

Basis of Reporting

Annual Report and Accounts & Sustainability
Performance Tables 2024

Environment and Health and Safety

Basis of Reporting

Introduction

Our approach to performance reporting applies to our Streamlined Energy and Carbon (SECR) reporting found within our Annual Report & 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 the Sustainability Accounting Standards Board (SASB).

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 2023 to 31 March 2024. This period aligns to our financial reporting and our other voluntary sustainability disclosures. This includes buildings that sit within wholly owned subsidiaries and joint ventures where GPE have 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 Assurance Statement, and 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 65% of our portfolio by floor area by NIA or 30 buildings, including our Head Office. 33 Cavendish Square, W1, is GPE's Head Office, 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 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.

We report the majority of Scope 3 categories as listed in this document and our Carbon Footprint, however 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, the following buildings are excluded from our reporting scope:

- Orchard Court, W1. This is excluded from our operational portfolio reporting due to ongoing metering challenges which we are working with the supplier and UKPN to resolve and the building remaining largely vacant throughout the reporting period.
- Soho Square, W1, which was purchased in August 2023 is excluded from reporting due to meter access issues and the building being largely vacant before transitioning to the development pipeline.

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 an intensity metric. 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 such as 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 Headquarter repositioning projects which includes both new build and major refurbishments – and Minor – our smaller refurbishments consisting of whole building or on floor fitouts.

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 our Annual Report in more detail from page 23. This will be reflected in our Scope 3 reporting and subsequent performance.

Exceptions, Variations and Restatement

Some of our 2022/23 figures have been re-stated to account for the replacement of some estimated data with actual data where it is now available to ensure it is accurate and comparable between years. Our restatement threshold is 1%. These adjusted figures were not assured as part of our year end processes this year. Restatement includes: Self-generated renewable electricity and customer electricity consumption (tenant procured).

Due to improvements in collecting data at the end of the reporting year, there was a decrease in the percentage of supplies estimated, however we recognise there are still improvements to be made, particularly for water. Based on utility type, these estimations were as follows:

- 1.6% of landlord purchased electricity
- 0% of landlord purchased gas
- 8.3% of landlord purchased water
- 15% of self-generated renewable electricity
 - Self-generated solar PV at Hanover Square was estimated for the first quarter reporting period due to new meter installation.

These have also been footnoted within the Streamlined Energy and Carbon Disclosure (SECR) table on pages 44-46 of our Annual Report and Accounts.

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

- 6 Brook Street, W1, which was sold in January 2024
- 1B Poland Steet, W1, which was sold in December 2023
- 50 Jermyn Street, and French Railway House SW1 which begun major refurbishment during the period
- Egyptian and Dudley House, W1, which begun major refurbishment during the period
- Bramah House, SE1, which was purchased in April 2023 and begun major refurbishment from February 2024

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 and acquisition of properties during each reporting period. During the year, 1B Poland Street. and 6 Brook Street, W1 were sold with data reported up until the sale date of 15 December 2023 and 18 January 2024 respectively.

There were two acquisitions during the year. Bramah House, SE1, was purchased 28 April 2023 and had been included within consumption from purchase date in April 2024. Bramah House subsequently underwent major redevelopment from February 2024 and has been included within development reporting from this date. 141 Wardour Street, W1, was purchased 03 May 2023 with vacant possession and is included within our development pipeline reporting.

Further projects within the development pipeline can be found in our Annual Report and Accounts from page 23.

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
- **Reporting Boundaries**
 - Corporate, Operational and Development Pipeline
- **Disclosure Alignment**
 - SECR, 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, or where that is not available we provide tracking templates.
- 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**
 - As above in Exceptions, Variations and Restatements
- **Exceptions, Variations and Restatements**
 - Self-generated renewable energy was restated for 2022/23 as actual meter data for Hanover Square was received
 - Customer Electricity Consumption (tenant procured) was restated for 2022/23 in line with better availability of customer data
- **Other Relevant Items**
 - Self-generated renewable energy can be attribute to the following buildings in the reporting year – 1 Newman Street and Hanover Square
 - As with incoming utilities, we follow a hierarchy of data quality with regards to energy produced on our sites. Where available we utilise direct output from the generation system which is the case for both buildings this reporting year. Hanover Square has three full quarter of actual data with the first quarter extrapolated for actual meter reads.

Gas

- **KPIs**
 - Absolute energy consumption (kWh), absolute energy intensity (kWh/m²) (A)
 - Direct energy refers to Gas consumption and refrigerant leakage at building level
- **Reporting Boundaries**
 - Corporate, Operational and Development Pipeline
- **Disclosure Alignment**
 - SECR, EPRA, SASB
- **Data and Collection Methods**
 - As per the electricity approach above for Operational Portfolio gas consumption

- Refrigerants and their associated losses (kilograms) are calculated through service records provided by external suppliers
- 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
- From 1st September 2023, our gas contract changed from carbon offset gas to biogas. For this reporting period we have used location-based carbon conversion factors as per the table below for consistency. Going forward we will also report emissions based on supplier specific biogas factors.
- **Estimations**
 - None
- **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 manual meter reads
 - For development pipeline, water consumption (m³) from supplier data for major and minor projects
- **Estimations**
 - None

- **Exceptions, Variations and Restatements**
 - None
- **Other Relevant Items**
 - Municipal water in the EPRA reporting tables refers to Potable water consumption
- **Carbon**
 - **KPIs**
 - **Scope 1 emissions (A)**
 - Emissions from combustion of fuel: gas used for shared services in managed portfolio (tCO₂e)
 - Emissions from operations of facilities: fugitive emissions from refrigerant losses (tCO₂e)
 - **Scope 2 emissions (A)**
 - Emission from the purchase of electricity used in common parts areas for the managed portfolio (location and market based) (tCO₂e)
 - **GHG Emission Intensity (A)** from building energy consumption (tCO₂e/m²) is calculated by dividing Total direct and indirect greenhouse gas emission (location-based) (emissions associated with purchased landlord energy and sub-metered energy occupier consumption) by total GIA
 - **Scope 3 emissions**
 - Emissions from landlord purchased electricity sub-metered to customers (tCO₂e) (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 2023. Consumption data is multiplied by UK Government GHG Conversion Factors.
	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 2022/23. 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 EPA's supply chain emissions factors 2023. Improved data coverage in 2023 enabled greater inclusion of relevant spend categories.
	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 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.

