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ANNEX A 17
1 INTRODUCTION

WELCOME TO BRE’S SECOND SUSTAINABILITY REPORT

This year’s sustainability report has been structured using guidance developed by the Global Reporting Initiative (GRI) on sustainability reporting. The GRI has produced a set of guidelines which provide a steer for how organisations should report upon sustainability issues. These guidelines include performance measures grouped into three sections; economic, environmental and social. Furthermore, the GRI identifies 11 reporting principles that organisations should strive to achieve when compiling a sustainability report (see Annex A for further details).

The GRI itself recognises the need for organisations to build their reporting capacity in an incremental fashion, moving towards greater coverage, transparency and consistency in the way we report upon our impacts and deliver improvement.

We acknowledge that we do have some hard work ahead of us but by recognising this fact and developing objectives for the year ahead, we are committed to driving change within the organisation to deliver on these key areas of sustainability in greater depth year on year.
2 VISION AND STRATEGY

BRE’s mission is to build a better world and our vision is our unmistakable imprint on a highly regarded and sustainable built environment.

Our core values are:

- The authority which derives from knowledge, independence, objectivity and ethics
- Maximising client benefit through a deep understanding of their needs and aspirations
- Making a difference
- Enjoying what we do as a team
  - Pride, passion and service
  - Personal responsibility and self-reliance
  - Creativity and entrepreneurship

We aim to monitor progress towards our vision through the following milestones:

- By 2008 to be able to gift aid 6% of our net turnover to the BRE Trust
- By 2010 to be a best practice exemplar in our own business
- By 2010 to have used our core competencies to achieve a strong business outside of the built environment
- By 2012 to have doubled our turnover in real terms
- By 2015 to be recognised worldwide as providing leadership in sustainability, innovation and safety in the built environment.

Progress towards more specific environmental and social targets are also measured and these are highlighted later in this report.

As much of BRE’s core business is directly connected with helping others to improve their environmental performance and the environment around them, it is essential for BRE to practice what we preach and thus ensure our operations and activities are being managed in a way which is both energy and resource-efficient.

To meet this commitment, BRE has in place a formal Environmental Policy with part of its business certified against the ISO 14001 Environmental Management System standard. The overarching strategy for 2005/06 will be to roll out ISO 14001 across other key parts of the business whilst setting appropriate yet challenging targets to deliver continuous improvement across our environmental Key Performance Indicators (eKPIs), set out in section six of this report.
3 BRE COMPANY PROFILE

3.1 OPERATIONS
Every working day, over 500 research scientists, engineers, architects, surveyors, psychologists, administrators, managers and many others on BRE sites in Watford, East Kilbride, Inverness, Port Talbot and Middlesbrough bring together their expertise, skills and knowledge to advise clients on issues as wide ranging as:

• construction quality, process and productivity
• innovation and product development
• sustainable development
• environmental impact of construction
• whole-life performance
• energy efficiency of buildings
• renewable energy in buildings
• certification of products, systems and people
• building performance; structures, materials and systems
• prevention and control of fire
• security
• risk management.

Why do we do it? Because we share a passionate commitment to help the UK’s built environment industries to be the best.

BRE is committed to making its comprehensive expertise and experience available to benefit those involved in construction and associated industries, from multinational companies and government departments to individual architects and builders.

It does this through:

• commissioned research, development and testing programmes for individual clients and consortia
• consultancy and advice
• product testing for certification purposes
• Best Practice programmes (e.g. Energy Efficiency, Construction Best Practice)
• publication of BRE Digests, Good Building Guides, Good Repair Guides, research reports, books, etc.
• conferences, seminars, workshops and other events
• training
• e-commerce activities (including BRE’s online bookshop at www.BREbookshop.com)

A complete review of BRE’s services can be found on BRE’s website at www.bre.co.uk
3.2 STAKEHOLDERS
BRE is owned by the BRE Trust, a registered charity with a mission to champion excellence and innovation in the built environment. This ownership structure enables BRE to be held as a national asset on behalf of the construction industry and its clients, independent of specific commercial interests.

This arrangement also maintains BRE’s impartiality and objectivity in research and advice.

Through its research programmes, the BRE Trust aims to achieve:
- a higher quality built environment
- built facilities that offer improved functionality and value for money
- a more efficient and sustainable construction sector
- a higher level of innovative practice.

