



# EPRASBPR REPORT JUNE 2019

# **OVERARCHING RECOMMENDATIONS & NARRATIVE ON PERFORMANCE**

# INTRODUCTION

### **ABOUT US**

Aroundtown SA is a real estate company with a focus on income generating quality properties with value-add potential in central locations in top tier cities, primarily in Germany and the Netherlands.

Being the largest listed German commercial real estate company we have a clear responsibility to help address the challenges society is facing today. We have made a conscious commitment to providing sustainable value creation for tenants and shareholders alike.

Environmental, Social and Governance (ESG) criteria are at the heart of our Company. We integrate ESG factors that contribute to the profitability and positive reputation of the company wherever we see opportunities to do so. The group's primary task as asset manager is to support its tenants in achieving their sustainability goals. Our asset development and refurbishment activities strategically incorporate technological advancements, energy efficiency concerns, and a wide array of other environmental issues to achieve long-term sustainability improvements.

As EPRA members we have chosen to report on our ESG impacts in accordance with the EPRA Sustainability Best Practice Recommendations (sBPR). Our reporting response has been split into 2 sections:

### 1. Overarching recommendations

### 2. Sustainability performance measures

### **OUR UTILITY SUPPLIERS**

For the supply of energy we largely work with companies/frame partners who provide electricity and gas on a national level except for assets where we have inherited the current contract from the previous owner of an asset. Water supply and waste disposal contracts tend to be implemented on a municipal level due to the localized supplier economy in these sectors. Whenever possible, we use wholesale suppliers that are not limited to single geographies.

### **DATA VERIFICATION AND ASSURANCE**

All data generated is reviewed for consistency and coherence before released into the company reporting database. The environmental data that is reported has been assured to AA1000 standard.



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# 1. OVERARCHING RECOMMENDATIONS

### **ORGANISATIONAL BOUNDARIES**

We only report on assets for which we have 100% management control and for which we can collect utilities data. In 2018 this included 39 assets covering a net rental area of 1,012,434 m<sup>2</sup> out of a total portfolio net rental area of 6,112,000 m<sup>2</sup>.

Our like-for-like portfolio includes only assets for which we have data over a two-year period between 2017 and 2018, and which have been in consistent operation and not under development or refurbishment. This includes five office assets, nine retail assets, and three logistics, wholesale and other (industrial) assets representing a net rental area of 485,772 m<sup>2</sup>.

### **COVERAGE**

Coverage is calculated based on the rental area for each asset type. We report the net rental area for the properties that fall within the organisational boundaries so the coverage for all performance measures is 100%.

Coverage for our own office utilities consumption is based on the proportion of the total rental floor area occupied by Aroundtown as we do not occupy the whole building.

# **ESTIMATION OF LANDLORD-OBTAINED UTILITY CONSUMPTION**

All utilities data for the assets which we report on is 100% based on bills received for 2017 and 2018.

Our own office utilities consumption is estimated based on the proportion of the total rental floor area occupied by Aroundtown as we do not occupy the whole building and no sub-meters exist.

Waste data is estimated as it is not possible to report the total amount of waste produced at our assets, or the total proportion of waste recycled. Waste generated by our tenants is generally out of operational control, and only a proportion of the waste generated is handled by Aroundtown.

The total waste reported represents the minimum volume of non-recycled waste collected by local authorities in line with legal requirements. This minimum value varies between municipalities, and tenants regularly contract private waste companies to manage their waste once the minimum threshold has been reached as this is more cost effective. For these reasons, it is not possible to report the total volume of waste generated across our portfolio.

# **BOUNDARIES - REPORTING ON LAND-LORD AND TENANT CONSUMPTION**

The consumption reported includes only energy which we purchase as landlords. Tenant obtained data (i.e. from bills which the tenant receives directly) is excluded.

### **ANALYSIS - NORMALISATION**

We have calculated intensity indicators using floor area (m2) for whole buildings, including tenant areas. We are aware there is a mismatch between the nominator and denominator in our methodology for calculating intensities, as we receive utility bills for electricity consumed only in common areas, but we receive utility bills for district heating and cooling and fuel consumed both in the common and tenant areas (it is not possible to separate these consumptions).

