



2013 Response

BEFIMMO SA

Management

Q 1.1 Does your company/fund have a long-term vision on sustainability?

- ☒ Yes, the vision on sustainability is publicly available. *Please communicate the vision (maximum 250 words)*

Befimmo has integrated the principles of corporate social responsibility into its strategy, and these are reflected in the environmental, economic and social aspects of its day-to-day operation. Since it is in the real-estate business, the main thrust of Befimmo's action in this area relates to the environment. For several years, it has built energy performances and sustainable development into its renovation, acquisition and construction projects. Like all market players, Befimmo is aware that the value of a building is also measured in terms of sustainability. Accordingly, the Company has wasted no opportunity to demonstrate the efforts it has been making in recent years: its EMS has been ISO 14001 certified since 2010, it uses several recognised tools such as the BREEAM certificate, and in 2011 it adopted quantitative criteria that can be measured objectively year by year. Moreover, since investment in improving the energy performance of its buildings is an integral part of the optimal and sustainable management of its portfolio, the sustainable development team mainly composed of Executive Officers – informs and involves the Board of Directors in all major decisions on the subject. Meanwhile, Befimmo continues to develop its in-house environmental policy to reduce the impact of its own activities: management of emissions from its vehicle fleet, of waste, of natural resources, of electricity, etc., and plans to further expand the scope of these measures.

Please provide the corresponding hyperlink (if applicable). Hyperlink:

http://www.befimmo.be/sites/default/files/imce/csr_policy_01_03_2012.pdf

- ☐ Yes, but the vision on sustainability is not publicly available. *Please communicate the vision (maximum 250 words)*
- ☐ No

Q 1.2 Does your company/fund have specific sustainability objectives for the reporting period?

- ☒ Yes, the objectives are publicly available. *Please state the objectives (maximum 250 words)*

Befimmo continues to implement the measures that it believes are needed to reduce the environmental impact of the activities it controls and influences directly. Generally speaking, the following points remain systemic priorities: (1) compliance with legislation; (2) education and training of employees and external stakeholders (especially tenants); (3) audits on managers and other players working for Befimmo; (4) energy performance: improving the energy performance of the property portfolio via a gradual approach that includes investment in renewable energy, more energy-efficient technical installations, etc.; (5) raising awareness among all Company staff of corporate social responsibility. The environmental priorities linked to Befimmo's activities are: (a) energy management; (b) natural resource management; (c) waste management; (d) water management. While the concept of corporate social responsibility covers environmental as well as social and economic issues, Befimmo's main impact is on the environmental level. Most of the management activities currently focus on this aspect. For the social and economic aspects, a number of KPIs are being monitored and reported. For the social and economic aspects, a number of KPIs are being monitored and reported.

Please provide the corresponding hyperlink (if applicable). Hyperlink:

http://www.befimmo.be/sites/default/files/imce/rse_uk.pdf

- ☐ Yes, but the objectives are not publicly available. *Please state the objectives (maximum 250 words)*
- ☐ No

Q 2.1 Who was responsible for implementing your company/fund's sustainability objectives during the reporting period? (multiple answers possible)

- ☒ Dedicated employee(s) for whom sustainability is the core responsibility

Please provide the name and contact details for the most senior of these employees

Name	Job title	E-mail address (optional)
Frédéric Tourné	Environment Officer	

- ☒ Employee(s) for whom sustainability is one of the responsibilities

Please confirm the name and contact details for the most senior of these employees

Name	Job title	E-mail address (optional)
Rikkert Leeman and Emilie Delacroix	Chief Technical Officer and IR and Communication Manager	

☐ External consultants/managers. Name of the organization _____

☐ Other. Name of the organization _____

☐ None of the above

Q 2.2 Did your company/fund have a sustainability taskforce or committee at the company/fund management level during the reporting period?

☒ Yes

☐ No

Q 2.3 Did this sustainability taskforce or committee involve: (multiple answers possible)

☒ Senior management board

☐ Fund/portfolio managers

☒ Asset managers

☒ Property managers

☐ External consultants Name of the organization _____

☒ Other Communication

☐ Not applicable

Q 3.1 Is the most senior decision-maker on sustainability issues: (multiple answers possible)

☒ A member of the senior management board

☐ A person who directly reports to the senior management board

☐ None of the above

Please provide the name and contact details for the most senior decision-maker on sustainability issues

Name	Job title	E-mail address (optional)
De Blieck Benoit	CEO	

Q 3.2 During the reporting period did a representative of the senior management board receive formal updates on the organization's sustainability objectives?

