



Befimmo SA

GRESB GRESB Real Estate Assessment 2017

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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:

Year of commencement:

Legal status:

 Property company Real Estate Investment Trust (REIT) Non-listed entity Government 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) Asian Association for Investors in Non-listed Real Estate Vehicles (ANREV) Asia Pacific Real Estate Association (APREA) British Property Federation (BPF) European Public Real Estate Association (EPRA) National Association of Real Estate Investment Trusts (NAREIT) Pension Real Estate Association (PREA) Real Property Association of Canada (REALpac) No

ENTITY AND REPORTING CHARACTERISTICS

Reporting Characteristics

RC1

Values are reported in:

RC2

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

RC3

Metrics are reported in:

 m2 sq. ft.

RC4

What is the entity's core business?

 Management of standing investments only (continue with RC5.1, RC5.2, RC6) Management of standing investments and development of new construction and major renovation projects (continue with RC5.1, RC5.2, RC6, RC-NC1, RC-NC2, RC-NC3) Development of new construction and major renovation projects (continue with [GRESB Developer Assessment](#))

RC5.1

Describe the composition of the entity's standing investments during the reporting period:

Property Type	% of GAV	Number of Assets	Floor Area		Units	% Indirectly Managed Assets
			m ²	Floor Area Type		
Retail, High Street	<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"/>
Retail, Warehouse	<input type="text"/>	<input type="text"/>	<input type="text"/>	.	<input type="text"/>	<input type="text"/>
Office	<input type="text" value="100"/>	<input type="text" value="80"/>	<input type="text" value="890542"/>	<input type="text" value="Lettable Floor Area"/>	<input type="text"/>	<input type="text" value="36.5686"/>
Industrial, Distribution Warehouse	<input type="text"/>	<input type="text"/>	<input type="text"/>	.	<input type="text"/>	<input type="text"/>
Industrial, Business Parks	<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"/>
Residential, Multi-family	<input type="text"/>	<input type="text"/>	<input type="text"/>	.	<input type="text"/>	<input type="text"/>
Residential, Family Homes	<input type="text"/>	<input type="text"/>	<input type="text"/>	.	<input type="text"/>	<input type="text"/>
Senior Homes	<input type="text"/>	<input type="text"/>	<input type="text"/>	.	<input type="text"/>	<input type="text"/>
Residential, Student Housing	<input type="text"/>	<input type="text"/>	<input type="text"/>	.	<input type="text"/>	<input type="text"/>
Hotel	<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"/>
Medical Office	<input type="text"/>	<input type="text"/>	<input type="text"/>	.	<input type="text"/>	<input type="text"/>
Lodging, Leisure & Recreation	<input type="text"/>	<input type="text"/>	<input type="text"/>	.	<input type="text"/>	<input type="text"/>
Data Centers	<input type="text"/>	<input type="text"/>	<input type="text"/>	.	<input type="text"/>	<input type="text"/>
Self-storage	<input type="text"/>	<input type="text"/>	<input type="text"/>	.	<input type="text"/>	<input type="text"/>
Parking (indoors)	<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"/>
Totals:	100	80	890 542			

Note: The table above defines the scope of your 2017 GRESB submission and should include the total portfolio.

Note: Use the table above to define the structure of the standing investments portion of your portfolio. Any development projects (New Constructions and/or Major Renovations) should be defined in [RC-NC1.1](#) and [RC-NC2.1](#).

RC5.2

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

We would point out that the policy implemented by Befimmo at operational level cannot yet be fully applied to the Fedimmo portfolio (325.659 m²) [portfolio let to the Buildings Agency (Public Sector)]. The agreement with the Buildings Agency stipulates that most of the recurring work is its responsibility, so Befimmo does not have absolute control over those activities (hence the 36.5% indirectly managed areas). Nevertheless, through regular dialogue and consultation with the Buildings Agency, the environmental performance of the buildings is gradually being improved.

RC6

Which countries are included in the entity's portfolio?

Country	% of GAV
Belgium	99
Luxembourg	1
Total % GAV	100

ENTITY AND REPORTING CHARACTERISTICS

New Construction & Major Renovations

RC-NC1.1

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="3"/>	<input type="text" value="148500"/>	<input type="text" value="2.4"/>	<input type="text" value="1"/>	<input type="text" value="34493"/>	<input type="text" value="149.2"/>
Industrial, Distribution Warehouse	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Industrial, Business Parks	<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, Multi-family	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Residential, Family Homes	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Senior Homes	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Residential, Student Housing	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Hotel	<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"/>
Medical Office	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Lodging, Leisure & Recreation	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Data Centers	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Self-storage	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Parking (indoors)	<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-NC1.2

Provide additional context for the reporting boundaries on new construction projects (maximum 250 words)

We consider here properties that are being constructed, or having a major renovation (investment work on the envelope, structure and main installations of the building), or developed for own account in order to be leased.

RC-NC2.1

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="1"/>	<input type="text" value="5500"/>	<input type="text" value="3.4"/>	<input type="text" value="2"/>	<input type="text" value="8400"/>	<input type="text" value="8.2"/>
Industrial, Distribution Warehouse	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Industrial, Business Parks	<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, Multi-family	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Residential, Family Homes	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Senior Homes	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Residential, Student Housing	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Hotel	<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"/>
Medical Office	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Lodging, Leisure & Recreation	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Data Centers	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Self-storage	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Parking (indoors)	<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-NC2.1 (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-NC2.2

Provide additional context for the reporting boundaries on major renovation projects (maximum 250 words)

In its projects, Befimmo strives for a high level of quality and innovation to meet market expectations. Over the next 5 years, 21% of its portfolio will be redeveloped and will hence be able to address the scarcity of "Grade A" buildings on the Brussels office market. During 2016, Befimmo invested a total of €31.5 million in its buildings. The main investments related to the renovation of the Brederode 9 and Namur 48 buildings (€8.4 million), the Guimard building (€3.4 million).

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	100

MANAGEMENT

Sustainability Objectives

1

Does the entity have specific sustainability objectives?

 Yes

The objectives relate to (multiple answers possible)

 General sustainability Environment Social Governance

The objectives are (select one)

 Fully integrated into the overall business strategy Partially integrated into the overall business strategy Not integrated into the overall business strategy

The objectives are

 Publicly available Online - hyperlink

Provide hyperlink

http://www.befimmo.be/sites/default/files/imce/pdf/CSR/action_plan_final.pdf?fp=701020865

Indicate where the relevant information can be found

This publicly available table provides a description of the objectives linked with all our CSR related actions.

 Offline - separate document

Communicate the objectives (maximum 250 words)

[1] Clear Sustainability objectives/targets: Befimmo seeks to strike a balance between its stakeholders expectations and the challenges it regularly faces. Accordingly, it has identified and prioritized - through a materiality exercise - fourteen CSR challenges. The response to these challenges takes the form of specific measures, long-term quantifiable and measurable objectives described in the CSR Actions Plan prepared in cooperation with the management and the team. This action Plan is published on Befimmo website.

[2] Applicability to the entity: The CSR strategy is structured into 4 focus areas (1) ENVIRONMENT, with the following priorities: Energy, Pollution, Mobility and Certification. (2) TEAM, with the following priorities: Well-being, Ethics and Dialogue. (3) TENANTS, the Dialogue between the landlord and tenant and their Safety and Health are priorities. (4) GOVERNANCE, the main priorities are Dialogue and Communication with stakeholders, Supply Chain Management, Ethics and Compliance

[3] Time bounds: Without renewing or extending the target it set itself previously, while maintaining its commitment to keep actively improving the environmental performance of its buildings, in 2017 Befimmo will begin a comprehensive study on the redefinition of new long-term targets.

[4] Integration with financial objectives: Environmental objectives are defined according to business assumptions. They are further defined in specific environmental impact per unit of value [GLA].

 Not publicly available No

2

Does the organization have one or more persons responsible for implementing the sustainability objectives at entity level? (multiple answers possible)

Yes

Select the persons responsible (multiple answers possible)

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

Provide the details for the most senior of these employees

Name

Emilie Delacroix

Job title

CSR Manager

E-mail

e.delacroix@befimmo.be

LinkedIn profile (optional)

<https://be.linkedin.com/pub/emilie-delacroix/21/baa/617>

Employee(s) for whom sustainability is among their responsibilities

Provide the details for the most senior of these employees

Name

Frédéric Tourné

Job title

Head of Environmental Management

E-mail

f.tourne@befimmo.be

LinkedIn profile (optional)

External consultants/manager

Name of the organization

Deloitte

Name of main contact

Bart Vercauteren

Job title

Director sustainability services

E-mail

bvercauteren@deloitte.com

LinkedIn profile (optional)

Other

No

Not applicable

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)

Asset managers

Board of Directors External consultants Fund/portfolio managers Property managers Senior Management Team Other No

4

Does the entity have a senior decision-maker accountable for sustainability?

 Yes

The individual is part of

 Board of Directors Senior Management Team Fund/portfolio managers Investment Committee Other

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

Name

De Blieck Benoit

Job title

CEO

E-mail

b.deblieck@befimmo.be

LinkedIn profile (optional)

 No

5

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

 Yes

Describe the process (maximum 250 words)

At strategic level, the Corporate Social Responsibility team consists of 5 people including 3 Executive Officers: the Chief Executive Officer (CEO), the Chief Financial Officer (CFO), the Chief Operating Officer (COO), the Head of Environmental Management and the CSR Manager. This team, which meets quarterly, is responsible for developing and monitoring the Social Responsibility Action Plan, releasing sufficient resources, and actively participates in the annual Management Review of the ISO 14001 Environmental Management System. The Directors of Befimmo also take part in defining and 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 consists of 5 specialists with the task of improving the environmental performance of the portfolio. It meets regularly and its responsibilities include implementing the Social Responsibility Action Plan. These specialists include the Green Adviser who plays an important role monitoring the effectiveness of energy investments on the ground while ensuring a high level of comfort for tenants. The CSR Manager, a member of the Social Responsibility Team, reports directly to the CEO. Her role is both strategic (developing CSR strategy, managing relations with stakeholders) and operational (coordinating and running CSR projects, managing the Social Responsibility Action Plan, acting as in-house consultant for other departments and encouraging staff to embrace change). The HRO works with the CSR Manager and interacts with the Social Responsibility Team.

 No

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)

Acquisitions team

All employees

Asset managers

Board of Directors

Client services team

Fund/portfolio managers

Property managers

Senior Management Team

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

[RA 2016 EN.pdf](#)

Indicate where in the evidence the relevant information can be found

See 'Social Responsibility' section on pages 77 to 115.

Show investors

Select the applicable reporting level

Entity

Investment manager

Group

Aligned with

Stand-alone sustainability report(s)

[csr_report_final_full.pdf](#)

Indicate where in the evidence the relevant information can be found

Full document

Show investors

Select the applicable reporting level

Entity

Investment manager

Group

Aligned with

Integrated Report

Dedicated section on corporate website

Provide hyperlink

Indicate where the relevant information can be found

Direct link

Select the applicable reporting level

Entity

Investment manager

Group

Section in entity reporting to investors

Other

No

7.2

Does the organization have an independent third party review of its sustainability disclosure?

Yes

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

Section in Annual Report

Externally checked by

Externally verified by

Externally assured by

Deloitte

using

Stand-alone sustainability report

Externally checked by

Externally verified by

Externally assured by

Deloitte

using

Integrated Report

Section in entity reporting to investors

Other

No

Not applicable

POLICY AND DISCLOSURE

ESG Policies

8

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

Yes

Select all environmental issues included (multiple answers possible)

Biodiversity and habitat

- Building safety
- Climate/climate change adaptation
- Energy consumption/management
- Environmental attributes of building materials
- GHG emissions/management
- Resilience
- Waste management
- Water consumption/management
- Other

[csr_policy_march_2016.pdf](#)

Indicate where in the evidence the relevant information can be found

Evidence for environmental issues included in the CSR policy

- Show investors

[action_plan_final_2017.pdf](#)

Indicate where in the evidence the relevant information can be found

The action plan provides a breakdown of actions, indicators and objectives linked to the CSR policy

- Show investors

No

9

Does the organization have a policy/policies in place, applicable to the entity level, that address(es) governance issues?