Health and safety performance measures are calculated using the following formulae:

- Injury rate = Number of reportable injuries/ Number of Full Time Employees (FTEs)
- Lost Day Rate = Number of days lost due to injuries/Number of working hours
- Absentee rate = Number of days absent due to illness/Total number of working days

# **ANALYSIS - SEGMENTAL ANALYSIS (BY** PROPERTY TYPE, GEOGRAPHY)

Segmental analysis by geography is not relevant for our portfolio. Our assets are located within Germany and the Netherlands, and therefore in the same climatic zone.

Segmental analysis is instead provided by asset type and is consistent with our financial report-

(see table "EPRA Environmental Performance Measures: Portfolio").

### **DISCLOSURE ON OWN OFFICES**

Our own occupied offices are reported separately to our portfolio as we are a tenant in the building, and the asset is not part of the Aroundtown investment portfolio (see table "EPRA Environmental Performance Measures: Own Office").

# **NARRATIVE ON PERFORMANCE**

# **ENVIRONMENTAL PERFORMANCE**

### **Energy & emissions**

In 2018, we recorded an absolute electricity consumption of 24 million kWh across our portfolio. The increase compared with 2017 is explained by the more than doubling of the net rental area of the properties included in our organizational boundaries.

On a like-for-like basis, electricity consumption across our portfolio increased marginally by 2% which was influenced by an 11% increase in our office portfolio. Consumption of district heat-

ing and cooling and fuels meanwhile reduced by 4% and 10% respectively with reductions recorded across all property types.

Correspondingly, the energy intensity of our portfolio improved by 4.7% on a likefor-like basis between 2017 and 2018.

Mirroring these trends, likefor-like Scope 1 emissions decreased by 40% influenced by the reduction in fuels consumption and an increase in the proportion of fuels from renewable

sources. Similarly, Scope 2 emissions from electricity and district heating and cooling decreased by 24% as we increased the procurement of electricity from renewable sources to 46.5% across our portfolio. Consequently, the GHG emissions intensity of our portfolio (measured in kg CO<sub>2</sub>e/m<sup>2</sup>) improved by almost 23%.

Most of our assets' energy use and associated GHG emissions are due to tenant activities. Aroundtown has only limited influence on tenants' consumption behaviour, but we nonetheless utilise a variety of strategies to enhance energy efficiency in our buildings and help tenants reduce their carbon footprint. These include structural investments such as insulation and facade improvements, and investments in buildings' technical equipment with a focus on the installation of energy-efficient heating and PV systems. The Group further performs technical audits of its assets on a regular basis to continually identify potential areas for improvement.

Within contractual limits set by existing contracts, Aroundtown is also switching its entire portfolio to gas providers who fully offset their

CO, emissions and to electricity providers with 100% renewable sources to further reduce GHG emissions

For more information on our approach and performance, see section 4 of our Corporate Responsibility Report 2018.

### Water

In 2018, like-for-like water consumption across our portfolio remained largely static at 77,106 m<sup>3</sup> (159,000 m<sup>3</sup> on an absolute basis). Across our property types, a 16% increase in our office portfolio was offset by 2% and 14% reductions

> in our retail and industry portfolio's respectively. Mirroring theses, the total water intensity of our portfolio improved by 0.21% compared with 2017 to  $0.158 \text{ m}^3/\text{m}^2$ .

> While Aroundtown is not directly responsible for most of water consumption related to its operations, we can however influence tenant consumption indirectly via technical and information means. Where possible, we install technical improvements that will result in lower water consumption. A key factor in consumption behaviour is the ability to monitor

and record consumption; we are therefore prioritizing the installation of water meters in all assets in our portfolio. In addition to technical capacities, we undertake awareness raising initiatives among our tenants through a variety of information measures.

For more information on our approach and performance, see section 4 of our Corporate Responsibility Report 2018.

# **Waste Management**

In 2018, like-for-like waste handled by Aroundtown decreased by 5% across our portfolio.

Waste generated by our tenants is generally out of operational control, and only a proportion of the waste generated is handled by Aroundtown. The total waste reported represents the minimum volume of non-recycled waste collected by local authorities. Regulations in Germany require that local authorities are legally obliged to manage a minimum proportion of the waste generated by our tenants. This minimum value varies between municipalities, and



tenants have the option of contracting private waste contractors once the minimum threshold has been reached. For these reasons, it is not possible to report the total volume of waste generated across our portfolio nor disposal routes.

