



# Data Tables

GRI:	102-10	102-48	102-49	302-1
	302-3	302-4	303-3	305-1
	305-2	305-3	305-4	305-5
	306-2			

## Environment<sup>1</sup>

Quantitative Data	2018	2017	2016	GRI Indicator
<b>Greenhouse Gas Emissions (GHG) (tCO<sub>2</sub>e)</b>				
<b>GHG emissions (Scope 1 and 2)<sup>1,2</sup></b>	<b>123,605</b>	121,170	120,362	305-1, 305-2
Managed office	90,441	90,446	90,995	305-1, 305-2
Multi-residential	33,164	30,725	29,367	305-1, 305-2
<b>Direct GHG emissions Scope 1<sup>1,2</sup></b>	<b>57,832</b>	54,763	52,302	305-1
Managed office	30,207	29,110	27,817	305-1
Multi-residential	27,625	25,653	24,485	305-1
<b>Energy indirect GHG emissions Scope 2 (location-based)<sup>1,2</sup></b>	<b>65,773</b>	66,407	68,060	305-2
Managed office	60,234	61,336	63,178	305-2
Multi-residential	5,539	5,072	4,882	305-2
<b>Energy indirect GHG emissions Scope 2 (market-based)<sup>1,2</sup></b>	<b>51,404</b>	46,690	57,668	305-2
Managed office	46,085	41,618	52,786	305-2
Multi-residential	5,319	5,072	4,882	305-2
<b>Other indirect GHG emissions Scope 3<sup>3</sup></b>	<b>23,158</b>	21,322	23,003	305-3
Managed office	7,344	7,603	8,067	305-3
Multi-residential	15,814	13,719	14,936	305-3
<b>GHG emissions intensity (tCO<sub>2</sub>e/1,000 sq ft)<sup>4</sup></b>	<b>4.97</b>	4.87	4.93	305-4, CRE3
Managed office	4.81	4.82	4.87	305-4, CRE3
Multi-residential	5.33	4.97	5.06	305-4, CRE3
<b>Net reduction of GHGs through conservation (tCO<sub>2</sub>e)<sup>5</sup></b>	<b>(18,341)</b>	(17,211)	(13,566)	305-5
<b>Energy Consumption (MWh)</b>				
<b>Energy consumed within the organization<sup>6</sup></b>	<b>689,492</b>	675,108	678,829	302-1
Non-renewable fuel consumed	312,404	295,871	282,680	302-1
Natural gas (metered)	312,404	295,871	282,680	302-1

Quantitative Data	2018	2017	2016	GRI Indicator
Fuel oil	-	-	-	302-1
Electricity purchased for consumption	356,451	360,069	379,280	302-1
Steam purchased for consumption	20,636	19,168	16,869	302-1
<b>Energy intensity (ekWh/sq ft)<sup>7</sup></b>	<b>23.36</b>	23.07	23.34	302-3, CRE1
Managed office	24.44	24.35	24.75	302-3, CRE1
Multi-residential	20.98	20.16	20.07	302-3, CRE1
<b>Net reduction of energy through conservation (MWh)<sup>8</sup></b>	<b>(62,465)</b>	(42,873)	(34,776)	302-4
<b>Waste</b>				
<b>Waste generated absolute (tonnes)<sup>9</sup></b>	<b>10,742</b>	10,569	10,984	306-2
Managed office	3,289	3,597	3,605	306-2
Multi-residential	7,453	6,972	7,378	306-2
<b>Waste generated intensity (tonnes/1,000 sq ft)</b>	<b>0.36</b>	0.36	0.38	306-2
Managed office	0.16	0.18	0.18	306-2
Multi-residential	0.81	0.78	0.84	306-2
<b>Waste disposal method (tonnes)<sup>10</sup></b>				
Waste to landfill <sup>11</sup>	10,158	9,765	10,175	306-2
Recycled <sup>12</sup>	6,793	5,454	7,042	306-2
Organics <sup>13</sup>	1,033	1,164	1,329	306-2
Recovery for energy <sup>14</sup>	585	804	809	306-2
<b>Waste to landfill diversion rate (%)<sup>15</sup></b>	<b>42%</b>	39%	43%	306-2
<b>Water<sup>16</sup></b>				
<b>Water withdrawn (m<sup>3</sup>)</b>	<b>2,278,815</b>	2,262,953	2,380,639	303-1
Managed office	1,174,873	1,170,609	1,292,294	303-1
Multi-residential	1,103,942	1,092,344	1,088,345	303-1



