



LEA 02	Disclosures	Monetary	Principles
<p>By providing investors the most up-to-date and comprehensive information on the company's ESG performance, we enable them to make informed investment decisions. This information is provided in a clear and concise manner, and is available to all investors. We also provide a detailed explanation of the company's ESG performance, and the impact of the company's ESG performance on its financial performance.</p>	<p>LEA 02</p>	<p>Monetary</p>	<p>Principles PRI 1, 2, 3</p>
<p>Type of engagement</p> <p>Individual/internal staff engagements</p> <p>Collaborative engagements</p> <p>Service provider engagements</p>	<p>Reason for interaction</p> <p>To support investment decision-making in & company's interests</p> <p>To influence corporate transition for climate change</p> <p>To engage in ESG issues</p> <p>Other: specify</p> <p>We do not engage in internal staff</p> <p>To support investment decision-making in & company's interests</p> <p>To influence corporate transition for climate change</p> <p>Other: specify</p> <p>We do not engage in collaborative engagements</p> <p>To support investment decision-making in & company's interests</p> <p>To influence corporate transition for climate change</p> <p>Other: specify</p> <p>We do not engage in service provider engagements</p> <p>To support investment decision-making in & company's interests</p> <p>To influence corporate transition for climate change</p> <p>Other: specify</p>	<p>Individual/internal staff engagements</p> <p>Collaborative engagements</p> <p>Service provider engagements</p>	<p>Reason for interaction</p> <p>To support investment decision-making in & company's interests</p> <p>To influence corporate transition for climate change</p> <p>To engage in ESG issues</p> <p>Other: specify</p> <p>We do not engage in internal staff</p> <p>To support investment decision-making in & company's interests</p> <p>To influence corporate transition for climate change</p> <p>Other: specify</p> <p>We do not engage in collaborative engagements</p> <p>To support investment decision-making in & company's interests</p> <p>To influence corporate transition for climate change</p> <p>Other: specify</p> <p>We do not engage in service provider engagements</p> <p>To support investment decision-making in & company's interests</p> <p>To influence corporate transition for climate change</p> <p>Other: specify</p>

RI TRANSPARENCY REPORT

2014/15

DTZ Investment Management Limited

About this report

The PRI Reporting Framework is a key step in the journey towards building a common language and industry standard for reporting responsible investment (RI) activities. This RI Transparency Report is one of the key outputs of this Framework. Its primary objective is to enable signatory transparency on RI activities and facilitate dialogue between investors and their clients, beneficiaries and other stakeholders. A copy of this report will be publicly disclosed for all reporting signatories on the [PRI website](#), ensuring accountability of the PRI Initiative and its signatories.

This report is an export of the individual Signatory organisation's response to the PRI during the 2014-15 reporting cycle. It includes their responses to mandatory indicators, as well as responses to voluntary indicators the signatory has agreed to make public. The information is presented exactly as it was reported. Where an indicator offers a response option that is multiple-choice, all options that were available to the signatory to select are presented in this report. Presenting the information exactly as reported is a result of signatory feedback which suggested the PRI not summarise the information. As a result, the reports can be extensive. However, to help easily locate information, there is a **Principles index** which highlights where the information can be found and summarises the indicators that signatories complete and disclose.

Understanding the Principles Index

The Principles Index summarises the response status for the individual indicators and modules and shows how these relate to the six [Principles for Responsible Investment](#). It can be used by stakeholders as an 'at-a-glance' summary of reported information and to identify particular themes or areas of interest.

Indicators can refer to one or more Principles. Some indicators are not specific to any Principle. These are highlighted in the 'General' column. When multiple Principles are covered across numerous indicators, in order to avoid repetition, only the main Principle covered is highlighted.

All indicators within a module are presented below. The status of indicators is shown with the following symbols:

Symbol	Status
✓	The signatory has completed all mandatory parts of this indicator
☑	The signatory has completed some parts of this indicator
🔒	This indicator was not relevant for this signatory
-	The signatory did not complete any part of this indicator
Ⓜ	The signatory has flagged this indicator for internal review

Within the table, indicators marked in blue are mandatory to complete. Indicators marked in grey are voluntary to complete.