For more information on our approach and performance, see section 4 of our Corporate Responsibility Report 2018.

### **Building certifications**

By the end of 2018, 100% of the assets in our portfolio had an energy performance certificate. The proportion of certificates achieved by type is not applicable as different values are awarded depending on whether the energy performance certificate is based on actual energy performance or potential performance (due to building design and fabric).

Nearly all properties in our portfolio were existing buildings at the time of purchase and therefore only qualify to a limited extent for green building certifications. Nevertheless, two newly built warehouses (with a combined floor area of 25,785m²) achieved DNGB Gold certification following their construction in April 2018.

For more information on our approach and performance, see section 4 of our Corporate Responsibility Report 2018.

### **SOCIAL PERFORMANCE**

### Diversity

By the end of 2018, women occupied 36% of senior management positions (excluding the Board). The decrease compared with 2017 (44%) follows the restructuring that has taken place over the past 12 months which saw our employee headcount increase by 56%. Although the number of women in management positions has increased on an absolute basis, the proportion has decreased as more new positions were filled by male candidates. Considering all employees across the company, the proportion of positions occupied by women increased to 54% (up from 53% in 2017).

Aroundtown is a signatory of the German Diversity Charter, and our commitment to diversity is laid out in the company's mission statement and further defined in the Employee Code of Conduct, which is supplemented by the Group's Diversity Policy and the Anti-Discrimination Policy. We have also established a Diversity Committee to more firmly embed diversity is-

sues in both operational and strategic alignment. The Diversity Committee is made up of employees from different organisational levels of the company and guides the Group's engagement in this area.

Remuneration is determined solely based on the skills of the individual, the tasks and responsibilities associated with their position, their personal success and their time in the role. For 2018 the gender pay gap was 29% among all employees, and 55% at management level. The increase since 2017 is due to the maturation of share incentives schemes for long-standing senior employees.

For more information on our approach and performance, see section 3 of our Corporate Responsibility Report 2018.

### Turnover

Our new hire rate of 56% in 2018 (building on 47% in 2017) reflects our strong growth since 2016 and was only partially offset by a turnover rate of 14%. Most new positions created were in operational departments such as Asset Management, Tenant Accounting, Operational Costs and Construction. Our goal is to reduce staff turnover to 8% and the Group has implemented a retention program designed to boost loyalty and reduce fluctuation.

For more information on our approach and performance, see section 3 of our Corporate Responsibility Report 2018.

### Training and development

During 2018 we delivered an average of 0.8 hours of training per employee with the focus on managerial skills to support our restructuring. Consequently, training covered topics including strategy, compliance, risk management and soft skills development. In addition, all employees participated in training related to data protection and privacy in line with GDPR requirements.

We have introduced a process for regular performance and career development reviews as a demonstration of our commitment to support employees' professional development. The reviews provide an opportunity to align training needs with employees' career ambitions and the company's strategic goals, boost satisfaction levels and reduce turnover rates.

For more information on our approach and performance, see section 3 of our Corporate Responsibility Report 2018.

### Health and safety

In 2018 the injury rate among employees rose to 0.84 (2017: 0.47) following the increase in employee numbers. Likewise, the lost day rate increased to 0.004% (2017: 0.001%) and the absentee rate also increased to 6% (2017: 4%). An in-house work safety training and awareness programme promotes safe and healthy behaviour, and this is available to all new employees.

For more information on our approach and performance, see section 3 of our Corporate Responsibility Report 2018.

During 2018, health and safety assessments were conducted across 100% of Aroundtown assets as part of our extensive due diligence activities. Aroundtown requires that all tenants carry out annual technical reviews of all properties in line with legislative requirements. Among other things, the assessments include fire protection systems, general technical assessments (i.e. water quality, elevators), other organisational measures (i.e. assigning fire protection officers, provision of a fire protection order, internal and external fire protection au-

We also carry out regular site visits by asset managers and on-site property/hotel managers which provide valuable input for identifying areas in need of enhancement, and ensuring any issues are dealt with promptly. Necessary repairs are dependent on the contractual obligations of the tenant or the owner and are commissioned immediately from the responsible party and any dangers associated with the issue eliminated. All safety-related incidents are thoroughly investigated. Site management also assist in carrying out regular tests of fire safety systems.

