



2016 **GRESB Real Estate Developer Assessment**

April 1, 2016

About GRESB

GRESB is an industry-driven organization committed to assessing the environmental, social, and governance (ESG) performance of real assets globally, including real estate portfolios (public, private and direct), real estate debt portfolios, and infrastructure. Almost 200 members, including 60 pension funds and their fiduciaries, use GRESB data in their investment management and engagement process, with a clear goal to optimize the risk/return profile of their investments. For more information, visit www.gresb.com.

About the 2016 GRESB Developer Assessment

Besides the GRESB Real Estate Assessment for property companies and fund managers that focus on the management of standing investments, GRESB provides a stand-alone GRESB Developer Assessment for organizations that focus on development activities. The Developer Assessment evaluates the ESG performance of these organizations, focusing on policies, strategies, and measurable actions related to new construction and major renovation projects.

The following organizations should fill out the GRESB Developer Assessment:

- Organizations that develop projects, or acquire development projects, with the aim to sell the projects at completion. Projects can be developed to a tenant's specification (build to suit), commissioned by an investment manager, or can be developed at risk;
- Organizations that acquire properties exclusively for redevelopment and resale;
- Organizations that manage standing investments as a by-product of their development activities, and for whom the development activities are considered to be the core business.

Companies reporting to the GRESB Developer Assessment complete a subset of indicators from the GRESB Real Estate Assessment, including the 14 indicators in the New Construction & Major Renovations (NC&MR) Aspect.

The role of the GRESB benchmark

GRESB's global benchmark uses a consistent methodology across different regions, investment vehicles and property types. The GRESB Developer Assessment contains 37 indicators that examine a broad range of ESG topics. The indicators are designed to encompass the specific focus of organizations with development activities and projects.

Based on the Developer Assessment, GRESB provides a Developer Score for each participating company. GRESB recognizes that the real estate sector and the ESG issues that the sector must consider are highly complex and that within countries, regions and property types there are significant variations. Therefore, GRESB

emphasizes both to participants and to real estate investors that the measurement of absolute performance is only a single element of a broad range of indicators reported in the benchmark. The structure of the GRESB Developer Assessment creates the opportunity to report on specific topics using the following logic: policy/plan, actions, monitoring and accountability. The key to analyzing GRESB data is in peer group comparisons, taking into account regional variations.

GRESB aims for the inclusion of its ESG metrics in the investment decision-making processes. Equally important is an active dialogue between investors, and companies and fund managers regarding ESG issues. GRESB provides its Investor Members with an Investor Engagement Guide to assist with this process.

Who can see my data?

Data collected through the GRESB Developer Assessment is disclosed to the participants themselves only, and:

- In the case of non-listed organizations, to those of that organization's investors that are GRESB Investor Members;
- In the case of listed companies, to all GRESB Real Estate Investor Members that invest in listed real estate securities.

Grace Period

GRESB offers property companies and funds reporting for the first-time the option not to disclose their first year Developer Assessment results to their investors – a "Grace Period." This period allows companies and funds a one-year period to familiarize themselves with the GRESB reporting and assessment process, without externally disclosing their results to GRESB's Investor Members.

Grace Period participant names are disclosed to GRESB's Real Estate Investor Members. However, Investor Members are not able to request access to Grace Period participants' results. Grace Period participants can use the Scorecard and Benchmark Report to identify opportunities to improve their performance for next year's Developer Assessment. Those first-time participants wishing to participate in the Grace Period must select the option when registering to participate in the Developer Assessment.

Timeline & Process

The GRESB Developer Assessment opens in the GRESB Portal on April 1, 2016, alongside the GRESB Real Estate Assessment. The submission deadline is July 1, 2016, providing participants with a three-month window to complete the assessment. This is a fixed deadline, and GRESB will not accept submissions received after this date.