Principles Index

Organisational Overview				Principle						General
Indicator	Short description	Status	Disclosure	1	2	3	4	5	6	
OO 01	Signatory category and services	✓	Public							✓
OO 02	Headquarters and operational countries	✓	Public							✓
OO 03	Subsidiaries that are separate PRI signatories	✓	Public							✓
OO 04	Reporting year and AUM	✓	Public							✓
OO 05	Breakdown of AUM by asset class	✓	Asset mix disclosed in OO 06							✓
OO 06	How would you like to disclose your asset class mix	✓	Public							✓
OO 07	Segregated mandates or pooled funds	🔒	n/a							✓
OO 08	Breakdown of AUM by market	✓	Private							✓
OO 09	Additional information about organisation	✓	Public							✓
OO 10	RI activities for listed equities	🔒	n/a							✓
OO 11	RI activities in other asset classes	✓	Public							✓
OO 12	Modules and sections required to complete	✓	Public							✓

Overarching Approach				Principle						General
Indicator	Short description	Status	Disclosure	1	2	3	4	5	6	
OA 01	RI policy and other guidance documents	✓	Public							✓
OA 02	Publicly available policies / documents	✓	Public							✓
OA 03	Policy components and coverage	✓	Public	✓	✓					
OA 04	Conflicts of interest	✓	Public							✓
OA 05	RI goals and objectives	✓	Public							✓
OA 06	Main goals/objectives this year	✓	Private							✓
OA 07	Governance, management structures and RI processes	✓	Private							✓
OA 08	RI roles and responsibilities	✓	Public							✓
OA 09	RI in performance management, reward and/or personal development	✓	Private							✓
OA 10	Collaborative organisations / initiatives	✓	Public				✓	✓		
OA 11	Promoting RI independently	✓	Public				✓			
OA 12	Dialogue with public policy makers or standard setters	✓	Private				✓	✓	✓	
OA 13	ESG issues in strategic asset allocation	✓	Private	✓						
OA 14	Allocation of assets to environmental and social themed areas	✓	Private	✓						
OA 15	ESG issues for internally managed assets not reported in framework	🔒	n/a							✓
OA 16	ESG issues for externally managed assets not reported in framework	🔒	n/a							✓
OA 17	RI/ESG in execution and/or advisory services	🔒	n/a	✓	✓					
OA 18	Innovative features of approach to RI	✓	Private							✓
OA 19	Internal and external review and assurance of responses	✓	Private							✓

Direct - Property				Principle						General
Indicator	Short description	Status	Disclosure	1	2	3	4	5	6	
PR 01	Breakdown of investments by equity and debt	✓	Private							✓
PR 02	Breakdown of assets by management	✓	Private							✓
PR 03	Largest property types	✓	Private							✓
PR 04	Description of approach to RI	✓	Private	✓						✓
PR 05	Responsible Property Investment (RPI) policy	✓	Public	✓						✓
PR 06	Fund placement documents and RI	✓	Public	✓			✓			✓
PR 07	Formal commitments to RI	✓	Private				✓			
PR 08	Incorporating ESG issues when selecting investments	✓	Public	✓						
PR 09	ESG advice and research when selecting investments	✓	Private	✓			✓			
PR 10	Examples of ESG issues in investment selection process	✓	Public	✓		✓				
PR 11	Types of ESG information considered in investment selection	✓	Private	✓		✓				
PR 12	ESG issues impact in selection process	✓	Private	✓						
PR 13	ESG issues in selection, appointment and monitoring of third-party property managers	✓	Public				✓			
PR 14	ESG issues in post-investment activities	✓	Public		✓					
PR 15	Proportion of assets with ESG targets that were set and monitored	✓	Public		✓	✓				
PR 16	Certification schemes, ratings and benchmarks	✓	Private		✓					
PR 17	Proportion of developments and refurbishments where ESG issues were considered	✓	Public		✓					
PR 18	Proportion of property occupiers that were engaged with	✓	Public		✓					
PR 19	Proportion of green leases or MOUs referencing ESG issues	✓	Private		✓					
PR 20	Proportion of assets engaged with on community issues	✓	Private		✓					
PR 21	ESG issues affected financial/ESG performance	✓	Private	✓	✓					
PR 22	Examples of ESG issues that affected your property investments	-	n/a	✓		✓				
PR 23	Disclosure of ESG information to public and clients/beneficiaries	✓	Public							✓

DTZ Investment Management Limited

Reported Information

Public version

Organisational Overview

PRI disclaimer

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Basic Information

OO 01	Mandatory	Gateway/Peering	General
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OO 01.1 Select the services you offer.

