

Propertylink Group Sustainability Report 2017

Propertylink Group

Sustainability Report 2017

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CEO's Introduction

In 2016 Propertylink commenced its sustainability programme, launching a new strategy and policy. Two years on, we are proud to be launching our first sustainability report, to be published annually going forward.

Publishing this report is part of our commitment to good responsible investment practices. We understand that environmental, social and governance (ESG) factors can be consequential to our business, the interests of our stakeholders and to investment performance and so we are working to mitigate risks associated with them and leverage opportunities where available.

Propertylink's Sustainability Strategy has three simple objectives. The first, Enhancing Properties, is to enhance the real estate assets we manage through reducing their environmental impacts, improving indoor environmental quality and deploying renewable energy systems. As well as meeting environmental goals, this reduces operating costs, increases property market attractiveness and increases revenue. The second objective, Investing Responsibly, is to apply responsible investment best practices to reduce investment risks. Our final objective, Thriving Team, is to help our employees to thrive in their roles, improving their wellbeing, productivity and experience of working at Propertylink.

In addition to the continued implementation of environmental improvement initiatives in our properties and delivery of our Community Support initiatives, some of the key advances made in 2017 include: the establishment of an online environmental data management and reporting system; a feasibility assessment for the addition of solar within our portfolio and initiation of a large solar installation project in Victoria; the commencement of participation in the Global Real Estate Sustainability Benchmark (GRESB); and the revision of the set of values that underpins our organisation.

Our priorities in 2018 include the further deployment of solar plant, the publication of this sustainability report, a review of our material ESG issues and the implementation of a staff engagement survey. We look forward to presenting progress with these and other initiatives in our 2018 Sustainability Report.



Stuart Dawes
Managing Director and
Chief Executive Officer



About This Report

This sustainability report covers Propertylink's portfolio and operations for the calendar year 2017. It includes all properties under asset management.

This report has been prepared in accordance with the Global Reporting Initiative's (GRI) Standards: Core option. While the value of external assurance is recognised, it has not been executed this year due to a focus on the priorities of Propertylink's initial sustainability program.

Report content has been determined using the following four GRI principles:

- **Stakeholder Inclusiveness:** Propertylink's stakeholders were identified and are engaged as shown under Key Stakeholders and Engagement on page 6. These groups were selected based on the significance of impact that Propertylink can have on them and vice versa.

Two other stakeholder groups were considered but not included at this time. Local communities: Given our properties are commonly set in industrial areas or business parks, there is limited connections with local communities. Other Suppliers: While we use a number of smaller suppliers, our outsourced facility manager represents the bulk of our direct supply chain.

While few significant ESG issues were raised by the selected stakeholders in 2017, Propertylink did continue to respond to issues raised in previous years, such as investor requests for environmental performance upgrades.

- **Sustainability Context:** Through fulfilment of our Enhancing Properties sustainability objective (see page 8), Propertylink is able to achieve a significant reduction of greenhouse gas emissions as well as improvement to the quality of Australian building stock for the wellbeing and resiliency of property users. Through our Investing Responsibly objective, we make a contribution to the continued improvement of corporate governance practices in Australia. Through Thriving Team, we support the wellbeing of our employees, with flow on effects into the community.

- **Materiality:** As preparation for our Sustainability Strategy, Propertylink conducted a preliminary materiality assessment in 2015. This involved working with a sustainability strategy specialist to review ESG issues of likely materiality to Propertylink and its key stakeholders. It was decided to focus on a short priority list in the initial phase of Propertylink's sustainability program. A more detailed assessment is planned for 2018, utilising experience developed through engaging stakeholders over the prior period.
- **Completeness:** Performance data is provided for all material issues and to their stated reporting boundaries, with the exception of:
 - o Climate Change Impacts: In early stages of review process.
 - o Sustainability Transparency: No reporting data required.
 - o Work Health and Safety for property users: Data is confidential.

A precautionary approach has been taken to the assessment of, and reporting on, Propertylink's material sustainability issues. For some of these, while stakeholder demand may not currently be strong, the trends are clear and Propertylink is taking action now to mitigate risks for coming years.

Further Information

For further information on this report or Propertylink's sustainability program please contact:

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About Propertylink

Propertylink Group (Propertylink) is an internally managed Australian Real Estate Investment Trust (A-REIT) specialising in Australian industrial and office investments. Propertylink Group listed on the Australian Securities Exchange in August 2016 (ASX:PLG) and is a constituent of the S&P/ASX 300.