GRESB validates and analyses all GRESB Developer Assessment submissions. This process starts upon receipt of the first submission and continues until July 31, 2016. We may need to contact you during this time to clarify any outstanding issues with your response. Results are published on September 7, 2016 and are distributed as follows:

Participants in the GRESB Developer Assessment will receive a Scorecard free of charge. It includes:

- A Developer Score, and comparison and ranking based on all participants in the Developer Assessment;
- A separate score, comparison and ranking of the additional New Construction & Major Renovations Aspect, based on all participants in the Developer Assessment, and on all participants in the GRESB Real Estate Assessment that filled out the New Construction & Major Renovations Aspect;
- On payment of a fee, participants are also able to obtain a Benchmark Report containing an in-depth analysis of their ESG performance;
- Company and Fund Manager Members: Receive Benchmark Reports for all of their Developer Assessment submissions and have access to GRESB's Member Portal, which contains additional functionalities enabling them to create their own portfolio analysis;
- Investor Members: Receive Benchmark Reports for all of their investments and have access to GRESB's Member Portal, which contains additional analysis tools enabling investors to create their own reports based on a selection of their investments.

Response Check service

A Response Check is a high-level check of a participant's GRESB Developer submission by the GRESB team, taking place prior to submission of a response. It minimizes the risk of errors that could adversely impact the Developer Assessment results.

The Response Check fee for non-members is €750 (exclusive of VAT). GRESB Members are able to request a complimentary Response Check as one of their membership benefits. Organizations that submit the GRESB Developer Assessment for multiple entities are entitled to a maximum of three Response Checks as part of their membership benefits.

Reference Guide & Support

The 2016 Developer Assessment is accompanied by an indicator-specific Reference Guide that explains:

- The intent of each indicator;
- The requirements for each response;
- Explanation of any terminology used;
- References to any third-party documents;
- Basic scoring information;
- The number of points available.

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The 2016 GRESB Reference Guide materials also include:

- Additional examples of frequently provided valid/non-valid answers, based on 2015 data;
- Details of GRESB's validation process.

The Reference Guide will be available during the first week of March 2016. Guidance per question is also available in the GRESB Portal, through pop-up fields next to each indicator. The GRESB Helpdesk is open year-round to answer questions from participating organizations.

GRESB Training Program for property companies, fund managers, developers, and service providers

GRESB is providing a training program for property companies, fund managers, developers and service providers, during Spring 2016. The GRESB Training Program offers a high-quality and content-rich educational experience addressing all aspects of ESG in real estate portfolios as covered by the GRESB Real Estate Assessment and GRESB Developer Assessment. The training enables participants to assess and enhance their current performance, to more efficiently prepare their GRESB response, and to improve the quality of their submission.

The training program will take place in selected locations in Europe, North America and Asia Pacific. In-house sessions are available upon request. Detailed information about the program is available on the [GRESB website](#).

Entity and Reporting characteristics

Entity Characteristics

EC1

EC1

Entity name _____

Fund manager (organization) name (if applicable) _____

EC2

EC2

Nature of ownership:

Listed entity. Please specify ISIN _____

Year of commencement: _____

Non-listed entity

Year of first closing: _____

For non-listed entities:

Fund style classification:

Core

Value added

Opportunity

Open or closed end:

Open end

Closed end

Finite or infinite structure:

Finite structure. Specify termination date: _____

Infinite structure

EC3

EC3

The reporting period is:

Calendar year

Fiscal year. Specify the starting month _____

EC4

EC4

Is the organization a member of a real estate association?

- Yes (multiple answers possible)
 - Asian Association for Investors in Non-listed Real Estate Vehicles (ANREV)
 - Asia Pacific Real Estate Association (APREA)
 - British Property Federation (BPF)
 - European Public Real Estate Association (EPRA)
 - European Association for Investors in Non-Listed Real Estate Vehicles (INREV)
 - Vereniging van Institutionele Beleggers in Vastgoed, Nederland (IVBN)
 - National Association of Real Estate Investment Trusts (NAREIT)
 - Pension Real Estate Association (PREA)
 - Real Property Association of Canada (REALpac)
- No

Reporting Characteristics**RC1**

RC1

Values are reported in:

- Australian Dollar (AUD)
- Brazilian Real (BRL)
- Canadian Dollar (CAD)
- Chinese Yuan (CNY)
- Danish Krone (DKK)
- Euro (EUR)
- Hong Kong Dollar (HKD)
- Indian Rupee (INR)
- Japanese Yen (JPY)
- Malaysian Ringgit (MYR)
- Mexican Peso (MXN)
- Pound Sterling (GBP)
- Singapore Dollar (SGD)
- South African Rand (ZAR)
- South Korean Won (KRW)
- Swedish Krona (SEK)
- Swiss Franc (CHF)
- United States Dollar (USD)
- Other _____

RC2

RC2

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

_____ (in millions)

RC3

RC3

Metrics are reported in:

- m²
- sq.ft.

