

Basis of Reporting

Annual Report and Accounts & Sustainability
Performance Tables 2026

Basis of Reporting

Introduction

Our approach to performance reporting applies to our Streamlined Energy and Carbon (SECR) reporting in our Annual Report and Accounts, European Public Real Estate Association (EPRA) Sustainability Best Practice Recommendations (sBPR) reporting, our Sustainability Performance Tables, and other metrics disclosed by GPE, such as those for the Sustainability Accounting Standards Board (SASB).

We continue to monitor the evolving UK Sustainability Reporting Standards framework. Many of the requirements are already incorporated within our disclosures, we will continue to monitor FCA consultations and final rulemaking with disclosures expected from FY27.

Scope and Reporting Boundary

The information has been prepared using the ‘operational control’ approach based on guidance issued by The Greenhouse Gas Protocol, UK Government’s Environmental Reporting Guidelines and Health and Safety Executive (HSE) Guidance.

Our reporting covers the period from 01 April 2025 to 31 March 2026. This period aligns with our financial reporting and our other voluntary sustainability disclosures. This includes buildings within wholly owned subsidiaries and joint ventures where GPE has operational control, on a 100% basis.

Prior year metrics, where available, are provided alongside the current reporting period to allow for appropriate comparison.

Independent Assurance

We have engaged PwC to provide “limited assurance” on a number of key performance indicators and the associated data behind that performance in line with ISAE 3000 (Revised) and ISAE 3410. The KPIs that are subject to assurance are highlighted with ‘A’ in our Reported Metrics tables within our Annual Report and Sustainability Performance Tables. The PwC Independent Limited Assurance Report, and Sustainability Performance Tables, can be found on the [Reporting & Governance](#) pages of our website. Like-for-like analysis is not subject to assurance.

Reporting Portfolios

Operational Buildings

The operational control approach reflects our influence over energy consumption and covers 67% of our portfolio by floor area by Net Internal Area (NIA) or 30 buildings. This includes our Head Office, 33 Cavendish Square, W1, and although not owned or managed by us, we continue to report utility consumption against it within Scope 1 & 2 emissions due to operational control.

Exclusions

Excluded from our EPRA sBPR-aligned reporting are buildings where Full Repairing and Insuring (FRI) leases are in place as customers are wholly responsible for managing their building. We also do not include Retail spaces in our reporting. Where a property is owned by the Group but managed by other managing agents on our behalf these are considered to fall outside the scope of this reporting.

The recently acquired building The Gable, WC1, has an FRI lease in place, modified with the landlord (GPE) responsible for the provision of heating (gas). This building is therefore excluded from electricity, water and waste (scopes 2 & 3) metrics however it is included in gas consumption and scope 1 metrics.

We report the majority of Scope 3 categories as listed in this document and our Carbon Footprint; however, on the grounds of materiality and applicability, we currently exclude: 8. Upstream Leased Assets, 9. Downstream Transportation and Distribution, 10. Processing of Sold Products, 14. Franchises and 15. Investments. All Scope 3 categories remain under review for materiality purposes.

In addition, Orchard Court, W1 is excluded from our operational portfolio reporting due to ongoing metering challenges which we are working with the supplier and UKPN to resolve. The building remained largely vacant throughout the reporting period, so consumption is immaterial.

Intensity metrics

For our Operational Buildings, we utilise the Gross Internal Area (GIA) of the space to provide consistent reporting year-on-year and the ability to benchmark our portfolio through intensity metrics. GIA is calculated through on-site surveys as our preferred source of data; however, where properties are unavailable for survey, we utilise existing documentation such as insurance records or as-built information. Where this is not available estimates are made based on the best available sources of data such as marketing material or other publicly available information (e.g., planning applications).

For our Scope 1 and 2 intensity metric, Common Parts Area is used as this represents GPE controlled area. This is Net Internal (Lettable) Area (NIA/NLA) subtracted from GIA.

Like-for-like analysis

In line with EPRA sBPR guidelines, we report our like-for-like portfolio that covers buildings that have been consistently in operation for the data period specified, e.g., not acquired, sold, or developed during either of the reporting periods for 24 months.