Propertylink is a triple stapled entity comprising: Propertylink (Holdings) Limited which provides investment management services across external funds; the Propertylink Trust which holds co-investments in external funds; and the Propertylink Australian Industrial Partnership (PAIP) which holds a portfolio of industrial assets on balance sheet.

Propertylink's wholly owned industrial portfolio includes logistics facilities, warehouses and business parks. Across its investment management platform, Propertylink operates a number of external funds that provide global institutional investors with investments in industrial and office real estate.

As of 31 December 2017, Propertylink wholly owned \$758 million of industrial assets, managed \$959 million of industrial and office assets across six external funds and maintained co-investments of \$98 million across these external funds. Total assets under management of \$1.7 billion included 46 industrial assets and 13 office buildings. In 2017, five external fund assets were sold and five acquired, and four balance sheet assets were sold, and one acquired.

Propertylink is headquartered in Sydney, Australia, with a well-established team managing all assets in Sydney, Melbourne, Brisbane, Adelaide and Perth. The Group provides investment management services to investors in external funds globally. It uses an in-house property management platform and outsources its facility management.

There were no significant changes to the company or its supply chain in 2017. It had a market capitalisation of \$609 million and 36 employees as of 31 December 2017.

Memberships and Associations

Propertylink is a member of the Green Building Council of Australia (GBCA), the Property Council of Australia (PCA), the Asia Pacific Real Estate Association (APREA) and the Asian Association for Investors in Non-listed Real Estate Vehicles (ANREV).

It is a participant in the Global Real Estate Sustainability Benchmark (GRESB).



Our Approach

Key Stakeholders and Engagement

Propertylink's key stakeholder groups, the means by which we engage each of them and key ESG issues raised by them in 2017 are as outlined below.

Stakeholder Group	Means of Engagement	Key ESG Topics or Concerns Raised
Tenants		
Office and industrial property tenants	<ul style="list-style-type: none"> - Frequent ad-hoc engagement by Propertylink's internal asset and property management team and by its external facility management team. - Online web portal for enhanced engagement and communications. 	Requests from several tenants for environmental or social initiatives such as roof-top solar, LED lighting upgrades and end-of-trip facilities.
Securityholders		
PLG unit holders	<ul style="list-style-type: none"> - Investor relations manager. - Group investor briefings and one-on-one meetings with executive management. - Asset tours with the executive and management team. - Ad-hoc engagements. - Annual reports, ASX releases and other shareholder communications. - Annual General Meeting. 	No significant topics or concerns raised.
Fund Investors		
Institutional investors in our external funds	<ul style="list-style-type: none"> - Monthly and/or quarterly meetings/reports. - Frequent formal and informal interactions. - Ad-hoc investor roadshows. - Annual AGM and Strategic Business Plan review. 	No significant topics or concerns raised.
Employees		
Our team	<ul style="list-style-type: none"> - Frequent formal and informal interactions across our wholly Sydney-based team. - Fortnightly property and asset management meetings. - Monthly Property Control Group meetings between our executive team and employees. - Quarterly 'town-hall' style meetings. - Annual performance/career reviews. - Bi-annual value awards. 	No significant topics or concerns raised.
Facility Managers		
Our outsourced facility management service provider	<ul style="list-style-type: none"> - Fortnightly operations meetings with asset and property managers. - Monthly senior management meetings. - Quarterly strategy review meetings. 	No significant topics or concerns raised.

Material Issues

Propertylink is currently responding to the following ESG issues, identified as material to its business and key stakeholders.

Issue	Boundary	Key Risk or Opportunity
Energy and Carbon		
Energy use in our properties and operations and associated greenhouse gas emissions.	All properties under both management and operational control, and corporate operations.	Regulatory and asset market attractiveness risks. Opportunity to reduce operating costs and provide energy cost stability for Propertylink and tenants.
Climate Change Impacts		
Impacts to properties from physical climate change and extreme weather events.	All properties under management.	Operational and regulatory risks. Preparation for future climate change financial impact disclosure.
Water Use		
Consumption of town potable water in our properties.	All properties under management and operational control.	Regulatory and market expectation risks.
Waste		
Production of waste in our properties.	Office properties under management and operational control.	Market expectation risk.
Sustainability Transparency		
Disclosure of our sustainability performance.	All Propertylink operations, with limited exceptions as stated in this report.	Investor requirement and reputation risks.
Work Health and Safety		
The health and safety at work.	Our employees and property users.	Harm to people, regulatory and litigation risks.
Diversity		
The gender mix of our employees and Board.	Our employees and Board.	Reputational risk. Opportunity to enhance decision making.
Staff Development		
Development of our team of employees.	Our employees.	Opportunity to increase wellbeing, productivity and talent attraction and retention.