Fund management

% of assets under management (AUM) in ranges

- <10%
- 10-50%
- >50%

Fund of funds, manager of managers, sub-advised products

% of assets under management (AUM) in ranges

- <10%
- 10-50%
- >50%

Other, specify

Execution and advisory services

OO 02	Mandatory	Peering	General
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OO 02.1 Select the location of your organisation's headquarters.

United Kingdom

OO 02.2 Indicate the number of countries in which you have offices (including your headquarters).

- 1
- 2-5
- 6-10
- >10

OO 02.3 Indicate the approximate number of staff in your organisation in full-time equivalents (FTE).

FTE

122

OO 03	Mandatory	Descriptive	General
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OO 03.1

Indicate whether you have subsidiaries within your organisation that are also PRI signatories in their own right.

- Yes
- No

OO 04

Mandatory

Gateway/Peering

General

OO 04.1

Indicate the year end date for your reporting year.

31/12/2014

OO 04.2

Indicate your total AUM at the end of your reporting year, excluding subsidiaries you have chosen not to report on, and advisory/execution only assets.

	trillions	billions	millions	thousands	hundreds
Total AUM		7	261	000	000
Currency	GBP				
Assets in USD		12	006	694	607

OO 04.5

Indicate the level of detail you would like to provide about your asset class mix.

- Approximate percentage breakdown to the nearest 5% (e.g. 45%)
- Broad ranges breakdown (i.e. <10%; 10-50%; >50%)

OO 06

Mandatory

Descriptive

General

OO 06.1

To contextualise your responses to the public, indicate how you would like to disclose your asset class mix.

- Publish our asset class mix as broad ranges

	Internally managed (%)	Externally managed (%)
Listed equity	0	0
Fixed income – corporate	0	0
Fixed income – government	0	0
Fixed income – other	0	0
Private debt	0	0
Private equity	0	0

Property	>50%	0
Infrastructure	0	0
Commodities	0	0
Hedge funds	0	0
Forestry	0	0
Farmland	0	0
Inclusive finance	0	0
Cash	0	0
Other (1), specify	0	0
Other (2), specify	0	0

○ Publish our asset class mix as per attached file (the following image formats can be uploaded: .jpg, .jpeg, .png,.bmp and .gif)

OO 09	Voluntary	Descriptive	General
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OO 09.1	Provide any additional information about your organisation, its mission, strategies, activities or investments which are important to contextualise your responsible investment activities.
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DTZ Investors is an award-winning, research-driven investment house, which has provided specialist real estate fund management services to clients for more than 45 years.

Our clients invest in direct and indirect real estate taking both equity and debt positions. Our strategies help them identify the most appropriate exposure to take, to generate the best risk-adjusted returns. We believe that by managing these assets in a responsible manner will not only help deliver the best returns for our clients, but will also provide positive benefits to reduce the environmental, social and governance impacts that result from property assets.

DTZ Investors recognises that as an investment house, it has a fiduciary duty to its clients to achieve the best returns possible from the assets it manages on their behalf, however achieving those returns should not be at an undue cost to the wider society. We therefore understand that we have a responsibility to manage those assets in a manner that is sensitive the environment, provides social benefit and does not put the reputation of either DTZ Investors or our clients at risk through poor corporate practices.

We see that becoming a signatory to the UNPRI will endorse our commitment to maintaining high standards of environmental, social and corporate governance, and will enable us to better engage with all stakeholders to share a common purpose and objective to improve performance in these areas.

As such, as new signatories to the UNRPI, our key objectives for the first 12 months would be to:

- Establish a common framework, including policies and procedures, that will set a foundation for applying environmental, social and corporate governance best practice consistently across assets we manage;
- Establish appropriate objectives and targets in relation to improving our ESG performance;
- Develop appropriate metrics and tools to enable us to measure and publicly report our performance in ESG;
- Ensure all of our own team are aware of and trained on our RPI objectives, and are engaged to support us to achieve our targets;
- Engage with third party providers to promote our RPI objectives and work with them to align their activities to support the achievement of our own ESG objectives.

