



2020

**Real Estate
Assessment
Pre-Release**

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Disclaimer: 2020 GRESB Real Estate Assessment Pre-Release

The information in this document has been provided in good faith and on an “as is” basis. While we do not anticipate major changes, we reserve the right to make modifications prior to the official start of the 2020 reporting period on April 1 and the official release of the 2020 Real Estate Assessment. We will publicly announce any such modifications.

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. Follow [@GRESB](https://twitter.com/GRESB) on Twitter.

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 Developer 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, comprising of information collected at the organizational level.
- The Performance Component measures the entity's asset portfolio performance, comprising of information collected at the asset and at the 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 - new construction (building design, site selection and/or construction) and/or major renovation projects, with on-going projects or completed projects during the reporting period.

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

Grace Period

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

While Grace Period participant names are disclosed to GRESB Investor Members, Investor Members are not able to request access to Grace Period participant results.

First-time participants wishing to opt for the Grace Period can select the option from the settings section in the Assessment Portal.

Who can see my data?

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

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

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, without the managers' explicit consent.

Timeline & Process

The GRESB Real Estate assessment opens in the GRESB Portal on April 1, 2020. The submission deadline is July 1, 2020, 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 we will introduce a new Review Period 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.

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

Response Check service

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

adversely impact Assessment results. The Response Check fee is 1750 EUR (exclusive of VAT).

Guidance & Support

The 2020 Real Estate Assessment will be accompanied by indicator-specific Guidance that explains:

- The intent of each indicator;
- The requirements for each response;
- Explanation of any terminology used;
- References to any third-party documents;
- Scoring mechanism for each indicator.

The written Reference Guide will be available during the first week of March 2020. Starting April 1, 2020, guidance is also available in the GRESB Portal through pop-up fields next to each indicator. The GRESB [Helpdesk](#) will open on the same date.

2020 GRESB Real Estate Assessment Changes

Management Component

High-level comments

Structure

The Management component is comprised of 30 indicators structured in 5 aspects

- Leadership
- Policies
- Reporting
- Risk management
- Stakeholder engagement

Indicator Titles

Each indicator has been assigned a title, which will facilitate referencing in different documents and data download tools.

Entity-level reporting

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.

Indicator-level comments

EC2	Removed classification by "Finite or infinite structure"
	Rationale for change: Not relevant for analysis and not used by investors.
	Added classification for "Type of investment vehicle"
	Rationale for change: Can be used for peer grouping classification in the future.
EC3	Separated "Commencement of entity" into a new indicator. This used to be part of EC2.
RC3	New indicator on Property type and Geography of operations
	This information will be used for entity classification and peer group allocation. The Management component assesses corporate strategy and manager performance and is independent from portfolio structure (regional and sector allocation of assets).
RC4	Simplified indicator on nature of business
	This indicator is no longer used for peer grouping or performance benchmarking in the Management component, but the information is relevant for investors.

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.

Impact of change: The scope of the indicator is expanded to include a more thorough list of commitments.

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 for different types of consequences (i.e. financial and non-financial).

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

Rationale for change: The updated indicator provides full compliance with RobecoSAM 3.3.1 Human Rights.

P03 (Former PD3) Amended the list of options to include cybersecurity

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

Rationale for change: The list is based on "Other" answers provided in 2019 and to align with Infrastructure Asset PD5 and 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.

Rationale for change: The updated indicator ensures full alignment with RobecoSAM 1.4.7 Reporting on breaches and partial alignment with RobecoSAM 1.4.5 Anti-competitive practices.

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 individual assets.

Impact of change: Reduced reporting burden.

RM2 (Former R01) Expand list of answer options to include the ones provided by Robeco

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 (Former R02) The indicators have been split into two individual indicators - one and referring to social risk assessments and another one for governance ones.

RM3.2

Stakeholder engagement

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 define whether training covers E/S/G. The training-specific issues were not used for scoring and they will be included as examples in the Reference Guide.

Impact of change: Reduced reporting burden.

SE2.2 List of pre-defined options expanded to align with the GRESB Infrastructure Assessment

Former SE12.1 Integrated content into the new SE3.1

Former Removed indicator

SE4.2 **Rationale for change:** The intent is already covered in SE5.2 (the new SE10.2). This indicator was not scored in 2019.

Impact of change: Refused reporting burden.

SE5 **(Former PD4) Reclassified the indicator as Social instead of Governance**

Rationale for change: The reclassification provides alignment with EPRA and GRESB Infrastructure Assessment.

SE6 **(Former SE7) Adapted indicator for the Management component**

Rationale for change: This becomes a strategic type of indicator that relates to corporate strategy for tenant engagement. The indicator should be applicable to entities that do not have any assets and no tenants./p>

(Former SE8.2) **Merged into the new SE5**

SE3.2 **(Former SE12.2) Expanded the list of pre-defined options to include the ones specified by RobecoSAM. These answers would have been accepted as Other answers, in all cases.**

Rationale for change: The updated indicator provides full compliance with RobecoSAM, 3.7.3 Health & Well-being.

