



G R E S B[®]
REAL ESTATE

2017 Developer Assessment

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About GRESB

GRESB is an investor-driven organization that is transforming the way we assess the environmental, social and governance (ESG) performance of real assets globally, including real estate portfolios, real estate debt providers and infrastructure assets. More than 250 members, of which about 60 are pension funds and their fiduciaries, use the GRESB data in their investment management and engagement process, with a clear goal to optimize the risk/return profile of their investments. GRESB has assessed more than 1,100 property companies and funds, on behalf of more than 60 institutional investors.

The global property and infrastructure sectors are at the heart of the most important and far-reaching issues of our time, including urbanization, demographic change, resource constraints, environmental impacts and emerging technologies. The design, construction and operation of assets reflects, drives and potentially mitigates the impact of all of these issues on occupants, owners, communities and society at large. We can create better places for people and communities – places that reduce environmental impacts, improve social practices, are healthier for occupants and set high standards for corporate governance. This can be done in a profitable way that makes good business sense, rewarding innovation.

For more information, visit gresb.com. Follow [@GRESB](https://twitter.com/GRESB) on Twitter.

About the 2017 GRESB Real Estate Assessment

The GRESB Real Estate Assessment collects information on the ESG performance of property companies and funds. This includes information on performance indicators, such as energy, GHG emissions, water and waste. In addition, the Assessment covers broader ESG issues, such as sustainability risk assessments, performance improvement programs, and engagement with employees, tenants, suppliers and the community. The GRESB Real Estate Assessment is aligned with international reporting frameworks such as GRI and PRI. The 2017 GRESB Real Estate Assessment remains consistent with the 2016 version. Only small changes have been implemented as the result of extensive engagement with the real estate industry through GRESB Advisory Board, Benchmark Committees, and Industry Working Groups.

About the 2017 GRESB Real Estate 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.
- The GRESB Developer Assessment contains a subset of indicators from the GRESB Real Estate Assessment, plus the 14 indicators in the New Construction & Major Renovations (NC&MR) Aspect.

2017 Development highlights

- Limited number of changes
- Stable and streamlined reporting process with a focus on correct and complete reporting
- New GRESB Portal functionalities aimed at reducing the amount of time spent on filling out the Assessment and uploading supporting evidence
- New data quality control features

The role of the GRESB benchmark

GRESB's global benchmark uses a consistent methodology across different regions, investment vehicles and property types. The Real Estate Developer Assessment contains approximately 40 indicators that examine a broad range of ESG topics. The indicators are designed to encompass the wide variety of property companies and funds included in the benchmark.

Based on the Assessment, GRESB provides an overall GRESB Score for each participant. It 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 in the relationship between owner and occupier, manager and investor, and in the underlying regulatory environment. Therefore, GRESB emphasizes both to participants and 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 Real Estate Assessment, the Aspects and indicators create the opportunity to report on specific topics using the following logic: policy/plan, actions, monitoring and reaction. The key to analyzing GRESB data is in peer group comparisons that take into account country, regional, sectoral and investment type variations. GRESB believes in the inclusion of its ESG metrics in investment decision-making processes. Equally important is an active dialogue between investors, and companies and fund managers regarding ESG issues. GRESB updates its Investor Engagement Guide on an annual basis, and makes it available to Investor Members, to assist with this process.

Grace Period

GRESB offers first-time participants the ability to opt for their first year GRESB Real Estate Developer Assessment results not to be disclosed 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 will still be disclosed to GRESB Investor Members. However, Investor Members will not be able to automatically request access to Grace Period participants' results. Grace Period participants will be able to use the Scorecard and will be able to purchase a Benchmark Report to identify steps to improve their performance for next year's Assessment. Those first-time participants wishing to participate in the Grace Period should select the option when registering to participate in the Assessment.

Who can see my data?

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

- In the case of non-listed property funds and companies, to those of that company or fund's investors that are GRESB Investor Members;
- In the case of listed real estate companies, to all GRESB Investor Members that invest in listed real estate securities.

Timeline & Process

The GRESB Real Estate Developer Assessment opens in the GRESB Portal on April 1, 2017. The submission deadline is July 1, 2017, 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 analyzes all participants' Assessment submissions. This process starts upon receipt of the first submission and continues until July 31, 2017. We may need to contact you during this time to clarify any outstanding issues with your response.

