



## Befimmo SA

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GRESB GRESB Real Estate Assessment 2018

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**ASPECT CHECKLIST  
WARNINGS**

The following checklist items were highlighted before this Assessment was submitted.

**Performance Indicators » Office » Water Use**

- PI3.1 The maximum coverage value in row 11 (594 832) should not exceed the indirectly managed asset area specified for Office in RC5.1 (594 820).

REPORTING CHARACTERISTICS  
Reporting Characteristics

RC1

Values are reported in:

Euro EUR

RC2

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

2494.4

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 portfolio during the reporting period:

Property Type	% of GAV	Number of Assets	Floor Area		% Indirectly Managed Assets
			m <sup>2</sup>	Floor Area Type	
Retail, High Street	<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"/>
Retail, Warehouse	<input type="text"/>	<input type="text"/>	<input type="text"/>	.	<input type="text"/>
Office	100	119	932027	Lettable Floor Area	63.820039%
Industrial, Distribution Warehouse	<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"/>
Industrial, Manufacturing	<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"/>
Residential, Family Homes	<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"/>
Residential, Student Housing	<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"/>
Healthcare	<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"/>
Lodging, Leisure & Recreation	<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"/>
Self-storage	<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"/>
<b>Totals:</b>	100	119	932 027		

Note: The table above defines the scope of your 2018 GRESB submission and should include the total standing investments portfolio of the investible entity. Any development projects, as well as underdeveloped or vacant land, should be included in the reporting scope defined in RC-NC1 and/or RC-NC2. The reporting scope reported above should exclude cash or other non real estate assets owned by the entity.

**RC5.2**

Does the table above list the entity's entire standing investment portfolio as per the reporting requirements described above?

Yes

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

In 2017, Befimmo reviewed its environmental policy. All buildings are now considered in the scope of the environmental objectives (The distinction between historical Fedimmo and Befimmo portfolio is no longer relevant).

Indirectly managed assets are the one which are not directly managed by Befimmo. These asset are mostly occupied by the public sector and managed by the Belgian real-estate agency ("Régie des Bâtiments").

No

**RC6**

Which countries/states are included in the entity's standing investment portfolio?

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

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"/>	<input type="text"/>	<input type="text"/>	<input type="text" value="1"/>	<input type="text" value="34493"/>	<input type="text" value="149.78"/>
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-NC1.1 (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

Note: The table above defines the scope of your 2018 GRESB submission on development projects and should include new construction projects that are in progress at the end of reporting period, as well as projects that are completed during the reporting period. The reporting scope reported above should exclude cash or other non real estate assets owned by the entity.

RC-NC1.2

Does the table above list all the entity's new construction projects as per the reporting requirements described above?

Yes

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

No

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="3"/>	<input type="text" value="77046"/>	<input type="text" value="161.66"/>	<input type="text" value="3"/>	<input type="text" value="8707"/>	<input type="text" value="15.49"/>
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"/>

\* 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
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

Note: The table above defines the scope of your 2018 GRESB submission on development projects and should include major renovation projects that are in progress at the end of reporting period, as well as projects that are completed during the reporting period. The reporting scope reported above should exclude cash or other non real estate assets owned by the entity.

RC-NC2.2

Does the table above list all the entity's major renovation projects as per the reporting requirements described above?

Yes

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.

The renovation projects mentioned here don't include investments done for inside space planning (i.e. coworking spaces and meeting centers). In this respect, one of the major work in progress during the reporting period was the creation of 'Silversquare at Befimmo', 4,000 m<sup>2</sup> of coworking.

No

RC-NC3

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

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

## MANAGEMENT

## Sustainability Objectives

MA1

Does the entity have specific ESG objectives?

 Yes

The objectives relate to (multiple answers possible)

 General sustainability Environment Social Governance Health and well-being

The objectives are

 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

Please provide a hyperlink or a separate publicly available document

Provide hyperlink

[http://www.befimmo.be/sites/default/files/imce/publications/plan\\_dactions\\_2018\\_en.pdf](http://www.befimmo.be/sites/default/files/imce/publications/plan_dactions_2018_en.pdf)

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. This is the latest version of the action plan.

Provide hyperlink

[http://www.befimmo.be/sites/default/files/imce/pdf/CSR/action\\_plan\\_final.pdf](http://www.befimmo.be/sites/default/files/imce/pdf/CSR/action_plan_final.pdf)

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. This is the action plan regarding the reporting period 2017.

 Not publicly available

Communicate the objectives and explain how the objectives are integrated into the overall business strategy (maximum 250 words)

Befimmo conducted an analysis to identify the issues on which Befimmo's activities could have a positive or negative impact in connection with 15 of the 17 SDGs. These issues were then challenged by a panel of experts (academic, political, real-estate, etc.), external stakeholders, staff, etc. meeting in a workshop or individually. Inspiring trips were organised for the property. In addition, Befimmo is continuing with its regular dialogue with all stakeholders. These various points of view enabled us to review the strategy and define our priorities in six axes that reflect the way we view our business today and tomorrow: the world of work, integration into the city, dialogue, setting an example, mobility and use of resources. Objectives are set out in our action plan 2018 (see document before) for each of the 6 axes.

The strategy is part of an innovation strategy aimed at integrating Social Responsibility into the core of the Company's everyday activities and translating it into sustainable development opportunities for all. Now, the principles of Social Responsibility are at the heart of the Befimmo strategy and are reflected in the Company's daily activities at the environmental, economic and social levels.

 No

MA2

Does the organization have one or more persons responsible for implementing the ESG objectives referenced in MA1?

 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

Head of CSR &amp; Innovation

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)

<https://www.linkedin.com/in/fr%C3%A9d%C3%A9ric-tourn%C3%A9-42b5532b/> External consultants/manager

Name of the organization

Deloitte

Name of the main contact

Grégory Tassenoy

Job title

Director

E-mail

gtassenoy@deloitte.com

LinkedIn profile (optional)

 Investment partners (co-investors/JV partners) No Not applicable

## MANAGEMENT

## Sustainability Decision Making

MA3

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

Name of the organization

CO2 Logic

 Fund/portfolio managers Property managers Senior Management Team Other No

MA4

Does the organization have a senior decision-maker accountable for the entity's sustainability strategy?

 Yes

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)

The individual is part of

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

Please describe the process of informing the most senior decision-maker on the sustainability performance of the entity (maximum 250 words)

At strategic level, the 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 Head of CSR & Innovation. This team, which meets quarterly, is responsible for developing and monitoring the CSR 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 Head of CSR & Innovation, 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 CSR Action Plan, acting as in-house consultant for other departments and encouraging staff to embrace change). The HRO works with the Head of CSR & Innovation and interacts with the Social Responsibility Team.

No

#### MA5

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

Yes

Does performance on these targets have predetermined consequences?

Yes

Financial consequences

Non-financial consequences

No

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

All employees

Board of Directors

Senior Management Team

Other

[d-00238 - fr - formulaire devaluation des collaborateurs.pdf](#)

Indicate where in the evidence the relevant information can be found

This document is only available in French and Dutch.

See on page 6 out of 8, Objectives / Achievements in terms of social responsibility on Befimmo Assessment/Evaluation Form. This Form is completed together with the Manager (N+1), at least once a year; usually at the end of the year. This Form is applicable to all Befimmo's employees.

These targets are obligations of means and not result and are, among others, appreciated by the manager by the end of the year (non-financial consequences).

Befimmo has also a set of measurable ESG targets linked to a collective bonus for the whole team. These concern the use of printers, sending of emails and use of the electric pool car (financial consequences).

Show investors

No

## POLICY AND DISCLOSURE

## ESG Policies

PD1

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 Climate/climate change adaptation Energy consumption/management Environmental attributes of building materials GHG emissions/management Resilience Waste management Water consumption/management Other[PLAN\\_DACTION\\_2018\\_EN.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. This is the latest version of the action plan (2018).

 Show investors[POLITIQUE\\_RSE\\_EN.pdf](#)

Indicate where in the evidence the relevant information can be found

Evidence for environmental issues included in the CSR policy. This is the latest CSR Policy (2018).

 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. This action plan was applicable during the reporting period 2017.

 Show investors[Politique\\_RSE\\_Vfinale\\_\(UK\)\\_2016.pdf](#)

Indicate where in the evidence the relevant information can be found

Evidence for environmental issues included in the CSR policy. This policy was applicable during the reporting period 2017 (policy March 2016, applicable until May 2018).

 Show investors No



PD2

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

 Yes

Select all social issues included (multiple answers possible)

 Child labor Diversity and equal opportunity Forced or compulsory labor Occupational safety (for employees) Asset level safety (for tenants) Labor-management relationships Employee performance and career development Stakeholder engagement Worker rights Other[charte\\_de\\_gouvernance\\_dentreprise\\_uk\\_20180207.pdf](#)

Indicate where in the evidence the relevant information can be found

Evidence for Diversity and equal opportunity. This is the latest version of the charter.

 Show investors[code\\_ethique\\_uk\\_font\\_befimmo\\_2.pdf](#)

Indicate where in the evidence the relevant information can be found

Evidence for child labor, worker rights and forced or compulsory labor (implicitly included by the reference to the Belgian law on page 1 - General principles). Befimmo follows the Belgian law on these matters.

This code of ethics was still applicable during the reporting period 2017.

 Show investors[financial\\_annual\\_report\\_2017\\_-\\_team.pdf](#)

Indicate where in the evidence the relevant information can be found

Evidence for labor-management Relationships and employee performance. Survey is done every two years, hence this extract from 2017 annual report.

Pages 123-124 of the Report: Evidence for Employee performance and career development

 Show investors[Charte\\_gouvernance\\_d'entreprise\\_UK\\_2016\\_update\\_2017\\_-\\_final.pdf](#)

Indicate where in the evidence the relevant information can be found

Evidence for Diversity and equal opportunity. This is the previous version of the Corporate Governance Charter, as it was applied over the reporting year 2017. Befimmo follows Belgian law in terms of diversity and equal opportunity.