Gateway asset class implementation indicators

OO 11	Mandatory	Gateway	General
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OO 11.1 Indicate if in the reporting year you incorporated ESG issues into your investment decisions and/or your active ownership practices in the following internally managed asset classes.

- Property
- None of the above

OO 11.3 Additional information. [Optional]

There is a wide divergence between the sustainable characteristics of the existing building stock and DTZ Investors recognises that some buildings will be economically more expensive to improve than others, and more vulnerable to obsolescence and depreciation risk. It is DTZ Investors policy to factor such risks into investment decision taking such that an informed decision can be taken with respect to potential costs and depreciation risk.

OO 12	Mandatory	Gateway	General
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OO 12.1 The modules and sections that you will be required to complete are listed below.

This list is based on the percentages provided in your AUM breakdown and your responses to the gateway indicators. You are only required to report on asset classes that represent 10% or more of your AUM. You may report voluntarily on any applicable modules or sections by selecting them from the list. Fixed Income and Infrastructure are voluntary.

Core modules

- Organisational Overview
- Overarching Approach (including assets which do not have a separate module)

RI implementation directly or via service providers

Direct - Other asset classes with dedicated modules

- Property

Closing module

- Closing module

DTZ Investment Management Limited

Reported Information

Public version

Overarching Approach

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Responsible investment policy

OA 01	Mandatory	Gateway/Core Assessed	General
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OA 01.1	Indicate if you have a responsible investment policy.
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- Yes
 No

OA 01.2	Indicate if you have other guidance documents or more specific policies related to responsible investment.
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- Yes
 No

OA 01.3	Provide a brief description of the key elements of your responsible investment policy or, if you do not have a policy, of your overall approach to responsible investment. [Optional]
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As a major real estate investment manager, we recognise the significant impact that our activities have on the environment as well as the communities where our properties are located. Our approach to sustainability, environmental responsibility and corporate social responsibility (CSR) rests within the context of our clients' financial performance objectives as well as legislative requirements. Our specific policies will as a minimum be compliant with UK statutory requirements and EU directives, and beyond this we aim to lead in the establishment of best practices in the real estate industry. In deciding upon the policies that we should adopt we follow a proportional cost-benefit led approach. This does not mean that all initiatives must be self financing or indeed that there must be a proven economic reward, but means that we will consider the relationship between the financial cost of any investment or activity and our evaluation of the economic, environmental and social rewards. Importantly we will also consider our portfolios in the context of market practice and 'peer group' properties to guard against depreciation risk and obsolescence (sometimes referred to as 'future proofing of investments').

To maintain coordination and leadership in the area of responsible investment, we have established a committee of experts representative of our fund management, property management and facilities management teams. It is this committee that has been responsible for the development and approval of the policies and targets set out in our responsible investment policy, and that will be responsible for overseeing its implementation, reporting on results and future modifications.

The responsible investment policies are applicable to all of our discretionary managed property portfolios and to our advisory mandates in so far as concern the scope of our contractual services and ability to influence the management of portfolios. These policies are designed to be specific and measurable so that we may evaluate and report upon the success of this policy and its implementation in future years.

The DTZ Investors Responsible Investment policies are designed to promote sustainability and environmental and corporate social responsibility in ten core areas: Energy efficiency; Water efficiency; Recycling, waste reuse and reduction of consumption of materials; Ground and water pollution; Air pollution; Transport; Flood risk; Supply chain management; Occupier well-being; Impact on local communities.

OA 02	Mandatory	Core Assessed	PRI 6
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OA 02.1	Indicate if your responsible investment policy is publicly available.
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- Yes

OA 02.2	Provide a URL to your responsible investment policy.
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URL

[http://www.dtz.com/UK/What we do/Investment+management](http://www.dtz.com/UK/What_we_do/Investment+management)

No

OA 02.3 Indicate if your other policies or guidance documents related to responsible investment are publicly available.

Yes

Yes, all

Yes, some

OA 02.4 List these other policies or guidance documents related to responsible investment that are publicly available and their URLs.

