

APPENDICES

REPORTING INDICATORS AND METHODOLOGY IN LINE WITH EPRA/GRI RECOMMENDATIONS

ESG indicators are published annually in line with the latest EPRA Sustainability Best Practices Recommendations (EPRA sBPR).

The environmental indicators published by Vitura are aligned with the recommendations of the European Public Real Estate Association (EPRA), of which the Company is a member. EPRA's role is to promote, develop and represent the publicly listed real estate sector. Its "Sustainable Best Practices Recommendations" (sBPR) are designed to make the ESG information published in the annual reports of public property companies clearer and more comparable.

This report takes into account the latest amended version of the EPRA recommendations.

The concordance table on page 219 indicates where the information recommended in the EPRA guidelines can be found in the 2021 Annual Report.

REPORTING SCOPE

Vitura applies EPRA recommendations to its organizational scope (its "Corporate" scope) and to the "Management" and "Use" scopes for its real estate assets. These scopes are defined in the table below:

The 2021 reporting scope corresponds to the five property complexes owned at January 1, 2021: Arcs de Seine, Europlaza, Rives de Bercy, Hanami and Passy Kennedy.

The reporting period runs from October 1, 2020 to September 30, 2021 (this methodology was reviewed for the 2021 NFIS so that actual data could be used; 2020 data has been adjusted for purposes of comparison).

Any asset acquired in year Y can only be included in the reporting for year Y+1. Similarly, an asset sold in year Y is excluded from the reporting for that year. Office Kennedy, acquired by Vitura at the end of the year, will therefore not be included in the reporting scope for 2021.

The reported data has been reviewed by an independent third party. Their report can be found on page 70.

In 2021, the coverage rates continued to improve:

- 100% for the "Corporate" scope.
- 100% for the "Management" scope.
- 100% for the "Use" scope.

A summary of the reporting methodology used is provided below.

Scope	1. Corporate	2. Management	3. Use
Activities	Headquarters' activities and Vitura	Property management by the asset and property manager	Use of buildings by tenants
Indicators	All "Corporate" indicators		All "Property portfolio" indicators
Physical scope	Headquarters	Common areas and shared use	Private areas and private use

EPRA environmental performance indicators

CORPORATE INDICATORS

"CORPORATE" scope	EPRA CODE	GRI STANDARD AND CRESO INDICATOR CODE	MEASUREMENT UNIT	2020 WITH CLIMATE ADJUSTMENT	2021 WITH CLIMATE ADJUSTMENT	2020/2021 CHANGE	2021 WITHOUT CLIMATE ADJUSTMENT
ENERGY							
Volume							
Total energy consumption			MWh _{FE}	21	26	27%	26
o/w fossil fuels	Fuels-Abs	302-1	MWh _{FE}	-	-	-	-
o/w electricity	Elec-Abs	302-1	MWh _{FE}	7.9	9.5	21%	9.5
o/w urban network	DH&C-Abs	302-1	MWh _{FE}	13	17	31%	16
Ratios							
... Per sq.m	Energy-Int	CRE1	kWh _{FE} /sq.m	117	149	27%	147
... Per FTE	Energy-Int	CRE1	kWh _{FE} /FTE	6,847	8,714	27%	8,548
GREENHOUSE GAS EMISSIONS							
Volume							
Total energy-related emissions			tCO _{2eq}	2.8	3.4	19%	3.3
... o/w direct	GHG-Dir-Abs	305-1	tCO _{2eq}	-	-	-	-
... o/w indirect	GHG-Indirect-Abs	305-2	tCO _{2eq}	2.8	3.4	19%	3.3
Ratios							
Total energy-related emissions per sq.m	GHG-Int	CRE3	kgCO _{2eq} /sq.m	16	19	19%	19
Total energy-related emissions per FTE	GHG-Int	CRE3	kgCO _{2eq} /FTE	0.9	1.1	19%	1.1
WATER							
Volume							
Total consumption	Water-Abs	303-1	cu.m	18	40	119%	
Ratios							
... Per FTE	Water-Int	CRE2	cu.m/FTE	6.1	13.3	119%	
... Per sq.m	Water-Int	CRE2	cu.m/sq.m	0.1	0.2	119%	
WASTE							
Volume							
Total volume	Waste-Abs	306-2	kg	4,450	4,450	0%	
% recycled	Waste-Abs	306-2	%	100%	100%	0%	
Ratios							
... Per FTE			kg/FTE	1,483	1,483	0%	