3.3 ENVIRONMENTAL POLICY
BRE is the pre-eminent centre for research in the built environment within the United Kingdom, with much of our core business concerned with helping others to improve their environmental performance. We aim to ensure that our operations and activities are managed in an energy and resource-efficient manner, in order to minimise detrimental impact on the environment.

Our Environmental Policy is to:
- comply with all relevant legislation
- seek continual improvement in our environmental performance
- contribute to economic, environmental and social sustainability in the short and long term.

The Chief Operating Officer is responsible for implementing the Policy. This will be achieved by:
- maintaining an environmental management system (EMS) certified against ISO 14001
- setting objectives and targets to minimise the environmental impact of our operations
- training our employees to achieve and maintain high standards of environmental performance
- using products and processes that assist in reducing the environmental life cycle impacts of our activities and those of our clients and suppliers
- communicating openly and consulting with stakeholders on environmental issues.

Guy Hamersley
Chief Operating Officer
August 2005
3.4 HEALTH AND SAFETY POLICY

BRE is the pre-eminent centre for research in the built environment within the UK, with much of our core business concerned with helping others to improve their safety performance.

Our vision is – a working life without accidents

Our operations and activities are managed in a manner that aims to eliminate or reduce to a minimum, the risks to the health and safety of our employees, visitors and contractors.

Our health and safety policy is to:

• comply with all relevant legislation
• seek continual improvement in our safety performance
• make health and safety an integral part of our business success.

The Chief Operating Officer (COO) is responsible for implementing the Policy.

This will be achieved by:

• working to a system aligned with ISO 9001
• setting goals and action plans to ensure continuous improvement in our safety performance
• training our employees to achieve and maintain high standards of health and safety performance
• encouraging the use of new technologies and processes to facilitate the effective management of health and safety
• communicating openly with staff, customers, suppliers and contractors on health and safety issues.

The foundation for our success is our core values:

• nothing is worth getting hurt for
• health and safety is everyone’s responsibility
• health and safety is integral to everything we do and the success of our business.

Guy Hammersley
BRE Chief Operating Officer
17 August 2005
4 DELIVERING A SUSTAINABLE BUSINESS

BRE is committed to improving its reporting both in breadth and consistency on the three areas that make up sustainability. In this section, we identify how BRE measures up against the two areas of Social Responsibility and Environmental Sustainability. Information relating to BRE’s financial performance for 2004/05 has been omitted from this report as this is covered in depth in BRE’s Annual Accounts published in June 2005.

4.1 SOCIAL RESPONSIBILITY

In this sub-section, BRE reports on issues in connection with the diversity of its workforce and profile across the organisation.

Staff Profiles and Diversity

BRE is committed to equal opportunities and encouraging and supporting all staff to achieve their maximum potential.

Table One provides a clear picture of the staff profile across the different bands within BRE. A band is the broadest measure of an employee’s position within the organisation. For each band category there is a generic role profile which sets out specific accountabilities, performance measures, knowledge, experience and behaviours expected of staff. However, employees within the same band can and do have very different jobs. The band range goes from A up to F and above for senior management. These categories and their particular attributes are used as a part of the performance and development review process and are an essential component of BRE’s staff development procedures.

Table 1: Band profiles across the organisation broken down by gender (source: HR department as at 10 May 2005)