RC4

RC4

What is the entity's core business?

- Development of new construction and major renovation projects (continue with RC-NC1.1)
- Management of standing investments only (continue with GRESB Real Estate Assessment)
- Management of standing investments and development of new construction and major renovation projects (continue with GRESB Real Estate Assessment, including the New Construction & Major Renovations Aspect)

New Construction & Major Renovations

RC-NC1.1
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*	Number of Assets	Gross Floor Area	GAV*
Retail, High Street						
Retail, Shopping Center						
Retail, Warehouse						
Office						
Industrial, Distribution Warehouse						
Industrial, Business Parks						
Industrial, Manufacturing						
Residential, Multi-family						
Residential, Family Homes						
Residential, Senior Homes						
Residential, Student Housing						
Hotel						
Healthcare						
Medical Office						
Leisure						
Data Centers						
Self-storage						
Parking (indoors)						
Other ▼						

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

RC-NC1.2
RC-NC1.2

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

RC-NC2.1
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*	Number of Assets	Gross Floor Area	GAV*
Retail, High Street						
Retail, Shopping Center						
Retail, Warehouse						
Office						
Industrial, Distribution Warehouse						
Industrial, Business Parks						
Industrial, Manufacturing						
Residential, Multi-family						
Residential, Family Homes						
Residential, Senior Homes						
Residential, Student Housing						
Hotel						
Healthcare						
Medical Office						
Leisure						
Data Centers						
Self-storage						
Parking (indoors)						
Other ▼						

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

RC-NC2.2
RC-NC2.2

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

RC-NC3
RC-NC3

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

Country	% of GAV
Country ▼	
Country ▼	
Country ▼	



Sustainability Objectives

DQ1

Does the entity have specific sustainability objectives?

Q1

Yes

The objectives relate to (multiple answers possible)

- General sustainability
- Environmental
- Social
- Governance

The objectives are (select one)

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

The objectives are

Publicly available

Online - hyperlink _____

Offline - separate document

UPLOAD supporting evidence

Indicate where the relevant information can be found

Communicate the objectives (maximum 250 words)

Not publicly available

UPLOAD supporting evidence

Indicate where the relevant information can be found

Communicate the objectives (maximum 250 words)

No

DQ2

Q2

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

- Yes
 - Dedicated employee(s) for whom sustainability is the core responsibility
Provide the details for the most senior of these employees
Name _____
Job title _____
E-mail _____
LinkedIn profile (optional) _____
 - Employee(s) for whom sustainability is among their responsibilities
Provide the details for the most senior of these employees
Name _____
Job title _____
E-mail _____
LinkedIn profile (optional) _____
 - External consultant/manager
Name of the organization _____
Name of the main contact _____
Job title _____
E-mail _____
LinkedIn profile (optional) _____
 - Other _____
- No

Sustainability Decision-Making

DQ3

Q3

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)

<input type="checkbox"/> Asset managers	<input type="checkbox"/> Property managers
<input type="checkbox"/> Board of Directors	<input type="checkbox"/> Senior Management Team
<input type="checkbox"/> External consultants Name of the organization _____	<input type="checkbox"/> Other _____
<input type="checkbox"/> Fund/portfolio managers	
- No

Note: You may be asked for additional information about the organization indicated in the Name of the organization field

DQ4

Q4

Does the entity have a senior decision-maker dedicated to sustainability?

- Yes

The individual is part of

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

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

Name _____
 Job title _____
 E-mail _____
 LinkedIn profile (optional) _____

- No

DQ5

Q5

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

- Yes

Describe the process (maximum 250 words)

- No
 Not applicable

DQ6

Q6

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

- Yes

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

- Acquisitions team
 Fund/portfolio managers
 All employees
 Property managers
 Asset managers
 Senior Management Team
 Board of Directors
 Other _____
 Client services team

- No



Sustainability Disclosure

DQ7.1

Does the organization disclose its sustainability performance?

