



G R E S B[®]
REAL ESTATE

2020

Real Estate Assessment

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Disclaimer: 2020 GRESB Real Estate Assessment

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Introduction

About GRESB

Mission-driven and investor-led, GRESB is the environmental, social and governance (ESG) benchmark for real assets. We work in collaboration with the industry to provide standardized and validated ESG data to the capital markets. The 2019 real estate benchmark covers more than 1,000 property companies, real estate investment trusts (REITs), funds, and developers. Our coverage for infrastructure includes 500 infrastructure funds and assets. Combined, GRESB represents USD 4.5 trillion in real asset value. More than 100 institutional investors, with over USD 22 trillion AUM, use GRESB data to monitor their investments, engage with their managers, and make decisions that lead to a more sustainable real asset industry.

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

Overview of GRESB Assessments

GRESB Real Estate Assessment

The GRESB Real Estate Assessment is the global standard for ESG benchmarking and reporting for listed property companies, private property funds, developers and investors that invest directly in real estate. The Assessment evaluates performance against three ESG Components - Management, Performance, and Development. The methodology is consistent across different regions, investment vehicles and property types and aligns with international reporting frameworks, such as GRI and PRI.

The GRESB Real Estate Assessment provides investors with actionable information and tools to monitor and manage the ESG risks and opportunities of their investments, and to prepare for increasingly rigorous ESG obligations. Assessment participants receive comparative business intelligence on where they stand against their peers, a roadmap with the actions they can take to improve their ESG performance and a communication platform to engage with investors.

(Real Estate) Supplement: Nareit Leader in the Light

GRESB works in close collaboration with the National Association of Real Estate Investments Trusts (Nareit), a GRESB Industry Partner. NAREIT encourages its corporate members to complete the annual GRESB Real Estate Assessments, which, for the past seven years, has been the basis for their annual Leader in the Light Award competition. The Leader in the Light Awards are presented to REITs in eight property sectors: Diversified, Global (for non-U.S. companies), Health Care, Industrial, Lodging/Resorts, Office, Residential and Retail. If there are both large and small cap entries that meet the awards criteria in a given property sector, awards are presented to both the leading large and small cap companies. To participate in the Leader in the Light Award program, Nareit members must complete both the GRESB Real Estate Assessment and the Leader in the Light Supplement. Once all sections of the GRESB Real Estate Assessment are completed, including the Leader in the Light Supplement, participants are able to submit their entire submission which will automatically be included in the Leader in the Light Award competition.

GRESB Infrastructure Assessment

The GRESB Infrastructure Assessments are an ESG engagement and benchmarking tool for institutional investors, fund managers, infrastructure companies and asset operators working in the infrastructure space. There are two complimentary GRESB Infrastructure Assessments: a Fund Assessment and an Asset Assessment. Both address critical aspects of ESG performance through a globally applicable and standardized reporting and benchmarking framework. The Fund Assessment is intended for infrastructure funds and portfolios of assets, while the Asset Assessment is meant to be completed by the individual underlying assets (portfolio companies). Both Assessments cover the full breadth of infrastructure sectors, including:

- Data infrastructure
- Energy and water resources
- Environmental services

- Network utilities
- Power generation x-renewables
- Renewable power
- Social infrastructure
- Transport

The GRESB Infrastructure Assessment provides investors with actionable information and tools to monitor and manage the ESG risks and opportunities of their investments, and to prepare for increasingly rigorous ESG obligations. In turn, GRESB Infrastructure Assessment participants receive comparative business intelligence on where they stand against their peers, a roadmap with actions they can take to improve their ESG performance and a communication platform to engage with investors.

GRESB (Real Estate and Infrastructure) Public Disclosure

[GRESB Public Disclosure](#) evaluates the level of ESG disclosure by listed property companies and investment vehicles for an entire investable universe. The evaluation is based on a set of indicators aligned with the GRESB Real Estate and Infrastructure Assessments. It provides investors with a resource hub to access ESG disclosure documents across their full listed investment portfolio and make comparisons against an investable universe with full coverage.

GRESB Public Disclosure data is initially collected by the GRESB team for selected companies, including both 2019 GRESB Real Estate and Infrastructure Asset Assessment participants and non-participants. All data collected must come from publicly available sources, private documents are not accepted.

All constituents have the opportunity to review and update the data collected prior to it becoming accessible to GRESB Listed Investor Members. GRESB Public Disclosure consists of four Aspects: Governance of Sustainability, Implementation, Operational Performance and Stakeholder Engagement. Together, these Aspects contribute towards a Public Disclosure Level, expressed through an A to E sliding scale.

(Real Estate and Infrastructure) Supplement: Resilience

The GRESB Resilience Module is an optional supplement to the GRESB Real Estate and Infrastructure Assessments. The Resilience Module evaluates how real estate and infrastructure companies and funds are identifying and assessing long-term trends, preparing for potentially disruptive events and changing conditions, and ultimately becoming more resilient over time. The Module provides companies and funds with the opportunity to communicate their governance, risk assessment, business strategy, and performance measurement for climate-related risks and opportunities.

The Module has two primary goals:

1. Meet investor demand for information about the resilience of property and infrastructure companies and funds; and
2. Provide more information about the processes that property and infrastructure companies use to identify, assess, and manage climate-related risks.

The Resilience Module was designed to align with the recommendations of the Task Force on Climate-related Financial Disclosures (TCFD). While it is not meant to, by itself, constitute a complete climate-related risk disclosure in accordance with the TCFD, it nonetheless provides a strong basis for one in the context of real estate and infrastructure fund management. Additionally, while the Resilience Module aligns with the TCFD, it takes a broader perspective than the TCFD by providing indicators related to social risks caused or exacerbated by transition or physical climate-related risk factors.

2020 Assessments Structure

An important outcome of the 2020 Assessment development process has been a reconfirmation that the Assessments address material ESG topics for the real estate and infrastructure industry. As a result, the 2020 development process was limited to making structural changes to the Assessments rather than introducing new indicators or making extensive content changes with an impact on scoring.

The structural changes arise from the introduction of the separate Management, Performance and Development Components. On the content side, the number of indicators in the Assessments has been

reduced and several indicators have been simplified. This is particularly apparent in the Performance Component, where the introduction of asset level reporting has allowed the removal of several indicators measuring data availability and coverage.

With the introduction of the GRESB Development Benchmark, participants with development activities will have a better understanding of their ESG performance and how this compares to their peers. Previously, this benchmark only included developers, but now managers with both standing investments and development projects will be included in both the GRESB Development Benchmark and GRESB Real Estate Benchmark and will receive two Benchmark Reports to reflect their performance in each category.

Overall, the 2020 Assessments provide more consistency between real estate and infrastructure and an improved alignment with other responding standards and frameworks. The Assessments also lay the groundwork for us to provide new data and analytical tools in the portal and support a further evolution in data quality.

The starting point for the Assessment development process was the 2019 Assessments. The 2019 indicators have been allocated to the new Management, Performance and Development components, on the basis that:

- The Management Component measures the entity's strategy and leadership management, policies and processes, risk management, and stakeholder engagement approach, composing of information collected at the entity level.
- The Performance Component measures the entity's asset portfolio performance, composing of information collected at the asset portfolio level. It is suitable for any real estate company or fund with operational assets.
- The Development Component measures the entity's efforts to address ESG-issues during the design, construction, and renovation of buildings. This component is suitable for entities involved in new construction (building design, site selection and/or construction) and/or major renovation projects, with on-going projects or completed projects during the reporting year.

For more information about the 2020 Assessments development process, click [here](#).

The role of the GRESB benchmark

GRESB's global benchmark uses a consistent methodology to compare performance across different regions, investment vehicles, and property types. This consistency, combined with our broad market coverage, means our members and participants can apply a single, globally recognized ESG framework to all their real estate investments.

GRESB results provide a practical way to understand ESG performance and communicate it to investors and other stakeholders. GRESB provides overall scores of ESG performance - such as the GRESB Score and GRESB Ratings - as well as detailed aspect-level and individual indicator-level assessments of performance. The key to analyzing GRESB data is in peer group comparisons that take into account country, regional, sectoral and investment type variations. This richer analysis enables fund managers and companies to understand their results in the context of their investment strategies and communicate this to their investors.

GRESB is committed to facilitating the use of its ESG metrics in investment decision-making processes and encouraging an active dialogue between investors, fund managers and companies on ESG issues. GRESB updates its Investor Member Guidance on an annual basis to assist GRESB Investor Members in their engagement with managers.

2020 Participation Fee

The Assessment participation fee applies to all GRESB Assessments. Participants are able to complete only one component (Management, Performance, or Development), where the standard participation fee will be applied regardless of the number of submitted components.

Entities can participate in the GRESB Assessments for their first year for free. The entity will be benchmarked and receive a free Scorecard. They will have the option of purchasing a Benchmark Report.

Entities headquartered in non-OECD countries can participate in the GRESB Assessments for free. The entity will be benchmarked and receive a free Scorecard with their GRESB Score. They will have the option of purchasing a Benchmark Report.

Other products and services (e.g. Response Checks, Customized Benchmark Reports, training seats, etc.) are no longer bundled with the Assessment participation fee. This allows participants to select only those products and services they require.

Additional information about the 2020 participation fee is available [here](#).

Timeline and Process

The Assessment Portal opens on April 1, 2020. The submission deadline is July 1, 2020 (23:59:59 PST), providing participants with a three-month window to complete the Assessment. This is a fixed deadline, and GRESB will not accept submissions received after this date. GRESB validates and analyzes all participants' Assessment submissions.

In 2020 GRESB introduces a new Review Period in the Assessment Cycle to further strengthen the reliability of the Assessments and benchmark results. The Review Period will start on September 1, when preliminary individual GRESB results will be made available to all participants and run for the month. During the Review Period, participants will be able to submit a review request to GRESB using a dedicated form (see [Appendix 4b](#)). The final results will be launched to both participants and Investor Members on October 1. Public Results events and other results outputs will be rescheduled to October and November in order to accommodate the September Review Period.

For more information on the Review Period see [Appendix 4a](#).

For more information about the 2020 Assessment timeline, click [here](#).

Response Check

A [Response Check](#) is a high-level check of a participant's submission. The Response Check is carried out by the GBCI Validation team and features a careful review of your Assessment response followed by a 1-hour discussion call. It can be particularly useful for first time participants.

The Response Check does not exclude the participant from any element of the validation process, nor does it guarantee a better GRESB score. It is intended to ensure that no important details have been overlooked in the submission and provides the opportunity to ask for additional guidance and clarification on the GRESB Assessment indicators. The Response Check helps reduce errors that may adversely impact Assessment results and identifies inconsistent responses and incorrect answer formats.

The Response Check fee is 1,750 EUR (exclusive of VAT). The Response Check is available for request from April 1 to June 1, 2020 (11:59:59 p.m., PST) subject to resources availability. We strongly encourage participants to place their request as early as possible. The Response Check can be requested before the Assessment has been completed, but the scope of the review will be limited to the information filled in at the time of the request.

Guidance & Support

The Assessment Portal includes indicator-specific guidance, available under the "Guidance" tab that explains:

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

In addition to the guidance in the Portal, each Assessment is accompanied by a Reference Guide. The Reference Guide provides introductory information on the Assessments and a report-format version of the indicator-by-indicator guidance that is available under the Guidance tab in the Portal.

The GRESB Assessment Portal has the following tools and functionality to help ensure an efficient and accurate submission:

- The document section provides an overview of documents submitted as evidence.

- The Portal allows participants to upload multiple documents as evidence per indicator, eliminating the need to merge different documentation into one file.
- Participants can manage access rights, adding users with different levels of access.
- The Portal has real-time error detection systems and warnings.
- Automated data uploads are available through API connections.
- The Template Tool enables participants to copy information across multiple submissions.

GRESB works with a select group of Partners who can help participants with their Assessment submission. To learn more about the services offered by GRESB Partners, take a look at our [Partner Directory](#).

Participants are able to contact the [GRESB Helpdesk](#) at any time for support and guidance.

GRESB Assessment Training Program

GRESB Real Estate Assessment Training is designed to help participants, potential participants and other GRESB stakeholders (managers, consultants, data partners) improve their ESG reporting through the GRESB Real Estate Assessment.

GRESB has launched a [free online training platform](#) in 2020. The training courses are modular and self-paced, walking participants through the various aspects of the Assessments, summarizing changes in 2020 compared to last year, and providing detailed examples and tips for a successful submission. .

Access to Data

Data is submitted to GRESB through a secure online platform and can only be seen by current GRESB Staff or authorized personnel from GRESB's parent company, i.e, GBCI, Inc. ("GBCI"). GRESB benchmark scores are not made public.

Access to Assessment results:

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

- In the case of non-listed property companies and funds, to GRESB Investor Members that are investors in the company or fund, using GRESB's Data Access Request Tool in the online GRESB Portal. GRESB Investor Members must request access to a non-listed participant's benchmark scores, allowing the participant the control to either accept or deny this request;
- In the case of listed real estate companies, to all GRESB Investor Members that invest in listed real estate securities.

No other third parties will see the data. GRESB Investor Members must request access to a participant's Benchmark results and scores, allowing the participant the control to either accept or deny this request.

Access to uploaded evidence:

Documentation provided as evidence can be made available to GRESB Real Estate Investor Members on a document by document basis. Each uploaded document has a checkbox (with the default set to 'not available') which, when selected by the participant, makes this evidence available to all investors with access to that entity. It is not possible to choose a subset of investors which you would like to share the documents for.

GRESB has developed a number of tools to assist participants with the collection and aggregation of asset-level data that is required to complete certain aspects of the Assessment. Property companies and funds are encouraged to use the asset level tools to streamline data flows, and to increase data quality. The asset-level data provided to GRESB is strictly confidential and will only be used for aggregation to portfolio level. No individual asset level information will be disclosed to participants' investors.

As a default, GRESB does not disclose a participant's data to other participants. For listed entities, the entity name is disclosed in the Benchmark Report, as well as the entity names of listed peer group constituents. For non-listed entities, only the fund manager's name is disclosed, as well as the fund manager's name of private peer group constituents.

Access to peer group results:

GRESB provides an opt-in option that will disclose the entity's name (public) or fund manager's name (private), as well as the scores for the different Components, to participants in the peer group that also opted to disclose their name and dimension scores.

Access to asset-level data:

The 2020 Assessment requires participants to report the Energy, GHG, Water, Waste, Building Certifications efficiency measures at the asset level. This asset-level data provided to GRESB is strictly confidential and will only be used to check and validate the aggregated portfolio performance data. It will not be passed on to any external party, be it investors or others, in any way that allows the data to be traced back to the asset, without the explicit consent of the participant.

Asset-level data will be used in an aggregated form, and non-traceable manner, in the following ways:

- to inform the aggregated statistics at a portfolio level used in the Benchmark Report of the participant
- to inform the aggregated comparison group analytics at the asset level to be shared with the participant and
- to inform the development of statistical models to evaluate building performance

The main driver for asset level reporting is to improve investor confidence in data quality. In addition, it enables us to provide participants with additional insights into the impact of their ESG programs, the basis for and paves the way for more tailored assessments in the future.

GDPR compliance:

GRESB is fully compliant with GDPR. You can check the GRESB Privacy Statement [here](#). We also have specific internal policies, such as our Data Breach Policy and our Data Protection Policy, related to GDPR that we cannot share externally for security reasons. Please note that asset level data does not fall under the incidence of GDPR because it does not contain any personal data.

Cybersecurity:

GRESB's data security measures and systems have been reviewed by an external expert and no issues were flagged. The GRESB website and the GRESB Portal are fully HTTPS/TLS encrypted. GRESB has strict and extensive policies on data security that cannot be shared externally for security reasons. GRESB's public policies can be accessed [here](#).

Grace Period

First year participants can submit the Assessment without providing GRESB Investor Members with the ability to request access to their results. This is referred to as a "Grace Period".

First year participants wishing to report under the Grace Period can select the option on an entity-by-entity basis from the settings section in the Assessment Portal. Participants who select the "Grace Period" option can decide to unselect the option following receipt of their results. The Grace Period is not available in the second year of participation, regardless of whether it was used in the first year or not.

The "Grace Period" allows participants a year to familiarize themselves with the GRESB reporting and assessment process. The names of participating entities are still visible during the Grace Period, but GRESB Investor Members will not be able to request to see their results.