Results are published in September and are distributed as follows:

- Participants: Receive a Scorecard free of charge, containing their individual GRESB scores compared to the ESG performance of their peers. On payment of a fee, participants are also able to obtain a Benchmark Report containing an in-depth analysis of their ESG performance;
- Fund Manager and Company Members: Receive Benchmark Reports for all of their Assessment submissions and have access to GRESB's Member Portal, which contains additional functionalities enabling property companies and fund managers 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 Real Estate Developer submission by the GRESB team, taking place prior to submission of a response. It minimizes the risk of errors that could adversely impact Assessment results. The Response Check fee for non-members is EUR 1,050 (exclusive of VAT). Members are able to request a complimentary Response Check as one of their membership benefits.

Guidance & Support

The 2017 Real Estate Assessment is accompanied by indicator-specific Guidance 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.

The 2017 GRESB Real Estate Developer Assessment Reference Guide will also include:

- A summary of changes in 2017 highlighting (a) indicators that remain the same, and (b) modified indicators;
- Additional examples of frequently provided valid/non-valid answers, based on 2016 data;
- Details of GRESB's validation process.

The written Reference Guide will be available during the first week of March 2017. Starting April 1, 2017, guidance is also available in the GRESB Portal through pop-up fields next to each indicator. The GRESB Helpdesk will open on the same date.

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

GRESB is providing a training program for property companies, fund managers, and their advisors in Spring 2017. 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 and Real Estate 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.

This year, GRESB introduces a two-tiered training approach. This allows participants to focus their time on the material that best fits their level of experience with the GRESB Real Estate Assessment. The Participant Training Program is offered from late February to mid April, aimed at property companies, fund managers, and other professionals involved in sustainability management.

GRESB Introduction Training addresses the fundamental 'how to' and 'what' of the GRESB Real Estate and Developer Assessment. The session delivers a high-level view of GRESB as an organization and benchmarking tool, and presents the Assessment's scope, processes and scoring components. This training program is best suited for new participants and those who have not yet attended a previous GRESB training.

GRESB Advanced Training is designed for experienced GRESB participants who have attended prior GRESB trainings and have participated in the GRESB Real Estate Assessment at least once. The program addresses complex reporting and scoring components of the GRESB Real Estate Assessment including performance indicators and hands-on case studies and exercises.

Both programs are delivered via face-to-face group sessions, in select locations across all regions with GRESB participation, including Europe, North America and Asia Pacific.

In-house sessions are available upon request. Detailed information about the program is available on the [GRESB website](#). Registrations will be open from late January.

2017 GRESB Real Estate Developer Assessment changes

GRESB is dedicated to continuing on the route toward investment grade data, as co-developed with PwC in 2014.

In result of extensive 2016 data review, the 2017 GRESB Real Estate Developer Assessment only introduces minor changes with the intention to simplify the complete reporting process, increase data quality and enforce compliant reporting practices.

DQ13 Remove the open text box

Rationale for change: The open text box was introduced for reporting purposes in 2016. 250 words proved to be insufficient in many cases to cover all the requirements presented in the Reference Guide (the requirements ended up being used for validating the supporting evidence), resulting in incomplete or vague answers.

Impact of change: Lesser reporting burden without decreasing data quality. The indicator continues to request supporting evidence in the form of an uploaded document.

Q39.1 Better alignment of answer options provided with recognized industry standards

Rationale for change: The BBP Best Practice Lease standard was launched in 2017 and is based on international standards and practices. The new indicator structure facilitates reporting in alignment with the updated tool.

Impact of change: Better alignment with industry standards, with a minimum increase in the reporting burden.

NC2 Move the group of “Requirements/standards” below the Upload requirement

NC3 Rationale for change: The selected answer options referring to requirements and standards, including the description provided, is used for reporting purposes only and are not required to be evidenced in the upload provided. Placing the “Requirements/standards” group above the “Upload” will help differentiate between the sections of these indicators.

NC8
NC9
NC11 **Impact of change:** Provides a clearer structure to the indicators, minimizes confusion regarding reporting requirements.

NC4 Remove the open text box

Rationale for change: The open text box was introduced for reporting purposes (not scored) in 2016. The indicator’s structure is already very complex and touches on the existence of a policy, disclosure of environmental and health attributes, building product specifications and requires the upload of supporting evidence. The open text box duplicates reporting.

Impact of change: Easier reporting without compromising data quality.

NC 6 Remove the upload

NC7.1
NC12.1
NC13 **Rationale for change:** Putting together the supporting evidence for these indicators was particularly challenging for participants because they address multiple levels of information. The uploads received were very difficult to validate for this same reason. The indicators require a few levels of information, and the resulting analysis is sufficiently informative for both investors and participants.

Impact of change: Easier reporting without compromising data quality.