<table>
<thead>
<tr>
<th>Band</th>
<th>Examples of Role Types</th>
<th>Number of Females</th>
<th>Number of Males</th>
<th>Total in Band</th>
<th>% of Total Staff in Band (as of 10/05/05)</th>
</tr>
</thead>
<tbody>
<tr>
<td>A</td>
<td>Junior Admin/Student Placements</td>
<td>18</td>
<td>5</td>
<td>23</td>
<td>4.0%</td>
</tr>
<tr>
<td>B</td>
<td>Admin/Consultants &amp; Technicians</td>
<td>67</td>
<td>30</td>
<td>97</td>
<td>16.8%</td>
</tr>
<tr>
<td>C</td>
<td>Consultants/Senior Consultants &amp; Technicians</td>
<td>76</td>
<td>96</td>
<td>172</td>
<td>29.7%</td>
</tr>
<tr>
<td>D</td>
<td>Senior Consultants/Principal Consultants</td>
<td>44</td>
<td>118</td>
<td>162</td>
<td>28.0%</td>
</tr>
<tr>
<td>E</td>
<td>Principal Consultants/Middle Managers</td>
<td>16</td>
<td>75</td>
<td>91</td>
<td>15.7%</td>
</tr>
<tr>
<td>F</td>
<td>Centre Directors</td>
<td>3</td>
<td>23</td>
<td>26</td>
<td>4.3%</td>
</tr>
<tr>
<td>G</td>
<td>Divisional Managing Directors</td>
<td>1</td>
<td>5</td>
<td>6</td>
<td>1.0%</td>
</tr>
<tr>
<td>H</td>
<td>Executive Directors</td>
<td>0</td>
<td>2</td>
<td>2</td>
<td>0.3%</td>
</tr>
<tr>
<td>I</td>
<td>Chief Executive</td>
<td>0</td>
<td>1</td>
<td>1</td>
<td>0.2%</td>
</tr>
<tr>
<td>TOTAL</td>
<td></td>
<td>225</td>
<td>354</td>
<td>579</td>
<td>100%</td>
</tr>
</tbody>
</table>
We provide further information relating to staff diversity in the workforce below. The areas reported on are: gender, age, ethnicity and disability.

Figure 1: Graphical presentation of gender information across bands (source: HR department as at 10 May 2005)

Figure 2: A profile of staff gender across the organisation (source: HR department as at 31 March 2005)

Figure 3: A profile of staff age across the organisation (source: HR department as at 31 March 2005)
BRE has procedures to record and monitor ethnicity. This data is sought from all staff but the decision to provide information is entirely at the discretion of the individual member of staff. 76% of staff have provided information on ethnicity. For this group, 91.2% have defined themselves as ‘white’ and 8.8% as from other ethnic groups (this is further broken down).

BRE also records and monitors disability in the workforce. Six employees have described themselves as disabled.

FLEXIBLE WORKING
BRE is committed to a flexible approach to working. This manifests itself both formally with 72 staff employed on a range of part time contracts to suit their personal circumstances and also informally in the working patterns of staff. Occasional home working is seen as quite normal and we have some 19 staff who formally home work.

BRE NURSERY
BRE has a highly regarded nursery for the use of staff and currently there are 13 children attending.

EMPLOYEE WELL-BEING/HEALTH AND SAFETY

Achievements
Significant progress was made during 2004/05 in moving forward our policy of continuous improvement in health and safety. Some key achievements are listed below:

- Regular high visibility management walkabouts. These are promoting the message of our commitment to health and safety and recording continuous improvement.
- Health and safety policy. New policy launched with improved clarity of roles and responsibilities.
- Training. More training undertaken than ever with 18 different courses or sessions.
- Communication. New communication channels established including a monthly newsletter, articles in Team Talk and a new poster campaign.
- Occupational health. New occupational health advisor appointed.
- Facilities. Good progress on critical facilities issues covering asbestos management, installed pressurised gas systems, Legionella control, fire risk assessments.
- Working at height. New access systems installed and promotion of good practice.
- Working safely committee. New committee set up, delivering real progress on key initiatives including management of contractors, technical risk assessment, laboratory management, first aid, emergency response, working on-site and new procedure documents.
Accidents

During 2004/5, we received 36 entries in the Accident Book. 29 were BRE employee accidents and seven were contractor accidents. Three accidents resulted in lost work-time of which one was a back injury, one a road traffic accident and the other a non-work-related sports injury.

The accident rate for 2004/05 was an LTAR of 3.4*.

\[ \text{Loss Time Accident Rate} = \frac{\text{Number of Lost Time Accidents} \times 1,000,000}{\text{Number of Hours Worked in Period}} \]

One incident in July 2004 was a RIDDOR reportable accident involving the rupture of an 80 litre fire extinguisher cylinder under hydrostatic pressure test. One person received a back injury that resulted in 35 lost work days. The HSE investigated this accident and issued an Improvement Notice requiring more suitable and sufficient risk assessment. As a consequence of a thorough review of our procedures, a new system for technical risk assessments was introduced and this improvement was accepted by HSE in September 2004.