Scope and Category	Activity	Methodology
2. Capital Goods	Construction materials and services for new developments	Total embodied carbon per asset calculated using GPE and Arup's known 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 GPE and Arup's known 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	Distance & 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.
	Waste generated during construction	Waste data from supplier data, and multiplied by the relevant UK Government GHG Conversion Factors.
5. Waste generated in operations	Waste generated during demolition	Waste data from supplier data, and multiplied by the relevant UK Government GHG Conversion Factors.
	Waste generated in operations	Waste 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 provider. With relevant UK Government GHG Conversation Factors applied and distance-based methodology.
7. Employee Commuting	GPE employees working from home	Emissions associated with working from home using EcoAct methodology, with a 72% factor applied to account for hybrid working model. The 72% factor was calculated as per employee survey carried out in 2022 given the average time spent working from home as well as observable behaviour in line with GPE hybrid working policy. <i>Directly employed personnel only.</i>
	GPE employees commuting	Employee commuting survey carried out in 2022 with 56% response rate, with distances multiplied by relevant UK Government GHG Conversation Factors based on an average of 3.6 days spent working in the office due to the hybrid model and responses to the commuting survey. Updated commuting survey will be carried out in FY25. <i>Directly employed personnel only.</i>

Scope and Category	Activity	Methodology
11. Use of Sold Products	Expected lifetime energy consumption of assets sold during the reporting year	All assets sold in during the reporting period which were either developed or significantly refurbished by GPE were assumed to have a lifetime of 60 years, starting from the year of completion. The last full year of energy consumption of each asset was extrapolated for the remaining lifetime of the asset and converted to CO2e using projections of the UK's future grid, provided by the UK BEIS. Two properties (6 Brook Street and Poland Street) sold in 2024 reporting period.
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 in 60 years' time. Two properties (6 Brook Street and Poland Street) sold in 2023 reporting period.
13. Downstream leased assets	Customer electricity consumption (landlord-procured)	Electricity consumption (kWh) from customer sub-meter data, and multiplied by the UK Government GHG Conversion Factors for electricity.
	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 GPE actual electricity data and floor areas, whereas other asset types used CIBSE benchmarks multiplied by floor areas to estimate consumption. 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

Corporate travel data for the financial year included within our reported Scope 3 GHG emissions includes air travel, domestic train journeys, taxis, personal car mileage and public transport journeys that have been expensed for all direct GPE employees. Data is collected from expensed travel, bookings made through a 3rd party travel booking provider, and, monthly invoices from a private cab and courier company.

We have also included carbon emissions from home working and employee commuting to the office within our Scope 3 emissions reporting. We used a company-wide online survey to understand how many days employees typically commuted to the office and what type of transport their typical journey involves.

For employee travel and commuting, a distance-based method was used to calculate emissions. Travel distances for calculating emissions per journey were manually calculated using the resources below:

- Business-related rail mileage was estimated using a spend based proxy from distance calculations completed in the 2021/22 reporting year.
- Business related passenger mileage for air travel is provided by third party travel booking provider.
- Business related mileage from TFL journeys was estimated based on spend expensed through employee expense system. The majority of travel occurs in zone 1 where our buildings are located.
- Business related mileage in Black Cabs or Taxis were estimated using a median price based on the price bands provided by TfL: <https://tfl.gov.uk/modes/taxis-and-minicabs/taxi-fares>
 - **Estimations**
 - All estimations made for each Scope and Category are listed in the Methodology section above.
 - **Exceptions, Variations and Restatements**
 - Customer energy emissions (tenant procured) was restated for 22/23 in line with the above
 - **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 3rd party contractor for capturing waste data and reporting this to us. Accuracy of the waste data depends on the method of waste collection at the building as some smaller buildings use 'on street' bag collections where an estimate of 5kg per bag is applied, aligned with industry standards. Larger buildings with space for onsite waste segregation have onsite weighing scales through the 'Think Green' platform and therefore have high data accuracy. We recognise the importance of actual data and are working on greater transparency with waste reporting.
 - 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, Incineration and Landfill
 - Waste data from the development portfolio is provided either directly from our contractors or captured within an online Power BI solution that uses scanned waste ticket data from our contractors to derive waste information.
- **Estimations**
 - In some instances, waste data is estimated due to the difficulty in measuring the weight of waste where no weighing facilities are available. For the following waste streams, weight is estimated based on waste contractor benchmarks and the volume of the waste collected:
 - Glass
 - Food Waste
 - Cardboard
 - Coffee Waste
 - Coffee Cups
 - Secure Shredding
- **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 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
 - Ecohomes – a building assessment methodology that focussed on holistic sustainability performance specifically for residential dwellings
 - 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 floor area (m²) 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 RIDDOR reportable incidents and accidents*
- **Development Portfolio** – ensuring our principal contactors are working without risks to health and safety, assessing RIDDOR reportable incidents and accidents

*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 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 only)
- 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 only)
- Reportable injuries/incidents (as defined by RIDDOR see above) – Number of RIDDORs, divided by person hours worked, times by 100,000
- 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

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.