☐ Yes, on a monthly basis

☐ Yes, on a quarterly basis

☒ Yes, on a bi-annual basis

☐ Yes, on an annual basis

☐ Yes, other. _____

☐ None of the above

Q 3.3 Please describe the process used to inform the senior management board about the sustainability objectives during the reporting period (maximum 250 words)

Befimmo's corporate social responsibility is now fully integrated into its day-to-day management. Befimmo staff is increasingly involved in this policy, one way or another depending on their field of expertise, and are aware of the major impact the real-estate sector on the environment. At strategic level, the sustainable development team consists of four people: the Chief

Financial Officer and the Chief Operating Officer, which are Executive Officers, the Chief Technical Officer, and the Investor Relations & External Communication Manager. This team, in consultation with the Chief Executive Officer, is responsible for developing and monitoring the corporate social responsibility program, freeing up sufficient human resources, and conducting the annual management review. They inform the board of Directors on bi-annual basis. At operational level, the environmental technical team, consisting of three people specializing in energy and environment, is responsible for regularly assessing the implementation of the Environmental Management System ("EMS") and corporate social responsibility program. Since 1 April 2012, a member of the human resources department has been responsible for raising all team members' awareness of environmental considerations. Other staff members also have responsibilities specifically defined in the EMS: Legal Manager; Head of Portfolio; Investment Officer; Controller; Internal auditor; Project Managers and Managers.

☐ Not applicable

Q 4 Did your company/fund have a structured approach for communicating its sustainability strategy to employees and external asset/property managers during the reporting period?

☒ Yes. Please describe the process (maximum 250 words)

Regular consultation at strategic and operational levels with the principal external property managers helps to identify priorities to be addressed for reducing environmental impact. The property manager, as the main point of contact with maintenance companies, is then responsible for educating them. The property manager also plays an important role in educating tenants and is audited annually by and at the initiative of Befimmo. Befimmo continues every day its efforts to raise awareness among its staff of its sustainable development policy. Befimmo offers to all employees introductory training to the ISO 14001 standard, and a presentation on sustainable construction. Every three months, the management presents to the team the quarterly results of the Company and includes a CSR section to inform them of the Company's plans in that area. Moreover, the intranet becomes in 2012 the main vehicle for this process. "News" items are posted regularly with the aim of explaining a variety of points related to Befimmo's corporate social responsibility or the Environmental Management System.

☐ No

Q 5 Did your company/fund include sustainability factors in the annual performance review of the following employees during the reporting period? (multiple answers possible)

- ☒ Senior management board
- ☐ Fund/portfolio managers
- ☒ Asset managers
- ☒ Property managers
- ☐ Other _____
- ☐ None of the above

Q 6 Is your company/fund currently involved in nationally/internationally recognized committees or working groups concerning sustainability?

☒ Yes. Please provide the name of the committee or working group and a brief description of its/their objectives (maximum 100 words)

UPSI (Belgian Professional Union of the RE Sector): UPSI & Befimmo actively cooperated via working groups to incorporate federal and regional RE requirements. The CEO serves on the UPSI BoD and the CTO is chairman of its technical commission. EPRA (European Public Real Estate Association): Befimmo has embarked upon the standardisation of financial reporting and reporting on CSR by adopting EPRA reporting guidelines. Business & Society is a reference network for businesses striving, in collaboration with various stakeholders, to build a sustainable society: As an active member, Befimmo regularly attends information meetings and working groups organised by B&S. BRE: developed BREEAM, a global standard and rating system for buildings. RICS: www.rics.org The CEO is a fellow member of RICS. The CTO is a member of the Board of RICS Belux.

- ☐ No, but the parent organization/investment house is. Please provide the name of the committee(s) or working group(s) and a brief description of its/their objectives (maximum 100 words)
- ☐ No involvement during the reporting period

Q 7

During the reporting period did your company/fund receive sustainability awards or other recognition related to the implementation of sustainability best practices?

☒ Yes. *Please provide the name of the award and a brief description (maximum 100 words)*

- EPRA SBPR Silver – Sustainability reporting - Prize-winner in the “Exemplary buildings 2012” competition for the WTC IV project

☐ No

Policy and Disclosure

Q 8 How did your company/fund disclose its sustainability performance during the reporting period?
(multiple answers possible)

☒ Section in Annual Report, page 76 FILE ID: 7309 or provide Hyperlink <http://www.befimmo.be/en/annual-financial-report-2012>

☐ Stand-alone Corporate Social Responsibility or Corporate Sustainability Report,

or provide Hyperlink _____

☒ Integrated Report (sustainability disclosure fully integrated into the Annual Report), page 18-19, 32 to 35, 76 to 95, 193 to 227 and 97 to 127 FILE ID: 7306 or provide Hyperlink http://www.befimmo.be/sites/default/files/mce/rse_uk.pdf

☒ Dedicated section on corporate website, provide Hyperlink <http://www.befimmo.be/en/corporate-social-responsibility-policy>

☐ Section in Fund reporting to investors. State frequency _____ and upload specific page(s) on sustainability

☐ Other _____

☐ None of the above

Q 9.1 Was the disclosure of the sustainability performance of your company/ fund during the reporting period externally assured?

☐ Yes, fully assured by a third party. Name of the organization _____

☒ Yes, partially assured by a third party. Name of the organization Befimmo tasked Deloitte with a limited review to get GRI B+ application level

☐ No, but a third party reviewed the information. Name of the organization _____

☐ No, the information has not been assured or reviewed by a third-party

☐ Not applicable

Q 9.2 Which framework was used to disclose information related to sustainability performance during the reporting period?

