

SUSTAINABILITY & ESG AT SHORENSTEIN

A REFERENCE GUIDE FOR
TENANT ACTION AND GUIDANCE



WELCOME

At Shorenstein, 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 provide tangible steps tenants can employ to optimize their own sustainability practices.

Sustainability and Environmental Performance

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.

ENERGY STAR

We benchmark building energy performance using the U.S. Environmental Protection Agency's [ENERGY STAR](#). 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.

Measurabl

Since 2018, Shorenstein has been engaged with utility data automation provider [Measurabl](#); for all-possible properties, ENERGY STAR Portfolio Manager automates utility data upload into Measurabl which ensures data quality and efficiency.

LEED

Shorenstein is a U.S. Green Building Council Platinum member. We manage all buildings to the [LEED](#) (Leadership in Energy and Environmental Design) Operations and Maintenance standard. Ask your Property Manager for details on whether your building has received the LEED certification.

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 CO₂ 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 and rationales can be found on the Sustainability page of your property's website or ask your Property Manager for a copy.

4. Water Conservation: Restrooms and Kitchens

- Install low-flow aerators on 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 road.

ORGANIZATION & OPERATIONS

The Shorenstein Sustainability Team consists of the Sustainability Manager and Sustainability Coordinator with guidance from the Chief Operations Officer, the Vice President of Engineering, the ESG committee, and the Sustainability committee. The Sustainability Team is Guided by Corporate-level Environmental Social Governance Policy as well as Diversity Equity and Inclusion policy. 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.
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. **Site Selection:** Shorenstein has internal policy that property sites are optimized for access to transportation and favor bike access and walkability.
10. **EV Charging:** Many properties prioritize EV charging with others

assessing feasibility in the near future.

11. **WELL Health Safety Rating:** [WELL HSR](#) is an evidence-based, thirty-party verified rating for all new and existing buildings focusing on operational policies, maintenance protocols, occupant engagement, and emergency plans. Where feasible, Shorenstein properties earn certification.
12. **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.

TENANT ENGAGEMENT

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. Some examples include:

- **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.
- **Sustainability Committee:** As part of Shorenstein's on-going tenant engagement program, we relaunched our sustainability committee with the initial focus of pilot programming at select Shorenstein properties around tenant engagement opportunities and challenges.

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 and health and well-being improvements.

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



As part of the U.S. Department of Energy's [Better Buildings Challenge](#), Shorenstein has committed to reducing energy use 20 percent by 2020 over 2008 levels. Achieving the remaining reduction will require continuous monitoring of building systems and collaboration with building occupants.

EDF CLIMATE CORPS



Shorenstein partners closely with the Environmental Defense Fund's Corporate Initiative. The company has been a [Climate Corps](#) host organization since 2009. Most summers, Shorenstein welcomes a specially trained MBA fellow to identify energy efficiency and sustainability opportunities.

ENERGY STAR



Shorenstein is an Environmental Protection Agency ENERGY STAR partner and benchmarks all properties using ENERGY STAR Portfolio Manager. Shorenstein's corporate sustainable purchasing policy requires the purchase of ENERGY STAR office equipment and appliances.

USGBC



Shorenstein has been a member of the U.S. Green Building Council (USGBC) since 2008. The company is committed to the Leadership in Energy and Environmental Design (LEED) standard for the design, construction, and operation of our properties. Shorenstein recognizes the superior performance of green buildings and strives to manage all its properties to the LEED standard.

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 continue to be a leader among the company's peer group.

UN PRI Signatory

Signatory of:



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 has been involved with [Green Lease Leaders](#), which recognizes building owners who are effectively using the lease to drive energy and environmental savings in commercial buildings. In 2021, Shorenstein was awarded the Gold level designation—the program’s highest designation.

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.

For more information, please reach out to sustainability@shorenstein.com or visit Shorenstein’s Sustainability Site for tenants

[https://www.\(yourproperty'sname\).com/sustainability](https://www.(yourproperty'sname).com/sustainability) Ex: <https://www.208utah.com/sustainability>