SE6 **(Former SE4.1) Added "Child labor" and "Working conditions" to the list of pre-defined answer options**

Rationale for change: The updated is fully aligned with RobecoSAM 1.7.1 Supplier Code of Conduct.

SE8 **(Former SE6) List of predefined options aligned with Infrastructure**

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 and will require supporting evidence. Scoring criteria to be defined.

Performance Component

High-level comments

Structure

The Performance component is comprised of 10 aspects:

- Risk management
- Energy (Asset level)
- GHG emissions (Asset level)
- Water (Asset level)
- Waste (Asset level)
- Data monitoring and review
- Targets
- Building certifications (Asset level)
- Efficiency measures
- Tenants and community

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.

High-level Asset Level Spreadsheet Changes

Please note that the Asset Level Spreadsheet is being tested. While we do not anticipate major changes, we reserve the right to make modifications prior to the official start of the 2020 reporting period on April 1, 2020. Participants should use the April 1, 2020 version to prepare and submit their data.

The pre-release version of the Asset Level Spreadsheet is available [here](#).

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

Rationale for change:Alignment with tidy data best practices. Easier to adjust Data Management Systems to GRESB Asset Spreadsheet. No more need for data coverage changes columns in the asset characteristics tab because floor areas covered will be collected for both CY and LY. Ability to expand the like-for-like portfolio in certain cases with data coverage change. Reduces the size of the spreadsheet, making it easier to review data.

Remove columns for indirectly/directly managed assets as consumption columns are split 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 asset-level spreadsheet covers at least 2 reporting periods (Current Year and Last Year), the purpose of this change 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 2 separate tabs clarify the reporting under the new approach where 1 asset is represented in 2 rows (see point above).

Construction year becomes a mandatory field for all assets

Rationale for change: Along with vacancy rate, weather conditions and property type, the age 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, we need to start collecting this datapoint consistently for all reported assets.

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.

Energy, Water and Waste efficiency measures as well as technical building assessments are now tracked at the asset level on a Yes / No basis

Rationale for change: 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.

Entity & Reporting Characteristics

Portfolio composition table (former RC5.1) for verification purposes only (aggregated from asset level, cannot be amended at portfolio level)

Rationale for change: Former indicator RC5.1 will be automatically populated using the aggregate data provided at the asset-level through the Asset Portal. The purpose of this table (former RC5.1) in 2020 is to facilitate a check on whether all assets were entered in the Asset Portal. Moreover, participants will have to manually assign the %GAV for each property type - this information will be used to determine the peer group of the entity.

Portfolio composition confirmation (RC5.2) now in validation scope

Rationale for 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 validation. 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.

Energy

Renewable energy now collected at the asset level

Rationale for change: The entire Performance Indicators section is transferred at asset 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 water reused and recycled 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 asset level 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	R01 Risk assessments performed on the standing investments portfolio	
	R04	R04 Technical building assessment	Tracked at asset level through Yes/No dropdown
	R05	R02 Energy efficiency/conservation measures	Tracked at asset level through Yes/No dropdown
	R06	R03 Water efficiency/conservation measures	Tracked at asset level through Yes/No dropdown
	R07	R04 Waste efficiency/management measures	Tracked at asset level through Yes/No dropdown
Data Monitoring and Review	ME2	ME2 Data management system (DMS)	Deleted
	ME3	MR1 Energy consumption monitoring methods	Deleted (except AMR at asset level)
	ME4	MR2 Water consumption monitoring methods	Deleted (except AMR at asset level)
	ME5	MR3 Waste consumption monitoring methods	Deleted
	PI1.4	MR4 Third-party review of Energy data	
	PI2.3	MR5 Third-party review of GHG data	
	PI3.4	MR6 Third-party review of Water data	
	PI1.4	MR7 Third-party review of Energy 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		

GHG emissions	PI1.3	Renewable energy generated	Asset level
	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
	SE11.1	TC5 Community engagement program on ESG issues	
	SE11.2	TC6 Monitoring of impact on community	
	SE13.1	TC7 Health & well-being promotion program - through real estate assets	
	SE13.2	TC8 Measures to incorporate health & well-being through real estate assets	

Development Component

High-level comments

Structure

The Development component is comprised of 7 aspects:

- ESG requirements
- Materials
- Building Certifications
- Energy
- Water
- Waste
- Stakeholder Engagement

"ESG" instead of "sustainability"

As a general rule, we refer to "ESG", not "sustainability". We have made changes in all applicable cases.

Indicator titles

Each indicator was assigned a title, which will facilitate referencing in different documents and data download tools.

Entity-level reporting

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.

Indicator-level comments

ESG requirements

DRE1 (Former NC1) Expanded the list of answer options.

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.

DRE2.1 (Former NC2) Expanded the list of answer options.

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

DRE2.2 (Former NC3) Expanded the list of answer options.

Rationale for change: Additional options added based on building certification requirements and frequently provided other answers in 2019.

Removed "alignment" section

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.