Yes

Select all governance issues included (multiple answers possible)

- Bribery and corruption
- Child labor
- Diversity and equal opportunity
- Executive compensation
- Forced or compulsory labor
- Labor-management relationships
- Shareholder rights
- Worker rights
- Other

[charte_gouvernance_dentreprise_uk_2016_update_2017_-_final.pdf](#)

Indicate where in the evidence the relevant information can be found

Evidence for Diversity and equal opportunity, executive compensation and shareholder rights

Show investors

[code_english_font_befimmo.pdf](#)

Indicate where in the evidence the relevant information can be found

Evidence for child labor and forced and compulsory labor (implicitly included by the reference to the Belgian law).

Show investors

[dealing_code_befimmo_en_-2016.07.03.pdf](#)

Indicate where in the evidence the relevant information can be found

Evidence for bribery and corruption

Show investors

[Labor-management relationship_Survey2015.pdf](#)

Indicate where in the evidence the relevant information can be found

Evidence for labor-management Relationship.
Survey is done every two years, hence this extract from 2015 annual report.

Show investors

[Charter_dealing_code & code of ethics.pdf](#)

Indicate where in the evidence the relevant information can be found

This is the previous version of the Corporate Governance Charter, as it was applied over the reporting year 2016

Show investors

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)

 Asset/Property Managers (external)

 Consumers

 Community

 Employees

 Government/local authorities

 Investment partners

 Investors/shareholders

 Supply chain

 Tenants/occupiers

 Other

[communication_stakeholders_final_2017.pdf](#)

Indicate where in the evidence the relevant information can be found

This table provides evidence of Relationship with internal and external stakeholders.

 Show investors

 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)

 Cyber security

 Diversity and equal opportunity

 Health, safety and well-being

 Performance and career development

 Remuneration

 Other

[BEF - règlement de travail en vigueur - 02 2015 UK Comments.pdf](#)

Indicate where in the evidence the relevant information can be found

- Diversity & equal opportunity, refer to p.13, p.24, p.28 and annex 2 p.39
 - Health, safety and well being, refer to p.14 and p 17 -23

 Show investors

[Guide utilisation pour levaluation des collaborateurs 2017 UK Comments.pdf](#)

Indicate where in the evidence the relevant information can be found

Evidence on performance and career development (see comments in the pdf)

Show investors

No

RISKS AND OPPORTUNITIES

Governance

12

Does the organization have systems and procedures in place to facilitate effective implementation of the governance policy/policies in Q9?

 Yes

Select all applicable options (multiple answers possible)

 Investment due diligence process Training related to governance risks for employees (multiple answers possible) Regular follow-ups When an employee joins the organization Whistle-blower mechanism Other[dealing_code_befimmo_en_-2016.07.03.pdf](#)

Indicate where in the evidence the relevant information can be found

All document

 Show investors[befimmo - internal audit terms of references -may 2015.pdf](#)

Indicate where in the evidence the relevant information can be found

Evidence for whistle-blower mechanism: see article 7 on page 5

 Show investors[RA 2016 EN.pdf](#)

Indicate where in the evidence the relevant information can be found

Evidence for training: see pages 112 & 140

 Show investors[D-00110 FR Procédure Nouvelles acquisitions.pdf](#)

Indicate where in the evidence the relevant information can be found

Evidence for new investment due diligence process (see comments)

 Show investors No Not applicable

13

Did the entity perform entity-level governance risk assessments within the last three years?

 Yes

Select all issues included (multiple answers possible)

 Bribery and corruption Child labor

- Diversity and equal opportunity
- Executive compensation
- Forced or compulsory labor
- Labor-management relationships
- Shareholder rights
- Worker rights
- Other

[RA 2016 EN.pdf](#)

Indicate where in the evidence the relevant information can be found

[1]Risk exposure & [2]Applicability level:

Refer to section 'RISK FACTORS' pages 1 to 9 and section 'REPORT ON INTERNAL CONTROL AND RISK-MANAGEMENT SYSTEMS' on page 135. Also refer to GRI indicators "GRI-LA" for labor related evidences.

Show investors

No

14

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

Yes

No

RISKS AND OPPORTUNITIES

Environmental & Social

15.1

Does the entity perform environmental and/or social risk assessments as a standard part of its due diligence process for new acquisitions?

Yes

Select all issues included (multiple answers possible)

- Building safety and materials
- Climate change adaptation
- Contamination
- Energy efficiency
- Energy supply
- Flooding
- GHG emissions
- Health, safety and well-being
- Indoor environmental quality

- Natural hazards
- Regulatory
- Resilience
- Socio-economic
- Transportation
- Water efficiency
- Waste management
- Water supply
- Other

Other selected. Please describe

Environmental, building certification & Energy Ratings

[RA 2016 EN.pdf](#)

Indicate where in the evidence the relevant information can be found

Section 'Risk Factors' page 1 to 9

Show investors

No

Not applicable

15.2

Has the entity performed environmental and/or social risk assessments of its standing investments during the last three years?

Yes

Select all issues included (multiple answers possible)

- Building safety and materials
- Climate change adaptation
- Contamination
- Energy efficiency
- Energy supply
- Flooding
- GHG emissions
- Health, safety and well-being
- Indoor environmental quality
- Natural hazards
- Regulatory
- Resilience

- Socio-economic
- Transportation
- Water efficiency
- Waste management
- Water supply
- Other

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

[1] Risk exposure:
 When managing its portfolio, the Company is exposed to environmental risks, notably in terms of pollution, soil, water, air (high CO2 emissions) and also noise pollution. It is also exposed to the risk of not achieving its targets for improving its environmental performance and of losing the certifications (BREEAM, ISO 14001, etc.) that it was received.

In view of its real-estate activity in the broad sense, if such risks were to materialise, the environment could sustain damage and Befimmo could also incur significant costs and suffer damage to its reputation with its stakeholders. The occurrence of an environmental risk could, in some cases, also have an adverse impact on the fair value of the portfolio.

[2] Level of implementation & [3] Risk mitigation:
 Befimmo adopts a responsible approach under which it has, for many years, aimed to take the necessary measures to reduce the environmental impact of the activities it controls and directly influences, such as, for its renovation and/or building projects, site checks, and for the operational portfolio compliance with the environmental permits. Furthermore, the implementation of its Environmental Management System, which is ISO 14001 compliant, allows it better to anticipate environmental risks at both strategic level (acquisitions, major renovations, etc.) and operational level (building maintenance, use of buildings, etc.). It also devotes the necessary resources, both internal and external, to analysing its environmental performance and the potential for improvement, and ensuring compliance with the requirements associated with certifications obtained.

- No
- Not applicable

16

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

- Yes

Select applicable options (multiple answers possible)

- Energy Efficiency
 - In-house assessment
 - External assessment

Percentage of portfolio covered

Name of the organization

[Energy Audit - Bruxelles Arts - 2016.pdf](#)

Indicate where in the evidence the relevant information can be found

This document is a detailed report of the audit of the energy performance of one building. This detailed analysis was realised by an external auditor. It provides

- the current performance of the envelop,
- the installations (heating, water heater, air cooling, HVAC, lighting)
- an analysis of the energy consumption
- recommendations for improvement

- Show investors

- Water Efficiency
 - In-house assessment

External assessment

Percentage of portfolio covered

10

Name of the organization

CES

[Berekening debiet RW-buffering_rev20160215.pdf](#)

Indicate where in the evidence the relevant information can be found

This document is fully dedicated to the analysis of the water savings possibilities of two buildings in our portfolio.

 Show investors Waste Management In-house assessment External assessment

Percentage of portfolio covered

10

Name of the organization

ROTOR asbl

MCA Recycling

[2016_02_Rotor_Guimard9_bilan.pdf](#)

Indicate where in the evidence the relevant information can be found

This document is fully dedicated to illustrate a construction materials recovery project on one of our renovation projects.

 Show investors[MCA Contract.pdf](#)

Indicate where in the evidence the relevant information can be found

This document provides evidence of waste management contract with MCA Recycling

 Show investors Health & Well-being In-house assessment

Percentage of portfolio covered

5

 External assessment[IAQ - Illustration.png](#)

Indicate where in the evidence the relevant information can be found

This document is fully dedicated to illustrate our internal assessment of air quality.

 Show investors No Not applicable

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

Yes

Describe the measures using the table below.

Category	Measure	% portfolio covered during the last 4 years	% whole portfolio covered	Estimated savings (MWh) (optional)	Target ROI (%) (optional)	Describe implemented measure (measure, payback period, property type, scope, link to Q1 objectives and Q28 targets) (maximum 150 words)	Innovation Case Study
Wall/roof insulation	Wall and roof insulation	0%, <25%	≥25%, <50%			Insulation measure of walls and roof are systematically part of renovation project. As a result, dir	Add
Building automation system upgrades/replacements	Building management sys	0%, <25%	≥25%, <50%			Thanks to the upgrade and replacement of building management systems, the specific electricity	Add
Building energy management systems upgrades/replacements	Telemonitoring System	≥75, ≤100%	≥25%, <50%			93% of the buildings have their water, gas and electricity consumption monitored. This allows to	Edit
Installation of high-efficiency equipment and appliances	Condensation boilers / rel	0%, <25%	≥25%, <50%			Old boilers are systematically replaced by condensation boilers, which are more performant. Rel	Add
Installation of on-site renewable energy	Solar panels	≥25%, <50%	≥25%, <50%			Solar panels are systematically considered in renovation. There are currently 3837 m ² of solar pa	Add
Installation of on-site renewable energy	Cogeneration	0%, <25%	0%, <25%			There are currently two cogeneration systems in the portfolio. The remaining projects planned ar	Add
Occupier engagement/informational technologies	IPMVP	0%, <25%	0%, <25%			Since 2016, the environmental department provides IPMVP plans for some renovation projects.	Add

No

Not applicable

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

Yes

Category	Measure	% portfolio covered during the last 4 years	% whole portfolio covered	Estimated savings (m ³) (optional)	Target ROI (%) (optional)	Describe implemented measure (measure, payback period, property type, scope, link to Q1 objectives and Q28 targets) (maximum 150 words)	Innovation Case Study
On-site waste water treatment	Greywater reuse	0%, <25%	0%, <25%			Using wastewater treatment system (called "WaterPac" by Apatag) a plant can handle from 10 to	Add
Metering of water subsystems	Occupancy sensors	0%, <25%	0%, <25%			Occupancy sensors is one of the BREEAM measures Befimmo applies systematically to avoid wa	Add
Reuse of storm water and/or grey water for non-potable applications	Rainwater collection	0%, <25%	0%, <25%			Placement of rainwater tanks is considered for every buildings. This allowed to achieve objective	Add
Cooling tower water management	Water infiltration	0%, <25%	0%, <25%			Befimmo is studying opportunities to realize drilling to capture the water infiltration required for	Add

18 (continued)

Category	Measure	% portfolio covered during the last 4 years	% whole portfolio covered	Estimated savings (m³) (optional)	Target ROI (%) (optional)	Describe implemented measure (measure, payback period, property type, scope, link to Q1 objectives and Q28 targets) (maximum 150 words)	Innovation Case Study
Leak detection system	Telemonitoring and statist	≥50%, <75%	≥50%, <75%			Water consumption data are centralized on a real-time basis. This allows to remotely identify any	Add

No

Not applicable

19

Has the entity implemented measures during the last four years to improve the waste management of the portfolio?

