

2014 JLL Sustainability Report - Detailed Data Note

The following notes provide details around definitions, re-statements and methodologies pertaining to the data in our 2014 Sustainability Report. These notes should be read alongside the data summary which is available on jll.com/sustainability, as well as relevant indicators throughout the report, as per the section headers below. Information for several of the GRI4 reporting requirements can be found in this document.

The data used in this report is comprised of actual figures where possible. In cases where actual figures are unavailable, we have made reasonable estimations or assumptions. The data in this report has undergone internal verification by our Global Corporate Sustainability team. Through this process we occasionally identify better quality historical data. We are continuously working to improve our data processes, although due to the decentralized nature of our organization this remains one of our biggest challenges. The information presented in this report represents the best information available at the time of publication. All financial figures are reported in US dollars.

Throughout

Energy and Sustainability Services indicators (all): LaSalle Investment Management is not included in these indicators (e.g. Client green building certifications) due to differences in sustainability service provision and business structure.

JLL vs. clients' offices: When we refer to 'offices' this relates to JLL's corporate space, unless otherwise indicated

Our approach:

Positions with a functional responsibility for sustainability - Operations (FTE): In 2013 the calculation methodologies were partially inconsistent with some countries not calculating Full Time Equivalent (FTE) roles, whereas in 2014 we accounted for only FTE employees and adopted more detailed accounting methods in some countries. This explains the decrease from 2013.

Energy and resources

Energy management for our clients (all): Please see <http://www.jll.com/sustainability/sustainability-energy-and-resources> for details of these figures.

Renewable energy for our clients (all): Averted GHG emissions were calculated using a global emissions factor of 0.586 kg CO₂e per kWh from [Siemens' Environmental Portfolio Report](#). Our analysis assumes that installations are fully operational year-round and that average capacity is 30% for wind and 80% for biomass. They also assume a 1,100 kWh per kW capacity per year for solar.

Energy and resources for our own operations: The base year for JLL emissions reduction targets is 2012, which was chosen to maximise data completeness and comparability. Our targets are intensity targets that are normalised per corporate office employees, which we feel better reflects our operations than total employees, which includes client site-based staff. Our targets include only building-related energy and emissions, excluding energy consumed outside our operations.

We consolidate our GHG emissions under the operational control approach, as defined by the Greenhouse Gas Protocol's Corporate Accounting and Reporting Standard. The GHG gases we include in our emissions calculations are carbon dioxide (CO₂), methane (CH₄) and nitrous oxide (N₂O) from the following sources:

Methodology for calculating JLL GHG emissions:

- Scope 1: **Fuel consumption** of company-owned vehicles and natural gas consumption of office buildings. Actual energy consumption figures are multiplied by relevant published emissions factors to convert to metric tons of CO₂e.
- Scope 2: **Purchased electricity** consumption data is multiplied by country/state level emissions factors to convert to emissions metric tons of CO₂e.
- Scope 3: **Estimated energy consumption:** All JLL offices are leased space, and in 75%, we estimate energy consumption partially or fully as we do not receive consumption data from the landlord. In these offices we use the rented area we occupy, proportion of year it was occupied and average office energy intensity and breakdown information from U.S. Energy Information Administration (under Department of Energy) to calculate our estimated consumption of electricity and natural gas. The average energy intensity we use does not take into account any geographical variation in conditions or climate, and is therefore a rough approximation. As the average US energy intensity covers all US climate zones, we feel this is the best available approximation of global climate zone variation. **Business travel emissions:** flight and train travel miles are multiplied by CO₂e/mile conversion factors.

Emissions/conversion factors used above: [Electricity](#) [Fuel](#)

Green buildings

Energy and sustainability accredited professionals:

Includes the following accreditations:

- AIEMA
- Assoc. of Energy Engineers: Certified Energy Manager (CEM)
- Business Energy Professional (BEP)
- CAP
- Certified Building Commissioning Professional (CBCP)
- Certified Energy Auditor (CEA)
- Certified Energy Procurement Professional (CEP)
- Certified Sustainable Development Professional (CSDP)
- Existing Building Commissioning Professional (EBCP)
- BERDE Associate
- BREEAM & BREEAM DE Bestand
- CASBEE
- Certified Demand Side Management (CDSM)
- Chartered Environmentalist (CEnv)
- Data Center Energy Practitioner
- Energy Institute Member (MEI)
- Green Advantage
- Green Globes Professional (GGP)
- Green Mark
- Greenship
- Green Star
- IFMA Sustainability Facility Professional (SFP)

- IGBC AP
- LEED
- NABERS
- Pearl Qualified Professional (PBRS)
- Ska Assessor

Community and supply chain

Corporate charitable contributions as % of pre-tax profit: We state only corporate contributions as a percentage of pre-tax profit. LaSalle Investment Management contributions are included in the corporate figures. Methodology update: Corporate sponsorship of non-profit organisations (e.g. CDP) was excluded from charitable contributions total and previous year figures were restated to reflect this.

Workplace, well-being and diversity

Workplace, well-being and diversity (all): For employee indicators in this section, we use data from our people system, which differs slightly from our financial system.

Total employees by gender: Total employees from our people system were 57,925; 53,117 and 47,614 in 2014, 2013 and 2012 respectively. JLL Annual Report (AR) employee figures differ slightly from these, as AR figures are extracted from our employee records at an earlier date.

Directors by gender: Directors, which include Associate Directors and above, were approximately 6,514; 6,034 and 5,626 in 2014, 2013 and 2012 respectively.

About this report (this section appears in this document only)

In 2014, data relating to our operations (from the Corporate Sustainability Survey) represented 245 corporate offices and 15,506 corporate office employees. The data coverage, as a percentage of corporate offices and employees from our carbon management system, is 98%* and 95% respectively, reflecting a number of missing country survey responses. In 2013, the survey data represented 242 corporate offices and 16,702 corporate office employees. Data coverage, as a percentage of corporate offices and employees from our carbon management system, was 92% and 99.6% respectively. Office coverage increase is due to our carbon management system's property list temporarily including several residential services offices in 2013 that were not covered by the survey. The reduction in employee coverage from 2013 is explained by Hong Kong and Serbia not submitting a survey response for 2014 reporting.

We have restated our total corporate office employee figures 2012-2013 to reflect a methodology change. To avoid double counting we exclude employee figures from offices disposed mid-year, calculating employees only in offices occupied at year-end.