The record is good for all areas and no conclusions should be drawn from the numbers shown relating to Divisional performance. This is because the sample size should be near to 500 for meaningful statistical analysis. It should also be remembered that BRE Certification has the most laboratories and consequently the most likelihood of accidents occurring. However, from these results it was still deemed appropriate to select a champion from BRE Certification to lead a new hand safety awareness campaign.
Rewards and recognition

The first Carol Hughes Health and Safety Award was made to the Fire Detection and Electronics Testing Centre in BRE Certification. This award was given in recognition of their exceptional performance in moving health and safety forward within their team in a way that is an example for the whole business.

A special lunch was held for the first aiders to recognise their valuable contribution to our business. Each first aider was presented with two first aid kits for their personal use at home and in their car.

Staff Health

The percentage of days lost due to sickness across BRE during 2004/05 was 2.26%. This is just 0.26% above the national average of 2 per cent. The figures have also been strongly influenced by a small number of staff with long term sickness.

During the year, BRE took on the services of a specialist occupational health nurse as part of our strategy of continuous improvement. We had previously brought in this service as required. With the new arrangement, the nurse will build up a better understanding of our business and staff and we will therefore be able to provide our staff with a higher level of support.

BRE in the Community

BRE recognises its important role within both the local and wider community.

The BRE Trust plays a particularly important role in the education of future generations of built environment professionals through its sponsorship of research degrees with the Universities. A major development during the year was the launch of the BRE Trust University Partnership Initiative aimed at setting up centres of excellence with financial support for a chair and research students. The first centre was established at the University of Edinburgh on Fire Safety Engineering and three more are planned.

At the other end of the spectrum, BRE continues to support individual staff in personal activities undertaken with schools and other organisations.

BRE takes work experience students from local schools and this extends to vacation students from universities.

Communication with the local community is important and at the recent major OFFSITE2005 event on modern methods of construction, local residents were invited for a private tour of the exhibition. They also met the chief executive and chief operating officer, heard about BRE’s plans for the future and were able to discuss any issues they had.

In the wider community, BRE and BRE Trust made a commitment to provide specialist services to support countries affected by the tsunami. One outcome of this was a report identifying specific technical help required by the affected countries. This has a wider application beyond the tsunami with relevance for recovery and rebuilding following other major natural disasters. The report is freely available from the BRE website.

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4.2 ENVIRONMENTAL SUSTAINABILITY (eKPIs)

Presented below are figures relating to our environmental Key Performance Indicators (eKPIs). The period to which the figures relate is FY 04/05, unless specified otherwise. The data period is shown in the sixth column. Comparative data from FY 03/04 (unless otherwise stated or not available) is presented in the last column.

The figures are for the BRE Garston site only which include 17 tenant organisations currently located on site who lease office and laboratory space from BRE. These organisations also contribute to the use of resources such as electricity, gas and water on site, however with no separate metering of tenant buildings, we are unable to separate out their use in the figures presented.

Table 2: BRE environmental Key Performance Indicators (source: facilities group and staff transport survey)