 Show investors[action\\_plan\\_final\\_2017.pdf](#)

Indicate where in the evidence the relevant information can be found

Page 9: Evidence for Stakeholder engagement. Action Plan 2017 - Dialogue and communication.

 Show investors No

PD3

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 Data protection and privacy Employee remuneration Executive compensation Fiduciary duty Fraud Political contributions Shareholder rights Whistleblower protection Other[charte\\_de\\_gouvernance\\_dentreprise\\_uk\\_20180207.pdf](#)

Indicate where in the evidence the relevant information can be found

Evidence for Executive compensation and Shareholder rights. This is the latest version of the charter.

 Show investors[20180207\\_dealing\\_code\\_befimmo\\_en\\_final\\_sans\\_annexes.pdf](#)

Indicate where in the evidence the relevant information can be found

Evidence for Bribery and Corruption, Fraud and Whistleblower Protection. This is the latest version of the dealing code.

 Show investors[Charte\\_gouvernance\\_d'entreprise\\_UK\\_2016\\_update\\_2017\\_-\\_final.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 2017. Evidence for Diversity and equal opportunity, Executive compensation and Shareholder rights.

 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, Fraud and Whistleblower Protection. This is the previous version of the Dealing Code, as it was applied over the reporting year 2017. Befimmo follows Belgian law on this matter.

 Show investors[action\\_plan\\_final\\_2017.pdf](#)

Indicate where in the evidence the relevant information can be found

Page 9-10: Evidence for Corruption. Action Plan 2017 - Ethics and Dialogue and communication.

 Show investors[ETHIQUE\\_EN.pdf](#)

Indicate where in the evidence the relevant information can be found

Evidence for Corruption. Whole document.

 Show investors

[code\\_ehrtique\\_uk\\_font\\_befimmo.pdf](#)

Indicate where in the evidence the relevant information can be found

Page 1: General principles. Evidence for Corruption. This code of ethics was still applicable during the reporting period 2017.

Show investors

No

PD4

Does the organization monitor diversity indicator(s) for its governance bodies (i.e. C-suite, Board of Directors, Management Committees)?

Yes

Select all diversity metrics (multiple answers possible)

Age group distribution

Board tenure

Diversity of socioeconomic background

Gender ratio

International background

Racial diversity

Provide additional context for the response (maximum 250 words)

In the Team chapter of the Annual Financial Report 2017, graphs are setting out the composition of governance bodies (board of directors, management committee, management and other employees) and breakdown of employees by gender AND by age (p.121). Furthermore, the board tenure is set out in the chapter "Corporate governance" (p.91).

No

## POLICY AND DISCLOSURE

### Sustainability Disclosure

PD5.1

Does the organization disclose its ESG actions and/or performance?

Yes (multiple answers possible)

Section in Annual Report

Select the applicable reporting level

Entity

Investment manager

Group

[RFA 2017 - UK.pdf](#)

Indicate where in the evidence the relevant information can be found

Although the CSR report is not aligned with the IIRC framework, the CSR content was fully integrated into the corporate and financial parts of the Annual Financial Report 2017 to point out the integrated CSR strategy into the overall strategy of the Company.

Show investors

Aligned with

Stand-alone sustainability report(s)

Select the applicable reporting level

Entity

Investment manager

Group

Provide hyperlink

[http://www.befimmo.be/sites/default/files/imce/publications/rapport\\_rse\\_en.pdf](http://www.befimmo.be/sites/default/files/imce/publications/rapport_rse_en.pdf)

Indicate where the relevant information can be found

This Report is a compilation of all CSR content within the Annual Financial Report 2017.

Aligned with [EPRA Best Practice Recommendations in Sustainability Reporting, 2014](#)

Integrated Report

Dedicated section on corporate website

Select the applicable reporting level

Entity

Investment manager

Group

Provide hyperlink

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

Indicate where the relevant information can be found

Direct link to the CSR part of the website.

Section in entity reporting to investors

Other

No

## PD5.2

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

Yes

Select all applicable options (multiple answers possible, selections must match answers in PD5.1)

Section in Annual Report

Externally checked by

Externally verified by

Externally assured by

Deloitte

using [ISAE 3000](#)

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

PD6

Has the organization made a commitment to ESG leadership standards or groups that applies to investments in this entity?

Yes

Select all issues included (multiple answers possible)

Institutional Investors Group on Climate Change (IIGCC)

Montreal Pledge

PRI signatory

RE 100

Science Based Targets initiative

Task Force on Climate-related Financial Disclosures (TCFD)

UN Environment Programme Finance Initiative

UN Global Compact

Other

Please provide applicable hyperlink

Provide hyperlink

Indicate where the relevant information can be found

No

## PD7.1

Does the entity have a process to communicate about ESG-related misconduct, penalties, incidents or accidents?

Yes

The entity would communicate misconduct, penalties, incidents or accidents to:

Investors

Public

Other stakeholders

Other selected. Please describe

Board of Directors, Management Committee, Staff

Describe the process (maximum 250 words)

For the prevention of conflicts of interest, Befimmo is governed simultaneously by:

- the applicable legal provisions, common to listed companies, as per articles 523, 524 and 524ter of the Code of Company Law;
  - a specific regime provided for by article 37 of the Law of 12 May 2014 on BE-REITs, which provides in particular for the obligation of prior notification to the FSMA of certain transactions planned with persons covered by that provision, to carry out such operations at normal market conditions and to make them public;
  - and also by the additional rules specified in its charter of corporate governance.
- These rules and their application in fiscal year 2017 are described in detail in the Annual Report 2017, pages 111 to 114 and in the Corporate Governance Charter.

This Charter embodies rules designed to prevent market abuses, applicable to the Directors, members of the Management Committee and staff of Befimmo, and anyone else who may have access to privileged information through their involvement in the preparation of a particular transaction. These rules have been supplemented by a code of conduct (the dealing code), intended to raise the awareness of the persons concerned of their principal obligations and to lay down internal procedures to be followed in that regard. The Dealing Code is laid down by the Board of Directors and all employees receive and sign a copy when taking up their post, as part of training provided by the Compliance Officer. The Dealing Code is regularly updated.

No

## PD7.2

Has the entity been involved in any ESG-related misconduct, penalties, incidents or accidents in the reporting year?

Yes

No

## RISKS AND OPPORTUNITIES

## Governance

R01

Does the organization have systems and procedures in place to facilitate effective implementation of the governance policy/policies in PD3?

 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[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 on pages 3 &amp; 4: "Période d'exclusivité – due diligence". This document is only available in French. Summary of document in French:

- Investment cases are identified through various channels
- Analysis of identified investment cases:
  1. Preliminary analysis by the investment department
  2. Signature of confidentiality agreement and investment memorandum
  3. Thorough analysis and first evaluation
  4. Presentation during the board
  5. Transaction negotiation
  6. Due Diligence --> process of due diligence: internal team of professionals
  7. Signature of agreement to analyse and complete the dossier, verification on site, due diligence report by external parties.
  8. Finalizing transaction

 Show investors[20180207\\_dealing\\_code\\_befimmo\\_en\\_final\\_sans\\_annexes.pdf](#)

Indicate where in the evidence the relevant information can be found

This is the latest version of the dealing code. Evidence for whistle-blower mechanism.

 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. This document was still applicable during the reporting period 2017.

 Show investors[RFA 2017 - UK.pdf](#)

Indicate where in the evidence the relevant information can be found

Evidence for training: see page 114

 Show investors[ETHIQUE\\_EN.pdf](#)

Indicate where in the evidence the relevant information can be found

Evidence for training: see page 2

 Show investors[dealing\\_code\\_befimmo\\_en\\_-2016.07.03.pdf](#)

Indicate where in the evidence the relevant information can be found

Evidence for Whistleblower mechanism. This is the previous version of the Dealing Code, as it was applied over the reporting year 2017. Befimmo follows Belgian law on this matter.

Show investors No Not applicable**R02**

Did the entity perform entity-level governance and/or social 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[RFA 2017 - UK.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 108.  
 Also refer to GRI indicators "GRI-LA" for labor related evidences.

Forced compulsory labor and worker rights: Befimmo complies with the Belgian law on these matters.

 Show investors[action\\_plan\\_final\\_2017.pdf](#)

Indicate where in the evidence the relevant information can be found

Page 10: Risk assessment on corruption.

 Show investors No**RISKS AND OPPORTUNITIES****Environmental & Social****R03.1**

Does the entity perform asset-level 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 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

[RFA 2017 - UK.pdf](#)

Indicate where in the evidence the relevant information can be found

Regulatory, socio-economic, safety and environmental matters: Section 'Risk Factors' page 180 to 190

Show investors

[UTILISATION DES RESSOURCES\\_EN.pdf](#)

Indicate where in the evidence the relevant information can be found

All environmental aspects, whole document

Show investors

[monde du travail\\_en.pdf](#)

Indicate where in the evidence the relevant information can be found

Health & well-being of the occupants, whole document

Show investors

[mobilite\\_en.pdf](#)

Indicate where in the evidence the relevant information can be found

Transportation, whole document

Show investors

No

Not applicable

**R03.2**

Has the entity performed asset-level 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

Percentage of portfolio covered

Biodiversity

Climate change adaptation

Contamination

Percentage of portfolio covered

Energy efficiency

Percentage of portfolio covered

Energy supply

Percentage of portfolio covered

Flooding

Percentage of portfolio covered

GHG emissions

Percentage of portfolio covered

Health and well-being

Indoor environmental quality

Natural hazards

Regulatory

Percentage of portfolio covered

Resilience

Socio-economic

Transportation

Percentage of portfolio covered

Water efficiency

Percentage of portfolio covered

Waste management

Percentage of portfolio covered

Water supply

Percentage of portfolio covered

Other

The risk assessment is aligned with a third party standard

Yes

No

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

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

R04

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

Yes

Select applicable options (multiple answers possible)

Energy Efficiency

In-house assessment

Percentage of portfolio covered

External assessment

Percentage of portfolio covered

Name of the organization

Deplasse & Associés

ICEDD

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

Indicate where in the evidence the relevant information can be found

This document, which is still applicable, is a detailed report of the audit of the energy performance of one building. This detailed analysis was executed by an external auditor. This document, which is only available in French, 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

[Deplasse - CG.pdf](#)

Indicate where in the evidence the relevant information can be found

This external report, only available in French, shows on page 2 an average rating on the state of maintenance and conduct of the technical installations of the building.