GRI: 102-10 102-48 102-49

Environment<sup>1</sup> (continued)

Quantitative Data	2018	2017	2016	GRI Indicator
<b>Water consumption intensity (L/sq ft)<sup>17</sup></b>	<b>77.22</b>	77.33	81.85	CRE2
Managed office	<b>57.81</b>	57.60	63.59	CRE2
Multi-residential	<b>120.14</b>	122.18	124.20	CRE2
<b>Green Building Certifications, Labelling or Rating</b>				
<b>Overall % of assets</b>				
% of individual buildings that received a green building certification <sup>18</sup>	<b>88.5%</b>	88.1%	77.1%	CRE8
<b>Number of buildings by asset class<sup>19</sup></b>				
Total number of certified buildings	<b>353</b>	348	356	CRE8
Office	<b>64</b>	61	81	CRE8
Multi-residential	<b>36</b>	35	7	CRE8
Open-air retail	<b>90</b>	91	50	CRE8
Light industrial	<b>163</b>	161	218	CRE8
<b>Number of buildings by type of certification<sup>20</sup></b>				
LEED (CaGBC)	<b>17</b>	18	29	CRE8
BOMA BEST (BOMA Canada)	<b>346</b>	335	345	CRE8
Built Green (NRCAN)	<b>1</b>	1	1	CRE8

<sup>1</sup> All environment data (i.e., emissions, energy, water, and waste) relates to GWLRA's managed office and multi-residential portfolios, are consolidated based on an operational control approach, and externally assured. Industrial and retail data is excluded as data is only available for common areas and is under the *de minimis* threshold for reporting ( $\approx 0.5\%$  of overall emissions) as stated by the GHG Protocol. GHG emissions totals are calculated using Scope 2 location-based emissions totals.

<sup>2</sup> Our Scope 1 and 2 GHG emissions relate to assets under management where we have operational control. Our base year of reporting is 2013. We use the WBCSD GHG Protocol Corporate Accounting and Reporting Standard to guide our methodology for calculating GHG emissions. The gases included in the calculation cover carbon dioxide, methane and nitrous oxide. The emission factors and global warming potentials are based on the most recently available Environment Canada National Inventory Report, Enwave Studies and the International Panel on Climate Change factors. Scope 1 emissions relate to natural gas and fuel oil consumption and exclude GHG emissions associated with backup generator fuel use and refrigerant top-ups. Scope 2 emissions relate to purchased electricity and steam. Scope 2 market-based emissions are provided for reference, and include the purchase of renewable energy credits.

<sup>3</sup> Our Scope 3 GHG emissions include emissions from waste sent to landfill and energy recovery, and water distribution for assets under management where we have operational control. We use the WBCSD GHG Protocol Corporate Accounting and Reporting Standard to guide our methodology for calculating GHG emissions. The gases included in the calculation cover carbon dioxide,

methane and nitrous oxide. The emission factors and global warming potentials are based on the Environment Canada National Inventory Report (NIR) and the International Panel on Climate Change factors.