Yes

Category	Measure	% portfolio covered during the last 4 years	% whole portfolio covered	Estimated savings (tonnes) (optional)	Target ROI (%) (optional)	Describe implemented measure (measure, payback period, property type, scope, link to Q1 objectives and Q28 targets) (maximum 150 words)	Innovation Case Study
Waste management	Waste management contri	0%, <25%	0%, <25%			In 2014, Befimmo awarded a management contract to an external consultant for waste produced	Add
Recycling program	Reuse of materials	0%, <25%	0%, <25%			In 2016 Befimmo continued to take part in the circular economy project with not-for-profit associ	Add
Other:	Tenants and cleaning com	0%, <25%	0%, <25%			Its building contracts, and the level of BREEAM certification it aims to obtain, require its contract	Add

No

Not applicable

20

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

Yes

No

MONITORING AND EMS

Environmental Management Systems

21.1

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

Yes

[BEFIMMO - ISO14001 2016.pdf](#)

Indicate where in the evidence the relevant information can be found

This document is fully dedicated to provide evidence of ISO14001 certification.

Show investors

No

21.2

Is the Environmental Management System (EMS) in Q21.1 aligned with a standard or certified by an independent third party?

Yes

Aligned with

Externally certified by

Lloyd's Register Quality Assurance Ltd

using

ISO 14001

[BEFIMMO - ISO14001 2016.pdf](#)

Indicate where in the evidence the relevant information can be found

This document is fully dedicated to provide evidence of ISO14001 certification

Show investors

No

Not applicable

MONITORING AND EMS

Data Management Systems

22

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

Yes

Select one of the following

Developed internally

Bespoke (custom) internal system developed by a third party

External system

Select the performance indicators included (multiple answers possible)

Energy consumption

Percentage of portfolio covered

100

GHG emissions/management

Percentage of portfolio covered
100

Health and well-being

Indoor environmental quality

Resilience

Waste streams/management

Percentage of portfolio covered
93

Water

Percentage of portfolio covered
100

Other

Other selected. Please describe
Energy & Breeam certification / EPB
Percentage of portfolio covered
100

[Data management system.docx](#)

Indicate where in the evidence the relevant information can be found

This document is entirely and especially dedicated to illustrate the software used by Befimmo for the data management and reporting.

Show investors

No

MONITORING AND EMS

Monitoring Consumption

23

Does the entity monitor the energy consumption of the portfolio?

Yes

Percentage of whole portfolio covered by floor area
94

Type of monitoring (multiple answers possible)

Automatic meter readings

Percentage of the whole portfolio covered by floor area
79

Based on invoices

Percentage of the whole portfolio covered by floor area
5

Manual-visual readings

Percentage of the whole portfolio covered by floor area
8

Provided by the tenant

Percentage of the whole portfolio covered by floor area

1

Other

Other selected. Please describe

consumption data from the distribution operators (network)

Percentage of the whole portfolio covered by floor area

1

No

Not applicable

24

Does the entity monitor the water consumption of the portfolio?

Yes

Percentage of whole portfolio covered by floor area

91

Type of monitoring (multiple answers possible)

Automatic meter readings

Percentage of the whole portfolio covered by floor area

68

Based on invoices

Percentage of the whole portfolio covered by floor area

16

Manual-visual readings

Percentage of the whole portfolio covered by floor area

2

Provided by the tenant

Percentage of the whole portfolio covered by floor area

2

Other

Other selected. Please describe

consumption data from the distribution operators (network)

Percentage of the whole portfolio covered by floor area

3

No

Not applicable

NEW

Does the entity monitor the waste production of the portfolio? (optional)

Yes

Percentage of whole portfolio covered by floor area

56

Type of monitoring (multiple answers possible)

Internal tracking

Provided by haulers

Percentage of the whole portfolio covered by floor area

Provided by the tenant

Other

Explain (a) the calculation methodology for percentage of whole portfolio covered, and (b) limitations and assumptions made in the calculation (maximum 250 words)

Calculation methodology: The percentage of portfolio covered is derived from the GLA of buildings from which we receive information on waste production.

No

Not applicable

PERFORMANCE INDICATORS

Office > Energy Consumption

Q25.0

Does the entity collect energy consumption data for Office?

Yes

Please provide the TOTAL floor area of your portfolio for this property type, regardless of energy supply and energy data availability and complete Q25.1 - Q25.3 for this property type.

Managed Assets	Floor area (m ²)
Common Areas	<input type="text"/>
Tenant Space, Energy Purchased by Landlord	<input type="text"/>
Tenant Space, Energy Purchased by Tenant	<input type="text"/>
Whole Building	564883
Shared Services	<input type="text"/>
Indirectly Managed Assets	Floor area (m ²)
Whole Building	325659

No

Q25.1

Energy consumption for Office

Report absolute values and like-for-like consumption for 2015 and 2016. All assets in the whole portfolio for Office should be included.

To make sure you insert data in the correct section of the table, check the definition of "Managed Assets" and "Indirectly Managed Assets".

Only use Whole Building if no breakdown of data is possible between Base Building and Tenant Space. Additionally, if consumption cannot be separated between Common Areas and Shared Services/ Central Plant, provide both in Shared Services/ Central Plant.

Managed Assets	Base Building	Absolute Consumption					Like-for-Like Consumption			
		2015	2016			2015	2016	Like-for-Like Change		
		Consumption (MWh)	Consumption (MWh)	Data coverage (m ²)	Maximum coverage (m ²)	Floor area type	Consumption (MWh)	Consumption (MWh)	%	
1	Common areas	Fuels	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	.	<input type="text"/>	<input type="text"/>	

Q25.1 (continued)

Managed Assets Base Building		Absolute Consumption					Like-for-like Consumption		
		2015	2016			2015	2016	Like-for-like Change	
		Consumption (MWh)	Consumption (MWh)	Data coverage (m ²)	Maximum coverage (m ²)	Floor area type	Consumption (MWh)	Consumption (MWh)	%
2	District Heating & Cooling	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	-	<input type="text"/>	<input type="text"/>	
3	Electricity	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	-	<input type="text"/>	<input type="text"/>	
4	Shared services / central plant	Fuels	<input type="text"/>	<input type="text"/>	<input type="text"/>	-	<input type="text"/>	<input type="text"/>	
5		District Heating & Cooling	<input type="text"/>	<input type="text"/>	<input type="text"/>	-	<input type="text"/>	<input type="text"/>	
6		Electricity	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	-	<input type="text"/>	<input type="text"/>
7	Outdoor/Exterior areas / Parking	Fuels	<input type="text"/>	N/A	N/A	N/A	<input type="text"/>	<input type="text"/>	
8		Electricity	<input type="text"/>	N/A	N/A	N/A	<input type="text"/>	<input type="text"/>	
9	Total energy consumption of Base Building		0	0	N/A	N/A	N/A	0	0

Managed Assets Tenant space		Absolute Consumption					Like-for-like Consumption		
		2015	2016			2015	2016	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	<input type="text"/>	<input type="text"/>	<input type="text"/>	-	<input type="text"/>	<input type="text"/>	
11		District Heating & Cooling	<input type="text"/>	<input type="text"/>	<input type="text"/>	-	<input type="text"/>	<input type="text"/>	
12		Electricity	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	-	<input type="text"/>	<input type="text"/>
13	Purchased by tenant	Fuels	<input type="text"/>	<input type="text"/>	<input type="text"/>	-	<input type="text"/>	<input type="text"/>	
14		District Heating & Cooling	<input type="text"/>	<input type="text"/>	<input type="text"/>	-	<input type="text"/>	<input type="text"/>	
15		Electricity	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	-	<input type="text"/>	<input type="text"/>
16	Total energy consumption of Tenant Areas		0	0	N/A	N/A	N/A	0	0

Managed Assets Whole building		Absolute Consumption					Like-for-like Consumption			
		2015	2016			2015	2016	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	38880	37823	551430	551430	Lettable floor area	35417	31615	-10,73%
18		District Heating & Cooling	1301	1008	13453	13453	Lettable floor area	1301	1008	-22,52%
19		Electricity	49654	48743	564883	564883	Lettable floor area	45312	43297	-4,45%
20	Total energy consumption of Whole Building		89 835	87 574	N/A	N/A	N/A	82 030	75 920	-7,45%
21	Total energy consumption of Managed Assets		89 835	87 574	N/A	N/A	N/A	82 030	75 920	-7,45%

Indirectly Managed Assets Whole building		Absolute Consumption					Like-for-like Consumption			
		2015	2016			2015	2016	Like-for-like Change		
		Consumption (MWh)	Consumption (MWh)	Data coverage (m ²)	Maximum coverage (m ²)	Floor area type	Consumption (MWh)	Consumption (MWh)	%	
22	Tenant space	Fuels	32877	28814	315611	325659	Lettable floor area	29815	26176	-12,21%
23		District Heating & Cooling								
24		Electricity	15871	17122	323452	325659	Lettable floor area	15528	16945	9,13%
25	Outdoor/Exterior areas / Parking	Fuels			N/A	N/A	N/A			
26		Electricity			N/A	N/A	N/A			
27	Total energy consumption of Indirectly Managed Assets		48 748	45 936	N/A	N/A	N/A	45 343	43 121	-4,90%
28	Total energy consumption of Whole Portfolio		138 583	133 510	N/A	N/A	N/A	127 373	119 041	-6,54%

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] In our reporting, we make a distinction between private consumptions and consumptions from shared services. However, as there is no area linked to shared services, your system didn't allow us to make this distinction. This is why we had to sum the electricity consumption in the 'whole Building' table.

[B] No data is collected (i) for private consumptions non communicated, (ii) for unknown and non-received meter readings and (iii) for non-received energy contract mandates

[C] The like-for-like calculation (at constant perimeter), expressed as a year-on-year percentage difference, helps to assess how an indicator changes over time. Indeed, by excluding variations due to changes in perimeter (as a result of major renovations, acquisitions or sales within the reference period and also for buildings where the meter readings is not received), it is possible to analyze, compare and explain the results achieved in relation to the stated objectives. Note, however, that the like-for-like calculation does not take account of changes in the occupancy of the buildings.

Does the entity report the average annual vacancy rate in the like-for-like portfolio for this property type?

Yes

2015

2016

No

The information above is correct and complete for all Office assets

Q25.2

Energy use intensity rates Office

Does the entity report energy use intensities in the whole portfolio for this property type?

Yes

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

	Optional base-line year (include year)	2014	2015	2016
Energy use intensity	<input type="text" value="239"/>	<input type="text" value="178"/>	<input type="text" value="172"/>	<input type="text" value="163"/>
% of portfolio covered	<input type="text" value="57"/>	<input type="text" value="58"/>	<input type="text" value="61"/>	<input type="text" value="63"/>

Select the elements for which intensities are normalized in your calculations

Air conditioning and/or natural ventilation

Building age

Degree days

Footfall

Occupancy rate

Operational hours

Weather conditions

Other

None of the above

Explain (a) the energy use intensity calculation method, (b) assumptions made in the calculation, and (c) how intensities are used by the entity in its operations (maximum 250 words)

[A] Specific consumption or Intensity (kWh/m²) = Absolute consumption (gas & electricity) divided by the total surface (included in the perimeter). Consumption data for heating are normalized for the influence of the outdoor temperature using the 16.5/16.5 degree-day method.

