

G R E S B

REAL ESTATE
PRE-ASSESSMENT

2017 Pre-Assessment

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Disclaimer: 2017 GRESB Pre-Assessment Reference Guide

The 2017 GRESB Pre-Assessment Reference Guide (“Reference Guide”) accompanies the 2017 GRESB Pre-Assessment and reflects the opinions of GRESB and not of our members. The information in the Reference Guide has been provided in good faith and is provided on an “as is” basis. We take reasonable care to check the accuracy and completeness of the Reference Guide prior to its publication. While we do not anticipate major changes, we reserve the right to make modifications to the Reference Guide. We will publicly announce any such modifications.

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Introduction

About GRESB

GRESB is an industry-driven organization transforming the way capital markets assess the environmental, social and governance (ESG) performance of real asset investments. 850 property companies and funds, jointly representing more than USD 3.7 trillion in assets under management, participate in the GRESB Real Estate Assessment. The Infrastructure Assessment covers 64 funds and 160 assets, and 25 portfolios complete the Debt Assessment. GRESB data and analytical tools are used by 66 institutional and retail investors, including pension funds and insurance companies, collectively representing over USD 17 trillion in institutional capital, to engage with investment managers to enhance and protect shareholder value. Greater transparency on ESG issues has become the norm, with GRESB widely recognized as the global ESG benchmark for real assets. Learn more at www.gresb.com

About the 2017 GRESB Assessment

The GRESB Real Estate Assessment was open for reporting in the period April 1 - July 1, 2017 and 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 Pre-Assessment

The GRESB Pre-Assessment is a standalone ESG evaluation comprised of a subset of indicators from the GRESB Real Estate Assessment and runs outside the GRESB Assessment period. It is specifically tailored as a stepping stone to the Real Estate Assessment for:

- New mandates that are raising capital or constructing a property portfolio, and seek strong ESG performance immediately upon establishment;
- Existing real estate vehicles that have recently begun incorporating ESG into operations, and seek preliminary ESG assessment and improvement tools;
- Opportunistic and short hold investment strategies.

About this document

This document provides:

- Information on the reporting, review and validation processes of the Pre-Assessment
- Technical instructions for each Pre-Assessment indicator;
- Details about validation, scoring, and documentation requirements.

If you need additional help, please contact our helpdesk team at info@gresb.com.

Who can see my data?

GRESB Real Estate Pre-Assessment results remain confidential to the reporting entity. The account manager of the reporting entity can control the distribution to investors from the GRESB portal.

In 2017, GRESB has introduced the functionality where documentation provided as evidence can be made available to investors on a document by document basis. Each uploaded document will have a checkbox (the default being set to 'not available') which, when selected, will make this evidence available to investors. Once this textbox is selected, the document will be available to all investors, it is not possible to choose a sub-set of investors which you would like to share the documents with.

GRESB Participant Training

GRESB provides a training program for property companies, fund managers, and their advisors every spring. The GRESB Training Program offers a hands-on educational experience addressing all aspects of sustainability in real estate portfolios as covered by the GRESB Real Estate Assessment. Trainings combine theoretical characteristics of each GRESB topic with its practical applicability, demonstrated through various examples and case studies, tailored based on respective experience levels.

GRESB Real Estate training courses are offered from late February to mid April to professionals involved in real estate investment and sustainability management. Courses are delivered in select locations across all regions with GRESB participation, including Europe, North America and Asia Pacific.

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

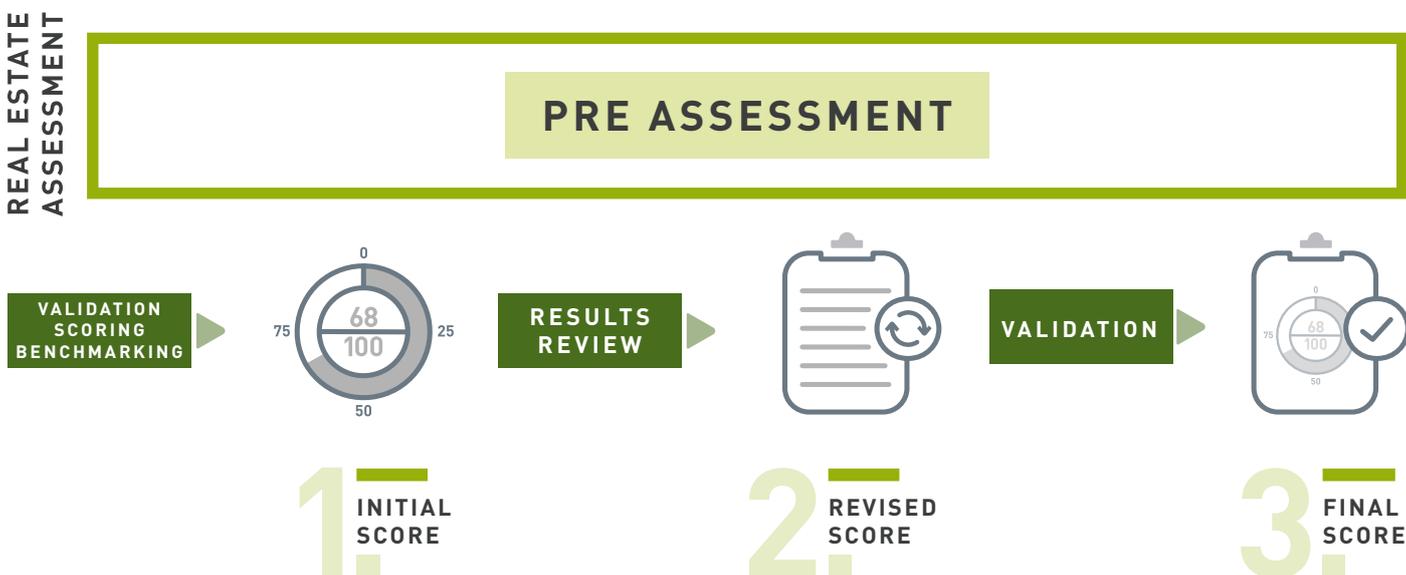
In-house sessions are available upon request. If you have questions regarding the training program, please contact us at info@gresb.com.

Timeline & Process

The GRESB Real Estate Pre-Assessment is available in the GRESB Portal in the period October 23, 2017 - April 1, 2018. Pre-Assessment participants can submit their answers in their own time, as there is no specific deadline for doing so. Following receipt of submission and prior to data analysis, GRESB validates all data and the results will be shared with you in a Pre-Assessment report within a month of submission. You will have the opportunity discuss the results with a GRESB representative and re-open the Pre-Assessment for another round of information updates.

In order to successfully complete and submit the Pre-Assessment, please follow the next steps:

1. Go to www.gresb.com and create a GRESB Account
2. Indicate that you are interested in the GRESB Real Estate Assessment
3. Complete all indicators, using the guidance in this document and in the portal
4. Thoroughly review all information
5. Proceed to payment process (Pre-Assessment fee: 3500 EUR / 4120 USD)
6. Submit Pre-Assessment
 - 6.1 GRESB validates, analyses and scores information
7. Receive Pre-Assessment report within a month from submission
8. (Optional) Discuss results with a GRESB representative
9. (Optional) Reopen Pre-Assessment and incorporate a new round of changes (Reopening fee: 1750 EUR / 2016 USD)
 - 9.1 GRESB validates, analyses and scores the updated information
 - 9.2 Receive a new Pre-Assessment report



GRESB Pre-Assessment structure

Allocation to E, S, G

GRESB has allocated each indicator to one of the three sustainability dimensions (E- environmental; S- social; G- governance):

- E – indicators related to actions and efficiency measures undertaken in order to monitor and decrease the environmental footprint of the portfolio;
- S – indicators related to the entity's relationship with and impact on its stakeholders and direct social impact of its activities;
- G – indicators related to the governance of sustainability, through policies and procedures, at entity or organization level.

Assessment question structure

Every indicator can be answered with 'yes' or 'no' and in some cases with 'not applicable'. If 'yes' is selected, the participant has the option to further classify the response by selecting one or more sub-options. Participants should select all sub-options that accurately describe the entity and for which the entity can provide evidence. If 'no' is selected, the participant may not select any additional sub-options.

Evidence

Selected indicators in the Pre-Assessment require the provision of supporting evidence. Evidence is information that can be used to validate the overall answer to the indicator and support any additional selected criteria. GRESB does not have a prescriptive standard for evidence, rather the expectation is that a validator with reasonable domain expertise can review the evidence and find support for the overall response and selected criteria. The evidence should not require extensive interpretation or inference, and participants are strongly encouraged to provide the simplest evidence that supports their claim. It is the responsibility of the reporting entity to provide clear and concise information that can be understood by the validator. The validator will reject claimed answers or individual criteria not supported by evidence.

GRESB requires participants to provide additional evidence for a subset of indicators, using hyperlinks and/or document uploads as part of the data validation process.

- **Requirement of uploads:** Not all indicators require mandatory document uploads. However, in the absence of an upload, providing the document name AND date of publication is mandatory. If you do not upload the document and instead provide the name/publication date, you may be asked to disclose the document to GRESB as part of the validation process. In order to validate your submission as efficiently as possible, we ask that you provide a document upload in each case. An open textbox is available next to each uploaded document which can be used to provide additional context for the document provided.

Pre-Assessment note: We strongly recommend Pre-Assessment participants to always upload the supporting evidence, as opposed to simply providing the Document Name and Date. All Pre-Assessments are Validated Plus, which means we would ask for the documents as part of the review and analysis process.

- **Permitted number of uploads:** In 2017, GRESB has introduced the functionality to upload multiple documents as evidence per indicator. This improved functionality helps to ease the reporting burden by eliminating the need to merge different documentation into one file. If the information you want to provide is part of a larger document that you do not want to disclose in its entirety, you can extract the relevant parts using www.splitpdf.com or you can refer to specific pages in the upload using the Evidence template, available in the document library, or in the separate open textbox available next to each uploaded document.
- **Location of relevant information:** In order to facilitate the data validation process, you should use the assigned box to indicate where in the document the relevant information can be found. Additionally, you may add a cover page at the beginning of the document or clearly highlight, encircle, or otherwise identify the specific page number(s) within the upload.
- **Evidence template:** In 2017, GRESB introduces an Evidence template, which may be used as a standalone document, or as a cover page for uploaded evidence. This template allows for easier identification of relevant information for each sub-option selected within an indicator.
- **Sections of documents:** You may upload sections of larger documents. If you do so, include in the document upload the name and date of publication of the document from which the extract is taken.
- **Redacted documents:** You may redact documents. However, they must contain enough information to validate your

question response. Re-written summaries of documents must be on the organization's letterhead and contain enough information to validate your question response.

- **Data security:** GRESB uses uploaded documents for validation purposes. In 2017, GRESB has introduced the functionality where documentation provided as evidence can be made available to investors on a document by document basis. Each uploaded document will have a checkbox (the default being set to 'not available') which, when selected, will make this evidence available to investors. Once this textbox is selected, the document will be available to all investors, it is not possible to choose a sub-set of investors which you would like to share the documents with.
- **Upload library:** Uploaded documents are stored in a participant's document library, which remains accessible after you submit your response. The library is entity specific.

Hyperlink

If a hyperlink is provided, ensure that the relevant page can be accessed within two steps. In order to qualify as valid supporting evidence, the evidence provided must demonstrate the existence of the relevant topic relating to each of the criteria selected. The participant has the obligation to ensure that the hyperlink is functioning. Broken links are the responsibility of the participant and will be interpreted as the absence of evidence.

Language

Your Assessment response must be submitted in English. Official documents uploaded as supporting evidence, do not need to be translated. However, a summary of the content should be provided in English.

Open text boxes

Most open text boxes are scored. GRESB distinguishes between open text boxes:

- That are scored and can receive no, partial or full points. In order to receive the maximum number of points for the scored text boxes, the description should include all of the requirements referred to in the guidance for the question.
- That are used for reporting purposes only (not scored);
- That provide context for specific indicators (not scored);

'Other' answers

Some indicators offer the opportunity to provide an alternative answer option ('Other'). Such other answers must stand outside of the options listed in the question. It is possible to add multiple other answers. However, scores will not be aggregated. All answers are validated as part of the data validation process.

Indicator-specific guidance

The indicator-specific guidance contains:

- **Per Aspect:** An overview which summarizes (a) the intent of the Aspect and (b) the content of the section and any major changes from 2016 (marked in italics);
- **Per indicator:** An overview which indicates (a) the intent of the indicator, (b) to which of the two GRESB dimensions (Management & Policy or Implementation & Measurement) it is allocated, (c) the maximum number of points available, (d) to which of the E, S or G categories it is allocated, (e) applicable terminology, (f) requirements for a well structured response, (g) scoring elements and (h) any applicable supporting materials, examples or references.

Reporting period

Answers must refer to the reporting period identified in EC3 in the Assessment. A response to an indicator must be true at the close of the reporting period; however, the response does not need to have been true for the entire reporting period. GRESB does not favor the use of calendar year over fiscal year or viceversa, as long as the chosen reporting period is used consistently throughout the Assessment.

In the case of portfolios that are in the capital raising process, choose the intended or preferred reporting period.

Reporting level

Assessment questions are asked at three levels. Where a participating entity is part of a larger investment management organization or group of companies (the 'Organization'), GRESB directs some indicators to be answered either:

- (a) At 'Organization Level';
- (b) At 'Organization Level applicable to Entity Level';

(c) At 'Entity Level'.

Organization Level: These indicators do not need to relate specifically to the entity for which you are submitting an Assessment response. Instead, if the entity is part of an investment management organization or group of companies, your response may relate to the Organization.

Organization Level applicable to Entity Level: These indicators require you to respond at entity level but, if the entity is part of a larger organization (as defined above), your response may relate to organization level activities. However, in these circumstances, the organization level activities must apply to the entity.

Entity Level: These indicators ask for the highest level of detail in your response. Your response should relate specifically to the named entity for which you are submitting an Assessment response.

Each indicator specifies at which level you should respond. As part of the validation process, GRESB may seek confirmation that a question has been answered at the correct reporting level. Where a participating entity is not part of a larger organization, all Assessment responses should be answered at the entity level.

Service providers (Organization name)

This information is used in the data validation process. State the full name of the organization(s). As part of our annual validation of service providers, we may ask you to provide additional information via the GRESB Portal.

Scoring Methodology

The GRESB Real Estate Assessment is structured into seven sustainability Aspects, with a separate Aspect for New Construction & Major Renovations. The weighted combination of scores for each Aspect generates the overall GRESB Score.

The GRESB Pre-Assessment is a sub-set of indicators from the GRESB Assessment and preserves the number of points allocated to each indicator. As a result, the Pre-Assessment provides a meaningful indication of performance for the selected indicators in absolute terms and by comparison with the 2017 GRESB Assessment participants.

Points per Indicator

For indicators where you can select one or more sub-options, GRESB awards points cumulatively for each individual sub-option and then aggregates to calculate a final score for the indicator. For many indicators, this final score is capped at a maximum, which means that it is not necessary to select all answer sub-options in order to receive full points. This scoring mechanism allows for reflecting the diversity among property companies and funds and the variety of their sustainability-oriented activities. Open text boxes (where participants answer through a descriptive text), and indicators for which participants select 'other' answers, are manually validated. Points are awarded for valid responses, based on the quality of the responses.

Scoring model

The scoring model is based on an automated system, which uses a technology platform designed for GRESB by a third party that specializes in data analysis software development. The scoring is completed without manual intervention after data validation has been completed.

The sum of the scores for each Pre-Assessment question adds up to a maximum of 44 points, and is the result of indicators from five of the seven Real Estate Assessment aspects.

For more information about the GRESB Real Estate Assessment scoring methodology, please check pages 14-15 of the [Reference Guide](#).

Other information

- Open text boxes - GRESB awards full, partial or no points for open text box responses. Responses are assessed based on compliance with question requirements.
- Document uploads - GRESB uses uploads in the data validation process in two ways: (a) uploads requested to validate the response to the Assessment indicator are either accepted or rejected, and (b) uploads requested as standalone answers to Assessment questions are awarded full, partial or no points.
- Role of validation in scoring - Points are awarded per indicator using the methodology published in this Reference Guide.

GRESB Rating

The GRESB Pre-Assessment participants will not receive a GRESB rating. Only participants in the annual GRESB Assessment, running from April 1 - July 1 are rated compared to the annual benchmark.

