents of discrimination	Complete	
HR6 Child labour	Not reported	
HR7 Forced and compulsory labour	Not reported	
COMPANY		
Disclosure on SO management approach		
SO4 Actions taken in response to incidents of corruption	Partial	
SO7 (additional)(1) Total number of legal actions for anti-competitive behaviour, anti-trust, and monopoly practices	Complete	
SO8 Monetary value of significant fines	Complete	
CRE7 Number of persons voluntarily and involuntarily displaced and/or resettled by development, broken down by project	Complete	
PRODUCT RESPONSIBILITY		
Disclosure on PR management approach		
PR2 Total number of incidents of non-compliance concerning health and safety impacts of services	Complete	
CRE8 Type and number of sustainability certification, rating and labelling schemes for new construction, management, occupation and redevelopment	Complete	
PR7 (additional) (1) Number of incidents of non-compliance with regulations concerning marketing communications	Complete	
PR8 (additional) (1) Total number of substantiated complaints regarding breaches of customer privacy and losses of customer data	Complete	

(1) These are the indicators considered by the GRI to be additional rather than core parameters.

	Reference / Comment
	133-134: Social aspects
	133-134: Social aspects 221-224 : Employee benefits
	135-136: Social aspects
	0%. No health and safety management system is implemented within Befimmo.
	133-134: Social aspects
	133-134: Social aspects
	133-134: Social aspects
	148: Social indicators
	Befimmo abides by its own code of ethics: http://www.befimmo.be/en/code-ethics.
	There were no cases of discrimination over the past fiscal period.
	This aspect is not relevant for Befimmo's activities.
	This aspect is not relevant for Befimmo's activities.
	Befimmo abides by its own code of ethics: http://www.befimmo.be/en/code-ethics.
	There were no incidents of corruption over the past fiscal period. See also: code of ethics: *http://www.befimmo.be/en/code-ethics.*
	There were no legal actions for anti-competitive behaviour, anti-trust or monopoly practices during the past fiscal period.
	There were no fines over the past fiscal period.
	None. Befimmo's policy is to invest in office buildings in city centres.
	110-112: Our vision in a given context
	There were no incidents of non-compliance concerning health and safety impacts of services during the past fiscal period.
	124: BREEAM 126-128: Energy performance certificates (EPB)
	There were no incidents of non-compliance with regulations concerning marketing communications over the past fiscal period.
	There were no complaints regarding breaches of customer privacy or losses of customer data over the past fiscal period.