Policy or document name	URL
Stewardship Code Policy	http://www.dtz.com/StaticFiles/UK/DTZ_IM_UK_Stewardship_policy_2013.pdf
DTZ Global Code of Ethics	http://www.dtz.com/StaticFiles/UK/Global%20Code%20of%20Ethics.pdf

No

OA 02.5 Additional information. [Optional]

Our RPI policy was being reviewed at the time of submission. However, the updated docuemnt will be available from the above link from end of May 2015.

OA 03 **Mandatory** **Core Assessed** **PRI 1,2**

OA 03.1 Indicate the components/types and coverage of your responsible investment policy and guidance documents.

Select all that apply

Policy components/types	Coverage by AUM
<input type="checkbox"/> Policy setting out your overall approach <input type="checkbox"/> Engagement/active ownership policy <input checked="" type="checkbox"/> Specific guidelines on corporate governance <input checked="" type="checkbox"/> Specific guidelines on environmental issues <input checked="" type="checkbox"/> Specific guidelines on social issues <input type="checkbox"/> Asset class-specific guidelines <input checked="" type="checkbox"/> Screening/exclusion policy <input type="checkbox"/> Other, specify <input type="checkbox"/> Other, specify	<input type="radio"/> Applicable policies cover all AUM <input checked="" type="radio"/> Applicable policies cover a majority of AUM <input type="radio"/> Applicable policies cover a minority of AUM

OA 04	Mandatory	Core Assessed	General
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OA 04.1 Indicate if your organisation has a policy on managing potential conflicts of interest in the investment process.

Yes

OA 04.2 Describe your policy on managing potential conflicts of interest in the investment process. [Optional]

DTZ Investors follows the wider DTZ policy on conflicts of interest. Details can be found here: <http://www.dtz.com/StaticFiles/UK/Global%20Code%20of%20Ethics.pdf>

No

Objectives and strategies

OA 05	Mandatory	Gateway/Core Assessed	General
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OA 05.1 Indicate if your organisation sets objectives for its responsible investment activities.

Yes

OA 05.2 Indicate how frequently your organisation sets or revises objectives for responsible investment.

At least once per year

Less than once per year

OA 05.3

Indicate how frequently your organisation formally reviews performance against its objectives for responsible investment.

- Quarterly
 - Biannually
 - Annually
 - Every two years or less
 - It is not reviewed
- No

Governance and human resources

OA 08

Mandatory

Gateway/Core Assessed

General

OA 08.1

Indicate the roles present in your organisation and for each, indicate whether they have oversight and/or implementation responsibilities for responsible investment.

Roles present in your organisation

- Board members or trustees
 - Oversight/accountability for responsible investment
 - Implementation of responsible investment
 - No oversight/accountability or implementation responsibility for responsible investment
- Chief Executive Officer (CEO), Chief Investment Officer (CIO), Investment Committee
 - Oversight/accountability for responsible investment
 - Implementation of responsible investment
 - No oversight/accountability or implementation responsibility for responsible investment
- Other Chief-level staff or head of department, specify
Chairman and Head of Strategy

- Oversight/accountability for responsible investment
- Implementation of responsible investment
- No oversight/accountability or implementation responsibility for responsible investment
- Portfolio managers
 - Oversight/accountability for responsible investment
 - Implementation of responsible investment
 - No oversight/accountability or implementation responsibility for responsible investment
- Investment analysts
 - Oversight/accountability for responsible investment
 - Implementation of responsible investment
 - No oversight/accountability or implementation responsibility for responsible investment
- Dedicated responsible investment staff
 - Oversight/accountability for responsible investment
 - Implementation of responsible investment
 - No oversight/accountability or implementation responsibility for responsible investment
- External managers or service providers
 - Oversight/accountability for responsible investment
 - Implementation of responsible investment
 - No oversight/accountability or implementation responsibility for responsible investment
- Other role, specify
- Other role, specify

Promoting responsible investment

OA 10	Mandatory	Core Assessed	PRI 4,5
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OA 10.1	Select the collaborative organisation and/or initiatives of which your organisation is a member or in which it participated during the reporting year, and the role you played.
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Select all that apply

- Principles for Responsible Investment

Your organisation's role in the initiative during the reporting period (see definitions)