Q7.1

Yes (multiple answers possible)

Section in Annual Report

UPLOAD supporting evidence

Indicate where the relevant information can be found

Select the applicable reporting level

- Entity
- Investment manager
- Group

Aligned with

Stand-alone sustainability report(s)

UPLOAD supporting evidence

Select the applicable reporting level

- Entity
- Investment manager
- Group

Aligned with

Integrated Report

UPLOAD supporting evidence

Select the applicable reporting level

- Entity
- Investment manager
- Group

Aligned with

Dedicated section on corporate website

Provide applicable hyperlink _____

Select the applicable reporting level

- Entity
- Investment manager
- Group

- Section in entity reporting to investors

UPLOAD supporting evidence OR

Document name AND _____
Publication date _____

Aligned with

- Other _____

UPLOAD supporting evidence

Select the applicable reporting level

- Entity
- Investment manager
- Group

Aligned with

- No

Guideline name

- ANREV (endorsed INREV Sustainability Reporting Recommendations), 2014
- APREA Sustainability Handbook, 2012
- EPRA Best Practice Recommendations in Sustainability Reporting, 2014
- GRI Sustainability Reporting Guidelines, G4
- IIRC International Integrated Reporting Framework, 2013
- INREV Sustainability Reporting Recommendations, 2012
- PRI Reporting Framework, 2016
- Other _____

DQ7.2

Q7.2

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

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

 Section in Annual Report Externally checked by _____ Externally verified by _____ using Externally assured by _____ using Stand-alone sustainability report Externally checked by _____ Externally verified by _____ using Externally assured by _____ using Integrated Report Externally checked by _____ Externally verified by _____ using Externally assured by _____ using Section in entity reporting to investors Externally checked by _____ Externally verified by _____ using Externally assured by _____ using Other Externally checked by _____ Externally verified by _____ using Externally assured by _____ using No Not applicable

ESG Policies

DQ8

Q8

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

Yes

Select all environmental issues included (multiple answers possible)

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

UPLOAD supporting evidence OR

Indicate where the relevant information can be found

Document name AND _____

Publication date _____

No

DQ9

Q9

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

Yes

Select all governance issues included (multiple answers possible)

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

UPLOAD supporting evidence OR

Indicate where the relevant information can be found

Document name AND _____

Publication date _____

No

DQ10

Q10

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

Yes

Select all stakeholders included (multiple answers possible)

- Asset/Property Managers (external)
- Investment partners
- Consumers
- Investors/shareholders
- Community
- Supply chain
- Employees
- Tenants/occupiers
- Government/local authorities
- Other _____

UPLOAD supporting evidence OR Indicate where the relevant information can be found

Document name AND _____
Publication date _____

No

DQ11

Q11

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

Yes

Select all issues included (multiple answers possible)

- Cyber security
- Diversity and equal opportunity
- Health, safety and well-being
- Performance and career development
- Remuneration
- Other _____

UPLOAD supporting evidence OR Indicate where the relevant information can be found

Document name AND _____
Publication date _____

No



Governance

DQ12

Q12

Does the organization have systems and procedures in place to facilitate effective implementation of the governance policy/policies in DQ9?

(refer to DQ9 Policy & Disclosure Aspect)

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 _____

UPLOAD supporting evidence OR

Indicate where the relevant information can be found

Document name AND _____

Publication date _____

No

Not applicable

DQ13

Q13

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

Yes

Select all issues included (multiple answers possible)

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

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

Provide a document which explains the governance risk assessments as well as the response to mitigate the outcomes of the assessments

UPLOAD supporting evidence OR

Indicate where the relevant information can be found

Document name AND
Publication date

No

DQ14

Q14

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

Yes

Complete the following:

Specify the number of cases in which employees were dismissed or disciplined for corruption in 2015
Number _____

Specify the number of cases when contracts with business partners were not renewed due to violations related to corruption in 2015
Number _____