Basis of calculation
 2021: 175 sq.m, and 3 FTEs.
 2020: 175 sq.m, and 3 FTEs.

PORTFOLIO ENERGY INDICATORS

"MANAGEMENT" AND "USE" SCOPES:	EPRA CODE	GRI STANDARD AND CRESID INDICATOR CODE	MEASUREMENT UNIT	2020 WITH CLIMATE ADJUSTMENT	2021 WITH CLIMATE ADJUSTMENT	2020/2021 CHANGE	2021 WITHOUT CLIMATE ADJUSTMENT
"Management" scope - Lessors				Absolute values = Like-for-like values	Absolute values = Like-for-like values	Like-for-like values	Like-for-like values
Volume							
Total energy consumption			MWh _{FE}	21,232	20,989	-2%	20,098
			MWh _{PE}	38,210	35,099	-8%	34,193
o/w fossil fuels	Fuels-Abs & Fuels-LfL	302-1	MWh _{FE}	3,097	3,617	17%	3,101
o/w electricity	Elec-Abs & Elec-LfL	302-1	MWh _{FE}	10,688	8,931	-16%	8,921
o/w urban network	DH&C-Abs & DH&C-LfL	302-1	MWh _{FE}	7,537	8,441	12%	8,077
Ratios							
... Per sq.m	Energy-Int	CRE1	kWh _{FE} /sq.m	113	111	-2%	106
... Per FTE	Energy-Int	CRE1	kWh _{FE} /FTE	4,580	6,999	53%	6,702
... Per sq.m	Energy-Int	CRE1	kWh _{PE} /sq.m	202	185	-8%	181
"Use" scope - Users							
Volume							
Total energy consumption			MWh _{FE}	17,718	18,166	3%	18,035
			MWh _{PE}	45,714	46,868	3%	46,530
o/w fossil fuels	Fuels-Abs & Fuels-LfL	302-1	MWh _{FE}	-	-	-	-
o/w electricity	Elec-Abs & Elec-LfL	302-1	MWh _{FE}	17,718	18,166	3%	18,035
o/w urban network	DH&C-Abs & DH&C-LfL	302-1	MWh _{FE}	-	-	-	-
Ratios							
... Per sq.m	Energy-Int	CRE1	kWh _{FE} /sq.m	94	96	3%	95
... Per FTE	Energy-Int	CRE1	kWh _{FE} /FTE	3,806	6,057	59%	6,014
... Per sq.m	Energy-Int	CRE1	kWh _{PE} /sq.m	242	248	3%	246
"Management" and "use" scopes:							
Volume							
Total energy consumption			MWh _{FE}	39,041	39,154	0%	38,133
			MWh _{PE}	83,924	81,967	-2%	80,723
Ratios							
... Per sq.m	Energy-Int	CRE1	kWh _{FE} /sq.m	206	207	0%	201
... Per sq.m	Energy-Int	CRE1	kWh _{PE} /sq.m	443	433	-2%	427
... Per FTE				8,385	13,056	56%	12,715

The absolute and like-for-like scopes were identical between 2020 and 2021. The like-for-like scope follows the methodology used by EPRA.

Basis of calculation for the surface areas of the "Management and Use" scopes: 2021 = 2020 = 189,238 sq.m. Basis of calculation for FTEs for 2021: 2,999 FTE.