The GRESB Rating is an overall measure of how well ESG issues are integrated into the management and practices of companies and funds. The rating is calculated relative to the global performance of all reporting entities - property type and geography are not taken into account. The GRESB Rating thus provides investors with differentiation in overall ESG performance of the global property sector. If certain regions systematically perform better, they will on average have higher-rated companies and funds. The calculation of the GRESB Rating is based on the GRESB Score and its quintile position relative to the GRESB universe, with annual calibration of the model. If the entity is placed in the top quintile, it will have a GRESB 5-star rating; if it ranks in the bottom quintile, it will have a GRESB 1-star rating etc.

2017 GRESB Data Validation Process

Roadmap to investment grade data

Data validation is an important part of GRESB's annual benchmarking process. The purpose of data validation is to encourage best practices in data collection. It is an important element of GRESB's roadmap to investment grade data. Following receipt of participants' Pre-Assessment submissions, prior to analyzing the data, GRESB validates participants' input data.

What data does GRESB Validate?

GRESB validation is a check on (a) the factual accuracy and (b) the logic (e.g. clear, sound reasoning) of Assessment submissions, including:

- Key topics: Checks on Assessment indicators that ask for (a) quantitative information and (b) indicators that are strongly weighted in the scoring methodology (in turn a reflection of their importance to investors and as indicators of sustainability);
- Third-party review topics: Checks on indicators that ask for confirmation of third-party checks of sustainability data e.g. reviews, verification, assurance;
- Umbrella topics: Checks on indicators with broad, overarching relevance to the sustainability of portfolios.

GRESB checks:

1. The existence and content of answers to open text boxes;
2. The additional information provided to Assessment Indicators, e.g. third-party organization names, assurance, audit, certification and verification standards and 'other' answers;
3. Uploaded documents, provided URLs and references to document names and dates of publication;
4. Automated outlier and consistency checks of performance data (energy and water consumption, GHG emissions and waste).

Whose data does GRESB validate?

All the data submitted in the benchmark goes through GRESB's data validation process. There are three validation levels, but the Pre-Assessment will always be validated using Validation Plus:

All Participant Checks

- Checks on all benchmark submissions, for selected data points;
- Validation per indicator with a secondary review system for quality control;
- Focus on open text boxes and open fields, including reporting standards, green building certificates and energy ratings;
- Supplemental checks to confirm the existence of supporting evidence for questions requiring documentary evidence (hyperlinks, uploaded documents, or details of the name and date of the document);
- Supplemental checks on energy, GHG emissions, water, waste data outliers

Validation Plus

- An additional desktop review on a selection of all Assessment submissions for which participants provide supporting evidence in the form of a document upload;
- Automatic, random selection via the GRESB Portal, using a pre-defined algorithm;
- Validation per entity with a secondary review system for quality control;
- Document review of supporting evidence for selected indicators. Where no document is provided, the GRESB team will request the document from the participant.

GRESB randomly selects Validation Plus participants using an automatic selection tool that selects participants upon submission via the GRESB Portal. The selection process is automatic and uses a pre-defined randomization algorithm. This means that a single investment house or property company with multiple submissions may be selected more than once for Validation Plus.

Participants selected will be automatically notified by email. Participants are required to provide copies of the missing documents from the submitted response. If no documents are missing, no action is required from the participant. Only the GRESB/GBCI validation team reviews these documents and they are not disclosed to any third parties. You may redact the documents, provided that enough information to validate your Assessment responses is available. If GRESB

does not receive these documents by the close of the validation period, the supporting evidence will not be accepted. In 2017, GRESB anticipates that approximately 25-40 percent of Assessment participants will be selected for Validation Plus.

Validation Interviews

- In-depth assessment of data, performed over the phone by GRESB on a selection of all Assessment submissions;
- Random selection of participants using a system that analyzes criteria based on 2016 Assessment submission data. The system automatically picks participants based on a profile that takes into account 2016 Assessment validation decisions, outliers, and performance;
- Focus on the mapping of the portfolio (Reporting and Entity Characteristics), and supporting evidence.

Validation Interview participants are automatically selected using a system that analyzes criteria based on the previous year's Assessment data. Participants selected will be notified by email. The system automatically selects participants based on a profile that takes into account the previous year's validation decisions, data anomalies and outliers. In 2017, GRESB anticipates that approximately five percent of participants will be selected for a Validation Interview.



Quantitative Data Quality Control

Based on statistical modelling, GRESB identifies outliers in all reported quantitative data. This analysis is performed to ensure that all participating entities included in the benchmarking and scoring process are compared based on a fair, quality-controlled dataset.

Entity and Reporting Characteristics

Intent and Overview

Information provided in the Entity and Reporting Characteristics section provides the framework for the submission. The profile of the reporting entity is also used for comparison group selection, which is based on property type and country/regional allocation, as well as the nature of ownership and management structure. In the case of portfolios that are in the capital raising process, report the intended portfolio composition.

The section consists of two parts:

- **Entity characteristics:** Identifies the participating entity, based on characteristics that remain constant across different reporting periods (year-over-year).
- **Reporting characteristics:** Defines the reporting scope of the entity for the current reporting period and determines the structure of the Assessment submission.

Entity Characteristics

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

Intent Identify the participating entity.

Terminology **Entity name:** Fund or company name of the investable entity for which the Assessment is submitted. In case of listed companies, the entity name is the legal name of the organization, also used for identification on the international stock exchanges. In case of non-listed entities, the entity name identifies the investable portfolio for which the Assessment is submitted.
Fund manager (organization) name: Legal name of the organization that manages the entity (typically applicable for non-listed entities only).

Requirements Complete all applicable fields.

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
 Not Applicable
Open or closed end:
 Open end
 Closed end
Finite or infinite structure:
 Finite structure. Specify termination date: _____
 Infinite structure

Government entity
 Not applicable

Intent

Describe the ownership status and characteristics of the participating entity.

Terminology

Closed end fund: A fund is classified as closed end where:

- A formal limit is placed upon the maximum amount of capital which may be accepted into the entity without existing investors' consent;
- The entity has a finite life or expected liquidation date;
- There is limited liquidity throughout the life of the fund, but investors wishing to purchase a stake in the entity may buy units from existing investors in the secondary market (once the vehicle is closed); and
- Redemption of units at the investors' choice can otherwise only occur at end of the life of the entity (liquidation), and / or at interim periods of over 12 months' notice.

Core: Low-risk entities that invest in stabilized, income producing property, which is typically held for 5 to 10 years and have limited acquisition/disposal activity after the fund has been invested. Assets in core funds are characterized by stable income returns with less capital growth. A Core Plus fund invests in similar style assets but adopts a more aggressive management style. Core Plus entities are considered Core for the purposes of the GRESB Assessment.

Finite structure: Refers to funds that have a specific termination date, otherwise known as the funds expiration or liquidation date.

First closing: A date specified by the manager on which the vehicle is launched, the initial capital subscription is completed and the commitment period commences.

Fund or vehicle: Terms used to describe a structure where at least three investors' capital is pooled together and managed as a single entity with a common investment aim. For the purposes of these definitions, these terms can be used interchangeably.

Government entity: A real estate portfolio managed by a government agency (e.g. U.S. General Services Administration, GSA). Government portfolios are formed of publicly owned, publicly managed and publicly leased properties.

Infinite structure: Refers to funds with no specified or intended termination dates.

ISIN: International Securities Identification Number. ISINs are assigned to securities to facilitate unambiguous clearing and settlement procedures. They are composed of a 12-digit alphanumeric code and act to unify different ticker symbols, which can vary by exchange and currency for the same security. In the United States, ISINs are extended versions of 9-character CUSIP codes.

Listed entity: A company that is publicly listed and traded on a recognized stock exchange such as Nasdaq or NYSE.

Note: GRESB Real Estate Investor Members that invest in listed real estate securities have access to the GRESB Real Estate Assessment results of all listed companies that participate in the Real Estate Assessment.

Non-listed entity: A company or fund that is not listed or traded on any stock exchange. Also known as private entities or private portfolios.

Open end fund: A fund in which:

- No formal limit is placed upon the maximum amount of capital that may be invested into the entity;
- Trading takes place either through the entity on an issue/redemption basis or on a matched bargain basis; and
- The issue/redemption of units is subject to conditions as to (among others) price, notice period, number of units and payment period.

Opportunity: High-risk entities that invest in greater yielding assets; for example, developments without pre-leasing, properties involving significant repositioning or that are distressed, and large portfolio acquisitions, purchased to be re-packaged and sold in smaller lot sizes. Opportunity funds generally maintain higher leverage limits and have shorter holding periods for assets.

REIT: A Real Estate Investment Trust is an investment vehicle for real estate that is comparable to a mutual fund. Listed REITs are traded on a stock exchange.

Value Added: Moderately higher-risk entities that typically engage in "forms of active management, such as tenant lease-up, repositioning or redevelopment, to generate returns through adding value to the investment properties" (INREV Fund Style Classification Report 2012, page 07).

Year of commencement: The year in which the reporting entity began investing in the market.

If a listed entity is delisted (i.e. taken private) but remains under the same management, the date of original commencement can be used for "date of first closing" for the new non-listed entity. If the entity is taken private by a new management company, the first day of closing should be the date of privatization. This information is not used for scoring and used for context only; portfolio vintage may affect the ability to implement ESG policies and strategies.

If two or more listed companies merge into one entity, report on the structure, policies and procedures of the newly formed entity as of the end of the reporting period.

Requirements Select one of the options, select all applicable sub-options and complete the year of first closing/commencement. Entities reporting to GRESB are expected to represent investable vehicles, and these entities are expected to include all direct real estate assets held by the vehicle (i.e., the whole portfolio). In the case of portfolios that are in the capital raising process, report the intended investment strategy.

References INREV Guidelines, Definitions, 2014

EC3 The reporting period is:

- Calendar year
- Fiscal year. Specify the starting month _____

Intent Set the entity’s annual reporting period.

Terminology **Calendar year:** January 1 – December 31
Fiscal year: Depending on the jurisdiction the fiscal year can start on April 1, July 1, October 1, etc. (the period used to calculate annual financial statements).
Reporting period: Answers must refer to the reporting period identified in EC3 in the Real Estate Assessment. A response to an indicator must be true at the close of the reporting period; however, the response does not need to have been true for the entire reporting period. GRESB does not favour the use of calendar year over fiscal year or viceversa, as long as the chosen reporting period is used consistently throughout the Assessment.

Requirements Select one of the options.

Reporting Characteristics

RC1 Describe the composition of the entity’s portfolio during the reporting period:

Property type	% of GAV	Number of Assets	Floor Area (optional)		Units (optional)	% Indirectly Managed Assets (optional)
			m2/sq.ft.	Type		
Retail, High Street				Select type ▼		
Retail, Shopping Center				Select type ▼		
Retail, Warehouse				Select type ▼		
Office				Select type ▼		
Industrial, Distribution Warehouse				Select type ▼		
Industrial, Business Parks				Select type ▼		
Industrial, Manufacturing				Select type ▼		
Residential, Multi-family				Select type ▼		
Residential, Family Homes				Select type ▼		
Senior Homes				Select type ▼		
Residential, Student Housing				Select type ▼		
Hotel				Select type ▼		
Healthcare				Select type ▼		
Medical Office				Select type ▼		
Lodging, Leisure & Recreation				Select type ▼		
Data Centers				Select type ▼		
Self-storage				Select type ▼		
Parking (indoors)				Select type ▼		
Other				Select type ▼		

Note: The table above defines the scope of your 2017 GRESB submission and should include the total portfolio of the investible entity. If assets were purchased/sold during the reporting period, include them in the overall reporting scope defined above. In the case of portfolios that are in the capital raising process, report the intended portfolio composition. You may use reasonable estimates for the GAV allocation to each property type.

Intent	<p>Portfolio composition information determines the structure of the Performance Indicators and Building Certification sections, and forms the base for GRESB peer groups.</p> <p>GRESB aims to benchmark participants against similar property types. If that is not possible, we will group property types defined in “Other” based on their property type characteristics.</p>
Terminology	<p>Data Centers: Property used for the purpose of data storage, processing and/or distribution. Examples may include, but are not limited to: telecommunications centers and data storage centers.</p> <p>Hotel: Examples may include, but are not limited to, hotels, motels, youth hostels, lodging and resorts.</p> <p>Healthcare: Buildings used for the purpose of primary healthcare. Examples may include, but are not limited to: hospitals, clinics, physical therapy centers and mental health centers.</p> <p>Industrial, Distribution warehouses: Industrial buildings used for the purpose of storing, processing and distribution of goods to wholesalers, retailers and/or consumers.</p> <p>Industrial, Manufacturing: Industrial buildings used for the purpose of manufacturing. Otherwise known as a factory or manufacturing plant.</p> <p>Industrial, Business parks: An industrial business park is an area zoned for the purpose of industrial development, where (light-weight) industrial buildings are grouped together with offices. Examples may include, but are not limited to: industrial estate, trading estate and enterprise zone.</p> <p>Land: Land is an un-occupied property type which does not meet the operational profile of other property types. It can be either open land or land containing dormant buildings not in operational use. If the portfolio includes Land as property type, report on it in RC-NC1 and in the New Construction & Major Renovations Aspect.</p> <p>Lodging, Leisure & Recreation: Indoor center used for the purpose of leisure and recreation. Examples may include, but are not limited to: exercise facilities, indoor sports courts, fitness studios, movie theaters, swimming centers and saunas/steam rooms.</p> <p>Medical office: Examples may include, but are not limited to: offices specifically used for the purpose of medical administration, secondary research or other purposes, exclusive of the property types specified for Healthcare.</p> <p>Office: Examples may include, but are not limited to: freestanding office, office terrace, unattributed office buildings and office parks.</p> <p>Operational control: The ability to introduce and implement operating and/or environmental policies and measures.</p> <p>Other: State the other property type. Possible other answers may include, but are not limited to: kindergarten, community halls. Only use this option if your investments do not fit into any of the options given.</p> <p>Parking (indoors): Enclosed, indoor vehicle parking facilities, usually consisting of numerous levels for which vehicles are intended to be parked. Otherwise known as multi-story car park, parking building, parking garage, stacked car parking and indoor parking.</p> <p>Retail, High street: Retail buildings located on the high street in a particular area, usually terraced buildings located in the city centre or other high-traffic pedestrian zones.</p> <p>Retail, Shopping centers: Enclosed centers for retail purposes. Examples may include, but are not limited to: regional malls and shopping malls.</p> <p>Retail, Warehouse: Refers to buildings in an un-enclosed retail space, otherwise known as a strip center or strip mall, whereby buildings are usually stand-alone and situated side-by-side with their entrance facing a main street or carpark.</p> <p>Residential, Multi-family: Refers to multiple residential dwelling spaces contained within one building, otherwise known as a multi-dwelling unit. This includes low-, mid- and high-rise apartment blocks.</p> <p>Residential, Family homes: Includes both single-family homes and multi-dwelling units not including apartment blocks. A single-family home is a separate, free-standing residential building. A multi-dwelling family home includes those such as two-flats, duplex, semi-detached, and townhouses. Synonyms include: Single-family home, single-detached dwelling, detached house, single-family residence, separate house, free-standing house, townhouse, duplex, condo, semi-detached, villa.</p> <p>Residential, Student housing: Residential buildings used for the purpose of housing students, otherwise known as student apartments, student houses, student residence, student quarters, and student accommodation.</p> <p>Self-storage: Indoor building or warehouse used for the purpose of self-storage for individuals and/or organizations, otherwise known as self-service storage.</p> <p>Senior homes: Residential buildings used for the purpose of housing seniors, otherwise known as senior assisted living homes, retirement homes/apartments, retirement villages, old-age homes.</p>

GRESB aims to benchmark participants against other similar property types. If that is not possible, we will group property types defined in “Other” based on their property type characteristics.

Requirements Entities reporting to GRESB are expected to represent investable vehicles and must include all direct real estate assets held by the vehicle (i.e., the whole portfolio) at any time during the reporting period. If you have questions regarding the allocation of assets to a certain property type category, please contact GRESB using the “Ask GRESB” button next to question RC 5.1 in the Assessment Portal.

Floor area: Definitions of floor areas vary by location, building type and landlord-tenant arrangement. Examples include: common parts area, lettable/leasable area, internal area, usable area, occupied area, conditioned/treated area. When reporting to the GRESB Assessment, you should be consistent in the floor area calculation you use across indicators. It is recommended to report on floor areas using the International Property Measurement Standard (IPMS). IPMS aims to establish a globally consistent methodology for property measurement.

