

INDEX OF GRI CONTENT

	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

Reference / Comment

14: Letter to the shareholders

18-20: Befimmo identity and strategy
 4-11: Risk factors
 78: Materiality

123: Structure and organisation
 186: Identification

18-20: Befimmo identity and strategy
 27-37, 22-25: Portfolio
 194-197: Befimmo consolidated portfolio

123: Structure and organisation
 79: Internal organisation
 109-110, 125: Executive Officers

186: Identification

18-20: Befimmo identity and strategy
 20-21: Belgium and Luxembourg

185-191: General information

18-20: Befimmo identity and strategy
 30-31: Tenants
 37: Summary of data on properties in the Befimmo portfolio

37: Summary of data on properties in the Befimmo portfolio
 90-93: The Befimmo team
 131: Consolidated statement of financial position

26, 32-35: Key events of the fiscal period
 80: Scope of reporting

17: EPRA Gold Award prize for the Annual Financial Report 2011
 17: Prize-winner in the "Exemplary buildings 2012" competition for the WTC IV project
 81: EPRA SBPR Silver - Sustainability reporting

80: Scope of reporting

80: Scope of reporting

80: Scope of reporting
 The cycle is annual.

228: Contact

78: Materiality
 216-225: GRI reporting
 226: EPRA reporting
 202-206: Interaction between Befimmo and its 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. The corporate social responsibility report was divided in two parts to facilitate the reading: the environmental and the social part. The economic aspects are described in the chapter Corporate Governance Statement.

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 The link between the GRI indicators and the EPRA indicators are shown in the table on page 226 of this Report.

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	Reporting status
3.6 Scope	Complete
3.7 Limits of 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
80: Scope of reporting
80: Scope of reporting There are no specific limitations on the scope of reporting.
80: Scope of reporting
207-208: Methodology
207-208: Methodology
207-208: Methodology
80, 216-225: GRI reporting
80, 216-225: GRI reporting 80: External review 227: Limited review report Deloitte
98-99: Corporate governance statement 100-109, 124-126: Corporate governance statement
100: Board of Directors of the Managing Agent, Befimmo SA 124-125: Board of Directors 109-111, 125: Executive Officers
100, 124: Composition of the Board of Directors
94: Staff awareness 202-206: Communication with external stakeholders Twice a year, the CEO and CFO present the company's results to all the staff. Topics such as sustainable development and (annually) the outlook for the next three years are also discussed.
108, 125: Appointment and Remuneration Committee 110-113, 125-126: Remuneration and benefits
115-116: Rules for preventing conflicts of interest
101-102, 108-109: Self-assessment 79: Internal organisation
Corporate governance charter: www.befimmo.be/en/charter . Sustainable development policy: www.befimmo.be/en/corporate-social-responsability-policy . Code of ethics: 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.
101-102, 108-109: Self-assessment
18-20: Befimmo identity and strategy 76: Introduction to the corporate social responsibility report. The precautionary principle is assessed when taking major decisions. No formal process has been introduced at this stage.
18-20: Befimmo identity and strategy 78: 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 CSR programme can be found on Befimmo's website: www.befimmo.be .	
ECONOMIC PERFORMANCE INDICATORS	
<i>Disclosure on EC management approach</i>	
EC1 Direct economic value	Complete
EC3 Coverage of the organisation's defined-benefit plan obligations	Complete
ENVIRONMENTAL PERFORMANCE INDICATORS	
<i>Disclosure on EN management approach</i>	
EN3 Direct energy consumption	Complete
EN4 Indirect energy consumption	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

Reference / Comment

202-206: Interaction between Befimmo and its external stakeholders

77: Internal and external stakeholders

202-206: Interaction between Befimmo and its external stakeholders

77: Internal and external stakeholders

90-95: Interaction between Befimmo and its internal stakeholders

202-206: Interaction between Befimmo and its external 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.

202-206: Interaction between Befimmo and its 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.

