



Befimmo (sicafi)

Management

Please describe your vision / strategy / focus on sustainability during the reporting period and beyond in no more than 250 words

Founded in December 1995, Befimmo is a Sicafi specialising in investing in office buildings located mainly in city centres, notably in Brussels (>70%). Its portfolio is for a large part let long-term to Public Institutions (>65%). Befimmo is listed on Euronext Brussels and member of the BEL20 index. Befimmo's management is convinced that a responsible approach to its business is crucial for the Company's sustainability. Its activities have an impact on the environment in several ways: jobs, working conditions, use of natural resources, energy consumption, waste production, etc. Befimmo's activities are themselves influenced by their own environment: geographical situation, legislation, local economy, global economy, risks of poor weather conditions, etc. A good understanding of the possible interactions between each of these elements is essential for managing the risks and opportunities in an informed way. Its CSR policy is based on common sense and is a response to a general trend in society that we find in both private and institutional shareholders, the legislature, customers-tenants and public opinion. This Policy aims to frame the Company's present and future activities in a reasonable and responsible management, while optimising use of resources (natural, human, financial). The priorities are determined according to their impact and the control that Befimmo has on them. Environmental impact: significant impact; focus primarily on environmental issues and takes steps necessary to reduce this impact. Social aspects: increasing focus; despite its small team (40)

Q1 Who is responsible for implementing the sustainability strategy for your real estate portfolio: (multiple answers possible)

- ☒ Dedicated full-time employee(s) at organisational level, please specify 2 FTE.
- ☒ Part-time employee(s) (i.e., sustainability is part of the roles and responsibilities) at the organisational level, please specify _____ FTE
- ☒ External consultants are largely responsible for implementing the sustainability strategy for your real estate portfolio. Please provide the name of the consultancy organisation: 1
- ☐ Outsourced managing agents are largely responsible for implementing the sustainability strategy for your real estate portfolio. Please provide the name of the managing agent: _____
- ☐ Other (please specify): _____
- ☐ Not applicable
- ☐ None of the above

Do you have sustainability taskforces/building management committees at the asset-level? Local asset-level sustainability committees are present at:

- ☐ Some assets
- ☐ Most assets
- ☒ All assets
- ☐ No assets
- ☐ Not applicable (we do not have direct/management control at any assets)

Do these sustainability taskforces/building management committees typically involve (select all that apply):

- ☒ Employees
- ☐ Property/facility managers
- ☐ Tenants
- ☐ Consultants
- ☐ Building suppliers/cleaners etc
- ☐ None of the above

Q2 Indicate whether the most senior decision-maker on sustainability issues (multiple answers possible):

- ☒ Is a member of the highest management body
- ☐ Directly reports to the highest management body
- ☐ None of the above

Q3 Does the highest management body receive regular updates on sustainability performance:

- ☐ 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

How do you ensure your sustainability strategy is understood and implemented by employees and external service providers (multiple answers possible):

- ☒ Training
- ☒ Staff meetings
- ☐ Newsletters/intranet
- ☐ Workshops/events
- ☒ Forms part of induction program for new employees
- ☒ Other (please specify): Intranet will be implemented in 2012
- ☐ None of the above

Q4 The sustainability performance of the property portfolio is relevant for the annual performance review of (multiple answers possible):

- ☒ Members of the highest management body
- ☒ Corporate/central employees
- ☒ Employees such as Property/Facilities Managers at the asset level
- ☒ External asset managers or investment advisors
- ☐ None of the above

Q5 Are sustainability requirements in place for your external property/asset managers:

- ☒ Yes for 100 % of external property/asset managers
- ☐ No
- ☐ Not applicable

How do you monitor external property/asset managers on compliance with your sustainability requirements: (multiple answers possible)

- ☐ Receive update reports from service providers
- ☒ Discussed during regular meetings with suppliers
- ☐ Audits performed by internal employees
- ☒ Audits performed by external consultants
- ☐ Other (please specify): _____
- ☐ No monitoring undertaken
- ☐ Not applicable

Q6 Is your particular organisation currently involved or represented in (inter)national committees or working groups concerning sustainability:

- ☒ If yes, please provide the name and a description of the objectives of the (inter)national committee or working group (in no more than 100 words)
- ☐ No, but the parent organisation / investment house is, please provide the name and a description of the objectives of the (inter)national committee or working group (in no more than 100 words)
- ☐ No involvement in reporting period

ISA: <http://www.internationalsustainabilityalliance.org/> The Chief Technical Officer is a member of the ISA board of directors. B&S: <http://www.businessandsociety.be/> BRE: developed BREEAM, a global standard and rating system for buildings, launched in 1990. RICS: <http://www.rics.org/> The CEO is a fellow member of RICS. The CTO is a member of the Board of RICS Belux. UPSI: <http://www.ups-bvs>

Q7 Has your organisation or assets been credited sustainability awards or other recognition with regards to implementing sustainability (best practices) in your portfolio during the reporting period:

- ☒ Yes, please describe the awards/recognition (in no more than 300 words)
- ☐ No

Befimmo's Environmental Management System is ISO 14001 certified. EPRA AWARD: On 1 September 2011, Befimmo received the prize for the "Most Improved Annual Report 2010/2011" and a Gold Award in London. This prize is awarded annually by the European Public Real Estate Association. Befimmo's Annual Financial Report was selected from more than 80 annual reports of major European listed property comp

Policy and Disclosure

Q8 How do you disclose your sustainability performance, vision and strategy (multiple answers possible):

- ☒ Section in Annual report & Accounts (please provide hyperlink and pages of report): http://www.befimmo.be/sites/default/files/befb01_1011_ra2011_uk.pdf
- ☐ Stand alone Corporate Social Responsibility or Corporate Sustainability report (please provide hyperlink of

- latest report): _____
- ☐ Integrated report (sustainability disclosure fully integrated into the annual report) (please provide hyperlink): _____
 - ☒ Dedicated section on your corporate website (please provide hyperlink): http://www.befimmo.be/sites/default/files/befb01_1011_ra2011_uk.pdf
 - ☐ Section in Fund reporting to investors (either annual or quarterly)
 - ☐ Other (please specify): _____
 - ☐ None of the above

- Q9 Has your annual sustainability report been externally assured:**
- ☐ Yes, the annual sustainability report been fully assured by an independent third-party auditor. Please provide the company name: _____
 - ☒ Yes, the annual sustainability report been assured to a reasonable or limited extent by an independent third-party auditor. Please provide the company name: [Befimmo tasked Deloitte with a limited review to get GRI B+ application level.](#)
 - ☐ No, an external independent third party reviewed our sustainability report to validate the information and/or provided an Advisor Statement but this is not assurance and the party that performed the check was not a qualified auditor. Please provide the company name: _____
 - ☐ No, the annual sustainability report has not been assured or reviewed to any degree by a third-party of any kind
 - ☐ Not applicable

- Which framework is used to disclose information relating to sustainability performance:**
- ☒ Global Reporting Initiative (GRI)
 - ☐ AA1000
 - ☐ GHG Protocol
 - ☒ Other (please specify): [EPRA](#)
 - ☐ No reporting or accounting standard is used
 - ☐ Not applicable

- Q10 Do you have a policy/policies in place, covering the following environmental issues (multiple answers possible):**
- ☒ Energy consumption / management
 - ☒ GHG emissions/ management
 - ☒ Water consumption / management
 - ☒ Waste management
 - ☐ Climate change adaptation
 - ☒ Other (please specify): [Toxic products & Materials](#)
 - ☐ No such policy

Risks & Opportunities

Q11 Please answer the questions in the following table:	
Bribery & Corruption	Answer
Do you have a (ethics) policy, approved by the board, to address the risks from exposure to bribery & corruption:	Yes
Do you assess your exposure to material bribery & corruption risk on a regular basis:	Yes
Do you have comprehensive systems and procedures in place to ensure the effective implementation of the policy by your own staff as well as your business partners:	Yes
Do you carry out regular training for employees and especially personnel at the frontline most exposed to corrupt demands:	No
Do you have an effective whistle-blower mechanism in place at management level:	No
Is bribery & corruption included in your investment due diligence processes, e.g. during M&A and with joint venture partners:	Yes

