



G R E S B[®]

Global Real Estate
Sustainability Benchmark

BEFIMMO SA

GRESB Survey 2014

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ASPECT CHECKLIST

There are no checklist items.

ENTITY AND REPORTING CHARACTERISTICS

Entity Characteristics

EC2

Nature of ownership

Listed entity

Please specify ISIN

BE0003678894

Non-listed entity

EC3

The reporting period is

Calendar year

Fiscal year

EC4

Is the organization a member of a real estate association?

Yes (multiple answers possible)

ANREV

APREA

BPF

EPRA

INREV

IVBN

NAREIT

PREA

REALpac

Other

No

ENTITY AND REPORTING CHARACTERISTICS

Reporting Characteristics

RC1

Values are reported in

RC2

What was the gross asset value (GAV in million) of the entity at the end of the reporting period?

RC3

Metrics are reported in

m2

sq. ft.

RC4

Did your entity have operating buildings during the reporting period?

Yes

Management of standing investments only

Management of standing investments and new construction and major renovation projects

No, new construction and major renovation projects only

RC5.1 (continued)

Property Type	% of GAV	Number of Assets	Floor Area		Units	% Indirectly Managed Assets
			m ²	Floor Area Type		
Totals:						

Note: The table above defines the scope of your 2014 GRESB Submission and should include the total portfolio

RC5.2

Provide additional context for the reporting boundaries (maximum 250 words)

Note that the policy implemented by Befimmo at operational level cannot yet be fully applied to the Fedimmo portfolio (rented to the Federal Buildings Agency (public sector)). The agreement with the Buildings Agency stipulates that most of the recurring work is its responsibility, so Befimmo doesn't have absolute control over these activities. Nevertheless, the environmental performances of the buildings are gradually being improved through regular dialogue and consultation with the Buildings Agency and Fedesco.

RC6

Which countries are included in the entity's portfolio?

Country	% of GAV
Belgium	96.2
Luxembourg	3.8
Total % GAV	

ENTITY AND REPORTING CHARACTERISTICS

New Construction & Major Renovations

RC-NC1

Describe the composition of the entity's new construction projects during the reporting period:

Property Type	In progress at the end of reporting period			Completed during reporting period		
	Number of Assets	Gross Floor Area	GAV* in millions	Number of Assets	Gross Floor Area	GAV* in millions
Retail, High Street	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Retail, Shopping Center	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Retail, Warehouse	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Office	<input type="text" value="1"/>	<input type="text" value="39000"/>	<input type="text" value="95"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>
Industrial, Distribution Warehouse	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Industrial, Manufacturing	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Residential	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Hotels	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Healthcare	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

* GAV either according to fair value or based on construction costs

RC-NC1 (continued)

Property Type	In progress at the end of reporting period			Completed during reporting period		
	Number of Assets	Gross Floor Area	GAV* in millions	Number of Assets	Gross Floor Area	GAV* in millions
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

* GAV either according to fair value or based on construction costs

RC-NC2

Describe the composition of the entity's major renovation projects during the reporting period:

Property Type	In progress at the end of reporting period			Completed during reporting period		
	Number of Assets	Gross Floor Area	GAV* in millions	Number of Assets	Gross Floor Area	GAV* in millions
Retail, High Street	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Retail, Shopping Center	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Retail, Warehouse	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Office	<input type="text" value="3"/>	<input type="text" value="29377"/>	<input type="text" value="41.7"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>
Industrial, Distribution Warehouse	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Industrial, Manufacturing	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

* GAV either according to fair value or based on construction costs

RC-NC2 (continued)

Property Type	In progress at the end of reporting period			Completed during reporting period		
	Number of Assets	Gross Floor Area	GAV* in millions	Number of Assets	Gross Floor Area	GAV* in millions
Residential	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Hotels	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Healthcare	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

* GAV either according to fair value or based on construction costs

RC-NC3

Which countries are included in the entity's portfolio of new construction and major renovation projects?

Country	% of GAV
Belgium	<input type="text" value="100"/>
Total % GAV	

MANAGEMENT

Sustainability Objectives

1.1

Does the entity have specific sustainability objectives?

 Yes

The objectives are

 Publicly available OnlineHyperlink Offline - separate document

Communicate the objectives (maximum 250 words)

Befimmo seeks to strike a balance between its stakeholders expectations and the challenges it regularly faces. Accordingly, it has identified and prioritised - through a materiality exercise - a dozen environmental, economic and social challenges grouped into four major themes: Environment, Team, Tenants and Governance. For each of these challenges, Befimmo undertakes to act on important initiatives both in its own interests and for the society in which it operates. The response to these challenges takes the form of specific measures, long-term quantifiable and measurable objectives described in the CSR Programme prepared in cooperation with the management and the team. This program is published in Befimmo's 2013 Annual Report and website (<http://www.befimmo.be/fr/rapport-financier-annuel-2013>). Since Befimmo operates in the real-estate business, the main focus is on the (1) ENVIRONMENT. The external stakeholders have also broadly agreed that this topic is the most important overall. Therefore Befimmo focuses on the following priorities: Energy, Pollution, Mobility and Certification. The involvement of (2) its TEAM is crucial to the success of its global strategy, so Befimmo identified as priorities related to this topic in consultation with stakeholders: Well-being, Ethics and Dialogue. Befimmo attaches great importance to (3) its TENANTS by providing quality spaces that are easily accessible, with good environmental management. The Dialogue between the landlord and tenant and their Safety and Health are priorities. Regarding the fourth identified theme, (4) GOVERNANCE, the main priorities are Dialogue and Communication with stakeholders, Ethics and Compliance.

 Not publicly available No

1.2

Does the entity incorporate its sustainability objectives in the overall business strategy?

Yes

Describe how the objectives are incorporated (maximum 250 words)

Befimmo has integrated the principles of Social Responsibility into its strategy, and these are reflected in the environmental, economic and social aspects of its day-to-day operations. Befimmo is convinced that, in time, a proactive approach leads to a strong position in terms of reputation and improved profitability; since 2008 it has gradually evolved from a qualitative environmental policy to a true, proactive Social Responsibility policy with quantifiable and measurable objectives, integrated into its overall strategy. It recognises that effective governance over the long term requires a committed approach, applying the precautionary principle, designed to anticipate its risks and control its costs. Indeed, identifying the risks that could affect Befimmo, it is putting in place the necessary measures to anticipate these risks and limit their potential impact. It undertakes to take account of the expectations of its stakeholders in devising its strategy and to establish an open dialogue and constructive consultation with them. Befimmo regards Social Responsibility as a part of its strategy, taking opportunities to improve its performances and create value in the medium and long term for all its stakeholders. Befimmo strives to differentiate itself and also to become a benchmark for Social Responsibility. In a process of continuous improvement of its Social Responsibility policy, Befimmo has conducted a materiality study, created its first materiality matrix and initiated a process of regular dialogue with all its stakeholders.

No

Not applicable

2

Who is responsible for implementing the entity's sustainability objectives? (multiple answers possible)

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

Provide the details for the most senior of these employees

Name

Delacroix Emilie

Job title

CSR Manager

E-mail (optional)

e.delacroix@befimmo.be

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

Provide the details for the most senior of these employees

Name

Frederic Tourné

Job title

Environmental Officer

E-mail (optional)

f.tourne@befimmo.be

External consultants/manager

Other

None of the above

MANAGEMENT

Sustainability Decision-Making

3

Does the organization have a sustainability taskforce or committee that is applicable to the entity?

Yes

Select the members of this taskforce or committee (multiple answers possible)

Board of Directors

Senior Management Team

Fund/portfolio managers

Asset managers

Property managers

External consultants

Other

No

4

Is the entity's most senior decision-maker on sustainability issues part of:

Board of Directors

Provide the details for the most senior decision-maker on sustainability issues

Name

De Blicck Benoit

Job title

CEO

E-mail (optional)

-

Senior Management Team Fund/portfolio managers Asset managers Property managers Other Not applicable

5

Does the entity have a formal process to inform the most senior decision-maker about its sustainability performance?