[B] Regarding specific energy consumption (gas + electricity), it is unfortunately impossible to consolidate data related to two different energy sources through two distinct portfolios with different perimeters. Our choice here is to present the specific energy consumption data concerning Directly Managed Assets and which represent the largest share (63%) of the assets in our portfolio. To ensure consistency in specific consumption and to ensure that it is properly representative, some buildings are excluded from the scope solely for the calculation of specific consumption: (i) buildings under construction and/or renovation; (ii) buildings other than offices (for 2016, this concerns only part of one building, that houses an indoor pool and fitness centre); (iii) buildings with incomplete consumption data; (iv) buildings with an average annual occupancy rate below 50% (calculated on the basis of the monthly occupancy history). In the few cases where consumption of common and private areas could not be obtained separately, a distribution of 40/60 between common areas and private areas is used and retained for 2014 and 2015.

[C] Those specific data help the Entity to analyse and compare the energy performances of its portfolio, in order to define new quantifiable and measurable targets.

No

Q25.3

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	
	2015	2016
On-site renewable energy (MWh generated and consumed on-site)	1378	1212
Off-site renewable energy (MWh generated off-site or purchased from third party)		
On-site renewable energy (MWh generated on-site and exported)		
Total renewable energy	1 378	1 212
Percentage renewable energy	2	2

No

PERFORMANCE INDICATORS

Office > GHG Emissions

Q26.0

Does the entity collect GHG emissions data for Office?

Yes

No

Q26.1

GHG emissions for Office

Report absolute values and like-for-like consumption for 2015 and 2016. All assets in the whole portfolio for Office should be included.

		Absolute GHG Emissions				Like-for-like Consumption			
		2015	2016			2015	2016	Like-for-like Change	
		Emissions (tonnes)	Emissions (tonnes)	Data coverage (m ²)	Maximum potential coverage (m ²)	Floor area type	Emissions (tonnes)	Emissions (tonnes)	%
1	Scope 1	<input type="text" value="264.08"/>	<input type="text" value="265.02"/>	<input type="text" value="2150"/>	<input type="text" value="2150"/>	<input type="text" value="Lettable floor area"/>	<input type="text" value="264.08"/>	<input type="text" value="264.08"/>	
2	Scope 2	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="Lettable floor area"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	
3	Scope 3 (optional)	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	.	<input type="text"/>	<input type="text"/>	
4	GHG Offsets purchased	<input type="text"/>	<input type="text"/>	N/A	N/A	N/A	<input type="text"/>	<input type="text"/>	
5	Net GHG Emissions after offsets	<input type="text"/>	<input type="text"/>	N/A	N/A	N/A	<input type="text"/>	<input type="text"/>	

Explain (a) the GHG emissions calculation standard/methodology/protocol, (b) used emission factors, (c) level of uncertainty in data accuracy, (d) exclusions from like-for-like portfolio, and (e) Scope 3 emissions, (f) source and characteristics of GHG emissions offsets (maximum 250 words)

[A] Befimmo applies the GHG Protocol. Please note that for scope 2 there are no CO2 emissions due to the fact that Befimmo has a green electricity contract for its corporate surfaces.
 [B] The conversion factors needed to calculate CO2e emissions were checked and updated following the GHG protocol and its recommendations. For calculating electricity-related emissions Befimmo use the factor provided by the International Energy Agency. Gas 188gCO2/kwh, Green Electricity 0gCO2/kwh (ADEME, Carbon balance), non green Electricity 199gCO2/kwh, Fuel (heating oil boilers and Befimmo's cars use) 2,511kg CO2/L,(ADEME, Carbon balance), Petrol (Befimmo's cars use) 2,264 kg CO2/L (ADEME, Carbon balance).
 [C] We can estimate that scope 1,2,3 uncertainly range is less than, or equal to 2%. [D] There is no exclusion. It's relevant to calculate the CO2 emissions of waste but, at this stage, Befimmo collects the tones or/and volume of the waste for the Befimmo's buildings in-use as well as for the renovation projects but doesn't convert these data yet into CO2 emissions as well for absolute emissions as for like-for-like calculation. However, Befimmo is studying this issue.
 [E] It's impossible to consolidate data related to 2 distinct portfolios with different perimeters. Our choice is to present the GHG Emissions of the Directly Managed Assets, which represent the largest share (63%) of the total assets in our portfolio. Befimmo is seeking its tenants and try to convince them to subscribe to green electricity supply contracts for their private parts.

The information above is correct and complete for all Office assets

Q26.2

GHG emissions intensity rates Office

Does the entity report GHG emissions intensities?

Yes

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

	Optional base-line year (include year)	2014	2015	2016
GHG emissions intensity	<input type="text" value="24.8"/>	<input type="text" value="14.5"/>	<input type="text" value="16.6"/>	<input type="text" value="15.8"/>
% of portfolio covered	<input type="text" value="100"/>	<input type="text" value="100"/>	<input type="text" value="100"/>	<input type="text" value="100"/>

Select the elements for which intensities are normalized in your calculations

Air conditioning and/or natural ventilation

Building age

Degree days

Footfall

Occupancy rate

Operational hours

Weather conditions

Other

None of the above

Explain (a) the GHG emissions intensity calculation method, (b) assumptions made in the calculation, and (c) how intensities are used by the entity in its operations (maximum 250 words)

[1] Method:
 Specific consumption = Absolute CO2 emissions divided by the total surface (included in the perimeter).
 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. Buildings whose occupancy rate is less than 50% are also removed from the reporting perimeter.

[2] Units
 The units of intensity measurements are used CO2e/m².

[3]Business relevance:

Intensities are used for benchmarking buildings performance against each others and setting priorities of improvement projects. It's further used to estimate future CO2 emissions of the portfolio and set relevant reduction target.

No

PERFORMANCE INDICATORS

Office > Water Use

Q27.0

Does the entity collect water use data for Office?

Yes

No

Q27.1

Water use for Office

Report absolute values and like-for-like consumption for 2015 and 2016. All assets in the whole portfolio for Office should be included.

To make sure you insert data in the correct section of the table, check the definition of "Managed Assets" and "Indirectly Managed Assets".

Only use Whole Building if no breakdown of data is possible between Base Building and Tenant Space. Additionally, if consumption cannot be separated between Common Areas and Shared Services/ Central Plant, provide both in Shared Services/ Central Plant.

Managed Assets		Absolute Consumption					Like-for-like Consumption			
		2015	2016		Floor area type	2015	2016	Like-for-like Change		
		Consumption (m ³)	Consumption (m ³)	Data coverage (m ²)		Maximum coverage (m ²)	Consumption (m ³)	Consumption (m ³)	%	
1	Base building	Common areas	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	.	<input type="text"/>	<input type="text"/>	
2		Shared Services / Central Plant	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	.	<input type="text"/>	<input type="text"/>	
3		Outdoor / Exterior areas / Parking	<input type="text"/>	<input type="text"/>	N/A	N/A	N/A	<input type="text"/>	<input type="text"/>	
4	Total water usage Base Building		0	0	N/A	N/A	N/A	0	0	
5	Tenant space	Purchased by landlord	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	.	<input type="text"/>	<input type="text"/>	
6		Purchased by tenant	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	.	<input type="text"/>	<input type="text"/>	
7	Total water usage Tenant Areas		0	0	N/A	N/A	N/A	0	0	

Q27.1 (continued)

Managed Assets		Absolute Consumption					Like-for-like Consumption			
		2015	2016			2015	2016	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)	%	
8	Whole building	Combined consumption common areas + tenant space	159558	154217	552063	564883	Lettable floor area	126956	123117	-3,02%
9	Total water usage Whole Building		159 558	154 217	N/A	N/A	N/A	126 956	123 117	-3,02%
10	Total water usage Managed Assets		159 558	154 217	N/A	N/A	N/A	126 956	123 117	-3,02%

Indirectly Managed Assets		Absolute Consumption					Like-for-like Consumption			
		2015	2016			2015	2016	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)	%	
11	Whole building	Tenant space	72741	83343	325659	325659	Lettable floor area	67624	79707	17,87%
12		Outdoor / Exterior areas / Parking			N/A	N/A	N/A			
13	Total water usage Indirectly Managed Assets		72 741	83 343	N/A	N/A	N/A	67 624	79 707	17,87%
14	Total water usage Whole Portfolio		232 299	237 560	N/A	N/A	N/A	194 580	202 824	4,24%

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) All consumptions are taken into account (including unusual consumptions due to works, maintenance and leaks). It also includes consumptions from rain water and ground water.
 (b) When the invoicing period doesn't fit with the reporting period, we interpret consumption proportionally.
 (c) For like-for-like calculation, we exclude buildings that have been sold, acquired or undergo heavy renovations during the like-for-like period.

Does the entity report the average annual vacancy rate in the like-for-like portfolio for this property type?

Yes

2015

 2016

No

The information above is correct and complete for all Office assets

Q27.2

Water use intensity rates Office

Does the entity report water use intensities?

Yes

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

	Optional base-line year (include year)	2014	2015	2016
Water use intensity	<input type="text" value="0.23"/>	<input type="text" value="0.32"/>	<input type="text" value="0.29"/>	<input type="text" value="0.27"/>
% of portfolio covered	<input type="text" value="53"/>	<input type="text" value="57"/>	<input type="text" value="56"/>	<input type="text" value="62"/>

Select the elements for which intensities are normalized in your calculations

Air conditioning and/or natural ventilation

Building age

Degree days

Footfall

Occupancy rate

Operational hours

Weather conditions

Other

None of the above

Explain (a) the water use intensity calculation method, (b) assumptions made in the calculation, and (c) how intensities are used by the entity in its operations (maximum 250 words)

[A] Specific consumption or Intensity = Absolute water consumption divided by the total surface (included in the perimeter). The units of intensity measurements are used m3/m2.
 [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. Buildings for uses other than offices (for 2016, this concerns only part of one building, which houses an indoor pool/fitness centre) are also excluded; 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%.
 [C] Those specific data help the entity to analyse and compare the water consumption of its portfolio, in order to define new quantifiable and measurable targets.

No

Q27.3

Water reuse and recycling Office

Does the entity collect reuse, recycling and consumption data?

Yes

Report absolute water reuse, recycling, and on-site capture data. All assets in the whole portfolio for this property type should be included.

	Absolute measurement	
	2015	2016
On-site water reuse (greywater, blackwater)	1716	2449
On-site capture (rainwater, fog, condensate)	803	1366
On-site extraction (groundwater)	913	1082
Total reused and recycled water	3 432	4 897
Percentage reused and recycled water	2.15	3.18

No

PERFORMANCE INDICATORS

Office > Waste Management

Q28.0

Does the entity collect waste data for Office?

Yes

No

Q28.1

Waste management for Office

Report absolute values for 2015 and 2016. All assets in the whole portfolio for Office should be included.

			Absolute Measurement	
			2015	2016
1	Managed Assets	Total weight of hazardous waste in metric tonnes	2	2
2		Total weight of non-hazardous waste in metric tonnes	4068	1457
3		% managed portfolio covered	70	58
4	Indirectly Managed Assets	Total weight of hazardous waste in metric tonnes	387	0.13
5		Total weight of non-hazardous waste in metric tonnes	4192	272
6		% indirectly managed portfolio covered	52	52
Proportion of waste by disposal route (% of total by weight)			2015	2016
7	Whole Portfolio (OFF)	Landfill	1.59	0.01
8		Incineration	27.45	46.17
9		Diverted (total)	70.96	53.82
10		Diverted - waste to energy (optional)	0	0
11		Diverted - recycling (optional)	70.54	51.06
12		Diverted - other (optional)	0.41	2.76
13		Other		

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

[A] Assumptions: Building waste includes all waste related to building/renovation projects, 100% of which is reported. The waste associated with such projects has been systematically collected since 2013.

[B] Limitations: The data given relate to the quantities of hazardous (waste that presents a specific hazard to humans or the environment. Types of hazardous waste are identified and listed in regional regulations.) and non-hazardous waste, all categories (paper and cardboard, plastic, glass, wood, earth, concrete, rubble, metals and other mixed waste). The amounts of waste are influenced by the number and characteristics of the renovation construction sites.