Q12 Have you performed sustainability risk assessments for your standing investments in the last three years on:	
Risk assessment performed for:	Percentage of total number of assets covered
Climate change risks	100 %
Regulatory risks	100 %
Occupational risks	100 %
Financial risks	100 %
Other (please specify): See p.36-43 of the annual financial report	100 %

Please describe the assessment undertaken to identify the risks for your assets in no more than 250 words

Befimmo has organised the management of internal control and corporate risks by defining its control environment (general framework), identifying and classifying the main risks to which it is exposed, analysing its level of control of these risks and organising a "control of control". The Board of Directors has set up two internal committees (the Audit Committee and the Appointments and Remunerations Committee) and a Supervisory College of the day-to-day management. The CFO is in charge of organising risk management. Risk analysis and control activities: This analysis is based on the regular update of a study designed to classify the Company's major risks, by order of importance and frequency of occurrence, and to determine the level of control of these risks, which was conducted with the help of an external consultant. The conclusions of the study form the framework of the internal audit priorities, set by the Audit Committee. The Audit Committee reviews the risk analysis yearly. The risk factors are described in the chapter "List of main risks" of the Annual Financial Report 2010/2011. That chapter also describes the measures taken to control and limit the potential impact of each of the risks identified. Under its Managing Agent contract AG Real Estate is charged with the technical control of the part of the portfolio managed by them (±45%). The assessment of the environmental risks is partially covered by the implementation of the ISO14001 procedures.

Q13 How do you assess the energy performance of your standing investments (multiple answers possible):

- ☒ Energy performance review by internal employees
- ☒ Energy performance review performed by external contractors: please specify the name of the service provider AG Real Estate
- ☒ Energy audit: please specify the name of the auditor Deloitte
- ☒ External benchmarking: please specify the name of the benchmark ISA
- ☐ Other (please specify): _____
- ☐ No assessment in place

Q14 Have you implemented an energy efficiency program for your standing investments during the last three years:

- ☒ Yes, for 100 % of the portfolio (of total number of assets)
- ☐ No
- ☐ Not applicable

Which measures are included in your energy efficiency program (multiple answers possible)

- ☒ Choice of energy-efficient lighting and controls
- ☒ Upgrade to metering – installation of AMR and sub-meters
- ☐ Ensure that all M&E is efficient through retrocommissioning
- ☒ Continuous building energy optimization programs
- ☒ Replacing M&E with more efficient products
- ☒ Focus on passive measures to reduce energy consumption e.g solar shading, natural ventilation, natural daylighting
- ☒ Decisions on design, layout and choice of building fabric (partitioning, windows, etc) are made with energy efficiency as a key driver
- ☐ Other (please specify): _____
- ☐ Not applicable

Please describe the energy efficiency program in no more than 250 words

Befimmo has drawn up a multiannual investment plan designed to improve the energy performance of the portfolio. The multiannual investment plan was devised for sustainable optimisation work on buildings that will not undergo a major renovation. For these buildings, a specific proportion of the overall renovation budget is allocated for sustainable optimisation. In addition, Befimmo remains committed to reducing energy consumption in the common areas of its portfolio and now aims to reduce its gas and electricity consumption by 5% by 2014 in relation to the 2011 reference year. Befimmo also pays special attention to water management and plans in the short term to implement measures to reduce its consumption. In 2012, 5 development projects for the recovery of rainwater will be considered. Budget achieved for 2011: €3.9 million. Budgets allocated (not including Fedimmo) are: €3.6 million (2012), €3.4 million (2013) and €3.3 million (2014). We wish to point out that the policy implemented by Befimmo at operational level cannot be fully applied to the Fedimmo portfolio. The lease agreement with the Buildings Agency stipulates that most of the recurring work is its responsibility and accordingly Befimmo does not have absolute control over these activities. Nevertheless, through regular dialogue and consultation with the Buildings Agency and Fedesco, the environmental performance of the buildings is gradually being improved.