PORTFOLIO GREENHOUSE GAS EMISSION INDICATORS

"MANAGEMENT" AND "USE" SCOPES:	EPRA PERFORMANCE MEASURE CODE	REF: GLOBAL REPORTING INITIATIVE (GRI) G4 EPRA CONSTRUCTION & REAL ESTATE	MEASUREMENT UNIT	2020	2021	2020/2021	2021
				WITH CLIMATE ADJUSTMENT	WITH CLIMATE ADJUSTMENT	CHANGE	WITHOUT CLIMATE ADJUSTMENT
				Absolute values = Like-for-like values	Absolute values = Like-for-like values	Like-for-like values	Like-for-like values
"Management" scope - Lessors							
Volume							
Total energy-related emissions			tCO ₂ eq.	2,412	2,553	6%	2,278
... o/w direct	GHG-Dir-Abs	305-1	tCO ₂ eq.	703	821	17%	704
... o/w indirect	GHG-Indirect-Abs	305-2	tCO ₂ eq.	1,709	1,732	1%	1,574
Ratios							
Total energy-related emissions per sq.m	GHG-Int	CRE3	kgCO ₂ eq./sq.m	13	13	6%	12
Total energy-related emissions per FTE	GHG-Int	CRE3	kgCO ₂ eq./FTE	518	851	64%	759
"Use" scope - Users							
Volume							
Total energy-related emissions			tCO ₂ eq.	1,134	1,163	3%	1,154
... o/w direct	GHG-Dir-Abs	305-1	tCO ₂ eq.	-	-	-	-
... o/w indirect	GHG-Indirect-Abs	305-2	tCO ₂ eq.	1,134	1,163	3%	1,154
Ratios							
Total energy-related emissions per sq.m	GHG-Int	CRE3	kgCO ₂ eq./sq.m	6	6	3%	6
Total energy-related emissions per FTE	GHG-Int	CRE3	kgCO ₂ eq./FTE	244	388	59%	285
"Management" and "use" scopes:							
Volume							
Total portfolio emissions		305-1	tCO ₂ eq.	3,546	3,715	5%	3,432
Ratios							
Total energy-related emissions per sq.m	GHG-Int	CRE3	kgCO ₂ eq./sq.m	19	20	5%	18
Total energy-related emissions per FTE	GHG-Int	CRE3	kgCO ₂ eq./FTE	762	1,239	63%	1,144

The absolute and like-for-like scopes were identical between 2020 and 2021. The like-for-like scope follows the methodology used by EPRA.
Basis of calculation for the surface areas of the "Management and Use" scopes: 2021 = 2020 = 189,238 sq.m Basis of calculation for FTEs for 2021: 2,999 FTE.

PORTFOLIO WATER AND WASTE INDICATORS

"MANAGEMENT" AND "USE" SCOPES:	EPRA CODE	GRI STANDARD AND CRED INDICATOR CODE	MEASUREMENT UNIT	2020	2021	2020/2021
						CHANGE
				Absolute values = Like-for-like values	Absolute values = Like-for-like values	Like-for-like values
WATER						
Volume						
Total consumption	Water-Abs & Water-LfL	303-1	cu.m	63,939	67,671	6%
Ratios						
... Per FTE	Water-Int		cu.m/FTE	13.73	22.56	64%
... Per sq.m	Water-Int	CRE2	cu.m/sq.m	0.338	0.358	6%
WASTE						
Volume						
Total volume	Waste-Abs & Waste-LfL	306-2	kg	282,293	227,501	-19%
% recycled			%	34%	37%	8%
Ratios						
... Per FTE			kg/FTE	61	76	25%

The absolute and like-for-like scopes were identical between 2020 and 2021. The like-for-like scope follows the methodology used by EPRA.
Basis of calculation for the surface areas of the "Management and Use" scopes: 2021 = 2020 = 189,238 sq.m Basis of calculation for FTEs for 2021: 2,999 FTE.

EPRA social performance indicators

“Corporate” scope: (GRI references: 405-1, 405-2, 404-1, 404-3, 401-1 and 403-2)

Vitura has been publishing social performance indicators for the “Corporate” scope in the HR section of its Annual Report for the last five years. The page numbers are given in the EPRA sBPR concordance table on page 219 and the methodology used to calculate each indicator is provided in the section entitled “Reporting Methodology”.