It is mandatory to include the whole floor area for the entire portfolio of the investable entity, regardless of:

- Restrictions on management control resulting from (a) the landlord and tenant relationship or (b) the ownership structure of the entity.
For more information regarding managed/indirectly managed assets (landlord/ tenant relationship only) and reporting boundaries, see the Reporting scope and boundaries section below.
- The period of time an asset was part of the portfolio during the reporting period. For assets purchased or sold during the reporting period, you must:
 - **Include** these buildings in the overall reporting scope defined in RC1
 - **Include** these buildings in the calculations of Absolute Consumption for Performance Indicators (only include the consumption for the period of time the assets were part of the portfolio)
 - **Not include** these buildings in Like-for-Like Consumption.

Percentage Indirectly Managed: Percentage calculated based on total floor area per property type. The numerator is the total floor area of Indirectly Managed assets per property type. The denominator is the total floor area per property type, not the total floor area of the whole portfolio (i.e., the purpose is to calculate the fraction of Indirectly Managed for each property type).

Percentage GAV: Report the portfolio’s property type diversification (if applicable), by fraction of total GAV or net operating income (NOI). The GAV value for this question should be calculated as the GAV of standing investments at the end of the reporting period plus GAV of standing investments sold during the reporting period. If the total value of GAV used to calculate the percentages in this question does not match the GAV reported in RC2, use RC5.2 to explain the difference. The sum of percentages must add up to 100 percent.

Number of assets: Report on the total number of assets in each property type. It is possible for the total number of assets reported in the table to exceed the actual number of assets, as mixed-use properties can be reported separately among property type components depending on data coverage (see Mixed-use assets).

Floor area type: Select the type of floor area used across the portfolio. The floor area type selected will not influence the analysis, as long as it remains consistent throughout the entire Assessment. It is recommended to report on floor areas using the International Property Measurement Standard (IPMS). IPMS aims to establish a globally consistent methodology for property measurement.

Units: Instead of, or in addition to, floor area, you may report in “units”. Examples include, but not limited to number of parking spaces, number of hotel rooms, number of senior housing or student accommodation rooms, etc. The size of the units may differ per property type and/or for each landlord.

Mixed-use assets/properties: For mixed-use assets that lack data availability by individual property type components, responses will depend on the structure and weightings of the asset. A choice for a single property type may only be made if one of the property type components accounts for more than 75% of the asset’s GAV.

For example, when the asset consists of:

75% Office; 25% Retail — two options exist:

- Report the asset as Office (and include the entire asset’s floor area) - preferred option, as it allows better benchmarking
- Report the asset as Other: Mixed use (In RC1 and in Performance Indicators)

60% Office; 40% Retail – one option exists:

- Report the asset as Other: Mixed use (In RC1 and in Performance Indicators)

Joint ventures (“JV”): When an asset is owned as part of a joint venture, joint operation or is in joint ownership, participants are required to report on these assets, even if the joint arrangement means that the participant does not have direct operational control over the asset(s). Joint venture partners with a 25% or more stake in the asset are considered to have significant influence over operational initiatives, and can therefore drive implementation of sustainability initiatives and performance improvements, even if the operational control is with another partner.

If the equity share in a JV is more than, or equal 25%, participants may choose to either: (a) report on their share or (b) report on the full asset. This must be done consistently throughout the portfolio and regardless of operational or management control.

If the equity share in a JV is less than 25%, participants can exclude the asset(s) from the reporting boundaries. In either case, participants must explain their approach in the open text box in RC1.

If an asset is part of multiple portfolios managed by the same fund manager, the asset should be treated as a JV in each portfolio. The rules outlined above apply.

Reporting JV assets may result in a property being included in two separate GRESB submissions (one from each partner). However, this does not impact GRESB’s analysis or the benchmark results.

RC2 Which countries are included in the entity’s portfolio?

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

Intent Describe the location of the entity’s assets by country. GRESB uses the information to create country and regional peer groups.

Requirements Select the countries in which the entity’s investments are located, using the fraction of total GAV or net operating income (NOI). Use the drop down menu.

RC3 Provide additional context for the reporting boundaries (maximum 250 words)

Intent Provide additional context on the entity’s reporting boundaries.

Requirements The floor area reported in RC1 must reflect the total size of the investable entity’s standing investments. It is required to specify and clarify any inconsistencies with the reporting boundary requirements of GRESB in this open text box.
The content in this open text box will be included in the participant’s Assessment results, but will not be scored.



Management

Intent and Overview

This Aspect focuses on how the organization addresses sustainability implementation in the context of its overall business strategy. The purpose of this section is to (1) identify who in the participant organization is responsible for managing sustainability issues and has authority for decision-making on sustainability matters; (2) communicate to investors how the entity structures management of sustainability issues and (3) determine how sustainability is embedded into the organization.

In the case of portfolios that are in the capital raising process, report the intended management practices of the entity.

Sustainability Objectives

2016 Indicator

MA1

Does the entity have specific sustainability objectives?

1

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 ①
- Not integrated into the overall business strategy ①

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 ①

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

Communicate the objectives (maximum 250 words) ?

No ○

2 points, G, MP

Indicator aligned with PRI Reporting Framework 2017, Direct Property Supplement, PR 04, PR 05

Intent

Clear sustainability objectives help participants identify material issues and integrate them into overall day-to-day management practices. Integrating sustainability into the overall business strategy fosters alignment between management of sustainability issues and the overall strategy of the organization. It also demonstrates commitment to monitoring sustainability objectives and to meeting targets.

Terminology	<p>Environmental objectives: Objectives to improve absolute or relative environmental performance, such as greenhouse gas emissions or water consumption.</p> <p>Fully integrated: Complete alignment between the management of sustainability issues and the overall strategy of the organization. A fully integrated strategy incorporates sustainability to manage risk and create competitive advantages beyond utility cost savings.</p> <p>General sustainability objectives: Cross-cutting objectives to improve overall ESG performance, such as relative position on sustainability indices or rankings.</p> <p>Governance objectives: Objectives to improve entity governance, such as increasing transparency or reducing risks from bribery and corruption.</p> <p>Not integrated: Sustainability objectives were set disjointly from the overall strategy of the organization.</p> <p>Overall business strategy: The organization’s long-term strategy for meeting its objectives.</p> <p>Partially integrated: Refers to any level of alignment less than “fully integrated”.</p> <p>Social objectives: Objectives to improve absolute or relative on social issues, such as stakeholder engagement or health and well-being.</p> <p>Sustainability objectives: Strategic priorities and key topics for the management of ESG issues.</p>
Requirements	<p>Select yes or no. If yes, select all applicable sub-options.</p> <p>Evidence: Provide a document upload or URL, depending on availability online or offline.</p> <p>URL: If a URL is provided, ensure that the relevant material can be accessed within two web page navigation steps. To qualify as valid supporting evidence, the URL must demonstrate the existence of publicly available sustainability objectives relating to each of the selected checkbox items, with more than one paragraph of information.</p> <p>Open text box: Complete and include all of the applicable elements below:</p> <ul style="list-style-type: none"> • Clear sustainability objectives and targets. The text must identify key sustainability priorities and issues relevant to the entity. If applicable, explain how these objectives relate to specific elements of the entity’s overall business strategy. Sustainability and/or ESG objectives can relate to quantifiable goals or to strategic developments; • Indication that sustainability objectives apply at the entity level; • Time bounds around the objectives. Text should include a description indicating whether the objectives are short-term (one to two years), medium-term (three to five years) or long-term (more than five years); • Explanation around the extent of integration of sustainability objectives with financial objectives and next steps to foster further alignment. <p>Regardless of public availability, complete the open text box describing the objectives. Providing a publicly available URL or upload without completing the open text box will not be considered a valid answer.</p> <p>Reporting period: Answers must refer to the reporting period identified in EC3.</p> <p>Reporting level: Answers should be applicable at entity level.</p>
Scoring	<p>Points are awarded based on the objective’s level of integration into the overall business, public availability and selected components.</p> <p>Full, partial or no points are awarded to open text box responses. Responses are scored according to requirements above.</p> <p>Points for each check box item are contingent upon validity of the supporting evidence.</p>
References	<p>GRI G4, G4-1, Statement from the most senior decision-maker of the organization about the relevance of sustainability to the organization and the organization’s strategy for addressing sustainability</p> <p>PRI Reporting Framework, 2016</p>

Yes

Select the persons responsible (multiple answers possible)

Dedicated employee(s) for whom sustainability is the core responsibility 1

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 1

Provide the details for the most senior of these employees

Name _____

Job title _____

E-mail _____

LinkedIn profile (optional) _____

External consultants/manager 1

Name of the organization _____

Name of the main contact _____

Job title _____

E-mail _____

LinkedIn profile (optional) _____

Other _____

No 0

Not applicable

3 points, G, MP

Intent

The intent of this indicator is to identify resources allocated to sustainability management. Having personnel dedicated to sustainability issues increases the likelihood that the entity's sustainability objectives will be properly managed and targets will be met.

Terminology

Dedicated employee(s) for whom sustainability is the core responsibility: The employee(s)' main responsibility is defining, implementing and monitoring the sustainability objectives at organization and/or entity level.

Employee(s) for whom sustainability is among their responsibilities: The implementation and monitoring of sustainability is part of the employee's role, but is not necessarily their main responsibility.

Responsible for: A person or group of people who work on the implementation and completion of the task, project or strategy.

Requirements

Select yes or no. If yes, select all applicable sub-options. Participants must provide an e-mail address together with the name and job title of the relevant employee. This information will remain confidential and will only be used for reporting purposes.

Name of the organization: Provide the name of the organization. Select the external consultant/manager which is most important as measured by contracting value. You may be asked for additional information about the organization. It is possible to report on multiple organizations; however, you will only be able to provide contact details for one organization within the question indicator.

Other: State the name of the other group responsible for implementing sustainability objectives. Answers such as "All employees" are not valid.

Reporting period: Answers must refer to the reporting period identified in EC3.

Reporting level: Answers should be applicable at entity level.

Scoring

Points are awarded to each selected responsible party and are then aggregated to calculate the indicator's final score.

Reporting more than one external consultant and/or other answers will not impact scoring; reported answer options in these fields are validated individually, but scores will not be aggregated. The LinkedIn profiles of the persons responsible for implementing the sustainability objectives are optional fields and do not impact scoring.

It is not necessary to select all answer options in order to obtain the maximum score for this indicator.

Sustainability Decision Making

MA3

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

3

Yes

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

Asset managers 1

Board of Directors 1

External consultants 1
Name of the organization _____

Fund/portfolio managers 1

Property managers 1

Senior Management Team 1

Other _____ 1

No 0

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

2 points, G, MP

Intent

The intent of this indicator is to explore the existence of an internal taskforce focused on sustainability components. The existence of a taskforce focused on sustainability issues demonstrates a structured approach towards integrating sustainability practices across the organization.

Terminology

Asset manager: A person or group of people responsible for developing and overseeing financial and strategic developments of real estate investments at asset level.

Board of Directors: A body of elected or appointed members who jointly oversee the activities of a company or organization as detailed in the corporate charter. Boards normally comprise both executive and non-executive directors.

Fund/portfolio manager: Manages a portfolio of real estate investments, and the deployment of investor capital, by creating and implementing asset level strategies, across the entire portfolio.

Senior Management Team: A team of individuals who have the day-to-day responsibility of managing the entity/organization. The Senior Management Team is typically appointed by the CEO, Board of Directors and/or shareholders.

Sustainability taskforce/committee: A group of individuals who meet, at least four times per year, to discuss and monitor the implementation of the organization's sustainability objectives.

Property manager: A person or group of people in charge of overseeing day-to-day property operations.

Requirements

Select yes or no. If yes, select all applicable sub-options. If you select External Consultants, also state the name of the organization.

Name of the organization: Provide the full name of the organization. It is possible to report on multiple organizations. You may be asked for additional information about the organization(s).

Other: State the other type of member included in the taskforce. Other answers can include individuals (e.g. ESG Manager, IR Manager, HR representative) or groups of individuals (e.g. Product innovation team). It is possible to report on multiple other answers.

Reporting period: Answers must refer to the reporting period identified in EC3.

Reporting level: Answers should be applicable at entity level.

Scoring	Points are awarded to each selected taskforce or committee member option and are then aggregated to calculate the indicator's final score. Reporting more than one external consultant and/or other answers will not impact scoring; reported answer options in these fields are validated individually, but scores will not be aggregated. It is not necessary to select all answer options in order to get the maximum score for this indicator.
References	GRI, G4-34 Governance structure of the organization, including committees of the highest governance body. Identify any committees responsible for decision-making on economic, environmental and social impacts.

MA4 **Does the entity have a senior decision-maker accountable for sustainability?** **4**

Yes

The individual is part of

- Board of Directors ●
- Senior Management Team ●
- Fund/portfolio managers ①
- Investment Committee ①
- Other _____ ①

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

Name _____

Job title _____

E-mail _____

LinkedIn profile (optional) _____

No ○

1 point, G, MP

Intent This question aims to identify the connection between those who are responsible for sustainability and senior management. The presence of senior management dedicated to sustainability increases the likelihood that sustainability objectives will be met.

Terminology

Accountable for: A person with sign off (approval) authority over the deliverable task, project or strategy. The accountable person can delegate the work to other responsible people who will work on the implementation and completion of the task, project or strategy.

Board of Directors: A body of elected or appointed members who jointly oversee the activities of a company or organization as detailed in the corporate charter. Boards normally comprise both executive and non-executive directors.

Fund/portfolio manager: Manages a portfolio of real estate investments, and the deployment of investor capital, by creating and implementing asset level strategies, across the entire portfolio.

Investment Committee: Oversees the entity's investment strategy, evaluates investment proposals and maintains the investment policies, subject to the Board's approval.

Most senior decision-maker on sustainability: The most senior individual who holds authority for approving strategic sustainability objectives and steps undertaken to achieve these objectives.

Senior Management Team: A team of individuals who have the day-to-day responsibility of managing the entity/organization. The Senior Management Team is typically appointed by the CEO, Board of Directors and/or shareholders.

Requirements Select yes or no. If yes, select one sub-option.

Senior decision-maker: The organization's most senior decision-maker on sustainability is expected to be actively involved in the process of defining the sustainability objectives and should approve associated strategic decisions regarding sustainability. This person can be the same as the individual identified in MA2.

Participants must provide an email address together with the name and job title of the relevant employee. The email address and LinkedIn profile will remain confidential and will only be used for data validation purposes.

Other: State the other senior decision-maker on sustainability issues. The answer should refer to the department or governance structure of which the senior decision maker is a part of, and not the job title of the senior decision maker. Include only one other answer.

Reporting period: Answers must refer to the reporting period identified in EC3.

Reporting level: Answers should be applicable at entity level.

Scoring

Points are awarded based on the selected decision-maker. It is not possible to select more than one answer option.

References

CDP, CC1.1

GRI G4-36 Report whether the organization has appointed an executive-level position or positions with responsibility for economic, environmental and social topics, and whether post holders report directly to the highest governance body.

MA5

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

5

Yes



Describe the process (maximum 250 words)

No



1 point, G, MP

Intent

This question intends to identify the way sustainability issues are communicated between the party responsible for day-to-day implementation of sustainability objectives and the most senior decision-maker on sustainability. A formal process to keep the most senior decision-maker informed on the entity's sustainability performance increases accountability and encourages continuous improvement of sustainability performance.

Terminology

Most senior decision-maker on sustainability: The most senior individual who holds authority for approving strategic sustainability objectives and steps undertaken to achieve these objectives.

Requirements

Select yes, no or not applicable. If yes, complete the open text box.

Open text box: Complete and include all of the applicable elements below:

1. Means of communication. Examples can include, but are not limited to: written memos, formal reports, presentations or meeting minutes;
2. Frequency of reporting. Examples can include, but are not limited to: monthly, quarterly or annually;
3. Contents of reporting. Examples can include, but are not limited to: (i) an overview of asset performance (quantitative), (ii) realized sustainability performance against objectives, (iii) updates regarding long-term strategic objectives, (iv) updates/notifications regarding regulatory changes or (v) updates regarding proposed actions to improve the performance of the assets.

Reporting period: Answers must refer to the reporting period identified in EC3.

Reporting level: Answers should be applicable at entity level.

Scoring

Full, partial or no points are awarded to open text box responses. Responses are scored according to requirements above.

References

GRI, G4-37 Processes for consultation between stakeholders and the highest governance body on economic, environmental and social topics. If consultation is delegated, describe to whom and any feedback processes to the highest governance body.

Yes

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

- Acquisitions team ①
- All employees ●
- Asset managers ①
- Board of Directors ①
- Client services team ①
- Fund/portfolio managers ①
- Property managers ①
- Senior Management Team ①
- Other _____ ①

No ○

3 points, G, MP

Intent

This indicator intends to identify whether, and to what extent, sustainability issues are specifically addressed in employee performance targets across the organization. It also identifies how the sustainability-related objectives outlined in MA1 are reflected within the organizational structure. Including sustainability factors in annual performance targets for all employees can increase the organization's capacity to achieve improved sustainability performance.