☒ Global Reporting Initiative (GRI, CRESS) /level/ GRI B+ and CRESS CRE

☒ Carbon Disclosure Project (CDP)

☐ AA1000

☒ ISAE 3000

☒ ISO standard 14001

☒ Other EPRA performance indicators

☐ No reporting or accounting standard was used

☐ Not applicable

Q 10 During the reporting period, did your company/fund have a policy/policies in place which addressed the following sustainability issues: (multiple answers possible)

☒ Energy consumption/management

☒ GHG emissions/management

☒ Water consumption/management

☒ Waste management

☒ Climate change

☐ Health and safety

☒ Other Toxic products and Materials

☐ None of the above

Please upload supporting documents for the selected policy/policies FILE ID: 7311

Risks & Opportunities

Q 11.1 Please confirm the following: (in each case please respond for the reporting period)

Bribery & Corruption

Does your company/fund have a policy in place, approved by the senior management board, to address the risks from exposure to bribery and corruption? FILE ID: 7313	Yes
Does your company/fund assess the exposure to bribery and corruption risk on a regular basis?	Yes
Does your company/fund have comprehensive systems and procedures in place to ensure the effective implementation of the policy by your own staff as well as its business partners?	Yes
Do you carry out regular training for employees most exposed to corrupt demands?	No
The percentage of employees who received training on anti-corruption issues is _____ %	
Do you have an effective whistle-blower mechanism in place at the senior management level?	Yes
Is bribery and corruption included in the investment due diligence processes of your company/fund, e.g. during mergers and acquisitions and when working with third-party partners?	Yes

Q 11.2 During the reporting period was your company/fund, its employees or business partners involved in any legal cases regarding corrupt practices?

☐ Yes

Please specify the total number of cases in which employees were dismissed or disciplined for corruption _____

Please specify the total number of cases when contracts with business partners were not renewed due to violations related to corruption _____

☒ No

Q 12 Did your company/fund perform sustainability risk assessments of its standing investments/acquisitions during the last 3 years up to the end of the reporting period, involving one of more of the following: (multiple answers possible)

Issue	Standing Investments	Acquisitions
Flooding risks	Yes	Yes
Extreme weather conditions	Yes	Yes
Vulnerability to (geomagnetic) storms	Yes	Yes
Other climate/climate change risks <u>Regulatory constraint risk</u>	Yes	Yes
Extreme volatility in energy prices	Yes	Yes
Energy efficiency of the building	-	Yes
Water efficiency of the building	-	Yes
Contaminated land	Yes	Yes
Irremediable pollution	Yes	Yes
Materials used in construction	Yes	Yes
Alternative means of transportation	No	No
Severe income disparity	No	No
Other _____		

Please provide supporting documents for the risk assessment procedure in place during the reporting period
FILE ID: 7341

Q 13 Did your company/fund assess the energy performance of the portfolio during the last 3 years up to the end of the reporting period? (multiple answers possible)

Type of assessment	100%	>50%	<51%	0%
(percentage of assets)				
In-house assessment	✓			
External assessment. <i>Name of the assessor</i> <u>Aenea and Seasquare</u>			✓	
External energy audit. <i>Name of the auditor</i> _____				✓

Q 14.1 Did your company/fund have an energy efficiency or energy conservation program for the portfolio during the last 3 years up to the end of the reporting period? (multiple answers possible)

Actions taken	100%	>50%	<51%	0%
(percentage of portfolio by floor area)				
Wall/roof insulation			✓	
Window replacements			✓	
HVAC upgrades/replacements			✓	
System commissioning			✓	
Building energy management systems			✓	
Lighting upgrades/replacements			✓	
Smart grid/ smart building technologies				✓
Other _____				✓

Q 14.2 Please describe the energy efficiency and/or energy conservation program (maximum 250 words)

Benimmo is pursuing its commitment to cut energy consumption in its buildings. The priority is to reduce consumption in common areas, although steps to reduce consumption in private areas are also systematically considered during renovations and/or commercial renegotiation. The goal of cutting gas and electricity consumption by 5% by 2014 in relation to the reference year 2011 was achieved and even exceeded in 2012. Since the comfort level of some buildings is being or will be upgraded, notably by fitting air conditioning, we are maintaining the same reduction target for the next two years, to cut consumption by 5% by the end of 2014. Rainwater recovery projects are still on the agenda. In view of the difficulty of integrating such systems into existing buildings in operation, the focus is on renovation projects where the technical installations, especially the water distribution circuits, are to be renewed.

○ Not applicable

Q 15.1 Has your company/fund implemented a water efficiency and/or water conservation program for the portfolio during the last 3 years up to the end of the reporting period which includes the following elements: (multiple answers possible)

- ✓ Use of high-efficiency fixtures
- Use of dry fixtures such as composting toilet systems and non-water using urinals
- ✓ Use of occupant sensors to reduce the potable water demand
- ✓ Reuse of storm water and grey water for non-potable applications
- ✓ Options for on-site waste water treatment
- Other _____
- No

Q 15.2 Please describe the water efficiency and/or water conservation program: (maximum 250 words)

(i) Analyse and installations of water recycling techniques/ systems are installed to supply the toilets. (ii) Installations of rainwater recovery systems in Befimmo's buildings to supply part of the building's toilets.