Vitura is committed to gender equality.

“Management” and “use” scopes: (GRI references: 416-1, 416-2 and 413-1)

The indicator used to assess health and safety across Vitura’s properties (GRI reference: 416-1) is applied to 100% of its real estate assets, which must meet minimum requirements in terms of:

- Indoor air quality.

- Compliance with mandatory safety and security measures in France (fire drills, etc.).

Compulsory checks are outsourced through specific clauses in property management mandates.

The local stakeholder engagement indicator is applied and an analysis of its social impacts is completed each year by Vitura (GRI reference: 411-1) across 100% of its real estate assets. In terms of sub-categories, Vitura:

- Calculates the impacts on employment.
- Imposes a clean building site charter for all building work.
- Measures the different levels of pollution at these sites through various reports and by maintaining the environmental certifications in effect for operations at all of its sites.
- Has a biodiversity policy for all of its sites.

EPRA governance indicators

EPRA governance indicators (GRI references: 102-22, 102-24 and 102-25) are presented in the Legal Information section of the 2021 Annual Report. The page numbers are given in the EPRA sBPR concordance table on page 219.

Other indicators

Labeling and certification

Vitura’s objective is to have all of its assets certified in accordance with two benchmark standards: NF HQE® Exploitation and BREEAM In-Use International.

- 100% of Vitura’s buildings are certified in accordance with the NF HQE® Exploitation standard for commercial buildings in operation and the BREEAM In-Use International standard.

Other indicators

Vitura also publishes a qualitative or quantitative performance indicator for each ESG criteria categorized as material in the 2021 materiality matrix, notability mobility and its socio-economic impact. This information can be found in the ESG action plan on page 51.

Reporting methodology

Reporting methods

1. MEASUREMENT METHODS USED

▪ Surface area:

The surface area used for the “Management” and “Use” scope indicators are those used for financial reporting:

	REFERENCE SURFACE AREA	PRIVATE SURFACE AREA	COMMON SURFACE AREA	FTE
ARCS DE SEINE	47,222	43,430	3,792	500
RIVES DE BERCY	31,942	31,942	-	250
EUROPLAZA	52,078	46,767	5,311	590
HANAMI	34,381	29,215	5,166	1,022
PASSY	23,633	22,675	958	637
TOTAL	189,256	174,029	15,227	2,999

The 135 sq.m surface area used for the “Corporate” scope corresponds to the surface area of Vitura’s leased premises at 42 rue de Bassano, 75008 Paris, France, not including the sublet surfaces (the total amounts to 175 sq.m).

▪ FTE:

- The FTE indicator for the “Management” and “Use” scopes corresponds to the number of full-time employees across the sites, as reported by each property manager.
- The FTE indicator for the “Corporate” scope corresponds to the number of Vitura employees reported in the section on HR data.

2. METHODS USED FOR CALCULATIONS AND ESTIMATES

If data is missing, the unavailable data must be estimated to enable values to be compared between indicators and between the two reporting periods.

Two main methods are used to estimate unavailable data, depending on the situation.

Method 1: reconstruction based on previous data:

Given the health crisis, which significantly reduced the use of tertiary buildings, data for 2020 is not representative of typical consumption. The extrapolation methodology was therefore revised to make it as accurate as possible:

- If data is unavailable for month M of year Y and data is available for **at least six consecutive months of year Y**, an

extrapolation on a monthly pro-rata basis is performed using data from the remaining months in year Y.

- If data is unavailable for month M of the year Y and available for **at least 1 month of year Y**, an extrapolation on a monthly pro-rata basis (as per the known months) is carried out on the remaining consumption based on year Y2.
- If data is unavailable for month M of year Y and **no data is available for year Y**, an extrapolation is performed based on consumption from Y2.

In this case, consumption data is extrapolated by taking into account a climate adjustment based on the HDD_{Avg} of the month in question and the months used for the extrapolation.