The tables on pages 4 to 6 also contain specific remarks to improve the energy performance of the building.

Show investors

### Water Efficiency

#### In-house assessment

Percentage of portfolio covered

75

#### 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 (Berekening maximaal nuttig volume regenwaterbuffer, in English: Calculation of the maximum useful volume) 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

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 (Bilan de l'opération de récupération des matériaux réutilisables, in English: Result of the operation of reusable material recuperation) 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

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

R05

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 MA1 objectives and PI5 targets) (maximum 150 words)
Wall/roof insulation	Wall and roof insulation	0%, <25%	≥25%, <50%			Wall and roof insulation are systematically part of the renovation projects. This represents a major
Building automation system upgrades/replacements	Building Management Sys	0%, <25%	≥25%, <50%			Upgrading and replacement of building management systems allows to reduce the electricity con
Building energy management systems upgrades/replacements	Telemonitoring System	≥75, ≤100%	≥75, ≤100%			All buildings have their gaz, water and electricity monitored by automatic meter reading. This all
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
Installation of on-site renewable energy	Solar Pannels	≥25%, <50%	≥25%, <50%			Solar panels are systematically considered in renovation. There are currently 3854 m <sup>2</sup> installed a
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
Occupier engagement/informational technologies	IPMVP	0%, <25%	0%, <25%			Since 2016, the environmental department provides IPMVP plans for some renovation projects.

No

Not applicable

R06

Has the entity implemented measures during the last four years to improve the water 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 (m <sup>3</sup> ) (optional)	Target ROI (%) (optional)	Describe implemented measure (measure, payback period, property type, scope, link to MA1 objectives and PI5 targets) (maximum 150 words)
On-site waste water treatment	Greywater re-use	0%, <25%	0%, <25%			Using wastewater treatment system (called "WaterPaq" by Apateq)
Metering of water subsystems	Occupancy sensors	0%, <25%	0%, <25%			Occupancy sensors is one of the BREEAM measures Befimmo applies systematically to avoid wa

R06 (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 MA1 objectives and PI5 targets) (maximum 150 words)
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 for sanitary use.
Cooling tower water management	Water infiltration	0%, <25%	0%, <25%			Befimmo is studying opportunities to realize drilling to capture the water infiltration required for
Leak detection system	Telemonitoring	≥75, ≤100%	≥75, ≤100%			Water consumption data are centralized on a real-time basis. This allows to detect leaks and sen

No

Not applicable

R07

Has the entity implemented measures during the last four years to improve the waste management 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 (tonnes) (optional)	Target ROI (%) (optional)	Describe implemented measure (measure, payback period, property type, scope, link to MA1 objectives and PI5 targets) (maximum 150 words)
Waste management	Waste management contr	0%, <25%	0%, <25%			Befimmo continues to extend the waste management contract with the external service provider.
Recycling program	Reuse of materials	0%, <25%	0%, <25%			In 2017 Befimmo continued to take part in the circular-economy project with not-for-profit assoc
Waste management	Tenants and cleaning com	0%, <25%	0%, <25%			The building contracts and the desired levels of BREEAM certification require contractors to be v
Other:	Circular economy	0%, <25%	0%, <25%			In order to measure and compare the overall societal impact of various construction or renovatio

No

Not applicable

## MONITORING AND EMS

## Environmental Management Systems

ME1

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

 Yes The EMS is aligned with a standard: The EMS is externally certified by an independent third party

Name of the organization

ISO (International Standards Organization)

 ISO 14001 EMAS (EU Eco-Management and Audit Scheme) Other The EMS is not aligned with a standard nor certified externally[Certification ISO 14001.pdf](#)

Indicate where in the evidence the relevant information can be found

This document is fully dedicated to provide evidence of ISO 14001 certification. This document is only available in French.

 Show investors[PLAN\\_DACTIONS\\_2018\\_EN.pdf](#)

Indicate where in the evidence the relevant information can be found

This is the latest version of the action plan (2018).

 Show investors[action\\_plan\\_final\\_2017.pdf](#)

Indicate where in the evidence the relevant information can be found

This action plan refers to the reporting period 2017. The Plan-Do-Check-Act steps concerning ISO 14001 can be found on page 4.

 Show investors No

## MONITORING AND EMS

## Data Management Systems

ME2

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

 Building safety Indoor environmental quality Resilience Waste streams/management

Percentage of portfolio covered

95

 Water

Percentage of portfolio covered

100

 Other

Other selected. Please describe

Energy &amp; 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, which contains screenshots of a fully internally developed tool, is entirely and especially dedicated to illustrate the software used by Befimmo for the data management and reporting and was still applicable in the reporting period 2017.

 Show investors No**MONITORING AND EMS****Monitoring Consumption****ME3**

Does the entity monitor the energy consumption of the portfolio?

 Yes

Percentage of whole portfolio covered by floor area

100

Type of monitoring (multiple answers possible)

 Automatic meter readings

Percentage of the whole portfolio covered by floor area

100

 Based on invoices

Percentage of the whole portfolio covered by floor area

Manual-visual readings

Percentage of the whole portfolio covered by floor area

Provided by the tenant

Percentage of the whole portfolio covered by floor area

Other

Other selected. Please describe

Percentage of the whole portfolio covered by floor area

No

Not applicable

**ME4**

Does the entity monitor the water consumption of the portfolio?

Yes

Percentage of whole portfolio covered by floor area

Type of monitoring (multiple answers possible)

Automatic meter readings

Percentage of the whole portfolio covered by floor area

Based on invoices

Percentage of the whole portfolio covered by floor area

Manual-visual readings

Percentage of the whole portfolio covered by floor area

Provided by the tenant

Percentage of the whole portfolio covered by floor area

Other

Other selected. Please describe

Percentage of the whole portfolio covered by floor area

No

Not applicable

ME5

Does the entity monitor the waste production of the portfolio?

 Yes

Percentage of whole portfolio covered by floor area

59

Type of monitoring (multiple answers possible)

 Internal tracking Provided by haulers

Percentage of the whole portfolio covered by floor area

59

 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

P11.0

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 P11.1 - P11.3 for this property type.

Managed Assets	Floor area (m <sup>2</sup> )
Common Areas	<input type="text" value="0"/>
Tenant Space	<input type="text" value="0"/>
Tenant Space, Energy Purchased by Landlord	<input type="text" value="0"/>
Tenant Space, Energy Purchased by Tenant	<input type="text" value="0"/>
Whole Building	<input type="text" value="337194"/>
Shared Services	<input type="text" value="0"/>
Indirectly Managed Assets	Floor area (m <sup>2</sup> )
Whole Building	<input type="text" value="594832"/>

Will the energy consumption data of this property type be reported at the asset level?

Yes

No

No

P11.1

Energy consumption for Office

Report absolute values and like-for-like consumption for 2016 and 2017. 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				
		2016		2017		2016		2017		Like-for-like Change
		Consumption (MWh)	Consumption (MWh)	Data coverage (m <sup>2</sup> )	Maximum coverage (m <sup>2</sup> )	Consumption (MWh)	Consumption (MWh)	Data coverage (m <sup>2</sup> )	%	
1	Common areas	Fuels	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>		
2		District Heating & Cooling	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>		
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"/>	<input type="text"/>		
5		District Heating & Cooling	<input type="text"/>	<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"/>	<input type="text"/>	N/A	N/A	<input type="text"/>	<input type="text"/>	N/A	
8		Electricity	<input type="text"/>	<input type="text"/>	N/A	N/A	<input type="text"/>	<input type="text"/>	N/A	
9	Total energy consumption of Base Building		0	0	N/A	N/A	0	0	N/A	

Managed Assets Tenant space		Absolute Consumption				Like-for-like Consumption				
		2016		2017		2016		2017		Like-for-like Change
		Consumption (MWh)	Consumption (MWh)	Data coverage (m <sup>2</sup> )	Maximum coverage (m <sup>2</sup> )	Consumption (MWh)	Consumption (MWh)	Data coverage (m <sup>2</sup> )	%	
10	Purchased by landlord	Fuels	<input type="text"/>	<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"/>	<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"/>	<input type="text"/>		
14		District Heating & Cooling	<input type="text"/>	<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	0	0	N/A	

Managed Assets Whole building		Absolute Consumption				Like-for-like Consumption				
		2016		2017		2016		2017		Like-for-like Change
		Consumption (MWh)	Consumption (MWh)	Data coverage (m <sup>2</sup> )	Maximum coverage (m <sup>2</sup> )	Consumption (MWh)	Consumption (MWh)	Data coverage (m <sup>2</sup> )	%	
17	Combined consumption common areas + tenant space	Fuels	21210	23607	312773	324947	18931	18810	259346	-0,64%
18		District Heating & Cooling	1008	893	12247	12247	1008	893	12247	-11,41%
19		Electricity	28491	29148	337194	337194	26045	25783	259346	-1,01%
20	Total energy consumption of Whole Building		50 709	53 648	N/A	N/A	45 984	45 486	N/A	-1,08%
21	Total energy consumption of Managed Assets		50 709	53 648	N/A	N/A	45 984	45 486	N/A	-1,08%

Indirectly Managed Assets Whole building		Absolute Consumption				Like-for-like Consumption				
		2016		2017		2016		2017		Like-for-like Change
		Consumption (MWh)	Consumption (MWh)	Data coverage (m <sup>2</sup> )	Maximum coverage (m <sup>2</sup> )	Consumption (MWh)	Consumption (MWh)	Data coverage (m <sup>2</sup> )	%	
22	Tenant space	Fuels	45427	40875	547295	560339	44134	39984	542622	-9,40%
23		District Heating & Cooling	0	1017	34493	34493	0	0	0	
24		Electricity	37473	36397	578725	594832	35840	33013	527899	-7,89%
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		82 900	78 289	N/A	N/A	79 974	72 997	N/A	-8,72%
28	Total energy consumption of Whole Portfolio		133 609	131 937	N/A	N/A	125 958	118 483	N/A	-5,93%

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

2016

	6.1
2017	
	7.2

No

The information above is correct and complete for all Office assets

**PI1.2**

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)	2015	2016	2017
Energy use intensity	<input type="text" value="156"/>	<input type="text" value="169"/>	<input type="text" value="156"/>	<input type="text" value="143"/>
% of portfolio covered	<input type="text" value="90"/>	<input type="text" value="83"/>	<input type="text" value="90"/>	<input type="text" value="96"/>

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/m<sup>2</sup>] = 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] 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 2017, 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).