Grace Period participants receive a GRESB Scorecard and have the opportunity to purchase a Benchmark Report for a more in-depth analysis of their ESG performance.

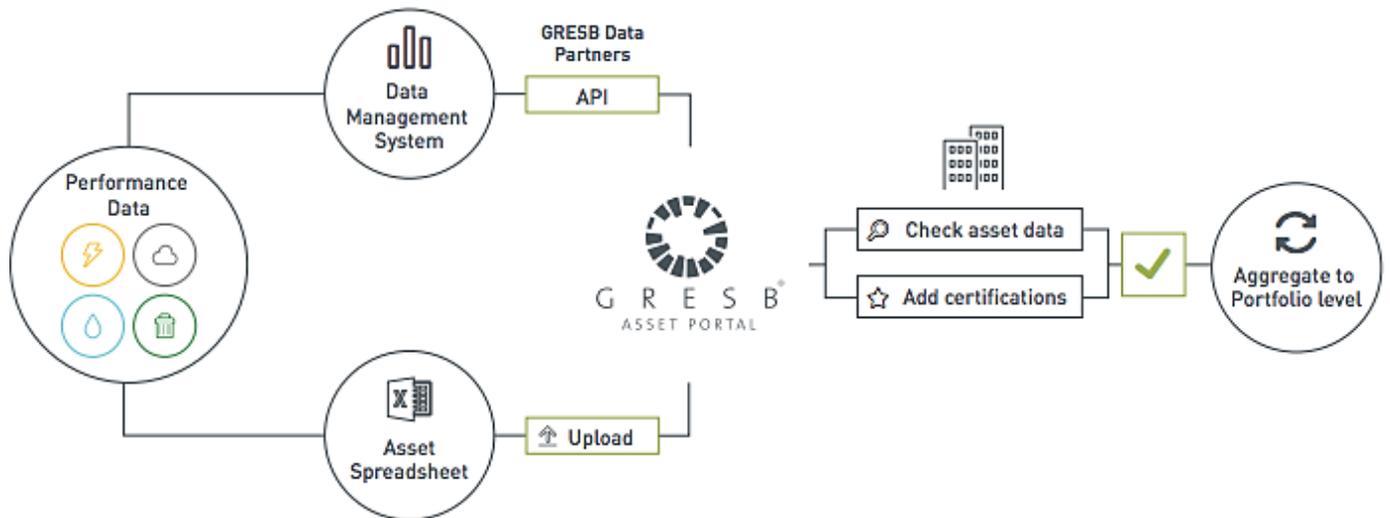
Participant Tools

The following tools help participants with the submission process:

- Template tool: Participants can use the template to store and share question responses that are identical across multiple participating entities. Members can access the sharing template via the GRESB Portal.
- GRESB Evidence Cover page: Participants are recommended to make use of the GRESB Cover Page in order to better structure evidence provided at an indicator level. For indicators that are subject to

manual validation, it is highly recommended to identify where each selected issue from an indicator is located in the evidence uploads. For evidence provided in languages other than English, a thorough summary sufficient to convey the requirements have been met is required for validation purposes. Participants may make use of the open text box provided in the cover page to do provide the document summary. In addition, each selected issue must be identified in the evidence uploads by providing page number and exact location such as paragraph, clause, sentence, etc.

- Assessment access tool: A participating property company or fund manager can invite colleagues, advisors and consultants to register in the Portal to assist with the submission of data to GRESB.
- Asset-level data tools: GRESB has developed a number of tools to assist participants with the collection and aggregation of asset-level data that is required to complete indicators from the Performance Component.



The tools are designed to streamline data flows and increase data quality.

- Application Programming Interface (API): This tool is available through an increasing number of data providers. It allows participants to seamlessly feed information from a data provider's data collection system to the GRESB Portal, automatically completing some of the indicators in the Performance Component. The full list of data partners can be found on our website: [Real Estate Data Partners](#).
- GRESB Asset Spreadsheet: Participants who do not have access to the Automated Data Feed can upload asset data to the GRESB Asset Portal using the [Asset Spreadsheet](#). Please check the Asset Portal Guide for more information.

In 2020, participants can use the online GRESB Asset Portal or a data partner system to upload asset-level data for the following indicators:

- Performance: Reporting characteristics: R1.1 and R1.2
- Performance: Energy (EN1), Performance: GHG Emissions (GH1), Performance: Water (WT1), and Performance: Waste (WS1)
- Performance: Building Certifications BC1.1 and BC1.2

GRESB Real Estate Assessment and Reference Guide Structure

Allocation to E, S, G

Each indicator is allocated to one of the three ESG 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 ESG, policies and procedures, approach to ESG at entity level.

The score breakdown by the E, S, G dimensions within each component is presented below.

	E	S	G
Management	0%	35%	65%
Performance	89%	11%	0%
Development	73%	21%	6%

Assessment indicator structure

Every indicator in the 2020 Assessment 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’ or ‘Not applicable’ is selected, the participant may not select any additional sub-options. “A Not Applicable” answer is interpreted and scored in the same way as a “No” and will yield 0 points. Each indicator displays the corresponding 2019 indicator, or ‘NEW’ if the indicator has been added in 2020. This is also reflected in the guidance notes for every indicator.

Evidence

Selected indicators in the Assessment require supporting evidence. Evidence is information that can be used to validate the overall answer to the indicator and support the additionally 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 indicator response and selected answer options. This means that the uploaded evidence must clearly reference the answer options selected by the participant. The evidence must not require extensive interpretation or inference, and participants are strongly encouraged to provide the simplest evidence that supports their claim.

- Permitted number of uploads: GRESB allows the upload of multiple documents as evidence per indicator. This helps to ease the reporting burden by eliminating the need to merge different documentation into one file. If the information is part of a larger document that the participant does not wish to disclose in its entirety, they can extract the relevant parts. However, the documents must contain sufficient information to ensure the requirements of the indicator have been met.
- GRESB Evidence Cover page: This document 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 answer option selected within an indicator. For indicators that are subject to manual validation, it is highly recommended to use the cover page to identify where each selected issue from an indicator is located in the evidence uploads. It is the responsibility of the reporting entity to provide clear and concise information that can be easily found and understood by the validator. The validator will reject claimed answers or selected answer options not supported by clear evidence.

- Redacted documents: Participants may redact documents. However, they must contain sufficient information to validate the indicator response. Rewritten summaries of documents must be on the entity's letterhead and contain enough information to validate your question response.
- Optional evidence sharing with investors: GRESB uses uploaded documents for validation purposes. GRESB allows the functionality to make the documentation provided as supporting evidence available to investors on a document by document basis. Each uploaded document will have a checkbox (with the default set to 'not available') which, when selected, will make this evidence available to investors. Once this checkbox is selected, the document will be available to all investors. It is not possible to choose a subset 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 and includes documents that were already uploaded since 2014.
- Previously accepted evidence: Uploaded evidence that was accepted in previous Assessment submissions might not be accepted in following submissions. Enhanced validation checks and/or a change in the level of validation (see "GRESB Validation Process") may result in different validation outcomes. In order to be accepted, the provided evidence must meet the requirements as stipulated in this Reference Guide.

Hyperlink

If a hyperlink (or deep link) is provided, ensure that the relevant page can be accessed within two steps. Ideally, the landing page should contain all the information needed to validate the answer. 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. Hyperlinks can only be provided if indicated. In all other instances, the actual document should be uploaded. Hyperlinks in uploaded documents will not be checked.

Language

Your Assessment response must be submitted in English. Documents uploaded as supporting evidence do not need to be entirely translated. However, for evidence provided in languages other than English, a thorough summary sufficient to convey the requirements have been met is required for validation purposes. Participants may make use of the open text box to provide the document(s) summary. In addition, each selected issue must be identified in the evidence uploads by providing page number and exact location such as paragraph, clause, sentence, bullet number, etc.

GRESB intends to translate the 2020 GRESB Real Estate Assessment into Japanese. For other languages, the GRESB Assessment Portal can be translated by using "Google translate" via the Google Chrome web browser. This applies to the Assessment Portal, guidance notes, and online version of the Reference Guide.

How to use Google Translate:

1. On your computer, open Chrome.
2. Go to the web page you wish to translate in another language.
3. At the top, click the Translate icon.
4. Chrome will translate the web page this one time.

Turn translation on

You can control whether Chrome will offer to translate web pages.

1. On your computer, open Chrome.
2. At the top-right, click  >Settings.
3. At the bottom, click Advanced.
4. Under 'Languages', click Language.
5. Tick or untick 'Offer to translate pages that aren't in a language you read'.
6. If the page is not yet being translated to your language, click on the Translate icon again, select "options", and make sure your "Translation language" is not set to something else. If it is, change it to the desired language for translation.

Disclaimer

Please note that not all text may be translated accurately or be translated at all. GRESB is not responsible for incorrect or inaccurate translations. GRESB will not be held responsible for any damage or issues that may result from using Google Translate.

Open text boxes

Over the years, the number of scored open text boxes has been reduced to zero in an effort to shift focus from management to performance. Open text boxes are now only used for reporting purposes and to provide additional context for a subset of indicators. Note that the contents of the open text boxes are included in the GRESB Benchmark Report.

“Other” answers

Many indicators offer the opportunity to provide an alternative answer option (‘Other’). These other answers must be distinct from the options listed in the question. It is possible to add multiple other answers, however scores will not be aggregated. All Other 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;
- Per indicator: An overview which indicates (a) the intent of the indicator, (b) which of the three GRESB components it is allocated to, (c) the maximum number of points, (d) which of the E, S or G categories it is allocated, (e) applicable terminology (f) requirements for a well structured response, (g) validation requirements (h) scoring elements and (i) any applicable supporting materials, examples or references.

Reporting year

Answers must refer to the reporting year identified in EC4: Reporting year in the Real Estate Assessment, unless the indicator specifies otherwise.

A response to an indicator must be true at the close of the reporting year; however, the response does not need to have been true for the entire reporting year. For example, if a policy was put in place one month prior to the end of the reporting year, this is acceptable, it need not have been in place for the entire reporting year. GRESB does not favour the use of calendar year over fiscal year or vice versa, as long as the chosen reporting year is used consistently throughout the Assessment.

Reporting entity

Answers must be applicable to the entity level. When a participating entity is part of a larger investment management organization or group of companies (the ‘Organization’), GRESB participants should use the open text box to explain how the answers apply to the entity.

Scoring Methodology

The 2020 Real Estate Assessment is structured in three components: Management, Performance and Development:

Each component is divided into aspects; aspects comprise of individually scored indicators. This Reference Guide provides detailed insight into the points available for each indicator, and the weighting of Assessment aspects. The information in this section provides additional context. Points per indicator are decided by GRESB in advance of the Assessment opening for responses. Indicator scoring goes through a three-stage review process based on GRESB’s rules, principles and guidelines.

Points Per Indicator

For indicators where you can select one or more answers, GRESB awards points cumulatively for each individual selected answer 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 answers in order to receive full points. This scoring mechanism allows the diversity among property companies and funds and the variety of their sustainability-oriented activities to be reflected. Supporting evidence and open fields for which participants select 'other' answers, are manually validated. Points are awarded based on the validity of the response.

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 indicator adds up to a maximum of 100 points. The maximum score for each aspect is a weighted element of the overall GRESB Score. GRESB takes into account the unique characteristics of different property types, not only in benchmarking absolute scores, but also in the scoring of a selection of indicators. A selection of indicators is scored based on each portfolio's main property types – this holds specifically for the Energy, GHG, Water, Waste and Building Certifications indicators.

The max Overall Score = 100, corresponding to 100 points, can be obtained as follows:

- Management Component = 30 points
- Performance Component = 70 points
- Development Component = 70 points

Component	Aspect	# Points	% Component	% Overall Score
Management	Leadership	7	23%	7%
	Policies	4.5	15%	5%
	Reporting	3.5	12%	4%
	Risk Management	5	17%	5%
	Stakeholder Engagement	10	33%	10%
Total		30	100%	30%
Performance	Risk Assessment	9	13%	9%
	Targets	2	3%	2%
	Tenants & Community	11	16%	11%
	Energy	14	20%	14%
	GHG	7	10%	7%
	Water	7	9.5%	7%
	Waste	4	5.5%	4%
	Data Monitoring & Review	5.5	8%	6%
	Building Certifications	10.5	15%	11%
Total		70	100%	70%
Development	ESG Requirements	12	17%	12%
	Materials	6	9%	6%
	Building Certifications	13	19%	13%
	Energy	14	20%	14%
	Water	5	7%	5%
	Waste	5	7%	5%
	Stakeholder Engagement	15	21%	15%

Total

70

100%

70%

The GRESB Real Estate Benchmark will consist of participants completing both the Management and Performance Components. The GRESB Development Benchmark will consist of participants completing both the Management and Development Components. While each Component determines an individual score (ie: Management Component Score, Performance Component Score, Development Component Score), the GRESB Scores and GRESB Ratings will only apply to entities completing all relevant Components for their portfolios. The possible combinations are set out below and illustrated in the diagram that follows:

A: Portfolios with only standing investments submit:

- Management and Performance Components to receive a GRESB Standing Investments Benchmark Report including a GRESB Score and a GRESB Rating
- GRESB Score = Management Component Score + Performance Component Score

B: Portfolios with only development projects submit:

- Management and Development Components to receive a GRESB Development Benchmark Report including a GRESB Score and a GRESB Rating
- GRESB Score = Management Component Score + Development Component Score

C: Portfolios with both standing investments and development projects submit:

- Management, Performance and Development Components to receive two Benchmark Reports:
- Standing Investments Benchmark Report including a GRESB Score and a GRESB Rating; and
- Development Benchmark Report including a GRESB Score and a GRESB Rating
- GRESB Score = Management Component Score + Performance Component Score
- GRESB Score = Management Component Score + Development Component Score



The detailed scoring methodology as applied to each indicator is available [here](#) and can be accessed by participants via the Assessment Portal on April 1, 2020. This is shared for information purposes in an effort to increase transparency around the Assessment, Methodology and Scoring processes. GRESB reserves the right to make edits to this document during the scoring and analysis period preceding the 2020 results launch.

Evolution of scores

The 2020 Real Estate Assessment required a review of the scoring mechanism as a direct consequence of the newly introduced structural changes. The results of this preliminary analysis against the 2019 baseline indicate that the impact on the GRESB Score is limited, but participants can expect an average decrease of a few points, in the Performance and Development Score, assuming a “do nothing” scenario. The scoring impact is consistent across sectors, regions and types of entities.

Along with splitting the Assessment into Management and Performance Components, the overall emphasis will move, over the next five years, from the current emphasis on management and transparency to greater emphasis on performance. This will occur through three main mechanisms:

1. Scoring of Performance Indicators will move from a focus on reporting and transparency to actual performance with asset-level reporting now mandatory, Note that at the moment, not all indicators in the Performance Component are actual performance metrics. For example, data coverage or data quality indicators are not metrics of performance, but they recognize data availability, crucial for measuring true performance.
2. At the same time, Performance Indicator metrics will be standardised to provide for better comparisons and higher quality data. These metrics will allow appropriate absolute and relative comparisons to be made and reward actual performance (utilising intensity metrics, performance against suitable targets and/or year on year improvements).
3. As the weighting emphasis moves, we will thin out some of the indicators in the Management Component, retaining those that add the most value (e.g. where they differentiate participants; investors have most interest; the metrics are easy to report, measure, and validate; and the score weighting remains significant).

It is important that the aspect weights accurately reflect investor preference as it is precedent setting and a baseline for future improvements in scoring.

GRESB Rating

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 based on the GRESB Real Estate Score and its quintile position relative to the GRESB universe, with annual calibration of the model. It is calculated relative to the global performance of all reporting entities - property type and geography are not taken into account. In this way the GRESB Rating provides investors with insight into the differentiation of overall ESG performance within the global property sector. If certain regions systematically perform better, they will on average have higher-rated companies and funds. If the entity is placed in the top quintile, it will have a GRESB 5-star rating; if it is in the bottom quintile, it will have a GRESB 1-star rating, etc.

Entities with a score higher than 50 for both the Management and Performance Components receive the Green Star designation, highlighted through a distinctive markup in the Scorecard and Benchmark Reports.