<table>
<thead>
<tr>
<th>eKPI</th>
<th>Total kWh</th>
<th>Tonnes CO₂ emissions</th>
<th>Impact per employee</th>
<th>Data period</th>
<th>Comparative data from FY 03/04</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Annual electricity use ¹</td>
<td>5,931,072 kWh 138</td>
<td>2,550</td>
<td>4.6 t/CO₂</td>
<td>Oct 01 – Oct 02</td>
</tr>
<tr>
<td>2</td>
<td>Total annual natural gas use (see Figure 6) Including Furnace Building and Burn Hall</td>
<td>12,731,088 kWh</td>
<td>–</td>
<td>2,418</td>
<td>4.4 t/CO₂</td>
</tr>
<tr>
<td>2a</td>
<td>Annual natural gas use (Furnace Building/Burn Hall only)</td>
<td>737,325 kWh</td>
<td>–</td>
<td>No data</td>
<td>June 04 – May 05</td>
</tr>
<tr>
<td>2b</td>
<td>Total annual natural gas use Excluding furnace building and Burn Hall</td>
<td>11,993,763 kWh 278</td>
<td>No data</td>
<td>No data</td>
<td></td>
</tr>
<tr>
<td>3</td>
<td>Annual water use</td>
<td>75,267 m³</td>
<td>136,000 litres approx 50,064 m³ Apr 02 – Mar 03</td>
<td>50,064 m³ Apr 02 – Mar 03</td>
<td></td>
</tr>
<tr>
<td>4</td>
<td>Annual waste generation (see Figure 7)</td>
<td>895.5 tonnes 224,9t (est) 443.3t 224,9t (est) 443.3t</td>
<td>1.6 tonnes</td>
<td>Apr 04 – Mar 05</td>
<td>878.4 tonnes 224,9t (est) 414.4t 224,9t (est) 414.4t 224,9t (est) 414.4t</td>
</tr>
<tr>
<td></td>
<td>Office waste ⁵</td>
<td>443.3t</td>
<td>224,9t (est)</td>
<td>Apr 04 – Mar 05</td>
<td>878.4 tonnes 224,9t (est) 414.4t 224,9t (est) 414.4t 224,9t (est) 414.4t 224,9t (est) 414.4t</td>
</tr>
<tr>
<td></td>
<td>Construction waste</td>
<td>62t</td>
<td>224,9t (est)</td>
<td>Apr 04 – Mar 05</td>
<td>878.4 tonnes 224,9t (est) 414.4t 224,9t (est) 414.4t 224,9t (est) 414.4t 224,9t (est) 414.4t</td>
</tr>
<tr>
<td></td>
<td>Industrial waste</td>
<td>9.3t</td>
<td>224,9t (est)</td>
<td>Apr 04 – Mar 05</td>
<td>878.4 tonnes 224,9t (est) 414.4t 224,9t (est) 414.4t 224,9t (est) 414.4t 224,9t (est) 414.4t</td>
</tr>
<tr>
<td></td>
<td>Wood</td>
<td>15.7t</td>
<td>224,9t (est)</td>
<td>Apr 04 – Mar 05</td>
<td>878.4 tonnes 224,9t (est) 414.4t 224,9t (est) 414.4t 224,9t (est) 414.4t 224,9t (est) 414.4t</td>
</tr>
<tr>
<td></td>
<td>Recycled paper</td>
<td>140.3t</td>
<td>224,9t (est)</td>
<td>Apr 04 – Mar 05</td>
<td>878.4 tonnes 224,9t (est) 414.4t 224,9t (est) 414.4t 224,9t (est) 414.4t 224,9t (est) 414.4t</td>
</tr>
<tr>
<td></td>
<td>Other</td>
<td>140.3t</td>
<td>224,9t (est)</td>
<td>Apr 04 – Mar 05</td>
<td>878.4 tonnes 224,9t (est) 414.4t 224,9t (est) 414.4t 224,9t (est) 414.4t 224,9t (est) 414.4t</td>
</tr>
<tr>
<td>5</td>
<td>Transport (see Figure 8) Staff mileage to work by car</td>
<td>1,891,233</td>
<td>643</td>
<td>1.2 t/CO₂</td>
<td>Staff transport survey May 2005</td>
</tr>
<tr>
<td></td>
<td>Minimum</td>
<td>3,630,021</td>
<td>1,217</td>
<td>2.2 t/CO₂</td>
<td>Staff transport survey May 2005</td>
</tr>
<tr>
<td></td>
<td>Maximum</td>
<td>2,802,152</td>
<td>948</td>
<td>1.7 t/CO₂</td>
<td>Staff transport survey May 2005</td>
</tr>
<tr>
<td></td>
<td>Mean</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>Mode of transport for business travel</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>Car</td>
<td>45.5%</td>
<td>45.5%</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>Train</td>
<td>37.9%</td>
<td>37.9%</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>Plane</td>
<td>7.1%</td>
<td>7.1%</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>Other</td>
<td>9.5%</td>
<td>9.5%</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

¹ Based on total treated floor area of 43,083m² (gross area 45,351m² less 5%). Area includes all offices, labs, serviced areas and tenants on the Garston site.

² Normalised by number of full time equivalent employees. Based on a total figure of 580 BRE employees (81 part time) giving a full time equivalent staff number of 553. See Figure 9 for a snapshot of the impact per BRE employee per year.

³ As indicated in column six, the figure reported is from the period Oct 01-Oct 02. This is the last full period for which electricity consumption data exists. See commentary below for further explanation.

⁴ Office waste figure is an estimate based upon the number and size of bins located on the Garston site and the number of lifts carried out over the year.
COMMENTARY ON eKPIs
Below is a brief commentary on each of the eKPI’s. Improvement targets have been established for each of our eKPI’s which can be found in section six of this report.