[C] Exclusions from portfolio: The important decrease of waste production in 2016 compared to 2015 is justified by a decrease of the reporting perimeter. The waste figures of 3 important buildings of the portfolio were not taken into account in 2016.

The information above is correct and complete for all Office assets

PERFORMANCE INDICATORS

Data Review

Q25.4

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

Deloitte

Using scheme

[Befimmo Limited Assurance 2017 Full.pdf](#)

Indicate where in the evidence the relevant information can be found

Show investors

No

Not applicable

Q26.3

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

Deloitte

Using scheme

[Befimmo Limited Assurance 2017 Full.pdf](#)

Indicate where in the evidence the relevant information can be found

This document is the report from the auditor, providing certification of the performed limited assurance, the indicators in scope and the coverage of the assurance.

Show investors

No

Not applicable

Q27.4

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

Deloitte

Using scheme

[Befimmo Limited Assurance 2017 Full.pdf](#)

Indicate where in the evidence the relevant information can be found

This document is the report from the auditor, providing certification of the performed limited assurance, the indicators in scope and the coverage of the assurance.

Show investors

No

Not applicable

Q28.2

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

Deloitte

Using scheme

[Befimmo Limited Assurance 2017 Full.pdf](#)

Indicate where in the evidence the relevant information can be found

Show investors

No

Not applicable

PERFORMANCE INDICATORS

Targets

Q29

Has the entity set long-term reduction targets?

Yes

Area	Target type	Long-term target	Baseline year	End year	2016 target	Portfolio coverage	Are these targets communicated externally?
Energy consumption	Intensity-based	9	2013	2016	9	≥50%, <75%	Yes
GHG emissions	Absolute	7	2014	2016	7	≥50%, <75%	No
Water consumption	Like-for-like	2	2014	2017	2	≥50%, <75%	Yes
Waste diverted from landfill	Like-for-like	65	2015	2016	65	≥50%, <75%	Yes
Energy consumption (common area)	Intensity-based	7.5	2013	2016	7.5	≥75%, ≤100%	Yes

Clarify if and how these targets relate to the objectives reported in Q1 (maximum 250 words)

In 2017, Befimmo will begin a comprehensive study on the redefinition of new longterm targets for reducing greenhouse gas emissions (in accordance with the recommendations of IPCC scientists).
 [A] The percentage of emissions of 79.03% is applied to the base year 2013 for which the total emissions Scope 3 represent CO2 10,485 T. The intensity target is to reduce specific direct common consumption (kWh / m² / year) and CO2 emissions by 9% over 3 years with 2013 as the base year.
 [B] The percentage of emissions of 7% is applied to the base year 2014 for which the total emissions Scope 3 represent CO2 7 326 tCO2e. Befimmo is seeking its tenants and try to convince them to subscribe to green electricity supply contracts for their private parts.
 [C] Specific consumption (litres/m²) in 2016 was down -9% compared with 2015, from 290 l/m² to 266 l/m². Moreover, at the end of 2016, Befimmo already achieved and exceeded the objective, covering 2.5% of its needs, at constant perimeter [LFL], in relation to 2014.
 [D] In 2016, a contract with waste management company helped keep the waste recycling rate at constant perimeter [LFL] to 59%, notably by continuing to raise awareness among tenants and cleaning companies of the common and private areas.
 [E] Specific electricity consumption of the common areas of Befimmo's portfolio fell from 51.3 kWh/m² in 2013 to 42.9 kWh/m² in 2016, exceeding the target of cutting -2.5% per year for three years from 2013 to 2016.

No

BUILDING CERTIFICATIONS

Office > Green Building Certificates

30.1

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

Yes

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

Scheme name/sub-scheme name	% portfolio covered by floor area	Number of certified assets
BREEAM New Construction	<input type="text" value="24"/>	<input type="text" value="4"/>
BREEAM/Refurbishment and Fit-out	<input type="text" value="8"/>	<input type="text" value="9"/>

No

Not applicable

30.2

Does the entity's portfolio include standing investments that obtained an operational green building certificate?

Yes

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

Scheme name/sub-scheme name	% portfolio covered by floor area baseline year 2015 (optional in 2017)	% portfolio covered by floor area 2015 (optional in 2017)	% portfolio covered by floor area 2016	Number of certified assets 2016
BREEAM/ In Use	<input type="text" value="58"/>	<input type="text" value="58"/>	<input type="text" value="59"/>	<input type="text" value="65"/>

No

Not applicable

BUILDING CERTIFICATIONS

Office > Energy Ratings

31

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

Yes

Specify the energy efficiency rating scheme used and the percentage of the portfolio rated for this property type (multiple answers possible)

EU EPC (Energy Performance Certificate)

Percentage of the portfolio based on floor area

Country/Region/Municipality	% Coverage (within region)	Number of rated assets	Floor area weighted score	
			2015	2016
Luxembourg	<input type="text" value="100"/>	<input type="text" value="1"/>	<input type="text" value="778"/>	<input type="text" value="778"/>
Belgium	<input type="text" value="69"/>	<input type="text" value="24"/>	<input type="text" value="221"/>	<input type="text" value="233"/>

NABERS Energy

ENERGY STAR

Government energy efficiency benchmarking

Other

No

Not applicable

STAKEHOLDER ENGAGEMENT

Employees

32

Does the organization have systems and procedures in place to facilitate effective implementation of the employee policy/policies in Q11?

 Yes

Select all applicable options (multiple answers possible)

 Annual performance and career review Anonymous web forum/hotlines Availability of a compliance officer Regular updates/training Other[RA 2016 EN.pdf](#)

Indicate where in the evidence the relevant information can be found

See section 'Appraisal & training' on page 102 for evidence on 'regular updates/training'

 Show investors[BEF - règlement de travail en vigueur - 02 2015 UK Comments.pdf](#)

Indicate where in the evidence the relevant information can be found

See annexe 4 on page for coordinate of the compliance officer

 Show investors[Guide utilisation pour levaluation des collaborateurs 2017 UK Comments.pdf](#)

Indicate where in the evidence the relevant information can be found

This guide fully describes the annual performance and career review

 Show investors No

33

Does the organization provide regular trainings for the employees responsible for the entity?

 Yes

Percentage of employees who received professional training in 2016

100

Percentage of employees who received sustainability-specific training in 2016

100

Sustainability-specific training focuses on the following elements (multiple answers possible)

Training topics on environmental issues

 Contamination Greenhouse gas emissions Energy Natural hazards Regulatory standards

Supply chain environmental impacts

Waste

Water

Other

Training on social issues

Community health, safety and well-being

Community social and economic impacts

Customer/tenant health, safety and well-being

Supply chain health, safety and well-being

Workplace health, safety and well-being

Other

No

34.1

Has the organization undertaken an employee satisfaction survey during the last three years?

Yes

The survey is undertaken (multiple answers possible)

Internally

Percentage of employees covered

Survey response rate

By an independent third party

[Présentation Résultats Enquête 2015 - Management V.CA.pdf](#)

Indicate where in the evidence the relevant information can be found

Show investors

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 Q34.1?

Yes

Select all applicable options (multiple answers possible)

Development of action plan

Feedback sessions with Senior Management Team

Feedback sessions with separate teams/departments

Focus groups

Other

Other selected. Please describe

Feedback session to the whole team

No

Not applicable

35.1

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

Yes

Select all applicable options (multiple answers possible)

Employee surveys on health and well-being

Physical and/or mental health checks

Work station and/or workplace checks

% of employees

100

Other

No

Not applicable

35.2

Does the organization monitor employee health and safety indicators?

 Yes

Select all applicable options (multiple answers possible)

 Absentee rate

1.9

 Lost day rate

39

 Other metrics

Other selected. Please describe

% of employees that are part-time employed

Rate of other metric(s)

0.13

Explain the employee occupational health and safety indicators calculation method (maximum 250 words)

Absenteeism rate: ratio of the number of hours of short-term sickness (<30 days) to the total hours worked.

Lost day rate: ratio of the number of hours lost due to occupational injury to the total number of hours scheduled to be worked by the workforce.

% of employees that are part-time employed: ratio of employees that are working under a part-time contract (including time credits)

 No

STAKEHOLDER ENGAGEMENT

Tenants/Occupiers

36

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

 Yes

Select all approaches to engage tenants (multiple answers possible)

 Building/asset communication

Percentage of portfolio covered 0%, <25%

 Provide tenants with feedback on energy/water consumption and waste

Percentage of portfolio covered ≥25%, <50%

 Social media/online platform

Percentage of portfolio covered ≥75, ≤100%

 Tenant engagement meetings

Percentage of portfolio covered 0%, <25%

 Tenant events focused on increasing sustainability awareness

Percentage of portfolio covered 0%, <25%

Tenant sustainability guide

 Percentage of portfolio covered
 Tenant sustainability training

 Other

 No

37.1

Has the entity undertaken tenant satisfaction surveys during the last three years?

 Yes

The survey is undertaken (multiple answers possible)

 Internally

 Percentage of tenants covered

 Survey response rate
 By an independent third party

[Tenants + Communication with stakeholders.pdf](#)

Indicate where in the evidence the relevant information can be found

 Show investors

 No

 Not applicable

37.2

Does the entity have a program in place to improve tenant satisfaction based on the outcomes of the survey referred to in Q37.1?

 Yes

Select all applicable options (multiple answers possible)

 Development of an asset-specific action plan

 Feedback sessions with asset/property managers

 Feedback sessions with individual tenants

 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 and their security and health are priorities for Befimmo and are essential in the eyes of all its stakeholders. Befimmo intends to invite its tenants to take part in its approach to achieve more sustainable development, and to that end proposes to organise biannual meetings between tenants, the Property Management and Befimmo's commercial department in order to inform tenants about the building they occupy, its technical operation, and the influence and role of each party in relation to environmental protection. An Environmental Cooperation Agreement and a Building User Guide (BUG) will be systematically offered to new tenants as well as to existing ones. Furthermore, the integration of the Property Management business has made Befimmo the tenant's day-to-day contact point, and it therefore has more room to manoeuvre in raising its customers' awareness of these environmental issues.

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)

 Fit-out and refurbishment assistance for meeting the minimum fit-out standards Tenant fit-out guidesPercentage of portfolio covered Minimum fit-out standards are prescribed Procurement assistance for tenants Other No

39.1

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

 Yes

Select all topics included (multiple answers possible)

Cooperation and works:

 Environmental initiatives Enabling upgrade works Sustainability management collaboration Premises design for performance Managing waste from works Social initiatives Other

Management and consumption:

 Energy management Water management Waste management Indoor environmental quality management Sustainable procurement

Sustainable utilities Sustainable transport Sustainable cleaning Other

Reporting and standards:

 Information sharing Performance rating Design/development rating Performance standards Metering Comfort Other[CCE_Int.Bus.Wales - Convention collab. envir \(ENG\).pdf](#)

Indicate where in the evidence the relevant information can be found

 This document is a sample of cooperation agreement. Show investors No

39.2

Does the entity monitor compliance with the sustainability-specific requirements in its lease contracts?

 Yes

Describe the process (maximum 250 words)

Befimmo proposes its tenants an environmental cooperation agreement related to each lease. After visiting private spaces, the Environmental Technical Team (ETT) suggests measures to the occupants for improving environmental performance of their private installations in line with the BREEAM standards followed by Befimmo. On the basis of a detailed analysis of private consumption and internal benchmarking, the ETT also suggests measures for cutting energy consumption and waste production. It also offers support, a telemonitoring and detailed reporting of environmental data for the rented premises. The environmental cooperation agreement is routinely offered to new tenants and to all existing tenants on a gradual basis. In 2016, Befimmo offered an environmental cooperation agreement for 10 buildings. In 2016, Befimmo met, many tenants through the environmental cooperation agreement. It also plans to measure the positive impact of the process by inventorying savings and improvements brought about through close cooperation with tenants. It will continue to approach a number of existing tenants with the highest private electricity consumption and offer to help them reduce it. Meanwhile it will offer its cooperation and services systematically to all new tenants.