☐ Not applicable

Q 16.1 Did your company/fund perform indoor air quality (IAQ) assessments during the reporting period:

☐ Yes, internal assessments.

☒ Yes, external assessments. Name of the organization Aerodynamiek through BOPRO

☐ No

Q 16.2 Did the indoor air quality (IAQ) assessment include the following elements: (multiple answers possible)

Type of assessment	100%	>50%	<50%	0%
(percentage of portfolio by floor area)				
Mold testing				<input checked="" type="checkbox"/>
Air sampling			<input checked="" type="checkbox"/>	
HVAC inspection	<input checked="" type="checkbox"/>			
Duct inspection			<input checked="" type="checkbox"/>	
Legionella risk assessments			<input checked="" type="checkbox"/>	
Other _____				<input checked="" type="checkbox"/>

Q 17.1 Voluntary question: please provide an example of the use of an innovative sustainability technology for an asset within your portfolio

Asset characteristics

Name of the asset WTC III

Innovative technology used Cogeneration

Floor area covered 75800

Amount of initial investment 1 million €

Expected return on investment (ROI) 5.63 years

Other _____

Expected improvement in sustainability performance: (e.g. in MWh, savings, etc) 1,305 MWh

Q 17.2 Please describe the asset and why the technology used is innovative (maximum 250 words)

The cogeneration system in WTC III commissioned in February 2012 has earned us 668 green certificates and cut overall CO2 emissions by 16%. The principle of cogeneration is that it generates heat and power at the same time. This combined generation cuts energy losses significantly. Thus, cogeneration can save between 15 and 20% in primary energy in relation to separate production of the same amounts of heat and power. In addition, CO2 emissions from the use of cogeneration are substantially less than with conventional heat production and electricity generation. In principle, cogeneration is more suitable and efficient for sites needing constant heat (hot water), such as hospitals, nursing homes, etc. It is therefore best to target buildings for which this technology is properly suited. Befimmo has planned a feasibility study in 2013 for five of its buildings to determine whether or not it is worth implementing this technology on part of its portfolio. The five buildings selected include the view Building which houses a fitness centre with a swimming pool.

Please upload a picture of the asset FILE ID: 10291

Monitoring & Environmental Management Systems

Q 18.1 Did your company/fund have an Environmental Management System (EMS) in place during the reporting period? (multiple answers possible)

- ☒ Yes, at corporate level
- ☒ Yes, at asset level. Please specify the percentage of your whole portfolio covered by an EMS: _____ % and the percentage of your managed portfolio (landlord controlled) covered by an EMS: _____ %
- ☐ No

Please upload supporting documents for the selected answer FILE ID: 7342

Q 18.2 Has the EMS been certified by a third party during the last 3 years up to the end of the reporting period?

- ☒ Yes, the EMS has been certified by a third party. Name of certifying organization Lloyd's Register Quality Assurance
- ☐ No, but a third party verified the EMS. Name of the organization _____
- ☐ No, the EMS has not been certified or verified by a third party
- ☐ Not applicable

Q 19 What aspects are covered by the Environmental Management System (EMS)? (multiple answers possible)

- ☒ Energy consumption/management
- ☒ Water consumption/management
- ☐ GHG emissions/ management
- ☒ Waste management
- ☒ Refrigerants
- ☐ Health and safety
- ☐ Business travel
- ☒ Other Legislation, renovation works, acquisitions, etc.
- ☐ No EMS in place

Q 20 How did your company/fund monitor the energy consumption of the portfolio during the reporting period? (multiple answers possible)

- ☒ Automatic meter readings. Please specify the percentage of the whole portfolio covered by floor area: 70 %
- ☒ Based on invoices. Please specify the percentage of the whole portfolio covered by floor area: 30 %
- ☐ By taking manual-visual readings. Please specify the percentage of the whole portfolio covered by floor area: _____ %
- ☒ Other. Please specify Utility Companies . Please specify the percentage of the whole portfolio covered by floor area: 100 %
- ☐ None of the above

Q 21 How did your company/fund monitor the water consumption of the portfolio during the reporting period? (multiple answers possible)

- ☒ Automatic meter readings. Please specify the percentage of the whole portfolio covered by floor area: 70 %
- ☒ Based on invoices. Please specify the percentage of the whole portfolio covered by floor area: 30 %
- ☐ By taking manual-visual readings. Please specify the percentage of the whole portfolio covered by floor area: _____ %
- ☒ Other. Please specify 100 . Please specify the percentage of the whole portfolio covered by floor area: Utility Companies %
- ☐ None of the above