Added evidence request

Energy

DEN1 (Former NC6) Expanded list of answer options

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 NC9 and NC10 evidence requirements.

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

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 (Former NC12.2) Expanded list of answer options

Rationale for change: Additional options added based on frequently provided other answers in 2019 and OSHA methodologies.

DSE3.1 (Former NC10.1) Expanded list of answer options

Rationale for change: Updated indicator is fully aligned with Robeco SAM 1.7.1 Supplier Code of Conduct.

DSE3.2 (Former NC10.2) Expanded list of answer options

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

DSE4 New indicator on community engagement program

Rationale for change: Alignment with TC6.1.

DSE5.1 (Former NC13) Expanded list of answer options

Entity & Reporting Characteristics

Entity Characteristics

EC1 Reporting entity

Entity name: _____

Fund Manager Organization Name (if applicable): _____

EC2 Nature of ownership:

☐ Public (listed) entity

Please specify ISIN: _____

Legal status:

☐ Property company

☐ Real Estate Investment Trust (REIT)

☐ Private (non-listed) entity

Investment style

☐ Debt

☐ Core

☐ Value Added

☐ Opportunistic

Open or closed end:

☐ Open end

☐ Closed end

Type of investment vehicle

☐ Fund

☐ Joint Venture (JV)

☐ Club Deal

☐ Life Insurance Separate Account

☐ Single (Separate) Account

☐ Co-investment

☐ Government entity

EC3 Entity commencement date

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

EC4 Reporting period

- ☐ Calendar year
- ☐ Fiscal year

Specify the starting month Month ▼

Reporting Characteristics

RC1 Reporting currency

Values are reported in: Currency ▼

Currency

- Australian Dollar (AUD)
- Brazilian Real (BRL)
- Canadian Dollar (CAD)
- Chinese Yuan (CNY)
- Danish Krone (DKK)
- Euro (EUR)
- Hong Kong Dollar (HKD)
- Indian Rupee (INR)
- Japanese Yen (JPY)
- Malaysian Ringgit (MYR)
- Mexican Peso (MXN)
- 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 period 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

What is 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)

Management: Leadership

ESG leadership commitments

2019 Indicator

LE1 ESG leadership commitments

PD6

Has the entity made a public commitment to ESG leadership standards 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: _____

Please 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

Please provide applicable hyperlink or a separate publicly available document

UPLOAD or URL_____

Indicate where in the evidence the relevant information can be found_____

- ☐ Not publicly available

Please provide separate document

UPLOAD or URL_____

Indicate where in the evidence the relevant information can be found_____

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

☐ No

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 sustainability is the core responsibility

Provide the details for the most senior of these employees

Name: _____

Job title: _____

☐ Employee(s) for whom sustainability 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 organization have an ESG taskforce or committee that is applicable to the entity?

☐ Yes

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

- ☐ Asset managers
- ☐ Board of Directors
- ☐ External consultants
- ☐ Fund/portfolio managers
- ☐ Property managers
- ☐ Senior management team
- ☐ 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 sustainability 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
- ☐ Asset managers
- ☐ ESG portfolio manager
- ☐ Investment analysts
- ☐ Dedicated responsible investment staff
- ☐ External managers or service providers
- ☐ Investor relations
- ☐ Other: _____

Please describe the process of informing the most senior decision-maker on the sustainability 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 employees 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 responsible investment staff
- ☐ External managers or service providers
- ☐ Investor relations
- ☐ All employees
- ☐ Other: _____

☐ Non-financial consequences

Select the employees 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 responsible investment staff

☐ External managers or service providers

☐ Investor relations

☐ All employees

☐ Other: _____

☐ No

Please provide applicable evidence

UPLOAD

Indicate where in the evidence the relevant information can be found_____

☐ No

Management: Policies

ESG Policies

2019 Indicator

P01 Policy on environmental issues

PD1

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
- ☐ Resilience to catastrophe/disaster
- ☐ Renewable energy
- ☐ Sustainable procurement
- ☐ Waste management
- ☐ Water consumption
- ☐ Other: _____

Please provide applicable evidence

UPLOAD

Indicate where in the evidence the relevant information can be found_____

☐ No

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

☐ Yes

Select all social issues included (multiple answers possible)

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

Please provide applicable evidence

UPLOAD or document name_____ and publication date_____

Indicate where in the evidence the relevant information can be found_____

☐ No

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

☐ Yes

Select all governance issues included (multiple answers possible)

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

Please provide applicable evidence

UPLOAD or document name_____ and publication date_____

Indicate where in the evidence the relevant information can be found_____

☐ No

Management: Reporting

Sustainability Disclosure

2019 Indicator

Does the entity disclose information on its ESG information and/or performance?

☐ Yes (multiple answers possible)

☐ Section in Annual Report

Select the applicable reporting level

☐ Entity

☐ Investment manager

☐ Group

Alignment

Aligned with

Is this disclosure third-party reviewed?

☐ Yes

☐ Externally checked

☐ Externally verified

using

☐ Externally assured

using

☐ No

Please provide applicable evidence

UPLOAD 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

Alignment

Aligned with

Is this disclosure third-party reviewed?