Provide additional context for the response (maximum 250 words)

No

Environmental & Social

DQ15

Q15.1

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

Yes

Select all issues included (multiple answers possible)

- | | |
|--|---|
| <input type="checkbox"/> Building safety and materials | <input type="checkbox"/> Natural hazards |
| <input type="checkbox"/> Climate change adaptation | <input type="checkbox"/> Regulatory |
| <input type="checkbox"/> Contamination | <input type="checkbox"/> Resilience |
| <input type="checkbox"/> Energy efficiency | <input type="checkbox"/> Socio-economic |
| <input type="checkbox"/> Energy supply | <input type="checkbox"/> Transportation |
| <input type="checkbox"/> Flooding | <input type="checkbox"/> Water efficiency |
| <input type="checkbox"/> GHG emissions | <input type="checkbox"/> Waste management |
| <input type="checkbox"/> Health, safety and well-being | <input type="checkbox"/> Water supply |
| <input type="checkbox"/> Indoor environmental quality | <input type="checkbox"/> Other _____ |

UPLOAD supporting evidence

Indicate where the relevant information can be found

No

Not applicable

DQ16

Q20

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

Yes

Specify the total number of environmental fines and penalties imposed _____

Specify the total value of these environmental fines and penalties _____

Provide additional context for the response (maximum 250 words)

No

Environmental Management Systems

DQ17.1

Q21.1

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

Yes

UPLOAD supporting evidence

Indicate where the relevant information can be found

No

DQ17.2

Q21.2

Is the Environmental Management System (EMS) in DQ17.1 aligned with a standard or certified by an independent third party?

Yes

Aligned with: _____

Externally certified by _____ using _____

UPLOAD supporting evidence

Indicate where the relevant information can be found

No

Not applicable



Employees

DQ18 Does the organization have systems and procedures in place to facilitate effective implementation of the employee policy/policies in DQ11?
Q32

Yes

Select all applicable options (multiple answers possible)

- Annual performance and career review
- Anonymous web forum/hotlines
- Availability of a compliance officer
- Regular updates/training
- Other _____

UPLOAD supporting evidence OR

Indicate where the relevant information can be found

Document name AND _____
Publication date _____

No

DQ19 Do the employees responsible for the entity receive regular training?
Q33

Yes

- Percentage of employees who received professional training in 2015 _____%
- Percentage of employees who received sustainability-specific training in 2015 _____%

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

Training topics on environmental issues

- Contamination
- Energy
- Greenhouse gas emissions
- Natural hazards
- Regulatory standards
- Supply chain environmental impacts
- Waste
- Water
- Other _____

Training on social issues

- Community health, safety and well-being
- Community social and economic impacts
- Customer/tenant health, safety and well-being
- Supply chain health, safety and well-being
- Workplace health, safety and well-being
- Other _____

No

DQ20.1 **Has the organization undertaken an employee satisfaction survey during the last three years?**

Q34.1

Yes

The survey is undertaken (multiple answers possible)

Internally

Percentage of employees covered _____%

Survey response rate _____%

By an independent third party

Percentage of employees covered _____%

Name of the organization _____

Survey response rate _____%

UPLOAD supporting evidence OR

Indicate where the relevant information can be found

Document name AND _____

Publication date _____

No

DQ20.2 **Does the organization have a program in place to improve its employee satisfaction based on the outcomes of the survey referred to in DQ20.1?**

Q34.2

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 _____

No

Not applicable

DQ21.1 **Has the organization undertaken employee health and safety checks during the last three years?**

Q35.1

Yes

Select all applicable options (multiple answers possible)

Employee surveys on health and well-being _____% of employees

Physical and/or mental health checks _____% of employees

Work station and/or workplace checks _____% of employees

Other _____% of employees

No

Not applicable

DQ21.2 Does the organization monitor employee health and safety indicators?

Q35.2

Yes

Select all applicable options (multiple answers possible)

Absentee rate _____

Lost day rate _____

Other metrics _____

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

No

Not applicable

Supply Chain

DQ22 Does the entity include sustainability-specific requirements in its standard lease contracts?