Entity categorization

A pre-set threshold determines an entity's geographic location and property type:

- The threshold for property type categorization is set at 75 percent of the Gross Asset Value (GAV). This means that based on GAV, 75 percent or more of the Portfolio must be comprised of a single property type. If a participant does not reach the threshold for categorization in a specific sector, it is assigned to the “diversified” category. A participant will be assigned to one of these diversified property type subcategories, where the combination of the two property types is at least 75 percent of GAV.
- GRESB assigns participants to a geographic category using a four-tier system: country, sub-region, region and global. The threshold for assigning a geographic category is set at 60 percent of GAV. The country, subregion, region are defined using the UN country classification guidelines available [here](#). The four-tier systems works as follows:
 - Country: Based on GAV, 60 percent or more of the portfolio must be allocated to a single country;
 - Sub-region: If a participant does not reach the threshold for assignment to a specific country, where possible, it is instead assigned to a sub-region, meaning that 60 percent or more of the portfolio must be allocated to that sub-region. The sub-regional categories are: Nordics, Benelux, West Asia, East Asia, or Southeast Asia;

- o Region: If a participant does not reach the threshold for assignment to a sub-region, where possible, it is instead assigned to a region, meaning that 60 percent or more of the portfolio must be allocated to that specific region. The regional categories are Asia, Australia/NZ, Asia Pacific, Europe, or North America;
- o Super-region: The only super-region used is Asia Pacific, grouped from Asia (code 142 in the UN classification) and Oceania (code 009 in the UN classification)
- o Global: If a participant does not reach the threshold for assignment to a region, it is assigned to “globally diversified”.

Peer group allocation

Each participant is assigned to a peer group, based on the entity’s legal structure (public/private), property type and geographical location. To ensure participant anonymity, GRESB will only create a peer group if there is a minimum of six peers in the group.

Peer group assignments do not affect a company/fund’s score, but determine how GRESB places an Assessment participant’s results into context.

The goal of the peer group creation process is to compare participants who share as many characteristics as possible, while:

- Maintaining a minimum threshold of 6 and
- Having less than 50% of the participants in the group from the same fund manager.

Each participant can be part of multiple peer groups, but can only have one active peer group. The active peer group is the one which is used for benchmarking and is displayed in the participant’s Benchmark Report. This means that participant A can be in the active peer group of participant B, without participant B being in the active peer group of participant A. The practical consequence of this is that A will be displayed in the Benchmark Report of B under “Peer Group Constituents”, while B will not be displayed in the Benchmark Report of A.

The peer group composition is determined by a simple set of quantitative rules and provides consistent treatment for all participants. If the peer group is too small or has too many participants with the same fund manager, we eliminate filters until we have a valid peer group. There are two ways in which the filter can be widened:

- Dropping a characteristic entirely (e.g. ignoring a participant’s nature of ownership: listed / non-listed / government)
- Using a more general version of the characteristic (e.g. filtering on the portfolio’s region, not country)

The system attempts to find the best peer group based on the criteria presented above. For more information about the peer group allocation methodology, see [Appendix 3b - Peer Group Allocation Methodology](#).

Peer group disclosure

For public companies, the entity name of the peer group constituents is disclosed in the Benchmark Report. For private entities, only the fund manager’s name of the peer group constituents is disclosed. GRESB provides an opt-in option that discloses the entity’s name (listed) or fund manager’s name (private), as well as the scores for the two components (Management + Performance or Management + Development). However, this is only disclosed to participants in the peer group who also opted to disclose their name and component scores.

Customized Benchmark Reports

Participants who would like to be compared against a different peer group than the one assigned by GRESB can request a Customized Benchmark Report ([click here for details](#)). The GRESB Customized Benchmark Report provides advanced analytics through alternative indicator-level performance comparisons and rankings based on a self-selected peer group. It builds on the detailed insights you can draw from the standard Benchmark Report and adds additional flexibility to understand your relative performance in the market.

GRESB Data Validation Process

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 and reporting. It provides the basis for GRESB's continued efforts to provide investment grade data to its investor members.

GRESB validation is a check on the existence, accuracy, and logic of data submitted through the GRESB Assessments. The validation process includes both automatic and manual validation.

Automatic validation is integrated into the portal as participants fill out their Assessments, and consists of errors and warnings displayed in the portal to ensure that Assessment submissions are complete and accurate.

Manual validation takes place after submission, and consists of document and text review to check that the answers provided in Assessment are supported by sufficient evidence. The validation rules and process are set and overseen by GRESB but the validation is performed by a third party, GBCI.

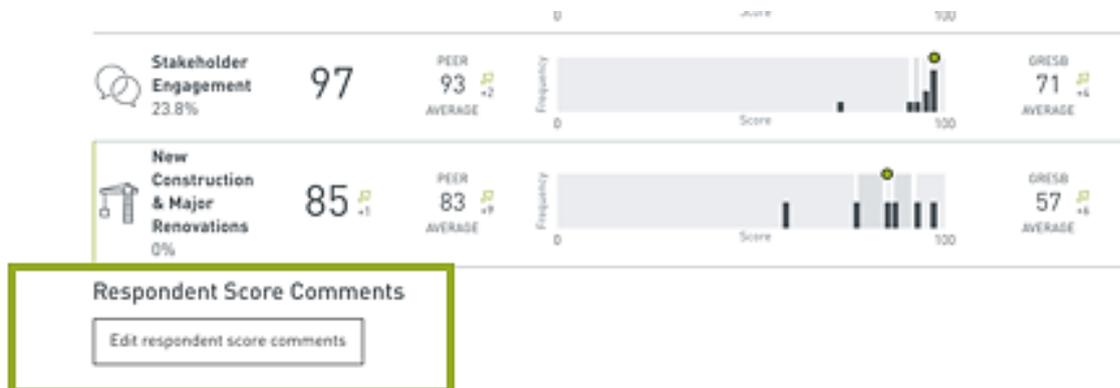
For more information about the 2020 Validation Process, see [Appendix 2a - 2020 GRESB Validation Process](#).

Validation issues: queries and disputes

Participants with questions on individual validation decisions can contact the [GRESB Helpdesk](#).

New in 2020, GRESB will introduce a new Review Period (see [Appendix 4a](#) for more information) in the Assessment Cycle to further strengthen the reliability of our Assessments and benchmark results. The Review Period will start on September 1, when preliminary individual GRESB results will be made available to all participants and run for the month. During the Review Period, participants will be able to submit a review request to GRESB using a dedicated form. The final results will be launched to both participants and Investor Members on October 1. Public Results events and other results outputs will be rescheduled to October and November in order to accommodate the September Review Period.

Participants who want to communicate specific points on the results presented in the Benchmark Report can use the "Respondent score comments" field – this will be seen by investors



For a complete interpretation of the validation decisions in the Assessment, participants can request a Results Review. For more information about the Results Review, click [here](#).

Reporting Scope and Boundaries

GRESB requires property companies and funds to report on their whole portfolio, including both Landlord Controlled and Tenant Controlled areas (see below).

The Annual GRESB Assessment includes all assets that are held during the reporting year, including those that have been sold or purchased. For these assets, ESG data is reported for the period of time that the assets were part of the portfolio. This enables us to deliver the standardized and comparable assessment of portfolio-level ESG performance that the market is seeking. However it is also worth noting that in addition to simple overall scores of ESG performance - such as the GRESB Real Estate Score and GRESB Ratings - we provide detailed aspect-level and individual indicator-level assessments of performance. This richer analysis, further complimented by peer group benchmarking, enables managers to understand their results in the context of their investment strategies and communicate this to their investors.

Joint ventures

When an asset or assets are part of a joint venture, joint operation or are 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 stake of 25 percent or higher are considered to have significant influence over operational initiatives and can therefore drive implementation of ESG initiatives and performance improvements, even in the case the operational control resides with another partner. If the equity share in a joint venture, joint operation or joint ownership is more than, or equal to 25 percent, participants can choose to either (a) report on their share or (b) report on the full asset. This must be done consistently throughout the portfolio and is regardless of operational or management control. This may result in an asset being included in two separate submissions. However, this does not impact GRESB's analysis or the benchmark results. If the equity share in a joint venture, joint operation or joint ownership is less than 25 percent, participants can exclude the asset(s) from the reporting boundaries. In either case, participants must explain their approach in the open text box in R1.1.

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

Landlord/Tenant Controlled Areas

In the past, GRESB used to classify assets as Managed or Indirectly Managed. Such classification was based on the notion of operational control and aligned with the GHG Protocol. In 2020, this concept is replaced by "Landlord Controlled" and "Tenant Controlled" areas, where the same notion of operational control applies to differentiate one from the other. However, while the rationale remains unchanged compared to previous years, the distinction now takes place at the space/area level. Consequently, one asset can include both landlord and tenant controlled areas. The definition of Landlord and Tenant Controlled areas in the Assessment is solely based on the landlord/tenant relationship.

Landlord controlled areas are those for which the landlord is determined to have "operational control" where operational control is defined as having the ability to introduce and implement operating policies, health and safety policies, and/or environmental policies. If both the landlord and tenant have the authority to introduce and implement any or all of the policies mentioned above, the area should be reported as landlord controlled. Where a single tenant has the greatest authority to introduce and implement operating policies and environmental policies, the tenant should be assumed to have operational control. For example, in the case of a full repairing and insuring (FRI) lease in England and Wales, the tenant has operational control meaning that the area is tenant controlled.

GRESB distinguishes between Landlord and Tenant Controlled areas in the Energy, GHG Emissions, Water, and Waste aspects of the Performance Component. GRESB has done so in recognition of the fact that landlords of tenant controlled areas may have little or no control over the use or purchase of utilities for the asset, or over waste management practices. The guidance for this aspect explains GRESB's approach in more detail.

GRESB does not specifically distinguish between landlord-and tenant controlled areas outside of the Energy, GHG Emissions, Water, and Waste aspects. The Assessment measures ESG performance using a consistent methodology that applies both to listed companies and private funds and which applies across property sectors and regions. GRESB encourages the collection of data and qualitative information regarding ESG issues that give property companies and funds and their investors the tools to identify areas in which they can improve performance and as a toolkit for internal and external engagement.

Furthermore, while GRESB does measure absolute performance, it emphasizes the importance of peer group comparisons in scoring and the analysis of benchmark results. Where participant numbers allow this, GRESB creates separate peer groups for each property type, for listed and private entities and for Landlord and Tenant Controlled areas. Additionally, participants have the opportunity to explain the composition of their portfolio in the open text box in R1.1, including clarifying limits on asset control that arise from the landlord/tenant relationship.

With these factors in mind, while the landlord's day-to-day involvement in tenant controlled areas may be limited, the topics covered by the Assessment are equally relevant to landlord controlled areas. Accordingly, the same questions and methodology apply.

2020 GRESB Real Estate Assessment Changes

GRESB works closely with its members and broader industry stakeholders to ensure the Assessment addresses material issues in the ESG performance of real estate investments. The main focus of the 2020 Assessment development process were enhancements to asset-level reporting functionality and the integration of selected Health & Well-being Module elements. The changes serve the longer term development of the Assessment, support our efforts for good quality data and reflect the evolution of the real estate industry as measured by the benchmark over the last years.

For a full list of the 2020 Real Estate Assessment Changes, see [Appendix 1](#).

Management Component

High-level comments

Structure
<p>The Management Component is comprised of 30 indicators structured in five aspects</p> <ul style="list-style-type: none">• Leadership• Policies• Reporting• Risk management• Stakeholder engagement
Terminology: "ESG" instead of "sustainability"
<p>Rationale for change: We replaced all instances where we refer to “sustainability” with “ESG” in order to get closer to the terminology used by the investor community, financial institutions and other initiatives.</p>
Indicator Titles
<p>Each indicator has been assigned a title, which will facilitate easy referencing across documents and data download tools.</p>
Entity-level reporting
<p>All indicators reference the reporting entity ("Does the entity...>"). If the entity is part of a larger organization, the responses may relate to the organization level activities as long as they also apply to the entity.</p>
Updated data validation process
<p>See Appendix 2a for detailed information on the 2020 Data Validation Process.</p>

Indicator-level comments

EC2	Removed classification by "Finite or infinite structure" <p>Rationale for change: Not relevant for analysis and not used by investors.</p> Added classification for "Type of investment vehicle" <p>Rationale for change: Can be used for peer grouping classification in the future.</p>
EC3	Separated "Commencement of entity" into a new indicator. This used to be part of EC2.
RC4	New indicator on Property type and Geography of operations <p>Rationale for change: This information will be used for entity classification. The Management Component assesses corporate strategy and manager performance and is independent from portfolio structure (regional and sector allocation of assets).</p>
	Leadership

LE1	(Former PD6) Expanded the list of predefined options and moved to the new Leadership aspect
	Rationale for change: The list has been increased based on an analysis of the "Other" options previously reported as well as alignment with the GRESB Infrastructure Assessment.
LE6	(Former MA5) Scope of the indicator is expanded to capture the types of incentivized KPIs
	Rationale for change: The updated indicator ensures full compliance and reporting alignment with RobecoSAM 2.6.2. Management Incentives. Impact of change: Restructured indicator to allow the selection of different groups of employees and the recognition of both financial and non-financial consequences.
	Policies
P01	(Former PD1) Amended the list of options to align with Infrastructure Asset PD1
P02	(Former PD2) Amended the list of options to align with Infrastructure Asset PD2
P03	(Former PD3) Amended the list of options to include cybersecurity
	Reporting
RP1	(Former PD5.1 and PD5.2) The two indicators have been merged together, forming a combined indicator on ESG disclosure and third-party reporting review
	Rationale for change: Combining these two indicators together will simplify the validation process and will provide participants with clear overview of their ESG disclosure and third-party reporting review. The name of the service provider will no longer be reported. "Other" answers provided to the Scheme name dropdown menu are subject to validation. The list of available options will be reviewed. Impact of change: Scoring mechanism will change to better reflect the contents and specificity of reporting, as well as the alignment standard.
RP2.1	(Former PD7.1) Expanded the list of stakeholders to align with Infrastructure Fund 13
RP2.2	(Former PD7.2) Small terminology edits to align with GRESB Infrastructure. Included "number of pending investigations" in the scope of the indicator
	Risks and Opportunities
RM1	(Former ME1) Indicator moved from the Monitoring & EMS section to the newly defined Risk Management section
	Rationale for change: All other indicators from the Monitoring & EMS aspect were either removed or transferred to the Performance Component, since they refer to the performance of the real estate assets.
RM2	(Former R01) Expand list of answer options
	Rationale for change: The updated indicator provides partial compliance with RobecoSAM 1.4.4 Systems & Procedures. It provides all answer options for the identification of a system or a

	procedure implemented to ensure compliance with PD3, but it does not require external audit or assurance of these systems.
RM3.1 and RM3.2	(Former R02) The indicators have been split into two individual indicators - one referring to social risk assessments and another one for governance ones.
RM4	(Former R03.1) Removed request for supporting evidence
	Stakeholder engagement
SE1	(Former SE1) Removed the list of training-specific issues in the Environmental and Social categories Rationale for change: Simplified indicator by removing the list of training-specific issues in the Environmental and Social categories. The new list simply asks participants to identify whether training is structured on E/S/G issues. The training-specific issues were not used for scoring and they will be included as examples in the Reference Guide.
SE2.2	(Former SE2.2) List of predefined options expanded to align with the GRESB Infrastructure Assessment
-	(Former SE12.1) Removed indicator Rationale for change: Integrated content into the new SE3.1.
-	(Former SE4.1) Removed indicator Rationale for change: The intent was already covered in SE5.2 (the new SE10.2). This indicator was not scored in 2019.
SE5	(Former PD4) Reclassified the indicator as Social instead of Governance and added evidence request Rationale for change: The reclassification provides alignment with EPRA and GRESB Infrastructure Assessment. Added mandatory evidence upload to support the manual validation of the indicator.
SE6	(Former SE7) Adapted indicator for the Management component Rationale for change: This becomes a strategy indicator that relates to the corporate strategy for tenant engagement. The indicator should be applicable to entities that do not have any assets and no tenants.
-	(Former SE8.2) Removed indicator Rationale for change: Integrated content into the new SE5.
SE3.2	(Former SE12.2) Expanded the list of predefined options to include the ones specified by RobecoSAM. These answers would have been accepted as Other answers, in all cases
SE6	(Former SE4.1) Added "Child labor" and "Working conditions" to the list of pre-defined answer options. Removed request for supporting evidence Rationale for change: The update is to fully align with RobecoSAM 1.7.1 Supplier Code of Conduct.
SE8	(Former SE6) List of predefined options aligned with Infrastructure Assessment

Rationale for change: Removed options "External property/asset managers and "Service provides", both of which are covered by the option "Contractors".