Terminology

Acquisitions team: A team composed of representatives from various internal departments, in charge of selecting, negotiating and administering new contracts.

Annual performance targets: Targets set in annual performance reviews, which are assessments of employee performance.

Asset managers: A person responsible for developing and overseeing financial and strategic developments of real estate investments at asset level.

Board of Directors: A body of elected or appointed members who jointly oversee the activities of a company or organization as detailed in the corporate charter. Boards normally comprise both executive and non-executive directors.

Client services team: A team of individuals who provide client related input and perform client related activities.

Fund/portfolio manager: Manages a portfolio of real estate investments, and the deployment of investor capital, by creating and implementing asset level strategies, across the entire portfolio.

Property managers: A person or group of people in charge of overseeing day-to-day property operations.

Senior Management Team: A team of individuals who have the day-to-day responsibility of managing the entity/organization. The Senior Management Team is appointed by the CEO, Board of Directors and/or shareholders.

Sustainability factors: Criteria associated with the entity's sustainability objectives.

Requirements

This indicator considers only employee performance reviews. Accordingly, if you employ a contractor, any review of their performance should not be included when responding to this indicator.

Other: State the other employee. Other answers can include, but are not limited to: Engineering/Construction team, Product development team, Green team, Head of ESG, and Head of RI. It is possible to report multiple other answers for transparency purposes.

Reporting period: Answers must refer to the reporting period identified in EC3.

Reporting level: Answers should be applicable at entity level.

Scoring

Points are awarded to each selected group and are then aggregated to calculate the indicator's final score.

Reporting multiple other answers will not impact scoring; reported answer options in this field will be validated individually, but scores will not be aggregated.

It is not necessary to select all answer options in order to obtain the maximum score for this indicator.



Policy & Disclosure

Intent and Overview

The purpose of this section is to (1) describe the organization's ESG policies and (2) understand how the organization communicates its ESG performance.

Institutional investors and other shareholders are primary drivers for greater sustainability reporting and disclosure among investable entities. Real estate companies and managers share how ESG policies and management practices are implemented, and how these practices impact the business through formal disclosure mechanisms. This Aspect focuses on the policies established to formally manage and communicate ESG issues to investors.

In the case of portfolios that are in the capital raising process, report the intended policy & disclosure practices of the entity.

Sustainability Disclosure

2016 Indicator

PD1.1 Does the organization disclose its sustainability performance?

7.1

Yes (multiple answers possible)

Section in Annual Report

1

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

Select the applicable reporting level

Entity

0

Investment manager

0

Group

0

Aligned with

0

Stand-alone sustainability report(s)

1

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

Select the applicable reporting level

Entity

0

Investment manager

0

Group

0

Aligned with

0

Integrated Report

1

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

Select the applicable reporting level

Entity

0

Investment manager

0

Group

0

Aligned with

0

- Dedicated section on corporate website 1
 - Provide applicable hyperlink_____
 - Entity ●
 - Investment manager 1
 - Group 1

 - Section in entity reporting to investors 1
 - Upload** Indicate where in the evidence the relevant information can be found_____
 - Aligned with 1

 - Other_____ 1
 - Upload** Indicate where in the evidence the relevant information can be found_____
 - Select the applicable reporting level
 - Entity ●
 - Investment manager 1
 - Group 1
 - Aligned with 1
 - No 0
- 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_____

4 points, G, MP

Indicator aligned with PRI Reporting Framework 2017, Direct Property Supplement, PR 23

- Intent** The intent of this indicator is to assess the level(s) of sustainability disclosure undertaken by the entity.
Disclosure of sustainability performance demonstrates an entity's transparency in explaining how sustainability policies and management practices are implemented by the entity, and how these practices impact the business.
- Terminology**
- Alignment:** To agree and match with a recognized standard (either voluntary or mandatory).
 - Annual Report:** A yearly record of an organization's financial performance that must be distributed to investors under applicable financial reporting regulations.
 - Dedicated section on corporate website:** A section of the organization's website that explicitly addresses ESG performance.
 - Disclosure:** The act of making information or data readily accessible and available to all interested individuals and institutions. Disclosure must be external and cannot be an internal communication within the participant organization.
 - Entity reporting to investors:** A report prepared by the participant for the purpose of informing investors on the (sustainability) performance of the entity. A summary outlining an entity's overall approach to sustainability that does not contain any analysis of performance (as defined below) is insufficient.

Integrated Report: A report that is aligned with the requirements of the International Integrated Reporting Council (IIRC) Integrated Reporting Framework (December 2013).

Reporting Levels:

Entity: related specifically to the named entity, where entity is defined as the investable portfolio for which you are submitting an Assessment response.

Investment Manager: related to the investment management organization or company of which the participating entity forms a part.

Group: related to the group of companies of which the participating entity forms a part.

Standalone sustainability report: A report dedicated to the organization's (and if applicable, entity's) sustainability performance.

Sustainability performance: Indicators of environmental, social, or governance (ESG) management, implementation, or performance.

Requirements

Select yes or no. If yes, select all applicable sub-options. In all cases:

1. Select the applicable reporting level. If the organization reports at multiple levels, you should select the most detailed reporting level;
2. If applicable, select alignment from the dropdown lists to confirm that your method of reporting is aligned with an external standard or guideline. The list is based on leading international best practice guides for sustainability reporting. If reporting is aligned with more than one standard, select the standard with which there is most alignment;
3. Provide document upload or URL.

Integrated report: The document upload must contain evidence of alignment with the International Integrated Reporting Council (IIRC) Integrated Reporting Framework (December 2013).

Other: State the other method of reporting. Include just one other answer.

Evidence: Document upload or URL is mandatory.

Reporting period: Answers must refer to the reporting period identified in EC3.

Reporting level: Answers should be applicable at organization level.

Scoring

Points are awarded to each disclosure method based on (1) reporting level, (2) alignment and (3) public availability.

Reporting levels receive the following points: Group, 0.25 point; Investment Manager, 0.5 point; and Entity, 1 point.

Reporting more than one other answer will not impact scoring; reported answer options in these fields are validated individually, but scores will not be aggregated.

It is not necessary to select all answer options in order to obtain the maximum score for this question.

Points are contingent upon validity of the supporting evidence and other answers.

References

ANREV (endorsed INREV Sustainability Reporting Recommendations), 2012

APREA Sustainability Handbook, 2012

EPRA Best Practice Recommendations in Sustainability Reporting, September 2014

GRI Sustainability Reporting Guidelines, 2013

IIRC Integrated Reporting Framework, 2013

INREV Sustainability Reporting Recommendations, 2012

PRI Reporting Framework, 2016

PD1.2 Does the organization have an independent third party review of its sustainability disclosure?

7.2

Yes

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

Section in Annual Report

Externally checked by _____ ①

Externally verified by _____ using ①

Externally assured by _____ using ●

Stand-alone sustainability report

Externally checked by _____ ①

Externally verified by _____ using ①

Externally assured by _____ using ●

Integrated Report

Externally checked by _____ ①

Externally verified by _____ using ①

Externally assured by _____ using ●

Section in entity reporting to investors

Externally checked by _____ ①

Externally verified by _____ using ①

Externally assured by _____ using ●

Other _____

Externally checked by _____ ①

Externally verified by _____ using ①

Externally assured by _____ using ●

No ①

Not applicable ①

2 points, G, MP

Intent

The purpose of this indicator is to assess the entity's use of third-party checks, review, verification and assurance to ensure the reliability, integrity and accuracy of ESG disclosure.

ESG-related information is essential to the evaluation of investments' performance. Third-party checks on sustainability disclosure help investors confirm the information disclosed.

Terminology

Assured: Assurance applies the same standards and methodologies used for auditing financial data, to non-financial data. It is the process of checking data, as well as its collection methods and management systems, through a systematic, independent and documented process against predefined criteria or standards. This is a service that can only be provided by accredited auditors.

Checked: A third-party review that does not comply with the definition of either Assurance or Verification.

Verified: The process of checking data, as well as its collection methods and management systems, through a systematic, independent and documented process against predefined criteria or standards. Verification is only used for non-financial data, it applies different standards and can be performed by a wide range of accredited professionals.

- Requirements** Respond for all methods of reporting selected in PD1. For each disclosure:
1. State whether the methods of reporting are checked, verified or assured (select one option; the most detailed level of scrutiny to which the reporting was subject);
 2. Select the assurance/verification standard (as applicable) from the dropdown menu;
 3. State the name of the reviewing/verification/assurance organization.
- Other:** State the other reporting method. Include just one other answer.
Reporting period: Answers must refer to the reporting period identified in EC3, with the exception of Stand-alone sustainability reports and integrated reports, which can also refer to the year prior to the reporting period identified in EC3.
Reporting level: Answers should be applicable at organization level.
- Scoring** Points are awarded based on the average level of review across disclosure methods. PD2 is linked to PD1. The selections of disclosure methods in both questions must match, otherwise the answer in PD2 will not be considered valid. Evidence provided in PD1 will be used to validate this question; therefore, the evidence in Q7.1 should also include confirmation of the existence and type of third-party check. Points are contingent upon validity of the supporting evidence.
- References** GRESB's accepted assurance and verification are aligned with the CDP [accepted verification standards](#). GRI, G4-32-c Reference to the External Assurance Report, if the report has been externally assured.

ESG Policies

PD2 **Does the organization have a policy/policies in place, applicable to the entity level, that address(es) environmental issues?** **8**

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 🟡

3 points, G, MP

Intent The intent of this indicator is to describe the existence and scope of policies that address environmental issues. Policies on environmental issues assist organizations with incorporating sustainability criteria into their business practices.

Terminology

Biodiversity and habitat: Biodiversity refers to the variety of all plant and animal species. Habitat refers to the natural environment in which these plant and animal species live and function.

Building safety: Environmental issues with the potential to create or exacerbate risks to human safety, such as structural failure.

Climate/climate change adaptation: Responses to long-term changes in climatic conditions.

Energy consumption/management: Fuel consumption or management of energy from renewable and non-renewable sources.

Environmental attributes of building materials: Life-cycle environmental characteristics of the building materials, such as embodied carbon or water.

GHG emissions/management: GHG management refers to the management of GHG emissions. GHGs refers to the seven gases listed in the GHG Protocol Corporate Standard: carbon dioxide (CO₂); methane (CH₄); nitrous oxide (N₂O); hydrofluorocarbons (HFCs); perfluorocarbons (PFCs); nitrogen trifluoride (NF₃) and sulphur hexafluoride (SF₆).

Policy: Defines an organizational commitment, direction or intention as formally adopted by the organization. An environmental policy is evidence of the intentions and principles on environmental performance and provides the foundation for target setting and action.

Resilience: Preparedness of the built environment towards existing and future climate changes (i.e., the ability to absorb disturbances such as increased precipitation or flooding while maintaining its structure). This can be achieved by management policies, informational technologies, educating tenant, community, suppliers and physical measures at the asset level.

Waste management: Issues associated with waste generation, reuse, recycling, composting, recovery, incineration, landfill and storage.

Water consumption/management: Planning, developing, distributing and managing the optimum use of water resources.

Requirements	Select yes or no. If yes, select all applicable sub-options. Evidence: Document upload or document name and publication date. Other: State the other environmental issue. Reporting period: Answers must refer to the reporting period identified in EC3. Reporting level: Answers should be applicable at organization level.
Scoring	Points are awarded to each selected environmental issue option and are then aggregated to calculate the indicator's final score. It is not necessary to select all answer options in order to obtain the maximum score for this question. Points are contingent upon validity of the supporting evidence.
References	The United Nations Framework Convention on Climate Change, 1994 Global Reporting Initiative GRI G4 Sustainability Reporting Guidelines.

PD3 **Does the organization have a policy/policies in place, applicable to the entity level, that address(es) governance issues?** **9**

Yes

Select all governance issues included (multiple answers possible)

- Bribery and corruption ①
- Child labor ①
- Diversity and equal opportunity ①
- Executive compensation ①
- Forced or compulsory labor ①
- Labor-management relationships ①
- Shareholder rights ①
- Worker rights ①
- Other _____ ①

Upload or Document name _____ AND Publication date _____

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

No ①

1 point, G, MP

Intent	<p>This indicator examines the scope and existence of a governance policy. Policies on governance assist organizations with incorporating the management of governance issues into their business practices. This indicator asks whether a participant has a policy in place. R01 (Risks & Opportunities) ask the participant to explain how that policy is implemented.</p>
Terminology	<p>Bribery: The offering, giving, receiving or soliciting an item of value to influence the actions of an official or other person in charge of a public or legal fiduciary duty.</p> <p>Corruption: Abuse of entrusted power for private gain.</p> <p>Child labor: Work that children should not be doing because they are too young, or, if they have reached the minimum age, because it is dangerous or otherwise unsuitable for them.</p> <p>Diversity: Similarities and differences among employees in terms of age, cultural background, physical abilities and disabilities, race, religion, sex, and sexual orientation.</p> <p>Equal opportunity: The right to be treated without discrimination, including, but not limited to, on the grounds of one's sex, race, or age.</p> <p>Forced or compulsory labor: All work or service which is exacted from any person under the menace of any penalty and for which the said person has not offered himself voluntarily.</p> <p>Governance issues: Governance structure and composition of the organization. This includes how the highest governance body is established and structured in support of the organization's purpose, and how this purpose relates to economic, environmental and social dimensions.</p> <p>Labor-management relationships: Set of principles and procedures governing the relationship between management and the labor force.</p> <p>Policy: Defines an organizational commitment, direction, or intention as formally adopted by the organization.</p> <p>Worker rights: Fundamental principles and rights at work, covering issues such as freedom of association, right to collective bargaining, the elimination of forced or compulsory labor, the abolition of child labor and the elimination of discrimination with respect to employment and occupation.</p>
Requirements	<p>Select yes or no. If yes, select all applicable sub-options.</p> <p>Evidence: Document upload or document name and publication date.</p> <p>Other: State the other governance issue. It is possible to report multiple other answers.</p> <p>Reporting period: Answers must refer to the reporting period identified in EC3.</p> <p>Reporting level: Answers should be applicable at organization level.</p>
Scoring	<p>Points are awarded to each selected governance option and are then aggregated to calculate the indicator's final score.</p> <p>Reporting multiple other answers will not impact scoring; reported answer options in this field are validated individually, but scores will not be aggregated.</p> <p>It is not necessary to select all answer options in order to obtain the maximum score for this question.</p> <p>Points are contingent upon validity of the supporting evidence.</p>
References	<p>GRI G4, G4 Aspect Anti-Corruption DMA-b. See also Aspect-specific Guidance in the Implementation Manual (p. 205) and Sector-specific Guidance for DMA in the Sector Disclosure document for Construction and Real Estate</p> <p>ILO Declaration on Fundamental Principles and Rights at Work</p>

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) ①
- Consumers ①
- Community ①
- Employees ①
- Government/local authorities ①
- Investment partners ①
- Investors/shareholders ①
- Supply chain ①
- Tenants/occupiers ①
- Other _____

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

No ①

2 points, G, MP

Intent

The intent of this indicator is to identify the groups included within the entity’s stakeholder engagement policy if applicable.
 Policies on stakeholder engagement assist organizations with managing relationships with individuals and entities that are relevant to the effective management of the portfolio.

Terminology

Asset manager: A person responsible for developing and overseeing financial and strategic developments of real estate investments at asset level.
Community: Persons or groups of people living and/or working in any areas that are economically, socially or environmentally impacted (positively or negatively) by the organization’s operations.
Consumer: A person or entity that uses services for personal use. For example, in the case of a retail property, it is the shopper. In the case of a hotel, it is the hotel guest. The definitions of Consumer and Tenants/occupiers are mutually exclusive.
Employees: Either the entity’s employees or the organization’s employees whose primary responsibilities include the operation of the entity.
Investors/shareholders: The entity’s current investors and/or equity stake owners in the entity.
Property managers: A person or group of people in charge of overseeing day-to-day property operations.
Government/local authorities: The state and/or local authoritative and administrative governing body.
Policy: Defines an organizational commitment, direction, or intention as formally adopted by the organization.
Shareholders: Individuals, groups of individuals or organizations that own at least one share of a company’s stock and could be affected by an organization’s activities, products and services.
Stakeholder engagement: Engagement with individuals/entities that have an interest in the entity.
Supply chain: Sequence of activities or parties that provide products or services to the entity.
Tenants/occupiers: Organizations/persons with whom the landlord of the building has a contractual relationship to occupy part or all of the building. In most cases this will be a landlord/tenant relationship documented by a lease. However, it also includes occupiers that occupy on the basis of other types of contractual agreement, for example as a franchisee. The definitions of Consumer and Tenants/occupiers are mutually exclusive.

