

# SUSTAINABILITY & ENVIRONMENTAL, SOCIAL, GOVERNANCE (ESG) AT SHORENSTEIN

A REFERENCE GUIDE FOR  
TENANT ACTION



## WELCOME

Shorenstein is committed to enhancing building performance, operational resilience, and business governance for the benefit of our properties, tenants, employees, investors, and communities. We have long embraced the notion that sustainability is smart business practice and good corporate citizenship.

Please join us in our ongoing effort to enhance the environmental performance of our buildings.

## Purpose

This guide is intended to help tenants understand Shorenstein's sustainability strategy and outputs, as well as to provide tangible steps tenants can employ to optimize their own sustainability practices.

## Collaborating for Sustainability Excellence

With support from tenants, we are making great strides in the sustainability of our office portfolio through our environmental, social, and governance performance.

**Sustainability Site for Tenants:** The Sustainability page of your property's website provides tenants with a library of sustainability related educational resources, case studies, and external references. The site makes tools, ideas, and resources easily accessible to tenants. Shorenstein is excited to partner with tenants to support their sustainability efforts.

Here you can find:

- Your property's current ENERGY STAR Score and LEED certification status, if applicable
- Green Tips of the Month
- Green Scorecard
- Local Recycling Guidelines

Shorenstein is committed to collaborating with tenants to further improve the sustainability of its office properties. Shorenstein aims to provide our tenants with the knowledge, tools, and incentives to drive environmental performance in their own workplace.

## Sustainability for Tenants

Your organization's sustainability program can have a big impact. Did you know that up to 70% of building energy use is determined by building occupants? Environmental performance achievements, and certifications such as ENERGY STAR and LEED are due in large part to your efforts. Thank you!

We seek to make building sustainability a collaborative effort with our tenants. The Sustainability Resources landing page on your property's website contains educational materials, user-friendly tools, and external references to help you develop and enhance your organization's own sustainability program. Visit your property's website to learn more.

## Sustainability Strategies: What You Can Do

### 1. Energy Efficiency: Office Equipment

- Purchase ENERGY STAR when choosing office equipment.
- Turn off office equipment, including computers, at the end of each day.
- Enable power management features such as “sleep” or “hibernate” on computers and other office equipment.
- Share equipment such as printers among multiple employees.
- Unplug devices and install timers on equipment such as water coolers, vending machines, and coffee pots.

#### Fast Fact:

The U.S. Environmental Protection Agency estimates that, if every monitor and printer were shut off at night, the U.S. could shut down 8 large power plants and save 7 million tons of CO<sub>2</sub> annually.

### 2. Energy Efficiency: Lighting

- Turn off the lights at the end of the day.
- Use natural light and task-lighting to reduce the need for overhead lighting.
- Install occupancy sensors in private offices, conference rooms, break rooms, restrooms, and other frequently unoccupied spaces.
- Install a lighting control system with automatic dimming, occupancy sensing, and/or daylight harvesting.
- Reduce the wattage of light bulbs to save lighting energy usage.

#### Fast Fact:

A study by McKinsey, a consultancy, estimates that 120 trillion kilowatt hours of cost-effective commercial lighting opportunities are present in U.S. buildings. That’s enough energy to power ten million homes for one year.

### 3. Energy Efficiency: HVAC

- Limit overtime HVAC.
- Set a flexible thermostat range to allow space to be a few degrees warmer in the summer and cooler in the winter.

#### Fast Fact:

The U.S. Environmental Protection Agency estimates that adjusting the thermostat by one degree can reduce building energy use by about 4 percent.

A complete list of energy efficiency strategies can be found on the Sustainability page of your property's website, or you can ask your Property Manager for a copy.

### 4. Water Conservation: Restrooms and Kitchens

- Install low-flow aerators in restroom and kitchen faucets.
- Install low-flow fixtures in restrooms.
- Fill dishwashers before operation.
- Look for the EPA Water Sense label when purchasing fixtures and appliances.
- Installing on-demand water heating.

#### Fast Fact:

Less than 1 percent of the Earth's water is available for human consumption. The U.S. Geological Survey indicates that the average American is responsible for 150 gallons of domestic water use daily, most of which flows down the drain.