Entity and Reporting Characteristics

Entity Characteristics

EC1 Entity Name _____
Fund Manager Organization Name (if applicable) _____

EC2 Nature of ownership:

Listed entity. Please specify ISIN _____

Year of commencement: _____

Legal status:

Property company

Real Estate Investment Trust (REIT)

Non-listed entity

Year of first closing: _____

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

Government entity

EC3 The reporting period is:

Calendar year

Fiscal year. Specify the starting month _____

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

RC3 Metrics are reported in:
 m2
 sq.ft.

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 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						
Retail, Shopping Center						
Retail, Warehouse						
Office						
Industrial, Distribution Warehouse						
Industrial, Business Parks						
Industrial, Manufacturing						
Residential, Multi-family						
Residential, Family Homes						
Senior Homes						
Residential, Student Housing						
Hotel						
Healthcare						
Medical Office						
Lodging, Leisure & Recreation						
Data Centers						
Self-storage						
Parking (indoors)						
Other						

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

RC-NC1.2 Provide additional context for the reporting boundaries on new construction projects (maximum 250 words)

RC-NC2.1 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						
Retail, Shopping Center						
Retail, Warehouse						
Office						
Industrial, Distribution Warehouse						
Industrial, Business Parks						
Industrial, Manufacturing						
Residential, Multi-family						
Residential, Family Homes						
Senior Homes						
Residential, Student Housing						
Hotel						
Healthcare						
Medical Office						
Lodging, Leisure & Recreation						
Data Centers						
Self-storage						
Parking (indoors)						
Other						

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

RC-NC2.2 Provide additional context for the reporting boundaries on major renovation projects (maximum 250 words)

RC-NC3 Which countries are included in the entity's portfolio of new construction and major renovation projects?

Country	% of GAV
Select country ▼	
Select country ▼	
Select country ▼	



Sustainability Objectives

2016 Question

DQ1

Does the entity have specific sustainability objectives?

DQ1

Yes

The objectives relate to (multiple answers possible)

General Sustainability

Environment

Social

Governance

The objectives are (select one)

Fully integrated into the overall business strategy

Partially integrated into the overall business strategy

Not integrated into the overall business strategy

The objectives are

Publicly available

Online - hyperlink_____

Offline - separate document

Upload Indicate where in the evidence the relevant information can be found_____

Communicate the objectives (maximum 250 words)

Not publicly available

Upload Indicate where in the evidence the relevant information can be found_____

Communicate the objectives (maximum 250 words)

No

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

Yes

Select the persons responsible (multiple answers possible)

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

Provide the details for the most senior of these employees

Name _____

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 consultants/manager

Name of the organization _____

Name of the main contact _____

Job title _____

E-mail _____

LinkedIn profile (optional) _____

Other _____

No

Not applicable

Sustainability Decision Making

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 _____

Fund/portfolio managers

Property managers

Senior Management Team

Other _____

No

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

DQ4

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

DQ4

Yes

The individual is part of

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

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

Name _____

Job title _____

E-mail _____

LinkedIn profile (optional) _____

No

DQ5

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

DQ5

Yes

Describe the process (maximum 250 words)

No

DQ6

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

DQ6

Yes

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

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

No



Sustainability Disclosure

2016 Question

DQ7.1 Does the organization disclose its sustainability performance?

DQ7.1

Yes (multiple answers possible)

Section in Annual Report

Upload Indicate where in the evidence the relevant information can be found_____

Select the applicable reporting level

Entity

Investment manager

Group

Aligned with

Stand-alone sustainability report(s)

Upload Indicate where in the evidence the relevant information can be found_____

Select the applicable reporting level

Entity

Investment manager

Group

Aligned with

Integrated Report

Upload Indicate where in the evidence the relevant information can be found_____

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 Indicate where in the evidence the relevant information can be found_____

Aligned with

- Other_____

Upload Indicate where in the evidence the relevant information can be found_____

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 Guidelines, 2016
- ▼ PRI Reporting Framework, 2016
- ▼ Other_____

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

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

DQ8

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 or Document name _____ AND Publication date _____

Indicate where in the evidence the relevant information can be found _____

No

DQ9

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

DQ9

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 or Document name _____ AND Publication date _____

Indicate where in the evidence the relevant information can be found _____

No

DQ10 Does the organization have a stakeholder engagement policy in place that applies to the entity?

DQ10

Yes

Select all stakeholders included (multiple answers possible)

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

Upload or Document name _____ AND Publication date _____
Indicate where in the evidence the relevant information can be found _____

No

DQ11 Does the organization have an employee policy in place that applies to the employees responsible for this entity?

DQ11

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 or Document name _____ AND Publication date _____
Indicate where in the evidence the relevant information can be found _____

No



DQ12 Does the organization have systems and procedures in place to facilitate effective implementation of the governance policy/policies in DQ9?