Requirements	<p>Select yes or no. If yes, select all applicable sub-options. An acceptable policy must include the following applicable elements:</p> <ul style="list-style-type: none"> • Purpose: The intent of the stakeholder engagement policy. • Scope: The breadth of issues and activities included in the stakeholder engagement policy. • Stakeholders: The applicable stakeholders (matching selected answer options). <p>Evidence: Document upload or document name and date. Other: State the other stakeholder. It is possible to report multiple other answers. Reporting period: Answers must refer to the reporting period identified in EC3. Reporting level: Answers should be applicable at organization level.</p>
Scoring	<p>Points are awarded to each selected engagement option and are then aggregated to calculate the indicator's final score. Reporting multiple other answers will not impact scoring; reported answer options in this field are validated individually, but scores will not be aggregated. It is not necessary to select all answer options in order to obtain the maximum score for this indicator. Points are contingent upon validity of the supporting evidence.</p>
References	AA 1000 Stakeholder Engagement Standard (AA1000SES), 2015

PD5 **Does the organization have an employee policy in place that applies to the employees responsible for this entity?** **11**

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

1 point, G, MP

Intent The existence and content of employee policies assist organizations with the management of employee relationships and with ensuring the stability of the group of individuals responsible for managing the organization and the portfolio.

Terminology

Cyber security: Protection from an assault by a third party via a computer against another computer or computer system, which is intended to compromise the integrity, availability or confidentiality of that computer or computer system.

Diversity: Similarities and differences among employees in terms of age, cultural background, physical abilities and disabilities, race, religion, sex, and sexual orientation.

Employee policy: Procedures, working conditions, and behavioral expectations that guide employee actions in the workplace. Employee policies generally also include information about the company, employee compensation and benefits, and additional terms and conditions of employment.

Equal opportunity: The right to be treated without discrimination, including, but not limited to, on the grounds of one's sex, race, or age.

Health, safety and well-being: "Health is a complete state of physical, mental and social well-being, not merely the absence of disease or infirmity" (WHO). Health and well-being can refer to a broad range of activities that address the determinants of health or the conditions that lead to health outcomes. The term "safety" refers to traditional occupational health and safety issues such as ergonomics, slips and falls, workplace hazards and toxic exposures.

Performance and career development: Training, mentoring, reviews, and other processes intended to understand employee performance and guide career development.

Remuneration: Basic salary plus additional amounts such as those based on years of service, bonuses including cash and equity such as stocks and shares, benefit payments, overtime, time owed, and any additional allowances (such as transportation, living and childcare allowances).

Requirements

Select yes or no. If yes, select all applicable sub-options.

Evidence: Document upload or document name and date.

Other: State the other employee issue. It is possible to report multiple other answers.

Reporting period: Answers must refer to the reporting period identified in EC3.

Reporting level: Answers should be applicable at organization level.

Scoring

Points are awarded to each selected checkbox option and are then aggregated to calculate the indicator's final score.

Reporting multiple other answers will not impact scoring; reported answer options in this field are validated individually, but scores will not be aggregated.

It is not necessary to select all answer options in order to obtain the maximum score for this question.

Points are contingent upon validity of the supporting evidence.

References

GRI G4, DMA-b for Employment, Labor/Management Relations, Occupational Health and Safety, Training and Education, Diversity and Equal Opportunity, and Equal Remuneration for Women and Men Aspects.

[World Health Organization](#)



Risks & Opportunities

Intent and Overview

This Aspect investigates the steps undertaken by organizations to stay abreast of sustainability risks related to bribery and corruption, climate change, environmental legislation, market risks and other material sustainability risks. The Aspect also addresses the actions taken to capitalize on identified improvement opportunities.

In the case of portfolios that are in the capital raising process, report the intended practices of the entity.

Governance

2016 Indicator

R01 Does the organization have systems and procedures in place to facilitate effective implementation of the governance policy/policies in PD3? **12**

Yes

Select all applicable options (multiple answers possible)

- Investment due diligence process 🟢
- Training related to governance risks for employees 🟢
 - 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 🟡

1 point, G, IM

(refer to PD3 Policy & Disclosure Aspect)

Intent

This indicator examines specific actions taken to limit exposure to governance-related risks. It is linked to PD3 in Policy & Disclosure, and refers to the implementation of the policy that addresses risks from exposure to governance issues (as defined in PD3).

Terminology

Governance risks for employees: Examples can include, but are not limited to: bribery and corruption risks, insider trading, sharing of confidential information.

Investment due diligence process: A systematic process to collect and interpret information about a prospective investment.

Regular follow-ups: Training offered at least once a year to employees, starting from their second year of employment.

Whistle-blower mechanism: A process that offers protection for individuals that want to reveal illegal, unethical or dangerous practices. An efficient whistle-blower mechanism prescribes clear procedures and channels to facilitate the reporting of wrongdoing and corruption, defines the protected disclosures, outlines the remedies and sanctions for retaliation.

Requirements

Select yes, no or not applicable. If yes, select all applicable sub-options.

Other: State the other system or procedure in place. It is possible to report multiple other answers.

Evidence: Document upload or document name and publication date. The provided evidence should cover the following elements:

1. The existence of specific systems and procedures;
2. Proof of implementation into the organization's operations.

Examples of supporting evidence may include an excerpt from the organization's policy manual, example of formal update sent by the organization's general counsel, or a signed letter of verification from a third party.

Reporting period: Answers must refer to the reporting period identified in EC3.

Reporting level: Answers should be applicable at organization level.

Scoring	Points are awarded to each selected checkbox option and are then aggregated to calculate the indicator's final score. Reporting multiple other answers will not impact scoring; reported answer options in this field are validated individually, but scores will not be aggregated. It is not necessary to select all answer options in order to obtain the maximum score for this question. Points are contingent upon validity of the supporting evidence.
References	GRI, G4 Aspect Anti-Corruption DMA-b. Aspect-specific Guidance in the Implementation Manual (p. 205) and Sector-specific Guidance for DMA in the Sector Disclosure document for Construction and Real Estate GRI G4, G4-S04 Communication and training on anti-corruption policies and procedures. OECD Cleangovbiz, "Whistleblower protection: encouraging reporting", 2012

R02 **Is the organization involved in any legal cases regarding corrupt practices?** **14**

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

Not scored, G, MP

Intent	This indicator intends to identify the involvement in corruption cases, as these pose material risks to an organization's reputation and business.
Terminology	Legal cases: Court proceedings threatened or actually brought by third parties against the organization, its employees, business partners or contractors.
Requirements	Select yes or no. If yes, complete all applicable sub-options. Open text box: Describe how the entity has resolved or intends to resolve the above issue(s). The content of this open text box will be included in the participant's Assessment results.
Scoring	Not scored.
References	GRI G4, G4-S05 Confirmed incidents of corruption and actions taken Transparency International, Corruption Perceptions Index, 2013

Environmental & Social

R03 Does the entity perform environmental and/or social risk assessments as a standard part of its due diligence process for new acquisitions?

15.1

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

2 points, E, IM

Indicator aligned with PRI Reporting Framework 2017, Direct Property Supplement, PR 08

Intent

The intent of this question is to identify if the entity performs environmental and/or social risk assessments as a standard part of the due diligence process for new acquisitions.

Risk assessments help to reduce exposure to long-term sustainability risks. Integration of sustainability risk assessments into the acquisition process demonstrate a commitment to ESG management, a focus on mitigating risks that might impact returns, and a forward-looking approach to the development of the portfolio.

Terminology

Building safety and materials: Assessment to identify potential hazards resulting, for example, from vulnerabilities caused by the construction materials used, major structural flaws or the presence of asbestos.

Climate change adaptation: Preparation for long-term change in climatic conditions or climate-related events. Example of climate change adaptation measures can include, but are not limited to: building flood defenses, xeriscaping and using tree species resistant to storms and fires, adapting building codes to extreme weather events.

Contamination: Land and groundwater pollution which may require action to reduce risk to people or the environment. As an example, contamination can be assessed through a Phase I or II Environmental Site Assessment.

Due diligence process: The process through which a potential acquirer evaluates a target asset for an acquisition, contributing to well-informed investment decision-making.

Energy efficiency: Refers to products or systems using less energy to provide the same consumer benefit.

Energy supply: Availability of conventional power (generated by the combustion of fuels: coal, natural gas, oil) or renewable energy (e.g. sun, wind, water, organic plant and waste material).

Environmental risks: Impact on living and non-living natural systems, including land, air, water and ecosystems. This includes, but is not limited to biodiversity, transport and product and service-related impacts, as well as environmental compliance and expenditures.

GHG emissions: GHGs includes to the seven gases listed in the GHG Protocol Corporate Standard: carbon dioxide (CO₂); methane (CH₄); nitrous oxide (N₂O); hydrofluorocarbons (HFCs); perfluorocarbons (PFCs); nitrogen trifluoride (NF₃) and sulphur hexafluoride (SF₆).

Health, safety and well-being: "Health is a complete state of physical, mental and social well-being, not merely the absence of disease or infirmity" (WHO). Health and well-being can refer to a broad range of activities that address the determinants of health or the conditions that lead to health outcomes. The term "safety" refers to traditional occupational health and safety issues such as ergonomics, slips and falls, workplace hazards and toxic exposures. A risk assessment on health, safety and well-being might address only one or all three of these topics, and could include assessments of risks associated with employees, customers, surrounding communities or all of the above.

Indoor environmental quality: Refers to the conditions inside the building. It includes air quality, access to daylight and views, pleasant acoustic conditions and occupant control over lighting and thermal comfort. It may also include the functional aspects of space such as whether the layout provides easy access to tools and people when needed, and whether there is sufficient space for occupants.

Natural hazards: Naturally occurring hazards, including but not limited to flooding, drought, hail storms, earthquakes and fire (including wildfire).

Regulatory risks: Examples include, but are not limited to: mandatory energy/carbon disclosure schemes, changes in taxes e.g. carbon tax, extreme volatility in energy prices due to regulation, zoning.

Resilience: Preparedness of the built environment towards existing and future climate changes (i.e., the ability to absorb disturbances such as increased precipitation or flooding while maintaining its structure). This can be achieved by management policies, informational technologies, educating tenant, community, suppliers and physical measures at the asset level.

Risk assessment: Careful examination of the factors that could potentially adversely impact the value or longevity of a real estate asset. The results of the assessment assist in identifying measures that have to be implemented in order to prevent and mitigate the risks.

Socio-economic risks: Impact on the social well-being, livelihoods and prosperity of local communities and individuals. Examples can include, but are not limited to: availability of jobs, economic/political instability, vulnerability to pandemics and epidemics, crime and vandalism, and displacement of people.

Transportation risks: Location of a building in relation to pedestrian, bicycle and mass-transit networks, and existing infrastructure and amenities in the surrounding area.

Water efficiency: Refers to the conservative use of water resources through water-saving technologies to reduce consumption.

Water supply: Provision of surface water, ground water, rainwater collected directly or stored by the organization, waste water from another organization, municipal water supplies or other water utilities, usually via a system of pumps and pipes.

Waste management: Hazardous and non-hazardous waste including reuse, recycling, composting, recovery, incineration, landfill and on-site storage.

Requirements	<p>Select yes, no or not applicable. If yes, select all applicable sub-options.</p> <p>Other: State the other risk factor assessed. It is possible to report multiple other answers.</p> <p>Evidence: Document upload is mandatory. The provided evidence should cover the following applicable elements:</p> <ol style="list-style-type: none"> 1. Specific environmental and/or social risk assessment issues addressed in the entity's due diligence process; and 2. Proof of standard implementation into the entity's acquisitions process. <p>Examples of valid evidence may include: (1) a standard risk assessment template document that was completed by the entity during the acquisitions process, (2) proving its existence of a risk assessment being performed during the reporting period or (3) standard requirements for performing environmental and/or social risk assessments within the entity's acquisition process protocol.</p> <p>Reporting period: Answers must refer to the reporting period identified in EC3.</p> <p>Reporting level: Answers should be applicable at entity level.</p>
Scoring	<p>Points are awarded to each selected risk assessment option and are then aggregated to calculate the indicator's final score.</p> <p>Reporting multiple other answers will not impact scoring; reported answer options in this field are validated individually, but scores will not be aggregated.</p> <p>It is not necessary to select all answer options in order to obtain the maximum score for this question.</p> <p>Points are contingent upon validity of the supporting evidence.</p>
References	<p>World Economic Forum, Global Risks, 2014 Environment Agency, Groundwater protection: Principles and practice, 2013</p> <p>World Health Organization</p>



Monitoring & EMS

Intent and Overview

Real estate consumes significant amounts of energy and water, produces waste streams and generates GHG emissions, all of which have substantial environmental impact. Measuring and monitoring of consumption and generation is an important basis for reducing impact and improving environmental performance of buildings. This Aspect describes the Environment Management System the entity uses to support ESG implementation and performance monitoring.

In the case of portfolios that are in the capital raising process, report the intended practices of the entity.

Environmental Management Systems

2016 Indicator

EMS1 Does the organization have an Environmental Management System (EMS) that applies to the entity level?

21.1

Yes



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

No



1.5 points, G, MP

Intent

An Environmental Management System (EMS) is an internal framework that structures all procedures, projects and tactics into a cohesive program which aligns the sustainability efforts at entity or organization level. An EMS can assist organizations in managing and improving their environmental performance, complying with environmental laws and regulations, identifying financial savings through more efficient operating practices, and improving the standing of the business with staff, client companies, partner organizations and other stakeholders. This indicator is about understanding the entity's overall approach towards measuring and managing ESG performance.

Terminology

Environmental Management System (EMS): A framework for managing an organization's environmental impact based on its sustainability and related objectives. An EMS provides a practical framework for the Assessment of environmental impacts, reduction targets and development of plans to achieve targeted reductions. An EMS enables an organization to take a structured approach to planning and implementing environmental protection measures.

An effective EMS is analogous to a financial management system that monitors expenditure and income to support analysis of financial performance. An EMS can cover a wide range of environmental topics, including, but not limited to, energy, GHG emissions, water, waste, transportation, climate change, resilience, risks, and materials. It can also refer to a wide variety of internal procedures, targets and persons responsible for implementing these procedures and who work toward achieving the organization's objectives. In summary, an EMS is used to formalize the strategic approach of the organization towards sustainability. It outlines the structure used to monitor and manage environmental topics.

An important distinction needs to be made between an EMS and an EnMS. Unlike an EMS, an EnMS (Energy Management System) only covers energy efficiency, conservation, management and performance. The most commonly used standard for implementing an EnMS is ISO 50001. An EnMS does not qualify as a valid answer for the purposes of this indicator.

Requirements

Select yes or no. If yes, also provide supporting evidence.

Evidence: Document upload is mandatory. To qualify as valid, the evidence provided must include:

1. A high level outline or diagram of the implemented EMS.
2. The applicability of the EMS at the entity level.
3. The stages, elements and or processes currently covered by the EMS.
4. Evidence of implementation of the EMS into the entity or organization's operations.

ISO 14001 defines a complete EMS to include four stages:

1. Plan
 - Define the scope of the organization's environmental policy (the most important areas of impact and relationship with primary stakeholders)
 - Define and maintain environmental objectives and targets (short-term and long-term)
 - Define the materiality matrix, based on priority sustainability issues
 - Identify relevant legal requirements and environmental legislation
 - Define emergency procedures

2. Do
 - Ensure the implementation of the action plan established in stage one and the maintenance of the systems in place
 - Assign responsibility for the overall development and maintenance of the system
 - Offer training and/or support to the people in charge to ensure conformity with the policy

3. Check
 - Establish appropriate communication channels with the people in charge
 - Monitor and document progress
 - Ensure compliance with applicable legal requirements
 - Identify and correct non-conformity

4. Act
 - Schedule periodic management reviews on results and next steps
 - Evaluate performance against targets
 - Determine corrective and preventative actions
 - Provide feedback and suggestions for improvement
 - Prepare and/or update procedures and supporting documentation

The process above provides an example of an EMS outline with the stages and elements included. The EMS, and therefore the supporting evidence, does not necessarily have to be structured according to the ISO recommendations, nor does it have to include all suggested elements for each stage. While adherence to ISO 14001 is not required, the reported EMS must support the purpose identified in ISO 14001 and provide comparable functionality.

Reporting period: Answers must refer to the reporting period identified in EC3.
Reporting level: Answers must be applicable to the Entity and/or organization level.