 No Not applicable

STAKEHOLDER ENGAGEMENT

Supply Chain

40

Does the entity include sustainability-specific requirements in the procurement processes applicable to the entity level?

Yes

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

External contractors

External property/asset managers

External service providers

External suppliers

Other

Select all topics included (multiple answers possible)

Business ethics

Environmental process standards

Environmental product standards

Human rights

Human health-based product standards

Occupational health and safety

Sustainability-specific requirements for sub-contractors

Other

[RA 2016 EN.pdf](#)

Indicate where in the evidence the relevant information can be found

See chapter on 'Responsible Value Chain' and on 'Ethics' pages 110 to 112.

Show investors

No

Not applicable

41.1

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

Yes

The organization monitors compliance of:

Internal property/asset managers

External property/asset managers

Both internal and external property/asset managers

Select all methods used (multiple answers possible)

Checks performed by independent third party

Name of the organization

LRQA

Property/asset manager sustainability training

Property/asset manager self-assessments

Regular meetings and/or checks performed by the organization's employees

Require external property/asset managers' alignment with a professional standard

Standard

ISO14001

Other

[csr_certification_iso_14001.pdf](#)

Indicate where in the evidence the relevant information can be found

This document provides evidence of ISO14001 certification by LRQA

Show investors

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 methods used (multiple answers possible)

Checks performed by an independent third party

Name of the organization

ABV Environnement

Regular meetings and/or checks performed by the organization's employees

Regular meetings and/or checks performed by external property/asset managers

Require supplier/service providers' alignment with a professional standard

Supplier/service provider sustainability training

Supplier/service provider self-assessments

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

Not applicable

42.2

Does the entity monitor its impact on the community?

Yes

Select the areas of impact that are monitored (multiple answers possible)

Housing affordability

Impact on crime levels

Livability score

Local income generated

Local residents' well-being

Walkability score

Other

Other selected. Please describe

All projects are subject to public inquiry, announced by red panels placed in the neighbourhood. During 15 days communities have a chance to consult projects and submit

No

Not applicable

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

Elements addressed in the strategy (multiple answers possible)

- Biodiversity and habitat
- Climate/climate change adaptation
- Energy consumption/management
- Environmental attributes of building materials
- GHG emissions/management
- Human health, safety and well-being
- Location and transportation
- Resilience
- Supply chain
- Water consumption/management
- Waste management
- Other

Communication of the strategy

Publicly available

Online - hyperlink

Provide hyperlink

<http://www.befimmo.be/en/annual-financial-report-2016>

Indicate where the relevant information can be found

Refer to Annual Report 2016 – pages 80, 86, 95, 110, 113

Offline - separate document

Communicate the strategy (maximum 250 words)

[1] Strategy: Main focus of the environmental policy are: ISO14001 certification; compliance of energy performance (EPB) certificates and EPB certification for heating and air conditioning; BREEAM compliance for all of its portfolio; short and long-term targets; dedicated budget for energy performance optimization.

[2] Applicability:

- When major works are carried out, Befimmo ensures that the certificates are updated. Although theoretical, the data of the certificates are also compared with the actual specific consumption figures.
- Since 2010, its Environmental Management System has been ISO14001 certified (recertified in 2016).
- When considering acquisition projects it also reviews and analyses energy efficiency, aspects related to soil pollution and the presence of hazardous substances, together with aspects related to mobility, such as location, accessibility, proximity to public transport, etc.
- Before, during and after construction and throughout the operational phase of its buildings, it ensures that BREEAM criteria are maintained and/or exceeded.
- Several years ago, Befimmo devised a multi-annual investment plan (averaging €2 million/year) for carrying out works to improve the energy and environmental performance of the operational buildings (excluding properties undergoing major renovation) such as the removal of oil-fired boilers, the installation of water-recovery systems, upgraded BREEAM certifications, installation of photovoltaic panels, installation of cogeneration units, replacement and/or optimisation of certain technical installations, etc.

[3] Scope of implementation: The strategy is applied to all buildings in the portfolio (including the Corporate areas).

Not publicly available

No

NC 2

Does the entity have sustainable site selection criteria in place for new construction and major renovation projects?

Yes

Select all criteria included (multiple answers possible)

Connect to multi-modal transit networks

Locate projects within existing developed areas

Protect, restore, and conserve aquatic ecosystems

Protect, restore, and conserve farmland

Protect, restore, and conserve floodplain functions

Protect, restore, and conserve habitats for threatened and endangered species

Redevelop brownfield sites

Other

Other selected. Please describe

contaminated land

The entity's sustainable site selection criteria are aligned with

Third-party guidelines

Third-party rating system(s)

Specify scheme(s)/sub-scheme(s)

Breeam International, new construction

Other

Not aligned

[NC2 Sustainable site selection criteria.pdf](#)

Indicate where in the evidence the relevant information can be found

Please see table of contents

Show investors

No

Not applicable

NC 3

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

Yes

Select all applicable options (multiple answers possible)

Manage waste by diverting construction and demolition materials from disposal

Manage waste by diverting reusable vegetation, rocks, and soil from disposal

Protect air quality during construction

Protect surface water and aquatic ecosystems by controlling and retaining construction pollutants

Protect and restore habitat and soils disturbed during construction and/or during previous development

Other

Other selected. Please describe

Communicate and verify sustainable construction practices / Control an retain construction pollutants

The entity's sustainable site design/development criteria are aligned with

Third-party guidelines

Third-party rating system(s)

Specify scheme(s)/sub-scheme(s)

Breeam International new construction

Other

Not aligned

[NC3 Sustainable site designdevelopment requirements.pdf](#)

Indicate where in the evidence the relevant information can be found

Please see table of contents

Show investors

No

NEW CONSTRUCTION AND MAJOR RENOVATIONS

Materials and Certifications

NC 4

Does the entity require that the environmental and health attributes of building materials be considered for new construction and major renovation projects?

 Yes

Select all issues addressed (multiple answers possible)

- Formal adoption of a policy on health attributes of building materials
- Formal adoption of a policy on the environmental attributes and performance of building materials
- Requirement for information (disclosure) about the environmental and/or health attributes of building materials (multiple answers possible)
- Material characteristics specification, including (multiple answers possible)
- Preference for materials that disclose environmental impacts
 - Preference for materials that disclose potential health hazards
 - "Red list" of prohibited materials or ingredients that should not be used on the basis of their human and/or environmental impacts
 - Locally extracted or recovered materials
 - Rapidly renewable materials, low embodied carbon materials, and recycled content materials
 - Materials that can easily be recycled
 - Third-party certified wood-based materials and products

Types of third-party certification used:
 - Low-emitting materials
 - Other

[RA 2016 EN.pdf](#)

Indicate where in the evidence the relevant information can be found

Policy regarding environmental and health attributes and performance of building materials --> see page 110 of annual report - section 'Responsible value chain'

 Show investors
[Conditions générales et critères techniques.pdf](#)

Indicate where in the evidence the relevant information can be found

This document gathers terms and conditions. It provides evidence for requirements for disclosure of health and environmental attributes from suppliers, building product specifications and information about compliance procedure

 Show investors

 No

 Not applicable

NC 5.1

Does the entity use green building standards?

Yes

Select all applicable options (multiple answers possible)

The entity requires projects to align with requirements of a third-party green building rating system but does not require certification

The entity requires projects to achieve certification with a green building rating system

Percentage of portfolio covered

Green building rating systems: include all that apply

The entity requires projects to achieve a specific level of certification

No

Not applicable

NC 5.2

Does the entity's projects 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)

Projects in progress at the end of reporting period

Scheme name/sub-scheme name	Level of certification	% portfolio covered by floor area	Number of certified projects
BREEAM New Construction	<input type="text" value="Very Good"/>	<input type="text" value="100"/>	<input type="text" value="5"/>

Projects completed during the reporting period

Scheme name/sub-scheme name	Level of certification	% portfolio covered by floor area	Number of certified projects
-----------------------------	------------------------	-----------------------------------	------------------------------

No

Not applicable

NEW CONSTRUCTION AND MAJOR RENOVATIONS

Energy Efficiency

NC 6

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

Yes

Requirements for planning and design include (multiple answers possible)

Integrative design process

To exceed relevant energy codes or standards

Other

Common energy efficiency measures include (multiple answers possible)

- Air conditioning
- Commissioning
- Energy modeling
- Lighting
- Occupant controls
- Space heating
- Ventilation
- Water heating
- Other

Operational energy efficiency monitoring (multiple answers possible)

- Energy use analytics
- Post-construction energy monitoring for on
Average years
- Sub-meter
- Other

No

NC 7.1

Does the entity incorporate on-site renewable energy in the design of new construction and major renovation projects?

Yes

Projects designed to generate on-site renewable energy (multiple answers possible)

- Biofuels
- Geothermal
- Hydro
- Solar/photovoltaic
Percentage of all projects
- Wind

Other

Other selected. Please describe

Cogeneration installation

Percentage of all projects

18

Average design target for the fraction of total energy demand met with on-site renewable energy

0.3

 No Not applicable**NC 7.2**

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

 Yes

Applicable net-zero standard:

 Description of the entity's definition of "net-zero energy" (max 150 words)

The transcript and application of European directives on energy performance in Belgium is relatively complicated because of the existence of three distinct regions (Brussels, Flanders and Wallonia) each defining its own requirements on energy. Buildings designed by Befimmo are of high quality and usually go well beyond the applicable energy regulations which have been anticipated in order to approach and / or reach the passive standard (15kwh / m².year net heating needs) and tender to the concept of Nearly Zero Energy Building (NZEB). Befimmo puts on the market buildings of high environmental quality thanks to its significant investments in innovative, high-performance and low-energy technical installations coupled with renewable energy sources and tenant awareness.

 Description of the applicable reference code of standard (max 150 words) Other

Percentage of projects covered

100

[NC7.2 Zero energy codes or standards..pdf](#)

Indicate where in the evidence the relevant information can be found

Please see table of contents.

 Show investors No**NEW CONSTRUCTION AND MAJOR RENOVATIONS****Water Conservation and Waste Management****NC 8**

Does the entity promote water conservation in its new construction and major renovation projects?

 Yes

The entity promotes water conservation through (multiple answers possible)

 Requirements for planning and design include (multiple answers possible) Common water efficiency measures include (multiple answers possible) Commissioning of water systems Drip/smart irrigation Drought tolerant/low-water landscaping

- High-efficiency/dry fixtures
- Leak detection system
- Occupant sensors
- On-site wastewater treatment
- Re-use of stormwater and grey water for non-potable applications
- Other

Operational water efficiency monitoring (multiple answers possible)

Post-construction water monitoring for on

Average years

- Sub-meter
- Water use analytics
- Other

[NC8 Water conservation.pdf](#)

Indicate where in the evidence the relevant information can be found

Show investors

No

Not applicable

NC 9

Does the entity promote efficient on-site solid waste management during the construction phase of its new construction and major renovation projects?