 Yes

Describe the process (maximum 250 words)

At strategic level, the Social Responsibility Team consists of five people including three executive officers: CEO, CFO, COO, CTO and the CSR Manager. The CEO joined this team in September 2013 to become more involved in decision-making on Social Responsibility and in the implementation of the action plan. This team is responsible for developing and monitoring the CSR Programme, releasing sufficient human resources, and conducting the annual management review. The team meets every 6 to 8 weeks. Befimmo's Board of Directors also takes part in defining, approving budgets and taking major decisions on Social Responsibility, especially at the strategy meetings held each year and at the meetings scheduled every quarter when the results are published. At operational level, the Environmental Technical Team – which meets regularly – is responsible for regularly assessing the implementation of the Environmental Management System and the CSR Programme. The role of CSR Manager is both strategic (developing CSR strategy, managing relationships with stakeholders) and operational (coordinating CSR projects, in-house consultancy for other departments). He is a member of the Social Responsibility team and reports directly to the CEO. Regarding human resources, the HRO is responsible for educating all members of the team to take more account of Social Responsibility, to follow up initiatives put in place and to develop further the employee sustainable awareness. The HRO works with the CSR Manager and reports to the Social Responsibility team.

 No Not applicable

6

Does the organization include sustainability factors in the annual performance targets of the employees responsible for this entity?

Yes

Select the employees to whom these factors apply (multiple answers possible)

Board of Directors

Senior Management Team

Fund/portfolio managers

Asset managers

Property managers

Other

Other selected. Please describe

Environmental technical team

No

POLICY AND DISCLOSURE

Sustainability Disclosure

7.1

Does the organization disclose its sustainability performance?

Yes (multiple answers possible)

Section in Annual Report

Upload supporting evidence

[Befimmo - Annual Financial Report 2014 - CSR.pdf](#)

OR

Document name AND

Befimmo's 2013 Financial Annual Report

Publication date

28 March 2014

Select the applicable reporting level

Entity

Investment manager

Group

Aligned with

Stand-alone sustainability report(s)

Integrated Report

Dedicated section on the corporate website

Provide the applicable hyperlink

<http://www.befimmo.be/en/corporate-social-responsibility-programme>

Select the applicable reporting level

Entity

Investment manager

Group

Section in entity reporting to investors

Other

No

7.2

Is the organization's sustainability disclosure reviewed by an independent third party?

Yes

Select all applicable options (multiple answers possible, selections must match selections in Q7.1)

Section in Annual Report

Externally checked by

GRI

Externally verified by

Externally assured by

Stand-alone sustainability report

Integrated Report

Section in entity reporting to investors

Other

No

Not applicable

POLICY AND DISCLOSURE

Sustainability Policies

8

Does the organization have a policy/policies in place, applicable to the entity level, that address environmental issues?

Yes

Select all environmental issues included (multiple answers possible)

Energy consumption/management

GHG emissions/management

Water consumption/management

Waste management

Climate change

Other

Upload supporting evidence

[befimmo - social_responsibility_policy - signed_27_march_2014.pdf](#)

OR

Document name AND

Befimmo's CSR Policy

Publication date

27 March 2014

No

9

Does the organization have a policy/policies in place that address the entity's risks from exposure to bribery and corruption?

Yes

Upload supporting evidence

[Befimmo Code of Ethics - December 2012.pdf](#)

OR

Document name AND

Befiimmo's Code of Ethics

Publication date

12 December 2012

No

10

Does the organization have a stakeholder engagement policy in place that applies to the entity?

Yes

Select all stakeholders included (multiple answers possible)

Employees

Tenants/occupiers

Supply chain

Community

Local community

Investors

Consumers

Other

Upload supporting evidence

[Befimmo - Environmental Cooperation Agreement \(finalized project\) French version.pdf](#)

OR

Document name AND

Building User Guide & Environmental Cooperation Agreement

Publication date

in progress

No

11

Does the organization have an employee policy in place that applies to the employees responsible for this entity?

Yes

Select all issues included (multiple answers possible)

Diversity

Remuneration

Performance & career development

Health & safety

Cyber security

Other

Upload supporting evidence

[Befimmo - Extract 2013 Annual Report - The Team.pdf](#)

OR

Document name AND

Employee Charter

Publication date

not published - internal use document

No

RISKS AND OPPORTUNITIES

Bribery & Corruption

12

Does the organization assess the entity's risk of exposure to bribery and corruption?

Yes

Describe the process (maximum 250 words)

Befimmo works to keep harmonious human relations within its team guided by professional ethics and ensures that rights of its colleagues are respected with the focus on a constructive dialogue based on trust. It ensures that all the people working within the company respect deontology, good business practice and the principles outlined in the code of ethics. It doesn't tolerate any form of corruption and refuses to enter into relations with anyone involved in illegal activities or suspected of being so. For this purpose it has developed an internal policy for the purpose of limiting the risks associated with money laundering and the financing of terrorism.

Every employee must avoid situations where there is a conflict between their personal interest and the interests of the shareholders, particularly in the context of relations with clients, suppliers and other third parties.

Any employee for whom the Board of Directors has ruled was subject to the rules to prevent market abuse as defined in the Governance charter cannot carry out any transactions on shares except within strict observance of the rules defined in the Charter. Any employee who has any questions about the application of these principles, or suspects or is aware of any breaches of the above may apply to Compliance Officer.

The code of ethics, dealing code and Governance Charter will be updated during 2014. This update will be followed by a briefing session for the team. They must then be approved and signed by each employee.

No

13

Does the organization have systems and procedures in place to facilitate effective implementation of the bribery and corruption policy in Q9? (refer to Q9 in Policy & Disclosure Aspect)

Yes

Select all applicable options (multiple answers possible)

Whistle-blower mechanism

Investment due diligence process

Training related to bribery and corruption risks for employees (multiple answers possible)

When an employee joins the organization

Regular follow-ups

Other

No

Not applicable

14

Is the organization involved in any legal cases regarding corrupt practices?

Yes

No

RISKS AND OPPORTUNITIES

Risk Assessments

15.1

Does the entity perform sustainability risk assessments as a standard part of its due diligence process for new acquisitions?

Yes

Select all issues included (multiple answers possible)

Energy efficiency

Water efficiency

Building safety and materials

Building certifications and energy ratings

<input checked="" type="checkbox"/> Environmental
<input type="checkbox"/> Climate
<input type="checkbox"/> Climate change
<input checked="" type="checkbox"/> Socio-economic
<input checked="" type="checkbox"/> Regulatory
<input type="checkbox"/> Other

Upload supporting evidence

[Extract of Befimmo's 2013 Financial Annual Report - Risk Factors.pdf](#)

OR

Document name AND

Extract 2013 Annual Report - Risk factors

Publication date

27 March 2014

<input type="radio"/> No
<input type="radio"/> Not applicable

15.2

Has the entity performed sustainability risk assessments of its standing investments during the last three years?

<input checked="" type="radio"/> Yes

Select all issues included (multiple answers possible)

<input checked="" type="checkbox"/> Environmental
<input type="checkbox"/> Climate
<input type="checkbox"/> Climate change
<input checked="" type="checkbox"/> Socio-economic

Regulatory Other

Describe how the outcomes of the sustainability risk assessments are used in order to mitigate the selected risks (maximum 250 words)

RISK ANALYSIS is based on an update of a study to classify the Company's major risks, in order of importance and estimated frequency of occurrence, and to determine the extent to which it controls these risks. During the 2013 year, an external consultant was commissioned to produce a new version of the risk matrix, and the extent to which they are under control, through interviews with Company managers. The findings of this study provide the framework for the work of the internal audit service, reviewed annually as part of a three year plan by the Audit Committee. Risk analysis is reviewed annually by the Audit Committee. The risk factors, as well as the measures taken to control and limit the potential impact of each risk identified, are described and published twice a year.