For example, to extrapolate the consumption for December from consumption for the months whose data is known for the same year:

$$C_{\text{December}} = C_{\text{Avg, Known, Months}} * (HDD_{\text{December}} / HDD_{\text{Avg, Known, Months}})$$

Method 2: estimates based on similar building data:

If data is unavailable for a vacant unit in the building, it is extrapolated based on a surface area ratio using data available for another comparable unit in the building or complex that is rented.

For example: 2018 energy consumption for the first floor of building B rented by X is replaced by 2018 energy consumption for the second floor of building B rented by Y.

Supplement to these methods: specific cases of extrapolation used in 2021

- When less than six months of data was available and the 2019 values were not representative of full building use, an average of the known months was applied.
- The tenant at the Rives de Bercy property gradually vacated the premises in 2021 (to occupy only half of the building in July 2021). To make data more representative, the averages were calculated over two rolling months to reconstruct the gradual decline in the occupancy rate.

Adjustment for an estimated value in the available data for year Y1 or Y2:

If data was estimated in year Y1 or Y2 and the actual value has since been identified, this value is also adjusted so that it is more representative.

Accordingly, in 2021, 2020 data was updated using this process (the 2020 data shown in this 2021 NFIS is therefore slightly different from the data presented in the 2020 NFIS).

Details about the data presented:

- **Energy consumption**
 - For the “Corporate” scope: data is retrieved directly from Vitura.
 - For the “Management” scope: data is retrieved directly from the property manager.
 - For the “Use” scope: the property manager collects energy-related data and/or supporting invoices from the tenants and technicians of the various buildings.
- **Greenhouse gas emissions**
 - Greenhouse gas emissions are calculated according to the conventions used in the GHG Protocol, which in turn complies with the latest version of ISO 14064.
 - The greenhouse gas emissions factors relating to energy consumption are taken from Appendix 4 “*Facteurs de conversion des kilowattheures finaux en émissions de gaz à effet de serre*” (kWh/greenhouse gas emission equivalencies) of the French government decree of February 8, 2012 on Energy Performance Diagnostics (DPE);
 - Other emissions factors (building materials, transportation, etc.) are taken from the ADEME database (<http://www.bilans-ges.ademe.fr/>);

- For example, greenhouse gas emissions linked to buildings’ energy consumption are calculated by weighting the data relating to each type of energy consumption against the corresponding greenhouse gas emissions factors.
- Direct and indirect greenhouse gas emissions not linked to energy consumption are obtained via an annual carbon assessment (“Corporate” scope) and regular carbon assessments for buildings (“Management” and “Use” scopes).

- **Waste**

The waste reported in this table comes from non-hazardous streams, i.e., paper, waste similar to household waste (mainly including waste from staff cafeterias), and construction site waste (if applicable). Hazardous waste streams are not yet covered. Sorted waste refers to waste that has been placed in bins by category. Data is retrieved from the property manager, who collects the data from the waste service providers for each asset.

- **Water**

Water consumption data is taken from supplier invoices provided by the property manager.

3. ADJUSTMENTS FOR CLIMATE EXTREMES

Adjustments for climate extremes are carried out according to the methodology used under the eco-energy scheme for tertiary buildings, described in the French Construction and Housing Code (*Code de la construction et de l’habitat*):

The benchmark energy consumption referred to in 1° of Article R.174-23 of the French Construction and Housing Code and the annual energy consumption referred to in Article R.174-29 of the same Code are adjusted for climate variability.

Adjustments for climate variability are made individually for each *département* in France. Climate data is taken from the Météo France weather station most representative of the site.

Adjustments for climate variability are made on the basis of the average heating degree day of the reference weather station over the 2000-2019 period. The weather station chosen for Vitura’s assets is the one in Paris – Montsouris.

Adjustments to energy consumption for heating and cooling are made, in line with climate variability, on the basis of the corresponding actual consumption when measured or allocated by key, or by default using a consumption ratio per degree day.