Q15 Have you implemented water efficiency program for your standing investments during the last three years:

- ☒ Yes, for 100 % of the portfolio (of total number of assets)
- ☐ No
- ☐ Not applicable

Which measures are included in your water efficiency program (multiple answers possible)

- ☒ Dual flush, waterless urinals or low flush toilets
- ☐ Efficient water faucets or efficient showers
- ☒ Real time water management or AMR water metering
- ☐ Grey water recycling is actively promoted
- ☐ Other (please specify) _____
- ☐ Not applicable

Voluntary question: Please provide one example of a “best practice” investment in the sustainability performance of your portfolio during the reporting period:

Best practice	Results
Type of best practice, please specify	
Amount of initial investment:	0
Number of buildings covered:	0
Floor area covered:	0
Expected returns on investments (ROI)	0
Expected improvement in sustainability performance (in MWh savings etc)	

Please describe the “best practice” investment, the main effort, expected improvements in the operating costs (no more than 400 words)

Monitoring and EMS

Q17 Do you have an Environmental Management System (EMS) in place that collects information on environmental performance indicators (multiple answers possible):

- ☒ Yes, at the corporate level
- ☒ Yes, at the asset level. Please specify the percentage of your whole portfolio covered by an EMS 100 %
- ☐ Yes, at the asset level. Please specify the percentage of your managed portfolio (landlord controlled) covered by an EMS _____ %
- ☐ No Environmental Management System (EMS) in place

Q18 What is the scope of the Environmental Management System (EMS) (multiple answers possible):

- ☒ Energy consumption / management
- ☒ Water consumption / management
- ☒ GHG emissions / management
- ☒ Waste management
- ☐ Health and safety of users of the assets
- ☒ Business travel
- ☐ Other (please specify): _____
- ☐ There is no EMS in place

Q19 Is the Environmental Management System (EMS) certified:

- ☒ Yes, the EMS is externally certified according to ISO14001
- ☐ Yes, the EMS is externally certified according to EMAS
- ☐ Yes, the EMS is externally certified according to another standard, please specify: _____
- ☐ The EMS is purposefully aligned with an international standard but not certified to this
- ☐ The EMS is not externally certified or aligned with a standard
- ☐ No Environmental Management System (EMS) in place

How often does your Environmental Management System (EMS) undergo external audits or recertification:

- ☐ Annually
- ☐ Every two years
- ☐ Every three years
- ☒ Other frequency (please specify): 2 times per year
- ☐ Not applicable

Q20 How do you monitor the energy consumption of your standing investments for assets where there is partial or whole building service provision by the landlord (multiple answers possible):

- ☒ Automatic meter readings: please specify the percentage of your portfolio covered by floor area 64
- ☒ Based on invoices, please specify the percentage of your portfolio covered by floor area 40
- ☐ By taking manual-visual readings, please specify the percentage of your portfolio covered by floor area _____
- ☐ Other (please specify): _____
- ☐ None of the above

Q21 How do you monitor the water consumption of your standing investments for assets where there is partial or whole building service provision by the land percentage ord:

- ☒ Automatic meter readings: please specify the percentage of your portfolio covered by floor area 64
- ☒ Based on invoices, please specify the percentage of your portfolio covered by floor area 40
- ☐ By taking manual-visual readings, please specify the percentage of your portfolio covered by floor area _____
- ☐ Other (please specify): _____
- ☐ None of the above

Performance Indicators

Q22 Energy consumption: Please fill out the following table.

Office

Energy consumption	Absolute measurement			Like for like data	
	2009	2010	2011	2010	2011
Fuels (natural gas, gasoline, etc) for shared landlord services (for common parts and tenant areas on un-metered basis) in mWh	33200	38400	31300	0	0
District heating and cooling for shared landlord services (for common parts and tenant areas on un-metered basis) in mWh	0	0	0	0	0
Electricity consumption for shared landlord services (for common parts and tenant areas on un-metered basis) in mWh	41000	41100	39000	0	0
Fuels (natural gas, gasoline, etc) for exclusive tenant consumption (on (sub)metered* basis) in mWh	0	0	0	0	0
District heating and cooling for exclusive tenant consumption (on (sub)metered* basis) in mWh	0	0	0	0	0
Electricity consumption for exclusive tenant consumption (on (sub)metered* basis) in mWh	0	0	0	0	0
Corresponding floor area	452676	463485	427927	0	
Percentage of the floor area of your <u>managed</u> portfolio (landlord controlled) that is covered?	0	0	0	0	
Percentage of the <u>whole</u> portfolio is covered?	87	89	82	0	
Nº of assets included in disclosure	0	0	0	0	
Total energy expenditures	0	0	0	0	0
Total renewable energy produced onsite in mWh	0	0	0	0	0
Total tenant-obtained energy in mWh	0	0	0		
Corresponding floor area for tenant obtained energy	0	0	0		

