LEARNING OBJECTIVES

Learn the value generated from engaging with tenants around sustainability, energy efficiency, waste reduction and responsible operations. Best practices in implementing a sustainable tenant engagement program by presenting compelling case studies.

You will learn how to:

- Connect with tenants by reaching the highest sustainability standards
- Get the best investment value in energy efficient programs; and
- Achieve your sustainability goals with existing tenants by utilizing practical programs and operations.
Bring Your GREEN TO WORK with ENERGY STAR®

The small steps you take at work to save energy can make a big difference in the fight against global warming.

Organizations across the country are working with EPA to improve the energy performance of the buildings where we work, shop, play and learn. You can help!

Click on the blue stars to learn more and start saving energy today.
Tenants significantly impact building operations. Recognizing the important role that tenants play, CommonWealth Partners educates tenants on an ongoing basis and partners with them to create healthier and more productive workspaces. CommonWealth Partners' Tenant engagement programs include:

- Corporate Website
- Sustainability Tab at Property Websites
- Sustainability Policies & Resources
- Annual Sustainability Report
- Green Tenant Improvement Guide
- Green Office Program
- Sustainability Signage
- Sustainability Newsletters
- Nationwide Annual E-Waste Drives
- Earth Hour Events
- Tenant Surveys (Kingsley)
- Biannual Occupant Comfort Surveys
- Vendor and Tenant Memos
- Educational Presentations
- Case Studies
- Earth Day Tenant Events
CORPORATE SUSTAINABILITY WEBSITE

Sustainability Page on Corporate Sustainability Site

Annual Sustainability Report
Situated in the heart of the financial district, City National Plaza is arguably the best located property in Downtown Los Angeles.
ASSET LEVEL SUSTAINABILITY TAB

chapter overview

- **Overview:** This section provides general information about Sustainability at City National Plaza.
- **Corporate Sustainability:** This section provides information regarding corporate sustainability initiatives.
- **Sustainability Policies and Procedures:** This section provides tenants with sustainability policies.
- **Energy Conservation:** This section outlines the energy conservation program in place at City National Plaza.
- **Recycling Program:** This section outlines the recycling program in place at City National Plaza.
- **E-Waste Recycling:** This section provides information about E-Waste recycling.
- **Transportation Program:** This section provides tenants with information regarding transportation programs.
- **Indoor Air Quality Reporting:** This section provides information for reporting Indoor Air Quality issues at City National Plaza.
Purpose:

- Educate tenants about the variety of strategies they can use to green their interior spaces
- Minimize the environmental impacts of tenant improvements and retrofits
- Create healthy and productive working spaces.
Resource to educate Tenants on Sustainable behavior & plug load reduction strategies

How Does the Green Office Guide Work?
This guide provides simple steps to sustainability across five key categories:
1. Transportation
2. Energy and Atmosphere
3. Materials and Resources
4. Indoor Environmental Quality
5. Innovation

Benefits of Green Operations Include:
• Maximize energy & water efficiency
• Reduce operational costs
• Provide a higher quality product
• Position the office to attract and retain employees
• Stay ahead of pending government regulations
• Fulfill the needs of workers who are increasingly demanding healthy and sustainable work environments
• Increase net operating income and value
GREEN OFFICE CHALLENGE (GAMIFICATION)

CommonWealth partners

Green Office Challenge 2016

HDR

560 MISSION

Recognized for exceptional sustainability performance and earning 1st Place overall and 5 Stars, the highest level of achievement for the Green Office Challenge. This office and its employees demonstrate leadership in sustainable practices and behaviors. We are truly grateful to your commitment to our sustainability objectives and our organization.

Daniele Horton
Director of Sustainability
CommonWealth Partners

Brad Collins
Property Manager
CommonWealth Partners
SUSTAINABILITY SIGNAGE

CommonWealth’s Vision
CommonWealth Partners envisions a future where our values are aligned with the principles of sustainability and environmental stewardship. We strive to achieve a balance between strategic sustainability initiatives and sound investment management. This balance enables us to seek opportunities that have a positive impact on the health and well-being of our building occupants, while strengthening our robust business relationships.

Consistent with our mission, we have set the ambitious goal of greening our entire portfolio of existing properties.

What is a Green Building?
A green project is one that incorporates design, construction and operational practices that significantly reduce or eliminate the negative impact of development on the environment and occupants with strategies for addressing:
- smart growth
- energy efficiency
- greenhouse gas emissions reduction
- water conservation
- waste avoidance, reuse and recycling
- pest control pest – insects, water, etc., use it, tight
- enhanced biodiversity
- reduced resource consumption
- productivity & healthier environments
- healthy and adaptable spaces
- triple-bottom-line performance

LEED® G & M is the US Green Building Council protocol for Leadership in Energy and Environmental Design for Existing Buildings Operations and Maintenance. LEED® is a third-party certification program that rewards industry leaders who commit to the efficient design of commercial buildings that save energy and water and minimize waste.