DQ12

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 or Document name _____ AND Publication date _____
Indicate where in the evidence the relevant information can be found _____

No

Not applicable

DQ13 Did the entity perform entity-level governance risk assessments within the last three years?

DQ13

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 _____

Upload or Document name _____ AND Publication date _____
Indicate where in the evidence the relevant information can be found _____

No

DQ14 Is the organization involved in any legal cases regarding corrupt practices?

DQ14

Yes

Complete the following:

Specify the number of cases in which employees were dismissed or disciplined for corruption in 2016: Number _____

Specify the number of cases when contracts with business partners were not renewed due to violations related to corruption in 2016: Number _____

Provide additional context for the response (maximum 250 words)

No

Environmental & Social

DQ15 Does the entity perform environmental and/or social risk assessments as a standard part of its due diligence process for new acquisitions?

DQ15

Yes

Select all issues included (multiple answers possible)

- Building safety and materials
- Climate change adaptation
- Contamination
- Energy efficiency
- Energy supply
- Flooding
- GHG emissions
- Health, safety and well-being
- Indoor environmental quality
- Natural hazards
- Regulatory
- Resilience
- Socio-economic
- Transportation
- Water efficiency
- Waste management
- Water supply
- Other _____

Upload Indicate where in the evidence the relevant information can be found _____

No

Not applicable

DQ16 Has the entity received any environmental fines and/or penalties?

DQ16

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

2016 Question

DQ17.1 Does the organization have an Environmental Management System (EMS) that applies to the entity level?

DQ17.1

Yes

Upload Indicate where in the evidence the relevant information can be found_____

No

DQ17.2 Is the Environmental Management System (EMS) in DQ17.1 aligned with a standard or certified by an independent third party?

DQ17.2

Yes

Aligned with:_____

Externally certified by _____ using_____

Upload Indicate where in the evidence the relevant information can be found_____

No

Not applicable



Employees

2016 Question

DQ18

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

DQ18

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 or Document name _____ AND Publication date _____

Indicate where in the evidence the relevant information can be found _____

No

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

Yes

Percentage of employees who received professional training in 2016 _____%

Percentage of employees who received sustainability-specific training in 2016 _____%

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

Training topics on environmental issues

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

Training on social issues

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

No

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

DQ20.1

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 or Document name _____ AND Publication date _____

Indicate where in the evidence the relevant information can be found _____

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?

DQ20.2

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?

DQ21.1

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?

DQ21.2

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

Tenant

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

DQ22

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 _____

Upload or Document name _____ AND Publication date _____

Indicate where in the evidence the relevant information can be found _____

No

Not applicable

Supply Chain

DQ23

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

DQ23

Yes

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

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

Select all topics included (multiple answers possible)

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

Upload or Document name _____ AND Publication date _____

Indicate where in the evidence the relevant information can be found _____

No

Not applicable



New Construction & Major Renovations

Sustainability Requirements

2016 Question

NC1

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

NC1

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

Upload Indicate where in the evidence the relevant information can be found _____

Communicate the strategy (maximum 250 words)

Not publicly available

Upload Indicate where in the evidence the relevant information can be found _____

Communicate the strategy (maximum 250 words)

No

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

Upload or Document name _____ AND Publication date _____
Indicate where in the evidence the relevant information can be found _____

No

Not applicable

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

Upload Indicate where in the evidence 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?

NC4

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

Types of third-party certification used: _____

- Low-emitting materials
- Other _____

Upload Indicate where in the evidence the relevant information can be found _____

No

Not applicable

Does the entity use green building standards?

Yes

Select all applicable options (multiple answers possible)

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

Percentage portfolio covered

Green building rating systems: include all that apply _____

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

Percentage portfolio covered

Green building rating systems: include all that apply _____

The entity requires projects to achieve a specific level of certification

Percentage portfolio covered

Level of certification: include all that apply _____

Levels adopted as a standard by the entity _____

No

Not applicable

Select the % portfolio covered by each measure

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

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

Yes

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

Projects in progress at the end of reporting period

Scheme name/ sub-scheme name	Level of certification	% portfolio covered by floor area	Number of certified projects
Scheme <input type="text"/>			
Scheme <input type="text"/>			

Projects completed during the reporting period

Scheme name/ sub-scheme name	Level of certification	% portfolio covered by floor area	Number of certified projects
Scheme <input type="text"/>			
Scheme <input type="text"/>			

No

Not applicable

Note: A list of certification schemes will be provided in the Reference Guide. If you select "create a new certification", then you will be asked for additional information about the scheme (see Appendix).