Performance Indicators

Please complete the following sections per property type

Office

Q 22.1 Energy consumption

	Energy consumption	Absolute measurement		Like for like data	
		2011	2012	2011	2012
1	Fuels (natural gas, gasoline, etc.) for shared landlord services (for common parts and tenant areas on un-metered basis) in MWh	37732	39400	41164	43778
2	District heating and cooling for shared landlord services (for common parts and tenant areas on un-metered basis) in MWh	0	0	0	0
3	Electricity consumption for shared landlord services (for common parts and tenant areas on un-metered basis) in MWh	39600	47200	42581	51304
4	Fuels (natural gas, gasoline, etc.) for exclusive tenant consumption (on (sub)metered* basis) in MWh	0	0	0	0
5	District heating and cooling for exclusive tenant consumption (on (sub)metered* basis) in MWh	0	0	0	0
6	Electricity consumption for exclusive tenant consumption (on (sub)metered* basis) in MWh	16800	27000	18065	29348
7	Corresponding floor area for data in rows 1-6 in m ² /sq.ft./units	476940	601328	518386	
8	Tenant obtained energy consumption in MWh	0	0		
9	Corresponding floor area for tenant obtained energy in m ² /sq.ft./units	0	0		
10	Total energy consumption (Rows 1-6 and 8) in MWh	94132	113600		
11	Total corresponding floor area (Rows 7 and 9) in m ² /sq.ft./units	476940	601328		
12	Occupancy rate (%)			94	96
13	Percentage of the floor area of your <u>managed</u> portfolio (landlord controlled) that is covered?	92	92	92	
14	Percentage of the <u>whole</u> portfolio <u>that</u> is covered?	56	71	61	
15	Number of assets included in disclosure	33	34	33	
16	Total energy expenditures in €/\$/£	4729250	6122800	0	0
17	Total renewable energy produced onsite in MWh	22.5	48.1	0	0
18	Total renewable energy generated offsite in MWh	0	0	0	0

Q 22.2 Has the above energy consumption data been externally verified/ assured/ audited?

- ☐ Yes, externally verified. *Name of the organization*
- ☒ Yes, externally assured. *Name of the organization* Deloitte
- ☐ Yes, externally audited. *Name of the organization*
- ☐ No
- ☐ Not applicable

Q 23.1 GHG emissions

GHG emissions	Absolute measurement	Like-for-Like
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		2011	2012	2011	2012
1	Scope 1 Direct green-house gas emissions by weight in metric tonnes CO2	24	23	24	23
2	Scope 2 Indirect green-house gas emissions by weight in metric tonnes CO2	0	0	0	0
3	Scope 3 Emissions by tenants in metric tonnes CO2	13177	12590	14265	13669

Q 23.2 Has the above GHG emissions data been externally verified/ assured/ audited?

- ☐ Yes, externally verified. *Name of the organization*
- ☒ Yes, externally assured. *Name of the organization* Deloitte
- ☐ Yes, externally audited. *Name of the organization*
- ☐ No
- ☐ Not applicable

Q 24.1 Water consumption

	Water consumption	Absolute measurement		Like-for-Like	
		2011	2012	2011	2012
1	Water consumption for shared landlord services (for common parts and tenant areas on un-metered basis) in m3/year	91329	113890	113735	135583
2	Water consumption for exclusive tenant consumption (on (sub)metered basis) in m3/year	0	0	0	0
3	Corresponding floor area in m ² /sq.ft./units	414783	435444	0	
4	Number of assets included in disclosure	0	0	0	
5	Total water expenditures in €/\$/£	307779	383809	383286	456916

Q 24.2 Has the above water consumption data been externally verified/ assured/ audited?

- ☐ Yes, externally verified. *Name of the organization*
- ☒ Yes, externally assured. *Name of the organization* Deloitte
- ☐ Yes, externally audited. *Name of the organization*
- ☐ No
- ☐ Not applicable

Q 25.1 Waste management

Waste management	Absolute measurement		Like for like data	
	2011	2012	2011	2012
Total weight of hazardous waste	0	0	0	0
Total weight of non-hazardous waste	12050	11400	0	0
Proportion of waste by disposal route (% of total by weight)				
- Recycling	6507	6339	0	0
- Incineration	0	0	0	0
- Landfill	0	0	0	0
Corresponding floor area	0	0	0	

Number of assets included in disclosure	0	0	0
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Q 25.2 Has the above water management data been externally verified/ assured/ audited?

- ☐ Yes, externally verified. *Name of the organization*
- ☒ Yes, externally assured. *Name of the organization* Deloitte
- ☐ Yes, externally audited. *Name of the organization*
- ☐ No
- ☐ Not Applicable

Q 26.1 Has your company/fund set any annual reduction targets for the next reporting period?

	Annualized target (%)	Are these targets communicated externally?	
		Yes	No
Energy consumption	2	<input checked="" type="radio"/>	<input type="radio"/>
GHG emissions	0	<input type="radio"/>	<input type="radio"/>
Water consumption	0	<input type="radio"/>	<input type="radio"/>
Waste diverted from landfill	0	<input type="radio"/>	<input type="radio"/>
Other <u>Company cars (CO2 emissions)</u>	3	<input checked="" type="radio"/>	<input type="radio"/>
No			

Q 26.2 Has your company/fund set any annual reduction targets for the next reporting period?