- Basic
- Moderate
- Advanced
- Asian Corporate Governance Association
- Association for Sustainable & Responsible Investment in Asia
- Australian Council of Superannuation Investors
- CDP Climate Change
- CDP Forests
- CDP Water
- CFA Institute Centre for Financial Market Integrity
- Council of Institutional Investors (CII)
- Eumedion
- Extractive Industries Transparency Initiative (EITI)
- Global Investors Governance Network (GIGN)
- Global Real Estate Sustainability Benchmark (GRESB)
- Institutional Investors Group on Climate Change (IIGCC)
- Interfaith Center on Corporate Responsibility (ICCR)
- International Corporate Governance Network (ICGN)
- Investor Group on Climate Change, Australia/New Zealand (IGCC)
- Investor Network on Climate Risk (INCR)/CERES
- Local Authority Pension Fund Forum
- Regional or National Social Investment Forums (e.g. UKSIF, Eurosif, ASRIA, RIAA), specify
- Shareholder Association for Research and Education (Share)
- United Nations Environmental Program Finance Initiative (UNEP FI)
- United Nations Global Compact
- Other collaborative organisation/initiative, specify
- Other collaborative organisation/initiative, specify
- Other collaborative organisation/initiative, specify
- Other collaborative organisation/initiative, specify

OA 11	Mandatory	Core Assessed	PRI 4
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OA 11.1	Indicate if your organisation promotes responsible investment, independently of collaborative initiatives.
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- Yes
- No

DTZ Investment Management Limited

Reported Information

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Direct - Property

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Overview

PR 05	Mandatory	Core Assessed	PRI 1-6
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PR 05.1 Indicate if your organisation has a Responsible Property Investment (RPI) policy.

Yes

PR 05.2 Provide a URL if your RPI policy is publicly available. [Optional]

http://www.dtz.com/UK/What_we_do/Investment+management

No

PR 05.3 Additional information. [Optional]

Our RPI policy was being reviewed at the time of submission. However, the updated docuemnt will be available from the above link from end of May 2015.

Fundraising of property funds

PR 06	Mandatory	Core Assessed	PRI 1,4,6
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PR 06.1 Indicate if your fund placement documents (private placement memorandums (PPMs) or similar) refer to responsible investment aspects of your organisation.

Yes

No

Not applicable as our organisation does not fundraise

PR 06.4 Describe why your organisation does not fundraise.

DTZ Investors works only on behalf of segregated pension funds, and does not fundraise.

Pre-investment (selection)

PR 08	Mandatory	Gateway	PRI 1
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PR 08.1 Indicate if your organisation typically incorporates ESG issues when selecting property investments.

Yes

PR 08.2

Provide a description of your organisation's approach to incorporating ESG issues in property investment selection. [Optional]

To support investment decision taking, DTZI commissions a sustainability pre acquisition audit for all UK properties before exchange of contracts. These reports include a sustainability improvement plans for the property, identifying capital costs and any financial savings that should be factored into investment underwriting.

No

PR 10

Mandatory

Core Assessed

PRI 1,3

PR 10.1

Indicate which E, S and/or G issues are typically considered by your organisation in the property investment selection process and list up to three examples per issue.

ESG issues

Environmental

List up to three typical examples of environmental issues

Building services: Review of building systems technology, metering and services arrangements.

EPC: Compliance, rating and measures requires to improve it.

F-Gas and Air Conditioning: Compliance and measures required to improve performance.

Social

List up to three typical examples of social issues

Occupier wellness: Assessment of recreational space, bicycles storage, changing facilities, etc.

Tenant satisfaction in relation to the community

Demographic issues

Governance

List up to three typical examples of governance issues

The Investment team considers ethical risks and sustainability for each investment.

Health & safety legislative framework

Specific building regulations such as access for people with disabilities

Selection, appointment and monitoring third-party property managers

PR 13

Mandatory

Core Assessed

PRI 4

PR 13.1

Indicate if your organisation includes ESG issues in your selection, appointment and/or monitoring of third-party property managers.

Yes

PR 13.2

Indicate how your organisation includes ESG issues in your selection, appointment and/or monitoring of third party property managers.