* Exclusive tenant consumption (that has first been obtained by the landlord) falls into two types, where the landlord has installed sub-meters to itemise tenant consumption, but also (due to utility arrangements in some countries, such as Poland) where the landlord is named on utility bills for main meters that service single-let assets

Q23 GHG emissions: Please fill out the following table, corresponding to the data provided in Q21.

Office

GHG emissions	Absolute measurement			Like for like data	
	2009	2010	2011	2010	2011
Scope 1 Direct green-house gas emissions by weight (in metric tonnes CO2e)	8400	9800	7100	0	0
Scope 2 Indirect green-house gas emissions by weight (in metric tonnes CO2e)	4600	5200	4700	0	0
Scope 3 Emissions by tenants (in metric tonnes CO2e)	0	0	0	0	0

For each energy type, please give: the emissions factors; and units you have applied; and reference their origin (stating where factors are supplier-specific or country-level defaults);

Q24 Water consumption: Please fill out the following table.

Office

Water consumption	Absolute measurement			Like for like data	
	2009	2010	2011	2010	2011
Water consumption for shared landlord services (for common parts and tenant areas on un-metered basis) in m3/year	93800	100900	73600	0	0
Water consumption for exclusive tenant consumption (on (sub)metered* basis) in m3/year	0	0	0	0	0
Corresponding floor area	400644	421824	344429	0	
Nº of assets included in disclosure	0	0	0	0	
Total water expenditures	0	0	0	0	0

* Exclusive tenant consumption (that has first been obtained by the landlord) falls into two types, where the landlord has installed sub-meters to itemise tenant consumption, but also (due to utility arrangements in some countries, such as Poland) where the landlord is named on utility bills for main meters that service single-let assets

Q25 Waste management: Please fill out the following table.

Office

Waste management	Absolute measurement			Like for like data	
	2009	2010	2011	2010	2011
Total weight of hazardous waste in metric tonnes	0	0	0	0	0
Total weight of non-hazardous waste in metric tonnes	22898	29223	26060	0	0
Proportion of waste by disposal route (% of Total by weight):					
- Recycling	0	0	0	0	0

- Incineration	0	0	0	0	0
- Landfill	0	0	0	0	0
- Composting	0	0	0	0	0
- Reuse	0	0	0	0	0
- Recovery	0	0	0	0	0
- On-site storage	0	0	0	0	0
Corresponding floor area	0	0	0	0	
No of assets included in disclosure	0	0	0	0	

Q26 Have you set any reduction targets on:

Office

	Reduction target (%)	Focus on operational control or beyond	Base year	End year
Energy consumption				
GHG emissions				
Water consumption				
Waste recycling				
Waste diverted from landfill				
Other please specify See comments				

Comments (max 250 words)

Befimmo remains committed to reducing energy consumption in the common areas of its portfolio and now aims to reduce its gas and electricity consumption by 5% by 2014 in relation to the 2011 reference year.