[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 (according to SBTi's method).

No

**P11.3**

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	
	2016	2017
On-site renewable energy (MWh generated and consumed on-site)	1212	779
Off-site renewable energy (MWh generated off-site or purchased from third party)		
On-site renewable energy (MWh generated on-site and exported)		
<b>Total renewable energy</b>	<b>1 212</b>	<b>779</b>
Percentage renewable energy	2	1

No



PERFORMANCE INDICATORS

Office > GHG Emissions

PI2.0

Does the entity collect GHG emissions data for Office?

Yes

The GHG emissions reported below are calculated using:

Location-based method

Market-based method

The inventory reporting boundary of the GHG emissions reported below is determined using:

Equity control approach

Financial control approach

Operational control approach

Will the GHG emissions data of this property type be reported at the asset level?

Yes

No

No

PI2.1

GHG emissions for Office

Report absolute values and like-for-like consumption for 2016 and 2017. All assets in the whole portfolio for Office should be included.

		Absolute GHG Emissions				Like-for-like Consumption			
		2016	2017			2016	2017		Like-for-like Change
		Emissions (tonnes)	Emissions (tonnes)	Data coverage (m <sup>2</sup> )	Maximum potential coverage (m <sup>2</sup> )	Emissions (tonnes)	Emissions (tonnes)	Data coverage (m <sup>2</sup> )	%
1	Scope 1	3987	4030	273219	337194	3558	3536	259346	-0,62%
2	Scope 2	104	90	329245	337194	101	76	259346	-24,75%
3	Scope 3	9092	8355	929467	932027	8838	8171	527899	-7,55%
4	GHG Offsets purchased			N/A	N/A			N/A	
5	Net GHG Emissions after offsets			N/A	N/A			N/A	

Scope 3 emissions in the 2018 GRESB Assessment should be calculated as the emissions associated with tenant controlled areas/electricity purchased by the tenant and indirectly managed assets if these have not been reported upon already in Scope 1 and Scope 2 emissions. Note that if tenant emissions data is not available, data coverage for these areas should be 0, while the maximum data coverage should correspond to the tenant areas generating the emissions. Scope 3 emissions should not include emissions generated through the entity's operations or by its employees, transmission losses or upstream supply chain emissions.

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.

[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] In 2017, in the context of new target setting, there has been a change in the scope definition. Scope 1 contains direct energy from all buildings (even the indirectly managed assets. Indeed, the impact on scope 1 mostly applies when renovating buildings. Befimmo has a direct controle on these renovations). Scope 2 includes the electricity consumption of the managed electric installations (the common). Scope 3 includes the electricity consumption of electric installations not managed by Befimmo (the private).

The information above is correct and complete for all Office assets

## PI2.2

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)	2015	2016	2017
GHG emissions intensity	15.6	16.5	15.6	13.3
% of portfolio covered	89.8	83	89.8	95.8

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/m<sup>2</sup>.

[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 (SBT).

No

PERFORMANCE INDICATORS

Office > Water Use

PI3.0

Does the entity collect water use data for Office?

Yes

Will the water use data of this property type be reported at the asset level?

Yes

No

No

PI3.1

Water use for Office

Report absolute values and like-for-like consumption for 2016 and 2017. 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			
		2016	2017		2016	2017	Data coverage (m <sup>2</sup> )	Like-for-Like Change %	
		Consumption (m <sup>3</sup> )	Consumption (m <sup>3</sup> )	Data coverage (m <sup>2</sup> )	Maximum coverage (m <sup>2</sup> )	Consumption (m <sup>3</sup> )			Consumption (m <sup>3</sup> )
1	Common areas	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	
2	Base building	<input type="text"/>	<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	<input type="text"/>	<input type="text"/>	N/A	
4	Total water usage Base Building	0	0	N/A	N/A	0	0	N/A	
5	Tenant space	<input type="text"/>	<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"/>	<input type="text"/>	
7	Total water usage Tenant Areas	0	0	N/A	N/A	0	0	N/A	

PI3.1 (continued)

Managed Assets		Absolute Consumption				Like-for-like Consumption			
		2016	2017		2016	2017	Data coverage (m <sup>2</sup> )	Like-for-like Change %	
		Consumption (m <sup>3</sup> )	Consumption (m <sup>3</sup> )	Data coverage (m <sup>2</sup> )	Maximum coverage (m <sup>2</sup> )	Consumption (m <sup>3</sup> )			Consumption (m <sup>3</sup> )
8	Whole building Combined consumption common areas + tenant space	102696	105489	337194	337194	72678	68506	259346	-5,74%
9	Total water usage Whole Building	102 696	105 489	N/A	N/A	72 678	68 506	N/A	-5,74%
10	Total water usage Managed Assets	102 696	105 489	N/A	N/A	72 678	68 506	N/A	-5,74%

Indirectly Managed Assets		Absolute Consumption				Like-for-like Consumption			
		2016	2017		2016	2017	Data coverage (m <sup>2</sup> )	Like-for-like Change %	
		Consumption (m <sup>3</sup> )	Consumption (m <sup>3</sup> )	Data coverage (m <sup>2</sup> )	Maximum coverage (m <sup>2</sup> )	Consumption (m <sup>3</sup> )			Consumption (m <sup>3</sup> )
11	Whole building Tenant space	134768	133569	544206	594832	123769	120076	503343	-2,98%
12	Outdoor / Exterior areas / Parking			N/A	N/A			N/A	
13	Total water usage Indirectly Managed Assets	134 768	133 569	N/A	N/A	123 769	120 076	N/A	-2,98%
14	Total water usage Whole Portfolio	237 464	239 058	N/A	N/A	196 447	188 582	N/A	-4,00%

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

2016  
6.1

2017  
7.2

No

The information above is correct and complete for all Office assets

PI3.2

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)	2015	2016	2017
Water use intensity	<input type="text" value="0.27"/>	<input type="text" value="0.27"/>	<input type="text" value="0.27"/>	<input type="text" value="0.25"/>
% of portfolio covered	<input type="text" value="92"/>	<input type="text" value="84"/>	<input type="text" value="92"/>	<input type="text" value="93"/>

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

PI3.3

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	
	2016	2017
On-site water reuse (greywater, blackwater)	<input type="text" value="0"/>	<input type="text" value="0"/>
On-site capture (rainwater, fog, condensate)	<input type="text" value="11855"/>	<input type="text" value="8879"/>
On-site extraction (groundwater)	<input type="text" value="1082"/>	<input type="text" value="4980"/>
<b>Total reused and recycled water</b>	<b>12 937</b>	<b>13 859</b>
Percentage reused and recycled water	<input type="text" value="5.45"/>	<input type="text" value="5.8"/>

No

PERFORMANCE INDICATORS

Office > Waste Management

PI4.0

Does the entity collect waste data for Office?

Yes

Will the waste management data of this property type be reported at the asset level?

Yes

No

No

PI4.1

Waste management for Office

Report absolute values for 2016 and 2017. All assets in the whole portfolio for Office should be included.

			Absolute Measurement	
			2016	2017
1	Managed Assets	Total weight of hazardous waste in metric tonnes	7.6	20.9
2		Total weight of non-hazardous waste in metric tonnes	2720.1	10584.6
3		% managed portfolio covered	94	73
4	Indirectly Managed Assets	Total weight of hazardous waste in metric tonnes	0.9	0.4
5		Total weight of non-hazardous waste in metric tonnes	556.1	1052
6		% indirectly managed portfolio covered	49	22
<b>Proportion of waste by disposal route (% of total by weight)</b>			<b>2016</b>	<b>2017</b>
7	Whole Portfolio (OFF)	Landfill	0.01	1
8		Incineration	25	10
9		Diverted (total)	75	89
10		Diverted - waste to energy (optional)	0	0
11		Diverted - recycling (optional)	75	89
12		Diverted - other (optional)	0	0
13		Other		

Explain (a) assumptions made in reporting, (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

P11.4

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

[2017 Assurance Limitee Deloitte.pdf](#)

Indicate where in the evidence the relevant information can be found

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[EPRA Sustainable Performance Indicators.pdf](#)

Indicate where in the evidence the relevant information can be found

Show investors

No

Not applicable

PI2.3

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

[2017 Assurance Limitee Deloitte.pdf](#)

Indicate where in the evidence the relevant information can be found

This document is an annexe of our annual report providing evidence of the external assurance.

Show investors

[EPRA Sustainable Performance Indicators.pdf](#)

Indicate where in the evidence the relevant information can be found

EPRA Sustainable Performance Indicators: External verification 2017 for Befimmo.

Show investors

No

Not applicable

PI3.4

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

[2017 Assurance Limitee Deloitte.pdf](#)

Indicate where in the evidence the relevant information can be found

Show investors

[EPRA Sustainable Performance Indicators.pdf](#)

Indicate where in the evidence the relevant information can be found

Show investors

No

Not applicable

PI4.2

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

[2017 Assurance Limitee Deloitte.pdf](#)

Indicate where in the evidence the relevant information can be found

This document is an annexe of our annual report providing evidence of the external assurance.

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[EPRA Sustainable Performance Indicators.pdf](#)

Indicate where in the evidence the relevant information can be found

EPRA Sustainable Performance Indicators: External verification 2017 for Befimmo.

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No

Not applicable

PERFORMANCE INDICATORS

Targets

P15

Has the entity set long-term reduction targets?