☐ Yes

☐ Externally checked

☐ Externally verified

using

☐ Externally assured

using

☐ No

Please 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

Is this disclosure third-party reviewed?

☐ Yes

☐ Externally checked

☐ Externally verified

using

☐ Externally assured

using

☐ No

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

Alignment

Aligned with

Is this disclosure third-party reviewed?

☐ Yes

☐ Externally checked

☐ No

UPLOAD

Indicate where in the evidence the relevant information can be found_____

☐ Other: _____

Select the applicable reporting level

☐ Entity

☐ Investment manager

☐ Group

Alignment

Aligned with

Is this disclosure third-party reviewed?

☐ Yes

☐ Externally checked

☐ Externally verified

using

☐ Externally assured

using

☐ No

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 Californian 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
- Compagnie Nationale des Commissaires aux Comptes (CNCC)
- 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
- The Climate Registry's General Verification Protocol (also known as California Climate Action Registry (CCAR))
- Tokyo Emissions Trading Scheme
- Verification under the EU Emissions Trading Scheme (EU ETS) Directive and EU ETS related national implementation laws
- Other: _____

RP2.1 ESG incident monitoring

PD7.1

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

RP2.2 ESG incident occurrences

PD7.2

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

☐ 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 2019 Sector Leaders

Management: Risk Management

Risk Management

2019 Indicator

RM1 Environmental Management System (EMS)

ME1

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

- ☐ 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

Please provide applicable evidence

UPLOAD

Indicate where in the evidence the relevant information can be found_____

- ☐ No

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: _____

Please provide applicable evidence

UPLOAD or document name_____ and publication date_____

Indicate where in the evidence the relevant information can be found_____

☐ No

☐ Not applicable

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

☐ Yes

Select all issues included (multiple answers possible)

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

Please provide applicable evidence

UPLOAD or document name _____ and publication date _____

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

☐ No

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

☐ Yes

Select all issues included (multiple answers possible)

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

Please provide applicable evidence

UPLOAD or document name_____ and publication date_____

Indicate where in the evidence the relevant information can be found_____

☐ 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
- ☐ Building safety
- ☐ 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
- ☐ Water efficiency
- ☐ Waste management
- ☐ Water supply
- ☐ Other: _____

Please provide applicable evidence

UPLOAD

Indicate where in the evidence the relevant information can be found_____

☐ No

☐ Not applicable

Management: Stakeholder Engagement

Employees

2019 Indicator

SE1 Employee training

SE1

Does the entity provide training and development for employees?

☐ Yes

Percentage of employees who received professional training in 2019

Percentage of employees who received ESG-specific training in 2019

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

☐ Environmental issues

☐ Social issues

☐ Governance issues

☐ No

Has the entity undertaken an employee satisfaction survey during 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: _____%

UPLOAD or document name _____ and publication date _____

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

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 Senior Management Team
- ☐ Feedback sessions with separate teams/departments
- ☐ Focus groups
- ☐ Other: _____

☐ No

☐ Not applicable

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

☐ Yes

The program includes (multiple answers possible):

☐ Needs assessment

The organization 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: _____%

☐ Goal setting

☐ Action

☐ Monitoring

Please provide applicable evidence

UPLOAD or document name _____ and publication date _____

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

☐ 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)

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

☐ Other: _____

☐ Monitor outcomes by tracking

☐ Environmental quality

☐ Program performance

☐ Population experience and opinions

☐ Other: _____

☐ No

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

☐ Not applicable

Does the entity monitor gender 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)

☐ No

Suppliers

2019 Indicator

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

Select all topics included (multiple answers possible)

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

Please provide applicable evidence

UPLOAD

Indicate where in the evidence the relevant information can be found_____

- ☐ No
- ☐ Not applicable

SE7.1 Monitoring property/asset managers

SE5.1

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

- ☐ Yes

The organization monitors compliance of:

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

Select all methods used (multiple answers possible)

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

Standard: _____

- ☐ Other: _____

Please provide applicable evidence

UPLOAD or document name_____ and publication date_____

Indicate where in the evidence the relevant information can be found_____

- ☐ 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 the organization's employees
- ☐ Regular meetings and/or checks performed by external property/asset managers
- ☐ Require supplier/service providers' alignment with a professional standard

Standard: _____

- ☐ Supplier/service provider sustainability 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)

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

☐ Not applicable

Performance: Reporting Characteristics

R1.1 Describe the composition of the entity’s standing investments portfolio during the reporting period

Property type	Number of Assets	Floor Area	% GAV
		m2/sq.ft.	
Select property type ▼			
Select property type ▼			
Select property type ▼			
Select property type ▼			

Floor area type

- ☐ floor area
- ☐ lettable floor area

R1.2 Which countries/states are included in the entity’s standing investment portfolio?

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

R2 Does the table below list the entity’s entire standing investment portfolio as per the end of the reporting period?

