



2006 Corporate Responsibility Objectives and Targets

	Target	Achievement	Commentary
1.	Corporate		
1.1.1	To develop CSR content of Company's website.	100%	Achieved
1.1.2	To ensure participation in BITC and ERIS surveys.	100%	Achieved
1.2.1	To review the Company's Ethics Policy for best practice annually.	100%	Achieved
2.	Investors		
2.1.1	To offer to meet with the Company's ten largest shareholders annually.	100%	Achieved
2.1.2	To be available to all shareholders for one-to-one discussions before AGM.	100%	Achieved
3.	Employees		
3.1.1	To provide an average of at least one days training a year per employee.	100%	Achieved
3.2.1	Appraisals to be held twice a year for each employee with their relevant Head of Department to review performance, personal objectives and training requirements.	100%	Achieved
4.	Environmental		
4.1.1	To ensure that maintenance contractors carry out six monthly environmental checks at all properties managed by the Company.	60%	Now part of management procedures.
4.1.2	To include drainage plans in emergency procedures and in contractors' information, where combined drainage are not in existence.	N/A	All properties within our current portfolio have combined drainage systems.

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4.1.3	Ensure all tenants receive a copy of the Company's Guidance Notes annually.	50%	Now part of management procedures. Due to the revision of the Tenants Pack the remaining 50% of tenants will be issued with the guidance note within the next three months.
4.1.4	To maintain a register of tenant activities. Where tenants are involved in higher environmental risk activities ensure they receive the Environmental Guidance Note for tenants every six months rather than annually.	100%	Achieved
4.2.1	To develop the Company's Environmental Management System in line with legislation and best practice standards.	100%	Achieved
4.2.2	To carry out reviews of all environmental policies and procedures at least on an annual basis.	100%.	Achieved
4.2.3	Environmental Committee meetings to be held on a quarterly basis to monitor performance.	100%	Achieved
4.3.1	To provide copies of the Environmental Policy and Refurbishment Policy to all consultants and contractors.	60%	Now part of our management procedures, policies are to be reissued to all contractors and consultants during the next three months following the revision of our Refurbishment Policy.
4.3.2	To encourage all consultants and contractors working on behalf of Great Portland Estates plc to develop environmental policies.	60%	Ongoing
4.3.3	To provide contractors with the Emergency Preparedness and Response procedure.	80%	In progress, awaiting information from contractors.

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4.3.4	To monitor the environmental performance of all contractors working on behalf of Great Portland	100%	Achieved
4.3.5	To ensure all principal contractors on all developments and major refurbishments are required to be members of the Considerate Contractors Scheme.	100%	Achieved
4.4.1	To measure and monitor usage and encourage reduction in resource consumption wherever possible.	100%	Achieved
4.4.2	To carry out energy surveys on at least 30% of properties during the year	80%	Energy surveys have been instructed on 23% of applicable properties in the year to 31 March 2007 resulting in 90% of applicable properties being surveyed to date.
4.5.1	To encourage new recycling schemes where waste collection facilities are provided and sufficient space is available.	100%	Achieved
4.5.2	To consider recycling facilities as part of all new development projects.	100%	Achieved
4.6.1	To carry out environmental surveys when considering new acquisitions	100%	Achieved
4.6.2	To undertake a BREEAM audit for all new developments with the aim of achieving a minimum scoring of "very good".	100%	Achieved
4.6.3	To undertake sustainability reports for new developments.	100%	Achieved

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4.6.4	To carry out an environmental review for all development and refurbishment projects over the value of £250K.	50%	In progress.
4.7.1	To include environmental issues during induction training.	100%	Achieved
4.7.2	To provide two lunchtime seminars a year.	50%	A lunchtime seminar on the Energy Performance of Buildings Directive was provided, other environmental training was provided through employees attending courses specific to roles.
4.7.3	To ensure a minimum of fifty man hours of pertinent training on environmental issues targeted training in 2006/07	100%	Achieved
5.	Community		
5.1.1	To support local community and industry initiative groups such as the New West End Company, Westminster Property Owner's Association and the British Property Federation.	100%	Achieved
5.1.2	To consider local initiatives as part of the Company wide donation.	100%	Achieved
5.2.1	To work with local Planning Officers to ensure appropriate s106 arrangements.	100%	Achieved
5.3.1	To retain and/or increase number of employees involved in the school reading programme.	0%	Since the year end three new employees have joined the scheme.

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5.3.2	To introduce new community initiatives, such as site visits for students studying building related courses.	100%	Achieved
5.3.3	To create a database of CSR initiatives undertaken by the development team.	50%	This is partially completed, and due to be extended in 2007 to cover all company CR initiatives.
5.4	To ensure a DDA audit is completed for each building.	100%	Achieved
6.1.1	Risk assessments to be carried out and a Health and Safety Management System to be maintained for each property managed by the Group.	100%	Achieved
6.1.2	Health and Safety Committee meetings to be held on a quarterly basis to monitor performance.	100%	Achieved
6.1.3	To achieve a zero injury days lost amongst employees as a result of workplace accidents.	100%	Achieved
6.1.4	To ensure all new employees appointed to key health and safety responsibilities attend a five-day health and safety course.	100%	Achieved
6.1.5	To complete a risk assessment, display screen assessments and work station assessments for 33 Cavendish Square.	100%	Achieved
6.1.6	To timetable health and safety visits of development sites to monitor the performance of principal contractors and planning supervisors.	100%.	Achieved
6.1.7	To ensure that access is available to fire safety risk assessments, fire certificates and emergency plans for the fire services at all properties.	100%	Achieved

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6.1.9	To complete a review of regular contractors health and safety documentation.	80%	Due to revisions in health and safety legislation contractors are currently being re-evaluated.
6.1.10	To maintain and review information held on asbestos registers to ensure that management plans are up to date.	100%	Achieved
7.	Tenants		
7.1.1	Asset Managers to meet with tenants twice a year. Building Managers to visit individual buildings at least once a week	100%	Achieved
7.1.2	To operate an efficient helpdesk.	100%	Achieved