







BEFIMMO'S ENVIRONMENTAL PROGRAMME (2010/2011)

Topic	Specifics	Scope			Action	Status	Objectives/Comments
		M	S	B			
2009/2010 OBJECTIVES NOT COMPLETED							
compliance with laws and regulations	register of legislation	√	√	√	devise register of legislation and keep up to date		The register for Belgium has been updated and checked by an external law firm. One non-compliance was identified during the certification audit: no register was devised for the Grand Duchy of Luxembourg, where Befimmo has a property.
promote environmentally friendly practices with tenants	tenants' Code of Conduct	√	√		develop, raise awareness, obtain feedback		Objective delayed; it will be developed during the next fiscal years. Consideration will also be given to the introduction of a green lease.
	define comfort criteria	√	√		introduce clear environmentally friendly criteria		Objective delayed, to be developed during the next fiscal years
renewable electricity	Fedimmo: renewable energy study			√	study the possibilities for implementing renewable energy		Objective delayed, to be developed during the next fiscal years in cooperation with Fedesco ⁽¹⁾ .
change to gas	replace oil-fired heating with gas-fired	√	√				Delayed in some buildings. This objective should be achieved by end December 2010.
	replace oil-fired heating with gas-fired			√			Completed by end December 2010. Two buildings will not be heated with gas as there is no supply.
MANAGEMENT LEVEL							
communication	gradual improvement	√	√	√	gradually develop GRI criteria		Annual Financial Report 2011/2012: quality B report (20 performance indicators) or quality C with external verification.
raise tenants' awareness	encourage tenants to use green energy	√	√		develop awareness-raising programme		
Fedimmo	the Buildings Agency is implementing the guidelines as defined in the Federal Sustainable Development Plan			√	bring Buildings Agency and Fedimmo Corporate Social Responsibility activities into line		

(1) See definition in the glossary at the end of this chapter.

Corporate Social Responsibility

Topic	Specifics	Scope			Action	Status	Objectives/Comments
		M	S	B			
social and economic aspects	develop them				conduct a feasibility study of possible measures		Befimmo is currently concentrating on the environmental aspects, and will consider opportunities for improvement on the other pillars of Sustainable Development (economic and social aspects).
Investor relations	join a stock-market index that takes account of Corporate Social Responsibility performance	√	√	√	conduct a feasibility study to determine priorities		
sustainable procurement conditions	formalise policy for using wood specified in procurement conditions	√	√	√	formalise policy for using wood specified in procurement conditions		
coordination of internal activities	ensure proper coordination of Corporate Social Responsibility activities	√	√	√	coordinate strategic and operational levels		Hire a Senior Property Manager notably with responsibility to optimise coordination of in-house activities.
human resources	finalise job descriptions	√	√	√			Ensure that job descriptions include Corporate Social Responsibility duties where necessary.
OPERATIONAL LEVEL							
quality of Key Performance Indicators (KPIs)	improve KPIs and data-collection methodology	√	√	√	implement different tools where they add value		For next fiscal year, the quality of the figures will be improved thanks to the digital meters installed in the Befimmo portfolio (excluding Fedimmo). An initial assessment will be carried out on defining quantitative targets for reducing environmental impact.
documentation	transfer of important documents (certificates, declarations, etc.) held by external management firms	√	√	√	adapt operational procedure		

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management of Corporate activities	reduce environmental impact at Corporate level	√			conduct a feasibility study of measures to be implemented		Make additional commitments for Befimmo office automation activities. An analysis will be made of priorities to be followed.
waste	reduce impact of waste relating to use of building	√	√		conduct a feasibility study to determine priorities		Devise a programme to reduce waste and improve rate of recycling of tenants' waste.
compliance with EMS/ legislation	tighten controls on action for which external firms are responsible => external firms audit programme	√	√		adapt procedure after determining type and number of audits of external firms to be carried out		
	other	√	√	√	include legislation on coordination of mobile and temporary sites		
continuous improvement	include environmental aspects in annual building assessment	√	√	√	adapt operational procedure		
certification	certify In-Use buildings	√	√		certify entire M and S portfolio		
OTHER ITEMS							
organisation	designate one person as a back-up with specific responsibilities for EMS	√	√	√			
biodiversity	manage the biodiversity of the corporate site	√			conduct a feasibility study to determine priorities		The pilot study is a test case to assess whether this type of study can be carried out for other sites, especially for some buildings in the Fedimmo portfolio.