- <sup>4</sup> Our GHG emissions intensities relate to Scope 1, 2 and 3 for office and multi-residential properties only (as reported in this appendix). The total square footage for the denominators used to calculate the emissions intensities are based on gross floor area.
- <sup>5</sup> Estimated reduction of Scope 1, 2 and 3 GHG emissions as a direct result of conservation initiatives at office and multi-residential properties, relative to the 2013 base year emissions. The gases included in the calculation cover carbon dioxide, methane and nitrous oxide. The estimation accounts for new developments, and factors outside of management control that influence emissions, such as changes in emission factors, occupancy and weather. External factors, such as weather, are accounted for using regression analysis.
- <sup>6</sup> Energy consumed within the organization relates to our managed office and multi-residential portfolio of assets under management that fall within our operational control boundary as defined in the WBCSD GHG Protocol Corporate Accounting and Reporting Standard. Where properties are outside of our operational control (e.g., single-tenant buildings paying all utilities), we do not report energy information. The energy consumption disclosure includes energy consumption from non-renewable fuel sources (i.e., natural gas, fuel oil) and purchased electricity and steam consumption.
- <sup>7</sup> Our energy intensity covers the energy consumed within the managed office and multi-residential portfolio, covering natural gas and fuel oil, and purchased electricity and steam consumption. We report energy intensity based on kWh per square foot of gross floor area.
- <sup>8</sup> Estimated reduction of energy consumption as a direct result of conservation initiatives at our office and multi-residential properties, relative to 2013 base year energy consumption. The energy sources included in the calculation cover natural gas, fuel oil, electricity and steam. The estimation accounts for new developments, and factors outside management control that influence energy use, such as occupancy and weather. External factors, such as weather, are accounted for using regression analysis.
- <sup>9</sup> All waste data relates to the non-hazardous waste produced at our managed office and multi-residential portfolio of assets under management, which is sent to landfill or recovery for energy.
- <sup>10</sup> Waste disposal methods have been determined by the information provided to us by our waste disposal managers/contractors.
- <sup>11</sup> Landfill waste includes non-hazardous waste at our managed office and multi-residential portfolio of assets under management.
- <sup>12</sup> Recycled waste includes various recycling streams (e.g., paper, cardboard, plastics) at our managed office and multi-residential portfolio of assets under management.
- <sup>13</sup> Organic waste includes all indoor and outdoor waste collected for composting or organics pick-up.
- <sup>14</sup> Amount of waste sent to recovery for energy (i.e., waste-to-energy plants) is provided by our waste disposal contractors.
- <sup>15</sup> Only recycled and organic waste is counted as diverted. The average office diversion rate in 2018 was 62.8%, while the average diversion rate for multi-residential properties was 23.4%.
- <sup>16</sup> All water consumption and intensity data relates to the water withdrawn from municipal water supplies at our managed office and multi-residential portfolio of assets under management. We calculate the water withdrawn from the information provided by our utility providers.
- <sup>17</sup> We report water intensity based on litres per square foot of gross floor area.
- <sup>18</sup> The percentage is based on eligible, individually certified buildings. By floor area, 92% of eligible buildings maintained a green certification in 2018, up from 88% in 2017. Several individually certified buildings may encompass a single asset, as reported in the main body of this report.
- <sup>19</sup> A decrease in the total number of certifications in certain asset classes and across different certification types since 2016 reflect the establishment of QuadReal Property Group, a property/investment management firm, by one of GWLRA's long-standing clients, which began to manage its own assets starting in 2017 and fully transitioned its assets in early 2018.
- <sup>20</sup> Some buildings maintain more than one type of certification, therefore total certifications may exceed the number of certified properties.



GRI:	102-7	102-8	102-10	102-48
	102-49	403-1	403-2	405-1
	416-1			

## Safety

Quantitative Data	2018	2017	2016	GRI Indicator
<b>Joint Management-Worker Health and Safety (H&amp;S) Committees</b>				
% workforce in joint management-worker H&S committees <sup>21</sup>	25%	30%	31%	403-1
<b>OHSAS 18001 Management System</b>				
% of organization operating under a safety management system aligned with OHSAS 18001	100%	100%	100%	CRE6
<b>Health and Safety Training</b>				
Number of employees receiving health and safety training	522	640	640	404-1
Number of hours of safety received per employee	6.0	4.0	10.0	404-1
<b>Occupational Health and Safety Performance</b>				
Injury rate (recordable incident rate) <sup>22</sup>	0.65	1.71	0.92	403-2
Severity rate <sup>23</sup>	0	0.46	0.62	403-2
Lost day rate <sup>24</sup>	0	0.63	0.61	403-2
Occupational diseases	0	0	0	403-2
Total number of dangerous occurrences (near miss incidents)	8	10	15	403-2
Fatalities <sup>25</sup>	0	0	0	403-2