Definitions

- **Managed:** where GPE own the building and also manage the facility with regards to the functionality, comfort, safety, sustainability and efficiency of the space
- **Landlord:** refers to GPE as owner of the space
- **Occupied:** a space that is owned by GPE but occupied by one of our customers (tenants) through leasing arrangements
- **Common Parts Area:** areas of a whole building that are managed and operated by GPE, including receptions, access corridors, lifts, stairwells etc. and are not demised to a customer
- **Sub-metered:** the practice of splitting the measurement of gas, electricity and/or water from the whole building down to separate demises, floors or circuits to support the management of energy efficiency and reporting practices
- **Shared Areas:** where whole buildings are multi-tenanted but certain spaces can be used by all Customers (tenants) such as bookable meeting rooms and social areas such as cafes
- **Floor Area:** GPE utilises Gross Internal Area (GIA) as outlined above

Development Pipeline

We provide additional information in relation to the development portfolio due to the impact of construction activities on our carbon footprint. This includes data on energy, carbon, water, waste, building certification and health and safety data.

We define our developments as Major – our typical headquarters repositioning projects which include both new build and major refurbishments – and Minor – our smaller refurbishments consisting of whole-building or on-floor fit-outs.

The diversity of our development pipeline means that we have several minor fit-out projects throughout the year as well as major development projects. This year has seen an increase in development activities, which is outlined in the Development Activities section of our Annual Report. This will be reflected in our Scope 3 reporting and subsequent performance.

Exceptions, Variations and Restatement

Our restatement threshold is 1%. Adjusted figures are not assured as part of our year-end processes. We have restated figures in Scope 3 category 1 Purchased goods and services as identified in our Streamlined Energy and Carbon Reporting (SECR) tables in the Annual Report (page 57) and the Sustainability Performance Tables (table 4). The restatement is due to improved granularity of spend-based data relating to our operational procurement, including maintenance, and repair materials and services. We have also updated the emission factors applied to this category to UK based DEFRA factors.

We have also restated the 2024/25 figure in Table 10 of our Performance Tables – absolute water consumption of development portfolio. Previously 2,209m³, this value has been updated to 3,336m³ to correct an error in the previous year's table.

During the period there was an increase in the number of gas supplies where consumption was estimated for the month of March 2026. This was due to a number of the automated meters dropping connection to our systems. We therefore reverted to manual meter readings and estimates for the final month of the period due to the timing of manual readings. As part of our continued metering project, we are working on improving the reliability of the transfer of data from the meters to our systems.

Based on utility type, total estimations were as follows:

- 1% of landlord purchased electricity
- 11% of landlord purchased gas
- 1% of landlord purchased water

Due to some challenges with metering in some of our assets undergoing refurbishment and development works, or those that completed during the period, we have had to estimate the breakdown between customer and landlord electricity consumption at 6 assets. Refer to the estimation heading under electricity for further detail.

During the reporting period, our like-for-like portfolio analysis excluded the following buildings:

- Alfred place, WC1, which underwent major refurbishment during the previous period.
- 170 Piccadilly (Former Egyptian and Dudley), W1, which underwent a major refurbishment, that completed during the period.
- Six, EC4, which underwent major refurbishment during the previous period.
- 141 Wardour Street, W1, which underwent a major refurbishment, that completed during the period.
- 19/23 Wells Street, W1, which was purchased in November 2024.
- Chapel Place, W1, which was purchased in March 2025.
- The Gable, WC1, which was purchased in September 2025.
- Wells & More (45 Mortimer Street), W1, which was sold during the period.
- 1 Newman Street, W1, which was sold during the period.
- 200 Grays Inn Road, WC1, which due to undergoing some refurbishment works while remaining operational, was powered by temporary generators during the period.

Normalisation and Intensity

We measure carbon and energy intensity by reference to consumption per m². We recognise that this may not always reflect the occupancy level of the building, which may also have an impact on the level of usage. Resource usage per m² is calculated using Gross Internal Area (common parts areas plus net lettable area).