Building Certifications

Q27 Please provide the number of standing investments that have been certified or scored by the following schemes (multiple answers possible):

- ☒ LEED, please specify the number of buildings:
- ☒ BREEAM, please specify the number of buildings: 91
- ☐ Green Star, please specify the number of buildings:
- ☐ CASBEE, please specify the number of buildings:
- ☒ Other rating tool, please specify The Eve® label by Ecocert. and the IBGE exemplary buildings, please specify the number of buildings: 2
- ☐ None of the above

Please specify the percentage of your portfolio that has been certified by floor area 100 %

Q28 Please provide the number of standing investments with an energy certificate (multiple answers possible):

- ☒ EPC (energy performance certificates), please specify the number of certificates (including but not double counting whole building and unit / floor-specific EPCs): 44
- ☐ DEC (display energy certificates), please specify the number of buildings:
- ☐ NABERS, please specify the number of buildings: and the floor-area-weighted average NABERS rating
- ☐ Energy Star, please specify the number of buildings: and the floor-area-weighted average Energy Star rating
- ☐ Other energy certificate (please specify): , please specify: number of buildings
- ☐ None of the above

Please specify the percentage of your portfolio that have been certified by floor area 58 %

Social Factors

Q29 Please specify the total number of permanent employees in full time equivalents (FTE)

- ☒ Male 24
- ☒ Female 26

Please specify:

The total number of permanent employees newly hired during the reporting period in FTE 8

Total number of permanent employees leaving employment during the reporting period in FTE 8

Please provide the total number of highest management body members in full time equivalents (FTE) split by gender:

- ☐ Male _____
- ☐ Female _____

Q30 Do you have an independent remuneration committee:

- ☒ Yes
- ☐ No

Does your remuneration policy include deferred, long-term incentives

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

What is the percentage of permanent employees that received a formal performance appraisal and/or review during the reporting period:

- ☒ Male 100 %
- ☒ Female 100 %

Q31 What is the average hours of training per year per employee by gender

- ☒ Male 49
- ☒ Female 42

Q32 Do you carry out independent surveys on employee satisfaction:

- ☒ Yes;
- ☒ Please indicate the last year the survey was carried out 20 2011
- ☒ Please provide the percentage of employees covered through employee surveys 100 %
- ☐ Please provide the overall score of the survey _____ % (from 0-100)
- ☐ No survey is carried out

Q33 Do you have a program of tenant engagement in place, focusing on sustainability factors (multiple answers possible):

- ☐ Tenants' sustainability guide distributed and reissued at least bi-annually. Please provide the percentage of portfolio covered by rental value _____ %
- ☐ Green leases or Memoranda of Understandings (MoU) introduced with reference to sustainability factors as a percentage of the number of leases agreed in the most recent reporting period _____ %
- ☐ Tenant engagement meetings took place. Please provide an estimate of the percentage of tenants covered by rental value _____ %
- ☐ Health and well-being improvement programs implemented. Please provide the percentage of portfolio covered by rental value _____ %
- ☒ Other (please specify): Presentation of benchmarking EMS and results to major tenants.
- ☐ Not applicable

Q34 Have you carried out a tenant (customer) satisfaction surveys during the reporting period:

- ☐ Yes for _____ % of tenants by rental value
- ☒ No

Q35 Do you have a sustainability policy for external suppliers and/or service providers

- ☐ Yes, this policy is publicly available. Please provide hyperlink _____
- ☒ Yes, but policy is for internal use only
- ☐ No criteria developed
- ☐ Not applicable

Do you integrate sustainability criteria/standards into contracts for external suppliers and/or service providers

- ☒ Yes, integrated into contracts for 100 % of suppliers by value of contract
- ☐ No

How do you monitor suppliers and/or service providers on compliance with your sustainability criteria (multiple answers possible):

- ☐ By having regular meetings with suppliers
- ☐ Audits performed by internal employees
- ☒ Audits performed by external consultants
- ☐ Through update reports from suppliers
- ☐ Other _____
- ☐ None of the above

New Developments

Please provide details about your construction projects that were active during the reporting period

(see guidance for definition of construction projects and reporting period)

- ☐ Please specify: 116651 m2 (total area) of new developments
- ☐ Please specify: 0 total number of live construction projects during the reporting period
- ☐ Please specify: 4 total number of new developments finished during the reporting period
- ☐ Please specify: 284691683 GAV of all new developments

Q36 Please provide the number of construction projects completed in the reporting period, that obtained a green building rating

Green rating	Achieved in 2011	Expected in 2012 or beyond
BREEAM	2	
LEED		
Green star		



Q37 Please provide the number of construction projects that are designed to generate energy from renewable sources (multiple answers possible)