<sup>21</sup> The joint management-worker H&S committees have been established in all regions nationally and consist of supervisors and workers. Workers represent no less than 50% of those members on the Joint Health and Safety Committees and have an elected Co-Chair to preside with an appointed employer Co-Chair. A slight decline in 2018 is attributed to the establishment of QuadReal Property Group, a property/investment management firm, by one of GWLRA's long-standing clients, which began to manage its own assets starting in 2017.

<sup>22</sup> The injury rate is the number of recordable incident cases per 200,000 employee hours worked (Number of Recordable Cases X 200,000/Number of employee hours worked). The injury rate does not include minor (first-aid level) injuries. All incidents requiring immediate medical attention of a doctor, hospital or dentist are reported. Declines in injuries, severity and lost day rates are principally due to a targeted OHS training program in 2018 for higher-risk staff.

<sup>23</sup> The severity rate is the number of lost workdays divided by the total number of recordable incidents.

<sup>24</sup> Lost day rate is Number of Lost Time Cases X 200,000/Number of employee hours worked.

<sup>25</sup> Fatalities relate to our employees.

## Employer of Choice

Quantitative Data	2018	2017	2016	GRI Indicator
<b>Total Employees<sup>26</sup></b>				
Total number of employees	752	783	935	102-7
<b>Employees by Gender<sup>27</sup></b>				
Number of employees (female)	356 (47%)	368 (47%)	435 (47%)	102-8
Number of employees (male)	396 (53%)	415 (53%)	500 (53%)	102-8
<b>Employees by Contract<sup>27</sup></b>				
Number of employees (permanent)	711	745	884	102-8
Number of employees (part-time)	11	12	18	102-8
Number of employees (temporary or contractors)	30	26	33	102-8
<b>Employees by Region<sup>27</sup></b>				
Alberta	146	160	208	102-8
Atlantic Canada	18	27	30	102-8
British Columbia	71	75	96	102-8
Manitoba/Saskatchewan	84	90	96	102-8
Ontario	387	390	469	102-8
Quebec	46	41	36	102-8
<b>New Employee Hires<sup>28</sup></b>				
Total number of new employee hires	145 (19%)	129 (16%)	157 (17%)	401-1
<b>Age group</b>				
New employee hires below 30 years old	43 (29%)	31 (24%)	51 (33%)	401-1
New employee hires 30–50 years old	85 (59%)	72 (56%)	71 (45%)	401-1
New employee hires above 50 years old	17 (12%)	26 (20%)	35 (22%)	401-1
<b>Gender</b>				
New employee hires for women	66 (46%)	59 (46%)	71 (45%)	401-1
New employee hires for men	79 (54%)	70 (54%)	86 (55%)	401-1



GRI:	102-7	102-8	102-10	102-48
	102-49	103	201-1	203-1
	401-1	404-1	404-2	404-3
	405-1			

## Employer of Choice (continued)

Quantitative Data	2018	2017	2016	GRI Indicator
<b>Employee Turnover<sup>29</sup></b>				
<b>Employee Turnover Number</b>	<b>178 (24%)</b>	297 (38%)	139 (15%)	401-1
<b>Age group</b>				
Employee turnover below 30 years old	<b>31 (18%)</b>	45 (15%)	32 (23%)	401-1
Employee turnover 30–50 years old	<b>79 (44%)</b>	148 (50%)	69 (50%)	401-1
Employee turnover above 50 years old	<b>68 (38%)</b>	104 (35%)	38 (27%)	401-1
<b>Gender</b>				
Employee turnover for women	<b>78 (44%)</b>	135 (45%)	72 (52%)	401-1
Employee turnover for men	<b>100 (56%)</b>	162 (55%)	67 (48%)	401-1
<b>Employee Training</b>				
<b>Training &amp; Education: Internal, Online Courses<sup>30</sup></b>				
Total compliance training (hrs) <sup>31</sup>	<b>2,169</b>	1,136	2,652	404-1
Total independent online training (hrs) <sup>32</sup>	<b>1,486</b>	584	1,233	404-1
Internal training hours per employee (hrs/employee/yr)	<b>4.90</b>	2.20	4.16	404-1
<b>Training &amp; Education: External Courses<sup>33</sup></b>				
Number of employees who applied for funding	<b>302 (40%)</b>	391 (50%)	262 (28%)	404-1, 404-2
Training funding (\$)	<b>\$220,198</b>	\$282,195	\$233,629	404-1, 404-2