The data is normalised to reflect the disposal of properties during each reporting period, and those that move into or out of the development portfolio. During the year. 1 Newman Street, W1, and Wells and Moore (45 Mortimer Street), W1, were sold with data reported up to the sale dates of 27/10/2026 and 16/03/2026 respectively. There were two developments, 170 Piccadilly, W1, and 141 Wardour, W1, that completed during the year and have been included in the calculation from the date of Practical completion, both in July 2025.

Further projects within the development pipeline can be found in the Development Activities and Capex Programme section of our Annual Report.

In order to calculate total normalised water consumption for each reporting period we have used the total common areas plus net lettable area for all properties consuming water.

Reported Metrics

Environment

- **Utilities**

- Electricity**

- **KPIs**

- Absolute energy consumption (kWh), absolute energy intensity (kWh/m²) (**A**)
 - Indirect energy refers to electricity generated elsewhere and consumed at building level
 - Energy Intensity Metric (kWh/m²/year) is calculated by dividing the Total Building Energy (electricity and fuel (gas)) by the building GIA normalised for the portion of the year that an asset was owned. The Energy Intensity metric excludes operational assets purchased within the preceding 3 years. In the 2026 year, in order to reflect true operational performance this metric includes electrical output from the generators at 200 Grays Inn Road, WC1 as it was powered by temporary generators during a period of refurbishment.

- **Reporting Boundaries**

- Corporate, Operational and Development Pipeline

- **Disclosure Alignment**

- SEC, EPRA, SASB

- **Data and Collection Methods**

- We recognise that utility data comes in various different forms and can often dictate our ability to report within certain timeframes. To that end we utilise the following utility data hierarchy:
 - Automatic Meter Readings
 - Manual Meter Readings

- Actual and Estimated Invoice Data
 - Estimations based on historic performance
- We recognise that manual processes are often prone to error, therefore we have addressed this risk by proactively investing into Automatic Meter Readers (AMR) for our mains supplies, smart sub-meters, a dedicated and centralised energy management system and digital twin technologies, all of which sit part of a wider business strategy to automate and collect all of our data within a wholly owned data warehouse. Full ownership of our data will further improve data accuracy and visibility.
- Our energy bureau service is responsible for collecting and collating utilities information, providing commentary on trends and raising issues with data collection (Our energy bureau service is responsible for the day to day management of our utility processes and support in the collation and aggregation of our end of year reporting figures)
- Our facilities management contractors are responsible for conducting monthly meter readings where required.
- Within our Development Pipeline, utilities data is tracked by our Contractor partners in their own data platforms, such as Smartwaste or Optimise and provided on a half-year basis.
- To support our market-based emissions reporting confirmation is provided by our Energy Broker, Brook Green, that our purchased electricity is generated through renewable tariffs. We also request evidence of the utilities contract or Renewable Energy Certificate in line with the GHG Protocol Scope 2 Guidance Quality Criteria
- **Estimations**
 - Due to meter onboarding issues, the customer/landlord electricity consumption split at 19/23 Wells Street, Six, 170 Piccadilly, Alfred Place and 141 Wardour Street has been estimated based on leased floor area. The customer/ landlord split at 200 Grays Inn Road has been estimated based on prior period customer consumption. At these buildings the whole building electricity consumption is actuals based on half hourly automated or invoiced consumption.
- **Exceptions, Variations and Restatements**
 - N/A
- **Other Relevant Items**
 - Self-generated renewable energy can be attribute to the following buildings in the reporting year – 1 Newman Street (until sale), Woolyard, Alfred Place, 141 Wardour Street, Kent House and Hanover Square

- As with incoming utilities, we follow a hierarchy of data quality with regards to energy produced on our sites. All data during the reporting year is based on automated or manual meter readings.
- During the period our largest asset, 200 Grays Inn Road, underwent a period of refurbishment whilst remaining operational. For a period of time the building was partly powered by temporary generators running on site. In line with EPRA best practice reporting, the fuel purchased and combusted on-site (mix of diesel and HVO) is included within our scope 1 metrics. To avoid double counting, the electrical output from the generators is excluded from our absolute electricity consumption metrics.
- However, in order to measure the true operational performance of the building in our Energy Use Intensity target, the electrical output of the generators was included in this metric. This consumption was metered and meter readings were provided by our contractors.