Energy Efficiency

NC6

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

NC6

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?

NC7.1

Yes

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

- | | |
|---|-----------------------------------|
| <input type="checkbox"/> Biofuels | Percentage of all projects _____% |
| <input type="checkbox"/> Geothermal | Percentage of all projects _____% |
| <input type="checkbox"/> Hydro | Percentage of all projects _____% |
| <input type="checkbox"/> Solar/photovoltaic | Percentage of all projects _____% |
| <input type="checkbox"/> Wind | Percentage of all projects _____% |
| <input type="checkbox"/> Other _____ | 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?

NC7.2

Yes

Applicable net-zero standard:

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

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

Other _____

Percentage of projects covered _____%

Upload Indicate where in the evidence 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?

NC8

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 _____

Upload Indicate where in the evidence the relevant information can be found _____

No

Not applicable

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 _____

Upload Indicate where in the evidence the relevant information can be found _____

No

Supply Chain

NC10.1 Does the entity have environmental and social requirements in place for its contractors?

NC10.1

Yes

Select all topics included (multiple answers possible)

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

Percentage of projects covered _____%

Upload Indicate where in the evidence the relevant information can be found _____

No

NC10.2 Does the organization monitor its contractors' compliance with its sustainability-specific requirements in place for this entity?

NC10.2

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?

NC11

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 _____

Upload Indicate where in the evidence the relevant information can be found _____

No

Not applicable

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

NC12.1

Yes

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

- Communicating safety information
- Continuously improving safety performance
- Demonstrating safety leadership
- Entrenching safety practices
- Managing safety risks
- Promoting design for safety
- Other _____

No

Not applicable

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

NC12.2

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

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? **NC13**

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? **NC14**

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 Indicate where in the evidence the relevant information can be found _____

No

Appendix

1: Green Building Certificates - Validation Questions

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

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)**
-

2: Assurance and Verification Schemes

Select scheme from list below:

- ▼ AA1000 Assurance Standard
- ▼ Advanced technologies promotion Subsidy Scheme with Emission reduction Target (ASSET)
- ▼ Airport Carbon Accreditation (ACA) des Airports Council International Europe
- ▼ Alberta Specified Gas Emitters Regulation
- ▼ ASAE 3000
- ▼ Attestation Standards established by the American Institute of Certified Public Accountants/AICPA (AT101)
- ▼ Australia National Greenhouse and Energy Regulations
- ▼ California Mandatory Greenhouse Gas Reporting Regulation (NGER Act) (also known as Californian Air Resources Board regulations)
- ▼ Canadian Institute of Chartered Accountants (CICA) Handbook: Assurance Section 5025
- ▼ Carbon Trust Standard
- ▼ Certified Emissions Measurement and Reduction Scheme (CEMARS)
- ▼ Chicago Climate Exchange verification standard
- ▼ Compagnie Nationale des Commissaires aux Comptes (CNCC)
- ▼ Corporate GHG Verification Guidelines from ERT
- ▼ DNV Verisustain Protocol/ Verification Protocol for Sustainability Reporting
- ▼ ERM GHG Performance Data Assurance Methodology
- ▼ IDW AsS 821: IDW Assurance Standard: Generally Accepted Assurance Principles for the Audit or Review of Reports on Sustainability Issues
- ▼ ISAE 3000
- ▼ ISAE 3410, Assurance Engagements on Greenhouse Gas Statements
- ▼ ISO 14064-3
- ▼ JVETS (Japanese Voluntary Emissions Trading Scheme) Guideline for verification
- ▼ Korean GHG and Energy Target Management System
- ▼ NMX-SAA-14064-3-IMNC: Instituto Mexicano de Normalización y Certificación A.C
- ▼ RevR6 Procedure for assurance of sustainability report from Far, the Swedish auditors professional body
- ▼ Saitama Prefecture Target-Setting Emissions Trading Program
- ▼ SGS Sustainability Report Assurance
- ▼ Spanish Institute of Registered Auditors (ICJCE)
- ▼ Standard 3410N Assurance engagements relating to sustainability reports of the Royal Netherlands Institute of Registered Accountants
- ▼ State of Israel Ministry of Environmental Protection, VERIFICATION OF GREENHOUSE GAS EMISSIONS AND EMISSIONS REDUCTION IN ISRAEL GUIDANCE DOCUMENT FOR CONDUCTING VERIFICATIONS, Process A
- ▼ The climate Registry General Verification Protocol (also known as California Climate Action Registry (CCAR))
- ▼ Tokyo Emissions Trading Scheme
- ▼ Verification under the EU Emissions Trading Scheme (EU ETS) Directive and EU ETS related national implementation laws