RISK: Befimmo is exposed to environmental risks (soil, water, air (CO2e emissions) and noise pollution).

POTENTIAL IMPACT: Such risks could damage the environment and also entail significant costs for Befimmo and adversely impact its image. MITIGATION: Befimmo adopts a responsible approach under which it has aimed to take the necessary measures to reduce the environmental impact of the activities it controls and directly influences, such as its site checks for renovation and compliance with the environmental permits for the operational portfolio. Furthermore, the implementation of its Environmental Management System (ISO 14001 certified) allows it to better anticipate environmental risks at both strategic level (acquisitions, major renovations, etc.) and operational level (building maintenance, etc.).

 No Not applicable

RISKS AND OPPORTUNITIES

Energy Efficiency

16

Has the entity performed technical building assessments during the last three years to identify energy efficiency opportunities within the portfolio?

 Yes

Select applicable options (multiple answers possible)

 In-house assessment External assessment

Name of the organization

>0%, <25% of the portfolio covered

≥25%, <50% of the portfolio covered

≥50%, <75% of the portfolio covered

≥75%, ≤100% of the portfolio covered

Upload supporting evidence

[Example of Building Energy Audit.pdf](#)

OR

Document name AND

One example of a building Energy Audit

Publication date

No

Has the entity implemented measures during the last three years to improve the energy efficiency of the portfolio?

Yes

Describe the measures using the table below.

Measure	% portfolio covered	Estimated savings (MWh)	Estimated ROI (%)	Scope
HVAC upgrades/ replacements	≥50%, <75%			Whole building
Installation of efficient electrical appliances	≥50%, <75%			Whole building
Systems commissioning	≥75, ≤100%			Whole building

No

Not applicable

RISKS AND OPPORTUNITIES

Water Efficiency

Has the entity implemented measures during the last three years to improve the water efficiency of the portfolio?

Yes

Describe the measures using the table below.

Measure	% portfolio covered	Estimated savings (m ³)	Estimated ROI (%)	Scope
High-efficiency fixtures	≥75, ≤100%			Whole building
Occupant sensors to reduce the potable water demand	≥50%, <75%			Whole building
Reuse of storm water and grey water for non-potable applications	0%, <25%			Whole building

No

Not applicable

RISKS AND OPPORTUNITIES

Environmental Fines & Penalties

19

Has the entity received any environmental fines and/or penalties?

 Yes

Complete the following

Specify the total number of environmental fines and penalties imposed

2

Specify the total value of these environmental fines and penalties

300

Provide additional context for the response (maximum 250 words)

During the 2013 fiscal year, a complaint was lodged with the IBGE by a tenant about pollution of the air inside of one of Befimmo's building. The pollution was caused by a burner malfunction and incorrect evacuation of burnt gas from the boilers which re-entered a fresh-air intake on the roof. This led to a report by the authorities, a temporary stoppage of the plant and payment of an administrative fine of €300, later recovered from the maintenance company.

Furthermore, in October 2013 one of Befimmo's Building had to be completely evacuated due to the tenant's incorrect handling of chemicals used to treat the water in the private sports complex located on the ground floor. This incident and the gas given off by this mixture led to the temporary closure of the fitness facilities and a report by the IBGE.

In both of the above cases, Befimmo communicated all the required information quickly and transparently to the authorities and to the occupants. Corrective and preventive measures were also taken with the maintenance companies and tenants concerned. Moreover, Befimmo has taken the decision to release the necessary resources to recruit a Risk & Quality Manager in 2014, whose main responsibilities will include quality control of maintenance and tenant comfort in occupied premises.

 No

MONITORING AND EMS

Environmental Management Systems

20.1

Does the organization have an Environmental Management System (EMS) that applies to the entity level?

 Yes

Upload supporting evidence

[BEFIMMO - ISO14001 - 2013.pdf](#)

OR

Document name AND

Publication date

No

20.2

Is the Environmental Management System (EMS) in Q20.1 aligned with a standard and/or verified or certified by an independent third party?

Yes

Aligned with

Externally verified by

Lloyd's Register Quality Assurance [LRQA]

using

ISO 14001

Externally certified by

Upload supporting evidence

[BEFIMMO - ISO14001 - 2013.pdf](#)

OR

Document name AND

Publication date

No

Not applicable

MONITORING AND EMS

Data Management Systems

21.1

Does the organization have a data management system in place that applies to the entity level?

Yes

Percentage of portfolio covered

Select one of the following

Developed internally

Tailor-made internal system developed by a third party

External system

Select the aspects included (multiple answers possible)

Energy consumption/management

Water consumption/management

GHG emissions/management

Waste management

Refrigerants

Other

Legislation, renovation works, acquisitions, etc.

No

21.2

Is the data management system in Q21.1 aligned with a standard and/or verified or certified by an independent third party?

Yes

Aligned with

Externally verified by

Externally certified by

Lloyd's Register Quality Assurance [LRQA]

using

ISO 14001

Upload supporting evidence

[BEFIMMO - ISO14001 - 2013.pdf](#)

OR

Document name AND

Publication date

No

Not applicable

MONITORING AND EMS

Monitoring Consumption

22.0

Does the entity monitor the energy consumption of the portfolio?

Yes

Frequency with which energy consumption is monitored

Type of monitoring: (multiple answers possible)

Automatic meter readings

Percentage of the whole portfolio covered by floor area

Based on invoices

Percentage of the whole portfolio covered by floor area

Manual-visual readings

Provided by the tenant

Other

No

Not applicable

23.0

Does the entity monitor the water consumption of the portfolio?

Yes

Frequency with which energy consumption is monitored

Type of monitoring: (multiple answers possible)

Automatic meter readings

Percentage of the whole portfolio covered by floor area

Based on invoices

Percentage of the whole portfolio covered by floor area

Manual-visual readings

Provided by the tenant

Other

No

Not applicable

PERFORMANCE INDICATORS

Office > Energy Consumption

Q24.0

Does the entity collect energy consumption data for Office?

Yes

No

Q24.1

Energy Consumption for Office

Report absolute values and like-for-like consumption for 2012 and 2013. All assets in the portfolio for Office should be included

Managed Assets Base Building		Absolute Consumption					Like-for-Like Consumption		
		2012	2013				2012	2013	Like-for-Like Change
		Consumption (MWh)	Consumption (MWh)	Data coverage (m ²)	Maximum coverage (m ²)	Floor area type	Consumption (MWh)	Consumption (MWh)	%
1	Fuels	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
2	District Heating & Cooling	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
3	Electricity	20312	22779	592400	606346	Lettable floor area	14676	13696	<input type="text"/>

Q24.1 (continued)

Managed Assets Base Building		Absolute Consumption					Like-for-Like Consumption		
		2012	2013			2012	2013	Like-for-Like Change	
		Consumption (MWh)	Consumption (MWh)	Data coverage (m ²)	Maximum coverage (m ²)	Floor area type	Consumption (MWh)	Consumption (MWh)	%
4	Shared services / central plant	Fuels							
5		District Heating & Cooling							
6		Electricity							
7	Outdoor/Exterior areas / Parking	Fuels		N/A	N/A	N/A			
8		Electricity		N/A	N/A	N/A			
9	Total energy consumption of Base Building			N/A	N/A	N/A			

Managed Assets Tenant space		Absolute Consumption					Like-for-Like Consumption		
		2012	2013			2012	2013	Like-for-Like Change	
		Consumption (MWh)	Consumption (MWh)	Data coverage (m ² / units)	Maximum coverage (m ² / units)	Floor area type	Consumption (MWh)	Consumption (MWh)	%
10	Purchased by landlord	Fuels							
11		District Heating & Cooling							