Sustainability Objectives

Propertylink's Sustainability Strategy focuses on three objectives.

Objective 1

Enhancing Properties

Add value to our assets and improve the longevity of their performance through good sustainability practices in their development and management. Reduce our corporate environmental footprint

Objective 2

Investing Responsibly

Manage environmental, social and governance risks to investment value and effectively communicate our performance with this

Objective 3

Thriving Team

Attract and retain the best employees, enable their development and maintain an engaged, healthy and productive work environment

Sustainability Management Approach

The way in which we manage sustainability in order to meet our objectives is as follows.

Enhancing Properties

Material issues covered: Energy and Carbon, Climate Change Impacts, Water Use and Waste.

Propertylink enhances the environmental performance of its properties through its environmental management system (EMS). This responds to our Sustainability Policy and Sustainability Strategy and covers acquisitions, management of standing assets and development projects. Our Sustainability Steering Committee has responsibility for reviewing performance of this system and implementation is the responsibility of our asset management team. Performance is reported to our executive and board and publicly in this report. All our staff have sustainability KPIs.

At the asset level, National Australian Built Environment Rating System (NABERS) ratings are obtained for all eligible office buildings and we are currently commencing a process to evaluate and plan energy improvement projects across both the office and industrial portfolios.

Investing Responsibly

Material issues covered: Sustainability Transparency

Our responsible investment approach is to identify and assess the materiality to investment value, business operations and our key stakeholders of ESG issues, respond to priority issues through our Sustainability Strategy and to disclose our performance.

We benchmark our responsible investment performance with the GRESB annually and seek to improve year-on-year. GRESB is a global investor-led benchmark for the responsible investment practices of real estate investment managers and almost all Australian institutional property groups participate.

Thriving Team

Material issues covered: Work Health and Safety, Diversity and Staff Development.

As a small business, Propertylink has a close team-working environment in our sole Sydney office, providing high levels of team engagement and visibility on culture. A set of policies, processes and initiatives supports staff productivity.

Work, Health and Safety (WH&S) is an important focus area for both Propertylink staff, our agents and the tenants in our assets under management. For our staff, Propertylink has a dedicated Office Administrator who oversees day-to-day business operations including WH&S. To ensure the safety of our tenants and agents visiting or occupying our properties, we undertake regular site inspections to identify areas of potential risk and implement a management plan to address and monitor any risks.

With regards to training, employees are actively supported with advice and resources to develop their own tailored program and we provide regular informal lunchtime learning sessions and briefings.

Propertylink is working to increase its gender ratio and has a target of 25% females on its board by 30 June 2019. Women represented 17% of the board and 39% of employees as of 31 December 2017.

Management Approach Review

Review of this management approach is conducted by our Sustainability Steering Committee. Three current areas of focus are the evolution of systems to support asset environmental performance improvements, the establishment of a robust sustainability reporting capability and the refinement of our staff training programs.

Our Progress

Objective 1: Enhancing Properties

Our primary focus through 2017 was the establishment of a systemised approach to environmental performance improvement in our properties. An online data management system has been implemented to manage our energy, greenhouse gas, water and waste data to aid property performance management and reporting. We also developed our ISO14001-aligned environmental management system.

Across our portfolio, various energy and water improvement initiatives were implemented, ranging from LED lighting installations to the upgrade of chillers, to more energy efficient models. In all, 24% of our assets under management benefited from targeted sustainability projects. Certified NABERS Energy and Water ratings were achieved on eligible office properties.

Solar will be a key pillar of environmental enhancement going forward. An internal review of a range of options for solar plant ownership and operation was conducted and a specialist consultancy conducted an evaluation of which models would best suit Propertylink's portfolio.

Objective 2: Investing Responsibly

Propertylink commenced its participation in the annual GRESB survey. Two submissions were made covering the Propertylink Trust and the Propertylink Australian Industrial Partnership (PAIP). Solid first-year scores were achieved for both.

We also improved our internal governance structure for sustainability with an expansion of our corporate-level Sustainability Steering Committee and extension of sustainability KPIs to all staff.

Objective 3: Thriving Team

2017 saw a review of Propertylink's corporate values. A new set of values were developed through staff engagement and a leadership retreat that now form part of a KPI framework for each staff member. In addition, half-yearly awards have been commenced for staff members who best exhibit one or more of the values in their work.