Impact of change: Indicator will be scored as of 2020.

Performance Component

High-level comments

Structure

The Performance component is comprised of 10 aspects:

- Reporting Characteristics
- Risk Assessment (Asset + Entity level)
- Targets
- Tenants and Community
- Energy (Asset level)
- GHG (Asset level)
- Water (Asset level)
- Waste (Asset level)
- Data Monitoring and Review
- Building Certifications (Asset level)

Entity & Reporting Characteristics

Portfolio composition confirmation (indicator R1.1 former RC5.2) is now included in the validation scope

Rationale for change: It is essential that the portfolio boundaries reported by the entity are accurate and complete to ensure relevant outcomes and comparisons. The request for supporting evidence is an important step for reporting accuracy and consistency.

Impact of change: GRESB validation of the completeness and accuracy of the reporting entity's portfolio is now integrated into the Validation process, whereby a percentage of all reporting entities will be selected for a check of supporting evidence. If a material discrepancy between the portfolio reported and supporting evidence is identified, GRESB may reach out to the participants and request the submitted data to be amended. Should there remain a material discrepancy after the outreach process, GRESB reserves the right to reject the submission.

Risk Assessment

Energy, Water and Waste efficiency measures (former R05, R06 and R07) as well as technical building assessments (former R04) have now a timeframe reduced from four to three years and the information is collected at asset level on a TRUE/FALSE basis

Rationale for change: The indicators examine the measures undertaken by the entity to improve performance data of the entity's assets. The timeframe has been reduced from four to three years to provide a better view of recent activity in the portfolio and allow market analysis of trends. This change is consistent with the introduction of mandatory asset-level reporting for Energy, GHG, Water and Waste in 2020. As all performance indicators are now to be reported at the asset-level, it is necessary to also capture recently implemented measures at the asset level to provide context to the reported performance.

Targets

T1.2: New indicator on science based targets for GHG emissions

Rationale for change: Indicator T1.2 is linked to T1.1. Setting up science-based targets for GHG emissions is considered leading practice in the industry as it allows entities to specify how their emissions must reduce to align with the Paris Agreement requirements.

High-level Asset Level Spreadsheet Changes

The latest version of the GRESB Asset Spreadsheet is available [here](#).

Each row represents an asset and a year. This means that an asset can have multiple rows, for multiple years.

Rationale for change: Alignment with tidy data best practices

- The new format makes it easier to adjust data from internal Data Management Systems.
- It is no longer needed to calculate and provide the data coverage changes columns in the asset characteristics tab because the floor areas corresponding to consumption values reported will be collected for both current year (CY) and last year (LY).
- Provides the ability to expand the like-for-like portfolio in some cases.
- Reduces the size of the spreadsheet, making it easier to review data.

Eliminate the concept of Managed and Indirectly managed assets

GRESB introduced this terminology a few years ago, without it being generally used in the industry. This concept is replaced by "Landlord Controlled" and "Tenant Controlled" areas, where the same notion of operational control as before is used to differentiate one from the other. As a reminder, the notion of operational control is aligned with the GHG Protocol. Moreover, while the notion of Managed/Indirectly Managed was applied on an asset, the distinction between Landlord and Tenant Controlled is applied at the space level, allowing an asset to include both Landlord and Tenant Controlled areas.

Replace columns for indirectly/directly managed assets with columns that make the separation between landlord and tenant controlled areas

Rationale for change: The direct consequence of eliminating the concept of indirectly managed assets. Data previously reported under Indirectly Managed Assets should now be reported under Tenant Controlled consumption columns.

Split the former Building Characteristics tab into Asset Characteristics and Reporting Characteristics

Rationale for change: Given that the GRESB Asset Spreadsheet covers at least two reporting years (Current Year and Last Year), the purpose is to separate asset-level metrics that vary over time (e.g. vacancy rate) from the constant characteristics of an asset (e.g. Property type, Location, etc.). Splitting these into two separate tabs clarify the reporting under the new approach where one asset is represented in two rows (see point above).

Introduce columns that identify the period of Data Availability for each asset

Rationale for change: GRESB used to only capture Period of Ownership of an asset. Since there may be a difference between the Period of Ownership of an asset and the Period during which consumption data is known (Data Availability), only the latter can be used for analytical/normalization purposes. As such, while the Period of Ownership is used to define an entity's reporting boundaries, Data Availability fields are introduced for analytical purposes.

Vacancy Rate becomes a mandatory field for all assets

Rationale for change: Along with property type and weather conditions, the vacancy rate of an asset represents one of the most important criteria to consider when it comes to understanding its consumption

profile. Given that GRESB's purpose is to provide comparable (normalized) intensities to the industry, it is necessary to start collecting this datapoint consistently for all reported assets.

Expanded list of property types classification

Rationale for change: As a direct consequence of mandatory asset-level reporting, more specific property types can be assigned to assets. The new classification aims at expanding the current list of property types for the purpose of increasing benchmarking accuracy as well as better evaluating assets' performance. See [Appendix 3a](#) for further information

Energy

Renewable energy now collected at the asset level

Rationale for change: Improved data quality and ability to benchmark renewable energy at a more granular level.

GHG emissions

Report on both Market and Location-based Scope 2 Emissions separately

Rationale for change: Requirement for alignment with the GHG Protocol Corporate Standard 2015 Scope 2 Guidance Amendment. Including this variable in the Assessment is important for complete and accurate investor carbon footprinting. Without either one, investors will have insufficient understanding of why and how GHG emissions declined or increased. Additionally, comparing both variables provides insights into the efforts undertaken to reduce emissions through selecting an entity's electricity provider. Reporting of market-based emissions remains optional in 2020.

Water

Water reused and recycled now collected at the asset level

Rationale for change: Improved data quality and ability to benchmark water reused and recycled at a more granular level.

Recognition of water reused/recycled purchased off-site

Rationale for change: A minority of real estate assets have the capacity to have on-site water reuse facilities. In addition to making more sense from a business perspective, purchasing recycled water off-site does positively contribute to the overall ESG performance of an asset

Waste

Waste management indicators now collected at the asset level

Rationale for change: Improved data quality and ability to benchmark waste data at a more granular level.

Building certifications

Building certifications and Energy ratings are reported at the asset level

Rationale for change: Mapping building certifications and energy ratings to the asset-level is the logical next step for reporting purposes. Certifications can be reported in both the GRESB Asset Spreadsheet or directly in the Asset Portal. This will allow for an enhanced understanding of which assets have certain certifications and can be used for further analysis.

Indicator Changes Overview

Aspect	2019 Code	2020 Indicator	Changes
Risks and Opportunities	R03.2	RA1 Risk assessments performed on the standing investments portfolio	
	R04	RA2 Technical building assessment	Tracked at asset level through TRUE/FALSE dropdown
	R05	RA3 Energy efficiency/conservation measures	Tracked at asset level through TRUE/FALSE dropdown
	R06	RA4 Water efficiency/conservation measures	Tracked at asset level through TRUE/FALSE dropdown
	R07	RA5 Waste efficiency/management measures	Tracked at asset level through TRUE/FALSE dropdown
Data Monitoring and Review	ME2		Deleted
	ME3		Deleted (except AMR at asset level)
	ME4		Deleted (except AMR at asset level)
	ME5		Deleted
	PI1.4	MR1 Third-party review of Energy data	
	PI2.3	MR2 Third-party review of GHG data	
	PI3.4	MR3 Third-party review of Water data	
	PI1.4	MR4 Third-party review of Waste data	
Energy	PI1.0	Composition of floor area types & reporting at asset-level for energy	Deleted (no longer required)
	PI1.1	Energy consumption data	Asset level
	PI1.2	Energy intensity rates	Deleted (calculated automatically)
	PI1.3	Renewable energy generated	Asset level
GHG emissions	PI2.0	GHG emissions collection method, reporting boundaries approach & reporting at asset-level for GHG	Deleted (no longer required)
	PI2.1	GHG emission data	Asset level
	PI2.2	GHG intensity rates	Deleted (calculated)

			automatically)
Water	PI3.0	Reporting at asset-level for water	Deleted
	PI3.1	Water consumption data	Asset level
	PI3.2	Water intensity rates	Deleted (calculated automatically)
	PI3.3	Water reuse and recycling	Asset level
Waste	PI4.0	Reporting at asset-level for waste	Deleted
	PI4.1	Waste generation data	Asset level
Building Certifications	BC1.1	Design/construction/renovation building certifications	Asset level
	BC1.2	Operational building certifications	Asset level
	BC2	Energy Ratings	Asset level
Tenants & Community	SE7	TC1 Tenant engagement program on ESG issues	
	SE8.1	TC2.1 Tenant satisfaction survey	
	SE8.2	TC2.2 Program to improve tenant satisfaction	
	SE9	TC3 Fit-out & refurbishment program for tenants on ESG	
	SE10.1	TC4 Sustainability-specific requirements in lease contracts (green leases)	
	SE10.2	Monitoring of sustainability-specific requirements	Deleted
	SE13.1	TC5.1 Tenant health & well-being program	
	SE13.2	TC5.2 Tenant health & well-being measures	
	SE11.1	TC6.1 Community engagement program	
	SE11.2	TC6.2 Monitoring impact on community	

Development Component

High-level comments

Structure
<p>The Development component is comprised of 7 aspects:</p> <ul style="list-style-type: none">• ESG Requirements• Materials• Building Certifications• Energy• Water• Waste• Stakeholder Engagement
Terminology: "ESG" instead of "sustainability"
<p>Rationale for change: All instances of reference to “sustainability” were replaced with “ESG” in order to get closer to the terminology used by the investor community, financial institutions and other initiatives.</p>
Indicator titles
<p>Each indicator was assigned a title, which will facilitate referencing in different documents and data download tools.</p>
Entity-level reporting
<p>All indicators reference the reporting entity ("Does the entity..."). If the entity is part of a larger organization, the responses may relate to the organization level activities as long as they also apply to the entity.</p>

Indicator-level comments

	ESG requirements
DRE1	(Former NC1) Expanded the list of answer options <p>Rationale for change: Additional options added to be more material to NCMR, based on frequently provided other answers in 2019, and to align with PO1.</p>
DRE2	(Former NC2) Expanded the list of answer options <p>Rationale for change: Additional options added based on frequently provided other answers in 2019.</p>
DRE3	(Former NC3) Expanded the list of answer options and removed the “alignment section”, which was not scored <p>Rationale for change: Additional options added based on building certification requirements and frequently provided other answers in 2019.</p>

Materials

DMA1 (Former NC4) Expanded the list of answer options

Rationale for change: Additional options added for granularity.

DMA2.1 New indicator on life-cycle assessments and methodology

Rationale for change: The new indicator provides full alignment with CDP 2020 Questionnaire.

DMA2.2 New indicator on disclosure of embodied carbon

Rationale for change: The new indicator provides full alignment with CDP 2020 Questionnaire.

Building Certifications

DBC1 (Former NC5.1) Improved wording to clarify between the provided options

Rationale for change: Improved clarity of answer options to ensure accurate reporting.

Energy

DEN1 (Former NC6) Expanded list of answer options and added evidence request

Rationale for change: Additional options added based on based on frequently provided other answers in 2019. Added mandatory evidence upload for Requirements for planning and design to align with indicator DWT1 and to support the manual validation of the indicator.

DEN2.2 (Former NC7.2) Net-zero carbon as opposed to net-zero energy

Rationale for change: Amended indicator to net-zero carbon to align with CDP 2020 and other industry frameworks.

Waste

DWS1 (Former NC9) Expanded list of answer options

Rationale for change: Additional option added based on frequently provided other answers in 2019.

Stakeholder Engagement

DSE1 (Former NC11) Amended indicator to align with TC5.2

Rationale for change: Options cleaned up and amended to further align with TC5.2.

DSE2.1 (Former NC12.1) Expanded list of answer options

Rationale for change: Additional option added based on frequently provided other answers in 2019.

DSE2.2	<u>(Former NC12.2) Expanded list of answer options</u>
	Rationale for change: Additional options added based on frequently provided other answers in 2019 and OSHA methodologies.
DSE3.1	<u>(Former NC10.1) Expanded list of answer options</u>
	Rationale for change: Updated indicator is fully aligned with RobecoSAM 1.7.1 Supplier Code of Conduct.
DSE3.2	<u>(Former NC10.2) Expanded list of answer options</u>
	Rationale for change: Additional option added based on frequently provided other answers in 2019.
DSE4	<u>New indicator on community engagement program</u>
	Rationale for change: Alignment with TC6.1.
DSE5.1	<u>(Former NC13) Expanded list of answer options</u>
	Rationale for change: Additional option added based on frequently provided other answers in 2019.

Entity & Reporting Characteristics

Entity Characteristics

EC1 Reporting entity

Entity name: _____

Fund Manager Organization Name (if applicable): _____

EC2 Nature of ownership

Public (listed) entity

Specify ISIN: _____

Legal status:

Property company

Real Estate Investment Trust (REIT)

Private (non-listed) entity

Investment style:

Core

Value-added

Opportunistic

Debt

Open or closed end:

Open end

Closed end

Type of investment vehicle:

Club Deal

Direct Investment

Fund

Joint Venture (JV)

Separate Account

Special Purpose Vehicle

Government entity

EC3 Entity commencement date

Year of commencement (listed) or Year of establishment (non-listed)

EC4 Reporting year

Calendar year

Fiscal year

Specify the starting month

Reporting Characteristics

RC1 Reporting currency

Values are reported in:

Currency

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

RC2 Economic size

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

RC3 Floor area metrics

Metrics are reported in:

- m²
- sq. ft.

RC4 Property type and Geography

Portfolio predominant location (*):

Portfolio predominant property type (**):

RC5 Nature of entity's business

The entity's core business:

- Management of standing investments only (continue with Management and Performance Components)
- Management of standing investments and development of new construction and major renovation projects (continue with Management, Performance, and Development Components)
- Development of new construction and major renovation projects (continue with Management and Development Components)



ESG Commitments and Objectives

2019 Indicator

LE1 ESG leadership commitments

Has the entity made a public commitment to ESG leadership standards and/or principles?

Yes

Select all commitments included (multiple answers possible)

- Climate Action 100+
- Global Investor Coalition on Climate Change (including AIGCC, Ceres, IGCC, IIGCC)
- International Labour Organization (ILO) Standards
- Montreal Pledge
- OECD - Guidelines for multinational enterprises
- PRI signatory
- RE 100
- Science Based Targets initiative
- Task Force on Climate-related Financial Disclosures (TCFD)
- UN Environment Programme Finance Initiative
- UN Global Compact
- UN Sustainable Development Goals
- WorldGBC's Net Zero Carbon Buildings Commitment
- Other: _____

Provide applicable hyperlink

URL_____

Indicate where in the evidence the relevant information can be found_____

No

Does the entity have specific ESG objectives? Yes

The objectives relate to (multiple answers possible)

- General sustainability
- Environment
- Social
- Governance
- Health and well-being

The objectives are

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

The objectives are

- Publicly available

Provide applicable hyperlink

URL_____

Indicate where in the evidence the relevant information can be found_____

- Not publicly available

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

 No

LE3 Individual responsible for ESG

Does the entity have one or more persons responsible for implementing ESG objectives?

Yes

Select the persons responsible (multiple answers possible)

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

Provide the details for the most senior of these employees

Name: _____

Job title: _____

Employee(s) for whom ESG is among their responsibilities

Provide the details for the most senior of these employees

Name: _____

Job title: _____

External consultants/manager

Name of the main contact: _____

Job title: _____

Investment partners (co-investors/JV partners)

Name of the main contact: _____

Job title: _____

No

Does the entity have an ESG taskforce or committee? Yes

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

- Board of Directors
- C-suite level staff
- Investment Committee
- Fund/portfolio managers
- Asset managers
- ESG portfolio manager
- Investment analysts
- Dedicated staff on ESG issues
- External managers or service providers
- Investor relations
- Other: _____

 No

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

Yes

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

Name: _____

Job title: _____

The individual's most senior role is as part of

- Board of Directors
- C-suite level staff
- Investment Committee
- Fund/portfolio managers
- Other: _____

Describe the process of informing the most senior decision-maker on the ESG performance of the entity (maximum 250 words)

No

Does the entity include ESG factors in the annual performance targets of personnel? Yes

Does performance on these targets have predetermined consequences?