Property type	Number of Assets	Floor Area
		m2/sq.ft.
Select property type ▼		
Select property type ▼		
Select property type ▼		
Select property type ▼		

☐ Yes

☐ No

UPLOAD

Indicate where in the evidence the relevant information can be found_____

Performance: Risk Assessment

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

☐ Yes

Select all issues included (multiple answers possible)

☐ Building safety and materials

Percentage of portfolio covered: _____ %

☐ Biodiversity

Percentage of portfolio covered: _____ %

☐ Climate change adaptation

Percentage of portfolio covered: _____ %

☐ Contamination

Percentage of portfolio covered: _____ %

☐ Energy efficiency

Percentage of portfolio covered: _____ %

☐ Energy supply

Percentage of portfolio covered: _____ %

☐ Flooding

Percentage of portfolio covered: _____ %

☐ GHG emissions

Percentage of portfolio covered: _____ %

☐ Health and well-being

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: _____%

☐ Water efficiency

Percentage of portfolio covered: _____%

☐ Waste management

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

☐ No

☐ Not applicable

Performance: Targets

T1 Portfolio improvement targets

PI5

Has the entity set long-term performance improvement targets?

☐ Yes

	Target type	Long-term target	Baseline year	End year	Is this a science-based target?	Are these targets communicated externally?
Energy consumption	Type ▼				Select ▼	Y/N
Renewable energy use	Type ▼				Select ▼	Y/N
GHG emissions	Type ▼				Select ▼	Y/N
Water consumption	Type ▼				Select ▼	Y/N
Waste diverted from landfill	Type ▼				Select ▼	Y/N
Building Certifications	Type ▼				Select ▼	Y/N
Data Coverage	Type ▼				Select ▼	Y/N
Other	Type ▼				Select ▼	Y/N

Clarify if and how these targets relate to the entity's ESG objectives (maximum 250 words)

☐ No

Select target type:

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

Percentage portfolio covered

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

Performance: Tenants & Community

Tenants/Occupiers

2019 Indicator

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 ▼

☐ 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 events focused on increasing sustainability awareness

Percentage portfolio covered ▼

☐ Tenant sustainability guide

Percentage portfolio covered ▼

☐ Tenant sustainability training

Percentage portfolio covered ▼

☐ Feedback sessions with individual tenants

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

Has the entity undertaken tenant satisfaction surveys during the last three years?

☐ Yes

The survey is undertaken (multiple answers possible)

☐ Internally

Percentage of tenants covered: _____%

Survey response rate: _____%

☐ By an independent third party

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 responsiveness

☐ Satisfaction with property management

☐ Understanding tenant needs

☐ Value for money

☐ Other: _____

☐ No

☐ No

TC2.2 Program to improve tenant satisfaction

SE8.2

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

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%

TC4 Sustainability-specific requirements in lease contracts (green leases)

SE10.1

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

☐ Other: _____

Please provide applicable evidence

UPLOAD or document name _____ and publication date _____

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

Percentage lease contracts with a sustainability clause (by floor area)

☐ 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

Please provide applicable evidence

UPLOAD or document name _____ and publication date _____

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

☐ No

Does the entity take measures to incorporate the health & well-being program for tenants and local communities described in SE7.1?

☐ Yes

Select all applicable options (multiple answers possible)

☐ 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

☐ Physical activity

☐ Healthy eating

☐ Inclusive design

☐ Indoor air quality

☐ Lighting controls and/or daylight

☐ Physical and/or mental healthcare access

☐ Social interaction and connection

☐ Thermal comfort

☐ Water quality

☐ 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

Community

2019 Indicator

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)

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

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

☐ No

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

The pre-release version of the Asset Level Spreadsheet is available [here](#).

Energy Consumption Data

2019 Indicator

EN1 Energy consumption for this property type

PI1.1

Report absolute values and like-for-like consumption for 2018 and 2019. All assets in the whole portfolio for this property type should be included.

To make sure you insert data in the correct section of the table, check the definition of “Landlord Controlled” and “Tenant Controlled”.

Only use Whole Building if no breakdown of data is possible between Base Building and Tenant Space. Additionally, if consumption cannot be separated between Common Areas and Shared Services, provide both in Shared Services