Q39.1

Yes

Select all topics included (multiple answers possible)

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

Access to the premises to monitor compliance with best practice lease clauses

Cooperation on procurement of sustainable goods and services

Cost-recovery clause for energy-efficiency-related capital improvements

Energy efficiency and/or environmentally responsible specifications for tenant works

Information sharing relevant to support green building certificates

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

Obligations to do nothing to adversely affect the environmental performance of the building

Operational performance standards for the building

Shared consumption targets/goals in place

Sharing of utility data

Other _____

UPLOAD supporting evidence OR

Indicate where the relevant information can be found

Document name AND _____

Publication date _____

No

Not applicable

Supply Chain

DQ23

Q40

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

Yes

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

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

Select all topics included (multiple answers possible)

- Business ethics
- Environmental process standards
- Environmental product standards
- Human health-based product standards
- Human rights
- Occupational health and safety
- Sustainability-specific requirements for sub-contractors
- Other _____

UPLOAD supporting evidence OR

Indicate where the relevant information can be found

Document name AND _____
Publication date _____

No

Not applicable



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
- Human health, safety and well-being
- Location and transportation
- Resilience
- Supply chain
- Water consumption/management
- Waste management
- Other _____

Communication of the strategy

Publicly available

Online - hyperlink _____

Offline - separate document

Indicate where the relevant information can be found

UPLOAD supporting evidence _____

Communicate the strategy (maximum 250 words)

Not publicly available

Indicate where the relevant information can be found

UPLOAD supporting evidence _____

Communicate the strategy (maximum 250 words)

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, specify _____
- Third-party rating system(s), specify scheme(s)/sub-scheme(s) _____
- Other _____
- Not aligned

The entity's sustainable site selection criteria are required to

- Meet local requirements
- Meet above-code standards for some projects. Describe the standards (maximum 150 words) _____
- Meet above-code standards for all projects. Describe the standards (maximum 150 words) _____
- Meet national or global leadership standards for some projects. Describe the standards (maximum 150 words) _____
- Meet national or global leadership standards for all projects. Describe the standards (maximum 150 words) _____

UPLOAD supporting evidence OR

Indicate where the relevant information can be found

Document name AND _____
Publication date _____

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 _____

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

- Third-party guidelines, specify _____
- Third-party rating system(s), specify scheme(s)/sub-scheme(s) _____
- Other _____
- Not aligned

The entity's sustainable site design/development criteria are required to

- Meet local requirements
- Meet above-code standards for some projects. Describe the standards (maximum 150 words) _____
- Meet above-code standards for all projects. Describe the standards (maximum 150 words) _____
- Meet national or global leadership standards for some projects. Describe the standards (maximum 150 words) _____
- Meet national or global leadership standards for all projects. Describe the standards (maximum 150 words) _____

UPLOAD supporting evidence

Indicate where the relevant information can be found

No

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 regarding health attributes and performance of building materials.
- Formal adoption of a policy regarding the environmental attributes and performance of buildings materials.
- Requirement for information (disclosure) about building product environmental and health attributes, including requirements for (multiple answers possible)
 - Health and environmental information
 - Environmental Product Declarations
 - Health Product Declarations
 - Other types of health and environmental information _____
- Building product specification, including (multiple answers possible)
 - Preferential specification and purchasing of materials that disclose environmental impacts
 - Preferential specification and purchasing of 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
 - Specification of locally extracted or recovered materials
 - Specification and purchasing of rapidly renewable materials, low embodied carbon materials, and recycled content materials
 - Specification and purchasing materials that can easily be recycled
 - Specification and purchasing of third-party certified wood-based materials and products
 - Types of third-party certification used: _____
 - Specification and purchasing of low-emitting materials
 - Other _____

Compliance with specifications

Describe practices and processes to ensure consistency and compliance with specification requirements and preferences (maximum 250 words)

UPLOAD supporting evidence

Indicate where the relevant information can be found

No

Not applicable

NC5.1 Does the entity incorporate green building standards in new construction and major renovation projects?