 Yes Financial consequences

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

- Board of Directors
- C-suite level staff
- Investment Committee
- Fund/portfolio managers
- Asset managers
- ESG portfolio manager
- Investment analysts
- Dedicated staff on ESG issues
- External managers or service providers
- Investor relations
- All employees
- Other: _____

 Non-financial consequences

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

- Board of Directors
- C-suite level staff
- Investment Committee
- Fund/portfolio managers
- Asset managers
- ESG portfolio manager
- Investment analysts
- Dedicated staff on ESG issues
- External managers or service providers

Investor relations

All employees

Other: _____

No

Provide applicable evidence

UPLOAD or URL _____

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

No



Management: Policies

ESG Policies

2019 Indicator

P01 Policy on environmental issues

Does the entity have a policy/policies on environmental issues?

Yes

Select all environmental issues included (multiple answers possible)

- Biodiversity and habitat
- Climate/climate change adaptation
- Energy consumption
- Greenhouse gas emissions
- Indoor environmental quality
- Material sourcing
- Pollution prevention
- Renewable energy
- Resilience to catastrophe/disaster
- Sustainable procurement
- Waste management
- Water consumption
- Other: _____

Provide applicable evidence

UPLOAD or URL _____

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

No

PD1

Does the entity have a policy/policies on social issues? Yes

Select all social issues included (multiple answers possible)

- Child labor
- Community development
- Customer satisfaction
- Employee engagement
- Employee health & well-being
- Employee remuneration
- Forced or compulsory labor
- Freedom of association
- Health and safety: community
- Health and safety: contractors
- Health and safety: employees
- Health and safety: tenants/customers
- Human rights
- Inclusion and diversity
- Labor standards and working conditions
- Social enterprise partnering
- Stakeholder relations
- Other: _____

Provide applicable evidence

UPLOAD or URL_____

Indicate where in the evidence the relevant information can be found_____

 No

Does the entity have a policy/policies on governance issues?

Yes

Select all governance issues included (multiple answers possible)

- Bribery and corruption
- Cybersecurity
- Data protection and privacy
- Executive compensation
- Fiduciary duty
- Fraud
- Political contributions
- Shareholder rights
- Other: _____

Provide applicable evidence

UPLOAD or URL _____

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

No



Management: Reporting

ESG Disclosure

2019 Indicator

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

Yes

Please select all applicable options (multiple answers possible)

Section in Annual Report

Select the applicable reporting level

Entity

Investment manager

Group

Aligned with

Disclosure is third-party reviewed:

Yes

Externally checked

Externally verified

using

Externally assured

using

No

Provide applicable evidence

or URL_____

Indicate where in the evidence the relevant information can be found_____

Stand-alone sustainability report(s)

Select the applicable reporting level

Entity

Investment manager

Group

Aligned with

Disclosure is third-party reviewed:

Yes

Externally checked

Externally verified

using

Externally assured

using

No

Provide applicable evidence

UPLOAD or URL_____

Indicate where in the evidence the relevant information can be found_____

Integrated Report

*Integrated Report must be aligned with IIRC framework

Select the applicable reporting level

Entity

Investment manager

Group

Disclosure is third-party reviewed:

Yes

Externally checked

Externally verified

using ▼

Externally assured

using ▼

No

Provide applicable evidence

UPLOAD or URL_____

Indicate where in the evidence the relevant information can be found_____

Dedicated section on corporate website

Select the applicable reporting level

Entity

Investment manager

Group

URL_____

Indicate where in the evidence the relevant information can be found_____

Section in entity reporting to investors

Aligned with ▼

Disclosure is third-party reviewed:

Yes

No

Provide applicable evidence

UPLOAD or URL _____

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

Other: _____

Select the applicable reporting level

Entity

Investment manager

Group

Aligned with

Disclosure is third-party reviewed:

Yes

Externally checked

Externally verified

using

Externally assured

using

No

Provide applicable evidence

UPLOAD or URL _____

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

No

Guideline name

- ANREV Sustainability Reporting Guidelines, 2016
- EPRA Best Practice Recommendations in Sustainability Reporting, 2017
- GRI Standards, 2016
- GRI Sustainability Reporting Guidelines, G4
- IIRC International Integrated Reporting Framework, 2013
- INREV Sustainability Guidelines, 2016
- PRI Reporting Framework, 2018
- TCFD Recommendations, 2017
- Other: _____

Scheme name

- AA1000AS
- Advanced technologies promotion Subsidy Scheme with Emission reduction Target (ASSET)
- Airport Carbon Accreditation (ACA) des Airports Council International Europe
- Alberta Specified Gas Emitters Regulation
- ASAE3000
- Attestation Standards established by the American Institute of Certified Public Accountants/AICPA (AT101)
- Australia National Greenhouse and Energy Regulations (NGER Act)
- California Mandatory GHG Reporting Regulations (also known as California Air Resources Board regulations)
- Canadian Institute of Chartered Accountants (CICA) Handbook: Assurance Section 5025
- Carbon Trust Standard
- Chicago Climate Exchange verification standard
- Climate Registry General Verification Protocol (also known as California Climate Action Registry (CCAR))
- Compagnie Nationale des Commissaires aux Comptes (CNCC)
- Corporate GHG Verification Guidelines from ERT
- DNV Verisustain Protocol/ Verification Protocol for Sustainability Reporting
- Earthcheck Certified
- Enviro-Mark Solutions' CEMARS (Certified Emissions Measurement And Reduction Scheme) standard
- ERM GHG Performance Data Assurance Methodology
- IDW PS 821: IDW Prüfungsstandard: Grundsätze ordnungsmäßiger Prüfung oder prüferischer Durchsicht von Berichten im Bereich der Nachhaltigkeit
- IDW AsS 821: IDW Assurance Standard: Generally Accepted Assurance Principles for the Audit or Review of Reports on Sustainability Issues
- ISAE 3000
- ISAE 3410, Assurance Engagements on Greenhouse Gas Statements
- ISO14064-3
- JVETS (Japanese Voluntary Emissions Trading Scheme) Guideline for verification
- Korean GHG and energy target management system
- NMX-SAA-14064-3-IMNC: Instituto Mexicano de Normalización y Certificación A.C

- RevR 6 Bestyrkande av hållbarhetsredovisning (RevR 6 Assurance of Sustainability)
- RevR6 Procedure for assurance of sustainability report from Far, the Swedish auditors professional body
- Saitama Prefecture Target-Setting Emissions Trading Program
- SGS Sustainability Report Assurance
- Spanish Institute of Registered Auditors (ICJCE)
- Standard 3810N Assurance engagements relating to sustainability reports of the Royal Netherlands Institute of Registered Accountants
- State of Israel Ministry of Environmental Protection, VERIFICATION OF GREENHOUSE GAS EMISSIONS AND EMISSIONS REDUCTION IN ISRAEL GUIDANCE DOCUMENT FOR CONDUCTING VERIFICATIONS, Process A.
- Swiss Climate CO2 label
- Thai Greenhouse Gas Management Organisation (TGO) Greenhouse Gas (GHG) Verification Protocol
- Tokyo Emissions Trading Scheme
- Verification under the EU Emissions Trading Scheme (EU ETS) Directive and EU ETS related national implementation laws
- Dutch Standard for Assurance assignments 3000A
- MOHURD Guidelines for Public Building Energy Audit
- ISO 50002 standard
- ISO 19011 standard

Does the entity have a process to monitor ESG-related controversies, misconduct, penalties, incidents, accidents, or breaches against the codes of conduct/ethics?

Yes

The process includes external communication of controversies, misconduct, penalties, incidents or accidents to:

- Clients/Customers
- Community/Public
- Contractors
- Employees
- Investors/Shareholders
- Regulators/Government
- Special interest groups (NGOs, Trade Unions, etc)
- Suppliers
- Other stakeholders: _____

Describe the process (maximum 250 words): _____

No

* The information in RP2.1 and RP2.2 may be used as criteria for the recognition of 2020 Sector Leaders.

RP2.2 ESG incident occurrences

Has the entity been involved in any ESG-related breaches that resulted in fines or penalties during the reporting year?

Yes

Specify the total number of cases which occurred: _____

Specify the total value of fines and/or penalties incurred: _____

Specify the total number of currently pending investigations: _____

Provide additional context for the response (maximum 250 words)

No

* The information in RP2.1 and RP2.2 may be used as criteria for the recognition of 2020 Sector Leaders.



Management: Risk Management

Risk Management

2019 Indicator

RM1 Environmental Management System (EMS)

Does the entity have an Environmental Management System (EMS)?

- Yes
 - The EMS is aligned with a standard
 - ISO 14001
 - EMAS (EU Eco-Management and Audit Scheme)
 - Other: _____
 - The EMS is externally certified by an independent third party
 - ISO 14001
 - EMAS (EU Eco-Management and Audit Scheme)
 - Other: _____
 - The EMS is not aligned with a standard nor certified externally

Provide applicable evidence

UPLOAD or URL _____

Indicate where in the evidence the relevant information can be found_____

- No

ME1

Does the entity have processes to implement governance policy/policies? Yes

Select all applicable options (multiple answers possible)

- Compliance linked to employee remuneration
- Dedicated help desks, focal points, ombudsman, hotlines
- Disciplinary actions in case of breach, i.e. warning, dismissal, zero tolerance policy
- Employee performance appraisal systems integrate compliance with codes of conduct
- Investment due diligence process
- Responsibilities, accountabilities and reporting lines are systematically defined in all divisions and group companies
- Training related to governance risks for employees (multiple answers possible)
 - Regular follow-ups
 - When an employee joins the organization
- Whistle-blower mechanism
- Other: _____

 No Not applicable

Has the entity performed social risk assessments within the last three years? Yes

Select all issues included (multiple answers possible)

- Child labor
- Community development
- Controversies linked to social enterprise partnering
- Customer satisfaction
- Employee engagement
- Employee health & well-being
- Forced or compulsory labor
- Freedom of association
- Health and safety: community
- Health and safety: contractors
- Health and safety: employees
- Health and safety: tenants/customers
- Health and safety: supply chain (beyond tier 1 suppliers and contractors)
- Human rights
- Inclusion and diversity
- Labor standards and working conditions
- Stakeholder relations
- Other: _____

 No

Has the entity performed governance risk assessments within the last three years? Yes

Select all issues included (multiple answers possible)

- Bribery and corruption
- Cybersecurity
- Data protection and privacy
- Executive compensation
- Fiduciary duty
- Fraud
- Political contributions
- Shareholder rights
- Other: _____

 No

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

Select all issues included (multiple answers possible)

- Biodiversity and habitat
- Building safety
- Climate/Climate change adaptation
- Compliance with regulatory requirements
- Contaminated land
- Energy efficiency
- Energy supply
- Flooding
- GHG emissions
- Health and well-being
- Indoor environmental quality
- Natural hazards
- Socio-economic
- Transportation
- Waste management
- Water efficiency
- Water supply
- Other: _____

 No Not applicable



Management: Stakeholder Engagement

Employees

2019 Indicator

SE1 Employee training

Does the entity provide training and development for employees?

Yes

Percentage of employees who received professional training during the reporting year

Percentage of employees who received ESG-specific during the reporting year

ESG-specific training focuses on (multiple answers possible):

Environmental issues

Social issues

Governance issues

No

SE1

Has the entity undertaken an employee satisfaction survey within the last three years? Yes

The survey is undertaken (multiple answers possible)

 Internally

Percentage of employees covered: _____%

Survey response rate: _____%

 By an independent third party

Percentage of employees covered: _____%

Survey response rate: _____%

Provide applicable evidence

UPLOAD or URL _____

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

The survey includes quantitative metrics

 Yes

Metrics include

 Net Promoter Score Overall satisfaction score Other: _____ No No

SE2.2 Employee engagement program

SE2.2

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

Yes

Select all applicable options (multiple answers possible)

Planning and preparation for engagement

Development of action plan

Implementation

Training

Program review and evaluation

Feedback sessions with c-suite level staff

Feedback sessions with separate teams/departments

Focus groups

Other: _____

No

Not applicable

SE3.1 Employee health & well-being program

SE12.1

Does the entity have a program in place for promoting health & well-being of employees?

Yes

The program includes (multiple answers possible):

Needs assessment

Goal setting

Action

Monitoring

No

Does the entity take measures to incorporate the health & well-being program for employees described in SE3.1? Yes

Select all applicable options (multiple answers possible)

 Needs assessment

The entity monitors employee health and well-being needs through (multiple answers possible):

 Employee surveys on health and well-being

Percentage of employees: _____%

 Physical and/or mental health checks

Percentage of employees: _____%

 Other: _____

Percentage of employees: _____%

 Creation of goals to address Mental health and well-being Physical health and well-being Social health and well-being Other: _____ Action to promote health through Acoustic comfort Biophilic design Childcare facilities contributions Flexible working hours Healthy eating Humidity Illumination Inclusive design Indoor air quality Lighting controls and/or daylight Noise control Paid maternity leave in excess of legally required minimum Paid paternity leave in excess of legally required minimum

- Physical activity
- Physical and/or mental healthcare access
- Social interaction and connection
- Thermal comfort
- Water quality
- Working from home arrangements
- Other: _____

- Monitor outcomes by tracking
 - Environmental quality
 - Population experience and opinions
 - Program performance
 - Other: _____

- No
- Not applicable

SE4 Employee safety indicators

SE3

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

- Yes

Select all applicable options (multiple answers possible)

- Work station and/or workplace checks
 - Percentage of employees: _____%
- Absentee rate: _____
- Injury rate: _____
- Lost day rate: _____
- Other metrics: _____
 - Rate of other metric(s): _____

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

- No

Does the entity monitor inclusion and diversity? Yes Diversity of the entity's governance bodies

Select all diversity metrics (multiple answers possible)

 Age group distribution Board tenure Gender pay gap Gender ratio

Percentage of employees that identify as:

Women: _____%

Men: _____%

 International background Racial diversity Socioeconomic background Diversity of the organization's employees

Select all diversity metrics (multiple answers possible)

 Age group distribution

Percentage of employees that are:

Under 30 years old: _____%

Between 30 and 50 years old: _____%

Over 50 years old: _____%

 Gender pay gap Gender ratio

Percentage of employees that are:

Women: _____%

Men: _____%

 International background Racial diversity Socioeconomic background

Provide additional context for the response (maximum 250 words)

Provide applicable evidence

UPLOAD or URL _____

Indicate where in the evidence the relevant information can be found

indicate where in the evidence the relevant information can be found_____

No

Does the entity include ESG-specific requirements in its procurement processes? Yes

Select elements of the supply chain engagement program (multiple answers possible)

- Developing or applying ESG policies
- Planning and preparation for engagement
- Development of action plan
- Implementation of engagement plan
- Training
- Program review and evaluation
- Feedback sessions with stakeholders
- Other: _____

Select all topics included (multiple answers possible)

- Business ethics
- Child labor
- Environmental process standards
- Environmental product standards
- Health and safety: employees
- Health and well-being
- Human health-based product standards
- Human rights
- Labor standards and working conditions
- Other: _____

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

- Contractors
- Suppliers
- Supply chain (beyond 1 tier suppliers and contractors)
- Other: _____

 No

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

Yes

The entity monitors compliance of:

- Internal property/asset managers
- External property/asset managers
- Both internal and external property/asset managers

Select all methods used (multiple answers possible)

- Checks performed by independent third party
- Property/asset manager ESG training
- Property/asset manager self-assessments
- Regular meetings and/or checks performed by the entity's employees
- Require external property/asset managers' alignment with a professional standard

Standard: _____

Other: _____

No

Not applicable

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

Yes

Select all methods used (multiple answers possible)

- Checks performed by an independent third party
- Regular meetings and/or checks performed by external property/asset managers
- Regular meetings and/or checks performed by the entity's employees
- Require supplier/service providers' alignment with a professional standard

Standard: _____

- Supplier/service provider ESG training
- Supplier/service provider self-assessments
- Other: _____

No

Not applicable

Is there a formal process for stakeholders to communicate grievances? Yes

Select all characteristics applicable to the process (multiple answers possible)

- Accessible and easy to understand
- Anonymous
- Dialogue based
- Equitable & rights compatible
- Improvement based
- Legitimate & safe
- Predictable
- Prohibitive against retaliation
- Transparent
- Other: _____

Which stakeholders does the process apply to? (multiple answers possible)

- Contractors
- Suppliers
- Supply chain (beyond tier 1 suppliers and contractors)
- Clients/Customers
- Community/Public
- Employees
- Investors/Shareholders
- Regulators/Government
- Special interest groups (NGO's, Trade Unions, etc)
- Other: _____

 No

Performance: Reporting Characteristics

Reporting Characteristics

R1.1 The entity's standing investments portfolio during the reporting year

The indicator below is automatically populated by GRESB based on information provided through the reporting entity's GRESB Asset Portal. Participants can access the Asset Portal via the Assessment Portal menu, section ASSETS.