Yes

Area	Target type	Long-term target	Baseline year	End year	2017 target	Portfolio coverage	Are these targets communicated externally?
Energy consumption	.	<input type="text"/>	.	.	<input type="text"/>	<input type="text"/>	.
GHG emissions	<input type="text" value="Intensity-based"/>	<input type="text" value="33"/>	<input type="text" value="2016"/>	<input type="text" value="2030"/>	<input type="text"/>	<input type="text" value="100"/>	<input type="text" value="Yes"/>
Water consumption	<input type="text" value="Intensity-based"/>	<input type="text" value="15"/>	<input type="text" value="2016"/>	<input type="text" value="2030"/>	<input type="text"/>	<input type="text" value="100"/>	<input type="text" value="Yes"/>
Waste diverted from landfill	.	<input type="text"/>	.	.	<input type="text"/>	<input type="text"/>	.
<input type="text"/>	.	<input type="text"/>	.	.	<input type="text"/>	<input type="text"/>	.

Clarify if and how these targets relate to the objectives reported in MA1 (maximum 250 words)

In 2017, Befimmo has redefined new longterm targets for reducing greenhouse gas emissions in accordance with the recommendations of IPCC scientists, following the Science Based Target method.

Befimmo aims to reduce by 50% its direct CO2e emissions related to the heating of buildings by 2030.

In addition, Befimmo still has a target of cutting the CO2e emissions related to controlled indirect energy consumption by 17%, and the CO2e emissions related to uncontrolled indirect energy consumption by 17% (excluding offsets) of its buildings. It is well aware that this ambitious aim of reducing its environmental impact can be influenced by the constantly changing needs and behaviours of society, the world of work, especially through the use of new technologies and/or a new form of mobility that is now more geared towards electricity, but it intends to stand firmly by this target.

This approach assumes flexibility and anticipation of the electricity needs that Befimmo will immediately integrate into all of its projects.

Finally, to achieve its objectives, Befimmo's ambition is firstly to maximise and/or develop existing and future renewable energy generation facilities, and to achieve 100% use of green energy across its entire portfolio, including private areas, by 2020.

No

## BUILDING CERTIFICATIONS

## Retail, High Street › Green Building Certificates

## BC1.1

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

Yes

No

Not applicable

## BC1.2

Does the entity's portfolio include standing investments that hold a valid operational green building certificate?

Yes

No

Not applicable

## BUILDING CERTIFICATIONS

## Retail, High Street › Energy Ratings

## BC2

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

Yes

No

Not applicable

## BUILDING CERTIFICATIONS

## Retail, Shopping Center › Green Building Certificates

## BC1.1

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

Yes

No

Not applicable

## BC1.2

Does the entity's portfolio include standing investments that hold a valid operational green building certificate?

Yes

No

Not applicable

**BUILDING CERTIFICATIONS**

**Retail, Shopping Center > Energy Ratings**

**BC2**

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

Yes

No

Not applicable

**BUILDING CERTIFICATIONS**

**Retail, Warehouse > Green Building Certificates**

**BC1.1**

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

Yes

No

Not applicable

**BC1.2**

Does the entity's portfolio include standing investments that hold a valid operational green building certificate?

Yes

No

Not applicable

**BUILDING CERTIFICATIONS**

**Retail, Warehouse > Energy Ratings**

**BC2**

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

Yes

No

Not applicable

**BUILDING CERTIFICATIONS**

**Office › Green Building Certificates**



**BC1.1**

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

 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	Level of certification	% portfolio covered by floor area	Number of certified assets
BREEAM/New Construction	Excellent	<input type="text" value="5"/>	<input type="text" value="3"/>
BREEAM/Refurbishment and Fit-out	Excellent	<input type="text" value="9.1"/>	<input type="text" value="5"/>
BREEAM/Refurbishment and Fit-out	Very Good	<input type="text" value="7"/>	<input type="text" value="12"/>
BREEAM/Refurbishment and Fit-out	Good	<input type="text" value="6"/>	<input type="text" value="2"/>

A list of provisionally validated certification schemes is provided in the Appendix of the [Reference Guide](#). If you wish to add a new scheme, please contact [info@gresb.com](mailto:info@gresb.com), and you will be asked to complete the validation questions for the scheme (see Reference Guide Appendix).

 No Not applicable**BC1.2**

Does the entity's portfolio include standing investments that hold a valid 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	Level of certification	% portfolio covered by floor area baseline year 2015 (optional in 2018)	% portfolio covered by floor area 2016 (optional in 2018)	% portfolio covered by floor area 2017	Number of certified assets 2017
BREEAM/In Use	Good	<input type="text" value="9.5"/>	<input type="text" value="5.9"/>	<input type="text" value="5.1"/>	<input type="text" value="18"/>
BREEAM/In Use	Very Good	<input type="text" value="1.3"/>	<input type="text" value="1"/>	<input type="text" value="6.6"/>	<input type="text" value="3"/>

A list of provisionally validated certification schemes is provided in the Appendix of the [Reference Guide](#). If you wish to add a new scheme, please contact [info@gresb.com](mailto:info@gresb.com), and you will be asked to complete the validation questions for the scheme (see Reference Guide Appendix).

 No Not applicable

## BUILDING CERTIFICATIONS

## Office › Energy Ratings

BC2

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

70

Country/Region/Municipality	% Coverage (within region)	Number of rated assets	Floor area weighted score	
			2016	2017
Luxembourg	100	1	778	778
Belgium	64	53	256	256

 NABERS Energy ENERGY STAR Government energy efficiency benchmarking Other No Not applicable

## BUILDING CERTIFICATIONS

## Industrial, Distribution Warehouse › Green Building Certificates

BC1.1

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

 Yes No Not applicable

BC1.2

Does the entity's portfolio include standing investments that hold a valid operational green building certificate?

 Yes No Not applicable

## BUILDING CERTIFICATIONS

## Industrial, Distribution Warehouse › Energy Ratings

## BC2

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

Yes

No

Not applicable

## BUILDING CERTIFICATIONS

## Industrial, Business Parks › Green Building Certificates

## BC1.1

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

Yes

No

Not applicable

## BC1.2

Does the entity's portfolio include standing investments that hold a valid operational green building certificate?

Yes

No

Not applicable

## BUILDING CERTIFICATIONS

## Industrial, Business Parks › Energy Ratings

## BC2

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

Yes

No

Not applicable

## BUILDING CERTIFICATIONS

## Industrial, Manufacturing › Green Building Certificates

## BC1.1

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

Yes

No

Not applicable

**BC1.2**

Does the entity's portfolio include standing investments that hold a valid operational green building certificate?

Yes

No

Not applicable

**BUILDING CERTIFICATIONS****Industrial, Manufacturing > Energy Ratings****BC2**

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

Yes

No

Not applicable

**BUILDING CERTIFICATIONS****Residential, Multi-family > Green Building Certificates****BC1.1**

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

Yes

No

Not applicable

**BC1.2**

Does the entity's portfolio include standing investments that hold a valid operational green building certificate?

Yes

No

Not applicable

**BUILDING CERTIFICATIONS****Residential, Multi-family > Energy Ratings****BC2**

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

Yes

No

Not applicable

## BUILDING CERTIFICATIONS

## Residential, Family Homes &gt; Green Building Certificates

## BC1.1

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

Yes

No

Not applicable

## BC1.2

Does the entity's portfolio include standing investments that hold a valid operational green building certificate?

Yes

No

Not applicable

## BUILDING CERTIFICATIONS

## Residential, Family Homes &gt; Energy Ratings

## BC2

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

Yes

No

Not applicable

## BUILDING CERTIFICATIONS

## Senior Homes &gt; Green Building Certificates

## BC1.1

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

Yes

No

Not applicable

## BC1.2

Does the entity's portfolio include standing investments that hold a valid operational green building certificate?

Yes

No

Not applicable

**BUILDING CERTIFICATIONS**

**Senior Homes > Energy Ratings**

**BC2**

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

Yes

No

Not applicable

**BUILDING CERTIFICATIONS**

**Residential, Student Housing > Green Building Certificates**

**BC1.1**

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

Yes

No

Not applicable

**BC1.2**

Does the entity's portfolio include standing investments that hold a valid operational green building certificate?

Yes

No

Not applicable

**BUILDING CERTIFICATIONS**

**Residential, Student Housing > Energy Ratings**

**BC2**

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

Yes

No

Not applicable

**BUILDING CERTIFICATIONS**

**Hotel > Green Building Certificates**

**BC1.1**

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

Yes

No

Not applicable

**BC1.2**

Does the entity's portfolio include standing investments that hold a valid operational green building certificate?

Yes

No

Not applicable

**BUILDING CERTIFICATIONS****Hotel › Energy Ratings****BC2**

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

Yes

No

Not applicable

**BUILDING CERTIFICATIONS****Healthcare › Green Building Certificates****BC1.1**

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

Yes

No

Not applicable

**BC1.2**

Does the entity's portfolio include standing investments that hold a valid operational green building certificate?

Yes

No

Not applicable

**BUILDING CERTIFICATIONS****Healthcare › Energy Ratings****BC2**

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

Yes

No

Not applicable

## BUILDING CERTIFICATIONS

## Medical Office &gt; Green Building Certificates

## BC1.1

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

Yes

No

Not applicable

## BC1.2

Does the entity's portfolio include standing investments that hold a valid operational green building certificate?

Yes

No

Not applicable

## BUILDING CERTIFICATIONS

## Medical Office &gt; Energy Ratings

## BC2

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

Yes

No

Not applicable

## BUILDING CERTIFICATIONS

## Lodging, Leisure &amp; Recreation &gt; Green Building Certificates

## BC1.1

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

Yes

No

Not applicable

## BC1.2

Does the entity's portfolio include standing investments that hold a valid operational green building certificate?

Yes

No

Not applicable



## BUILDING CERTIFICATIONS

## Lodging, Leisure &amp; Recreation &gt; Energy Ratings

## BC2

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

Yes

No

Not applicable

## BUILDING CERTIFICATIONS

## Data Centers &gt; Green Building Certificates

## BC1.1

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

Yes

No

Not applicable

## BC1.2

Does the entity's portfolio include standing investments that hold a valid operational green building certificate?