	Reduction target (%)	Base year	End year	Are these targets communicated externally?	
				Yes	No
Energy consumption	5	2011	2014	<input checked="" type="radio"/>	<input type="radio"/>
GHG emissions				<input type="radio"/>	<input type="radio"/>
Water consumption				<input type="radio"/>	<input type="radio"/>
Waste diverted from landfill				<input type="radio"/>	<input type="radio"/>
Other _____				<input type="radio"/>	<input type="radio"/>
No					

Q 25.3 If you wish to provide additional information regarding the collection of data for this section of the survey, please do so (maximum 250 words)

In terms of inventorying and reporting Befimmo started to apply "Bilan Carbone®" method and then gradually implements the GHG Protocol. This implies that the methodology has been reviewed in 2012 and that the perimeters of scope 1, scope 2 and 3 have changed: (1) The emissions of all operations over which Befimmo has operational control, all owned facilities that the Company occupies and vehicles the Company operates, are included in the environmental data based on measurements and/or calculation. Those emissions are integrated in scope 1 and scope 2. Further, (2) the emissions of the buildings leased to the tenants are now integrated in scope 3 instead of scope 1 and scope 2; This wasn't the case the previous years. Please note that, for the current 2013 GRESB survey, the year 2011 has been modified based on this new methodology. Moreover, the like-for-like data aren't yet available. We make every effort to make this information available next year (via our new software SOFI). To provide an estimation, the completed data in the like-for-like tables (see questions 22.1 to 25.1) are the data of the 2011 and 2012, reported on 100% (simple application of the rule of three tells).

Building Certification & Benchmarking

Office

Q 27 Please specify the percentage of your portfolio certified by the following schemes (multiple answers possible). Please complete the following table per property type.

	LEED	BREEAM	Green Star	HQE	DGNB	CASBEE	Other:
% of portfolio by floor area		57					

Q 28.1 Please specify the percentage of your portfolio which has an energy rating awarded by a public agency: (multiple answers possible). Please complete the following by property type

☒ EPC (energy performance certificates): 65 % of the portfolio by floor area. Please specify the percentage of the portfolio by floor area rated with EPC label A: 0 %, EPC label B: 5 %, EPC label C: 80 %, EPC label D: 15 %, EPC label E: 0 %, EPC label F: 0 and EPC label G: 0 %

☐ NABERS Energy: _____ % of the portfolio by floor area. Floor area weighted score: _____

☐ Energy Star: _____ % of the portfolio by floor area. Floor area weighted score: _____

☐ Other rating _____ for _____ % of the portfolio by floor area

☐ None of the above

If the EPC measurement system applicable to the largest proportion of portfolio assets differs from the A-G labeling system outlined above, in the box below please (a) name the country with the largest proportion of assets and (b) specify the percentage of the portfolio by floor area rated with each level of EPC label (maximum 100 words).

Q 28.2 Please specify the percentage of the portfolio benchmarked using an internationally recognized scheme in the last 3 years up to the end of the reporting period: (multiple answers possible)

Benchmarking Scheme	100%	>50%	<50%	0%
(percentage of portfolio by floor area)				
International Sustainability Alliance (ISA)				<input checked="" type="checkbox"/>
IPD EcoPAS				<input checked="" type="checkbox"/>
Greenprint				<input checked="" type="checkbox"/>
Green Rating Alliance (GRA)				<input checked="" type="checkbox"/>
Other _____				<input checked="" type="checkbox"/>

Stakeholder Engagement

Q 29 Did your company/fund have an employee policy in place during the reporting period, covering the following: (multiple answers possible)

- ☒ Attracting, developing and retaining qualified personnel
- ☐ Diversity (gender, region, type of contract)
- ☐ Equal career opportunities for men and women
- ☐ Collective bargaining agreements
- ☐ Retention rates after parental leave by gender
- ☐ Other _____
- ☐ No

Please upload supporting documents for the selected policy/policies

Q 30.1 Did your company/fund have a remuneration policy in place during the reporting period?

- ☒ Yes
- ☐ No

Q 30.2 Did this policy include a clause on equal remuneration for men and women?

- ☐ Yes
- ☒ No
- ☐ Not applicable

Q 30.3 Does this policy include long-term incentives?

- ☒ Yes, those incentives are performance related
- ☐ Yes, those incentives are not performance related
- ☐ No
- ☐ Not applicable

Q 31 Did your company/fund have an independent remuneration committee in place during the reporting period?

- ☒ Yes
- ☐ No

Q 32 Did the employees of your company/fund receive regular performance and career development reviews during the reporting period?

- ☒ Yes. Percentage of the employees 100 %
- ☐ No

Q 33.1 Did the employees of your company/fund receive training during the reporting period?

- ☒ Yes. Percentage of the employees 100 %
- ☐ No

Q 33.2 Was part of that training specifically related to sustainability?

- ☒ Yes. Percentage of the training 30 %
- ☐ No

Q 34 Did your company/fund undertake an employee satisfaction survey during the last 3 years up to the end of the reporting period?

- ☐ Yes, undertaken by a third party for _____ % employees. *Name of the organization* _____
- ☒ Yes, undertaken in-house for 100 % employees
- ☐ No

Q 35.1 Did your company/fund undertake a survey on health and safety during the last 3 years up to the end of the reporting period?