Property type	Number of Assets	Floor Area (m ²)	% GAV
			<input type="text"/>
			<input type="text"/>
			<input type="text"/>

Note: This table is generated by GRESB and represents an aggregation of the data provided at the asset level. It is provided for review purposes and defines the scope of your 2020 GRESB Performance Component submission. It should reflect the total standing investments portfolio and exclude any development and/or major renovation projects, exclude vacant land, cash or other non real estate assets owned by the entity. You are not able to amend information in this table, with the exception of "% GAV" (this is because GAV is an optional field at asset level and cannot be used for aggregation). Please note that % GAV is used for entity and peer group classification and should accurately reflect the composition of the portfolio.

UPLOAD or URL _____

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

Provide additional context on how the uploaded evidence supports the entity's reporting boundaries and portfolio composition in R1.1 (maximum 1000 words).

R1.2 Countries/states included in the entity's standing investments portfolio

The indicator below is automatically populated by GRESB based on information provided through the reporting entity's GRESB Asset Portal. Participants can access the Asset Portal via the Assessment Portal menu, section ASSETS.

Country	% GAV
	<input type="text"/>



Performance: Risk Assessment

Risk Assessments

2019 Indicator

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

Select all issues included (multiple answers possible)

- Biodiversity and habitat
Percentage of portfolio covered: _____%
- Building safety and materials
Percentage of portfolio covered: _____%
- Climate/climate change adaptation
Percentage of portfolio covered: _____%
- Contaminated land
Percentage of portfolio covered: _____%
- Energy efficiency
Percentage of portfolio covered: _____%
- Energy supply
Percentage of portfolio covered: _____%
- Flooding
Percentage of portfolio covered: _____%
- GHG emissions
Percentage of portfolio covered: _____%
- Health and well-being
Percentage of portfolio covered: _____%
- Indoor environmental quality
Percentage of portfolio covered: _____%
- Natural hazards
Percentage of portfolio covered: _____%
- Regulatory
Percentage of portfolio covered: _____%
- Resilience
Percentage of portfolio covered: _____%
- Socio-economic
Percentage of portfolio covered: _____%
- Transportation

Percentage of portfolio covered: _____%

Waste management

Percentage of portfolio covered: _____%

Water efficiency

Percentage of portfolio covered: _____%

Water supply

Percentage of portfolio covered: _____%

Other: _____

Percentage of portfolio covered: _____%

The risk assessment is aligned with a third-party standard

Yes

ISO 31000

Other: _____

No

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

No

RA2 Technical building assessments

R04

Technical building assessments performed during the last three years

The indicator below is automatically populated by GRESB based on information provided through the reporting entity's GRESB Asset Portal. Participants can access the Asset Portal via the Assessment Portal menu, section ASSETS.

Topic	Number of assets	% of portfolio covered
Energy		
Water		
Waste		

RA3 Energy efficiency measures

Energy efficiency measures implemented in the last three years

The indicator below is automatically populated by GRESB based on information provided through the reporting entity's GRESB Asset Portal. Participants can access the Asset Portal via the Assessment Portal menu, section ASSETS.

Energy efficiency measures	Number of assets	% of portfolio covered
Automatic meter readings (AMR)		
Automation system upgrades / replacements		
Management systems upgrades / replacements		
Installation of high-efficiency equipment and appliances		
Installation of on-site renewable energy		
Occupier engagement / informational technologies		
Smart grid / smart building technologies		
Systems commissioning or retro-commissioning		
Wall / roof insulation		
Window replacements		

R05

RA4 Water efficiency measures

Water efficiency measures implemented in the last three years

The indicator below is automatically populated by GRESB based on information provided through the reporting entity's GRESB Asset Portal. Participants can access the Asset Portal via the Assessment Portal menu, section ASSETS.

Water efficiency measures	Number of assets	% of portfolio covered
Automatic meter readings (AMR)		
Cooling tower		
Drip / smart irrigation		
Drought tolerant / native landscaping		
High efficiency / dry fixtures		
Leak detection system		
Metering of water subsystems		
On-site waste water treatment		
Reuse of storm water and/or grey water		

R06

RA5 Waste management measures

Waste management measures implemented in the last three years

The indicator below is automatically populated by GRESB based on information provided through the reporting entity's GRESB Asset Portal. Participants can access the Asset Portal via the Assessment Portal menu, section ASSETS.

Waste management measures	Number of assets	% of portfolio covered
Composting landscape and/or food waste		
Ongoing waste performance monitoring		
Recycling		
Waste stream management		
Waste stream audit		



Performance: Targets

Targets

2019 Indicator

T1.1 Portfolio improvement targets

Has the entity set long-term performance improvement targets?

Yes

Area	Target type	Long-term target (%)	Baseline year	End year	Are these targets communicated externally?
Energy consumption	-	%			-
Renewable energy use	-	%			-
GHG emissions	-	%			-
Water consumption	-	%			-
Waste diverted from landfill	-	%			-
Building Certifications	-	%			-
Data Coverage	-	%			-
other	-	%			-

Explain the methodology used to establish the targets and communicate the anticipated pathways to achieve these targets (maximum 250 words)

No

Select target type:

- Absolute
- Intensity-based
- Like-for-like

P15

T1.2 Science-based targets

Is the entity's GHG emissions target science-based?

Yes

Has the target been approved by the Science-Based Targets initiative?

Yes

No

Select the scope of the science-based target:

Scope 1

Scope 2 (location-based)

Scope 2 (market-based)

Scope 1+2 (location-based)

Scope 1+2 (market-based)

Scope 1+2 (location-based) + Scope 3

Scope 1+2 (market-based) + Scope 3

Scope 3

Other: _____

No

Not applicable



Performance: Tenants & Community

Tenants/Occupiers

2019 Indicator

TC1 Tenant engagement program

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

Yes

Select all approaches to engage tenants (multiple answers possible)

Building/asset communication

Percentage portfolio covered ▼

Feedback sessions with individual tenants

Percentage portfolio covered ▼

Provide tenants with feedback on energy/water consumption and waste

Percentage portfolio covered ▼

Social media/online platform

Percentage portfolio covered ▼

Tenant engagement meetings

Percentage portfolio covered ▼

Tenant ESG guide

Percentage portfolio covered ▼

Tenant ESG training

Percentage portfolio covered ▼

Tenant events focused on increasing ESG awareness

Percentage portfolio covered ▼

Other: _____

Percentage portfolio covered ▼

Describe the tenant engagement program and methods used to improve tenant satisfaction (maximum 250 words)

No

Percentage portfolio covered

- > 0%, < 25%
- ≥ 50%, < 75%

- ≥ 25%, < 50%
- ≥ 75%, ≤ 100%

SE7

Has the entity undertaken tenant satisfaction surveys within the last three years? Yes

The survey is undertaken (multiple answers possible)

 Internally

Percentage of tenants covered: _____%

Survey response rate: _____%

 By an independent third party

Percentage of tenants covered: _____%

Survey response rate: _____%

The survey includes quantitative metrics

 Yes

Metrics include

 Net Promoter Score Overall satisfaction score Satisfaction with communication Satisfaction with property management Satisfaction with responsiveness Understanding tenant needs Value for money Other: _____ No

Provide applicable evidence

UPLOAD or URL _____

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

 No

Does the entity have a program in place to improve tenant satisfaction based on the outcomes of the survey referred to in TC2.1?

Yes

Select all applicable options (multiple answers possible)

- Development of an asset-specific action plan
- Feedback sessions with asset/property managers
- Feedback sessions with individual tenants
- Other: _____

Describe the tenant satisfaction improvement program (maximum 250 words)

No

Not applicable

TC3 Fit-out & refurbishment program for tenants on ESG

Does the entity have a fit-out and refurbishment program in place for tenants that includes ESG-specific issues?

Yes

Select all topics included (multiple answers possible)

- Fit-out and refurbishment assistance for meeting the minimum fit-out standards

Percentage portfolio covered ▼

- Tenant fit-out guides

Percentage portfolio covered ▼

- Minimum fit-out standards are prescribed

Percentage portfolio covered ▼

- Procurement assistance for tenants

Percentage portfolio covered ▼

- Other: _____

Percentage portfolio covered ▼

No

Percentage portfolio covered

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

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

Select all topics included (multiple answers possible)

- Cooperation and works
 - Environmental initiatives
 - Enabling upgrade works
 - ESG management collaboration
 - Premises design for performance
 - Managing waste from works
 - Social initiatives
 - Other: _____
- Management and consumption
 - Energy management
 - Water management
 - Waste management
 - Indoor environmental quality management
 - Sustainable procurement
 - Sustainable utilities
 - Sustainable transport
 - Sustainable cleaning
 - Other: _____
- Reporting and standards
 - Information sharing
 - Performance rating
 - Design/development rating
 - Performance standards
 - Metering
 - Comfort
 - Other: _____

Percentage lease contracts with an ESG clause (by floor area)

Percentage lease contracts with an ESG clause (by floor area):

Percentage of contracts with ESG clause: _____%

No

TC5.1 Tenant health & well-being program

SE13.1

Does the entity have a program for promoting health & wellbeing of tenants, customers, and local surrounding communities?

Yes

The program includes (multiple answers possible):

Needs assessment

Goal setting

Action

Monitoring

No

Does the entity take measures to incorporate the health & well-being program for tenants and local communities described in TC5.1? Yes

Select all applicable options (multiple answers possible)

 Needs assessment

The entity monitors employee health and well-being needs through (multiple answers possible):

 Tenant survey Community engagement Use of secondary data Other: _____ Creation of goals to address Mental health and well-being Physical health and well-being Social health and well-being Other: _____ Action to promote health through Acoustic comfort Biophilic design Community development Physical activity Healthy eating Hosting health-related activities for surrounding community Improving infrastructure in areas surrounding assets Inclusive design Indoor air quality Lighting controls and/or daylight Physical and/or mental healthcare access Social interaction and connection Thermal comfort Urban regeneration

- Water quality
- Other activity in surrounding community: _____
- Other building design and construction strategy: _____
- Other building operations strategy: _____
- Other programmatic intervention: _____

Monitor outcomes by tracking

- Environmental quality
- Program performance
- Population experience and opinions
- Other: _____

No

Not applicable

TC6.1 Community engagement program

SE11.1

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

Yes

Select all topics included (multiple answers possible)

- Community health and well-being
- Effective communication and process to address community concerns
- Enhancement programs for public spaces
- Employment creation in local communities
- Research and network activities
- Resilience, including assistance or support in case of disaster
- Supporting charities and community groups
- ESG education program
- Other: _____

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

No

TC6.2 Monitoring impact on community

SE11.2

Does the entity monitor its impact on the community?

Yes

Select all topics included (multiple answers possible)

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

No



Performance: Energy

Energy Consumption

2019 Indicator

EN1 Energy consumption

PI1.1

The indicator below is automatically populated by GRESB based on information provided through the reporting entity's GRESB Asset Portal. Participants can access the Asset Portal via the Assessment Portal menu, section ASSETS.

Floor Areas	Floor Area (m ²)
Whole Building	
└ Landlord Controlled	
└ Tenant Controlled	
Common Areas	
Shared Services	
Tenant Space	
└ Landlord Controlled	
└ Tenant Controlled	

The table above is automatically populated by GRESB based on information provided at the asset level by the GRESB participants through the GRESB Asset Spreadsheet. It displays the total area size reported in the Energy tab, split by floor area types.

Total energy consumption of the portfolio

		Absolute		Like-for-Like			
		2018	2019	2018	2019		
		Consumption (MWh)	Consumption (MWh)	Floor Area Covered (m ²)	Maximum Floor Area (m ²)	Floor Area Covered (m ²)	
Whole Building	Landlord Controlled	Fuels					
		District Heating & Cooling					
		Electricity					
	Tenant Controlled	Fuels					
		District Heating & Cooling					
		Electricity					
Sub-total				N/A	N/A	N/A	
Base Building - Common Areas	Landlord Controlled	Fuels					
		District Heating & Cooling					
		Electricity					
Base Building - Shared Services	Landlord Controlled	Fuels					
		District Heating & Cooling					
		Electricity					
Spaces	Landlord Controlled	Fuels					
		District Heating & Cooling					

Tenant Sp	La	Electricity				
	Tenant Controlled	Fuels				
		District Heating & Cooling				
		Electricity				
Sub-total			N/A	N/A	N/A	
Outdoor / Exterior areas / Parking	Landlord Controlled	Fuels	N/A	N/A	N/A	
		Electricity	N/A	N/A	N/A	
	Tenant Controlled	Fuels	N/A	N/A	N/A	
		Electricity	N/A	N/A	N/A	
	Total			N/A	N/A	N/A

The table above is automatically populated by GRESB based on information provided at the asset level by the GRESB participants through the GRESB Asset Spreadsheet. It displays the aggregated Energy consumption values per property type, along with their related Floor Area Covered, Maximum Floor Areas and Like-for-like consumption changes [%]

Total data coverage of the portfolio

	Data Coverage			Like-for-Like	
	Space-Aggregated Data coverages (%)	Time-Aggregated Data coverages (%)	Space/Time-Aggregated Data coverages (%)	2019/2018 Aggregated LFL changes (%)	LFL data coverage (%)
Landlord Controlled					
Tenant Controlled					

The table above is automatically populated by GRESB based on information provided at the asset level by the GRESB participants through the GRESB Asset Spreadsheet. It displays a summary of aggregated Data Coverages and Like-for-Like consumption changes per property type, split by Landlord Controlled and Tenant Controlled areas. While "Area - Aggregated Data coverage" only accounts for the floor area size of assets when aggregating values, "Time - Aggregated Data coverage" accounts for the period of ownership. Consequently, "Area/Time - Aggregated Data coverage" aggregates both dimensions and is used for benchmarking purposes.

Renewable energy generated

	2018		2019	
	Consumption (mWh)	% of total Consumption	Consumption (mWh)	% of total Consumption
On-site	Generated and consumed by landlord			
	Generated and exported by landlord			
	Generated by third-party (or tenant)			
On-site - Sub-total				
Off-site	Purchased by Landlord			
	Purchased by Tenant			

Off-site - Sub-total

Renewable Energy - Total

The table above is automatically populated by GRESB based on information provided at the asset level by the GRESB participants through the GRESB Asset Spreadsheet. It displays the aggregated Renewable Energy consumed/generated per property type, either on-site or off-site, as well as the Percentage of total Consumption by category.

Provide additional context for the answer provided (not validated, for reporting purposes only)



Performance: GHG

GHG Emissions

2019 Indicator

Total GHG emissions of the portfolio

The indicator below is automatically populated by GRESB based on information provided through the reporting entity's GRESB Asset Portal. Participants can access the Asset Portal via the Assessment Portal menu, section ASSETS.