				Absolute Consumption				Like-for-Like Consumption				
				2018	2019			2018	2019		Like-for-Like Change (%)	
				Consumption (MWh)	Consumption (MWh)	Data coverage (m2/sq.ft.)	Maximum coverage (m2/sq.ft.)	Consumption (MWh)	Consumption (MWh)	Data coverage (m2/sq.ft.)		
Whole Building		Fuels	Landlord Controlled							Calculated		
			Tenant Controlled							Calculated		
		District Heating & Cooling	Landlord Controlled							Calculated		
			Tenant Controlled							Calculated		
		Electricity	Landlord Controlled							Calculated		
			Tenant Controlled							Calculated		
- sub-total				Calculated	Calculated	N/A	N/A	Calculated	Calculated	N/A	Calculated	
Common Areas		Fuels	Landlord Controlled								Calculated	
			District Heating & Cooling	Landlord Controlled								Calculated
			Electricity	Landlord Controlled								Calculated
		Shared Services	Fuels	Landlord Controlled								Calculated
			District Heating & Cooling	Landlord Controlled								Calculated
			Electricity	Landlord Controlled								Calculated
Tenant Spaces		Fuels	Landlord Controlled								Calculated	
			Tenant Controlled								Calculated	
		District Heating & Cooling	Landlord Controlled								Calculated	
			Tenant Controlled								Calculated	
		Electricity	Landlord Controlled								Calculated	
			Tenant Controlled								Calculated	
- sub-total				Calculated	Calculated	N/A	N/A	Calculated	Calculated	N/A	Calculated	
Outdoor / Exterior areas / Parking		Fuels	Landlord Controlled			N/A	N/A			N/A	Calculated	
			Tenant Controlled			N/A	N/A			N/A	Calculated	
			Landlord Controlled			N/A	N/A			N/A	Calculated	
		Electricity	Tenant Controlled			N/A	N/A			N/A	Calculated	
							Calculated	Calculated	N/A	N/A	Calculated	Calculated
			- TOTAL									
wable Energy	On-site	Generated and consumed by landlord										
		Generated and exported by landlord										
		Generated by third-party (or tenant)										
	Off-site	Purchased by Landlord										
		Purchased by Tenant										
		consumption/generation - TOTAL										

Performance: GHG

GHG Emissions Data

2019 Indicator

GH1 GHG emissions for this property type

PI2.1

Report absolute values and like-for-like consumption for 2018 and 2019. All assets in the whole portfolio for this property type should be included.

			Absolute GHG Emissions				Like-for-like GHG Emissions			
			2018	2019			2018	2019		Like-for-like Change
			Emissions (tonnes)	Emissions (tonnes)	Data coverage (m2/sq.ft.)	Maximum potential coverage (m2/sq.ft.)	Emissions (tonnes)	Emissions (tonnes)	Data coverage (m2/sq.ft.)	%
Scope 1		Whole Building								
		Outdoor/ Exterior areas/ Parking								
Scope 2	Location Based	Whole Building								
		Outdoor/ Exterior areas/ Parking								
	Market Based	Whole Building								
		Outdoor/ Exterior areas/ Parking								
Total Scope 1 & 2 GHG emissions			Calculated	Calculated	N/A	N/A	Calculated	Calculated	N/A	Calculated
Scope 3		Whole Building								
Total Scope 1 & 2 & 3			Calculated	Calculated	N/A	N/A	Calculated	Calculated	N/A	Calculated
GHG Offsets				N/A		N/A				
Net GHG Emissions after offsets			Calculated	Calculated	N/A	N/A	Calculated	Calculated	N/A	Calculated

Note: Scope 3 emissions in 2020 GRESB Assessment should be calculated as the emissions associated with tenant controlled areas. Note that if tenant emissions data is not available, data coverage for these areas should be 0, while the maximum data coverage should correspond to the tenant areas generating the emissions. Scope 3 emissions should not include emissions generated through the entity's operations or by its employees, transmission losses or upstream supply chain emissions.

Performance: Water

Water Use Data

2019 Indicator

WT1 Water use for this property type

PI3.1

Report absolute values and like-for-like consumption for 2018 and 2019. All assets in the whole portfolio for this property type should be included.

To make sure you insert data in the correct section of the table, check the definition of “Landlord Controlled” and “Tenant Controlled”.

Only use Whole Building if no breakdown of data is possible between Base Building and Tenant Space. Additionally, if consumption cannot be separated between Common Areas and Shared Services, provide both in Shared Services.

		Absolute Consumption				Like-for-Like Consumption			
		2018	2019			2018	2019		
		Consumption (m3)	Consumption (m3)	Data coverage (m2/sq.ft.)	Maximum coverage (m2/sq.ft.)	Consumption (m3)	Consumption (m3)	Data coverage (m2/sq.ft.)	Like-for-Like Change (%)
Whole building	Landlord Controlled								Calculated
	Tenant Controlled								Calculated
Water consumption - sub-total									Calculated
Common Areas	Landlord Obtained								Calculated
Tenant Spaces	Landlord Controlled								Calculated
	Tenant Controlled								Calculated
Water consumption - sub-total		Calculated	Calculated	N/A	N/A			N/A	Calculated
Outdoor/ Exterior areas/ Parking									Calculated
Tenant space	Landlord Controlled								Calculated
	Tenant Controlled								Calculated
Water Consumption - TOTAL		Calculated	Calculated	N/A	N/A	Calculated	Calculated	N/A	Calculated
Reused and recycled	On-site water reuse								
	On-site capture								
	On-site extraction								
	Off-site purchased								
Reused and recuded - TOTAL		Calculated	Calculated	N/A	N/A				

Performance: Waste

Waste Management Data

2019 Indicator

WS1 Waste management for this property type

PI4.1

Report absolute values for 2018 and 2019. All assets in the whole portfolio for this property type should be included.

