



Extract of the Annual
Financial Report
2010/2011
Environmental programme

APPENDIX

ENVIRONMENTAL PROGRAMME 2012

BEFIMMO ENVIRONMENTAL PROGRAMME (2012)					
Topic	Action	Perimeter			Target
		M	S	B	
GENERAL					
Programme 2010/2011	Finalise the uncompleted points of the Environmental Programme 2010/2011.	√	√	√	
STRATEGIC					
Ethical stock market index	Conduct study/gap analysis on Befimmo joining the Ethibel index.	√	√	√	
OTHER STAKEHOLDERS					
Business & Society, GRESB analyses	The communication department will conduct a more detailed analysis of this feedback and propose any measures to be taken.	√	√	√	
COMPLIANCE WITH LEGISLATION					
Compliance with environmental permit	For Befimmo buildings, an inventory of non-compliances with environmental permits will be made during 2012. KPIs will be developed on the basis of the outcome of the study. For Fedimmo, all available information will be listed by the end of 2012. KPIs will be developed on the basis of the outcome of the study. For Fedimmo, all information will also be identified and surveyed by the end of 2012.	√	√	√	
EPB regulations	EPB-heating regulations applicable in Brussels since 1 January 2011 are not yet complied with. An inventory of installations is in progress. The whole Befimmo portfolio will be brought into compliance in 2012. The situation of the Fedimmo portfolio must also be addressed during 2012. Initially, AG RE will be asked to provide the information necessary for a consultancy bureau to ensure compliance.	√	√	√	
New EMS procedure	Disposal of a risky activity, ground surveys and risk analyses. Several ground surveys were conducted and/or were in progress in 2011 in the context of disposals of risky activities.	√	√	√	
Inventory of secondary retention on emergency generators	Inventory of emergency generators and the presence of secondary retention on emergency generators.	√	√	√	
Recasting of register of legislation	A pilot test by MATRIciel will be the starting point for recasting the register of legislation, will define the current degree of control and propose measures to ensure that our activities abide by the law.	√	√	√	

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		M	S	B	
CARBON FOOTPRINT OF BUILDINGS					
Performance and energy programme	Reduce carbon footprint, continue to improve energy performance via a gradual approach that includes investment in renewable energy, more energy-efficient technical installations, etc.	√	√	√	<ul style="list-style-type: none"> • performance certificates for the remainder of the Befimmo portfolio (excluding Fedimmo); • BREEAM In-Use certificate: asset rated "Good" for the Befimmo portfolio (excluding Fedimmo); • cut 5% of energy consumption in common areas by 2014.
Renewable energy	Increase the percentage of renewable energy.	√	√	√	increase area of photovoltaic panels by 15% a year
Energy monitoring	Improve quality of telemonitoring data.	√	√	√	
Carbon reporting	More detailed definition of the method for calculating energy consumption and greenhouse-gas emissions. Data quality is improved by using digital meters, phasing-in of the Carbon Disclosure Protocol (CDP) standard.	√	√		
SUBCONTRACTORS / SUPPLIERS					
AG RE training programme	A training programme has been devised specifically for the principal external property manager. This will help to put in place many measures related to suppliers, maintenance companies and tenants. In consultation with AG RE, a training and awareness programme will be set up for suppliers and maintenance companies.	√	√		
Awareness among maintenance companies	Awareness must be raised through the maintenance contracts where AG RE has control and responsibility (M and S portfolio). A list of the main maintenance companies will be drawn up (e.g. Dalkia, Cofely, TEM, etc.). They will be asked what internal measures they are taking to manage environmental risks.	√	√		
Awareness among suppliers	Draw up list of main suppliers/services/supplies. They will be asked what internal measures they are taking to manage environmental risks. At the end of each project, the suppliers will be assessed. The aim will be to share experiences (good or bad) within the company, and gradually build quality among the suppliers.	√	√		

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Topic	Action	Perimeter			Target
		M	S	B	
Collection of documents and data	Inventory of toxic products, volume of waste, annual loss of gases that deplete the ozone layer, etc. At the beginning of each year, AG RE will provide all the information Befimmo needs to complete its annual reporting in terms of substance and waste management. The information that Befimmo wishes to obtain will be detailed in a document.	√	√		
Health and safety aspects	No major problems in the Befimmo team. Develop an evaluation programme for construction sites. Get statistics from the health and safety coordinator or by assessing the supplier at the end of a project.	√	√	√	
Audit programme	AG RE: once a year Buildings Agency once a year Large sites: health and safety/environment coordinators Site-related EMS procedures: audits to be conducted by Befimmo project managers. The frequency of audits depends on the size of the site.	√	√	√	
TENANTS					
Raise tenants' awareness of environmental permit conditions	Raise awareness and check compliance of tenants' activities with environmental permit. By the external property manager for M and S tenants and by an annual letter to R tenants.	√	√	√	
Tenant survey	Assess the need to devise and implement a satisfaction survey.	√	√	√	
Implement green lease programme	The green lease is finalised; an implementation programme must now be developed.	√	√		
HUMAN RESOURCES					
Staff survey	Continue implementing the recommendations from the well-being and efficiency at work survey.	√			
COMMUNICATION					
External evaluation of corporate social responsibility reporting	Deloitte conducted an initial qualitative assessment of the Annual Financial Report 2010; a second assessment including quantitative aspects has been conducted for this Annual Financial Report 2011. The latter is classed as B ⁺ quality, according to GRI standards.	√	√	√	
CORPORATE IMPACT					
Designation of person responsible	One employee has been given responsibility for monitoring implementation and developing other awareness exercises for the Befimmo team.	√			

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		M	S	B	
Incorporate corporate social responsibility in departments other than the technical team	This will be done by: <ul style="list-style-type: none"> • setting annual CSR goals in the year-end evaluation; • setting objectives and quantitative targets in the 2012 environmental programme; • development of an intranet site. 	√			
Mobility	Reduce emissions from vehicle fleet, and devise a Car Policy.	√			Cut emissions by 5% by 2014.
Welcome new employees	Develop a Welcome Pack for new employees.	√			
FEDIMMO					
Environmental permits	Create a tracking form for Fedimmo environmental permits. Clarify the procedure under the terms of the lease.			√	
Compliance with legislation	Check and draft an action plan to ensure compliance by the end of 2012.			√	
BIODIVERSITY					
Biodiversity	Study biodiversity management at various sites: for the Goemaere site, measures will be implemented to keep the "ECOCERT certificate"; an assessment of the costs incurred will determine whether other sites will follow suit.	√			