Yes

No

Not applicable

## BUILDING CERTIFICATIONS

## Data Centers &gt; Energy Ratings

## BC2

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

Yes

No

Not applicable

## BUILDING CERTIFICATIONS

## Self-storage &gt; Green Building Certificates

## BC1.1

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

Yes

No

Not applicable

**BC1.2**

Does the entity's portfolio include standing investments that hold a valid operational green building certificate?

Yes

No

Not applicable

**BUILDING CERTIFICATIONS****Self-storage › Energy Ratings****BC2**

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

Yes

No

Not applicable

**BUILDING CERTIFICATIONS****Parking (indoors) › Green Building Certificates****BC1.1**

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

Yes

No

Not applicable

**BC1.2**

Does the entity's portfolio include standing investments that hold a valid operational green building certificate?

Yes

No

Not applicable

**BUILDING CERTIFICATIONS****Parking (indoors) › Energy Ratings****BC2**

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

Yes

No

Not applicable

## BUILDING CERTIFICATIONS

## Other &gt; Green Building Certificates

## BC1.1

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

Yes

No

Not applicable

## BC1.2

Does the entity's portfolio include standing investments that hold a valid operational green building certificate?

Yes

No

Not applicable

## BUILDING CERTIFICATIONS

## Other &gt; Energy Ratings

## BC2

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

Yes

No

Not applicable

## BUILDING CERTIFICATIONS

## Other 2 &gt; Green Building Certificates

## BC1.1

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

Yes

No

Not applicable

## BC1.2

Does the entity's portfolio include standing investments that hold a valid operational green building certificate?

Yes

No

Not applicable

**BUILDING CERTIFICATIONS**

**Other 2 > Energy Ratings**

**BC2**

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

Yes

No

Not applicable

STAKEHOLDER ENGAGEMENT

**Employees**

SE1

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

 Yes

Percentage of employees who received professional training in 2017

100

Percentage of employees who received sustainability-specific training in 2017

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 topics on social issues Community social and economic impacts Safety Community safety Customer / tenant safety Employee safety Supply chain safety Health and well-being Community health and well-being Customer / tenant health and well-being Employee health and well-being Supply chain health and well-being Other No

## SE2.1

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

100

Survey response rate

89

By an independent third party

The survey includes quantitative metrics

Yes

Metrics include

Net Promoter Score

Overall satisfaction score

Other

No

[20180202 Présentation Résultats Enquête 2017.pdf](#)

Indicate where in the evidence the relevant information can be found

This document is fully dedicated in providing evidence of the employee Survey. This document is only available in French/Dutch.

Show investors

No

## SE2.2

Does the organization have a program in place to improve its employee satisfaction based on the outcomes of the survey referred to in SE2.1?

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

## SE3.1

Does the organization monitor employee health and well-being needs?

 Yes

Select all applicable options (multiple answers possible)

 Employee surveys on health and well-being

Percentage of employees

100

 Physical and/or mental health checks Other

Other selected. Please describe

EAP Employee Assistance Programme: offers each employee personal support on a confidential basis and for free, on topics like stress issues, legal advice, sleeping disorder

Percentage of employees

100

 No Not applicable

## SE3.2

Has the organization monitored conditions for and/or tracked indicators of employee safety during the last three years?

 Yes

Select all applicable options (multiple answers possible)

 Work station and/or workplace checks

Percentage of employees

100

 Absentee rate

1.95

 Injury rate Lost day rate

0.1

 Other metrics

Other selected. Please describe

% of employees that are part-time employed

Rate of other metric(s)

19

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

Absenteeism rate: ratio of the number of hours of short-term sickness (&lt;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). We consider openness to part-time work as a guarantee for our team members to adapt their work load to their specific private situation and allow them to have a better work/life balance.

 No



## STAKEHOLDER ENGAGEMENT

## Suppliers

SE4.1

Does the entity include ESG-specific requirements in procurement processes to drive sustainable procurement?

 Yes

Select all issues covered by procurement processes (multiple answers possible)

- Business ethics
- Environmental process standards
- Environmental product standards
- Human rights
- Human health-based product standards
- Occupational safety

- Health and well-being
- ESG-specific requirements for sub-contractors
- Other

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

- Contractors
- Property/asset managers
- Suppliers
- Supply chain (beyond 1 tier suppliers and contractors)
- Other

[RFA 2017 - UK.pdf](#)

Indicate where in the evidence the relevant information can be found

Evidence for Environmental process standards and Environmental product standards, on pages 46 and 47.

- Show investors

[UTILISATION DES RESSOURCES\\_EN.pdf](#)

Indicate where in the evidence the relevant information can be found

Chapter on Responsible procurement pages 8 to 10.

- Show investors

[ETHIQUE\\_EN.pdf](#)

Indicate where in the evidence the relevant information can be found

Full document on ethics.

- Show investors

[code\\_ethique\\_uk\\_font\\_befimmo\\_2.pdf](#)

Indicate where in the evidence the relevant information can be found

Full document on ethics (dated 13 November 2014), still applicable during the reporting period 2017. Befimmo follows the Belgian law on ethics and human rights, as is communicated on page 1 - General principles.

- Show investors

[Befimmo - Services environnementaux - Arts56 - v03.pdf](#)

Indicate where in the evidence the relevant information can be found

## Evidence for Property Managers.

The Property Management, which is fully internalised within Befimmo, is made aware of environmental aspects such as sustainable procurement. Therefore, all property managers receive an internal training programme on the ISO 14001 topic. The property managers then become the link between tenants and sustainable procurement and their task is to raise awareness among the occupants of the Befimmo portfolio on this matter. The Property Managers participate together with the Environmental department in the presentations regarding the environmental services which are given to the tenants. These presentations contain specific content on sustainability and the use of our "CSR Standards". Please see slide 11 of this presentation "Befimmo – Services environnementaux – Arts56", bullet point 3. The content of this presentation is in French. Please find the translation in English below:

## Sustainability (durabilité):

## Your preoccupations:

Measure and manage the environmental impact linked to your day-to-day activities and the staff and visitor travel.

## Our answers:

Space planning, landscaping projects done by specialists based (or not) on Befimmo quality standards.

 Show investors

 No

 Not applicable

## SE4.2

Does the entity engage with its supply chains to ensure the specific ESG requirements in SE4.1 are met?

 Yes

Describe the process (maximum 250 words)

Befimmo has integrated the principles of Social Responsibility into its strategy and day-to-day operations, as described in its CSR policy.

Befimmo is determined to further integrate the CSR approach into its supply chain, suppliers being an integral part of it. Therefore, a Sustainable Procurement Charter has been drafted and transmitted to its suppliers to clearly communicate the commitments the Company expects from them. Each supplier is invited to accept the charter.

 No

 Not applicable

## SE5.1

Does the organization monitor property/asset managers' compliance with the ESG-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

ISO 14001

Other

[Certification ISO 14001.pdf](#)

Indicate where in the evidence the relevant information can be found

This document provides evidence of ISO 14001 certification by LRQA.

Show investors

[319000169 Befimmo Rapport d'audits Chantiers.pdf](#)

Indicate where in the evidence the relevant information can be found

Evidence for property managers and monitoring:

The property managers are the link between tenants and sustainable procurement and their task is to raise awareness among the occupants of the Befimmo portfolio on this matter. The Property Managers participate together with the Environmental department in the presentations regarding the environmental services which are given to the tenants.

Furthermore, the level of compliance with the good application of our sustainability conditions and sustainable procurement are verified through audits on foreseen building sites, at a frequency of 2 audits a year, following our ISO 14001 procedures. This document was established and only exists in French.

Show investors

No

Not applicable

## SE5.2

Does the organization monitor other direct external suppliers' and/or service providers' compliance with the ESG-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

SE6

Is there a formal process for stakeholders to communicate grievances that applies to this entity?

Yes

Select all characteristics applicable to the process:

Dialogue based

Legitimate

Accessible

Improvement based

Predictable

Equitable

Rights compatible

Transparent

Safe

Other

Which stakeholders does the process apply to? (select all that apply)

Community

Contractors

Employees

External property/asset managers

Service providers

Suppliers

Supply chain (beyond tier 1 suppliers and contractors)

Tenants

Other

No

Not applicable

STAKEHOLDER ENGAGEMENT

Tenants/Occupiers

SE7

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

0%, <25%

Provide tenants with feedback on energy/water consumption and waste

≥25%, <50%

Social media/online platform

≥75, <100%

Tenant engagement meetings

0%, <25%

Tenant events focused on increasing sustainability awareness

0%, <25%

Tenant sustainability guide

0%, <25%

Tenant sustainability training

Other

No

SE8.1

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

The survey includes quantitative metrics

Yes

Metrics include

Net Promoter Score

Overall satisfaction score

Satisfaction with communication

Satisfaction with responsiveness

Satisfaction with property management

Understanding tenant needs

Value for money

Other

No

[DIALOGUE\\_EN.pdf](#)

Indicate where in the evidence the relevant information can be found

Refer to chapter 'Dialogue with internal stakeholders - The Team' on page 3.

Show investors

[Tenants Survey Befimmo Portfolio.pdf](#)

Indicate where in the evidence the relevant information can be found

Tenant survey (satisfaction, facilities). Whole document.

Show investors

No

Not applicable

**SE8.2**

Does the entity have a program in place to improve tenant satisfaction based on the outcomes of the survey referred to in SE8.1?

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

### SE9

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 guides

0%, <25%

Minimum fit-out standards are prescribed

Procurement assistance for tenants

Other

No

### SE10.1

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 and is still applicable to the reporting period 2017 for all assets of the entity.