		Absolute Generation					
		2018			2019		
		Hazardous waste (tonnes)	Non-hazardous waste (tonnes)	Data coverage (%)	Hazardous waste (tonnes)	Non-hazardous waste (tonnes)	Data coverage (%)
Whole Building	Landlord Controlled						
	Tenant Controlled						
		Proportion of waste by disposal route (% of total by weight)					
Non-hazardous	Landfill						
	Incineration						
	Reuse						
	Waste to energy						
	Recycling						
	Other						
Hazardous							

Performance: Data Monitoring & Review

Review, verification and assurance of performance indicators data

2019 Indicator

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

☐ Yes

☐ Externally checked

☐ Externally verified

Using scheme

☐ Externally assured

Using scheme

Please provide applicable evidence

UPLOAD

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 Californian 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 Berichtenim 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
- Compagnie Nationale des Commissaires aux Comptes (CNCC)
- 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
- The Climate Registry's General Verification Protocol (also known as California Climate Action Registry (CCAR))
- Tokyo Emissions Trading Scheme
- Verification under the EU Emissions Trading Scheme (EU ETS) Directive and EU ETS related national implementation laws
- Other: _____

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

☐ Yes

☐ Externally checked

☐ Externally verified

Using scheme

☐ Externally assured

Using scheme

Please provide applicable evidence

UPLOAD

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
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- Earthcheck Certified
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- ERM GHG Performance Data Assurance Methodology
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- Verification under the EU Emissions Trading Scheme (EU ETS) Directive and EU ETS related national implementation laws
- Other: _____

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

☐ Yes

☐ Externally checked

☐ Externally verified

Using scheme

☐ Externally assured

Using scheme

Please provide applicable evidence

UPLOAD

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)
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- Alberta Specified Gas Emitters Regulation
- ASAE3000
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- The Climate Registry's General Verification Protocol (also known as California Climate Action Registry (CCAR))
- Tokyo Emissions Trading Scheme
- Verification under the EU Emissions Trading Scheme (EU ETS) Directive and EU ETS related national implementation laws
- Other: _____

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

☐ Yes

☐ Externally checked

☐ Externally verified

Using scheme

☐ Externally assured

Using scheme

Please provide applicable evidence

UPLOAD

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)
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- Verification under the EU Emissions Trading Scheme (EU ETS) Directive and EU ETS related national implementation laws
- Other: _____

Performance: Building Certifications

Building Certifications

2019 Indicator

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

BC1.1

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

☐ Yes

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

Scheme name / sub-scheme name	Level of certification	% portfolio covered by floor area baseline year	% portfolio covered by floor area 2018
Scheme/ sub-scheme ▼	Level ▼		
Scheme/ sub-scheme ▼	Level ▼		
Scheme/ sub-scheme ▼	Level ▼		
Scheme/ sub-scheme ▼	Level ▼		

☐ No

☐ Not applicable

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

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

☐ Yes

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

Scheme name / sub-scheme name	Level of certification	% portfolio covered by floor area baseline year	% portfolio covered by floor area 2018	% portfolio covered by floor area 2019	Number of certified assets 2019
Scheme/ sub-scheme ▼	Level ▼				
Scheme/ sub-scheme ▼	Level ▼				
Scheme/ sub-scheme ▼	Level ▼				
Scheme/ sub-scheme ▼	Level ▼				

☐ No

☐ Not applicable

Scheme Name/Sub-scheme Name

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

BC2 Energy Ratings

BC2

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

☐ Yes

Specify the energy efficiency rating scheme used and the percentage of the portfolio rated for this property type (multiple answers possible)

Energy Rating	m2 / Sq. Ft certified	% portfolio certified by floor area	Number rated assets
Scheme/ sub-scheme ▼			
Scheme/ sub-scheme ▼			
Scheme/ sub-scheme ▼			
Scheme/ sub-scheme ▼			

*full flexibility to describe performance – e.g. levels A-G; colors; numbers

☐ No

☐ Not applicable

Development: Reporting Characteristics

Development

DR1.1 Describe the composition of the entity’s new construction projects during the reporting period

Property type	In progress at the end of reporting period		Completed during reporting period		% GAV
	Number of Assets	Gross Floor Area	Number of Assets	Gross Floor Area	GAV* in million
Select property type ▼					
Select property type ▼					
Select property type ▼					
Select property type ▼					

Note: The table above defines the scope of your 2019 GRESB submission on development projects and should include new construction projects that are in progress at the end of reporting period, as well as projects that are completed during the reporting period. The reporting scope reported above should exclude vacant land, cash or other non real estate assets owned by the entity.

*% GAV should be the share of the new construction projects within the entire development portfolio (including major renovations)

DR1.2 Does the table above list all the entity’s new construction projects as per the reporting requirements described above?

☐ Yes

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

☐ No

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

DR2.1 Describe the composition of the entity’s major renovation projects during the reporting period

Property type	In progress at the end of reporting period		Completed during reporting period		% GAV
	Number of Assets	Gross Floor Area	Number of Assets	Gross Floor Area	GAV* in million
Select property type ▼					
Select property type ▼					
Select property type ▼					
Select property type ▼					

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

*% GAV should be the share of the major renovation projects within the entire development portfolio (including new construction)

DR2.2 Does the table above list all the entity’s major renovation projects as per the reporting requirements described above?