Q24.1 (continued)

Managed Assets Tenant space		Absolute Consumption					Like-for-Like Consumption		
		2012	2013			2012	2013	Like-for-Like Change	
		Consumption (MWh)	Consumption (MWh)	Data coverage (m ² / units)	Maximum coverage (m ² / units)	Floor area type	Consumption (MWh)	Consumption (MWh)	%
12	Electricity								
13	Purchased by tenant	Fuels							
14		District Heating & Cooling							
15		Electricity	26995	27218	592400	606346	Lettable floor area	22228	21040
16	Total energy consumption of Tenant Areas			N/A	N/A	N/A			

Managed Assets Whole building		Absolute Consumption					Like-for-Like Consumption		
		2012	2013			2012	2013	Like-for-Like Change	
		Consumption (MWh)	Consumption (MWh)	Data coverage (m ²)	Maximum coverage (m ²)	Floor area type	Consumption (MWh)	Consumption (MWh)	%
17	Combined consumption common areas + tenant space	Fuels	41605	46089	592885	606346	Lettable floor area	28356	27429
18		District Heating & Cooling							

Q24.1 (continued)

Managed Assets Whole building		Absolute Consumption					Like-for-Like Consumption		
		2012	2013			2012	2013	Like-for-Like Change	
		Consumption (MWh)	Consumption (MWh)	Data coverage (m ²)	Maximum coverage (m ²)	Floor area type	Consumption (MWh)	Consumption (MWh)	%
19	Electricity								
20	Total energy consumption of Whole Building			N/A	N/A	N/A			
21	Total energy consumption of Managed Assets			N/A	N/A	N/A			

Indirectly Managed Assets Whole building		Absolute Consumption					Like-for-Like Consumption			
		2012	2013			2012	2013	Like-for-Like Change		
		Consumption (MWh)	Consumption (MWh)	Data coverage (m ²)	Maximum coverage (m ²)	Floor area type	Consumption (MWh)	Consumption (MWh)	%	
22	Whole Building	Fuels	29607	35527	289816	332663	Lettable floor area	22185	25356	
23		District Heating & Cooling								
24		Electricity	14487	17996	320953	332663	Lettable floor area	7673	7909	
25	Outdoor/Exterior areas / Parking	Fuels			N/A	N/A	N/A			
26		Electricity			N/A	N/A	N/A			

Q24.1 (continued)

Indirectly Managed Assets Whole building	Absolute Consumption					Like-for-Like Consumption		
	2012	2013			2012	2013	Like-for-Like Change	
	Consumption (MWh)	Consumption (MWh)	Data coverage (m ²)	Maximum coverage (m ²)	Floor area type	Consumption (MWh)	Consumption (MWh)	%
27 Total energy consumption of Indirectly Managed Assets			N/A	N/A	N/A			
28 Total energy consumption of Whole Portfolio			N/A	N/A	N/A			

Explain (a) assumptions made in reporting, (b) limitations in the ability to collect data and (c) exclusions from like-for-like portfolio (maximum 250 words)

(A) Within the 100% private electricity consumption filled/included in “purchased by tenant”, there is a minority of buildings with an energy contract purchased by the landlord.
 (B) No data is collected for private consumptions non communicated, for unknown and non-received meter readings and for non-received energy contract mandates
 (C) Buildings are excluded when the building is purchased or sold within the reference period, when the difference in occupancy rate for one building is higher than 10%, and for buildings where the meter readings is not received.

The information above is correct and complete for all Office assets

Q24.2

Energy use intensity rates Office

Does the entity report Energy use intensity (can be calculated using participants’ own calculation method)?

Yes

If optional base-line year data is provided, specify year of the data

	Optional base-line year	2012	2013
Energy use intensity	188.25	187	175
% of portfolio covered	64.57	64.57	64.57

Explain (a) the Energy use intensity calculation method and (b) assumptions made in the calculation (maximum 250 words)

In most cases extra financial information available through Managed and Indirectly Managed assets were included separately in the reporting GRESB. Regarding specific energy consumption (gas + electricity), it is unfortunately impossible to consolidate data related to two different energy sources through two distinct portfolios and all different perimeters.

Our choice here is to present the specific energy consumption data concerning Managed Assets and which represent the largest share (64.57%) of the assets in our portfolio.

The units of intensity measurements are used kwh / m².

The area of a building used to calculate the specific energy consumption is proportional to the average annual occupancy rate. An occupancy rate of 100% implies taking account of 100% of the area of the property when calculating the floor area. However, to cater for irreducible basic consumption, the minimum rate is deliberately restricted to 50%

Abnormal consumption data discovered and possibly related to an occasional activity in the building, such as a major renovation, are removed from the reporting perimeter so as to avoid influencing the results and specific consumption in particular.

Any incomplete or partial consumption data obtained are systematically excluded from the perimeter.

Consumption data for heating are normalised for the influence of the outdoor temperature using the 16.5/16.5 degree-day method.

No

Q24.3

Renewable energy generated Office

Does the entity collect renewable energy consumption and generation data in the whole portfolio for this property type?

Yes

Report absolute renewable energy generation and consumption. All assets in the portfolio for this property type should be included.

	Absolute measurement	
	2012	2013
Onsite renewable energy (MWh generated and consumed onsite)	1349	2318.55
Offsite renewable energy (MWh generated offsite or purchased from utility or third party)		
Onsite renewable energy (MWh generated onsite and exported)		
Total renewable energy		
Percentage renewable energy	1.024	1.573

No

Q24.4

Review, verification and assurance of Energy Consumption data

Has the entity's Energy Consumption data reported above been reviewed by an independent third party?

Yes

Externally checked

Externally verified

Externally assured

Assured by

Using scheme

Upload supporting evidence

[Befimmo - Limited review Deloitte 2012 \(doc complet\).pdf](#)

OR

Document name AND

Publication date

No

Not applicable

PERFORMANCE INDICATORS

Office > GHG Emissions

Q25.0

Does the entity collect GHG emissions data for Office?

Yes

No

Q25.1

GHG Emissions for Office

Report absolute values and like-for-like consumption for 2012 and 2013. All assets in the portfolio for Office should be included

		Absolute Consumption				Like-for-Like Consumption			
		2012	2013			2012	2013	Like-for-Like Change	
		Emissions (tonnes)	Emissions (tonnes)	Data coverage (m ²)	Maximum coverage (m ²)	Floor area type	Emissions (tonnes)	Emissions (tonnes)	%
1	Scope 1	202.4	238	2997	2997	Lettable floor area	202.4	238	
2	Scope 2	0	0	2997	2997	Lettable floor area	0	0	
3	Scope 3 (optional)	19629.4	16693.8	939009	939009	Lettable floor area			

Explain the GHG emissions calculation including (a) standard/methodology/protocol (b) emission factors (c) level of uncertainty in data accuracy (d) explicitly state exclusions from like-for-like portfolio (e) explain Scope 3 emissions (maximum 250 words)

(a) In terms of inventorying and reporting, Befimmo applies the GHG Protocol. (b) Regarding the emission factors used for reporting 2013: Electricity 153 kg CO₂e per MWh (EI, 2007), Natural gas 188 kg CO₂e per MWh (ADEME, Carbon balance), Motor gasoline 2.425 kg CO₂e per liter (ADEME, Carbon balance), Diesel/Gas oil 2.662 kg CO₂e per liter (ADEME, Carbon balance). (c) we can estimate that scope 1,2,3 uncertainty range is less than or equal to 2%. (d) Please note that minor changes (2013 vs. 2012) were made to the data in order to improve the quality and accuracy of the consolidated data for environmental reporting, notably: GLA was updated where assets were re-surveyed; • The conversion factors needed to calculate CO₂e emissions were checked and updated. Certain data showing abnormally high or low consumption were excluded from the specific consumption calculations. It's relevant to calculate the CO₂ emissions of waste for the Befimmo's buildings in-use as well as for the renovation projects. At this stage, Befimmo collects the tones or/and volume of the waste providing from these two above mentioned sources but doesn't already convert these data into CO₂ emissions as well for absolute emissions as for like for like calculation. However, Befimmo is studying this issue. (e) Scope 3 emissions has decreased since last year (2012), due to the fact that many tenants have green electricity contracts. Another reason is the reduction of the electrical emission factor from 168 gCO₂e (2012) to 153 gCO₂e (2013).