Gas

- **KPIs**
 - Absolute energy consumption (kWh), absolute energy intensity (kWh/m²) (A)
 - Direct energy refers to Gas consumption
- **Reporting Boundaries**
 - Corporate, Operational and Development Pipeline
- **Disclosure Alignment**
 - SEC, EPRA, SASB
- **Data and Collection Methods**
 - As per the electricity approach above for Operational Portfolio gas consumption.
 - For the Development Pipeline, on-site gas use is minimal as most Contractor Partners are committed to fossil fuel free sites but where it is used it is captured in data platforms and tracking templates.
 - During the period, our gas contract was carbon offset gas supplied by Brook Green. For this reporting period we have used location-based carbon conversion factors as per the table below for consistency
- **Estimations**

- As identified on page 3, there was an increase in the number of gas supplies where consumption was estimated for the month of March 2026. We therefore reverted to manual meter readings and estimates for the final month of the period due to timing of manual readings
- **Exceptions, Variations and Restatements**
 - None
- **Other Relevant Items**
 - None

Water

- **KPIs**
 - Absolute water consumption/treatment (m³), absolute water intensity (m³/m²)
 - Building Water Intensity is calculated by dividing Total Municipal Water withdrawn by total GIA of buildings where GPE supplies water. **NB** This differs from the GIA used for Energy intensities, as we do not supply water to our entire operational portfolio
- **Reporting Boundaries**
 - Corporate, Operational Portfolio and Development Pipeline
- **Disclosure Alignment**
 - SECR, EPRA, SASB
- **Data and Collection Methods**
 - All water data reported in this report covers potable water withdrawn from mains supply
 - For operational portfolio, water consumption (m³) from supplier invoices and automated or manual meter reads
 - For development pipeline, water consumption (m³) from supplier data for major and minor projects
- **Estimations**
 - N/A
- **Exceptions, Variations and Restatements**
 - 2024/25 figure in table 10 of our Performance Tables. Absolute water consumption of development portfolio.
- **Other Relevant Items**

- Municipal water in the EPRA reporting tables refers to Potable water consumption
- **Carbon**
 - **KPIs**
 - Scope 1 emissions
 - Emissions from combustion of fuel: gas used for shared services in managed portfolio (tCO₂e) (A)
 - Emissions from operations of facilities: fugitive emissions from refrigerant losses (tCO₂e) (A)
 - Emissions from purchased fuels combusted on-site in Temporary Generators (tCO₂e) (A)
 - Scope 2 emissions
 - Emissions from the purchase of electricity used in common parts areas for the managed portfolio (location and market based) (tCO₂e) (A)
 - Scope 3 emissions
 - Emissions from landlord purchased electricity sub-metered to customers (tCO₂e) (A)
 - GHG Emission Intensity
 - Emissions intensity Scope 1 and 2 (location-based) (tCO₂e/m²) is calculated by dividing landlord purchased energy used for common parts areas and shared services across the portfolio by normalised associated floor area (A)
 - Absolute emissions intensity from building energy consumption (tCO₂e/m²) is calculated by dividing emissions from landlord purchased energy used for common parts areas and electricity sub-metered to customers (Scope 1, 2 and 3) across the portfolio divided by normalised GIA (A)
 - **Reporting Boundaries**
 - Corporate, Operational Portfolio and Development Pipeline
 - **Disclosure Alignment**
 - GHG Protocol, SECR, EPRA, SASB

○ **Data and Collection Methods**

Scope and Category	Activity	Methodology
Scope 1		
	Natural Gas	Gas consumption (kWh) from automated metering systems, invoices and manual meter reads. If no data available, then consumption has been estimated for the period based on previous known data for 2025. Consumption data is multiplied by UK Government GHG Conversion Factors.
	Fuel Purchased for temporary generators	Fuel purchased (litres) a mix of diesel and HVO fuel. Purchased fuel based on invoices and multiplied by UK Government GHG Conversion Factor for the relevant fuel type.
	Refrigerants	Kilogram (kg) lost calculated from service records and invoices for top up gases, and multiplied by UK Government GHG Conversion Factor for the relevant gas type
Scope 2		
	Electricity Landlord Consumed	Electricity consumption (kWh) from automated metering system, invoices and manual meter reads. If no data available, then consumption has been estimated for the period based on previous known data for 2024/25. Consumption data multiplied by UK Government GHG Conversion Factors for location-based emissions and supplier factors for market-based emissions. We utilise market-based emissions factors to support our drive for greater transparency and smarter decision making in energy procurement. It also allows us to support our customers with their own sustainability ambitions.
Scope 3		
1. Purchased Goods and Services	Fuels used in construction	Volumes taken from supplier data and multiplied by the UK Government GHG Conversion Factors for relevant fuel type.
	Operational Procurement incl. maintenance and repair materials and services	Spend data for managed properties categorised according to UK spend based emission factors mapped to DEFRA spend based emission factors by Standard Industrial Classification (SIC) codes