☐ Yes

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

☐ No

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

DR3 Which countries/states are included in the entity’s development projects portfolio?

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

Development: ESG Requirements

Sustainability 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
- ☐ Greenhouse gas emissions
- ☐ Green building certifications
- ☐ 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

Please provide a hyperlink or a separate publicly available document

UPLOAD or URL_____

Indicate where in the evidence the relevant information can be found_____

☐ Not publicly available

UPLOAD

Indicate where in the evidence the relevant information can be found_____

☐ No

DRE2.1 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: _____

Please provide applicable evidence

UPLOAD or document name_____ and publication date_____

Indicate where in the evidence the relevant information can be found_____

☐ 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 surface water and aquatic ecosystems by controlling and retaining construction pollutants
- ☐ Protect and restore habitat and soils disturbed during construction and/or during previous development
- ☐ Other: _____

Please provide applicable evidence

UPLOAD or document name_____ and publication date_____

Indicate where in the evidence the relevant information can be found_____

☐ No

Development: Materials

Materials and Certifications

2019 Indicator

Does the entity require that the environmental and health attributes of building materials be considered for development projects?

☐ Yes

Select all issues addressed (multiple answers possible)

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

Types of third-party certification used: _____

- ☐ Other: _____

Please provide applicable evidence

UPLOAD or document name _____ and publication date _____

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 for the development projects?

☐ Yes

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: _____

Please provide applicable evidence

UPLOAD or document name _____ and publication date _____

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

Percentage of development projects using any calculation method completed during the last 3 years

Percentage of development projects using the whole building LCA completed during the last 3 years

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 for the development projects within in the last three years?

☐ Yes

The disclosure is

☐ Publicly available

UPLOAD or URL_____

Indicate where in the evidence the relevant information can be found_____

☐ Not publicly available

UPLOAD or document name_____ and publication date_____

Indicate where in the evidence the relevant information can be found_____

☐ No

Development: Building Certifications

DBC1.1 Green building standard requirements

NC5.1

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 adopted as a standard by the entity (include all applicable rating systems):

☐ No

☐ Not applicable

Percentage portfolio covered

- | | |
|---------------------------------------|----------------------------------------|
| <input type="checkbox"/> > 0%, < 25% | <input type="checkbox"/> ≥ 25%, < 50% |
| <input type="checkbox"/> ≥ 50%, < 75% | <input type="checkbox"/> ≥ 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):

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

☐ No

☐ Not applicable

Scheme Name/Sub-scheme Name

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

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: _____

Please 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)

☐ Energy use analytics

☐ Post-construction energy monitoring

For on average years: _____

☐ Sub-meter

☐ Building energy management systems

☐ 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 during 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 designed to meet net-zero carbon completed during the last 3 years: _____ %

☐ 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: _____

UPLOAD

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
- ☐ Re-use 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: _____

☐ No

Development: Waste

Waste Management

2019 Indicator

DWS1 Waste management strategy

NC9

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

☐ 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

☐ Diversion rate requirements

☐ Other: _____

☐ On-site waste monitoring (multiple answers possible)

☐ Hazardous waste monitoring/audit

☐ Non-hazardous waste monitoring/audit

☐ Other: _____

Please provide applicable evidence

UPLOAD

Indicate where in the evidence the relevant information can be found_____

☐ No

Development: Stakeholder Engagement

Health, Safety and Well-being

2019 Indicator

Does the entity take measures to incorporate occupant health and 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: _____

Please provide applicable evidence

UPLOAD or document name _____ and publication date _____

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

☐ Common occupant health and well-being measures, including (multiple answers possible)

☐ Acoustic comfort

☐ Active design features

☐ Biophilic design

☐ Commissioning

☐ Daylight

☐ Ergonomic workplace

☐ Physical activity

☐ Humidity

☐ Illumination

☐ Inclusive design

☐ Indoor air quality

☐ Natural ventilation

☐ Occupant controls

☐ 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
- ☐ Personal Protective and Life Saving Equipment
- ☐ Promoting design for safety
- ☐ Training curriculum
- ☐ On-site health and safety professional (coordinator)
- ☐ 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

☐ Not applicable

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
- ☐ Human rights
- ☐ Human health-based product standards
- ☐ Occupational safety
- ☐ Health and well-being
- ☐ Labor standards and working conditions
- ☐ Other: _____

Percentage of projects covered: _____%

Please provide applicable evidence

UPLOAD

Indicate where in the evidence the relevant information can be found_____

☐ 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 period: _____ %

☐ Internal audits

Percentage of projects audited during the reporting period: _____ %

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

Percentage of projects visited during the reporting period: _____ %

☐ Other: _____

☐ No

☐ Not applicable

Community Impact and Engagement

2019 Indicator

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): _____

Please provide applicable evidence

UPLOAD

Indicate where in the evidence the relevant information can be found_____

☐ No