205: Analyst, investor and shareholders feedback

93: New employee-satisfaction survey

47-49: Financial results

130: Consolidated statement of total comprehensive income

171-174: Employee benefits

171-174: Employee benefits

82-83: Performance indicators

84-85: Graphs and comments

For 2012 (in J)

Gas consumption for Befimmo portfolio excluding Fedimmo (information available for 90% of the reporting perimeter): 141,973,960 MJ

Gas consumption for Fedimmo portfolio (information available for 77% of the reporting perimeter): 106,583,886 MJ

Oil consumption for Befimmo portfolio excluding Fedimmo (information available for 100% of the reporting perimeter): 0 J

Oil consumption for Fedimmo portfolio (information available for 100% of the reporting perimeter): 0 J

82-83: Performance indicators

84-85: Graphs and comments

For 2012 (in J)

Electricity consumption for Befimmo portfolio excluding Fedimmo (information available for 92% of the reporting perimeter):

170,149,039 MJ

Electricity consumption for Fedimmo portfolio (information available for 80% of the reporting perimeter): 52,152,804 MJ

Note: consumption of urban heating or cooling does not apply to Befimmo activities.

86-89: Achievements, commitments and goals

35: Energy investments

The reductions achieved have not been quantified.

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

Appendices

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	Reporting status
EN7 (additional) ⁽¹⁾ Initiatives to reduce indirect energy consumption and reductions achieved	Partial
EN8 Total water consumption	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
EN18 (additional) ⁽¹⁾ Initiatives to reduce greenhouse-gas emissions and reductions achieved	Complete
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	Complete
EN26 Initiatives to mitigate environmental impacts	Complete
EN27 Percentage of products sold and their packaging materials that are reclaimed	Complete
EN28 Monetary value of significant fines	Complete
EN30 (additional) ⁽¹⁾ Total environmental monetary value of protection expenditures	Partial

Reference / Comment

86-89: Achievements, commitments and goals
35: Energy investments
90: CO₂ emissions related to Befimmo's own activities
The reductions achieved have not been quantified.

82-83: Performance indicators
84-85: Graphs and comments

None. Befimmo's policy is to develop office buildings in city centres.

No threatened species linked to Befimmo's activities have yet been identified.

82-83: Performance indicators
84-85: Graphs and comments

90: CO₂ emissions related to Befimmo's own activities

86-89: Achievements, commitments and goals
35: Energy investments
90: CO₂ emissions related to Befimmo's own activities
The reductions achieved have not been quantified.

82-83: Performance indicators
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.

92: Appraisal and training
209-215: CSR-programme - Goals individually assigned to the staff
86-89: Achievements, commitments and goals
81-89: Environmental activity report
213: CSR-programme - Awareness of maintenance companies and suppliers

Befimmo does not sell any products.

There were no significant fines during the past fiscal year.

35: Energy investments

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

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	Reporting status
SOCIAL PERFORMANCE INDICATORS - Labour practices and decent work	
<i>Disclosure on LA management approach</i>	
LA1 Total workforce by employment type, employment contract, and region	Partial
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
LA10 Training by employee category	Complete
LA11 (additional) ⁽¹⁾ Programmes for skills management and learning	Complete
LA12 (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	
<i>Disclosure on HR management approach</i>	
HR4 Incidents of discrimination	Complete
COMPANY	
<i>Disclosure on SO management approach</i>	
SO4 Actions taken in response to incidents of corruption	Complete
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
PRODUCT RESPONSIBILITY	
<i>Disclosure on PR management approach</i>	
PR2 Total number of incidents of non-compliance concerning health and safety impacts of services	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

Reference / Comment
90-95: Social activity report
90-95: Social activity report
90-95: Social activity report 171-174: Employee benefits
90-95: Social activity report
92: Appraisal and training
90-95: Social activity report
90-95: Social activity report
91: Social indicators
There were no cases of discrimination over the past fiscal year.
There were no incidents of corruption over the past fiscal year.
There were no legal actions for anti-competitive behaviour, anti-trust or monopoly practices during the past fiscal year.
There were no fines over the past fiscal year.
There were no incidents of non-compliance concerning health and safety impacts of services during the past fiscal year.
There were no incidents of non-compliance with regulations concerning marketing communications over the past fiscal year.
There were no complaints regarding breaches of customer privacy or losses of customer data over the past fiscal year.

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