<sup>26</sup> Our full-time employees represent GWL Realty Advisors and our wholly owned subsidiary Vertica Resident Services. It includes permanent, part-time and contract employees. We do not have unionized employees. The decrease in total number of employees between 2016 and 2018 reflects the establishment of QuadReal Property Group, a property/investment management firm, by one of GWLRA's long-standing clients, which began to manage its own assets starting in 2017 and fully transitioned its assets in early 2018. The majority of the departures from GWLRA were transitioned to the newly established company and were not the result of layoffs.

<sup>27</sup> Employees by region and gender include permanent, part-time and contract employees. Full-time and part-time employees are differentiated based on customary number of hours worked per week, while temporary and casual workers are defined on the basis of their short-term work contracts (e.g., co-op terms). Employee data is managed and extracted through GWLRA's payroll system and internal databases.

<sup>28</sup> Our new employee hire numbers represent employees hired during the reporting year.

<sup>29</sup> Our employee turnover numbers include all departures from the company, both voluntary and involuntary, including resignations, dispositions, terminations and retirements. The relatively high turnover rates (%) in 2017 and 2018 are primarily due to the transition of our commercial assets and associated staff to a newly established company, QuadReal (see footnote 26). These turnover rates also account for employees who chose to participate in the Great-West Life Assurance Company's Voluntary Retirement Program (VRP), initiated in 2017.

<sup>30</sup> Internal, online training covers courses offered through the Great-West Life Assurance Company's eLearning platform.

<sup>31</sup> Compliance training refers to company codes, policies, and mandatory courses (e.g., anti-money laundering, code of conduct, accessibility, privacy, etc.). The increase in total training hours in 2018 is related to the launch of new, mandatory compliance courses, including cyber security and anti-fraud training.

<sup>32</sup> Independent online training refers to voluntary skills development (e.g., computer skills, leadership capabilities, etc.). The increase in total training hours in 2018 is primarily related to three initiatives: GWLRA's parent company, Great-West Life, launched a new learning and development platform, which allowed more learning and training courses to be recorded and tracked; GWLRA launched a new compensation and career level framework and year-end process that had associated webinars and training for employees, and; GWLRA began upgrading its standard software package for employees, and concurrently deployed associated training on the upgraded software packages.

<sup>33</sup> External training is supported by the Great-West Life Assurance Company's \$2,000/FTE/yr as per the Talent Development Policy, which supports employee development in job-related skills and competencies. Participation in the program is voluntary. Numbers do not include training funded through business units' discretionary budgets.

## Community Investment

Quantitative Data	2018	2017	2016	GRI Indicator
Cash contribution <sup>34</sup>	<b>\$215,150</b>	\$219,641	\$284,798	201-1
In-kind giving, product or service donations (hrs) <sup>35</sup>	<b>1,000</b>	1,046	1,708	201-1

<sup>34</sup> Total of charitable contributions made by GWLRA, GWLRA/Vertica employees, or GWL on GWLRA's behalf to various charitable organizations. In 2018, part of the charitable contributions were estimated due to data availability. Due in part to the decreases in staff since 2016 (refer to HR tables), charitable contributions have declined from previous years.

<sup>35</sup> GWLRA employee hours contributed for Habitat for Humanity build days (Halifax, Montreal, Ottawa, Toronto) in 2016.