Scope and Category	Activity	Methodology
	Water consumption during construction	Water consumption (m ³) from supplier data for major and minor projects and multiplied by the UK Government GHG Conversion Factors for water supply and water treatment.
	Water consumption in standing assets	Water consumption (m ³) from supplier invoices and automated and manual meter reads and multiplied by the UK Government GHG Conversion Factors for water supply and water treatment.
	Electricity consumption during construction	Electricity consumption (kWh) from supplier data and multiplied by the UK Government GHG Conversion Factors for electricity.
2. Capital Goods	Construction materials and services for new developments	Total embodied carbon per asset calculated using project level and Arup 3 rd party embodied carbon assessments (kgCO ₂ e/m ²) and assigned proportionately to the days of construction in the year compared to the total construction period.
	Construction materials and services for refurbishments	Total embodied carbon per asset calculated using project level and Arup 3 rd party embodied carbon assessments (kgCO ₂ e/m ²) and assigned proportionately to the days of construction in the year compared to the total construction period.
3. Fuel and energy related activities	Well to Tank and Transmission & Distribution from electricity	Calculated based on actual Scope 2 data with relevant UK Government GHG Conversion Factors applied.
	Well to tank from natural gas	Calculated based on actual Scope 1 data with relevant UK Government GHG Conversion Factors applied.
4. Upstream Transportation and Distribution	Transport of construction materials for developments and refurbishments	Mileage & direct emissions data provided by contractors for development projects. Transport emissions have not been included for minor projects, as these are included within the estimated procurement spend emissions.
5. Waste generated in operations	Waste generated during construction	Waste (tonnage) data from contractor data and multiplied by the relevant UK Government GHG Conversion Factors.
	Waste generated during demolition	Waste (tonnage) data from contractor data and multiplied by the relevant UK Government GHG Conversion Factors.
	Waste generated in operations	Waste (tonnage) data from supplier data and multiplied by the relevant UK Government GHG Conversion Factors.
6. Business Travel	Air, rail and taxi travel	Taken from employee travel booking and expense system, monthly invoices from private cab and courier company for employees, and external travel booking

Scope and Category	Activity	Methodology
		provider. With relevant UK Government GHG Conversation Factors applied and distance-based methodology.
7. Employee Commuting	GPE employees working from home	Emissions (tCO ₂ e) associated with working from home derived from the average employee count of the organisation over the year multiplied by the average number of days a year worked from home across the organisation. This quantity is converted to emissions using the relevant UK Government GHG Conversion Factor. <i>Directly employed personnel only.</i>
	GPE employees commuting	Employee commuting survey carried out in 2025 with approximately 70% response rate. Distances provided for daily commutes and the mode of transport were then multiplied by relevant UK Government GHG Conversation Factors and scaled up based on the average number of employees in the organisation and the average number of days spent in the office. <i>Directly employed personnel only.</i>
11. Use of Sold Products	Expected lifetime energy consumption of assets sold during the reporting year	All assets sold during the reporting period which were either developed or significantly refurbished by GPE were assumed to be demolished at end-of-life, which is assumed to be 60 years after the most recent large-scale refurbishment. The last full year of energy consumption of each asset was extrapolated for the remaining lifetime of the asset and converted to tCO ₂ e using projections of the UK's future grid, provided by the UK Government.
12. End of life treatment of Sold Products	Waste generated from demolition/deconstruction of sold assets	All assets sold during the reporting period which were either developed or significantly refurbished by GPE were assumed to be demolished at end-of-life, which is assumed to be 60 years after the most recent large-scale refurbishment.
13. Downstream leased assets	Customer electricity consumption (landlord-procured)	Electricity consumption (kWh) from customer recharges from sub-meter data and multiplied by the UK Government GHG Conversion Factors for electricity. If no data is available, customer electricity apportionment is estimated based on leased floor area.
	Customer electricity consumption (customer-procured)	Actual consumption (kWh) data provided by customers used where this is available. Where actual consumption data is not available, offices used an intensity based on REEB Benchmark multiplied by floor areas, whereas other asset types used CIBSE benchmarks multiplied by floor areas to estimate consumption.