- Selection process of property managers incorporated ESG issues
- Contractual requirements when appointing property managers includes ESG issues
 - For all third party property managers
 - For a majority of property managers
 - For a minority of property managers
- Monitoring of property managers covers ESG responsibilities and implementation
 - For all third party property managers
 - For a majority of property managers
 - For a minority of property managers

PR 13.3

Provide a brief description of your organisation's selection, appointment and monitoring of third party property managers. [Optional]

DTZ Investors recognises the key role that property and facility managers play in achieving our PRI objectives. Third party property managers are required to abide the scope and requirements of our RPI policy including specific criteria in four main areas (policy management, monitoring and benchmarking, reporting, and stakeholder engagement). Key requirements are then translated into agreed KPIs for monitoring performance. This is carried out by the RPI Committee, which includes representatives of our property managers, on a quarterly basis.

PR 13.4

Describe how your third party property managers contribute to the management of ESG issues for your property investments. [Optional]

In addition to their contribution to minimising the environmental and social impact at each of our properties, third party property managers provide the relevant data to our energy and sustainability consultants for ESG performance measuring and reporting. This is at the heart of our policy implementation.

No

Post-investment (monitoring and active ownership)

Overview

PR 14

Mandatory

Gateway

PRI 2

PR 14.1

Indicate if your organisation, and/or property managers, considers ESG issues in post-investment activities relating to your property assets.

Yes

PR 14.2	Indicate whether your organisation, and/or property managers, considers ESG issues in the following post-investment activities relating to your property assets.
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- We consider ESG issues in property monitoring and management
- We consider ESG issues in property developments and refurbishments
- We consider ESG issues in property occupier engagements
- We consider ESG issues in community engagements related to our properties
- We consider ESG issues in other post-investment activities, specify

PR 14.3	Describe how your organisation, and/or property managers, considers ESG issues in post-investment activities related to your property assets. [Optional]
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Once a property is acquired, DTZ's Strategic Energy and Sustainability team is commissioned to undertake an analysis of the ESG data identifying any limitations, path of progress in increasing data available and, where data is available, setting the baselines for evaluating performance against the various Responsible Investment policy targets over time.

The DTZI Responsible Investment policies are designed to promote sustainability and environmental and corporate social responsibility in ten core areas:

1. Energy efficiency
2. Water efficiency
3. Recycling, waste reuse and reduction of consumption of materials
4. Ground and water pollution
5. Air pollution
6. Transport
7. Flood risk
8. Supply chain management
9. Occupier well-being
10. Impact on local communities

In addition, DTZI undertakes 'Sustainability Improvement Plans' across all properties in client portfolios, which will form part of annual business planning (annual strategies). Sustainability Improvement Plans will identify the most appropriate sustainability improvement initiatives that could be implemented at each building. They will identify the potential cost and resource savings estimated to be involved in each initiative suggested, as well as any contribution to reduction in either energy consumption, CO2 emissions, water usage or waste to landfill. Financial payback estimates will be highlighted in sustainability improvement plans alongside other stakeholder and environmental benefits.

The sustainability improvement plan will assign a priority to potential projects identified based on projected efficiency and proportionality of cost to potential sustainability improvement. DTZ strategic Energy and Sustainability Team's specialist technicians develop and review its sustainability improvement plans annually. Each sustainability improvement plan will identify and schedule capital investment programmes, incorporating any associated cost and financial benefits into asset level business plans. The Sustainability Improvement Plan will also form the basis for discussion of improvement in technology with tenants when tenants propose replacement or alterations to buildings or plant and machinery.

No

Property monitoring and management			
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PR 15	Mandatory	Core Assessed	PRI 2,3
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PR 15.1 Indicate the proportion of property assets for which your organisation, and/or property managers, set and monitored ESG targets (KPIs or similar) during the reporting year.

- >90% of property assets
- 51-90% of property assets
- 10-50% of property assets
- <10% of property assets

(in terms of number of property assets)

PR 15.2 Indicate ESG issues for which your organisation, and/or property managers, typically sets and monitors targets (KPIs or similar) and provide examples per issue.