The information above is correct and complete for all Office assets

Q25.2

GHG emissions intensity rates Office

Does the entity report GHG emissions intensity (can be calculated using participants' own calculation method)?

Yes

If optional base-line year data is provided, specify year of the data

	Optional base-line year	2012	2013
GHG emissions intensity	29.34	22.92	21.42
% of portfolio covered	100	100	100

Explain (a) the GHG emissions intensity calculation method and (b) assumptions made in the calculation (maximum 250 words)

(a) & (b) Electricity consumption data for private areas obtained directly from information received from tenants with a utility-company meter and unspecified own supply contracts are counted as non-renewable power. Where the type of supply contract is known, only contracts specified as "100% green" are considered renewable, and a zero CO2e emission rate is applied. Abnormal consumption data (gas, electricity) discovered and possibly related to an occasional activity in the building, such as a major renovation, are removed from the reporting perimeter so as to avoid influencing the results and specific consumption/ emission in particular. Any incomplete or partial consumption data obtained are systematically excluded from the perimeter of CO2e calculation. This decrease is due (i) to the energy investments achieved in several buildings of Befimmo's portfolio in order to improve the energy performance of the global Befimmo's portfolio; update of CO2 emissions factors and more green electricity contracts for private areas. Significant CO2e emissions savings on "Managed Assets" were unfortunately reduced by increases in CO2e emissions generated by "Indirectly Managed Assets".

No

Q25.3

Review, verification and assurance of GHG Emissions data

Has the entity's GHG Emissions data reported above been reviewed by an independent third party?

Yes

Externally checked

Externally verified

Externally assured

Assured by

Using scheme

Upload supporting evidence

[Befimmo - Limited review Deloitte 2012 \(doc complet\).pdf](#)

OR

Document name AND

Publication date

No

Not applicable

PERFORMANCE INDICATORS

Office › Water Use

Q26.0

Does the entity collect water use data for Office?

Yes

No

Q26.1

Water Use for Office

Report absolute values and like-for-like consumption for 2012 and 2013. All assets in the portfolio for Office should be included

Managed Assets		Absolute Consumption					Like-for-Like Consumption		
		2012	2013			2012	2013	Like-for-Like Change	
		Consumption (m ³)	Consumption (m ³)	Data coverage (m ²)	Maximum coverage (m ²)	Floor area type	Consumption (m ³)	Consumption (m ³)	%
1	Base building	Common areas							
2		Outdoor / Exterior areas / Parking		N/A	N/A	N/A			
3	Total water usage Base Building			N/A	N/A	N/A			
4	Tenant space	Purchased by landlord							
5		Purchased by tenant							
6	Total water usage Tenant Areas			N/A	N/A	N/A			
7	Whole building	Combined consumption common areas + tenant space	113891	174304	533584	606346	Lettable floor area	97510	97883
8	Total water usage Whole Building			N/A	N/A	N/A			
9	Total water usage Managed Assets			N/A	N/A	N/A			

Indirectly Managed Assets		Absolute Consumption					Like-for-Like Consumption		
		2012	2013			2012	2013	Like-for-Like Change	
		Consumption (m ³)	Consumption (m ³)	Data coverage (m ²)	Maximum coverage (m ²)	Floor area type	Consumption (m ³)	Consumption (m ³)	%
10	Whole building	13769	53792	219558	332663	Lettable floor area	11134	6246	
11	Outdoor / Exterior areas / Parking			N/A	N/A	N/A			
12	Total water usage Indirectly Managed Assets			N/A	N/A	N/A			
13	Total water usage Whole Portfolio			N/A	N/A	N/A			

Explain (a) assumptions made in reporting, (b) limitations in the ability to collect data and (c) exclusions from like-for-like portfolio (maximum 250 words)

(A) None.
 (B) No data is collected for private consumptions non communicated, for unknown and non-received meter readings and for non-received energy contract mandates.
 (C) Buildings are excluded when the building is purchased or sold within the reference period, when the difference in occupancy rate for one building is higher than 10%, and for buildings where the meter readings is not received.

The information above is correct and complete for all Office assets

Q26.2

Water use intensity rates Office

Does the entity report Water use intensity (can be calculated using participants' own calculation method)?

Yes

If optional base-line year data is provided, specify year of the data

	Optional base-line year	2012	2013
Water use intensity	<input type="text" value="0.211"/>	<input type="text" value="0.251"/>	<input type="text" value="0.267"/>
% of portfolio covered	<input type="text" value="58.39"/>	<input type="text" value="63.33"/>	<input type="text" value="72.46"/>

Explain (a) the Water use intensity calculation method and (b) assumptions made in the calculation (maximum 250 words)

(a) & (b) Abnormal water consumption discovered and possibly related to an occasional activity in the building, such as a major renovation, are removed from the reporting perimeter so as to avoid influencing the results and specific consumption in particular. Any incomplete or partial consumption data obtained are systematically excluded from the perimeter of calculation. The area of a building used to calculate the specific water consumption is proportional to the average annual occupancy rate. An occupancy rate of 100% implies taking account of 100% of the area of the property when calculating the floor area. However, to cater for irreducible basic consumption, the minimum rate is deliberately restricted to 50%.

No

Q26.3

Review, verification and assurance of Water Use data

Has the entity's Water Use data reported above been reviewed by an independent third party?

Yes

Externally checked

Externally verified

Externally assured

Assured by

Using scheme

Upload supporting evidence

[Befimmo - Limited review Deloitte 2012 \(doc complet\).pdf](#)

OR

Document name AND

Publication date

No

Not applicable

PERFORMANCE INDICATORS

Office > Waste Management

Q27.0

Does the entity collect waste management data for Office?

Yes

No

Q27.1

Waste Management for Office

Report absolute values and like-for-like consumption for 2012 and 2013. All assets in the portfolio for Office should be included

		Absolute Measurement		Like-for-Like		
		2012	2013	2012	2013	Like-for-Like Change (%)
1	Managed Assets	Total weight of hazardous waste in metric tonnes	<input type="text"/>	<input type="text" value="2.4"/>	<input type="text"/>	<input type="text"/>
2		Total weight of non-hazardous waste in metric tonnes	<input type="text"/>	<input type="text" value="7632"/>	<input type="text"/>	<input type="text"/>
3		% managed portfolio covered	<input type="text"/>	<input type="text"/>	N/A	N/A

Q27.1 (continued)

		Absolute Measurement		Like-for-Like		
		2012	2013	2012	2013	Like-for-Like Change (%)
4	Indirectly Managed Assets	Total weight of hazardous waste in metric tonnes	<input type="text"/>	0.5	<input type="text"/>	<input type="text"/>
5		Total weight of non-hazardous waste in metric tonnes	<input type="text"/>	757	<input type="text"/>	<input type="text"/>
6		% indirectly managed portfolio covered	<input type="text"/>	<input type="text"/>	N/A	N/A
7	Proportion of waste by disposal route (% of total by weight)	Recycling	<input type="text"/>	77.23	<input type="text"/>	<input type="text"/>
8		Incineration	<input type="text"/>	14.11	<input type="text"/>	<input type="text"/>
9		Landfill	<input type="text"/>	8.3	<input type="text"/>	<input type="text"/>

Explain (a) assumptions made in reporting, (b) limitations in the ability to collect data and (c) exclusions from like-for-like portfolio (maximum 250 words)

(a) Building waste includes all waste related to building/renovation projects, 100% of which is reported. Dangerous waste is waste that presents a specific danger to man or the environment. It is identified and listed in regional regulations. The proportion of waste related to renovation/construction sites in 2013 is much higher than in previous years because previously this information was not systematically collected. (b) In 2013 for the first time Befimmo makes a distinction between waste generated by construction sites and those generated by the buildings in operation. The amount of information received and processed regarding these sources are not similar so it is not possible to define a common perimeter. This appears in Managed Assets as for indirectly Managed Assets. (c) There are no details on type and method for waste treatment before 2013, it is therefore not possible for the moment to provide a Like for Like situation.