Scope and Category	Activity	Methodology
		Consumption was then multiplied by the UK Government GHG Conversion Factors.

Please refer to Sustainability Performance Tables for emission factors used www.gpe.co.uk/sustainability/governance-reporting

- **Estimations**
 - All estimations made for each Scope and Category are listed in the Methodology section above
- **Exceptions, Variations and Restatements**
 - 2023/24 and 2024/25 Figures in Scope 3 category 1 Purchased goods and services have been restated as identified in our Streamlined Energy and Carbon Reporting (SECR) tables in the annual report (page 57) and the Sustainability Performance tables (table 4). The restatement is due to improved granularity of spend based data relating to our operational procurement, including maintenance, and repair materials and services. We have also updated the emission factors applied to this category to UK based DEFRA factors.
- **Other Relevant Items**
 - None
- **Waste**
 - **KPIs**
 - Total waste generated (tonnes), waste reused/recycled/recovered/diverted from landfill (%)
 - **Reporting Boundaries**
 - Corporate, Operational Portfolio and Development Pipeline
 - **Disclosure Alignment**
 - SECR, EPRA, SASB
 - **Data and Collection Methods**
 - GPE rely on a third party contractor for capturing waste data and reporting this to us. Larger buildings with space for onsite waste segregation have onsite weighing scales through the 'Think Green' platform and therefore have high data accuracy. Other buildings rely on a Kerbside waste collection with an industry average weight applied to bags collected

- Key waste streams reported on include paper, cans, plastic contains, biodegradable, cardboard, glass, compostable, toners and electronic
 - End destination treatment includes Reuse, Recycling, Anaerobic Digestion, Material Recovery, and Incineration, no waste is sent to landfill
 - Waste data from the development portfolio is provided from our contractors
- **Estimations**
 - In some instances, kerbside collection waste data is estimated using an industry average weight applied to bags collected
- **Exceptions, Variations and Restatements**
 - None
- **Other Relevant Items**
 - Non-hazardous waste is any waste that does not cause harm to people or the environment
 - Hazardous waste is any material that contains substances, or have properties, that might make it harmful to human health or the environment
- **Sustainable Assets**
 - **KPIs**
 - % of assets certified against Energy Performance Certificate (EPC) rating (A)
 - % of assets certified against sustainable building ratings
 - **Reporting Boundaries**
 - Whole portfolio including buildings let on FRI leases
 - Certification is reported against the NIA for the building taken from our leasing database and based on-site surveys, leasing and insurance information
 - For EPCs this is reported primarily on a whole building basis and not at demise level
 - **Disclosure Alignment**
 - EPRA, SASB

- **Data and Collection Methods**
 - Building assessments and certifications include:
 - BREEAM – a building assessment methodology that focuses on the holistic sustainability performance of the space targeting areas such as materials, waste and pollution
 - Ska – an environmental performance assessment focusing specifically on non-domestic fitout projects targeting energy, transport and wellbeing
 - EPC – an as-built Energy Performance Certificate outlining how energy efficiency the building or demise is, estimated energy costs and performance related features
 - NABERS – a building energy assessment methodology that focusses on how the building operates in practice, rather than as designed or built. Buildings fall under the Design for Performance (intended) or Energy for Offices (actual) categories.
 - Measurements for each of these certifications are based on the designed, built and operating performance of each of the assets and/or spaces and are provided by the 3rd party assessment body or an organisation acting on their behalf
 - Information used to support the certification includes architectural drawings, material specifications, schematics, as-built photographs, performance tests and technical statements. Further detail can be found on each of websites for specific certification bodies
 - The metric is calculated by dividing the certified NIA by total portfolio NIA