**eKPI 1 –** BRE acknowledges that electricity monitoring at the Garston site is a major issue that is being addressed. The electricity meter on the Garston site was removed by the supplier in October 2002 and a new meter was installed in July 2005. For this reason we are not in a position to report our current electricity usage for FY 04/05. Based upon the last full year of electricity data for the Garston site our performance equates to 138 kWh/m$^2$. We will use this figure to internally benchmark and report upon our performance in future years.

**eKPI 2 –** The total reported gas use includes usage attributable to the BRE Furnace Building and Burn Hall. This is a key part of BRE’s business portfolio and an area of activity that BRE aims to increase. Gas use will of course go up as a result, as occurred in FY 2004/05, therefore, we shall report on the total gas use for the Garston site and that of the Furnace Building and Burn Hall separately in order to obtain a true insight with regard to meeting future reduction targets. As detailed in eKPI 2b, total gas usage for the site excluding the Furnace Building and Burn Hall equates to 278 kWh/m$^2$. As with electricity, we will use this figure to internally benchmark and report upon our performance in future years.

Gas and electricity use across BRE’s other UK sites will also be subject to improved monitoring and it is our intention to address these figures in future reports. See Figure Six for comparison of gas usage in periods 2003/04 and 2004/05.

**eKPI 3 –** Annual water use has risen significantly in recent years. The Garston site has been prone to water leaks because of the age and inaccessibility of the pipe network. However, significant investment in 2004/05 has seen major repair work undertaken and consequently, all leaks are now believed to have been fixed. It is partly down to this repair work that led to the high water usage in 2004/05. Since completion of the remedial work, a reduction in water use at Garston has been observed.

**eKPI 4 –** Historically, BRE has not been very proactive in monitoring waste output. This is set to change as a result of a new waste contract to be put in place by the end of the Summer 2005. The new contract will feature a more purposeful strategy to monitor and target individual waste streams on site; the objective being far greater waste segregation and a focus on waste minimisation and diverting waste from landfill. See Figure Seven for a breakdown of waste generated at the Garston site in 03/04 and 04/05.

**eKPI 5 –** A second staff transport survey was undertaken in 2005 to establish changes in staff travel habits since the last 2002 survey. On average each staff member travels approximately 415 miles further to work per year in their car than they did in 2002. One reason for this increase can be attributed to the changing demographic of staff living further away. Moreover, staff use of public transport to get to work has fallen from 3.7% in 2002 to 0.9% in 2005. To counter this, there has been an increase in car sharing, cycling and walking to work. See Figure Eight for current modes of transport.

For business travel, car use has decreased with more staff travelling by train. Air travel has however increased from 4.1% in 2002 to 7.1% in 2005. The reasons for this is a noticeable increase in journeys to and from BRE’s East Kilbride office along with the new office in Inverness as well as an increase in project work outside the UK, particularly in Eastern Europe. To off-set increased carbon emissions as a result of air travel, a recent tree planting programme was undertaken at the Garston site using species native to the local woodland. A Monkey Puzzle tree was also planted to restore part of the Victorian heritage of the Garston site.
Total annual natural gas use (Garston site)

- 2003/04: 10,576,107
- 2004/05: 12,731,088

**Figure 6:** Total annual natural gas use on the Garston site, including Furnace Building/Burn Hall (source: Facilities Group)

Staff modes of travel to work

- Bus (0.3%)
- Bicycle (5.5%)
- Car – no passengers (69.7%)
- Car share (16.2%)
- On Foot (3.9%)
- Motor cycle (1.4%)
- Train (0.6%)
- Other (2.5%)

**Figure 8:** Staff modes of travel to the Garston Site (source: BRE staff transport survey 2005)

IMPACT PER BRE EMPLOYEE PER YEAR

Using the data from Table Two, we end this section by illustrating BRE’s overall average impact per employee.

- One employee = 9 tonnes of CO₂ – enough to fill over 50 double-decker buses! (electricity and gas use)
- = 136,000 litres of water
- = 1.6 tonnes of waste (unknown % is recycled by waste contractor)
- = 5067 car miles to and from work – equivalent to 1.7 tonnes of CO₂

**Figure 7:** Annual waste generated by type on the Garston site (source: Facilities Group)

**Figure 9:** Impact per employee per year (based on normalised number of full time equivalent employees)
5 PROGRESS AGAINST LAST YEAR’S OBJECTIVES (2003/04)

The table below provides a commentary on the progress made in meeting our objectives as set out in the Sustainability Report 2003/04.