The information above is correct and complete for all Office assets

Q27.2

Review, verification and assurance of Waste Management data

Has the entity's Waste Management data reported above been reviewed by an independent third party?



Yes

Externally checked

Externally verified

Externally assured

Assured by

Using scheme

Upload supporting evidence

[Befimmo - Limited review Deloitte 2012 \(doc complet\).pdf](#)

OR

Document name AND

Publication date

No

Not applicable

PERFORMANCE INDICATORS

Targets

Q28

Has your entity set long-term reduction targets?

Yes

Area	Target type	Long-term target	Baseline year	End year	2013 target	Are these targets communicated externally?
Energy Consumption	Intensity-based	9	2013	2016	1.7	Yes
GHG Emissions						
Water consumption						
Waste diverted from landfill						
Electricity consumption (only)	Intensity-based	7.5	2013	2016	1.7	Yes

No

BUILDING CERTIFICATIONS

Office > Green Building Certificates

29.1

Does the entity's portfolio include standing investments that obtained a green building certificate at the time of construction?

Yes

Specify the certification scheme(s) used and the percentage of the portfolio certified (multiple answers possible)

Certification Scheme	% portfolio by floor area
BREEAM New Construction	10.58

No

29.2

Does the entity's portfolio include standing investments that obtained a green building certificate assessing the operational performance of the asset?

Yes

Specify the certification scheme(s) used and the percentage of the portfolio certified (multiple answers possible)

Certification Scheme	% portfolio by floor area
BREEAM In Use	64.31

No

BUILDING CERTIFICATIONS

Office > Energy Ratings

30

Does the entity's portfolio include standing investments that obtained an energy rating?

Yes

Specify the rating scheme used and the percentage of the portfolio rated (multiple answers possible).

EU EPC (Energy Performance Certificate) for % of the portfolio based on floor area

for

Country	% Coverage (within country)	Floor area weighted score
		69
Belgium	67.2	211
Luxembourg	100	778

NABERS Energy

Energy Star

Other

No

Not applicable

STAKEHOLDER ENGAGEMENT

Employees

31.1

Does the organization have a remuneration policy in place applicable to the entity level?

Yes

Select all applicable options (multiple answers possible)

Policy includes performance-related long-term incentives

Policy includes performance-related incentives, but not long-term

Other

Upload supporting evidence

[BEFIMMO - Remuneration Report 2013.pdf](#)

OR

Document name AND

Publication date

No

31.2

Does the organization have an independent remuneration committee?

Yes

No

Not applicable

32

Do the employees responsible for the entity receive annual performance and career development reviews?

 YesPercentage of employees covered No

33

Do the employees responsible for the entity receive regular training?

 Yes

Percentage of the employees receiving general training

Percentage of the employees receiving sustainability-specific training

 No

34.1

Does the organization undertake an employee satisfaction survey?

 Yes

The survey is undertaken (multiple answers possible)

 Internally

Percentage of employees covered

 By an independent third party

Survey response rate

Upload supporting evidence

[Befimmo - Extract 2013 Annual Report - The Team.pdf](#)

OR

Document name AND

Publication date

No

34.2

Does the organization have a program in place to improve its employee satisfaction based on the outcomes of the survey referred to in Q 34.1?

Yes

Select all applicable options (multiple answers possible)

Feedback sessions with Senior Management Team

Feedback sessions with separate teams/departments

Development of action plan

Other

No

Not applicable

STAKEHOLDER ENGAGEMENT

Health and Safety

35.1

Has the organization undertaken health and safety checks during the last three years?

Yes

Select all applicable options (multiple answers possible)

Written surveys for

Physical health checks for

% employees

Work station checks for

% employees

Other

No

Not applicable

35.2

Does the organization report on employee occupational health and safety indicators?

 Yes

Select all applicable options (multiple answers possible)

 Lost day rate

0.00043

 Absentee rate

0.024

 Other

Other selected. Please describe

Part-time employment

0.1

 No

STAKEHOLDER ENGAGEMENT

Tenants/Occupiers

36

Does the entity have a tenant engagement program in place that includes sustainability-specific issues?

 Yes

Select all issues included (multiple answers possible)

 Tenant sustainability guide

% portfolio covered 0%, <25%

Tenant engagement meetings

% portfolio covered

Tenant sustainability training

Events focused on increasing sustainability awareness

Provide tenants with feedback on energy/water consumption and waste

% portfolio covered

Building/asset communication

Other

No

37.1

Does the entity undertake tenant satisfaction surveys?

Yes

No

Not applicable

37.2

Does the entity have a program in place to improve its tenant satisfaction based on the outcomes of the survey referred to in Q 37.1?

Yes

Select all applicable options (multiple answers possible)

Feedback sessions with asset/property managers

Feedback sessions with individual tenants

Development of an asset specific action plan

Other

Describe the tenant satisfaction improvement program (maximum 250 words)

Befimmo attaches great importance to the occupants and users of its property portfolio. It endeavours to retain its tenants by providing quality spaces that are easily accessible, with good environmental management and affordable. Befimmo has a team of motivated professionals (commercial and technical staff, managers, etc.), reporting to the Chief Operating Officer (COO), whose goal is to improve the quality of "customer service". Indeed, tenants' satisfaction, the dialogue between the landlord and tenant as well as the safety and health of the tenants are priorities for Befimmo and are essential in the eyes of all its stakeholders. Against that background, Befimmo has specific measures that it plans to implement, such as a new help desk, building a communication platform focused on tenants, etc. It has also decided to release additional financial resources to recruit two new employees with the task of achieving those goals. Furthermore, the integration in May 2013 of the property management business enabled Befimmo to have a more direct relationship with its tenants, allowing it to better anticipate their needs and to be more proactive in its efforts to raise their awareness of environmental issues. As a result of this integration, it has become the tenant's everyday point of contact.

No

Not applicable

38

Does the entity have a fit-out and refurbishment program in place for tenants that includes sustainability-specific issues?

Yes

Select all topics included (multiple answers possible)

Tenant fit-out guides for

Percentage of portfolio covered

Minimum fit-out standards are prescribed for

Fit-out and refurbishment assistance for meeting the minimum fit-out standards for

Procurement assistance for tenants for

Other

No

Not applicable

39

Does the entity include specific sustainability-specific requirements in its standard lease contracts?

Yes

Select all topics included (multiple answers possible)

Sharing of utility data

Shared consumption targets/goals in place

Cost recovery clause for energy efficiency-related capital improvements

Energy-efficient and/or environmentally responsible specifications for tenant works

Legal obligations regarding the correctness of landlord/tenant information required for mandatory energy rating schemes

Information sharing relevant to green building certificates

Ability for the landlord to prioritize sustainability requirements over minimizing costs of improvements and adjustments

Other

Upload supporting evidence

[Befimmo - Environmental Cooperation Agreement \(finalized project\) French version.pdf](#)

OR

Document name AND

Publication date

No

Not applicable

STAKEHOLDER ENGAGEMENT

Supply chain

40

Does the organization include sustainability-specific requirements in its procurement process applicable to the entity level?