Scoring

Points are awarded based on the validity of the supporting evidence. Full points will be awarded if the evidence covers at least one element from each of the four stages outlined above, or is considered to comprehensively cover comparable stages, with proof of implementation. Partial points will be considered if at least one element from the stages above are included, or comprehensively covers at least one comparable stage.

References

GRI G4, G4 Aspect Overall DMA b and c.
 LEED BD+C: Core and Shell, v4, Sustainable Sites; Water efficiency; Energy & Atmosphere; Material & resources; and Indoor Environmental Quality BREEAM In-Use International, Asset Performance; and Building Management
 ISO 14001:2004 Environmental management systems – Requirements with guidance for use
 ISO 14004:2004 Environmental management systems – general guidelines on principles, systems and support techniques.

EMS2 Is the Environmental Management System (EMS) in EMS1 aligned with a standard or certified by an independent third party?

21.2

- Yes
 - Aligned with: _____ ①
 - Externally certified by _____ using _____ ●
 - Upload** Indicate where in the evidence the relevant information can be found _____
- No ○
- Not applicable

1.5 points, G, MP

Intent	Use of an aligned framework provides assurance to both the business and external stakeholders that environmental impacts are measured and acted upon using a recognized and proven methodology. Periodic reviews of the EMS ensure its continuing suitability and effectiveness for the organization.
Terminology	Aligned: To agree and match with a recognized standard (either voluntary or mandatory). Certified: Third-party recognition of meeting the requirements of a recognized standard.
Requirements	Select yes, no or not applicable. If yes, also select one of the suboptions and complete the additional information requested. Aligned: Report the recognized standard used for the alignment of the EMS. Externally certified: Provide the name of the organization responsible for certifying the EMS using a recognized standard, as well as the name of the recognized standard applied. GRESB requires certification to be undertaken by a third party and not by the participant. EMS certification may only be obtained for one (or more) of the main standards/schemes, for example ISO14001. Note that aligning or certifying individual sections of the EMS does not comply with the requirements of this indicator and does not constitute a valid answer. Evidence: Document upload is mandatory. The evidence must support the answer in Q21.1 and demonstrate either: (1) The alignment of the EMS with a standard - evidence identifies by name the standard used for alignment and defines the extent of alignment. Elements of the EMS that align with the standard should be summarized, called out, highlighted, or shown in a diagram. (2) Signed proof of the certification according to a standard (must be named within the evidence), including the contact information of the independent third party involved as well as the date of the most recent certification. Reporting period: Answers must refer to the reporting period identified in EC3. Reporting level: Answers must be applicable to the entity and/or organization level.
Scoring	Points are awarded based on (1) alignment and (2) validity of the name of the organization that certified the EMS, if applicable. Points are contingent upon validity of the supporting evidence.
References	ISO 14001: 2004 Environmental management systems – Requirements with guidance for use.



Stakeholder Engagement

Intent and Overview

This Aspect focuses on engagement with employees, tenants, direct third-party suppliers and the community. Improving the sustainability performance of a real estate portfolio requires dedicated resources, a commitment from senior management and tools for measurement/management of resource consumption. It also requires the cooperation of other stakeholders, including tenants, suppliers, a participant's workforce and the local community. The Aspect identifies actions taken to engage with those stakeholders and to characterize the nature of the engagement.

In the case of portfolios that are in the capital raising process, report the intended stakeholder engagement practices of the entity.

Employees

Intent

Employees are key stakeholders in any business. Organizations can make use of sustainability reporting metrics to boost employee engagement, motivation, recruitment and retention of talent, work-life balance, teamwork and leadership development. Employee engagement may also contribute to the successful implementation of sustainability best practices across the organization. Furthermore, proper understanding of workplace-related ESG issues, and how these issues are reported, will help the organization with its branding as an employer.

2016 Indicator

SE1

Does the organization have systems and procedures in place to facilitate effective implementation of the employee policy/policies in PD5?

32

Yes

Select all applicable options (multiple answers possible)

- Annual performance and career review 1
- Anonymous web forum/hotlines 1
- Availability of a compliance officer 1
- Regular updates/training 1
- Other _____ 1

Upload or Document name _____ AND Publication date _____

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

No 0

2 points, S, IM

Intent

This indicator examines specific actions taken to facilitate effective implementation of the employee policy as reported in PD5.

Terminology

Compliance officer: The person who is employed to ensure that a company does not contravene any statutes or regulations which apply to its activities.

Performance and career review: Formal internal assessments of employee performance. Reviews are undertaken at predefined intervals by a senior person with an individual employee to discuss his/her performance and future work. This includes annual, mid-year, quarterly, etc. reviews.

Policy: A policy statement defines a general commitment, direction or intention as formally adopted by the organization.

Regular updates/training: Regular refers to occurring at least once every two years.

Requirements

Select yes or no. If yes, select all applicable sub-options.

Other: State the other system or procedure in place. It is possible to report multiple other answers.

Evidence: Document upload or document name and publication date.

Reporting period: Answers must refer to the reporting period identified in EC3.

Reporting level: Answers should be applicable at organization level.

Scoring

Points are awarded to each selected option and are then aggregated to calculate the indicator's final score.

It is not necessary to select all answer options in order to obtain the maximum score for this indicator.

Reporting multiple other answers will not impact scoring; reported answer options in this field are validated individually, but scores will not be aggregated.

Points are contingent upon validity of the supporting evidence.

References

ISO 27000

SE2

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

33

Yes

Percentage of employees who received professional training in 2016 ____% **B**

Percentage of employees who received sustainability-specific training in 2016 ____% **B**

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

Training topics on environmental issues

2017 R

- 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



2 points, S, IM

Intent

The intent of this indicator is to examine the types of ESG-related training received by employees responsible for this entity. A more skilled and aware workforce enhances the organization's human capital and may help to improve employee satisfaction. Both elements contribute to improved business performance.

Terminology

Community health, safety and well-being: Training related to the health, well-being and safety of stakeholder communities or populations in surrounding neighborhoods.

Community social and economic impacts: Training related to the social and economic dimensions of stakeholder communities in surrounding neighborhoods.

Contamination: Land and groundwater pollution which may require action to reduce risk to people or the environment. As an example, contamination can be assessed through a Phase I or II Environmental Site Assessment.

Customer/tenant health, safety and well-being: Training related to the promotion of customer or tenant health, well-being and safety through the entity's real estate assets and services.

Employee: Person employed by the participating entity or participating entity's parent company. In this context, refers to persons who are fully or partially assigned to work for or be responsible for the participating entity.

Environmental issues: The impact on living and non-living natural systems, including land, air, water and ecosystems. This includes, but is not limited to, biodiversity, transport and product and service-related impacts, as well as environmental compliance and expenditures.

Energy efficiency: Refers to products or systems using less energy to provide the same consumer benefit.

GHG emissions: GHGs includes the seven gases listed in the GHG Protocol Corporate Standard: carbon dioxide (CO₂); methane (CH₄); nitrous oxide (N₂O); hydrofluorocarbons (HFCs); perfluorocarbons (PFCs); nitrogen trifluoride (NF₃) and sulphur hexafluoride (SF₆).

Natural hazards: Naturally occurring hazards, including flooding, drought, hailstorms, earthquakes and fire (including wildfire).

Professional training: Training related to day-to-day operations, health and safety, specialization career development courses, or related/similar topics. Training can be delivered in person, online or in other formats.

Regulatory standards: Training on (mandatory) energy/carbon disclosure schemes or other environment-related regulatory standards, at either local or global level.

Regular training: Occurs at least once every two years.

Social issues: Concerns the impacts the organization has on the social systems within which it operates.

Supply chain health, safety and well-being: Training related to the health and environmental attributes of the entity's supply chain.

Sustainability-specific training: Training related to environmental, social and governance (ESG) issues.

Waste management: Hazardous and non-hazardous waste including reuse, recycling, composting, recovery, incineration, landfill and on-site storage.

Water efficiency: Refers to the conservative use of water resources through water-saving technologies to reduce consumption.

Workplace health, safety and well-being: Training related to employee health, well-being and safety.

Requirements

Select yes or no. If yes, select all applicable sub-option.

Percentage of employees: Calculate the percentage of employees covered based on headcount for employees responsible for the entity (see example). If the number of employees responsible for the entity changed during the reporting period, calculate the percentage based on the average number.

Training topics: Select the applicable training topics included in the training series during the reporting year or the year prior to that.

Other: State the environmental or social training topic(s). It is possible to report multiple other answers.

Reporting period: Answers must refer to the reporting period identified in EC3.

Reporting level: Answers should be applicable at organization level.

Examples

Both percentages should be calculated based on the following formula:

$$\frac{\text{Number of employees receiving training}}{\text{Total number of employees}} \times 100 \%$$
$$\frac{\text{Number of employees receiving sustainability specific training}}{\text{Total number of employees}} \times 100 \%$$

Scoring

Points are awarded based on (1) the selected answer option and (2) percentage of employees who received training.

The training topics are not scored and are used for reporting purposes only.

References

GRI G4, G4-DMA on Aspect "Training and Education"

G4-LA9 Average hours of training per year per employee by gender, and by employee category Sector addition to G4 Indicators in the Sector Disclosure document for Construction and Real Estate (p.49).

SE3.1 Has the organization undertaken an employee satisfaction survey during the last three years?

34.1

Yes

The survey is undertaken (multiple answers possible)

Internally

1

Percentage of employees covered _____%

B

Survey response rate _____%

By an independent third party

●

Percentage of employees covered _____%

B

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

○

1.5 points, S, IM

Intent

This indicator is intended to show action taken to understand employee satisfaction. Employee satisfaction surveys help organizations understand critical issues within the business, engage with their staff and increase employee satisfaction, which may contribute to improving retention rates and overall productivity.

Terminology

Employee: Person employed by the participating entity or participating entity’s parent company.
Employee satisfaction survey: Survey measuring overall and work-specific employee satisfaction at the individual and organizational levels. The survey should directly address employee concerns and include the opportunity to provide recommendations for improvement.
Survey response rate: The proportion of submitted surveys as a percentage of the total number of employees that received a request to complete a survey.

Requirements

Select yes or no. If yes, select the applicable sub-options and provide the requested additional information.
Percentage of employees covered: Report the proportion of the organization’s total employees that received the satisfaction survey expressed as a percentage (see example).
Survey response rate: Report the proportion of employees that received and completed the survey, compared to the total number of employees that have received the survey expressed as a percentage (see example).
Name of the organization: If you select “Independent third party,” also provide the full name of the organization. You may be asked for additional information about the organization. It is possible to report multiple organizations.
Evidence: Document upload or document name and publication date.
Reporting period: Answers must refer to the reporting period identified in EC3.
Reporting level: Answers should be applicable at organization level.

Scoring

Points are awarded based on (1) selected answer options, (2) percentage of employees covered and (3) survey response rate.
 It is not necessary to select all answer options in order to obtain the maximum score for this question.
 Reporting multiple names of organizations will not impact scoring; reported answer options in this field are validated individually, but scores will not be aggregated.
 Points are contingent upon validity of the supporting evidence.

Examples

Percentage of employees covered:

$$\frac{\text{Number of employees receiving the satisfaction survey}}{\text{Total number of employees}} \times 100$$

$$\frac{\text{Number of individual surveys submitted}}{\text{Number of employees receiving the satisfaction survey}} \times 100$$

References

GRI G4, G4 Aspect Training and Education DMA-c

SE3.2

Does the organization have a program in place to improve its employee satisfaction based on the outcomes of the survey referred to in SE3.1?

34.2

 Yes

Select all applicable options (multiple answers possible)

 Development of action plan 1 Feedback sessions with Senior Management Team 1 Feedback sessions with separate teams/departments 1 Focus groups 1 Other _____ 1 No 0 Not applicable 0

1 point, S, IM

Intent

The intent of this indicator is to evaluate a firm's response to the outcomes of an employee satisfaction survey. Proactive responses demonstrate commitment to the employee engagement process and to developing, maintaining and enhancing employee satisfaction.

Terminology

Action Plan: A detailed plan outlining actions needed to enhance tenant satisfaction. An action plan has three major elements (1) Specific tasks: what will be done and by whom; (2) Time horizon: when will it be done; (3) Resource allocation: what specific funds are available for specific activities.

Employee: Person employed by the participating entity or participating entity's parent company.

Focus groups: Working groups established to, in this context, focus on improving employee satisfaction.

Senior Management Team: A team of individuals who have the day-to-day responsibility of managing the entity/organization. The Senior Management Team is typically appointed by the CEO, Board of Directors and/or shareholders.

Separate teams/departments: Representatives from different departments and disciplines within the organization.

Requirements

Select yes, no or not applicable. If yes, select all applicable sub-options.

Other: State measures/activities that were part of the program. It is possible to report multiple other answers.

Reporting period: Answers must refer to the reporting period identified in EC3.

Reporting level: Answers should be applicable at organization level.

Scoring

Points are awarded to each selected employee satisfaction option and are then aggregated to calculate the indicator's final score.

It is not necessary to select all answer options in order to obtain the maximum score for this question.

Reporting multiple other answers will not impact scoring; reported answer options in this field are validated individually, but scores will not be aggregated.

SE4.1

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

35.1

 Yes

Select all applicable options (multiple answers possible)

 Employee surveys on health and well-being _____% of employees B Physical and/or mental health checks _____% of employees B Work station and/or workplace checks _____% of employees B Other _____% of employees B No 0 Not applicable 0

1 point, S, IM

Intent

The intent of this indicator is to evaluate the health and safety checks undertaken by the organization. Organizations are typically subject to mandatory employer health and safety regulations and frequently operate under their own voluntary schemes. Health and safety checks undertaken by the organization help to monitor compliance with these mandatory regulations and voluntary schemes.

Terminology

Employee: Person employed by the participating entity or participating entity's parent company.
Employee surveys on health and well-being: Written documents containing questions covering health and safety indicators or physical inspections on health and well-being issues. Topics covered can include, but are not limited to: personal health and safety, medical assistance at the workplace, emergency preparedness, chemicals and hazardous waste and housekeeping.
Physical and/or mental health checks: Physical and/or mental assessments of employees by a medical professional. Examples can include, but are not limited to: eye checks, cholesterol and blood pressure monitoring.
Workstation checks: Assessment of employee workstations (immediate working environment including desks, IT and other office equipment) performed to monitor compliance with health and safety requirements. The checks can either be performed internally or by independent third parties.

Requirements

Select yes, no or not applicable. If yes, select all applicable sub-options.

Percentage of employees: Report the proportion of the organization's total employees that have (1) submitted an employee survey on health and well-being, (2) received a physical and/or mental health checks, (3) received a workstation check, and/or (4) are included in the "other" option (if selected), expressed as a percentage. The percentage must be calculated separately per answer option.

Other: State the type of health and safety check. It is possible to report multiple other answers.

Reporting period: Answers must refer to the reporting period identified in EC3.

Reporting level: Answers should be applicable at entity level.

Scoring

Points are awarded based on (1) selected health and safety options and (2) average percentage of employees.

It is not necessary to select all answer options in order to obtain the maximum score for this question.

Reporting multiple other answers will not impact scoring; reported answer options in this field are validated individually, but scores will not be aggregated.

References

[Health and Safety Executive](#)

"Working with Display Screen Equipment (DSE)", HSE, April 2013

SE4.2

Does the organization monitor employee health and safety indicators?

35.2

Yes

Select all applicable options (multiple answers possible)

Absentee rate _____ 1

Lost day rate _____ 1

Other metrics _____ 1

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

No 0

0.5 points, S, IM

Intent

This indicator is intended to describe metrics collected by the organization to understand health, safety and productivity of employees responsible for this entity. Monitoring and reporting on occupational health and safety is an indicator of good management and allows for a continuous understanding of organizational health and safety issues. Maintaining records of the number of incidents among employees over time helps to analyze incidents and to identify areas where improvements are necessary.