1° The share of **energy consumption related to heating** is adjusted for climate variability using the following method:

- If heating consumption can be determined from energy meters or bills

$$CAfe_{heat}(n) = Cfe_{heat}(n) \times \left[\frac{WDD(T_{base, average})}{WDD(T_{base, n})} - 1 \right]$$

- Otherwise

$$CAfe_{heat}(n) = 0,03 \times Sheat \times WDD(T_{base, n}) \times \left[\frac{WDD(T_{base, average})}{WDD(T_{base, n})} - 1 \right]$$

Where:

- 0.03 [kWh/sq.m/degree]: deviation of the theoretical heating consumption per unit area per degree of deviation from the benchmark;
- CAfe heat (n) [kWh]: adjustment reflecting climate variability in the amount of final energy required for heating in the current year. The adjustment is made to consumption covering heating. It may be positive or negative depending on weather conditions;
- Cfe heat (n) [kWh]: final energy consumption recorded for heating in the current year;
- WDD (Tbase, average) [°C.day]: number of statistical average winter degree days over the 2000-2019 period of the relevant weather station based on the base temperature determined by business category;
- WDD (Tbase, n) [°C.day]: winter degree days of the current year of the relevant weather station based on the base temperature determined by business category;
- S heat [sq.m]: heated surface area.

2° The share of **energy consumption related to cooling** is adjusted for climate variability using the following method:

- When cooling consumption can be determined from energy meters or bills

$$CAfe_{cooling}(n) = Cfe_{cooling}(n) \times \left[\frac{SDD(T_{base, average})}{SDD(T_{base, n})} - 1 \right]$$

- Otherwise

$$CAfe_{cooling}(n) = 0.05 \times S_{cooling} \times SDD(T_{base, n}) \times \left[\frac{SDD(T_{base, average})}{SDD(T_{base, n})} - 1 \right]$$

Where:

- 0.05 [kWh/sq.m/degree]: deviation of the theoretical cooling consumption per unit area per degree of deviation from the benchmark;
- CAfe cooling (n) [kWh]: adjustment reflecting climate variability in the amount of final energy required to cool environments in the current year. The adjustment is made on the consumption covering cooling. It may be positive or negative depending on weather conditions;

- Cfe cooling (n) [kWh]: final energy consumption recorded for cooling in the current year;
- SDD (Tbase, average) [°C.day]: number of statistical average summer degree days over the 2000-2019 period of the relevant weather station based on the base temperature determined by activity category;
- SDD (Tbase, average) [°C.day]: summer degree days of the current year of the relevant weather station based on the base temperature determined by activity category;
- S cooling [sq.m]: cooled surface area.

For each property, this method represents the annual energy consumption level that would have been recorded in an average, constant climate. It is therefore possible to compare and analyze the change in the inherent energy consumption levels and greenhouse gas emissions for a constant reporting structure based on identical weather conditions.

4. CALCULATION OF THE CARBON TAX

The 2021 carbon tax is calculated based on the greenhouse gas emissions linked to energy consumption at the five real estate assets. The assumption used for the cost of the carbon tax is €20/tCO₂eq.

5. SOCIAL DATA

Calculations of the main social and governance indicators presented in the report are performed in accordance with the following methods:

- **Responsible purchasing:** Service providers' and suppliers' participation in the responsible purchasing policy is calculated based on the response rate to the responsible purchasing questionnaire and the number of companies that have signed on to the responsible purchasing charter.
- **Social footprint:** The number of indirect jobs created by Vitura's business is calculated based on the Company's overall purchasing volumes and the average annual cost of an FTE in the construction sector and the services sector.
- **Percentage of leases including environmental appendices:** the percentage of leases that include environmental appendices is calculated by taking the ratio of the surface area of leases covered by an appendix to the total surface area leased.
- **Green capex:** the "Green capex" or "energy and environmental renovations" were calculated by adding together renovation costs excluding standard maintenance costs and regulation compliance work that had an impact on the buildings' use and energy consumption (e.g., lighting, air conditioning, heating, etc.).