- ☐ Solar energy ____ (number)
- ☐ Wind energy ____ (number)
- ☒ Photovoltaic panels 2 (number)
- ☐ Other (please specify): ____ (number)
- ☐ None

Q38 Please specify the percentage of new developments projects constructed on:

- ☒ Greenfield areas (previously undeveloped sites) 0 (number)
- ☒ Brownfield areas (previously developed sites) 0 (number)

Q39 Do you perform sustainability risk assessments before choosing a development location:

- ☐ Yes for ____ % of projects
- ☒ No

Please describe the risk assessment performed (max 200 words)

Q40	Do you have a policy that covers the following issues relating to materials:	Yes	No
	Do you investigate the feasibility of sourcing materials locally and if feasible, do you use these in place of less local alternatives:	Yes	
	Do you have a list of preferred sustainable materials that should be used in place of less sustainable alternatives for all projects:		No
	Do you have a blacklist of non-sustainable materials that should not be used on any of your projects:	Yes	
	Do you investigate the feasibility of using recycled materials and if feasible, do you use these instead of new materials:	Yes	

Q41 Please provide the number of live construction projects year which used renewable energy during the construction phase:

0

Please provide the number of live construction projects year where water saving initiatives were implemented during the construction phase:

1

Q42 Do you have environmental guidelines / standards for contractors:

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

How do you ensure contractors are compliant with your environmental guidelines / standard (multiple answers possible):

- ☐ Add clauses in contracts
- ☐ Construction company needs to have an international verified standard (ex. ISO 14001)
- ☐ Contractor needs to have sustainability resource/staff on site
- ☐ Contractor provides update reports on environmental and social aspects during construction
- ☐ Internal audits. Number of projects audited in 2011: ____
- ☒ External audits by third party. Number of projects audited in 2011: 3
- ☐ Surprise visits to sites. Number of projects visited in 2011: ____
- ☐ Other (please specify): ____
- ☐ Not applicable

Q43 Do you have a health and safety policy in place covering new development and construction sites:

- ☒ Yes for 100 % of projects
- ☐ No

Do you monitor workplace health and safety indicators at construction sites (multiple answers possible):

- ☐ Yes, the number of injuries: _____
- ☐ Yes, the number of work-related fatalities: _____
- ☒ Yes, the number of non-fatal accident: 3
- ☒ Yes, the number of near misses or similar crisis events: 2
- ☐ None of the above

Q44 Percentage of the organization operating in verified compliance with an internationally recognized health and safety management system

- ☐ 100 % (employees)

Q45 Do you have a policy which refers to respect for human rights and/or core labour standards to ensure decent working conditions? If yes, please indicate what standards it refers to:

- ☒ National laws and regulations
- ☐ Universal Declaration of Human Rights
- ☐ ILO core labour standards
- ☐ Global Compact
- ☐ IFC Performance Standards
- ☐ Other (please specify): _____
- ☐ No

Is this policy part of your contractual agreements with contracted parties and suppliers

- ☒ Yes
- ☐ No

Q46 Do you have a biodiversity policy covering new development and construction sites:

- ☐ Yes for _____ % of projects
- ☒ No

Please indicate which of the following aspects are covered by this biodiversity policy:

- ☐ Use a professional ecologist to assess the development's impact on biodiversity and identify ways to reduce this.
- ☐ Incorporate biodiversity into the site construction plan and reduce the impact on biodiversity during construction
- ☐ Incorporate biodiversity into development design and look at ways to enhance local biodiversity post-construction
- ☒ None of the above

Q47 Do you have a waste policy covering new development and construction sites:

- ☒ Yes
- ☐ No

Please indicate which aspects are covered by your waste policy at construction sites (multiple answers possible):

- ☒ Waste management plans are produced for most developments
- ☒ Project specific targets with regard to waste reduction, recycling or reuse are set for the majority of projects
- ☐ Incentives for contractors for recovering and recycling building materials, such as allowing contractors to retain revenues and savings from materials recovery, are set for the majority of contractors
- ☐ Relevant employees are educated about waste management techniques
- ☐ Other (please specify): _____
- ☐ Not applicable