Terminology	<p>Absentee rate: A measure of absenteeism expressed as a percentage of total days scheduled to be worked by the workforce during the reporting period.</p> <p>Employee: Person employed by the participating entity or participating entity's parent company.</p> <p>Lost day rate: A measure of the impact of occupational accidents and diseases as reflected in time off work by the affected workers. It is expressed by comparing the total workdays lost due to occupational injury to the total number of hours scheduled to be worked by the workforce during the reporting period.</p> <p>Reporting on health and safety indicators: Records of employee health and safety.</p>
Requirements	<p>Select yes or no. If yes, select all applicable sub-options and complete the rates.</p> <p>Open text box: It is mandatory to use the open text box to explain the applied calculation method/formula. The calculations should cover events arising from on-site operations, building maintenance and employees commuting to and from their workplace.</p> <p>Other metrics: State the other indicator monitored. It is possible to report multiple other answers. Other indicators can include the occupational disease rate (ODR), near miss rate, injury rate, presenteeism rate, and fatalities.</p> <p>Reporting period: Answers must refer to the reporting period identified in EC3.</p> <p>Reporting level: Answers should be applicable at organization level.</p>
Scoring	<p>Points are awarded based on the selection of indicators that are used for monitoring reported with a valid rate. Rate validity is based on the explanation provided in the open text box.</p> <p>The data on indicators provided is for reporting purposes only and does not have an impact on scoring.</p> <p>It is not necessary to select all answer options in order to obtain the maximum score for this indicator.</p>
References	<p>GRI G4, CRESS, LA6 Type of injury and rate of injury, occupational diseases, lost days and absenteeism, and total number of work-related fatalities, by region and by gender. See also Sector addition to G4 Indicators in the Sector Disclosure document for Construction and Real Estate (p.46-47) G4 Aspect Occupational Health and Safety DMA-c.</p>

Supply Chain

Intent These indicators have the purpose of comparing the entity's management of ESG-related issues in its material and service supply chain. Negative supply chain-related ESG issues can pose a reputational risk, and can also put purchasing and contracting strategies at risk. Property companies and fund managers are in a strong position to influence the behavior of external property/asset managers and/or other external suppliers with regard to ESG issues.

SE5 **Does the entity include sustainability-specific requirements in the procurement processes applicable at the entity level?** **40**

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 🟡

3 points, G, MP

Indicator aligned with PRI Reporting Framework 2017, Direct Property Supplement, PR 13

Intent This indicator is intended to describe the management practices and requirements the entity uses to manage supply chain risks. The procurement process is an effective way to integrate the organization's sustainability-specific requirements into their supply chain. This indicator applies to existing and new contracts.

Terminology	<p>Business Ethics: Basic moral and legal principles used to address issues such as corporate governance, insider trading, bribery, discrimination, corporate social responsibility and fiduciary responsibilities.</p> <p>Environmental process standards: Minimum standards required during the procurement process in relation to environmental processes, such as requirements for disposal of waste generated by contractors.</p> <p>Environmental product standards: Minimum standards required during the procurement process in relation to environmental products, such as requiring a certain percentage of products to be locally sourced or contain recycled content.</p> <p>External contractors: Organizations or persons working on-site or off-site on behalf of an organization with a relationship determined by a contract. A contractor may hire their own staff directly or hire sub-contractors or independent contractors.</p> <p>External property/asset managers: Organizations or persons to which participants outsource some or all of their property and asset management functions.</p> <p>External service providers: Organizations, businesses or individuals that offer services to others in exchange for payment. These include, but are not limited to, consultants, agents and brokers.</p> <p>External suppliers: Organizations or persons that provide a product or service used in the supply chain during the reporting period.</p> <p>Human health-based product standards: Minimum standards for the health-related attributes of products, such as lists of prohibited chemicals.</p> <p>Human rights: Human rights are rights inherent to all human beings, whatever their nationality, place of residence, sex, national or ethnic origin, colour, religion, language or any other status.</p> <p>Occupational health and safety: Choosing to source products and services from companies that have a process for maintaining a safe work environment for their employees and contractors.</p> <p>Sustainability-specific requirements for sub-contractors: Refers to any sustainability requirements that the company or fund has included in its contracts with its sub-contractors, including specification and use of sustainable materials, systems, processes and operating practices.</p>
Requirements	<p>Select yes, no or not applicable. If yes, select all applicable sub-options.</p> <p>Other: State the other party to whom the requirements apply and/or the other topic included in requirements. "Tenants" will not be considered a valid other answer. It is possible to report multiple other answers for both of the above sub-options.</p> <p>Evidence: Document upload or document name and publication date.</p> <p>Reporting period: Answers must refer to the reporting period identified in EC3.</p> <p>Reporting level: Answers should be applicable at entity level.</p>
Scoring	<p>Points are awarded to each selected party and are then aggregated to calculate the indicator's final score.</p> <p>Reporting multiple other answers will not impact scoring; reported answer options in this field will be validated individually, but scores will not be aggregated.</p> <p>It is not necessary to select all answer options in order to obtain the maximum score for this indicator.</p> <p>Points are contingent upon validity of the supporting evidence.</p>
References	<p>PRI Reporting Framework 2016, Direct Property Supplement, PR 14.2 GRI G4, G4 Aspect Supplier Environmental Assessment DMA-b. See also Aspect specific Guidance in the Implementation Manual (p.136)</p> <p>G4 Aspect Supplier Assessment for Labor Practices DMA-b. See also Aspect specific Guidance in the Implementation Manual (p. 166)</p> <p>G4 Aspect Supplier Human Rights Assessment DMA-b. See also Aspect specific Guidance in the Implementation Manual (p. 192)</p> <p>G4 Aspect Supplier Assessment for Impacts on Society DMA-b. See also Aspect-specific Guidance in the Implementation Manual (p. 215)</p>

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

Yes

Select all methods used (multiple answers possible)

Checks performed by an independent third party.

Name of the organization _____ ①

Regular meetings and/or checks performed by the organization's employees ①

Regular meetings and/or checks performed by external property/asset managers ①

Require supplier/service providers' alignment with a professional standard _____ ①

Supplier/service provider sustainability training ①

Supplier/service provider self-assessments ①

Other _____ ①

No ①

Not applicable ①

2 points, S, IM

Indicator aligned with PRI Reporting Framework 2017, Direct Property Supplement, PR 13

Intent This indicator examines the methods used by a participant to monitor direct/external suppliers' service providers' compliance with the participants ESG-specific requirements.

Terminology **Checks by the organization's employees or by external property/asset managers:** Formal, structured checks that assess the compliance with sustainability-specific requirements in place for that supplier.

Monitoring of other direct external suppliers and/or service providers: Performance evaluation and incentives in place for direct external suppliers and/or service providers to employ sustainability-related processes in their day-to-day work.

Regular meetings with suppliers: Meetings with suppliers that take place at least four times per year, addressing sustainability-specific requirements in place for that supplier.

Sustainability-specific requirements: Within this context, this answer option refers to any sustainability requirements that the company or fund has included in its contracts with its suppliers and/or external property/asset managers.

Update reports: Written reports received from suppliers that address compliance with the sustainability-specific requirements in place for that supplier.

Requirements Select yes, no or not applicable. If yes, select all applicable sub-options.

Name of the organization: If you select "checks performed by independent third party", state the full name of the organization. You may be asked for additional information about the organization. It is possible to report multiple organizations for transparency purposes.

Professional standard: If you select the answer option "require alignment with a professional standard," also state the full name of the applicable standard.

Other: State the other method used for the monitoring process. It is possible to report multiple other answers.

Reporting period: Answers must refer to the reporting period identified in EC3.

Reporting level: Answers should be applicable at entity level.

Scoring

Points are awarded based on (1) selected answer options and validity of provided other answers and, if applicable, (2) the validity of the name of the organization(s) and (3) the validity of the professional standard.

Reporting multiple other answers will not impact scoring; reported answer options in this field will be validated individually, but scores will not be aggregated.

It is not necessary to select all answer options in order to obtain the maximum score for this indicator.

Appendix

1a: Terminology - Definitions and Interpretations

Term	Definition
Absentee rate	A measure of absenteeism expressed as a percentage of total days scheduled to be worked by the workforce during the reporting period.
Acquisitions team	A team composed of representatives from various internal departments, in charge of selecting, negotiating and administering new contracts or property deals. (Federal Acquisition Regulation, 2005)
Annual Report	A yearly record of an organization's financial performance that must be distributed to investors under applicable financial reporting regulations. (Barron's Financial Guides Dictionary of Finance and Investment Terms 5th edition, 1998)
Aquatic ecosystems	Ecosystems such as coastal and riparian areas, wetlands and deepwater habitats that provide critical ecosystem functions for aquatic organisms, other wildlife, and people.
Asia Pacific Real Estate Association (APREA)	The Asia Pacific Real Estate Association (APREA) represents and promotes the real estate asset class in the Asia Pacific region. It is the industry body for the suppliers and users of capital in the real estate sector. (www.aprea.asia)
Asian Association for Investment in Non-listed Real Estate Vehicles (ANREV)	ANREV is the Asian association for Investors in Non-listed Real Estate Vehicles, Asia Pacific's leading platform for the sharing of knowledge on the non-listed real estate funds sector. (www.anrev.org)
Asset Level (AL)	Means the individual assets which comprise the portfolio.
Asset manager	A person or group of people responsible for developing and overseeing strategic developments of real estate assets at asset level.
Assured	Assurance applies the same standards and methodologies used for auditing financial data, to non-financial data. It is the process of checking data, as well as its collection methods and management systems, through a systematic, independent and documented process against predefined criteria or standards. This is a service that can only be provided by accredited auditors.
Automatic meter readings	Meter readings taken automatically at predefined frequencies by building management systems or smart metering systems.
Baseline year	The initial year the participant uses as starting point to set and measure improvement targets for any performance indicator.
BREEAM	The Building Research Establishment's Environmental Assessment Method and rating system for buildings. (www.breem.org)
Bribery	The offering, giving, receiving or soliciting an item of value to influence the actions of an official or other person in charge of a public or legal fiduciary duty.
British Property Federation (BPF)	The British Property Federation is a membership organisation devoted to representing the interests of all those involved in real estate ownership and investment. (www.bpf.org.uk)
Building energy management systems	Energy management software solutions, which include functionality to forecast and adjust energy demand in a building.
Business Ethics	Basic moral and legal principles used to address issues such as corporate governance, insider trading, bribery, discrimination, corporate social responsibility and fiduciary responsibilities.
CASBEE	The Comprehensive Assessment System for Built Environment Efficiency from Japan, a tool for assessing and rating the environmental performance of buildings and built environment. (www.ibec.or.jp/CASBEE)
CDP	CDP works with shareholders and corporations to disclose the greenhouse gas emissions of major corporations. (www.cdpproject.net)
Certified	Third-party recognition of meeting the requirements of a recognized standard.
Child Labor	Work that children should not be doing because they are too young, or, if they have reached the minimum age, because it is dangerous or otherwise unsuitable for them. (Convention No. 182 on the Worst Forms of Child Labour, 1999)

Term	Definition
Climate change	A change of climate that is attributed directly or indirectly to human activity that alters the composition of the global atmosphere. (Article 1 The United Nations Framework Convention on Climate Change (UNFCCC), 21 March 1994)
Contamination	Land and groundwater pollution which may require action to reduce risk to people or the environment. As an example, contamination can be assessed through a Phase I or II Environmental Site Assessment.
Corruption	The abuse of entrusted power for private gain. (Transparency International, www.transparency.org/whatwedo)
Cyber security	Protection from an assault by a third party via a computer against another computer or computer system, which is intended to compromise the integrity, availability or confidentiality of that computer or computer system. (Practical Law Company Cyber Security: business briefing (accessed March 2014) http://global.practicallaw.com/4-530-1246?q=cyber+security)
Data management system	<p>A software system that enables an organization to collect, monitor and analyze performance data (energy, GHG emissions, water, waste, building certifications and ratings, etc.) across individual buildings in the portfolio, and to benchmark building performance within or outside the portfolio, or against industry standards. A data management system improves data quality and provides organizations with the tools to identify opportunities for improvement, and to identify and monitor consumption efficiency measures.</p> <p>A data management system may be part of an EMS; however, it has a distinct structure and function. A data management system is primarily focused on quantitative information and works as a centralized data collection and analysis tool.</p>
DGNB	Deutsche Gesellschaft für Nachhaltiges Bauen e.V. (The German Sustainable Building Council) is an organization that assesses the sustainability of buildings and urban districts. (www.dgnb.de)
Display Energy Certificates (DEC)	Display Energy Certificates provide an A-G rating for non-domestic buildings based on actual energy use, incorporating all energy uses in the building.
Diversity	Similarities and differences among employees in terms of age, cultural background, physical abilities and disabilities, race, religion, sex, and sexual orientation.
Drip/smart irrigation	Drip irrigation systems save water by irrigating, fertilizing and aerating trees, shrubs, plants and bushes directly at the roots. Smart irrigation systems save water by adjusting the watering schedule and amount of water used for irrigation based on a variety of factors and inputs, including weather, plant species, and soil type.
Drought tolerant/native landscaping	Adapted or indigenous vegetation that has evolved to the geography, hydrology, and climate of a region requiring minimal or no supplemental watering beyond natural rainfall.
Dry fixtures	Fixtures that do not require the use of water, such as composting toilet systems and waterless urinals.
Employee policy	Procedures, working conditions, and behavioral expectations that guide employee actions in the workplace. Employee policies generally also include information about the company, employee compensation and benefits, and additional terms and conditions of employment.
Energy Rating	A scheme that measures the energy efficiency performance of buildings.
ENERGY STAR	A voluntary scheme designed by the US Environmental Protection Agency (EPA) that measures the energy efficiency of buildings. ENERGY STAR ratings are mandatory in some US cities and states. (www.energystar.gov)

Term	Definition
Environmental Management System (EMS)	<p>“A framework for managing an organization’s environmental impact based on its sustainability and related objectives. An EMS provides a practical framework for the assessment of environmental impacts, establishment of impact reduction targets, and the development of plans to achieve targeted reductions. An EMS enables an organization to take a structured approach to planning and implementing environmental protection measures. An effective EMS is analogous to a financial management system that monitors expenditure and income to support analysis of financial performance.</p> <p>An EMS can cover a wide range of environmental topics, including, but not limited to: energy, GHG emissions, water, waste, transportation, climate change, resilience, risks, and materials. It can also refer to a wide variety of internal procedures, targets, persons responsible for implementing these procedures and working towards achieving the organization’s objectives. In summary, an EMS is used to formalize the strategic approach of the organization towards sustainability. It outlines the structure used to monitor and manage environmental topics (http://www.environment.gov.au/node/20494).</p> <p>An important distinction needs to be made between an EMS and an EnMS. Unlike an EMS, an EnMS (Energy Management System) only covers energy, energy efficiency and conservation, energy management and performance. The most commonly used standard for implementing an EnMS is ISO 50001. An EnMS does not qualify as a valid answer for the purposes of this question.”</p>
Equal Opportunity	The right to be treated without discrimination, including, but not limited to, on the grounds of one's sex, race, or age.
EU Energy Performance Certificates (EPC)	The Energy Performance Certificate regime introduced by the EU Energy Performance of Buildings Directive 2010 (re-cast).
European Public Real Estate Association (EPRA)	EPRA is a not-for-profit association registered in Belgium. Its mission is to promote, develop and represent the European public real estate sector. (www.epra.com)
European Association for Investors in Non-Listed Real Estate Vehicles (INREV)	INREV is the European Association for Investors in Non-Listed Real Estate Vehicles, Europe’s leading platform for sharing knowledge on the non-listed real estate industry. (www.inrev.org)
Fiscal year	Depending on the jurisdiction the fiscal year can start on April 1, July 1, October 1, etc. (the period used to calculate annual financial statements).
Forced or compulsory labor	All work or service which is exacted from any person under the menace of any penalty and for which the said person has not offered himself voluntarily. (http://www.ilo.org/global/standards/subjects-covered-by-international-labour-standards/forced-labour/lang--en/index.htm)
Fund/portfolio manager	Manages a portfolio of real estate investments, and the deployment of investor capital, by creating and implementing asset level strategies, across the entire portfolio.
GHG emissions	GHGs includes to the seven gases listed in the GHG Protocol Corporate Standard: carbon dioxide (CO ₂); methane (CH ₄); nitrous oxide (N ₂ O); hydrofluorocarbons (HFCs); perfluorocarbons (PFCs); nitrogen trifluoride (NF ₃) and sulphur hexafluoride (SF ₆).
Global Reporting Initiative (GRI)	GRI is an organization providing sustainability reporting guidance. Its key product is the Sustainability Reporting Framework, a package of reporting and guidance materials provided by GRI. It also provides sector specific guidance for sustainability reporting. (https://www.globalreporting.org)
Green Building Certificate	Recognition that a project has satisfied the requirements of a green building rating system. A certificate indicates the name and location of the project, version of the rating system, date of certification, and level of recognition.
Green Building Certificate at the time of design and/or construction	Green Building Certificate obtained for building design, development and structure. These building certifications affirm that individual assets are designed, developed and structured in ways that are consistent with independently developed criteria.
Green Rating Alliance (GRA)	www.green-rating.com
Green Star	The Green Building Council of Australia's building certification scheme. (www.gbca.org.au)
Grey water	Wastewater generated from hand basins, showers and other water-using devices and equipment.