Aroundtown uses external and internal service providers for fire safety assessments. The assessors prepare expert opinions on various fire safety issues through on-site visits at all properties. Where defects are identified, Aroundtown relays the issue to the responsible asset/operational manager/tenant who are tasked with ensuring the defect is eliminated swiftly. Comprehensive documentation of the process, from identification to elimination and follow-up ensure that transparency of all measures and work conducted is maintained. Where necessary, additional site visits are performed at multiyear intervals.

For more information on our approach and performance, see section 2 of our Corporate Responsibility Report 2018.

### Governance

As the largest listed German commercial real estate company, strong governance is central to Aroundtown's value creation promise. Operational oversight is administered by the Board of Directors and appointed management teams. The Board of Directors comprises three dependent and three independent directors, who are elected at the Annual General Meeting. The number of directors, their term and their remuneration are determined by the general meeting of shareholders and the maximum term of directors' appointment per election is six years according to Luxembourg law.

The Board is supported in its stewardship of the Group's operational activities by work from the Risk Committee, the Audit Committee, the Nomination Committee, and the Remuneration Committee, with the Advisory Board providing additional oversight. In order to embed the Group's commitment to sustainability issues within its governance structures, the Board has also established an ESG/CSR Committee. In addition, the Board is provided with regular training on ESG/CSR matters.

The Board makes decisions solely in the Group's best interests and independently of any conflicts of interest. The Code of Conduct outlines the Company's standards of behaviour and is a mandatory component of all employment contracts. It is supplemented by a number of topical policies on, for instance, anti-corruption measures, avoiding conflicts of interest, preventing bribery, and anti-discrimination practices

For more information on our approach and performance, see section 1 of our Corporate Responsibility Report 2018 and the Board of Director's Report in our Consolidated Financial Statements for the year ended December 31, 2018.

# LOCATION OF EPRA SUSTAINABILITY PERFORMANCE **MEASURES**

EPRA sustainability performance measures for our portfolio and own offices can be found in the tables on pages 6, 7, 8 and 9 of this report.

# SUSTAINABILITY BEST PRACTICE PERFORMANCE MEASURES

### 2. SUSTAINABILITY PERFORMANCE MEASURES

### EPRA ENVIRONMENTAL PERFORMANCE MEASURES (PORTFOLIO)

IMPACT AREA	UNIT	EPRA SUSTAINABILITY BEST PRACTICE PERFORMANCE MEASURES (PORTFOLIO ABSOLUTE)	INTENSITY INDICATOR	TOTAL PORTFOLIO 2018	RETAIL 2018	OFFICE	INDUSTRY 2018
ENERGY	Energy-Int	Building energy intensity [GRI CRESS CRE1]	kWh / m2 / year	70,96	89,73	110,35	28,63
GREENHOUSE GAS EMISSIONS	GHG-int	Greenhouse gas Scope 1 arid 2 intensity from building energy [GRI CRESS CRE3]	kg CO e / m² / year	14,83	20,91	22,04	6,26
WATER	Water-Int	Building water intensity [GRI CRESS CRE2]	m³ / m² / year	0,157	0,413	0,202	0,036
	Net Lettab	le Area (m²)		1.012.434	139.960	419.816	452.659
	Number of app	licable buildings		40	18	18	4