 Yes

Select the parties to whom the requirements apply (multiple answers possible)

 External property/asset managers External contractors External service providers External suppliers Other

Upload supporting evidence

[Befimmo - Terms of sustainable procurement \(french version\).pdf](#)

OR

Document name AND

Publication date

 No Not applicable

41.1

Does the organization monitor external property/asset managers' compliance with the sustainability-specific requirements in place for this entity?

 Yes

Select all topics included (multiple answers possible)

 Receive update reports from external property/asset managers

Regular meetings with external property/asset managers

Checks performed by organization's employees

Checks performed by external consultants

Name of the organization

Check external property/asset managers' alignment with applicable professional standards

Other

No

Not applicable

41.2

Does the organization monitor other direct external suppliers' and/or service providers' compliance with the sustainability-specific requirements in place for this entity?

Yes

Select all topics included (multiple answers possible)

Receive update reports from suppliers

Regular meetings with suppliers

Checks performed by external consultants

Name of the organization

Check external suppliers' and/or service providers' alignment with applicable professional standards

Other

No

Not applicable

STAKEHOLDER ENGAGEMENT

Community

42.1

Does the entity have a community engagement program in place that includes sustainability-specific issues?

Yes

No

42.2

Does the entity monitor its impact on the community?

Yes

No

Not applicable

42.3

Describe the community engagement program and the monitoring process (maximum 250 words)

Befimmo has not yet placed a community engagement program that includes sustainability-specific issues but intend to develop it in the following years.

NEW CONSTRUCTION AND MAJOR RENOVATIONS

Sustainability Requirements

NC 1

Does the entity have a sustainability strategy in place for new construction and major renovation projects?

Yes

Describe the strategy (maximum 250 words)

Over the years, Befimmo has put together a technical team to manage the construction of new buildings and the renovation of existing buildings for its rental customers. This strategy of ongoing renovation and building goes hand-in-hand with a proactive environmental policy; between 6% and 10% of the cost of a new building or major renovation is linked to sustainable investments.

Befimmo has integrated the principles of corporate social responsibility (including the identification of the climate change issues) into its long-term 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 focus 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: (1) its Environmental Management System has been ISO 14001 certified since 2010 (recertified in 2013), (2) it uses several recognised tools such as the BREEAM energy-performance certificate, (3) in 2011 it adopted short, medium and long-term quantitative targets that can be measured objectively year by year, and (4) it identifies sustainable and climate change risks & opportunities.

No

NC 2

Does the entity execute a sustainable site selection assessment for new construction projects?

Yes

Select all topics included (multiple answers possible)

Climate/ climate change related risks

Brownfield redevelopment

Contaminated land

Irremediable pollution

Heritage and community impact

Other

Upload supporting evidence

OR

Document name AND

Report of soil inventory for a construction project in Liège

Publication date

11 July 2007

No

Not applicable

NC 3

Does the entity have sustainable site development requirements for new construction and major renovation projects?

Yes

Select all applicable options (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

Construction activity pollution prevention

Community connectivity

Other

No

NEW CONSTRUCTION AND MAJOR RENOVATIONS

Community Engagement

NC 4.1

Does the organization have a policy in place for communication with the local community regarding the impact of new construction and major renovation projects?

Yes

No

NC 4.2

Does the entity monitor the impact of the project on the local community during different stages of the project?

Yes

Describe the monitoring process (maximum 250 words)

1. Approach: communication with the community before and during the works of the the works implementation through mails, displays as well as community conference organized on site.
2. Contact details of the builder contractor (phone number & email) are available for the community. A follow-up of the potential complaints is done by the contractor and the owner.
3. Befimmo takes things in hand in collaboration with the contractor to resolve quickly the issue and communicate its action-plan and its follow-up with the community.
4. Moreover, preventive measures are included in the ISO 14001 procedures, which are followed Befimmo.

No

NEW CONSTRUCTION AND MAJOR RENOVATIONS

Materials and Certifications

NC 5

Does the organization have a policy in place on construction materials, that applies to the entity, that includes sustainability-specific requirements?

Yes

Select all issues included (multiple answers possible)

Use of building materials or products that have been locally extracted or recovered

Blacklist of non-sustainable materials that should not be used in any project

Use of rapidly renewable materials and recycled content materials

Use of certified wood-based materials and products

Use of low-emitting materials

Other

Upload supporting evidence

[Befimmo - Terms of sustainable procurement \(french version\).pdf](#)

OR

Document name AND

Publication date

No

Not applicable

NC 6

Does the entity's portfolio include new construction and major renovation projects that obtained a green building certificate?

Yes

Specify the certification scheme(s) used and the percentage of the portfolio certified (multiple answers possible)

Certification Scheme	% portfolio by floor area of projects in progress at the end of reporting period
BREEAM New Construction	<input type="text" value="9"/>

No

Not applicable

NEW CONSTRUCTION AND MAJOR RENOVATIONS

Energy Efficiency

NC 7

Does the entity have minimum energy efficiency requirements for new construction and major renovation projects?

Yes

Select all applicable energy efficiency requirements (multiple answers possible)

- Energy performance that exceeds applicable mandatory requirements by at least 10% for new construction projects and 5% for major renovations

Fundamental refrigerant management

Development and implementation of a commissioning plan

Verification of the installation and performance of the building energy systems

Other

No

Not applicable

NC 8.1

Are the entity's new construction and major renovation projects designed to generate energy from on site renewable sources?

Yes

Percentage of projects covered

80

Percentage of combined renewable energy produced on site (out of the total annual energy use for these projects)

1.5

Renewable sources include (multiple answers possible)

Solar/photovoltaic

Wind

Geothermal

Hydro

Co/tri-generation

Other

No

NC 8.2

Are the entity's new construction and major renovation projects designed to meet net-zero energy standards?

Yes

Percentage of projects covered

30

No

Not applicable

NEW CONSTRUCTION AND MAJOR RENOVATIONS

Building Requirements

NC 9

Does the entity implement measures specifically focused on occupant wellbeing for new construction and major renovation projects?

Yes

Select all measures implemented (multiple answers possible)

Optimization of the indoor environment

Provision of user-friendly building facilities, furnishings and fit-outs

Other

Other selected. Please describe

Services proposal such as fitness, restaurants, nursery, etc.

No

Not applicable

NC 10

Does the entity have minimum water efficiency requirements for new construction and major renovation projects?

Yes

Select all applicable water efficiency requirements (multiple answers possible)

High-efficiency fixtures

Dry fixtures

Occupant sensors to reduce the potable water demand

Re-use of storm water and grey water for non-potable applications

On-site waste water treatment

Other

No

Not applicable

NC 11

Does the entity have a waste policy in place for new construction and major renovation projects?

Yes

Select all topics included (multiple answers possible)

Waste management plans

Project-specific targets with regard to waste reduction, re-use or recycling

Incentives for contractors for recovering and recycling building materials

Education of relevant employees about waste management techniques

Other

Upload supporting evidence

OR

Document name AND

Environmental Assessor or Coordinator Report

Publication date

not published

No

NEW CONSTRUCTION AND MAJOR RENOVATIONS

Supply Chain Requirements

NC 12.1

Does the organization have sustainability-specific requirements in place for its contractors applicable to the entity level?

Yes

Percentage of portfolio covered

100

Upload supporting evidence

[Befimmo - Terms of sustainable procurement \(french version\).pdf](#)

OR

Document name AND

Publication date

No

NC 12.2

Does the organization monitor its contractors' compliance with its sustainability-specific requirements in place for this entity?

Yes

Select all applicable options (multiple answers possible)

Contractor needs to be in compliance with an international standard

Contractor needs to have sustainability resource/staff on site

Contractor provides update reports on environmental and social aspects during construction

Internal audits

External audits by third party

Name of the organization

Percentage of projects audited during the reporting period

Ad hoc site visits

Percentage of projects visited during the reporting period

Require contractors to enforce sub-contractors' compliance with the entity's sustainability requirements

Other

No

Not applicable

NC 13.1

Does the entity implement an on-site occupational health and safety management system?

