

HUFVUDSTADEN

**GRI REPORT
AND INDEX 2014**



GRI Report 2014

Hufvudstaden's joint Sustainability Report comprises the Annual Report for 2014 and this GRI Report and Index. The Company's sustainability work is reported in compliance with the Global Reporting Initiative (GRI) guidelines.

THIS YEAR'S SUSTAINABILITY REPORT

Since 2011, Hufvudstaden has published a report each year according to the GRI Sustainability Reporting Guidelines. This year's report is the first to be presented according to the new reporting standard GRI G4. Reporting takes place on the CORE level and also includes GRI's sector-specific supplement for the construction and property industry.

SUSTAINABILITY AND CORPORATE SOCIAL RESPONSIBILITY

Sustainability work at Hufvudstaden has its starting point in the Company's vision and business concept. At Hufvudstaden, sustainability work is about assuming long-term responsibility, both in terms of financial development and in environmental and social issues.

Sustainability work covers everything from the operation of our properties to redevelopment, business ethics and our human resource policy.

HUFUDSTADEN'S VALUES

The corporate culture is value-governed and characterized by a strong sense of commitment throughout the whole organization. Our four core values are quality, honesty, attentiveness and commitment. These values form the basis for how our employees act in business situations and in their dealings with colleagues and suppliers. They help us to achieve our operating objectives and at the same time they are vital to the development of more sustainable operations.

Hufvudstaden has identified the following five stakeholder groups who are most affected by our work

- Tenants
- Employees
- Shareholders
- Suppliers
- Society

Most important sustainability areas

- Business ethics
- Customer relations
- Suppliers
- Energy use
- Climate impact
- Waste management
- Attractive employer

Our values

- Quality
- Honesty
- Attentiveness
- Commitment

GRI Index 2014

GENERAL STANDARD DISCLOSURES

		Page	Comment/exclusion
Strategy and Analysis			
G4-1	CEO's comments	AR 12 – 13	
Organizational Profile			
G4-3	Name of the organization	AR 50	
G4-4	Primary brands, products and/or services	AR 10, 122	
G4-5	Organization's headquarters	AR 122	
G4-6	Countries where the organization operates	AR 10	
G4-7	Ownership and legal form	AR 24 – 25	
G4-8	Markets served	AR 16 – 22	
G4-9	Scale of the organization	AR 8, 32, 96 – 97	
G4-10	Total number of employees by employment contract and gender	AR 32, 34, 76	The figures do not include staff employed on a temporary basis and contractors.
G4-11	Percentage of totale employees covered by collective bargaining agreements		All employees are covered by a collective agreement. Hufvudstaden is a member of the employer organization Almega.
G4-12	Organization's supply chain	AR 28 – 29	
G4-13	Significant changes during the reporting period	AR 24 – 25	
G4-14	Precautionary approach	AR 28 – 30	
G4-15	Membership of sustainability initiatives	AR 28	
G4-16	Membership of associations	AR 28	
Identified material aspects and boundaries			
G4-17	Entities included in the organization's consolidated performance	AR 32, 36 – 47, 80	
G4-18	Process for defining the report content and Aspect boundaries	AR 27	
G4-19	Material aspects identified	R 4 – 5	
G4-20	Aspect boundary within the organization	R 4 – 5	
G4-21	Aspect boundary outside the organization	R 4 – 5	
G4-22	Effects of any restatements		No material changes during the year.
G4-23	Significant changes in the scope and aspect boundaries compared with previous reporting periods	AR 27	
Stakeholder engagement			
G4-24	Stakeholder groups engaged by the organization	AR 27	
G4-25	Basis for identification and selection of stakeholders	AR 27	
G4-26	Approach to stakeholder engagement	AR 27	
G4-27	Key topics and concerns raised by stakeholders	AR 27	
Report profile			
G4-28	Reporting period	AR 27	
G4-29	Date of most recent previous report	AR 27	
G4-30	Reporting cycle	AR 27	
G4-31	Contact point for the report	AR 101, R 6	
G4-32	GRI content	R 3 – 5	
G4-33	Assurance		Report not externally assured.
Governance			
G4-34	Governance structure of organization	AR 28, 50 – 53	
Ethics and integrity			
G4-56	Organizations values, principles, standards and norms of behaviour	AR 10, 27 – 30, 32	