IMPACT AREA	UNIT	DEDECO	BE	SUSTAINABILITY ST PRACTICE SURES (PORTFOLIO ABSOLUTE)	TOTAL PORTFOLIO	RETAIL	OFFICE	INDUSTRY
		PERFOR	INIANCE WEA	SURES (FURTFULIO ABSULUTE)	2018	2018	2018	2018
		Elec-Abs	Electricity	for landlord shared services	24.070.860	3.433.992	19.219.694	1.417.174
				Total landlord-obtained electricity	24.070.860	3.433.992	19.219.694	1.417.174
				% from renewable sources	64,1%	52%	68%	40%
				for landlord shared services	30.608.980	4.130.776	19.194.204	7.284.000
ENERGY	KWh	DH&C-Abs	Heat	Total landlord-obtained heat	30.608.980	4.130.776	19.194.204	7.284.000
				% from renewable sources	13,9%	13,9%	13,9%	13,9%
				for landlord shared services	17.166.724	4.993.389	7.913.607	4.259.728
		Fuels-Abs	Fuels	Total landlord-obtained fuels	17.166.724	4.993.389	7.913.607	4.259.728
				% from renewable sources	34%	12%	29%	70%
	Applicable r	net rent area ( r	ties	1.012.434	139.960	419.816	452.659	
	tonnes CO <sub>2</sub> e	GHG-Dir-Abs	Direct	Scope 1	2.455	887	1.231	337
GREENHOUSE GAS EMISSIONS		GHG-Indir-Abs	Indirect	Scope 2 (location-based)	12.556	2.039	8.022	2.495
			Indirect	Scope 2 (market-based)	-	-	-	
			Total	15.011	2.926	9.253	2.832	
	Applicable i	net rent area ( r	n² ) of proper	ties	1.012.434	139.960	419.816	452.659
	0.11			for landlord shared services	158.890	57.748	84.788	16.354
WATER	Cubic metres	Water-Abs	Water	Total landlord-obtained water	158.890	57.748	84.788	16.354
	Applicable r	net rent area ( r	n <sup>2</sup> ) of proper	ties	1.012.434	139.960	419.816	452.659
WASTE (LANDLORD	liters	Waste-Abs	Waste	Waste by disposal route	5.366.930	2.114.784	3.040.800	211.346
HANDLED)	illers	Waste-Aus	Waste	Recycled ( %)	N/A	N/A	N/A	N/A
	Applicable r	net rent area ( r	1.012.434	139.960	419.816	452.659		
CERTIFIED ASSETS	%	Cert-Tot	Mandatory (EPC): energy certificates	% of portfolio certified by building	100%	100%	100%	100%
	Applicable r	net rent area ( r	1.012.434	139.960	419.816	452.659		

### Waste

It is not possible to report the total amount of waste produced at our assets, or the total proportion of waste recycled. Waste generated by our tenants is generally out of operational control, and only a proportion of the waste generated is handled by Aroundtown. The total waste reported represents the minimum volume of non-recycled waste collected by local authorities in line with legal requirements. This minimum value varies between municipalities, and tenants regularly contract private waste companies to manage their waste once the minimum threshold has been reached as this is more cost effective. For these reasons, it is not possible to report the total

**District heating & cooling**Due to different energy mixes provided by local suppliers, the proportion of district heating from renewable sources

is taken from the German environmental protection association which represents the highest authority in the  $\,$ 

GHG Emissions conversion factors
Conversion factors for GHG emissions and for all relevant
energy media are in line with the requirements of the
German environmental protection association which represents the highest authority in the country.