Yes

Select all applicable options (multiple answers possible)

Aligned with

Externally checked by

using

Externally verified by

Seco, Bopro, AIB Vinçotte, Probam

using

a recognized standard

Externally certified by

Seco, Bopro, AIB Vinçotte, Probam

using

a recognized standard

Upload supporting evidence

[FED_BRE_phase_2_PV51_rapport_visite_de_chantier_20140402.pdf](#)

OR

Document name AND

Publication date

No

NC 13.2

Does the entity report on occupational health and safety indicators at construction sites?

Yes

No

NEW CONSTRUCTION AND MAJOR RENOVATIONS

Community Impact

NC 14

Does the entity assess the socio-economic impact on the community of its new construction and major renovation projects?

Yes

No

SUPPLEMENTAL

Leader in the Light

Q0

Do you want to participate in Leader in the Light?

Yes

No

Q1

Define the key financial performance indicators that your company uses for measuring the success of its sustainability strategy. In addition, you can also provide a link to your organization's website where a description may be available. (maximum 200 words)

In recent years, Befimmo has followed the trend towards standardization of financial reporting and also reporting on integrated Social Responsibility by subscribing to the indicators published by EPRA, the GRI guidelines and those for the real-estate sector GRI-CRESS. This year, Befimmo decided to comply with the new version of GRI "G4", for the whole of 2013 Financial Annual Report ("In accordance" - Core). The GRI content index and the summary table of key EPRA indicators are in Appendix VII (page 266) and Appendix VIII (page 272) respectively of the 2013 Annual Financial Report.

Economic performance G4 EC1-EC3,

CATEGORY: ENVIRONMENT: G4 EN3-EN8, G4 EN10, G4 EN15-EN19, G4 EN23-EN24, G4 EN26-EN27, G4 EN 29, G4 EN30-EN33

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

Q2

Energy efficiency

Enter information for the projects, that best describe the implementation of Energy efficiency measures in your portfolio

Project Type	Portfolio Coverage & Opportunity		Total Capital Investment (USD)	Savings		Description
	Portfolio Covered by this Project	Cumulative Area Covered by this Project		Total Annual Projected Savings	Total Annual Projected Savings	
	%	%		Kwh	USD	
1 Energy Management System (enterprise-wide or building-level)	5	45	102337.5	1128722	15351	Telemonitoring now covers 45% of the Befimmo portfolio. The data collected generally cover all consumption (water, gas and electricity). This centralisation of data and online real-time access to them allows us to remotely identify any malfunctioning technical installations, immediately taking the necessary corrective action, and to assess the energy performance of each building and identify priority future investments to be considered. With regard to electricity consumption data, Befimmo is continuing to work on separating consumption for private and common areas of the buildings in which it manages all consumption.
2						
3						

Q3

Water efficiency

Enter information for the projects, that best describe the implementation of Water efficiency measures in your portfolio

Project Type	Portfolio Coverage & Opportunity		Total Capital Investment (USD)	Savings		Description
	Portfolio Covered by this Project	Cumulative Area Covered by this Project		Total Annual Projected Savings	Total Annual Projected Savings	
	%	%		m ³	USD	
1 Water Monitoring System	5	45	102337.5	2047	10234	Telemonitoring now covers 45% of the Befimmo portfolio. The data collected generally cover all consumption (water, gas and electricity). This centralisation of data and online real-time access to them allows us to remotely identify any malfunctioning technical installations, immediately taking the necessary corrective action, and to assess the energy performance of each building and identify priority future investments to be considered. With regard to electricity consumption data, Befimmo is continuing to work on separating consumption for private and common areas of the buildings in which it manages all consumption.
2						
3						

Q4

Renewable energy

Enter information for the projects, that best describe the implementation of Renewable energy measures in your portfolio

Project Type	Portfolio Coverage & Opportunity		Total Capital Investment (USD)	Savings		Description
	Portfolio Covered by this Project	Cumulative Area Covered by this Project		Total Annual Projected Savings	Total Annual Projected Savings	
	%	%		Kwh	USD	
1 Solar Power System	3	10	518510	3308824	45000	Current total coverage with solar panels is around 1,895 m ² compared with 1,048 m ² at the end of 2012. The target set in early 2013 of 15% more space was easily met and exceeded.
2						
3						

Q5

Waste management

Enter information for the projects, that best describe the implementation of Waste management measures in your portfolio

Project Type	Portfolio Coverage & Opportunity		Total Capital Investment (USD)	Savings		Description
	Portfolio Covered by this Project	Cumulative Area Covered by this Project		Total Annual Projected Savings	Total Annual Projected Savings	
	%	%		tonnes	USD	
1 Contract Waste Management	25	25	0	0	0	In 2013-2014 Befimmo has established a Contract Waste Management system collecting the waste management of about fifteen operating buildings covering + / - 25% of its portfolio. The aim of this contract is primarily to improve the sorting and recycling of waste generated by building occupants. This contract is managed and integrated into the mission entrusted by Befimmo to its provider responsible for waste removal. There is no extra cost for this service, although the expected economy is + / - 10% of the total cost.
2						
3						

SUPPLEMENTAL

Innovation Case Study

Sustainability is a well-established topic in the global real estate sector. But in what is a dynamic and fast-moving environment, the development and integration of sustainability best practices into decision-making varies widely across regions and property sectors. With its global and multi-sector coverage, GRESB is well-placed to document innovation in the real estate sector. Our ambition is to promote and highlight innovative approaches and best practices in sustainability. GRESB's benchmark participants are a rich source of knowledge and practical experience, and we have therefore developed an innovation platform to start to map benchmark participants' innovative approaches to the integration of sustainability best practices into the management and development of their real estate portfolios. In addition to their Survey submission, we invite participants to submit examples of their innovations. These case studies will be added to participants' Scorecards and/or Benchmark Report. We also plan to include selected examples in GRESB's innovation platform which will be developed as part of the output materials for the 2014 benchmark results. We will inform you in advance whether your case study has been selected for inclusion in the platform.

Innovations should be (i) related to the topics covered by the 2014 Survey and (ii) specifically focused on the practical benefit of the measure. You can include information regarding the financial benefit of the measure, e.g. return on investment. However, we encourage participants to also include measures with other short and long-term benefits, e.g. socio-economic, resource-use efficiency, risk mitigation and operational benefits. GRESB also encourages participants to explain how they deal with issues that may currently not be priced, but which they consider will become more important over time.

Q1

Would you like to submit an innovation case study?

Yes

Innovation Title

Renewable energy production | Cogeneration

Topic IS1 Energy efficiency (Risks & Opportunities Q17)

Purpose of the project (max. 100 words)

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.

Approach (max. 250 words)

After the installation of cogeneration in on of Befimmo's building, namely the WTC III in February 2012, Befimmo 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 feasibility studies in 2013 for five buildings confirmed the advantages of installing cogeneration in another Befimmo's building, the View Building. This building has a fitness center with a swimming pool. The long opening hours and heat requirements make the fitting of a cogeneration plant worthwhile in terms of the environment and cutting energy costs of common areas. The electricity generated by this installation will actually be fed directly back into the common areas of the building so as to substantially reduction its dependence on the electricity grid. The plant is scheduled to be commissioned in late 2014.

Results (actual and anticipated) (max. 250 words)

The cogeneration system in the WTC III building commissioned in February 2012 has given rise to 668 green certificates and cut overall CO2 emissions by 16%.

Upload Picture/Scheme

[Cogeneration.JPG](#)

Provide hyperlink (if applicable)

No

Q2

Would you like to submit a second innovation case study?

Yes

No

Q3

Would you like to submit a third innovation case study?

Yes

No