Yes

The entity promotes efficient solid waste management through (multiple answers possible)

Management and construction practices (multiple answers possible)

- Construction waste signage
- Education of employees/contractors on waste management
- Incentives for contractors for recovering, reusing and recycling building materials
- Targets for waste stream recovery, reuse and recycling
- Waste management plans
- Waste separation facilities
- Other

On-site waste monitoring (multiple answers possible)

Hazardous waste monitoring

Non-hazardous waste monitoring

Other

[RA 2016 EN.pdf](#)

Indicate where in the evidence the relevant information can be found

Refer to sections 'Waste by types' (p.91) and 'Treatment of waste from operational buildings' (p.92)

Show investors

No

NEW CONSTRUCTION AND MAJOR RENOVATIONS

Supply Chain

NC 10.1

Does the entity have environmental and social requirements in place for its contractors?

Yes

Select all topics included (multiple answers possible)

Business ethics

Community engagement

Environmental process standards

Environmental product standards

Fundamental human rights

Human health-based product standards

On-site health and safety

Sustainability-specific requirements for sub-contractors

Other

Percentage of projects covered

63

[RA 2016 EN.pdf](#)

Indicate where in the evidence the relevant information can be found

Refer to chapter 'Responsible Value Chain' on pages 110 & 111.

Show investors

[Conditions générales et critères techniques.pdf](#)

Indicate where in the evidence the relevant information can be found

This document gathers terms and conditions. It provide evidence for all topics (see comments in the pdf)

Show investors

No

NC 10.2

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)

Contractors provide update reports on environmental and social aspects during construction

External audits by third party

Percentage of projects audited during the reporting period

100

Name of the organization

ABV Environnement

Environ

Bopro

Deplasse & Associés

Internal audits

Percentage of projects audited during the reporting period

100

Weekly/monthly (on-site) meetings and/or ad hoc site visits

Percentage of projects visited during the reporting period

100

Other

No

Not applicable

NEW CONSTRUCTION AND MAJOR RENOVATIONS

Health, Safety and Well-being

NC 11

Does the entity promote occupant health and well-being in its new construction and major renovation projects?

Yes

The entity addresses health and well-being in the design of its product through (multiple answers possible)

Requirements for planning and design, including (multiple answers possible)

Common occupant health and well-being measures, including (multiple answers possible)

Access to spaces for active and passive recreation

Active design features

Commissioning

Daylight

Indoor air quality monitoring

Indoor air quality source control

Natural ventilation

Occupant controls

Provisions for active transport

Other

Provisions to verify health and well-being performance include (multiple answers possible)

Occupant education

Post-construction health and well-being monitoring (e.g., occupant comfort and satisfaction) for on

Average years

Other

[NC11 occupant health and well-being.pdf](#)

Indicate where in the evidence the relevant information can be found

Show investors

No

Not applicable

NC 12.1

Does the entity promote on-site health and safety during the construction phase of its new construction and major renovation projects?

Yes

The entity promotes on-site health and safety through (multiple answers possible)

Communicating safety information

Continuously improving safety performance

Demonstrating safety leadership

Entrenching safety practices

Managing safety risks

Promoting design for safety

Other

No

Not applicable

NC 12.2

Does the organization monitor health and safety indicators at construction sites?

Yes

Select all applicable options (multiple answers possible)

Injury rate

1

Explain the injury rate calculation method (maximum 250 words)

We use absolute value of injury observed on construction sites.

Since 2010, Befimmo hold the ISO 14001 environmental certification. Its environmental management system includes in particular the risk management and procedures allowing its employees and / or other relevant stakeholders to manage emergency situations and environmental accidents. This system and procedures are also extended to the aspects of site safety whether for properties under construction, renovation and / or exploitation. The information collected at three levels (environmental, material and human) is communicated to the management once a year latest at the time of the management review. If necessary corrective measures are immediately implemented and their effectiveness verified. Moreover Befimmo also respects regulations related to health and safety by mandating specialized and certified coordinators for its mobile sites.

Fatalities

Near misses

No

NEW CONSTRUCTION AND MAJOR RENOVATIONS

Community Impact and Engagement

NC 13

Does the entity assess the potential socio-economic impact of its new construction and major renovation projects on the community as part of planning and pre-construction?

Yes

Select the areas of impact that are assessed (multiple answers possible)

Housing affordability

Impact on crime levels

Livability score

Local income generated

Local residents' well-being

Walkability score

Other

No

NC 14

Does the entity have a systematic process to monitor the impact of new construction and major renovation projects on the local community during different stages of the project?

Yes

The entity's process includes (multiple answers possible)

Analysis and interpretation of monitoring data

Development and implementation of a communication plan

Development and implementation of a community monitoring plan

Development and implementation of a risk mitigation plan

Identification of nuisance and/or disruption risks

Identification of stakeholders and impacted groups

Management practices to ensure accountability for performance goals and issues identified during community monitoring

Other

Describe the monitoring process (maximum 250 words)

1. Approach: communication with the community before and during the works implementation through e-mails, displays as well as community conference organized on site.

2. Impact monitoring: 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. Actions taken when issues arise: 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. Measures for improvement: Preventive measures are included in the ISO 14001 continuous improvement process.

[NC14 Impact on local community.pdf](#)

Indicate where in the evidence the relevant information can be found

Please see table of contents.

Show investors

No

SUPPLEMENTS

Leader in the Light

Q0

Do you want to participate in Leader in the Light?

Yes

No

SUPPLEMENTS

Health & Well-being

H0

Would you like to participate in the Health and Well-being Module?

 Yes No

H1.1

Does the organization have a policy for the promotion of health & well-being for employees?

 Yes

The policy is present at:

 The organizational level, applicable to the entity The entity level[RA 2016 EN.pdf](#)

Indicate where in the evidence the relevant information can be found

See chapter on 'Well-being' p.101

 Show investors No

Provide additional context for the answer provided (maximum 250 words)

H1.2

Does the organization have a policy for the promotion of health & well-being through real estate assets and services?

 Yes No

Provide additional context for the answer provided (maximum 250 words)

H2

Does the organization have a senior employee responsible for health & well-being issues associated with this entity?

 Yes

The most senior employee responsible for health & well-being is

 A different individual from the employee responsible for sustainability

This individual is part of (select all that apply)

 Board of Directors Senior management team Sustainability/ESG management team

Human resources

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

Name

Sarah Sougne

Job title

Recruitment & Talent Manager

E-mail

s.sougne@befimmo.be

LinkedIn profile (optional)

 Other team or department

 The same individual as the most senior employee responsible for sustainability (indicated in the main assessment)

Describe the individual's health-related qualifications (maximum 250 words):

The Recruitment & Talent Manager is responsible for educating all members of the team to take more account of Social Responsibility, for following up initiatives put in place (see Action Plan) and for continuing to develop the strong corporate culture that exists within Befimmo. She works with the CSR Manager and interacts with the Social Responsibility Team.

 No

Provide additional context for the answer provided (maximum 250 words)

H3

Does the organization understand the health & well-being-related needs of employees responsible for the entity?

 Yes

Select all items that describe the process used to understand the health and well-being-related needs of the employees responsible for the entity

The entity has a process to understand the health & well-being needs of its employees

The entity's process uses primary data to understand the health & well-being needs of employees

The entity's process uses secondary data to understand the health & well-being needs of employees

The entity uses anecdotal information or personal observations to understand the health & well-being needs of employees

Other

[Présentation Résultats Enquête 2015 - Management V.CA.pdf](#)

Indicate where in the evidence the relevant information can be found

This document fully describes the Survey realised to better understand health & well being needs of employees.

Show investors

 No

Provide additional context for the answer provided (maximum 250 words)

In 2016, Befimmo continued to pay special attention to the well-being of its staff. In particular, in the context of the prevention of psychosocial risks, it held a training session on Mindfulness, open to all staff. By allowing everyone to focus their attention on the present moment, this discipline is designed to reduce stress or help to manage it, and prevent burnout.

In late 2015, Befimmo repeated the satisfaction survey of its team that it has undertaken to conduct every two years. It covered general topics, such as communication, working environment, training, corporate culture and entrepreneurship, human resources, mobility and CSR. The participation rate remained very high, at 94% compared with 92% two years ago. In particular, the survey revealed an improvement in the team's perception of work/life balance between 2013 and 2015, a topic that Befimmo intends to keep among its concerns for the coming years. As in 2013, the 2015 survey indicates that the staff are motivated and interested in their own jobs. Next Survey is planned in 2017.

H4

Does the organization use specific strategies to promote the health & well-being of the employees responsible for the entity?

Yes

Select strategies used by the organization to address employee needs (e.g., opportunities identified in Indicator 3), select all that apply and indicate applicable phases of implementation or percentage of employees covered:

Design and operations strategies

Acoustic comfort (e.g. sound-reducing surfaces)

Implementation phase (select all that apply):

New construction and major renovations

Fit-out/refurbishment

Operation of existing buildings

Indoor air quality (e.g. green cleaning, low-emitting materials)

Implementation phase (select all that apply):

New construction and major renovations

Fit-out/refurbishment

Operation of existing buildings

Outdoor air quality (e.g. pollution prevention during construction)

Implementation phase (select all that apply):

New construction and major renovations

Fit-out/refurbishment

Operation of existing buildings

Lighting controls and/or access to daylight

Implementation phase (select all that apply):

New construction and major renovations

Fit-out/refurbishment

Operation of existing buildings

Thermal comfort (e.g. personal control)

Implementation phase (select all that apply):

New construction and major renovations

Fit-out/refurbishment

Operation of existing buildings

Toxic exposures (e.g., materials, paints, sealants, finishes)

Implementation phase (select all that apply):

New construction and major renovations

Fit-out/refurbishment

Operation of existing buildings

Water quality (e.g. Water filtration system)

Implementation phase (select all that apply):

New construction and major renovations

Fit-out/refurbishment

Operation of existing buildings

Social interaction (e.g. café, break area)

Implementation phase (select all that apply):

New construction and major renovations

Fit-out/refurbishment

Operation of existing buildings

Ergonomic design (e.g., workplace evaluations)

Implementation phase (select all that apply):

New construction and major renovations

Fit-out/refurbishment

Operation of existing buildings

Biophilic design (e.g. access to views, connections to nature)

Implementation phase (select all that apply):

New construction and major renovations

Fit-out/refurbishment

Operation of existing buildings

Inclusive design (e.g. lactation room, universal design)

Implementation phase (select all that apply):

New construction and major renovations

Fit-out/refurbishment

Operation of existing buildings

Other

Access and opportunity strategies

 Programmatic strategies

Describe how these strategies and associated actions are typically prioritized

 Ad hoc/opportunity

 Information about the health and well-being needs of employees (e.g., Indicator 3)

 Guidelines or standards

 Other

 No

Provide additional context for the answer provided (maximum 250 words)

In response to the structural changes in the way we work, and more specifically in the use of offices, which are increasingly becoming a space for meeting and exchange between various team members, in 2015 Befimmo developed a project to implement "Smart Ways of Working" for its employees, which came into effect during 2016. It now offers the team a new state-of-the-art working environment to best meet their needs. An open, bright, flexible working environment equipped with modern technology that stimulates exchange and creativity among them. From the beginning, Befimmo wanted to involve its employees in this change, questioning the team about the criteria that they believe would ensure the success of the Befimmo SWOW project. As a result, the focus has been placed on opening up workspaces, collaboration, ergonomics, acoustics, computing and ease of movement and connection.

H5

Does the organization monitor operational performance, such as determinants of health (health-related behaviors, environmental conditions), health outcomes, or other performance metrics, of employees responsible for this entity?

 Yes

 No

Provide additional context for the answer provided (maximum 250 words)

H6

Does the entity understand the health & well-being-related needs of tenants of its real estate assets and/or customers for its services?