		Absolute			Like-for-Like				
		2018	2019		2018	2019			
		Emissions (tonnes)	Emissions (tonnes)	Floor Area Covered (m ²)	Maximum Floor Area (m ²)	Emissions (tonnes)	Emissions (tonnes)	Floor Area Covered (m ²)	
Whole Building	Scope 1								
	Scope 2	Location Based							
		Market Based (optional)		-		-		-	
	Total Scope 1&2 GHG emissions				N/A	N/A			N/A
	Scope 3								
Total Scope 1&2&3 GHG emissions				N/A	N/A			N/A	
Outdoor / Exterior areas / Parking	Scope 1			N/A	N/A			N/A	
	Scope 2	Location Based			N/A	N/A			N/A
		Market Based (optional)			N/A	N/A			N/A
	Total Scope 1&2 GHG emissions				N/A	N/A			N/A
	Scope 3			N/A	N/A			N/A	
Total Scope 1&2&3 GHG emissions				N/A	N/A			N/A	
GHG Offsets				N/A	N/A			N/A	
Net GHG Emissions after offsets				N/A	N/A			N/A	

The table above is automatically populated by GRESB based on information provided at the asset level by the GRESB participants through the GRESB Asset Spreadsheet. It displays the aggregated GHG emissions values per property type, along with their related Floor Area Covered, Maximum Floor Areas and Like-for-like changes (%) in emissions.

Note: Scope 3 emissions in the 2020 GRESB Assessment are calculated as the emissions associated with

tenant areas, unless they are already reported as Scope 1 or Scope 2 emissions (if they cannot be disassociated from emissions from other areas). Scope 3 emissions do not include emissions generated through the entity's operations or by its employees, transmission losses or upstream supply chain emissions.

Total data coverage of the portfolio

Data Coverage			Like-for-Like	
Space- Aggregated Data coverages (%)	Time- Aggregated Data coverages (%)	Space/Time- Aggregated Data coverages (%)	2019/2018 Aggregated LFL changes (%)	LFL data coverage (%)
Scope 1 & 2				
Scope 3				

The table above is automatically populated by GRESB based on information provided at the asset level by the GRESB participants through the GRESB Asset Spreadsheet. It displays a summary of aggregated Data Coverages and Like-for-Like consumption changes per property type, split by emission Scopes. While "Area - Aggregated Data coverage" only accounts for the floor area size of assets when aggregating values, "Time - Aggregated Data coverage" accounts for the period of ownership. Consequently, "Area/Time - Aggregated Data coverage" aggregates both dimensions and is used for benchmarking purposes.

Explain (a) the GHG emissions calculation standard/methodology/protocol, (b) used emission factors, (c) level of uncertainty in data accuracy, (d) source and characteristics of GHG emissions offsets (maximum 250 words).



Performance: Water

Water Use

2019 Indicator

Total water consumption of the portfolio

The indicator below is automatically populated by GRESB based on information provided through the reporting entity's GRESB Asset Portal. Participants can access the Asset Portal via the Assessment Portal menu, section ASSETS.

		Absolute				Like-for-Like		
		2018	2019	2019		2018	2019	
		Consumption (m ³)	Consumption (m ³)	Floor Area Covered (m ²)	Maximum Floor Area (m ²)	Consumption (m ³)	Consumption (m ³)	Floor Area Covered (m ²)
Whole Building	Whole Building							
	Tenant Controlled							
Sub-total			N/A	N/A				N/A
Base Building	Common Areas							
	Shared Services							
Tenant Spaces	Tenant Spaces							
	Tenant Controlled							
Sub-total			N/A	N/A				N/A
Outdoor / Exterior areas / Parking	Landlord Controlled			N/A	N/A			N/A
	Tenant Controlled			N/A	N/A			N/A
Total			N/A	N/A				N/A

The table above is automatically populated by GRESB based on information provided at the asset level by the GRESB participants through the GRESB Asset Spreadsheet. It displays the aggregated Water consumption values per property type, along with their related Floor Area Covered, Maximum Floor Areas and Like-for-like consumption changes [%].

Total data coverage of the portfolio

	Data Coverage			Like-for-Like	
	Space-Aggregated Data coverages (%)	Time-Aggregated Data coverages (%)	Space/Time-Aggregated Data coverages (%)	2019/2018 Aggregated LFL changes (%)	LFL data coverage (%)
Landlord Controlled					
Tenant Controlled					

The table above is automatically populated by GRESB based on information provided at the asset level by the GRESB participants through the GRESB Asset Spreadsheet. It displays a summary of aggregated Data Coverages and Like-for-Like consumption changes per property type, split by Landlord Controlled and Tenant Controlled areas. While "Area - Aggregated Data coverage" only accounts for the floor area size of assets when aggregating values, "Time - Aggregated Data coverage" accounts for the period of ownership. Consequently, "Area/Time - Aggregated Data coverage" aggregates both dimensions and is used for benchmarking purposes.

Reused and recycled water

	2018	2019	
	Consumption (m ³)	Consumption (m ³)	2019/2018 change (%)
	% of total Consumption	% of total Consumption	

	(m ³)	Consumption (m ³)	Consumption Change (%)
On-site	On-site water reuse		
	On-site water capture		
	On-site water extraction		
On-site - Sub-total			
Off-site	Off-site purchased		
Off-site - Sub-total			
Reused and Recycled - Total			

The table above is automatically populated by GRESB based on information provided at the asset level by the GRESB participants through the GRESB Asset Spreadsheet. It displays the aggregated Reused and Recycled water captured/purchased per property type, on-site and off-site, as well as the Percentage of total Consumption by category.

Provide additional context for the answer provided (not validated, for reporting purposes only)



Performance: Waste

Waste Management

WS1 Waste management

2019 Indicator

Total waste generation of the portfolio

The indicator below is automatically populated by GRESB based on information provided through the reporting entity's GRESB Asset Portal. Participants can access the Asset Portal via the Assessment Portal menu, section ASSETS.

		Absolute						
		2018			2019			
		Hazardous waste (tonnes)	Hazardous waste (tonnes)	Data coverage (%)	Hazardous waste (tonnes)	Non-hazardous waste (tonnes)	Data coverage (%)	Floor area weight
Whole Building	Landlord Controlled							%
	Tenant Controlled							%
Total waste generation								%

The table above is automatically populated by GRESB based on information provided at the asset level by the GRESB participants through the GRESB Asset Spreadsheet. It displays the aggregated Hazardous and Non-hazardous waste quantities generated per property type, along with their related Data Coverage.

	Proportion of waste by disposal route (%)	
	2018	2019
Landfill		
Incineration		
Diverted (total)		
<i>Reuse</i>		
<i>Waste to energy</i>		
<i>Recycling</i>		
Other / Unknown		

The table above is automatically populated by GRESB based on information provided at the asset level by the GRESB participants through the GRESB Asset Spreadsheet. It displays the proportion of waste by disposal route.

Provide additional context for the answer provided (not validated, for reporting purposes only)



Performance: Data Monitoring & Review

Review, verification and assurance of ESG data

2019 Indicator

Has the entity's energy consumption data reported in EN1 been reviewed by an independent third party?

Yes

Externally checked

Externally verified

Using scheme

Externally assured

Using scheme

Provide applicable evidence

UPLOAD or URL _____

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

No

Not applicable

Scheme name

- AA1000AS
- Advanced technologies promotion Subsidy Scheme with Emission reduction Target (ASSET)
- Airport Carbon Accreditation (ACA) des Airports Council International Europe
- Alberta Specified Gas Emitters Regulation
- ASAE3000
- Attestation Standards established by the American Institute of Certified Public Accountants/AICPA (AT101)
- Australia National Greenhouse and Energy Regulations (NGER Act)
- California Mandatory GHG Reporting Regulations (also known as California Air Resources Board regulations)
- Canadian Institute of Chartered Accountants (CICA) Handbook: Assurance Section 5025
- Carbon Trust Standard
- Chicago Climate Exchange verification standard
- Climate Registry General Verification Protocol (also known as California Climate Action Registry (CCAR))
- Compagnie Nationale des Commissaires aux Comptes (CNCC)
- Corporate GHG Verification Guidelines from ERT
- DNV Verisustain Protocol/ Verification Protocol for Sustainability Reporting
- Earthcheck Certified
- Enviro-Mark Solutions' CEMARS (Certified Emissions Measurement And Reduction Scheme) standard
- ERM GHG Performance Data Assurance Methodology
- IDW PS 821: IDW Prüfungsstandard: Grundsätze ordnungsmäßiger Prüfung oder prüferischer Durchsicht von Berichten im Bereich der Nachhaltigkeit
- IDW AsS 821: IDW Assurance Standard: Generally Accepted Assurance Principles for the Audit or Review of Reports on Sustainability Issues
- ISAE 3000
- ISAE 3410, Assurance Engagements on Greenhouse Gas Statements
- ISO14064-3
- JVETS (Japanese Voluntary Emissions Trading Scheme) Guideline for verification
- Korean GHG and energy target management system
- NMX-SAA-14064-3-IMNC: Instituto Mexicano de Normalización y Certificación A.C
- RevR 6 Bestyrkande av hållbarhetsredovisning (RevR 6 Assurance of Sustainability)
- RevR6 Procedure for assurance of sustainability report from Far, the Swedish auditors professional body
- Saitama Prefecture Target-Setting Emissions Trading Program
- SGS Sustainability Report Assurance
- Spanish Institute of Registered Auditors (ICJCE)
- Standard 3810N Assurance engagements relating to sustainability reports of the Royal Netherlands Institute of Registered Accountants
- State of Israel Ministry of Environmental Protection, VERIFICATION OF GREENHOUSE GAS EMISSIONS AND EMISSIONS REDUCTION IN ISRAEL GUIDANCE DOCUMENT FOR CONDUCTING VERIFICATIONS, Process A.
- Swiss Climate CO2 label
- Thai Greenhouse Gas Management Organisation (TGO) Greenhouse Gas (GHG) Verification Protocol
- Tokyo Emissions Trading Scheme
- Verification under the EU Emissions Trading Scheme (EU ETS) Directive and EU ETS related national implementation laws
- Dutch Standard for Assurance assignments 3000A
- MOHURD Guidelines for Public Building Energy Audit
- ISO 50002 standard
- ISO 19011 standard

Has the entity's GHG data reported in GH1 been reviewed by an independent third party?

Yes

Externally checked

Externally verified

Using scheme

Externally assured

Using scheme

Provide applicable evidence

UPLOAD or URL _____

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

No

Not applicable

Scheme name

- AA1000AS
- Advanced technologies promotion Subsidy Scheme with Emission reduction Target (ASSET)
- Airport Carbon Accreditation (ACA) des Airports Council International Europe
- Alberta Specified Gas Emitters Regulation
- ASAE3000
- Attestation Standards established by the American Institute of Certified Public Accountants/AICPA (AT101)
- Australia National Greenhouse and Energy Regulations (NGER Act)
- California Mandatory GHG Reporting Regulations (also known as California Air Resources Board regulations)
- Canadian Institute of Chartered Accountants (CICA) Handbook: Assurance Section 5025
- Carbon Trust Standard
- Chicago Climate Exchange verification standard
- Climate Registry General Verification Protocol (also known as California Climate Action Registry (CCAR))
- Compagnie Nationale des Commissaires aux Comptes (CNCC)
- Corporate GHG Verification Guidelines from ERT
- DNV Verisustain Protocol/ Verification Protocol for Sustainability Reporting
- Earthcheck Certified
- Enviro-Mark Solutions' CEMARS (Certified Emissions Measurement And Reduction Scheme) standard
- ERM GHG Performance Data Assurance Methodology
- IDW PS 821: IDW Prüfungsstandard: Grundsätze ordnungsmäßiger Prüfung oder prüferischer Durchsicht von Berichten im Bereich der Nachhaltigkeit
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- ISAE 3000
- ISAE 3410, Assurance Engagements on Greenhouse Gas Statements
- ISO14064-3
- JVETS (Japanese Voluntary Emissions Trading Scheme) Guideline for verification
- Korean GHG and energy target management system
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- RevR6 Procedure for assurance of sustainability report from Far, the Swedish auditors professional body
- Saitama Prefecture Target-Setting Emissions Trading Program
- SGS Sustainability Report Assurance
- Spanish Institute of Registered Auditors (ICJCE)
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- Verification under the EU Emissions Trading Scheme (EU ETS) Directive and EU ETS related national implementation laws
- Dutch Standard for Assurance assignments 3000A
- MOHURD Guidelines for Public Building Energy Audit
- ISO 50002 standard
- ISO 19011 standard

Has the entity's water data reported in WT1 been reviewed by an independent third party?

Yes

Externally checked

Externally verified

Using scheme

Externally assured

Using scheme

Provide applicable evidence

UPLOAD or URL _____

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

No

Not applicable

Scheme name

- AA1000AS
- Advanced technologies promotion Subsidy Scheme with Emission reduction Target (ASSET)
- Airport Carbon Accreditation (ACA) des Airports Council International Europe
- Alberta Specified Gas Emitters Regulation
- ASAE3000
- Attestation Standards established by the American Institute of Certified Public Accountants/AICPA (AT101)
- Australia National Greenhouse and Energy Regulations (NGER Act)
- California Mandatory GHG Reporting Regulations (also known as California Air Resources Board regulations)
- Canadian Institute of Chartered Accountants (CICA) Handbook: Assurance Section 5025
- Carbon Trust Standard
- Chicago Climate Exchange verification standard
- Climate Registry General Verification Protocol (also known as California Climate Action Registry (CCAR))
- Compagnie Nationale des Commissaires aux Comptes (CNCC)
- Corporate GHG Verification Guidelines from ERT
- DNV Verisustain Protocol/ Verification Protocol for Sustainability Reporting
- Earthcheck Certified
- Enviro-Mark Solutions' CEMARS (Certified Emissions Measurement And Reduction Scheme) standard
- ERM GHG Performance Data Assurance Methodology
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- IDW AsS 821: IDW Assurance Standard: Generally Accepted Assurance Principles for the Audit or Review of Reports on Sustainability Issues
- ISAE 3000
- ISAE 3410, Assurance Engagements on Greenhouse Gas Statements
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- JVETS (Japanese Voluntary Emissions Trading Scheme) Guideline for verification
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- Spanish Institute of Registered Auditors (ICJCE)
- Standard 3810N Assurance engagements relating to sustainability reports of the Royal Netherlands Institute of Registered Accountants
- State of Israel Ministry of Environmental Protection, VERIFICATION OF GREENHOUSE GAS EMISSIONS AND EMISSIONS REDUCTION IN ISRAEL GUIDANCE DOCUMENT FOR CONDUCTING VERIFICATIONS, Process A.
- Swiss Climate CO2 label
- Thai Greenhouse Gas Management Organisation (TGO) Greenhouse Gas (GHG) Verification Protocol
- Tokyo Emissions Trading Scheme
- Verification under the EU Emissions Trading Scheme (EU ETS) Directive and EU ETS related national implementation laws
- Dutch Standard for Assurance assignments 3000A
- MOHURD Guidelines for Public Building Energy Audit
- ISO 50002 standard
- ISO 19011 standard

Has the entity's waste data reported in WS1 been reviewed by an independent third party?