ESG issues

- Environmental

List up to three example targets per issue

- CO2 emissions per sqm
- Water consumption per sqm
- Reduce waste sent to landfill

- Social

List up to three example targets per issue

- Tenants adopting sustainable transport targets
- Use of online tenant portals
- Occupier satisfaction surveys

- Governance

List up to three example targets per issue

- Meetings with the Head of Responsible Investment Committee to track implementation of Responsible Investment policy
- Sustainability training for Property and Facility managers
- Use of DTZI's standard for Green Leases

- We do not set and/or monitor against targets

Property developments and refurbishments

PR 17	Mandatory	Core Assessed	PRI 2
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PR 17.1	Indicate the proportion of active property developments and refurbishments where ESG issues have been considered.
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- >90% of active developments and refurbishments
- 51-90% of active developments and refurbishments
- 10-50% of active developments and refurbishments
- <10% of active developments and refurbishments
- N/A, no developments and refurbishments of property assets are active

(by number of active property developments and refurbishments)

PR 17.2	Indicate if the following ESG considerations are typically implemented and monitored in your property developments and refurbishments.
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- Minimum environmental site selection requirements
- Minimum environmental site development requirements
- Sustainable construction materials
- Minimum water efficiency requirements
- Minimum energy efficiency requirements
- Energy generation from on-site renewable sources
- Waste management plans at sites
- Health and safety management systems at sites
- Construction contractors comply with sustainability guidelines
- Other, specify

PR 17.3	Additional information. [Optional]
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DTZI aims that each refurbishment or building project should consider sustainability at all levels, from initial briefing and requests for proposal through to selection of design and building contractor partners and final completion. This DTZI policy for refurbishment or building projects includes policies in relation to:

- Selection and appointment of design consultants
- Format and content of design briefing and request for proposal from designers
- Procurement of building contractors
- Construction contract requirements
- Post project review requirements

Occupier engagement			
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PR 18	Mandatory	Core Assessed	PRI 2
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PR 18.1	Indicate the proportion of property occupiers your organisation, and/or your property managers, engaged with on ESG issues during the reporting year.
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- >90% of occupiers
- 51-90% of occupiers
- 10-50% of occupiers
- <10% of occupiers

(in terms of number of occupiers)

PR 18.2	Indicate if the following practises and areas are typically part of your, and/or your property managers', occupier engagements.
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- Distribute a sustainability guide to occupiers
- Organise occupier events focused on increasing sustainability awareness
- Deliver training on energy and water efficiency
- Deliver training on waste minimisation
- Provide feedback on energy and water consumption and/or waste generation
- Provide feedback on waste generation
- Carry out occupier satisfaction surveys
- Other, specify

PR 18.3	Additional information. [Optional]
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DTZI aims to work with the occupiers of its buildings to understand their overall level of satisfaction with a building, identify any issues associated with occupier wellbeing and to check satisfaction with services provided under the service charge. In so doing, we believe that we can also gain a better understanding of tenant intentions for the future, which can assist us in effective management of properties. We will also work with tenants to ensure that the roll out of our sustainability policies is understood, and that tenants can see the benefits of energy data sharing, and know how to use the technology in our buildings effectively. We also aim to educate tenants and to provide information to help tenants manage the environmental impact of their occupation through their own behaviour, their own occupational fit-out, and their own transport patterns.

Communication

PR 23	Mandatory	Core Assessed	PRI 6
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PR 23.1	Indicate if your organisation proactively discloses ESG information on your property investments.
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- Disclose publicly
- Disclose to clients/beneficiaries only

PR 23.2	Indicate if your organisation uses property specific reporting standards to disclose information related to your property investments' ESG performance.
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- Global Reporting Initiative (GRI) Construction & Real Estate Sector Supplement (CRESS)
- Other property reporting standards, specify
IPD-EcoPAS

No property specific reporting standards are used

PR 23.6

Indicate the type of ESG information that your organisation proactively discloses to your clients/beneficiaries.

- ESG information on how you select property investments
- ESG information on how you monitor and manage property investments
- Information on your property investments' ESG performance
- Other, specify

PR 23.7

Indicate your organisation's typical frequency of disclosing ESG information to the your clients/beneficiaries.

- Quarterly or more frequently
 - Semi annually
 - Annually
 - Every two years or less frequently
 - Ad-hoc, specify
- No proactive disclosure to the public or to clients/beneficiaries