<table>
<thead>
<tr>
<th>Objective (2003/04)</th>
<th>Achieved</th>
<th>Commentary</th>
</tr>
</thead>
<tbody>
<tr>
<td>Achieve successful implementation of an EMS across the Environment Division and Energy Division, with registration to ISO 14001. NB: Energy and Environment divisions have merged creating BRE Environment.</td>
<td>Yes</td>
<td>Certification to ISO 14001 was achieved on 8 December 2003 for the now renamed BRE Environment Division. Certificate number: LRQ 4001064</td>
</tr>
<tr>
<td>Develop an improved energy strategy for the Garston site.</td>
<td>No</td>
<td>An energy strategy has been established for the Garston site, however, the objectives set out within this strategy have not been fully implemented. See commentary on eKPI1 for further information on electricity metering at the Garston site. Funding for a staged approach to the installation of new heating controls across the Garston site has been included in BRE’s Capital Investment Plan for 2005/06.</td>
</tr>
<tr>
<td>Implement a Green Transport Plan at the Garston and East Kilbride sites.</td>
<td>Yes</td>
<td>“BRE’s cycling facilities have been enhanced in a number of ways. The opening of the refurbished shower block was well received, whilst lockers have also been provided. Information on BRE’s support to cyclists is available on the intranet which includes details of the free monthly breakfast”. Our thanks to Tim Grainger, a regular BRE cyclist, for providing this narrative.</td>
</tr>
<tr>
<td>• Improve facilities for cyclists</td>
<td>Yes</td>
<td>A car share scheme has been established at Garston, however, we have only witnessed a modest rise in uptake compared with 2002. We will continue to publicise the environmental as well as financial benefits of car sharing to staff.</td>
</tr>
<tr>
<td>• Establish a car share scheme</td>
<td>Yes</td>
<td>BRE have been in discussions with Arriva bus company to re-route a bus that departs Watford Junction train station to the main entrance of BRE. This scheme was eventually deemed unfeasible due to the expense and also the inability to guarantee specific up-take from BRE staff. This issue is to be readdressed in 2005/06.</td>
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<tr>
<td>• Investigate the potential for improving bus links (at Garston)</td>
<td>Yes</td>
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<tr>
<td>Objective (2003/04)</td>
<td>Achieved</td>
<td>Commentary</td>
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<tr>
<td>Establish an improved waste minimisation strategy for the Garston site.</td>
<td>Partly</td>
<td>The new waste contract will be in place at the end of September 2005. An environmental specification for inclusion into the new contract has been drawn up. The focus of the specification will be to develop a partnership approach with the successful contractor to work alongside BRE to improve waste segregation and minimisation on site. Waste generated at the Garston site has risen between 03/04 and 04/05. This reflects the significant increase in commercial testing of construction products (as illustrated in figure seven) which ultimately leads to the generation of waste. This is inevitable as business grows and means that the focus must be on increased waste recycling.</td>
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<tr>
<td>• Reduce the amount of waste generated</td>
<td>No</td>
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<tr>
<td>• Increase the amount of recycling</td>
<td>Yes</td>
<td>Paper recycling has increased from 15.2 to 15.7 tonnes, however, this does not tell us much as a measure in itself. Various recycling schemes have been established on site, usually in co-operation with a local scouts group or similar. A good example is the AluCan recycling scheme where the money received is dependant upon the weight of cans collected. Money is donated to the Langlebury Scouts Group.</td>
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<tr>
<td>Improve the communication of sustainability issues to staff:</td>
<td>Yes</td>
<td>The purpose of the EMS bulletin is to raise the profile of BRE’s ISO 14001 certified EMS with staff. It helps encourage staff to ‘do their bit’ with regards to practical energy saving measures in the office and at home. Articles in TeamTalk have publicised the Car Share Scheme and ISO 14001 as well as BRE’s support of National Bike Week in June where staff were encouraged to get cycling through a host of events. Regular presentations are made at different levels in the organisation, from new starter inductions to board level meetings.</td>
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<td>• Produce a regular EMS bulletin</td>
<td>Yes</td>
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<td>• Include articles in the new BRE newsletter ‘TeamTalk’</td>
<td>Yes</td>
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<td>• Make presentations to staff through senior staff briefings and open meetings</td>
<td>Yes</td>
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<td>Establish relevant performance measures and appropriate targets against the objectives.</td>
<td>Yes</td>
<td>The EMS drives progress towards meeting our objectives. Environmental Action Plans are established to ensure BRE delivers against its objectives and progress is reviewed on a regular basis. Current action plans include:</td>
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<td></td>
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<td>• Energy Plan</td>
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<td>• Waste Minimisation Plan</td>
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<td>• Green Transport Plan</td>
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<td>• Water Reduction Plan</td>
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6 SUSTAINABILITY TARGETS FOR 2005/06