### 5. Recycling and Compost

- Implement or Revamp your Recycling Program and ask your Property Manager for instructions and guidance materials for implementing sorting and recycling in your space.
- Provide training to your employees on what materials are recyclable in your building.
- Recycle e-waste through your building's e-waste recycling program. Ask your Property Manager for details.

- Conduct a waste audit to evaluate your recycling program. Your Property Manager can help arrange for a waste audit.
- Talk with your Property Manager about implementing or improving your building's composting program to reduce food waste.

**Fast Fact:**

The U.S. represents only 5 percent of the world's population, but it uses 20 percent of the world's resources. According to the U.S. Environmental Protection Agency, the average American generates over four pounds of waste per day, but only recycles one third of it.

## 6. Commuting

- Encourage carpooling to reduce travel costs as well as environmental impact.
- Encourage public transportation if it is available at your building.
- Encourage walking or biking to improve health and morale as well as sustainability.

**Fast Fact:**

According to the U.S. Environmental Protection Agency, Greenhouse emissions from transportation account for about 27 percent of total U.S. greenhouse gas emissions—making it the largest contributor of U.S. GHG emissions.

## 7. Employment Engagement

- Create a Green Team with diverse representation across your organization.
- Use competitions and challenges to tap the natural competitive spirit of individuals and encourage teamwork.
- Create communication channels that allow sustainability information to flow with your organization.

**Fast Fact:**

A United Nations Survey revealed that 93 percent of global CEOs believe sustainability will be critical to their company's success.

## 8. Health and Wellness

- Walk to work and/or catch public transportation to benefit your physical and mental health, in addition to reducing your carbon footprint.
- Maintain good health practices learned across the COVID-19 pandemic such as wearing masks and sanitizing often.
- Create a workplace wellness campaign to encourage health objectives and employee participation.

### Fast Fact:

Seventy to 80 percent of US companies believe that workplace wellness promotion lessens absenteeism and boosts productivity according to a 2019 survey.

## 9. Sustainable Purchasing

- Eliminate unnecessary purchases.
- Establish a sustainable purchasing policy. A guide to creating the policy is available on the Sustainability page of your property's website.
- Purchase ENERGY STAR labeled equipment for all computers and office electronics.
- Procure office supplies with recycled content.
- Look for products with third party certifications, such as [B Corp](#), [Green Seal](#), and [EcoLogo](#).

### Fast Fact:

According to the U.S. Environmental Protection Agency, if all computers sold in the U.S. met ENERGY STAR standards, the GHG savings would be equivalent to taking 2 million cars off the

## Organization & Operations

The Shorenstein ESG Team consists of the ESG Manager and ESG Coordinator with guidance from the Vice President of Engineering Services & ESG and the ESG Committee. Below are additional sustainability initiatives that have been implemented by the team to date.

1. **ENERGY STAR:** We benchmark the energy performance of all buildings using the EPA's ENERGY STAR tool. All Property Managers and Chief Engineers complete ENERGY STAR training. As of 2022, 98 percent of our portfolio is ENERGY STAR benchmarked and 67 percent certified — numbers that will only continue to grow with efforts. Ask your Property Manager for details on the ENERGY STAR rating of your building.
2. **Green Cleaning:** We mandate green cleaning (chemicals, dilution control, cleaning equipment and training) for all janitorial contractors.
3. **Waste Recycling:** We recycle paper, plastic, metal, glass, and cardboard at all our buildings. We also recycle other materials and offer composting where available by jurisdiction.
4. **Green Tips for Tenants:** We frequently post informative green tips on the property websites for each of our buildings.
5. **Green Scorecard:** The Green Scorecard promotes the sustainability features at each of our properties.
6. **Landscaping:** We follow U.S. Green Building Council guidelines for landscaping, including the use of native species, reduced irrigation, and landscape waste diversion.
7. **Water Efficiency:** Our properties employ water efficient technologies such as low-flow restroom fixtures and faucet aerators wherever possible.
8. **Earth Hour and Earth Day:** We participate in Earth Hour and Earth Day events each year.
9. **EV Charging:** Many properties prioritize EV charging, with others assessing feasibility in the near future.
10. **LEED Certification and Standards:** We require that all Shorenstein existing buildings and development projects pursue LEED certification where feasible. During 2021, our portfolio consisted of 33 assets totaling 16.6 million square feet that are LEED certified.