 Yes

Select all items that describe the process used to understand the health and well-being-related needs of tenants and/or customers

 The entity has a process to understand the health & well-being needs of its tenants and/or customers

 The entity's process uses primary data to understand the health & well-being needs of its tenants and/or customers

 The entity's process uses secondary data to understand the health & well-being needs of its tenants and/or customers

 The entity uses anecdotal information or personal observations to understand health and well-being needs of its tenants and/or customers

 Other

[IAQ - Illustration.png](#)

Indicate where in the evidence the relevant information can be found

 Show investors

No Not applicable

Provide additional context for the answer provided (maximum 250 words)

H7

Does the entity use specific strategies to promote health & well-being through its real estate assets and services?

 Yes

Select strategies used by the entity to address tenant and/or customer needs (e.g., opportunities identified in Indicator 6), select all that apply and indicate applicable phases of implementation or percentage of assets covered:

 Design and operations strategies Acoustic comfort (e.g. sound-reducing surfaces)

Implementation phase (select all that apply):

 New construction and major renovations Fit-out/refurbishment Operation of existing buildings Indoor air quality (e.g. green cleaning, low-emitting materials)

Implementation phase (select all that apply):

 New construction and major renovations Fit-out/refurbishment Operation of existing buildings Outdoor air quality (e.g. pollution prevention during construction)

Implementation phase (select all that apply):

 New construction and major renovations Fit-out/refurbishment Operation of existing buildings Lighting controls and/or access to daylight

Implementation phase (select all that apply):

 New construction and major renovations Fit-out/refurbishment Operation of existing buildings Thermal comfort (e.g. personal control)

Implementation phase (select all that apply):

 New construction and major renovations

Fit-out/refurbishment

Operation of existing buildings

Toxic exposures (e.g., materials, paints, sealants, finishes)

Implementation phase (select all that apply):

New construction and major renovations

Fit-out/refurbishment

Operation of existing buildings

Water quality (e.g. Water filtration system)

Implementation phase (select all that apply):

New construction and major renovations

Fit-out/refurbishment

Operation of existing buildings

Social interaction (e.g. café, break area)

Implementation phase (select all that apply):

New construction and major renovations

Fit-out/refurbishment

Operation of existing buildings

Ergonomic design (e.g., workplace evaluations)

Implementation phase (select all that apply):

New construction and major renovations

Fit-out/refurbishment

Operation of existing buildings

Biophilic design (e.g. access to views, connections to nature)

Implementation phase (select all that apply):

New construction and major renovations

Fit-out/refurbishment

Operation of existing buildings

Inclusive design (e.g. lactation room, universal design)

Implementation phase (select all that apply):

New construction and major renovations

Fit-out/refurbishment

Operation of existing buildings

Other

Access and opportunity strategies

Programmatic strategies

Actions in surrounding neighborhood and community

Describe how these strategies and associated actions are typically prioritized

Ad hoc/opportunity

Information about the health and well-being needs of tenants and/or customers (e.g., Indicator 6)

Guidelines or standards

Other

No

Not applicable

Provide additional context for the answer provided (maximum 250 words)

We refer here to the Building User Guides, including health and well-being measures for building occupiers.

H8

Does the entity monitor operational performance such as determinants of health, health-related behaviors, environmental conditions or other performance metrics of its real estate assets and services?

Yes

Select the types of operational performance monitored (multiple answers possible):

Indoor environmental quality metrics (e.g., CO2 concentration, daylight)

Percentage of portfolio covered 0%, <25%

Frequency of monitoring More frequent than daily

Experience and opinions (e.g., surveys)

Percentage of portfolio covered 0%, <25%

Frequency of monitoring Ad-hoc/no fixed schedule

Behavior (e.g., use of stairways, food choices, active transportation, use of gym facilities, utilization of preventive care)

Social and economic determinants of health & well-being (e.g., access to green space, perception of safety)

Percentage of portfolio covered ≥75, ≤100%

Frequency of monitoring Ad-hoc/no fixed schedule

Other indicators

[Befimmo - Env.Coop Agreement - tenants - Froissart.pdf](#)

Indicate where in the evidence the relevant information can be found

This document is an illustration of the Building User Guide provided for all buildings in the portfolio. It contains evidence for health, well being and safety measures for tenants

Show investors

 No

Provide additional context for the answer provided (maximum 250 words)

H9

Has the entity received third-party recognition or was the entity the focus of case studies for its health & well-being-related actions, performance, or achievements?

 Yes

 No

Provide additional context for the answer provided (maximum 250 words)

H10

Does the organization face financial risks or costs associated with health & well-being at the entity level?

 Yes

Select options to describe the organization's exposure to financial risks or costs associated with health and well-being.

 The organization is exposed to health care costs or health & well-being related financial risks for employees

 The organization has direct responsibility for employee health care costs

 The organization has indirect responsibility for employee health care costs, such as paying health insurance premiums for employees (including insurance to supplement government programs)

 Other

 The organization is exposed to health care costs or health & well-being related financial risks for tenants and/or customers

 No

Provide additional context for the answer provided (maximum 250 words)

Befimmo is offering health insurance premiums for all its employees.

SUPPLEMENTS

Public Disclosure > Disclosure Methods

D1

Does the entity publicly disclose its sustainability performance via a stand-alone Sustainability Report?

 Yes

Please disclose where the information can be found

Provide hyperlink

Indicate where the relevant information can be found

Reporting year:

Select the applicable reporting level

 Entity Group No

D2.1

Does the entity publicly disclose its sustainability performance via a section in the Annual Report?

 Yes

Please disclose where the information can be found

Provide hyperlink

Indicate where the relevant information can be found

Reporting year:

Select the applicable reporting level

 Entity Group No

D2.2

Does the entity publicly disclose its sustainability performance via an Integrated Report?

 Yes No

D3

Does the entity publicly disclose its sustainability performance via a dedicated section on the corporate website?

 Yes

Please disclose where the information can be found

Provide hyperlink

Indicate where the relevant information can be found

Select the applicable reporting level

 Entity Group No

SUPPLEMENTS

Public Disclosure › Governance of Sustainability

D4

Does the entity publicly disclose specific environmental objectives?

 Yes

Please disclose where the information can be found

Provide hyperlink

Indicate where the relevant information can be found

 No

D5

Does the entity publicly disclose specific social objectives?

 Yes

Please disclose where the information can be found

Provide hyperlink

Indicate where the relevant information can be found

 No

D6

Does the entity publicly disclose specific governance objectives?

 Yes

Please disclose where the information can be found

Provide hyperlink

Indicate where the relevant information can be found

 No

D7

Does the entity publicly disclose information on a dedicated sustainability taskforce or team member that is responsible for the entity?

 Yes

Please disclose where the information can be found

Provide hyperlink

Indicate where the relevant information can be found

 No

D8

Does the entity publicly disclose a policy/policies that address(es) environmental issues?

 Yes

Please disclose where the information can be found

Provide hyperlink

<http://www.befimmo.be/en/csr/priorities/environment>

Indicate where the relevant information can be found

Direct link

 No

D9

Does the entity publicly disclose a policy/policies that address(es) social issues?

 Yes

Please disclose where the information can be found

Provide hyperlink

<http://www.befimmo.be/en/csr/priorities/our-team>

Indicate where the relevant information can be found

Direct link

 No

D10

Does the entity publicly disclose policy/policies that address(es) governance issues?

 Yes

Please disclose where the information can be found

Provide hyperlink

<http://www.befimmo.be/en/csr/priorities/governance>

Indicate where the relevant information can be found

Direct link

 No

D11

Does the entity publicly disclose long-term reduction targets of environmental resources?

 Yes

Please disclose where the information can be found

Provide hyperlink

<http://www.befimmo.be/en/csr/priorities/environment>

Indicate where the relevant information can be found

See section 'Our Main targets'

 No

SUPPLEMENTS

Public Disclosure > Implementation

D12

Does the entity publicly disclose ESG initiatives and/or case studies that relate to the entity?

 Yes

Please disclose where the information can be found

Provide hyperlink

http://www.befimmo.be/sites/default/files/imce/pdf/CSR/action_plan_final.pdf?fp=859269524

Indicate where the relevant information can be found

See column 'Specific Measures 2016' in the action plan

 No

D13

Does the entity publicly disclose information on investments that obtained a Green building certification or energy rating?

 Yes

Please disclose where the information can be found

Provide hyperlink

http://www.befimmo.be/sites/default/files/imce/pdf/CSR/csr_report_final_full_0.pdf

Indicate where the relevant information can be found

See chapter 'Compliance', p.113

 No Not applicable

SUPPLEMENTS

Public Disclosure > Operational Performance

D14

Does the entity publicly disclose energy consumption data of its portfolio?

 Yes

Please disclose where the information can be found

Provide hyperlink

http://www.befimmo.be/sites/default/files/imce/pdf/CSR/rse_annexe_-_mise_en_page_uk_0.pdf?fp=1990077553

Indicate where the relevant information can be found

Direct link

 No

D15

Does the entity publicly disclose renewable energy data of its portfolio?

 Yes

Please disclose where the information can be found

Provide hyperlink

http://www.befimmo.be/sites/default/files/imce/pdf/CSR/rse_annexe_-_mise_en_page_uk_0.pdf?fp=1990077553

Indicate where the relevant information can be found

See 'Autoproduction' in 'Indirect energy consumption table'

No

D16

Does the entity publicly disclose GHG emissions data of its portfolio?

Yes

Please disclose where the information can be found

Provide hyperlink

http://www.befimmo.be/sites/default/files/imce/pdf/CSR/rse_annexe_-_mise_en_page_uk_0.pdf?fp=1990077553

Indicate where the relevant information can be found

See table on GHG emissions

No

D17

Does the entity publicly disclose water consumption data of its portfolio?

Yes

Please disclose where the information can be found

Provide hyperlink

http://www.befimmo.be/sites/default/files/imce/pdf/CSR/rse_annexe_-_mise_en_page_uk_0.pdf?fp=1990077553

Indicate where the relevant information can be found

See table on water consumption

No

D18

Does the entity publicly disclose waste data of its portfolio?

Yes

Please disclose where the information can be found

Provide hyperlink

http://www.befimmo.be/sites/default/files/imce/pdf/CSR/rse_annexe_-_mise_en_page_uk_0.pdf?fp=1990077553

Indicate where the relevant information can be found

See table on waste production

No

SUPPLEMENTS

Public Disclosure > Stakeholder Engagement

D19

Does the entity publicly disclose if it has undertaken an employee satisfaction survey during the last three years?

Yes

Please disclose where the information can be found

Provide hyperlink

http://www.befimmo.be/sites/default/files/imce/publications/160405_befimmora2015_en_web.pdf?fp=1342716334

Indicate where the relevant information can be found

103

 No

D20

Does entity publicly disclose if it is involved in tenant engagement programs/initiatives?

 Yes

Please disclose where the information can be found

Provide hyperlink

http://www.befimmo.be/sites/default/files/imce/pdf/CSR/csr_report_final_full_0.pdf

Indicate where the relevant information can be found

See chapter on 'Tenants', p.105

 No

D21

Does the entity publicly disclose if it has undertaken a tenant satisfaction survey during the last three years?

 Yes

Please disclose where the information can be found

Provide hyperlink

http://www.befimmo.be/sites/default/files/imce/publications/160405_befimmora2015_en_web.pdf?fp=1342716334

Indicate where the relevant information can be found

112

 No

D22

Does the entity publicly disclose if it has undertaken actions part of a community engagement program?

 Yes

Please disclose where the information can be found

Provide hyperlink

http://www.befimmo.be/sites/default/files/imce/pdf/CSR/csr_report_final_full_0.pdf

Indicate where the relevant information can be found

See chapter on 'Dialogue & communication', p.110

 No

Thank you for reviewing the Public Disclosure information. By ticking this box you submit your GRESB Public Disclosure information and confirm that the data included is correct and complete. All listed property companies and REITs are encouraged to participate in the annual GRESB Real Estate Assessment, in addition to GRESB Public Disclosure.