Abbreviations: AR = Annual report R = GRI Report

ASPECTS AND INDICATORS					
Key sustainability areas	GRI aspect	Boundary	GRI indicator	Page	Comment/exclusion
Energy use	Energy	Relevant WO/OO as a result of the CO2 emissions generated by energy use.	G4-EN3 Energy consumption within the organization.	AR 29	At the NK department stores and in Fyran and Femman, Hufvudstaden is a contracting party for a number of electricity contracts utilized by the tenants. This means that in addition to electricity used to operate the property reported energy use also includes electricity used by the tenants in their operations. The power used by the tenants in their operations in the department stores is significant, which results in a relatively high energy use figure.
			G4-EN6 Reduction in energy use.	AR 29	
			CRE1 Energy intensity in buildings.	AR 29	
			G4-DMA	AR 29	
Climate impact	Emissions	Relevant WO/OO as a result of the CO2 emissions generated by energy use.	G4-EN16 Energy indirect greenhouse gas (GHG) emissions (Scope 2).	AR 29	
			CRE3 Greenhouse gas emissions intensity from buildings.	AR 29	
			G4-DMA	AR 29–30	
Waste management	Waste	Relevant OO due to the generation of waste by the tenants and contractors.	G4-EN23 Total weight of waste by type and disposal method.	AR 30	The majority of waste for which Hufvudstaden is responsible is what is categorised as household waste and the local authorities have a monopoly on collection. At the present time, we are unable to obtain any reliable statistics regarding this waste. Sorted waste is handled by each tenant. Building waste is handled by each contractor individually and we do not have access to statistics regarding this waste.
			G4-DMA	AR 29–30	
Attractive employer	Employment Education and competence development	Relevant WO by Hufvudstaden wanting to attract and retain employees and OO by potential employees expressing an interest in Hufvudstaden as an employer.	G4-LA1 Total number and rates of new employee hires and employee turnover.	AR 34	Staff benefits include individually adapted competence development, health and fitness grants, health checks, health insurance, payment of up to 90% of salary in conjunction with parental leave, and massage. All employees are covered by an occupational pension scheme. Staff benefits do not apply to temporary staff and staff employed on an hourly basis. 99% of employees have had an appraisal discussion during the year.
			G4-LA2 Benefits provided to full-time employees.		
			G4-LA11 Percentage of employees receiving regular performance and career development reviews.		
			G4-DMA	K4	

Abbreviations: AR = Annual Report DMA = Disclosures on Management Approach WO = Within the organization OO = Outside the organization

ASPECTS AND INDICATORS					
Key sustainability areas	GRI aspect	Boundary	GRI indicator	Page	Comment/exclusion
Suppliers	Supplier assessments, working conditions	Relevant WO by Hufvudstaden formulating and imposing stipulations on suppliers and contractors and OO by contractors being required to satisfy the stipulations.	G4-LA15 Significant actual and potential negative impacts for labour practices in the supply chain and actions taken.	AR 28 – 29	
			G4-DMA	AR 28 – 29	
Business ethics	Counteract corruption Respect for laws and rules	Relevant WO by preventing the giving and taking of bribes and OO by partners satisfying Hufvudstaden's business ethics stipulations and counteracting corruption.	G4-SO3 Total number and percentage of operations assessed for risk related to corruption and the significant risk identified.	AR 28	Hufvudstaden has not been ordered to pay any significant fines during the year.
			G4-SO8 Monetary value of significant fines and the total number of non-monetary sanctions for non-compliance with laws and regulations.		
			G4-DMA	AR 28	
Customer relations	Labelling of products and services	Relevant WO/OO due to the fact that one of Hufvudstaden's operating objectives is to have the most satisfied customers in the industry.	G4-PR5 Results of surveys measuring customer satisfaction.	AR 28	<i>Fastighetsbarometern</i> is the annual analysis made by the CFI Group and the Swedish Property Federation of how Swedish office tenants perceive their landlords. The study provides answers to how the tenants perceive the premises, the property owner's service level, how satisfied the tenants are overall and how loyal they are. The total level of satisfaction is presented as a Customer Satisfaction Index on a 100-point scale. <i>Fastighetsbarometern</i> is also run among the leading property owners in Sweden, which means that the CFI Group can calculate an average Customer Satisfaction Index for the industry.
			CRE8 Type and number of sustainability-certified buildings.	AR 30	
			G4-DMA	AR 30	

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