# EPRA ENVIRONMENTAL PERFORMANCE MEASURES (PORTFOLIO LIKE-FOR-LIKE)

IMPACT AREA UNIT		EPRA SUSTAINABILITY BEST PRACTICE PERFORMANCE MEASURES		TOTAL PORTFOLIO LIKE-FOR-LIKE		RETAIL LIKE-FOR-LIKE		OFFICE LIKE-FOR-LIKE			INDUSTRY LIKE-FOR-LIKE									
		(PORTFOLIO ABSOLUTE)			2017	2018	% CHANGE	2017	2018	% CHANGE	2017	2018	% CHANGE	2017	2018	% CHANGE				
		Elec- LfL		for landlord shared services	6.879.501	6.982.908	2%	3.425.242	3.283.361	-4%	2.191.124	2.440.836	11%	1.263.135	1.258.711	-0,4%				
				Total landlord- obtained electricity	6.879.501	6.982.908	2%	3.425.242	3.283.361	-4%	2.191.124	2.440.836	11%	1.263.135	1.258.711	-0,4%_				
				% from renewable sources	14,3%	46,5%		4,21%	54%		19%	44%		34%	33%					
ENERGY KWH				for landlord shared services	13.917.269	13.386.137	-4%	3.727.021	3.394.742	-9%	2.893.648	2.707.395	-6%	7.296.600	7.284.000	-0,2%				
	KWh	DH&C- LfL	Heat	Total landlord- obtained heat	13.917.269	13.386.137	-4%	3.727.021	3.394.742	-9%	2.893.648	2.707.395	-6%	7.296.600	7.284.000	-0,2%				
				% from renewable sources	13,9%	13,9%		13,9%	13,9%		13,9%	13,9%		13,9%	13,9%					
				for landlord shared services	10.973.782	9.909.173	-10%	5.062.946	4.358.513	-14%	2.757.164	2.557.039	-7%	3.153.672	2.993.621	-5%				
		Fuels- Abs	Fuels	Total landlord- obtained fuels	10.973.782	9.909.173	-10%	5.062.946	4.358.513	-14%	2.757.164	2.557.039	-7%	3.153.672	2.993.621	-5%				
				% from renewable sources	29%	34%		0%	8%		0%	0%		100%	100%					
Applica	able net	rent area	( m <sup>2</sup> ) of pr	operties	485.775	485.775		108.924	108.924		101.688	101.688		275.163	275.163					
	Cubia	Water		for landlord shared services	76.943	77.106	0%	38.671	37.997	-2%	20.576	23.951	16%	17.696	15.158	-14%				
	Cubic metres	LfL			Water- LfL			Total landlord- obtained water	76.943	77.106	0%	38.671	37.997	-2%	20.576	23.951	16%	17.696	15.158	-14%
Applicable net rent area ( m <sup>2</sup> ) of properties		485.775	485.775		108.924	108.924		101.688	101.688		275.163	275.163								
WASTE (LAND-	liters	Waste-	Waste	Waste by disposal route	3.289.758	3.127.730	-5%	1.568.301	1.542.544	-2%	1.529.587	1.404.640	-8%	191.870	180.546	-6%				
LORD HANDLED)	- 11.013	LfL	- Waoto	Recycled (%)	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A				
Applica	able net	rent area	( m² ) of pr	operties	485.775	485.775		108.924	108.924		101.688	101.688		275.163	275.163					

Waste
It is not possible to report the total amount of waste produced at our assets, or the total proportion of waste recycled. Waste generated by our tenants is generally out of operational control, and only a proportion of the waste generated is handled by Aroundtown. The total waste reported represents the minimum volume of non-recycled waste collected by local authorities in line with legal requirements. This minimum value varies between mu-

nicipalities, and tenants regularly contract private waste companies to manage their waste once the minimum threshold has been reached as this is more cost effective. For these reasons, it is not possible to report the total volume of waste generated across our portfolio.

### District heating & cooling

Due to different energy mixes provided by local suppliers, the proportion of district heating from renewable sources

is taken from the German environmental protection association which represents the highest authority in the

### GHG Emissions conversion factors

Conversion factors for GHG emissions and for all relevant energy media are in line with the requirements of the German environmental protection association which represents the highest authority in the country.