Show investors

No

**SE10.2**

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

Yes

Describe the process to monitor the compliance and the consequences in case of non-compliance (maximum 500 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

## Community

## SE11.1

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

Yes

Select all topics included (multiple answers possible)

Effective communication and process to address community concerns

Enhancement programs for public spaces

Employment creation in local communities

Community health and well-being

Research and network activities

Resilience, including assistance or support in case of disaster

Supporting charities and community groups

Sustainability education program

Other

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

Befimmo aims to ensure that every building in its portfolio is harmoniously integrated in the neighbourhood in which it is located. Sustainable integration into the city is a recent topic, so no target has yet been set. However, an indicator was calculated for the first time this year, "Community Engagement", published by EPRA. The objective is to measure the percentage of buildings for which measures have been taken to open up to dialogue with local communities. To calculate it, Befimmo takes account of the projects (m<sup>2</sup>) that it is supporting and setting up in the North district, and public announcements, surveys or consultations that it organises when making applications for environmental and urban planning permits. In fiscal year 2017, 41% of the consolidated portfolio was covered and the objective is to improve this result each year. The teams are working to bring about this urban evolution.

No

Not applicable

## SE11.2

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

NC1

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 Green building certifications Building safety Health and well-being Location and transportation Resilience Supply chain Water consumption/management Waste management Other

The strategy is

 Publicly available

Please provide a hyperlink or a separate publicly available document

Provide hyperlink

[http://www.befimmo.be/sites/default/files/imce/publications/rfa\\_2017\\_-\\_uk.pdf](http://www.befimmo.be/sites/default/files/imce/publications/rfa_2017_-_uk.pdf)

Indicate where the relevant information can be found

Annual Financial Report 2017, pages 16-21 (general strategy with integrated CSR strategy), 46-53 (supply chain and all environmental aspects) and 118-127 (health &amp; well-being).

[UTILISATION DES RESSOURCES\\_EN.pdf](#)

Indicate where in the evidence the relevant information can be found

Whole document (environmental aspects and climate change).

 Show investors Not publicly available

Communicate the objectives and explain how the objectives are integrated into the overall business strategy (maximum 250 words)

[1] Strategy: Main focus of the environmental policy are: ISO 14001 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 ISO 14001 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 solar 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).

No

## NC2

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

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 constuction

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. This document is still applicable, and to all entity.

Show investors

No

Not applicable

NC3

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

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)

 Other Not aligned[NC3 Sustainable site designdevelopment requirements.pdf](#)

Indicate where in the evidence the relevant information can be found

 Show investors[gresb nc3.pdf](#)

Indicate where in the evidence the relevant information can be found

Link between BREEAM and ticked categories above can be found in this document. The document is mainly established in French. Hereby an overview of the relevant pages:

- Page 6, point 3.5.2 Water consumption (evidence for water consumption):

Monitoring and register of the drinking water by the main contractors and subcontractors of the site.

Reporting of the total water consumption.

- Page 9 (evidence for reuse of demolition materials): prior verification to maximise the recuperation of demolition materials and recycling of the waste materials.

- Page 9 (evidence for protection and restoring habitat and soil during construction):

1. The contractor appoints someone responsible for biodiversity

2. The contractor will train the staff in order to protect biodiversity

3. The contractor ensures the follow-up

4. The client guarantees that a new habitat with great ecological value, adapted to the local zone, is created

5. In the presence of fauna and flora, the works are planned as to minimise the negative impact as much as possible

- Page 13 (evidence for water protection)

- Page 14 (evidence for air quality and water protection)

- Page 19 (evidence for reuse of demolition materials)

- Page 26 (evidence for protection and restoring habitat and soil during construction)

 Show investors No

## NEW CONSTRUCTION AND MAJOR RENOVATIONS

## Materials and Certifications

NC4

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:

FSC or PEFC certified wood.

 Low-emitting materials Other[Conditions générales et critères techniques.pdf](#)

Indicate where in the evidence the relevant information can be found

This document gathers the technical 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[RFA 2017 - UK.pdf](#)

Indicate where in the evidence the relevant information can be found

Pages 46-47 of annual report: policy regarding environmental and health attributes and performance of building materials.

 Show investors[UTILISATION DES RESSOURCES\\_EN.pdf](#)

Indicate where in the evidence the relevant information can be found

Pages 1-2 and 8-10 (supply chain).

 Show investors No Not applicable

## NC5.1

Does the entity's new construction and major renovation portfolio include projects that are aligned with green building rating 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 but does not require a specific level of certification

0%, <25%

Green building rating systems (include all that apply):

BREEAM International New Construction & Fit Out

The entity requires projects to achieve a specific level of certification

No

Not applicable

NC5.2

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

Yes

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

Projects registered to obtain a green building certificate at the end of reporting period

Scheme name/sub-scheme name	Level of certification	% portfolio covered by floor area	Number of certified assets
BREEAM/Refurbishment and Fit-out	Excellent	<input type="text" value="0.7"/>	<input type="text" value="1"/>
BREEAM/Refurbishment and Fit-out	Good	<input type="text" value="0.7"/>	<input type="text" value="4"/>
BREEAM/Refurbishment and Fit-out	Very Good	<input type="text" value="0.3"/>	<input type="text" value="2"/>

Projects that obtained a green building certificate or official pre-certification during the reporting period

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

A list of provisionally validated certification schemes is provided in the Appendix of the [Reference Guide](#). If you wish to add a new scheme, please contact [info@gresb.com](mailto:info@gresb.com), and you will be asked to complete the validation questions for the scheme (see Reference Guide Appendix).

No

Not applicable



NEW CONSTRUCTION AND MAJOR RENOVATIONS

Energy Efficiency

NC6

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

NC7.1

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

Percentage of all projects

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

No

Not applicable

**NC7.2**

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/m<sup>2</sup>.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 and/or standard (max 150 words)

Other

Percentage of projects covered

No

**NEW CONSTRUCTION AND MAJOR RENOVATIONS**  
**Water Conservation and Waste Management**

**NC8**

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)

Development and implementation of a commissioning plan

- Integrative design for water conservation
- Requirements for indoor water efficiency
- Requirements for outdoor water efficiency
- Requirements for process water efficiency
- Requirements for water supply
- Other

[NC8 GRESB water.pdf](#)

Indicate where in the evidence the relevant information can be found

Please refer to cover page.  
 Pages 1-2: General technical conditions including requirements for reducing and / or minimizing water consumption.  
 Pages 3-5: QUATUOR BUILDING – Breeam Pre-Assessment Overview with specific credits for effective water management measures.  
 Page 6: Extract from the intern telemonitoring system and projection of consumption.

- Show investors

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

No

Not applicable

NC9

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[RFA 2017 - UK.pdf](#)

Indicate where in the evidence the relevant information can be found

Refer to pages 51-52

 Show investors[UTILISATION DES RESSOURCES\\_EN.pdf](#)

Indicate where in the evidence the relevant information can be found

Refer to pages 11-13

 Show investors[gresb\\_nc9.pdf](#)

Indicate where in the evidence the relevant information can be found

Evidence for construction waste signage and incentives for contractors for recovering, reusing and recycling building materials. This evidence is framed in green in the attachment. The document is mainly established in French. Hereby an overview of the relevant pages:

- Pages 8 and 9 : Objectives are established for hazardous and non-hazardous waste on sites. Procedures are put into place to reduce the quantity of waste (hazardous and non-hazardous) and the objectives are regularly checked. There is a prior verification to maximise the recuperation of demolition materials and recycling of the waste materials.

- Page 19: construction waste management.

 Show investors No

## NEW CONSTRUCTION AND MAJOR RENOVATIONS

## Supply Chain

NC10.1

Does the entity have ESG 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 occupational safety ESG-specific requirements for sub-contractors Other

Percentage of projects covered

100

[RFA 2017 - UK.pdf](#)

Indicate where in the evidence the relevant information can be found

Annual Financial Report 2017:

Pages 46-47: policy regarding environmental and health attributes and performance of building materials.

Page 29: evidence on community engagement.

 Show investors[UTILISATION DES RESSOURCES\\_EN.pdf](#)

Indicate where in the evidence the relevant information can be found

Pages 1-2 and 8-10 (supply chain).

 Show investors[NC10.1 20180315 - Charte d'achats responsables\\_EN.pdf](#)

Indicate where in the evidence the relevant information can be found

Evidence for business ethics and ESG requirements for sub-contractors, whole document. Befimmo is determined to further integrate the CSR approach into its supply chain, suppliers being an integral part of it. Therefore, a Sustainable Procurement Charter has been drafted and transmitted to its suppliers to clearly communicate the commitments the Company expects from them. Each supplier is invited to read and accept the charter.

Worker rights: Befimmo follows the Belgian law on this matter.

 Show investors[NC 10 Conditions générales et critères techniques.pdf](#)

Indicate where in the evidence the relevant information can be found

This document gathers technical terms and conditions. It is established in French. It provides evidence for all ticked topics (see comments in the pdf and below, English summary):

- Pages 1-3: Evidence for Environmental process and product standards (see comments in document).

- Page 3, point 1.1: Prévoyant (Foresight) (evidence for Community Engagement)  
Address a presentation letter to all neighbourhood, organise shuttle services, etc.

- Page 4, point 1.2: Respectueux de l'environnement (Respect for the environment) (evidence for Environmental process standards)  
Written document to protect the ecological biotope, protection of fauna and flora, use local dealers and materials, etc.

- Page 5, point 1.4: De bon voisinage (Good-neighbourly relations) (evidence for Community Engagement)  
Noise and light management, give information to the neighbours about the project, distribute feedback forms to the neighbours, etc.
- Page 5-6, point 1.6: Sur (Safe) (evidence for on-site occupational safety)  
Signage, pedestrian crossing, evacuating procedure, procedure to report incidents, etc.
- Page 6, point 1.7: Responsable (Responsible) (evidence for on-site occupational safety and Community engagement)  
Indicate important phone numbers and emergency contacts, provide rescue equipment, etc.
- Page 6, point 2: Impacts du chantier de construction (Impact of the building site) (evidence for Environmental process standards)
- Page 7, point 4: Gestion des déchets sur le chantier de construction (Waste management on the building site) (evidence for Environmental process standards)
- Page 8, point 5: Recyclage des agrégats (Aggregate recycling) (evidence for Environmental process standards)

Show investors

No

**NC10.2**

Does the organization monitor its contractors' compliance with its ESG-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

Name of the organization

ABV Environnement

Environ

Bopro

Deplasse & Associés

Internal audits

Percentage of projects audited during the reporting period

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

Percentage of projects visited during the reporting period

Other

No

Not applicable

## NEW CONSTRUCTION AND MAJOR RENOVATIONS

## Health, Safety and Well-being

NC11

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) Health Impact Assessment Integrated planning process Other planning process[NC11 GRESB Well-being.pdf](#)

Indicate where in the evidence the relevant information can be found

Please refer to cover page.