Our Values

Integrity	We hold ourselves and others to a high standard
Respect	Treating others in the way that we would expect to be treated
Discipline	A pragmatic, considered and practical approach to delivering sustainable outcomes
Collaboration	Recognising that we achieve more together
Excellence	We take pride in seeking the best results for our stakeholders

In order to support staff engagement in the continued development of our business, town hall-style forums called Quarterly Activity Wraps were commenced. These were complemented by our more relaxed lunchtime learning program with a range of experts on key issues for our sector and stakeholders.

2017 also saw the evolution of our staff-led training program. Each staff member is supported to establish their particular knowledge or skills development needs and obtain relevant training, ranging from attending conferences and completing short courses to university programs. This was formalised in an update to our HR Policy.

Community Support

Propertylink and its staff provided monetary donations and volunteer support to the following not-for-profits:

- **Batting for Change** - Assists the education of disadvantaged women in cricket-playing nations. Propertylink is a Principal Partner of Batting for Change and has assisted raising funds for 300 young women across a variety of projects such as the provision of education scholarships. Batting for Change raised over \$100,000 in 2017.
- **Bear Cottage** - A children's hospice dedicated to caring for children with life-limiting conditions. Propertylink staff undertook a corporate volunteer program involving spending time at Bear Cottage, engaging with staff and assisting with cleaning, gardening and Bear Cottage's client Christmas cards.
- **Landcare Australia** - Manages environmental issues in local communities across Australia. Propertylink Staff participated in Landcare's Corporate Environment Volunteer Program, planting trees and removing rubbish from Sydney's Northern Beaches. The program provided staff with the opportunity to better understand biodiversity and how their activities at home and work may be impacting the environment.
- **Autism Spectrum Australia** - Delivers person-centred solutions for people with autism.
- **Ardock Youth Foundation** - Improves educational outcomes for children and young people in disadvantaged communities.



Bear Cottage corporate working bee

Progress and Commitment Summary

Action	2017 Achievement	2018 Commitment
Enhancing Properties		
1. Data Management System	Online system established.	Employ system to aid property performance improvement.
2. Environmental Management System	System developed.	Implement and improve.
3. Environmental Performance Improvement	Proposals for energy auditing sought. Various energy and water initiatives were implemented across the portfolio.	Conduct energy audits and establish energy upgrade plans across the portfolio. Implement energy, water and waste efficiency initiatives across portfolio.
4. Targets	n/a	Set electricity and greenhouse gas reduction targets for office and industrial portfolios.
5. Solar	Feasibility study commenced.	Deploy at one or more industrial properties.
Investing Responsibly		
6. GRESB	Submitted.	Improve our scores.
7. Sustainability Report	Preparation for report.	Publish our first report.
8. Climate Risk	n/a	Investigate the level of climate risk to our portfolio.
9. Materiality Assessment	n/a	Update our materiality assessment.
Thriving Team		
10. Training	Staff-led training program revised. Lunchtime briefing sessions established.	Further expand training program. Increased involvement within Industry bodies i.e. Property Council of Australia
11. Staff Engagement	n/a	Conduct a staff engagement survey.

Case Study: 71-93 Whiteside Road, Clayton Solar Installation

The installation of a large 860 kW solar array system at Propertylink's asset at 71-93 Whiteside Road, Clayton was initiated. This system, to be completed in mid 2018, is being fully funded by Propertylink at a cost of \$1.38 million and, considering the base system forecast projections will provide:

Estimated output:	1,136,000 kWh
Value of energy produced (Year 1):	\$203,000
Estimated % annual energy bill saved:	97%
Estimated % energy needs provided by solar:	80%

The current occupant of the Clayton property is Walkinshaw Automotive Group, whom commenced a 15-year lease with Propertylink in 2017. In relation to the solar facility, Walkinshaw will provide an annual rental to Propertylink over the duration of this lease at a cost that will provide them with a net savings of \$67,000 in Year 1 and a total 15-year benefit of over \$2,000,000.

This is an exciting environmental and commercial opportunity for Propertylink and we will undertake similar projects throughout 2018 and beyond across other wholly owned properties. Demand for these projects is increasing and our occupants are looking to partner with us to unlock savings for their businesses.