- **Estimations**
 - None
- **Exceptions, Variations and Restatements**
 - None
- **Other Relevant Items**
 - None

Health and Safety

We measure and report on our health and safety performance across key areas including our:

- **Direct Employees** – ensuring the health, safety and welfare of all direct employees measuring time lost due to absence which may occur from a health and safety incident
- **Managed Portfolio** – ensuring the safety and wellbeing, of our customers, supply chain partners and members of the public, assessing all accidents occurring on our existing buildings*
- **Development Activities** – ensuring our principal contractors are working without risks to health and safety, assessing all accidents occurring on our live development sites

*Excludes incidents occurring in FRI (Full Repairing and Insurance leases), Retail, customer demised spaces (unless within GPE fully managed buildings), near miss, and incidents involving other 3rd party contractors.

Health and safety performance reporting definitions

RIDDOR – as stated in the HSE Guidance for Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013 – GPE report injuries for the following:

- The death of any person from work-related activities
- Specified Injuries to workers
- Injuries to workers which result in their incapacitation for more than 7 days
- Injuries to non-workers which result in them being taken directly to hospital for treatment, or specified injuries to non-workers which occur on hospital premises

Injury definitions within GPE policy for health and safety performance, aligned to HSE Guidance

- **Fatality** – a fatality resulting from workplace activities
- **Minor Injury** – an injury resulting from a work-related accident, not reportable under RIDDOR Regulations (worker incapacitated for under 7 days)

- Lost time injury – a workplace incident or accident that results in an employee being unable to carry out their normal job duties for a period of time beyond the day of the injury

Metrics

- Injury rates – No. of injuries, divided by person hours worked, times by 100,000 (A for direct employees, managed and development portfolio)
- Lost day rate – No. of lost time injuries, divided by person hours worked, times by 100,000 (A for direct employees only)
- Work related fatalities – No of fatal injuries, divided by person hours worked, times by 100,000 (A for direct employees, managed and development portfolio)
- Reportable injuries/incidents (as defined by RIDDOR see above) – Number of RIDDORs, divided by person hours worked, times by 100,000 (A for direct employees, managed and development portfolio)
- Enforcement Notices or fines – Total Number of enforcement notices or fines received
- Absentee Rate – No. of absent days divided by the total number of workdays in the period (A for direct employees only)

Data is collated from our key areas including:

Direct Employees

Includes all employees directly employed by the company on full time, part time and fixed term contracts.

Excludes individuals working as contractors on behalf of GPE, accidents involving contractors are recorded under managed or development portfolio depending on their place of work, for contractors based at head office, this is reported under Managed portfolio.

Managed Portfolio

Covers all managed properties (excluding FRI), employees and members of public visiting those buildings, including all building owner demised/common areas, unless within our fully managed buildings which covers the whole building

Development Portfolio

Includes all developments where a Principal Contractor has been appointed.

Online data systems utilised for reporting

Accidents/incidents for the Managed and Development portfolio are reported on our online H&S risk management system, QUOODA, assessed by the health and safety team and all recorded data is reported to Board 6-monthly and the Exec Com and H&S Committee on a quarterly basis respectively.

Our online HR system BoB is used to record employee absence data through sickness and work related injuries.

Hours worked – Direct employees

Total days worked figure is obtained from employee numbers on BoB multiplied by 47 working weeks – total weeks in the year taking into account GPE holiday allocation. The figure will not take into account new starters or leavers. However, it is accepted that the impact on the final ratio is very limited.

The total hours worked figure is obtained from the total days worked multiplied by 8 hours. There are a few staff who work reduced hours however it is accepted that this has limited impact on any final figures.

The total number of employee days off work due to illness/injury figure is obtained from the sickness absence reporting on BoB. Please note that this figure does not factor in compassionate leave which may be discretionary.

Hours worked – Managed portfolio

The total person hours worked for the managed portfolio is derived from the data provided by our in-house site-based service partners.

Hours worked – Development portfolio

The total person hours worked for the development portfolio is derived from the data provided by our principal contractors. This includes site access software and site registration information.