Pages 1-4: GOEMAERE BUILDING – Example of tenants Survey to be used for all the Befimmo Portfolio. This tenant study reflects on catering, Bringme Boxes, mobility, showers and lockers.

Page 5: BEFIMMO'S helpsite and extranet for tenants health and well-being monitoring (comfort and satisfaction).

 Show investors 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

No Not applicable**NC12.1**

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

 Yes

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

 Availability of medical personnel Communicating safety information Continuously improving safety performance Demonstrating safety leadership Entrenching safety practices Managing safety risks Personal Protective and Life Saving Equipment Promoting design for safety Training curriculum Other No Not applicable**NC12.2**

Does the organization monitor safety indicators at construction sites?

 Yes

Select all applicable options (multiple answers possible)

 Injury rate

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.

The health and safety of occupants remain a priority. Befimmo makes every effort to ensure that its buildings are healthy and perfectly safe. It constantly checks that the proper mandatory statutory controls are in place and that any observations and/or infringements arising from reports made by qualified staff in its portfolio are addressed. One property manager works part-time as risk coordinator. His responsibilities include regular monitoring of quality and risks related to the operational, technical and administrative management of the buildings and renovation and upgrade projects. In 2017, the property managers team managed 2 minor incidents involving people. There were no major incidents, penalties, fines, etc. during the fiscal year.



Fatalities

0

 Near misses

0

 Other metrics No**NEW CONSTRUCTION AND MAJOR RENOVATIONS****Community Impact and Engagement****NC13**

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**NC14**

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 Quatuor full documentation.pdf](#)

Indicate where in the evidence the relevant information can be found

Example documents Befimmo creates/offers during a construction project towards community:

Evidence for all ticked topics (see cover page). The documents are established in Dutch en French:

- Contract: communication and community monitoring plan, information sessions, etc.
- Communication procedure
- Complaint sheet
- Presentation to the neighbourhood

Show investors

No

SUPPLEMENTS

**Leader in the Light**

Q0

Do you want to participate in Leader in the Light?

Yes

No

## SUPPLEMENTS

## Health &amp; 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 &amp; well-being for employees?

 Yes

The policy is present at:

 The organizational level, applicable to the entity The entity level

The purpose of the policy is to:

 Manage risks to employee health Promote health, performance and productivity of employees Other

The policy applies to:

 Human Resources / programming Design and construction of new assets Facilities management of standing assets Other[RFA 2017 - UK.pdf](#)

Indicate where in the evidence the relevant information can be found

Well-being of the Employees on pages 122-124

 Show investors No

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

By well-being, Befimmo means work/life balance, staff health and safety, and the working environment and atmosphere. It attaches particular importance to the well-being of its staff, ensuring that they are involved in the life of the Company. It will pursue its efforts to make continuous improvements on these topics.

H1.2

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

 Yes

The policy is present at:

 The organizational level, applicable to the entity The entity level

The purpose of the policy is to:

Manage risks to tenant and community health

Promote tenant and community health and well-being

Other

The policy applies to:

Tenant engagement / programming

Community engagement / programming

Design and construction of new assets

Facilities management of standing assets

Other

[RFA 2017 - UK.pdf](#)

Indicate where in the evidence the relevant information can be found

Health & safety of Befimmo's Tenants on page 29

Show investors

No

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

The health and safety of occupants remain a priority. Befimmo makes every effort to ensure that its buildings are healthy and perfectly safe. It constantly checks that the proper mandatory statutory controls are in place and that any observations and/or infringements arising from reports made by qualified staff in its portfolio are addressed. One property manager works part-time as risk coordinator. His responsibilities include regular monitoring of quality and risks related to the operational, technical and administrative management of the buildings and renovation and upgrade projects. As at 31 December 2017, and based on reports received by that date, 54.8% of the portfolio of properties with multiple tenants had been checked in four relevant areas, including inspections on fire, lifts, electricity and heating. In 2017, the property managers team managed 2 minor incidents involving people. There were no major incidents, penalties, fines, etc. during the fiscal year.

H2.1

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

Board of Directors

Senior management team

Sustainability/ESG management team

Human resources

Other team or department

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

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

Name

Sarah Sougné

Job title

Recruitment & Talent Manager

E-mail

s.sougne@befimmo.be

LinkedIn profile (optional)

<https://www.linkedin.com/in/sarah-sougn%C3%A9-3276a546/> No

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

The Recruitment & Talent Manager is responsible for sensibility all members of the team to take more account of Social Responsibility, including well-being, 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 Head of CSR & Innovation and interacts with the Social Responsibility Team.

H2.2

Does the senior employee responsible for health &amp; well-being issues and/or the team that supports this individual have health-related qualifications?

 Yes

Select health-related qualifications (multiple answers possible)

 Degree Professional certification Public health Mental health certification Medical WELL AP Fitwel Ambassador Other Training / coursework Health and well-being Medical Employee engagement Health-promoting building design and construction Health-promoting building operations Other Experience No

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

The Recruitment & Talent Manager is responsible for sensibility all members of the team to take more account of Social Responsibility, including well-being, 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 Head of CSR & Innovation and interacts with the Social Responsibility Team.

H3

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

 Yes

Please describe the top three employee health and well-being needs (maximum 250 words):

Health need 1

Comfortable work environment, especially focus on noise, ergonomic and light

Health need 2

Work/life balance

Health need 3

Stress Management

Describe the data used to establish these needs (select all that apply):

 Primary data Secondary data Anecdotal information or personal observations Other[Présentation Résultats Enquête 2015 - Management V.CA.pdf](#)

Indicate where in the evidence the relevant information can be found

SURVEY 2015 - This document fully describes the Survey realised to better understand health &amp; well being needs of employees.

 Show investors[20180202 Présentation Résultats Enquête 2017.pdf](#)

Indicate where in the evidence the relevant information can be found

SURVEY 2017 - This document fully describes the Survey realised to better understand health &amp; well being needs of employees.

 Show investors No Not applicable

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

In 2017, 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 2017, 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 92% compared with 89% two years ago. In particular, the survey revealed an improvement in the team's perception of work/life balance between 2015 and 2017, a topic that Befimmo intends to keep among its concerns for the coming years. As in 2015, the 2017 survey indicates that the staff are motivated and interested in their own jobs. Next Survey is planned in 2019.

H4

Does the organization use specific strategies to meet the health promotion goals for employees responsible for the entity?

 Yes

Describe the entity's top three goals for employee health and well-being promotion (maximum 250 words):

Goal 1

Participative approach: Launch of an innovation campaign at Befimmo, a genuine participative approach to involve the team in the core topics for which Befimmo is responsible. Team members are invited to share their thoughts on the "innovation wall" and to join one or other working group that inspires them, in a process of collective intelligence, to devise innovation projects and bring them to fruition. One of these working groups is dedicated to a better internal functioning.

Goal 2

## Goal 3

Select strategies used by the organization to achieve these goals, select all that apply:

Design and operations strategies

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

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

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

Lighting controls and/or access to daylight

Thermal comfort (e.g. personal control)

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

Water quality (e.g. Water filtration system)

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

Ergonomic design (e.g., workplace evaluations)

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

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

Other

Access and opportunity strategies

Programmatic strategies

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 the impact of employee health promotion strategies on employee health and well-being goals as identified in H4?

Yes

Select monitoring method used by the organization to monitor impact on the goals described in H4, select all that applies:

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

Experience and opinions (e.g., surveys)

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

Job performance (e.g., productivity, absenteeism)

Health and well-being outcomes (e.g., incidence of asthma)



Other factors

[20180202 Présentation Résultats Enquête 2017.pdf](#)

Indicate where in the evidence the relevant information can be found

see pages 24 to 28 (working environment)

Show investors

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

Please describe the top three tenant and customer health and well-being needs (maximum 250 words):

Health need 1

Thermal comfort

Health need 2

Health need 3

Describe the data used to establish these needs (select all that apply):

Primary data

Secondary data

Anecdotal information or personal observations

Other

[IAQ - Illustration.png](#)

Indicate where in the evidence the relevant information can be found

The picture shows an extract from the air quality controle system.

Show investors

[Tenants Survey Befimmo Portfolio.pdf](#)

Indicate where in the evidence the relevant information can be found

Example of a Tenants Survey of one of Befimmo's buildings.

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

Describe the entity's top three goals for tenant and customer health and well-being promotion (maximum 250 words):

Goal 1

Building facility management offers tenants support in the framework of the services provided. It organises tenant satisfaction surveys, on annual basis.

Goal 2

As far as possible, Building facility management introduces new services in line with tenants expectations. It also organises networking events in multi-tenant buildings to support the creation of corporate networks.

Goal 3

Select strategies used by the organization to achieve the goals, select all that apply and indicate to which goal(s) each strategy applies:

Design and operations strategies

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

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

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

Lighting controls and/or access to daylight

Thermal comfort (e.g. personal control)

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

Water quality (e.g. Water filtration system)

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

Ergonomic design (e.g., workplace evaluations)

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

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

Other

Access and opportunity strategies

Programmatic strategies

Actions in surrounding neighborhood and community

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.

Moreover, Befimmo's objective is to continually improve the regular dialogue with all its stakeholders, enhancing the communication tools by adapting them to each stakeholder. In particular, it has set up a Helpsite for tenants and an Extranet to give tenants easy access to building documentation, while satisfaction surveys are conducted with tenants.

H8

Does the organization monitor the impact of tenant and customer health promotion strategies on health and well-being goals as identified in H7?

Yes

Select monitoring method used by the organization to monitor impact on the goals described in H7, select all that applies:

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

Experience and opinions (e.g., surveys)

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)

Other factors

[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 and is still applicable.

Show investors

No

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

## SUPPLEMENTS

### Resilience

RS0

Would you like to participate in the Resilience Module?

Yes

No