Term	Definition
GRI Construction and Real Estate Sector Supplement (CRESS)	The CRESS Supplements GRI's Sustainability Reporting Guidelines. It includes the original Guidelines, which set out the Reporting Principles, Disclosures on Management Approach and Performance Indicators for economic, environmental and social issues.
Gross Asset Value (GAV)	The gross asset value of a fund or company is the value of property held at the end of the reporting period. (INREV Guidelines, November 2008 p52)
High-efficiency fixtures	Appliances and plumbing equipment that conserve water without compromising performance (also known as "ultra-low-flow" fixtures).
Human rights	Human rights are rights inherent to all human beings, whatever their nationality, place of residence, sex, national or ethnic origin, colour, religion, language, or any other status. (http://www.ohchr.org/en/issues/pages/whatarehumanrights.aspx)
Implementation & Measurement	The process of executing a decision or plan or of putting a decision or plan into effect and/or the action of measuring something related to the portfolio.
Indoor environmental quality	Refers to the conditions inside the building. It includes air quality, but also access to daylight and views, pleasant acoustic conditions, and occupant control over lighting and thermal comfort. It may also include the functional aspects of space such as whether the layout provides easy access to tools and people when needed and whether there is sufficient space for occupants. (GSA Sustainable Facilities Tool)
In-house Green Building Certificate scheme	Green Building Certificate scheme developed by the participant and not by an external scheme body.
Integrated Report	A report that is aligned with the requirements of the International Integrated Reporting Council (IIRC) Integrated Reporting Framework (December 2013). The document upload provided must contain evidence of alignment with the Framework.
International Securities Identification Number (ISIN)	ISINs are assigned to securities to facilitate unambiguous clearing and settlement procedures. They are composed of a 12-digit alphanumeric code and act to unify different ticker symbols, which can vary by exchange and currency for the same security. In the United States, ISINs are extended versions of 9-character CUSIP codes.
Investment Committee	Oversees the entity's investment strategy, evaluates investment proposals and maintains the investment policies, subject to the Board's approval.
Joint Venture (JV)	A joint arrangement whereby the parties that have joint control of the arrangement have rights to the net assets of the arrangement. (IFRS 11:16 & Appendix A)
Leak detection system	Systems that detect water leaks. Examples can include, but are not limited to: condensate water overflow, chiller water leaks, plumbing line cracks, heating/cooling piping leaks and outside.
LEED	The Leadership in Energy and Environmental Design green building program established by the US Green Building Council. (www.usgbc.org)
Listed entity	A company that is publicly listed on a recognized stock exchange.
Lost day rate	A measure of the impact of occupational accidents and diseases as reflected in time off work by the affected workers. It is expressed by comparing the total work days lost due to occupational injury to the total number of hours scheduled to be worked by the workforce during the reporting period.
Major Renovations	Alterations that affect more than 50 percent of the total building floor area or cause relocation of more than 50 percent of regular building occupants. Major Renovation projects refer to buildings that were under construction at any time during the reporting period.
Management & Policy	The means by which a company or fund deals with or controls its portfolio and its stakeholders and/or a course or principle of action adopted by the company or fund.
Multi-modal transit networks	Pedestrian, bicycle, and mass-transit networks.
NABERS Energy	The National Australian Built Environment Rating System (NABERS) measures the energy performance of buildings.

Term	Definition
National Association of Real Estate Investment Trusts (NAREIT)	NAREIT®, the National Association of Real Estate Investment Trusts®, is the worldwide representative voice for REITs and publicly traded real estate companies with an interest in U.S. real estate and capital markets. (www.nareit.com)
Natural hazards	Naturally occurring hazards, including but not limited to: flooding, drought, hailstorms, earthquakes and fire (including wildfire).
Net operating income (NOI)	Operating income after operating expenses are deducted, but before income taxes and interest are deducted.
New Construction	Includes all activities to obtain or change building or land- use permissions and financing. Includes construction work for the project with the intention of enhancing the property's value. Development of new buildings and additions to existing buildings that affect usable space can be treated as new constructions and reported in RC-NC1. New Construction projects refer to buildings that were under construction at any time during the reporting period.
NF HQE	L'Association HQE is a platform for sustainable development in the construction industry. Amongst other things, it offers a certification scheme for development projects.
Occupational health and safety	Choosing to source products and services from companies that have a process for maintaining a safe work environment for their employees and contractors. Strive to limit the number of occupational accidents, lost days and absenteeism, and work related fatalities associated with the organization's supply chain.
On-site wastewater treatment	Process of water decontamination as a consequence of any anthropogenic, industrial or commercial use, before the water is released again into the environment or is re-used.
Operational Green Building Certificate	Green Building Certificate for operational buildings, obtained based on actual operational data for a specific period and the way the building is operated. Typically, these Green Building Certificates certify that individual assets are operated in ways that are consistent with independently developed sustainability-related criteria.
Operational or management control	Operational control is defined as having the ability to introduce and implement operating and/or environmental policies and measures.
Organization Level (OL)	Means the entity responsible for the day-to-day management of the fund. In some cases this will be the fund itself. However, in other cases it will be the responsible fund management company or parent entity of the fund.
Pension Real Estate Association (PREA)	The Pension Real Estate Association (PREA) is a non-profit trade association for the global institutional real estate investment industry. (www.prea.org)
Property manager	A person or group of people in charge of overseeing day-to-day property operations.
Real Property Association of Canada (REALpac)	REALpac is Canada's senior national industry association for owners and managers of investment real estate. (www.realpac.ca)
Refurbishment	Renovation or redecoration works undertaken by a landlord or tenant.
Remuneration	Basic salary plus additional amounts such as those based on years of service, bonuses including cash and equity such as stocks and shares, benefit payments, overtime, time owed, and any additional allowances (such as transportation, living and childcare allowances).
Resilience	Preparedness of the built environment towards existing and future climate changes (i.e., the ability to absorb disturbances such as increased precipitation or flooding while maintaining its structure). This can be achieved by management policies, informational technologies, educating tenant, community, suppliers and physical measures at the asset level. (" Resilient Real Estate " – Chris Congdon and Gale Moutrey – 360.stelcase.com, issue 66, 2015)
Scheme name	The name of the Green Building Certification and its version. Examples can include, but are not limited to: LEED, BREEAM, and Green Star.
Scope 1	GHG emission from greenhouse gas sources (greenhouse gas source physical unit or process that releases a GHG into the atmosphere) owned or controlled by the organization. Direct GHG emissions: GRI Indicator G4-EN15 .
Scope 2	Energy indirect greenhouse gas emission. GHG emission from the generation of imported electricity, heat or steam consumed by the organization. Energy indirect GHG emissions: GRI Indicator G4-EN16 .

Term	Definition
Scope 3	Other indirect greenhouse gas emission GHG emission, other than energy indirect GHG emissions, which is a consequence of an organization's activities, but arises from greenhouse gas sources that are owned or controlled by other organizations. Other indirect GHG emissions: GRI Indicator G4-EN17 .
Senior Management Team	A team of individuals who have the day-to-day responsibility of managing the entity/organization. The Senior Management Team is typically appointed by the CEO, Board of Directors and/or shareholders (IGGN Corporate Principles: Revised (2009)).
Shareholders	Individuals, groups of individuals or organizations that own at least one share of a company's stock and could be affected by an organization's activities, products and services.
Standard lease contract	Standard lease format that is used by the organization as the basis for negotiations between landlord and tenant.
Standing Investments	Investments in real estate assets where construction work has been completed and which are owned for the purpose of letting and producing a rental income that is negotiated at arm's length with third parties.
Storm water	Water that originates during precipitation. It can be collected and stored on-site for eventual reuse.
Sub-scheme name	A Green Building Certificate's sub-category to a Scheme name used to certify a particular property type and/or to specify the type of building certificate (whether a Green Building Certificate is an Operational Green Building Certificate or a New Construction Green Building Certificate).
Supply chain	Sequence of activities or parties that provide products or services to the entity. (Global Reporting Initiative GRI G4 Sustainability Reporting Guidelines Implementation Manual p253)
System commissioning	The process of ensuring that systems are designed, installed, and functionally tested, and that they are capable of being operated and maintained to perform optimally.
Technical building assessment	Formal documented assessment of a building undertaken by a person with technical expertise. Examples of persons with technical expertise can include, but are not limited to: building engineers and building surveyors. Examples of types of assessment can include, but are not limited to: assessments of the structure of the building and materials used, how the building is operated, and how the building is used by its occupants.
Tenant fit-out guide	A formal document providing tenants with information about landlord criteria and requirements for tenant fit out of a leased building or part of a building for consideration during fit-out and refurbishment, such as requirements for materials selection.
Tenant satisfaction survey	A written survey conducted by the landlord or by a third party on its behalf which gives the tenant the opportunity to give feedback regarding the building that it occupies.
Tenants/occupiers	The definitions of Consumer and Tenants/occupiers are mutually exclusive. The Tenant/occupier is the person with whom the landlord of the building has a direct contractual relationship to occupy part or all of the building. In most cases this will be a landlord/tenant relationship documented by a lease. However, it also includes occupiers that occupy on the basis of other types of contractual agreement, for example as a franchisee.
United Nations-supported Principles for Responsible Investment (UN PRI)	The UN PRI initiative is an international network of investors working together to put the six Principles for Responsible Investment into practice (www.pri.org).
Vereniging van Institutionele Beleggers in Vastgoed, Nederland (IVBN)	IVBN is the association of institutional property investors in the Netherlands. Its mission is to promote the investment climate for real estate in the Netherlands. (www.ivbn.nl)
Verified	The process of checking data as well as related data collection and management systems through a systematic, independent and documented process against predefined criteria or standards. Verification is only used for non-financial data, it applies different standards and can be performed by a wide range of accredited professionals.
Water supply	Provision of surface water, ground water, rainwater collected directly or stored by the organization, waste water from another organization, municipal water supplies or other water utilities, usually via a system of pumps and pipes (Global Reporting Initiative GRI G4, Specific Standard Disclosures, G4-EN8).

1b: Terminology - Acronyms

ANREV	The Asian Association for Investment in Non-listed Real Estate Vehicles
AL	Asset Level
APREA	The Asia Pacific Real Estate Association
BPF	The British Property Federation
BREEAM	The Building Research Establishment's Environmental Assessment Method
CASBEE	The Comprehensive Assessment System for Built Environment Efficiency
CDP	Carbon Disclosure Project
DEC	Display Energy Certificates
DGNB	Deutsche Gesellschaft für Nachhaltiges Bauen e.V.
EMS	Environmental Management System
EPC	Energy Performance Certificate
EPRA	European Public Real Estate Association
FL	Fund Level
GAV	Gross Asset Value
GHG	Greenhouse gas
GRA	Green Rating Alliance
GRI	Global Reporting Initiative
GRI CRESS	The GRI Construction and Real Estate Sector Supplement
HVAC	Heating Ventilation and Air-Conditioning
INREV	The European Association for Investors in Non-Listed Real Estate Vehicles
ISA	The International Sustainability Alliance
ISIN	International Securities Identification Number
IPMS	International Property Measurement Standard
IVBN	Vereniging van Institutionele Beleggers in Vastgoed
JV	Joint Venture
NABERS	National Australian Built Environment Rating System
NAREIT	National Association of Real Estate Investment Trusts
NF HQE	Normes Françaises Haute Qualité Environnementale
NOI	Net operating income
OL	Organization Level
PREA	Pension Real Estate Association
REALpac	Real Property Association of Canada
UN PRI	The United Nations-supported Principles for Responsible Investment

2: Countries/municipalities/regions (Q31):

EU EPC, select from list below:

- ▼ Austria
- ▼ Belgium
- ▼ Bulgaria
- ▼ Croatia
- ▼ Cyprus
- ▼ Czech Republic
- ▼ Denmark
- ▼ Estonia
- ▼ Finland
- ▼ France
- ▼ Germany
- ▼ Greece
- ▼ Hungary
- ▼ Ireland
- ▼ Italy
- ▼ Latvia
- ▼ Lithuania
- ▼ Luxembourg
- ▼ Malta
- ▼ Netherlands
- ▼ Norway
- ▼ Poland
- ▼ Portugal
- ▼ Romania
- ▼ Slovakia
- ▼ Slovenia
- ▼ Spain
- ▼ Sweden
- ▼ Switzerland
- ▼ United Kingdom

Government energy efficiency benchmarking, select from list below:

- ▼ Afghanistan
- ▼ Albania
- ▼ Albuquerque
- ▼ Algeria
- ▼ Andorra
- ▼ Angola
- ▼ Antarctica
- ▼ Argentina
- ▼ Armenia
- ▼ Atlanta
- ▼ Austin
- ▼ Australia
- ▼ Bahrain
- ▼ Bermuda
- ▼ Bhutan
- ▼ Boston
- ▼ Boulder
- ▼ Brazil
- ▼ California
- ▼ Cambridge
- ▼ Canada
- ▼ Chicago
- ▼ Chile
- ▼ China
- ▼ Colorado
- ▼ Congo
- ▼ Denver
- ▼ District of Columbia
- ▼ Diversified
- ▼ Egypt
- ▼ European Union
- ▼ Hong Kong
- ▼ Houston
- ▼ India
- ▼ Indonesia
- ▼ Japan
- ▼ Kansas City MO
- ▼ Los Angeles
- ▼ Louisville
- ▼ Macau
- ▼ Malaysia
- ▼ Massachusetts
- ▼ Mexico
- ▼ Minneapolis
- ▼ Montgomery County
- ▼ Myanmar
- ▼ New York
- ▼ New York City
- ▼ New Zealand
- ▼ Oman
- ▼ Orlando
- ▼ Philadelphia
- ▼ Philippines
- ▼ Puerto Rico
- ▼ Russia
- ▼ Salt Lake City
- ▼ San Francisco
- ▼ Seattle
- ▼ Singapore
- ▼ South Africa
- ▼ South Korea
- ▼ Taiwan
- ▼ Thailand
- ▼ Turkey
- ▼ Ukraine
- ▼ United Arab Emirates
- ▼ United States
- ▼ Vermont
- ▼ Vietnam
- ▼ Virgin Islands
- ▼ Washington
- ▼ Westchester County

3: Name of Organization - Validation Questions

Organization website _____

Office location (city/country) _____

Who could GRESB contact for validation purposes?

Name _____

Email _____

Phone number _____

NB: This information is only used for validation purposes where the organization is not yet confirmed as a valid answer in GRESB's validation database.

4: Conversion Tables

Heat and energy

1 mega joule	239.0	kilocalories
	947.8	Btu
	0.278	kilowatt hours (kWh)
1 Gigawatt hour (GWh)	1000	Megawatt hour (MWh)
1 kilowatt hour (kWh)	860.4	kilocalories
	0.001	Megawatt hour (MWh)
	3412.1	Btu
1 million Btu	1055	mega joules
	252.2	mega calories
	293.1	kilowatt hours (kWh)
	0.29307	Megawatt hour (MWh)
1 ton-hour	0.003516	Megawatt hour (MWh)

Cubic measures

1 liter	0.01	hectoliter
	0.035	cubic foot
	0.001	cubic meter
	0.220	Imperial gallon
	0.264	American gallon
1 American gallon	0.134	cubic foot
	0.003785	cubic meter
	3.785	liters
	0.833	Imperial gallon
	0.024	American barrel
1 cubic foot	0.028	cubic meter
	28.317	liters
	6.229	Imperial gallons
	7.481	American gallons
	0.1781	American barrel
1 Imperial gallon	0.161	cubic foot
	0.00456	cubic meter
	4.546	liters
	1.201	American gallons
	0.029	American barrel
1 American barrel	5.615	cubic feet
	0.159	cubic meter
	158.99	liters
	34.973	Imperial gallons
	42	American gallons
1 cubic meter	35.315	cubic feet
	1.000	liters
	219.97	imperial gallons
	264.17	American gallons
	6.290	American barrels

Areas

1 square foot	0.093	square meter
1 square meter	10.764	square feet
1 square yard	1.196	square meter
1 square mile	2.59	square kilometer
1 acre	4,046.86	square meter
	43,560	square feet

Mass

1 metric ton	1,000	kilogram
1 pound	0.45359	kilogram
	0.00045	metric tonnes
1 short ton	2,000	pounds
	0.90718	metric tonnes

5: Document upload cover page

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Indicator

Brief description of contents (in English)

Document title(s)

Location of relevant information:

Element	Location (page, paragraph)
e.g. biodiversity and habitat	P.2, second paragraph

Notes

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