# **EPRA ENVIRONMENTAL PERFORMANCE MEASURES (OWN OFFICE)**

IMPACT AREA	UNIT	EPRA SUSTAINABILI	BERLIN TO		DÜSSELDORF ABSOLUTE		BERLIN TOP TEGEL + DÜSSELDORF ABSOLUTE			
					2017	2018	2017	2018	2017	2018
		Elec-Abs, Elec-LfL	Electricity (indirect)	Total lanlord obtained electricity	44.725,00	155.850,00	Not available	1.674,85	44.725,00	157.524,85
ENERGY	kWh	DH&C-Abs, DH&C-LFL	Heat (indirect)	Total landlord obtained heat	Not applicable	Not applicable	Not applicable	Not applicable	Not applicable	Not applicable
		Fuels-Abs, Fuels-LfL	Fuels (direct)	Total landlord obtained fuels	96.524,78	223.437	Not available	6.605,30	96.524,78	230.042,64
		applicable n	et rent area (m²)	1.960,00	4.903,56	Not available	236,59	1.960,00	5.140,15	
		GHG-Dir-Abs, GHG-Dir-LfL	Direct	Scope 1	24,13	55,86	Not available	0,00	24,13	55,86
GREENHOUSE GAS EMISSIONS	tonnes CO <sub>2</sub> e		Indirect	Scope 2 (location-based)	25,493	88,835	Not available	N/A	25,49	88,83
EMISSIONS		Indir-LfL		Scope 2 (market-based)	0,00	0,00	Not available	0,00	0,00	0,00
		applicable n	et rent area (m²)		1.960,00	4.903,56	Not available	236,59	1.960,00	5.140,15
WATER	m³	Water-Abs, Water-LfL	Water	Total landlord-obtained water	799,00	2.969,96	Not available	22,31	799,00	2.992,26
		applicable n	et rent area (m²)		1.960,00	4.903,56	Not available	236,59	1.960,00	5.140,15
WASTE (LANDLORD-	Etron	Waste-Abs, Waste LfL	Wests	Total waste	Not available	20.439,07	Not available	12.350,01	Not available	32.789,08
HANDLED)	litres	waste-ADS, waste LTL	Waste	% recycled	Not available	39,81	Not available	39,81	Not available	39,81
		applicable n	et rent area (m²)	1.960,00	4.903,56	Not available	236,59	1.960,00	5.140,15	
CERTIFIED ASSETS	%	Cert-Tot	Mandatory (EPC): energy certificates	% of portfolio certified by building	100,00	100,00	Not available	100,00	100,00	100,00
		applicable n	et rent area (m²)	1.960,00	4.903,56	Not available	236,59	1.960,00	5.140,15	

### District heating and cooling

DH&C is not applicable as our offices are not supplied with district heating and cooling.

### Waste

Waste Waste data for 2017 was not available as waste is handled by the landlord and it was not plausible to estimate Aroundtown's share of waste based on the floor area occupied by Aroundtown. The proportion of recyclable waste is taken from the German environmental authority (Bundesumweltamt).

2017 data for our office in Düsseldorf was not avaialable because of the small share of floor area occupied by Aroundtown at the time.

Estrimation of utility consumption data
Utilities consumption data is estimated based on whole building data for the buildings occupied by Aroundtown. Aroundtown's proportion has been calculated based on the floor area occupied by Aroundtown.

# EPRA SOCIAL AND GOVERNANCE PERFORMANCE MEASURES

INDICATOR	EPRA CODE	UNIT OF MEASURE	COVERAGE	2017 2018			
	Diversity-Emp	% male/female (Board)		86% male, 14% female	83% male, 17% female		
		% male/female (Senior management)	Corporate operations	56% male, 44% female	65% male, 35% female		
EMPLOYEE		% male/female (all employees)	46% male, 54% female	43% male, 57% female			
DIVERSITY		Ratio of basic salary and remuneration of women to men (Board)		0.47:1	0.67:1		
	Diversity-Pay	Ratio of basic salary and remuneration of women to men (Senior Management)	Corporate operations	0.89:1	0.45:1		
		Ratio of basic salary and remuneration of women to men (all employees)		0.78:1	0.71:1		
	Emp-Training	Average hours per employee	Corporate operations	N/A	0,8		
	Emp-Dev	% of total workforce with performance appraisals	Corporate operations	N/A	17%		
TRAINING AND	Emp-Turnover	Total number of new hires		126	189		
DEVELOPMENT		Rate (%)	Corporate	47%	56%		
		Total number of leavers	operations	53	46		
		Rate (%)		20%	14%		
	H&S-Emp	Injury rate		0,47	0,84		
		Lost day rate	Corporate	0,001	0,004		
		Absentee rate	operations	4	6,1		
HEALTH AND SAFETY		Fatalities (total number)		0	0		
	H&S-Asset	% of assets undergoing health & safety assessments	Portfolio	100%	100%		
	H&S-Comp	Total number of incidents of non-compliance from health & safety assessments	Portfolio	N/A	N/A		
COMMUNITIES	Comty-Eng	% of assets with community engagement initiatives	Portfolio	N/A	N/A		
		Total number of Executive members		3	3		
		Total number of Independent members		3	3		
	Gov-Board	Average tenure	Corporate operations	1,08	2,2		
GOVERNANCE		Total number with competencies relating to environmental and social topics		6	6		
	Gov-Select	Description	Corporate operations	Please see the Corporate Governance section of our website: http://www.aroundtown.de/investor-relations/corporate-governance/			
	Gov-Col	Description	Corporate operations	Please see the Board of Directors' Report (page 47) of our Consoldated Financial Statements for the year ended December 31, 2018			

Emp-Training & Emp-Development 2017 data has been restated to include Executive Di-

Emp-Training & Emp-Development
Data for 2017 was not available (N/A) follwing strong growth in employee numbers since 2016.