## WORLD ENERGY TOUR

In 2010, Shorenstein launched its nationwide World Energy Tour, an energy efficiency review of all properties under management. More than 300 efficiency projects were identified and prioritized for implementation. In 2022, the tour was kicked off again for all properties with opportunities expected to be identified for energy savings as well as climate-risk reduction opportunities.

## Construction & Renovation

### COMMITMENT TO LEED GOLD

Shorenstein is committed to meeting or exceeding the Leadership in Energy and Environmental Design (LEED) Gold standard for all new construction and development projects. Meeting the LEED Gold standard requires diligence and innovation from Shorenstein's development team. It will also ensure that Shorenstein's development projects lead the building industry in creating indoor environments that promote human well-being and foster a sustainable future.

### GREEN CONSTRUCTION STANDARDS

Shorenstein has incorporated green construction standards into the conditions for construction and tenant construction standards at all its managed properties. These standards are based on the U.S. Green Building Council's green building principals. Green construction optimizes the environmental and financial performance of buildings, providing owners and occupants with many benefits. Ask your Property Manager for a copy of these standards prior to construction or renovations.

## Partnerships & Commitments

### BETTER BUILDINGS CHALLENGE



In 2008, we committed to the Better Buildings Challenge 20 percent reduction of the total portfolio’s energy use by 2020. We met this goal in 2016 and have since set a new goal of 25 percent energy reduction by 2025 from our 2018 baseline.

### ENERGY STAR CERTIFICATION



The ENERGY STAR platform dynamically scores each building on a percentile scale, measuring its energy performance compared to a nationally representative statistical model. In 2022, 20 properties in our portfolio were ENERGY STAR Certified, totaling 10.7 million square feet.

### US GREEN BUILDING COUNCIL (USGBC) – LEED CERTIFICATION



The Leadership in Energy and Environmental Design rating system is an internationally recognized green building certification developed by the U.S. Green Building Council (USGBC) and administered by Green Business Certification, Inc. (GBCI). Shorenstein is a Platinum member of USGBC. We require that all Shorenstein existing buildings and development projects pursue LEED certification where feasible. During 2022, our portfolio consisted of 40 LEED certified assets totaling over 16 million square feet.

### GLOBAL REAL ESTATE SUSTAINABILITY BENCHMARK (GRESB)



The ESG benchmark for real estate assets, [GRESB](#) works in collaboration with the industry to define the global standard for sustainability performance in assets and providing standardized and validated ESG data. We have been participating in the GRESB Real Estate Assessment since 2014 and strive to be a leader among the company’s peer group.

Signatory of:



## UN PRI Signatory

The United Nations Principles for Responsible Investment signatories are asset owners who commit to integrating ESG factors into investment decision making. Shorenstein became a [UN PRI Signatory](#) in 2022.



## UN SUSTAINABLE DEVELOPMENT GOALS

In 2022, Shorenstein aligned with the [United Nations Sustainable Development Goals](#). The SDGs are a collection of interlinked global goals designed to be a shared blueprint for peace and prosperity for people and the planet, now and in the future.



## GREEN LEASE LEADERS

Shorenstein was awarded renewal of its Gold status as a Green Lease Leader in 2023 by the Department of Energy's Better Buildings Alliance and the Institute for Market Transformation. Green Lease Leaders sets standards for what constitutes a green lease, recognizing landlords and tenants who modernize their leases to spur collaborative action on energy efficiency, cost-savings, and sustainability in buildings.



## WELL HEALTH-SAFETY RATING

WELL-HSR is an evidence-based, third-party verified rating for all new and existing building and facility types focusing on operational policies, maintenance protocols, occupant engagement, and emergency plans. Shorenstein's continued response to return-to-work in a post-COVID-19 environment with advanced policies, protocols, and efforts are assessed and evaluated to meet the standards required to be awarded the WELL Health-Safety Rating.



## ULI GREENPRINT

The [ULI Greenprint](#) Center for Building Performance includes a worldwide alliance of leading real estate owners, investors, and strategic partners. Greenprint and its members strive to reduce greenhouse gas emissions by 50 percent by 2030 and to achieve net zero carbon operations by 2050.