

GRI-index 2015

General Standard Disclosures

Strategy and Analysis

	Page	Comment/exclusion
G4-1 CEO's comments	AR 10-11	

Organizational Profile

	Page	Comment/exclusion
G4-3 Name of the organization	AR 52	
G4-4 Primary brands, products and/or services	AR 8, 106	
G4-5 Organization's headquarters	AR 106	
G4-6 Countries where the organization operates	AR 8	
G4-7 Ownership and legal form	AR 24 - 25	
G4-8 Markets served	AR 14 - 22, 40-49	
G4-9 Scale of the organization	AR 7-34, 100-101	
G4-10 Total number of employees by employment contract and gender	AR 33 - 34, 78	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 30	
G4-13 Significant changes during the reporting period	AR 24 - 25, 48	
G4-14 Precautionary approach	AR 32	
G4-15 Membership of sustainability initiatives	AR 31	
G4-16 Membership of associations	AR 31	

Identified material aspects and boundaries

	Page	Comment/exclusion
G4-17 Entities included in the organization's consolidated performance	AR 33, 38 - 49, 82	
G4-18 Process for defining the report content and Aspect boundaries	AR 29-30	
G4-19 Material aspects identified		GRI Index, Aspects and Indicators
G4-20 Aspect boundary within the organization		GRI Index, Aspects and Indicators
G4-21 Aspect boundary outside the organization		GRI Index, Aspects and Indicators
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 29-30	No changes during the year.

Stakeholder engagement

	Page	Comment/exclusion
G4-24 Stakeholder groups engaged by the organization	AR 29-30	
G4-25 Basis for identification and selection of stakeholders	AR 29-30	
G4-26 Approach to stakeholder engagement	AR 29-30	
G4-27 Key topics and concerns raised by stakeholders	AR 29-32	

Report profile

	Page	Comment/exclusion
G4-28 Reporting period	AR 36	
G4-29 Date of most recent previous report		February 2016
G4-30 Reporting cycle	AR 36	
G4-31 Contact point for the report	AR 105	https://www.hufvudstaden.se/en/about-us/corporate-social-responsibility/contact/
G4-32 GRI content		GRI content only available online.
G4-33 Assurance		Report not externally assured.

Governance

	Page	Comment/exclusion
G4-34 Governance structure of organization	AR 33, 36, 52-54	

Ethics and integrity

			Page	Comment/exclusion
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G4-56 Organizations values, principles, standards and norms of behaviour

AR 8, 29-30, 33-34

Aspects and indicators

Energy use

GRI aspect	Boundary	GRI indicator	Page	Comment/exclusion
Energy	Relevant WO/OO as a result of the CO2 emissions generated by energy use.	G4-EN3 Energy consumption within the organization.	AR 31-32	This year's report only contains property-related electricity use, which means that power used to run the NK department stores and the Fyran and Femman shopping precincts has been deducted. This also applies to the figures for previous years.
		G4-EN6 Reduction in energy use.	AR 31-32	
		CRE1 Energy intensity in buildings.	AR 31-32	
		G4-DMA	AR 31-32	

Climate impact

GRI aspect	Boundary	GRI indicator	Page	Comment/exclusion
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 32	
		CRE3 Greenhouse gas emissions intensity from buildings.	AR 32	
		G4-DMA	AR 32	

Waste management

GRI aspect	Boundary	GRI indicator	Page	Comment/exclusion
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 32	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.
		G4-DMA	AR 30,32	Building waste is handled by each contractor individually and we do not have access to statistics regarding this waste.

Attractive employer

GRI aspect	Boundary	GRI indicator	Page	Comment/exclusion
Employment	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	<p>During the year, 10 people left the company, of whom 3 was in Gothenburg and 7 were in Stockholm (3 men, 7 women). 2 persons were under the age of 30 and 8 were aged between 30 and 50. 0 were over 50.</p> <p>A total of 15 people were employed during the year, of whom 7 were in Gothenburg and 8 in Stockholm (8 men, 7 women). Of these, 6 were under the age of 30, 8 were between 30 and 50, and 1 were over 50.</p>
Education and competence development		G4-LA2 Benefits provided to full-time employees.		<p>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.</p> <p>Staff benefits do not apply to temporary staff and staff employed on an hourly basis.</p>
		G4-LA11 Percentage of employees receiving regular performance and career development reviews.		82% of employees have had an appraisal discussion during the year.
		G4-DMA	AR 33-34	

Suppliers

GRI aspect	Boundary	GRI indicator	Page	Comment/exclusion
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 30	
		G4-DMA	AR 30	

Business ethics

GRI aspect	Boundary	GRI indicator	Page	Comment/exclusion
Counteract corruption	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 30	
Respect for laws and rules		G4-SO8 Monetary value of significant fines and the total number of non-monetary sanctions for non-compliance with laws and regulations.		Hufvudstaden has not been ordered to pay any significant fines during the year.

GRI aspect	Boundary	GRI indicator	Page	Comment/exclusion
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G4-DMA

AR 30

Customer relations

GRI aspect	Boundary	GRI indicator	Page	Comment/exclusion
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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 31	<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.
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		CRE8 Type and number of sustainabilitycertified buildings.	AR 33	Miljöbyggnad Oxhuvudet 18, Orgelpipan 7, Hästhuvudet 13. GreenBuilding Packarhuset 4, Femmanhuset.
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G4-DMA

AR 33