- ☐ Yes, undertaken by a third party for _____ % employees. *Name of the organization* _____
- ☐ Yes, undertaken in-house for _____ % employees
- ☒ No

Q 35.2 Did your company/fund have an internationally recognized occupational health and safety management system in place during the reporting period?

- ☐ Yes, OHSAS 18001
- ☐ Yes, covered by ISO 9001
- ☐ Yes, covered by ISO 14001
- ☐ Yes, other _____
- ☒ No

Q 35.3 Did your company/fund report or receive on occupational health and safety indicators during the reporting period? (multiple answers possible)

- ☐ Yes. Please specify the Injury Rate _____
- ☐ Yes. Please specify the Lost Day Rate _____
- ☒ Yes. Please specify the Absentee Rate 1.62%
- ☐ No

Q 36.1 During the reporting period did your company/fund have a tenant engagement program in place to address sustainability issues? (multiple answers possible)

	100%	>50%	<50%	0%
	(percentage of tenants)			
Tenant sustainability guide			<input checked="" type="checkbox"/>	
Tenant engagement meetings			<input checked="" type="checkbox"/>	
Sustainability training				<input checked="" type="checkbox"/>
Events focused on increasing sustainability awareness				<input checked="" type="checkbox"/>
Provide tenants with feedback on energy/water/waste consumption			<input checked="" type="checkbox"/>	
Other _____				<input checked="" type="checkbox"/>

Q 36.2 Please describe the fund/company tenant engagement program: (maximum 250 words)

Regarding the tenants, Befimmo tries to improve the dialogue of its tenants, in order to make them aware of the importance of the sustainable and climate change issues. Therefore, Befimmo intends to invite its tenants to take part in its approach to achieve more sustainable development (including climate change approach), and to that end proposes to organize biannual meetings between tenants, the property manager and Befimmo's commercial department in order to inform tenants about the building they occupy, its technical operation, and the influence and role of each party in relation to environmental protection. A green lease, "building user guide" and a code of conduct will be proposed at every first appointment with a new tenant. Tenants are free to take part or not. Moreover in 2011, Befimmo starts the installation of telemonitoring for energy

consumption in the buildings of the portfolio. The tenants have access to these telemonitorings and so access to their own energy consumption.

☐ Not applicable

Q 37 Did your company/fund carry out tenant (customer) satisfaction surveys during the reporting period?

☐ Yes, for _____ % tenants/customers

☒ No

Please upload a copy of the Survey undertaken during the reporting period

Q 38 During the reporting period did your company/fund have a fit-out and refurbishment program in place for tenants incorporating sustainability issues?

☐ Yes, tenant fit-out guide for _____ % tenants

☐ Yes, tenant fit-out and refurbishment assistance for _____ % tenants

☐ Yes, minimum fit-out standards are prescribed for tenants.

☒ No

Q 39 Did your company/fund have green leases or MoUs in place during the reporting period?

☒ Yes, 0 % of the leases are green leases

☐ Yes, _____ % of the leases include MoUs addressing sustainability issues

☐ No

Q 40.1 Did your company/fund have sustainability requirements in place for external property/ asset managers during the reporting period?

☒ Yes, for 100 % external property/asset managers

☐ No

Q 40.2 During the reporting period how did your company/fund monitor external property/ asset managers' compliance with your sustainability requirements? (multiple answers possible)

☐ Received update reports from service providers

☐ Discussed during regular meetings with service providers

☐ Checks performed by fund/company employees

☒ Checks performed by external consultants. *Name of the organization* Audits conducted by (1) Gazelle Consulting, (2) Environ

☐ Other _____

☐ No

Q 41.1 Did your company/fund have in place any sustainability requirements in place for direct/external suppliers/service providers during the reporting period?

☒ Yes, integrated into contracts for 50 % suppliers/service providers

☐ No

Q 41.2 During the reporting period how did your company/fund monitor direct external suppliers' and/or service providers' compliance with its sustainability requirements? (multiple answers possible)

☐ Received update reports from suppliers

☒ Regular meetings with suppliers

☐ Checks performed by company/fund employees

☒ Checks performed by external consultants. *Name of the consultant* Audits conducted by (1) Environ, (2) Matriciel

- ☒ Certification requirements. Please specify BREEAM in-Use & Design
- ☐ Other _____
- ☐ No

Q 42 Did your company/fund have a community engagement program in place (or similar) for sustainability issues during the reporting period? (multiple answers possible)

- ☒ Sustainability education programs
- ☐ Sustainability enhancement programs for public spaces
- ☐ Employment creation in local communities
- ☒ Research and networking activities
- ☐ Supporting charities and community groups
- ☐ Other _____
- ☐ No

New Construction & Major Renovations

Q 1 Please confirm the following (only applicable for New Construction and Major Refurbishments)

Floor area of new developments completed during the reporting period: 0 m2

Total number of new developments during the reporting period: 0

Value of all new developments completed during the reporting period: 0

Total number of major refurbishment projects completed during the reporting period: 10

Q 2 For what percentage of your new Construction & major renovations completed during the reporting period did your company/fund receive green building certifications?