2. Reduce natural gas consumption at the Garston site (excluding Furnace Building and Burn Hall) by 10% (based on 2004/2005 figures).

3. Reduce water consumption at the Garston site by 15% (based on 2004/2005 figures).

4. Put in place appropriate electricity monitoring at the Garston site and reduce electricity consumption by 5% (excluding Furnace Building and Burn Hall) for the second half of the year, by comparison with the data obtained for the period October 01 to September 02.

5. Gain an understanding of current trends in staff car usage and prepare a report to the Board with proposed revisions to the Green Travel Plan by January 2006.

6. Nominate a waste champion and put in place appropriate monitoring and targeting for waste across the Garston site to establish a base line for waste to landfill and waste diverted from landfill.


8. Make Resource05 a ‘carbon neutral’ event by off-setting the CO₂ associated with attendee travel to Garston.


10. Establish a process for building relations with the local community at the Garston site and hold at least one community consultation event in the year.

11. Make significant progress in developing and implementing BRE’s sustainability tools to the benefit of the wider community. In particular, launch the new BRE Certification ‘Green Book’ of products.

12. See a marked improvement in tidiness across the BRE Garston site, with better practices for storing samples and materials.
ANNEX A

A CRITICAL APPRAISAL OF BRE’S SUSTAINABILITY REPORTING AS MEASURED AGAINST THE 11 GRI REPORTING PRINCIPLES

We have scored ourselves against the 11 GRI reporting principles as identified below. We will use the outcome of this exercise to identify where we should focus our efforts in the year ahead to improve upon our sustainability reporting in future years. Please note that this was an internal exercise and is not an external verification of our reporting procedures or the contents of this report.

The scoring system is on a scale of one to five: one where we believe that BRE has performed very poorly in relation to the principle in question and five where we believe BRE has fully met the principle and demonstrated it within this report.

<table>
<thead>
<tr>
<th>Principle</th>
<th>1</th>
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<tr>
<td>Transparency</td>
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<td>Inclusiveness</td>
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<td>Completeness</td>
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<td>Relevance</td>
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<td>Sustainability Context</td>
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<td>Accuracy</td>
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<td>Neutrality</td>
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<td>Comparability</td>
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<td>Clarity</td>
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<td>Timeliness</td>
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Full disclosure of the processes, procedures and assumptions in report preparation are essential to its credibility.

The reporting organisation should systematically engage its stakeholders to help focus and continually enhance the quality of its reports.

Reported data and information should be recorded, compiled, analysed and disclosed in a way that would enable internal auditors or external assurance providers to attest to its reliability.

All information that is material to users for assessing the reporting organisation’s economic, environmental and social performance should appear in the report in a manner consistent with the declared boundaries, scope and time period.

Relevance is the degree of importance assigned to a particular aspect, indicator or piece of information and represents the threshold at which information becomes significant enough to be reported.

The reporting organisation should seek to place its performance in the larger context of ecological, social or other limits or constraints, where such context adds significant meaning to the reported information.

The accuracy principle refers to achieving the degree of exactness and low margin of error in reported information necessary for users to make decisions with a high degree of confidence.

Reports should avoid bias in selection and presentation of information and should strive to provide a balanced account of the reporting organisation’s performance.

The reporting organisation should maintain consistency in the boundary and scope of its reports, disclose any changes and re-state previously reported information.

The reporting organisation should consider the diverse needs and backgrounds of its stakeholder groups and should make information available in a manner that is responsive to the maximum number of users while still maintaining a suitable level of detail.

Reports should provide information on a regular schedule that meets user needs.