Yes

Externally checked

Externally verified

Using scheme ▼

Externally assured

Using scheme ▼

Provide applicable evidence

UPLOAD or URL _____

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

No

Not applicable

Scheme name

- AA1000AS
- Advanced technologies promotion Subsidy Scheme with Emission reduction Target (ASSET)
- Airport Carbon Accreditation (ACA) des Airports Council International Europe
- Alberta Specified Gas Emitters Regulation
- ASAE3000
- Attestation Standards established by the American Institute of Certified Public Accountants/AICPA (AT101)
- Australia National Greenhouse and Energy Regulations (NGER Act)
- California Mandatory GHG Reporting Regulations (also known as California Air Resources Board regulations)
- Canadian Institute of Chartered Accountants (CICA) Handbook: Assurance Section 5025
- Carbon Trust Standard
- Chicago Climate Exchange verification standard
- Climate Registry General Verification Protocol (also known as California Climate Action Registry (CCAR))
- Compagnie Nationale des Commissaires aux Comptes (CNCC)
- Corporate GHG Verification Guidelines from ERT
- DNV Verisustain Protocol/ Verification Protocol for Sustainability Reporting
- Earthcheck Certified
- Enviro-Mark Solutions' CEMARS (Certified Emissions Measurement And Reduction Scheme) standard
- ERM GHG Performance Data Assurance Methodology
- IDW PS 821: IDW Prüfungsstandard: Grundsätze ordnungsmäßiger Prüfung oder prüferischer Durchsicht von Berichten im Bereich der Nachhaltigkeit
- IDW AsS 821: IDW Assurance Standard: Generally Accepted Assurance Principles for the Audit or Review of Reports on Sustainability Issues
- ISAE 3000
- ISAE 3410, Assurance Engagements on Greenhouse Gas Statements
- ISO14064-3
- JVETS (Japanese Voluntary Emissions Trading Scheme) Guideline for verification
- Korean GHG and energy target management system
- NMX-SAA-14064-3-IMNC: Instituto Mexicano de Normalización y Certificación A.C
- RevR 6 Bestyrkande av hållbarhetsredovisning (RevR 6 Assurance of Sustainability)
- RevR6 Procedure for assurance of sustainability report from Far, the Swedish auditors professional body
- Saitama Prefecture Target-Setting Emissions Trading Program
- SGS Sustainability Report Assurance
- Spanish Institute of Registered Auditors (ICJCE)
- Standard 3810N Assurance engagements relating to sustainability reports of the Royal Netherlands Institute of Registered Accountants
- State of Israel Ministry of Environmental Protection, VERIFICATION OF GREENHOUSE GAS EMISSIONS AND EMISSIONS REDUCTION IN ISRAEL GUIDANCE DOCUMENT FOR CONDUCTING VERIFICATIONS, Process A.
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- Dutch Standard for Assurance assignments 3000A
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- ISO 50002 standard
- ISO 19011 standard



Performance: Building Certifications

Building Certifications

2019 Indicator
BC1.1

BC1.1 Building certifications at the time of design/construction

Standing investments that obtained a green building certificate at the time of design, construction, and/or renovation

The indicator below is automatically populated by GRESB based on information provided through the reporting entity's GRESB Asset Portal. Participants can access the Asset Portal via the Assessment Portal menu, section ASSETS.

Scheme name / sub-scheme name / level	Area Certified (m ²)	% portfolio covered by floor area 2019	Number of assets	% GAV certified (optional)
				<input type="text"/>
				<input type="text"/>

Scheme Name/Sub-scheme Name

A list of provisionally validated certification schemes is provided in Appendix of the Reference Guide.

BC1.2 Operational building certifications

BC1.2

Standing investments that hold a valid operational green building certificate

The indicator below is automatically populated by GRESB based on information provided through the reporting entity's GRESB Asset Portal. Participants can access the Asset Portal via the Assessment Portal menu, section ASSETS.

Scheme name / sub-scheme name / level	Area Certified (m ²)	% portfolio covered by floor area 2019	Number of assets	% GAV certified (optional)
				<input type="text"/>
				<input type="text"/>

Scheme Name/Sub-scheme Name

A list of provisionally validated certification schemes is provided in Appendix of the Reference Guide.

BC2 Energy Ratings

BC2

Standing investments that hold a valid energy rating

The indicator below is automatically populated by GRESB based on information provided through the reporting entity's GRESB Asset Portal. Participants can access the Asset Portal via the Assessment Portal menu, section ASSETS.

Energy Rating	Area covered (m ²)	% portfolio covered by floor area 2019	Number of assets	% GAV covered (optional)
				<input type="text"/>
				<input type="text"/>

Development: Reporting Characteristics

Reporting Characteristics

DR1.1 Composition of the entity's development projects portfolio during the reporting year

The indicator below is automatically populated by GRESB based on information provided through the reporting entity's GRESB Asset Portal. Participants can access the Asset Portal via the Assessment Portal menu, section ASSETS.

Property Type	Construction/ Renovation	In progress at the end of reporting period		Completed during reporting period		% GAV
		Number of Assets	Gross Floor Area (m ²)	Number of Assets	Gross Floor Area (m ²)	
						<input type="text"/>
						<input type="text"/>
						<input type="text"/>

Note: The table above defines the scope of your 2020 GRESB submission on development projects. It should include new construction and major renovations projects that are in progress at the end of reporting year, as well as projects that are completed during the reporting year. The reporting scope reported above should exclude vacant land, cash or other non real estate assets owned by the entity.

*% GAV represented as the share of the development projects within the entire development portfolio (including both new construction and major renovations)

UPLOAD or URL_____

Indicate where in the evidence the relevant information can be found_____

Provide additional context on how the uploaded evidence supports the entity's reporting boundaries and portfolio composition (maximum 250 words)

DR1.2 Countries/states included in the entity's development projects portfolio

The indicator below is automatically populated by GRESB based on information provided through the reporting entity's GRESB Asset Portal. Participants can access the Asset Portal via the Assessment Portal menu, section ASSETS.

Country	% GAV
	<input type="text"/>



Development: ESG Requirements

ESG Requirements

2019 Indicator

Does the entity have an ESG strategy in place for development projects? Yes

Elements addressed in the strategy (multiple answers possible)

- Biodiversity and habitat
- Building safety
- Climate/climate change adaptation
- Energy consumption
- Green building certifications
- Greenhouse gas emissions
- Health and well-being
- Indoor environmental quality
- Life-cycle assessments/embodied carbon
- Location and transportation
- Material sourcing
- Net-zero/carbon neutral design
- Pollution prevention
- Renewable energy
- Resilience to catastrophe/disaster
- Site selection and land use
- Sustainable procurement
- Waste management
- Water consumption
- Other: _____

The strategy is

- Publicly available
- Not publicly available

Provide applicable evidence

UPLOAD or URL _____

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

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

No

DRE2 Site selection requirements

NC2

Does the entity require sustainable site selection criteria to be considered for development projects?

Yes

Select all criteria included (multiple answers possible)

- Connect to multi-modal transit networks
- Locate projects within existing developed areas
- Protect, restore, and conserve aquatic ecosystems
- Protect, restore, and conserve farmland
- Protect, restore, and conserve floodplain functions
- Protect, restore, and conserve habitats for native, threatened and endangered species
- Protect, restore, and conserve historical and heritage sites
- Redevelop brownfield sites
- Other: _____

No

Does the entity have sustainable site design/development requirements for development projects?

Yes

Select all criteria included (multiple answers possible)

- Manage waste by diverting construction and demolition materials from disposal
- Manage waste by diverting reusable vegetation, rocks, and soil from disposal
- Minimize light pollution to the surrounding community
- Minimize noise pollution to the surrounding community
- Perform environmental site assessment
- Protect air quality during construction
- Protect and restore habitat and soils disturbed during construction and/or during previous development
- Protect surface water and aquatic ecosystems by controlling and retaining construction pollutants
- Other: _____

No



Development: Materials

Materials

2019 Indicator
NC4

DMA1 Materials selection requirements

Does the entity have a policy requiring that the environmental and health attributes of building materials be considered for development projects?

Yes

Select all issues addressed (multiple answers possible)

Requirement for disclosure about the environmental and/or health attributes of building materials (multiple answers possible)

Environmental Product Declarations

Health Product Declarations

Other types of required health and environmental disclosure

Material characteristics specification preferences, including (multiple answers possible)

Locally extracted or recovered materials

Low embodied carbon materials

Low-emitting VOC materials

Materials and packaging that can easily be recycled

Materials that disclose environmental impacts

Materials that disclose potential health hazards

Rapidly renewable materials and recycled content materials

"Red list" of prohibited materials or ingredients that should not be used on the basis of their human and/or environmental impacts

Third-party certified wood-based materials and products

Types of third-party certification used: _____

Other: _____

Provide applicable evidence

UPLOAD or URL _____

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

No

DMA2.1 Life cycle assessments

Does the entity assess the life cycle emissions of its development projects?

Yes

Select the type of assessment:

- Quantitative assessment
- Qualitative assessment

Select the boundaries of the calculation applied:

- Cradle-to-gate
- Cradle-to-practical completion/handover
- Use stage
- End-of-life stage
- Cradle-to-grave
- Whole life
- Other: _____

Select the standards/methodologies/tools applied:

- BBCA Label (Bâtiment Bas Carbone)
- E+C- Label (Énergie Positive & Réduction Carbone)
- Embodied Carbon in Construction Calculator (EC3) Tool
- EN 15978
- EN 15804
- GHG Protocol - Product Life Cycle Accounting and Reporting Standard
- ISO 14040/44
- ISO 14025
- One Click LCA
- The Carbon Smart Materials Palette®
- Whole life carbon assessment for the built environment, RICS
- Other: _____

Percentage of development projects completed during the last three years using any calculation method

Percentage of development projects completed during the last three years using the whole life LCA

Explain the embodied carbon calculation method applied and the results of the assessment (maximum 250 words)

No

DMA2.2 Embodied carbon disclosure

Has the entity disclosed the embodied carbon emissions of its development projects completed within the last three years?

Yes

The disclosure is

Publicly available

URL_____

Indicate where in the evidence the relevant information can be found_____

Not publicly available

No

Not applicable



Development: Building Certifications

Building Certifications

2019 Indicator
NC5.1

DBC1.1 Green building standard requirements

Does the entity's development portfolio include projects that are aligned with green building rating standards?

Yes

Select all applicable options (multiple answers possible)

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

Percentage portfolio covered ▼

Green building rating systems (include all that apply): _____

- The entity requires projects to achieve certification with a green building rating system but does not require a specific level of certification

Percentage portfolio covered ▼

Green building rating systems (include all that apply): _____

- The entity requires projects to achieve a specific (above the minimum) level of certification

Percentage portfolio covered ▼

Green building rating systems (include all that apply): _____

Level of certification (above the minimum) adopted as a standard by the entity (include all applicable rating systems):

No

Percentage portfolio covered

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

Does the entity’s development portfolio include projects that obtained or are registered to obtain a green building certificate?

Yes

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

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

Scheme name / sub-scheme name	Area Certified (m ²)	% portfolio covered by floor area 2019	Number of assets	% GAV certified (optional)
-------------------------------	----------------------------------	--	------------------	----------------------------

+ Add new

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

Scheme name / sub-scheme name	Area Certified (m ²)	% portfolio covered by floor area 2019	Number of assets	% GAV certified (optional)
-------------------------------	----------------------------------	--	------------------	----------------------------

+ Add new

No

Not applicable



Development: Energy

Energy

2019 Indicator

Does the entity have minimum energy efficiency requirements for development projects? Yes Requirements for planning and design include (multiple answers possible) Development and implementation of a commissioning plan Integrative design process To exceed relevant energy codes or standards Requirements for minimum energy use intensity post-occupancy Other: _____

Provide applicable evidence

UPLOAD or URL _____

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

 Common energy efficiency measures include (multiple answers possible) Air conditioning Commissioning Energy modeling High-efficiency equipment and appliances Lighting Occupant controls Passive design Space heating Ventilation Water heating Other: _____ Operational energy efficiency monitoring (multiple answers possible) Building energy management systems Energy use analytics Post-construction energy monitoring

For on average years: _____

 Sub-meter Other: _____

No

DEN2.1 On-site renewable energy

NC7.1

Does the entity incorporate on-site renewable energy in the design of development projects?

Yes

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

Biofuels

Percentage of all projects: _____%

Geothermal

Percentage of all projects: _____%

Hydro

Percentage of all projects: _____%

Solar/photovoltaic

Percentage of all projects: _____%

Wind

Percentage of all projects: _____%

Other: _____

Percentage of all projects: _____%

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

No

Not applicable

Does the entity's portfolio include any buildings designed to meet net zero carbon completed within the last three years?

Yes

The entity's definition of "net zero carbon" includes:

- Net zero carbon - construction
- Net zero carbon - operational energy
- Other: _____

The entity uses net zero carbon code/standard:

- National/local green building council standard, specify: _____
- National/local government standard, specify: _____
- International standard, specify: _____
- Other: _____

Percentage of projects covered: _____%

No



Development: Water

Water Conservation

2019 Indicator

Does the entity promote water conservation in its development projects? Yes

The entity promotes water conservation through (multiple answers possible)

 Requirements for planning and design include (multiple answers possible)

- Development and implementation of a commissioning plan
- Integrative design for water conservation
- Requirements for indoor water efficiency
- Requirements for outdoor water efficiency
- Requirements for process water efficiency
- Requirements for water supply
- Requirements for minimum water use intensity post-occupancy
- Other: _____

Provide applicable evidence

UPLOAD or URL _____

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

 Common water efficiency measures include (multiple answers possible)

- Commissioning of water systems
- Drip/smart irrigation
- Drought tolerant/low-water landscaping
- High-efficiency/dry fixtures
- Leak detection system
- Occupant sensors
- On-site wastewater treatment
- Reuse of stormwater and greywater for non-potable applications
- Other: _____

 Operational water efficiency monitoring (multiple answers possible)

- Post-construction water monitoring
 - For on average years: _____
- Sub-meter
- Water use analytics
- Other: _____

Other: _____

No



Development: Waste

Waste Management

2019 Indicator
NC9

DWS1 Waste management strategy

Does the entity promote efficient on-site solid waste management during the construction phase of its development projects?

Yes

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

Management and construction practices (multiple answers possible)

Construction waste signage

Diversion rate requirements

Education of employees/contractors on waste management

Incentives for contractors for recovering, reusing and recycling building materials

Targets for waste stream recovery, reuse and recycling

Waste management plans

Waste separation facilities

Other: _____

On-site waste monitoring (multiple answers possible)

Hazardous waste monitoring/audit

Non-hazardous waste monitoring/audit

Other: _____

No



Development: Stakeholder Engagement

Health, Safety & Well-being

2019 Indicator

Does the entity take measures to incorporate occupant health & well-being in its development projects?

Yes

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

- Requirements for planning and design, including (multiple answers possible)
 - Health Impact Assessment
 - Integrated planning process
 - Other planning process: _____
- Common occupant health and well-being measures, including (multiple answers possible)
 - Acoustic comfort
 - Active design features
 - Biophilic design
 - Commissioning
 - Daylight
 - Ergonomic workplace
 - Humidity
 - Illumination
 - Inclusive design
 - Indoor air quality
 - Natural ventilation
 - Occupant controls
 - Physical activity
 - Thermal comfort
 - Water quality
 - Other: _____
- Provisions to verify health and well-being performance include (multiple answers possible)
 - Occupant education
 - Post-construction health and well-being monitoring (e.g., occupant comfort and satisfaction)
For on average years: _____
 - Other: _____

No

DSE2.1 On-site safety

NC12.1

Does the entity promote on-site safety during the construction phase of its development projects?

Yes

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

- Availability of medical personnel
- Communicating safety information
- Continuously improving safety performance
- Demonstrating safety leadership
- Entrenching safety practices
- Managing safety risks
- On-site health and safety professional (coordinator)
- Personal Protective and Life Saving Equipment
- Promoting design for safety
- Training curriculum
- Other: _____

No

Does the entity monitor safety indicators at construction sites? Yes

Select all applicable options (multiple answers possible)

 Injury rate: _____

Explain the injury rate calculation method (maximum 250 words)

 Fatalities: _____ Near misses: _____ Lost day rate: _____ Severity rate: _____ Other metrics: _____

Rate of other metric(s): _____

 No

Does the entity have ESG requirements in place for its contractors? Yes

Select all topics included (multiple answers possible)

- Business ethics
- Child labor
- Community engagement
- Environmental process standards
- Environmental product standards
- Health and well-being
- Human rights
- Human health-based product standards
- Occupational safety
- Labor standards and working conditions
- Other: _____

Percentage of projects covered: _____%

 No

Does the entity monitor its contractors' compliance with its ESG-specific requirements in place for this entity? Yes

Select all methods used (multiple answers possible)

 Contractor ESG training Contractors provide update reports on environmental and social aspects during construction External audits by third party

Percentage of projects audited during the reporting year: _____%

 Internal audits

Percentage of projects audited during the reporting year: _____%

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

Percentage of projects visited during the reporting year: _____%

 Other: _____ No Not applicable

DSE4 Community engagement program

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

Yes

Select all topics included (multiple answers possible)

- Community health and well-being
- Effective communication and process to address community concerns
- Employment creation in local communities
- Enhancement programs for public spaces
- ESG education program
- Research and network activities
- Resilience, including assistance or support in case of disaster
- Supporting charities and community groups
- Other: _____

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

No

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

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

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

 No

Does the entity have a systematic process to monitor the impact of development projects on the local community during different stages of the project?

Yes

The entity's process includes (multiple answers possible)

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

Describe the monitoring process (maximum 250 words): _____

Provide applicable evidence

UPLOAD or URL _____

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

No