	% portfolio by floor area
BREEAM	100
LEED	0
Green star	0
CASBEE	0
DGNB	0
Other _____	0

Q 3 Did your company/fund have minimum sustainable site selection requirements for new construction projects completed during the reporting period, covering the following: (multiple answers possible)

Issue	
Flooding risks	
Extreme weather conditions	
Vulnerability to (geomagnetic) storms	
Other climate/climate change risks: _____	
Extreme volatility in energy prices	
Contaminated land	Yes
Irremediable pollution	Yes
Other _____	

Q 4 Did your company/fund have minimum sustainable site development requirements for new construction projects completed during the reporting period, covering the following: (multiple answers possible)

- ☐ Reduction of pollution and land development impacts from automobile use
- ☒ Minimize site disruption by using the most sustainable building footprint
- ☐ Protection or restoration of habitats and promotion of biodiversity
- ☐ Implementation of a storm water management plan
- ☐ Reduction of heat island effects to minimize impact on microclimate and human and wildlife habitat
- ☐ Minimize light pollution
- ☐ Other _____
- ☐ No

Q 5 Does your company/fund have a policy on construction materials, covering the following:

Issue	Yes	No
Use of building materials or products that have been locally extracted or recovered	Yes	

Blacklist of non-sustainable materials that should not be used in any of your projects	No
Use of rapidly renewable materials and recycled content materials	Yes
Use of wood-based materials and products that are certified in accordance with the Forest Stewardship Council (FSC) principles and criteria	Yes
Use of low-emitting (low Volatile Organic Compounds) materials, including adhesives and sealants, paints and coatings, and flooring systems	Yes

Q 6 Did your company/fund have minimum energy efficiency requirements for New Construction & Major Renovations completed during the reporting period covering the following: (multiple answers possible)

- ☒ Energy performance that exceeds applicable -mandatory requirements by at least 10% for new buildings and 5% for major renovations
- ☒ Fundamental refrigerant management
- ☒ Development and implementation of a commissioning plan
- ☒ Verification of the installation and performance of the systems
- ☐ Other _____
- ☐ No

Q 7 What percentage of your new construction & major renovations completed during the reporting period are designed to generate energy from on-site renewable sources?

	% of projects	% energy use generated by renewable sources out of total energy use:	Absolute energy
Solar/ photovoltaic	100		
Wind			
Geothermal			
Hydro			
Biomass			
Co/tri-generation			
Other _____			
None of the above			

Q 8 Did your company/fund have minimum water efficiency requirements for new construction & major renovations completed during the reporting period, covering the following: (multiple answers possible)

- ☒ Use of high-efficiency fixtures
- ☐ Use of dry fixtures such as composting toilet systems and non-water using urinals
- ☒ Use of occupant sensors to reduce the potable water demand
- ☒ Re-use of storm water and grey water for non-potable applications
- ☐ Options for on-site waste water treatment
- ☐ Other _____
- ☐ No

Q 9.1 Did your company/fund have a waste policy in place for new construction & major renovations completed during the reporting period?

- ☒ Yes. *Please upload supporting documentation for the waste policy in place* [Download](#)
- ☐ No

Q 9.2 Does the waste policy at construction sites include one or more of the following:

- ☒ Waste management plans
- ☒ Project specific targets with regard to waste reduction, recycling or reuse

- ☐ Incentives for contractors for recovering and recycling building materials
- ☐ Relevant employees are educated about waste management techniques
- ☐ Other _____
- ☐ Not applicable

Q 10.1 Does your company/fund have sustainability guidelines for contractors specified in the contract?

- ☒ Yes, implemented for 100 % of contracts
- ☐ No

Q 10.2 How do you ensure contractors are compliant with your sustainability guidelines? (multiple answers possible)

- ☐ Construction company needs to have an international verified standard (e.g. ISO 14001)
- ☐ Contractor needs to have sustainability resource/staff on site
- ☐ Contractor provides update reports on environmental and social aspects during construction
- ☒ Internal audits. Percentage of projects audited during the reporting period: 50%
- ☐ External audits by third-party. Percentage of projects audited during the reporting period: 50%
- ☐ Ad-hoc visits to sites. Percentage of projects visited during the reporting period: _____ %
- ☐ Require contractors to include sustainability clauses in subcontractor agreements
- ☐ Other _____
- ☐ Not applicable

Q 11.1 Did your company/fund have an internationally recognized occupational health and safety management system in place during the reporting period?

- ☐ Yes, OHSAS 18001
- ☐ Yes, covered by ISO 9001
- ☐ Yes, covered by ISO 14001
- ☐ Yes, other _____
- ☒ No

Q 11.2 Did your company/fund report on health and safety indicators at construction sites during the reporting period? (multiple answers possible)

- ☐ Yes. Please specify the Injury Rate: _____
- ☐ Yes. Please specify the Lost Day Rate: _____
- ☐ Yes. Please specify the Absentee Rate: _____
- ☒ No