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

Select % portfolio covered

> 0%, < 25% ≥ 50%, < 75%
 ≥ 25%, < 50% ≥ 75%, ≤ 100%

Green building rating systems: include all that apply _____

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

Select % portfolio covered

> 0%, < 25% ≥ 50%, < 75%
 ≥ 25%, < 50% ≥ 75%, ≤ 100%

Green building rating systems: include all that apply _____

The entity requires projects to achieve a specific level of certification

Select % portfolio covered

> 0%, < 25% ≥ 50%, < 75%
 ≥ 25%, < 50% ≥ 75%, ≤ 100%

Level of certification: include all applicable rating systems _____
Levels adopted as a standard by the entity _____

No

Not applicable

NC5.2 Does the entity’s portfolio include new construction and major renovation projects that obtained a green building certificate?

- Yes

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

Projects in progress at the end of reporting period

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

Projects completed during the reporting period

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

Note: A list of provisionally validated certification schemes is provided in the Reference Guide. If you select “other”, you will be asked to complete the validation questions for the scheme (see Appendix).

- No
- Not applicable

Energy Efficiency

NC6 Does the entity have minimum energy efficiency requirements for new construction and major renovation projects?

- Yes

The entity promotes energy efficiency through (multiple answers possible)

- Requirements for planning and design include
 - Integrative design process
 - Requirement 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 _____

The entity's energy efficiency measures are required to

- Meet local requirements
- Meet above-code standards for some projects. Describe the standards (maximum 150 words) _____
- Meet above-code standards for all projects. Describe the standards (maximum 150 words) _____
- Meet national or global leadership standards for some projects. Describe the standards (maximum 150 words) _____
- Meet national or global leadership standards for all projects. Describe the standards (maximum 150 words) _____

UPLOAD supporting evidence

Indicate where the relevant information can be found

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 Percentage of all projects _____%
- Geothermal Percentage of all projects _____%
- Hydro Percentage of all projects _____%
- Solar/photovoltaic Percentage of all projects _____%
- Wind Percentage of all projects _____%
- Other _____ Percentage of all projects _____%

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

UPLOAD supporting evidence

Indicate where the relevant information can be found

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)

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

- Other _____

Percentage of projects covered _____%

UPLOAD supporting evidence

Indicate where the relevant information can be found

No

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 _____

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 _____

The entity's water efficiency measures are required to

Meet local requirements

Meet above-code standards for some projects. Describe the standards (maximum 150 words) _____

Meet above-code standards for all projects. Describe the standards (maximum 150 words) _____

Meet national or global leadership standards for some projects. Describe the standards (maximum 150 words) _____

Meet national or global leadership standards for all projects. Describe the standards (maximum 150 words) _____

UPLOAD supporting evidence

Indicate where the relevant information can be found

- 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

- 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 _____

The entity's solid waste management approach is required to

- Meet local requirements
- Meet local requirements Meet above-code standards for some projects. Describe the standards (maximum 150 words)

- Meet above-code standards for all projects. Describe the standards (maximum 150 words)

- Meet national or global leadership standards for some projects. Describe the standards (maximum 150 words) _____
- Meet national or global leadership standards for all projects. Describe the standards (maximum 150 words) _____

UPLOAD supporting evidence

Indicate where the relevant information can be found

- No

Supply Chain

NC10.1 Does the entity have sustainability-specific requirements in place for its contractors?

Yes

Select all topics included (multiple answers possible)

- Business ethics
- Community engagement
- Environmental process standards
- Environmental product standards
- Human health-based product standards
- Human rights
- On-site health and safety
- Sustainability-specific requirements for sub-contractors
- Other _____

Percentage of projects covered _____%

UPLOAD supporting evidence

No

2 points, S

NC10.2 Does the organization monitor its contractors' compliance with its environmental and social 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 _____% by _____
- 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

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 _____
- 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 for on average _____ years (e.g., occupant comfort and satisfaction)
 - Other _____

The entity's occupant health, safety, and well-being measures are required to

- Meet local requirements
- Meet above-code standards for some projects. Describe the standards (maximum 150 words) _____
- Meet above-code standards for all projects. Describe the standards (maximum 150 words) _____
- Meet national or global leadership standards for some projects. Describe the standards (maximum 150 words) _____
- Meet national or global leadership standards for all projects. Describe the standards (maximum 150 words) _____

UPLOAD supporting evidence

No

NC12.1 Does the entity promote on-site health and safety during the construction phase of its new construction and major renovation projects?