Comty-Eng
This performance measure is not currently reported on an asset-by-asset basis. Operational management of community relations is the responsibility of the relevant Asset Manager, and prior to the acquisition of an asset, a community due diligence assessment is used to design targeted engagement plans as the property moves through takeover, repositioning, and

its operational phase. Aroundtown's broader community initiatives have mainly involved sponsorships. In 2018 we founded the Aroundtown Foundation with the 2030 goal to invest €500,000 per year to support infrastructure, programs, and initiatives that enhance health, well-being, and education within our communities.

### ASSURANCE STATEMENT

# Third Party Assurance



# Third Party Independent Report Document to Aroundtown SA including its investees ('Aroundtown')

In accordance with our mandate, GUTcert GmbH (GUTcert) accomplished an independent third party validation to obtain a limited assurance (within the meaning of the Assurance Standard AA1000) of the disclosures in the EPRA Sustainability Reporting 2019 by Aroundtown SA for the financial years 01.01.2017 to 31.12.2018. The check includes also the method of collection of consumption data and the special requirements in Germany.

### Organisational boundaries, Coverage

As of 31 December 2018 the Aroundtown's portfolio covers a commercial portfolio diversified over several different asset types including office, hotel, logistics wholesale, retail and other covering a total of 6.1 million square meters. For EPRA Sustainability Performance Measures Aroundtown collect data of 40 properties with 1,012,434 square meters. Therefore 16.5% percent of Aroundtown's portfolio data are considered.

Within the chosen organizational boundaries all assets includes all Sustainability Performance Measures of the EPRA Reporting. GUTcert activity consists of the validation of the acquisition data process adopted by Aroundtown and of the control of the Environmental performance data set and KPIs about consumption of electricity, gas, district heating, oil, water and waste as well as CO2 Emissions for the years 2017 and 2018.

**Methodology**GUTcert undertook the following assurance activities:

- 1) Organization of a meeting with the referee of Aroundtown to receive the official procedures of the Company for the acquisition and the processing of the data. This method is in accordance to the Best Practices Recommendations on Sustainability Reporting, developed by EPRA.
- 2) Providing a review in a random sample survey, concerning:
- · the consumption data reported in the bills of each energy supplier or contractor,
- the summary data list collection reported within a dedicated model for each property,
- · a final table of general recording of consumption data that includes the comparison of all the collected values with the
- 3) Discussion of results of the above analysis with the referee of GCP to close open issues and point recommendations.

GUTcert verified consumption data of Aroundtown SA for all EPRA sBPR Performance Measures and the methodology of data collection and their treatment. The data set were ordered in a coherent and comprehensive way, contractors' bills are complete (as far as possible) and traceable. If contractors' bills are not available, the figures are based on an extrapolation of actual data from previous period. As a result of our validation process about the figures from a random sample survey we confirm the correctness of the calculated values. The examination and comparison of data do not put in evidence any incorrect situation or any non-conformity.

On the basis of our assessment to obtain a limited level of security, we have not been aware of any issues that may lead us to believe that the EPRA Report of Aroundtown SA is not materially in accordance with the EPRA sBPR Performance Measures

Without limiting the above mentioned results, we would like to make the following recommendations for the further development of data management and reporting:

- . Internal standards should to be defined and implemented for all EPRA relevant data collecting
- The data collection should be based on a software tool, adding the consumption data by hand is error-prone
- Copies of the consumption bills should be stored centrally

### Independence of Assurance

GUTcert is a certification body and has a number of accreditations through DAkkS e.g. ISO 9001, ISO 14001, BS OHSAS 18001, ISO 50001, ISO 14064 as well approved body for Validation of European Emissions Trading

Berlin, 28th June 2019

J. Felis Yulia Felker

GUT Certifizierungsgesellschaft für Managementsysteme mbH Umweltgutachter

E. Selhard Flisabeth Gebhard

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