Solar installation 71-93 Whiteside Road, Clayton

2017 Performance Data

Environmental

Portfolio Energy Consumption

	Office	Industrial	Retail	Total	Unit
Electricity use	9,805,282 (69.7)	4,177,038 (29.7)	84,661 (0.6)	14,066,981	kWh (%)
Gas use	540,151 (42.1)	744,147 (57.9)		1,284,298	kWh (%)
Energy use – total	10,345,433 (67.4)	4,921,185 (32.1)	84,661 (0.5)	15,351,279	kWh (%)
Energy intensity	93.41	7.65			kWh/m ²

Portfolio Water Consumption

	Office	Industrial	Retail	Total	Unit
Water use – total	137,126 (36.2)	237,317 ¹ (62.9)	3,476 (0.9)	377,389	kL (%)
Water intensity	1.23	0.37			kL/m ²

Portfolio Waste

	Office ²	Industrial ³	Retail	Total	Unit
Waste to landfill	211.7		90.6	302.3	t
Waste to recycling	8.8		13.4	22.2	t
Percentage waste recycled	4.0		12.9	6.8	%

Portfolio Greenhouse Gas (GHG) Emissions

	Office	Industrial	Retail	Total	Unit
GHG – Scope 1 (gas ⁴)	100 (42.0)	138 (58.0)		238	tCO ₂ e (%)
GHG – Scope 2 (electricity)	8,055 (66.3)	4,035 (33.2)	67 (0.5)	12,157	tCO ₂ e (%)
GHG – Scope 3 (waste)	239 (68.7)		109 (31.3)	348	tCO ₂ e (%)
GHG – total – portfolio	8,394 (65.9)	4,173 (32.7)	176 (1.4)	12,743	tCO ₂ e (%)
GHG – intensity	0.0758	0.0065			tCO ₂ e/m ²

Corporate Greenhouse Gas (GHG) Emissions

	Total	Unit
GHG – Scope 2 (head office electricity ⁵)	53	tCO ₂ e
GHG – Scope 3 (business flights ⁶)	211	tCO ₂ e
GHG – total – corporate	264	tCO ₂ e

Total Greenhouse Gas (GHG) Emissions (Portfolio + Corporate)

	Total	Unit
GHG – Scope 1 (gas)	238	tCO ₂ e
GHG – Scope 2 (electricity)	12,210	tCO ₂ e
GHG – Scope 3 (waste and flights)	559	tCO ₂ e
GHG – Total	13,007	tCO ₂ e

Specific notes to data

- Water use in industrial is predominantly by tenants.
- Waste data available for two out of four office assets for which Propertylink has operational control.
- Tenants have operational control over waste in all industrial properties.
- Refrigerant loss and diesel data is currently not collected and represent small emissions sources.
- Head office electricity use and GHG emissions figures includes use by a co-share workplace for external parties that is on the same floor.
- Flight emissions calculated using UK Government conversion factors (2016). Radiative forcing included.

General notes

- Intensity figures calculated using NLA figures and exclude those properties bought and sold in 2017.
- Greenhouse gas emission calculations use National Greenhouse Accounts Factors (Aug 2016 and 2017).
- Emissions from taxis or hire cars or employee travel to and from work are not included due to insufficient data.

Social

		Male	Female	Total
Employees (No.)	Permanent:	22 (61%)	14 (39%)	36
	Temporary:	0	0	0
	Full-time:	21	13	34
	Part-time:	1	1	2
Board (No.)		6 (83%)	1 (17%)	7
Age diversity¹ (No by age)	Employees:	30:		13 (36%)
		30-50:		20 (56%)
		>50:		3 (8%)
	Board:	<30:		0
		>50:		6 (83%)
Employee hires (No. by age)	<30:	2	2	4
	30-50:	3	3	6
	>50:	0	0	0
Employee turnover (No. by age)	<30:	1	0	1
	30-50:	4	2	6
	>50:	0	0	0
Employee training² (Average hours per employee)	Executive:			18
	Management:			23
	Other employees:			22
Employee career development reviews³ (Percentage receiving reviews)	Executive:			100%
	Management:			100%
	Other employees:			100%
Employees with sustainability KPIs (Percentage with sustainability KPIs)				100%
Employee WH&S incidents (Lost days)				0

Notes

¹ Executive directors are included in both Employees and Board figures under Age diversity.

² Includes only employees employed for whole of 2017.

³ Includes all employees employed for a significant period prior to time of reviews.

Appendix: GRI Content Index

GRI 102: General Disclosures

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Management Approach

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103-3	Evaluation of the management approach	Sustainability Management Approach (Page 8)

Topic-Specific Standard Disclosures

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