Yes

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

- Communicate safety information
- Continuously improve safety performance
- Demonstrate safety leadership
- Entrench safety practices
- Manage safety risks
- Promote design for safety
- Other _____

The entity's on-site health and safety measures are required to

- Meet local requirements
- Meet above-code standards for some projects. Describe the standards (maximum 150 words) _____
- Meet above-code standards for all projects. Describe the standards (maximum 150 words) _____
- Meet national or global leadership standards for some projects. Describe the standards (maximum 150 words) _____
- Meet national or global leadership standards for all projects. Describe the standards (maximum 150 words) _____

UPLOAD supporting evidence

- No
- Not applicable

NC12.2 Does the organization monitor health and safety indicators at construction sites?

Yes

Select all applicable options (multiple answers possible)

Injury rate _____

Explain the injury rate calculation method (maximum 250 words)

Fatalities _____

Near misses _____

No

Community Impact and Engagement

NC 13 Does the entity assess the potential socio-economic impact of its new construction and major renovation projects on the community as part of planning and pre-construction?

Yes

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

- Housing affordability
- Impact on crime levels
- Livability score
- Local income generated
- Local residents' well-being
- Walkability score
- Other _____

UPLOAD supporting evidence

Indicate where the relevant information can be found

No

NC 14 Does the entity have a systematic process to monitor the impact of new construction and major renovation projects on the local community during different stages of the project?

Yes

The entity's process includes (multiple answers possible)

- Analysis and interpretation of monitoring data
- Development and implementation of a communication plan
- Development and implementation of a community monitoring plan
- Development and implementation of a risk mitigation plan
- Identification of nuisance and/or disruption risks
- Identification of stakeholders and impacted groups
- Management practices to ensure accountability for performance goals and issues identified during community monitoring
- Other _____

Describe the monitoring process (maximum 250 words)

UPLOAD supporting evidence

Indicate where the relevant information can be found

No

Appendix: Green Building Certificates - Validation Questions

THE FOLLOWING QUESTIONS ARE FOR VALIDATION PURPOSES; MANDATORY BUT NOT SCORED

If other, confirm:

A. Certification scheme

- a. Certification scheme name _____
- b. Certification sub-scheme name _____
- c. Certification body name _____

B. Country where certification was granted _____

C. Is the certification an in-house or external scheme?

- a. In-house certification scheme
- b. External scheme

D. Verification of compliance with scheme requirements is based on:

- a. Third-party document review
- b. Third-party on-site assessment
- c. Both document and on-site assessment performed by a third party
- d. No third-party document review or on-site assessment required

(NB: If you use an in-house scheme, GRESB will ask for an upload to provide additional information on the scheme. If no third-party document review or on-site assessment required, GRESB will ask for an upload to provide specific information on the assessment method)

E. Does the scheme have a public list of certified projects online?

- Yes
Provide hyperlink _____

- No

F. Is the scheme required by a national or regional government agency?

- Yes
Specify name of agency _____

- No

G. Is the scheme used by a national or regional government agency?

- Yes
Specify name of agency _____

- No

H. Does the certification require:

- a. Performance-based design goals for energy efficiency and/or GHG emissions reduction
- b. Operational performance data for energy efficiency and/or GHG emissions reduction
- c. Both design and operational goals and data collection
- d. None

I. Select the topics included in the scheme assessment: (multiple answers possible)

- a. Location (e.g., brownfield redevelopment, density, walkability)
- b. Transportation (e.g., access to public transport)
- c. Site design (including stormwater management, heat island reduction, etc.)
- d. Energy efficiency
- e. Greenhouse gas emissions
- f. Indoor water conservation

- g. Outdoor water conservation
- h. Waste management (including waste diversion, recycling)
- i. Indoor environmental quality
- j. Operations/management
- k. Materials selection
- l. Biodiversity and habitat conservation
- m. Public health and wellness
- n. Social equity
- o. Resilience

J. Use the text box below to provide any additional information about the scheme (maximum 250 words) _____