CommonWealth’s LEED® Certification

CommonWealth’s LEED® Certification:
- Silver Certified

Cottonwood Corporate Center
Sustainability Highlights
- Water conservation
- Energy conservation
- Waste reduction
- Indoor air quality
- Sustainable materials

Sustainability Policies and Programs
- Building Exterior & Landscape Management Plan
- Integrated Pest Management, Ecosystem Center, and Landscaping Management Plan
- Water Efficiency Program
- Maintenance Management Plan
- Sustainability Management Plan
- Indoor Air Quality Management Plan
- Indoor Air Quality Management Plan for Facilities Alterations and Additions
- High Performance Cleaning Program
- Lamp Purchasing Program
- Indoor Integrated Pest Management Plan
- Climate Adaptation Policy

For more information about LEED® Certification and its benefits, you may visit the USGBC’s website at: www.usgbc.org
Global Real Estate Sustainability Benchmark (GRESB): CWP ranked as a "Green Star" and took the 9th place in the US Office Peer group!

The information technology sector is an important contributor to sustainability issues, as it accounts for the majority of energy consumption in buildings. As a result of this, CWP has implemented measures to reduce energy consumption and improve energy efficiency. Our approach is focused on reducing carbon emissions and improving the sustainability of our operations.

SUSTAINABILITY ISSUE #01

CommonWealth Sustainability

"Welcome to the first issue of CommonWealth: Partners Sustainability Newsletter. This newsletter highlights our ongoing efforts to promote sustainability in our building portfolio and within our organization. Our focus is on reducing our environmental impact and promoting sustainable practices. This newsletter will highlight some of our recent achievements and initiatives to improve sustainability in our operations."

PERFORMANCE DATA REPORT

As we grow our portfolio, our goal is to continue to improve the quality and sustainability of our buildings and portfolios, while reducing our environmental impact. In this issue, we will highlight some of our recent achievements and initiatives to improve sustainability in our operations.

LIU GREENPRINT REPORT

Sustainability initiatives are a key focus for CommonWealth Partners. We are committed to reducing our environmental impact and promoting sustainable practices. This issue, it's summarise data from across the portfolio, demonstrates our commitment to improving performance and provides an "at a glance" overview of our sustainability status.

Sustainability Report 2013

"Sustainability for the Common Good"

We are excited to share with you our 2013 Sustainability Report. This report highlights the key initiatives from our CommonWealth Sustainability Program, which is designed to help our portfolio and tenants succeed. In this report, we provide an overview of our sustainability initiatives, including energy efficiency, waste reduction, and water conservation. We also share case studies and best practices from our tenants and partners to inspire others to join us in our sustainability efforts.

LEED & ENERGY STAR STATS

CWP has been a leader in sustainability for over a decade. Our commitment to sustainability is reflected in our portfolio of LEED-certified buildings. We are proud to announce that our portfolio has achieved a LEED Gold certification for the 6th consecutive year! This achievement is a testament to our continued commitment to sustainability and our dedication to creating a positive impact on the environment.

NEW SUSTAINABILITY SITES

In recent years, our sustainability initiatives have expanded to include new projects that are at the forefront of the industry. Two of our latest projects are the One Riverfront and the 300 Main Street developments. We are proud to announce that both of these projects have received LEED Gold certifications, demonstrating our commitment to sustainability and our dedication to creating a positive impact on the environment.

WHAT IS IT LIKE GOING THROUGH THE LEED PROCESS?

The team at CommonWealth Partners is excited to announce the completion of our latest LEED Gold certification project, the One Riverfront. The team worked closely with the architects and engineers to ensure that the building met the rigorous sustainability standards set by the LEED program. The process was challenging, but the end result is a beautiful building that is not only environmentally friendly, but also a showcase of sustainable design.

Urban Green's Edie Award Winner

The Urban Green Council's Edie Awards are given to developers who are leading the way in sustainable building practices and are dedicated to achieving a greener future. This year, CommonWealth Partners is proud to announce that our Riverfront development has been awarded the Edie Award for its commitment to sustainability and excellence in the field of green building.

IN THE SPOTLIGHT: Russell Investments Center

Russell Investments Center is a LEED Gold-certified office building that exemplifies our commitment to sustainability. The building earned its LEED Gold certification by implementing a range of sustainable design and construction measures, including energy-efficient lighting, water-conserving fixtures, and renewable energy systems. These measures not only reduce the building's environmental impact, but also provide financial benefits to the building's tenants.

SAFECO PLAZA'S GREEN ISSUE

SafeCo Plaza is a LEED Gold-certified office building that is committed to sustainability. The building's design includes features such as energy-efficient lighting, water-conserving fixtures, and renewable energy systems. These features not only reduce the building's environmental impact, but also provide financial benefits to the building's tenants.
SAMPLE TENANT ENGAGEMENT EVENTS

Earth Hour

Many buildings turned off their non-emergency lights on March 19th between 8:30 pm and 9:30 pm to show their commitment to this global movement and climate action.

Earth Day E-Waste Drives

While CommonWealth Partners implements e-waste initiatives throughout the year, Earth Day is a great way to reiterate their goal of diverting 100% of all e-waste.

National Bike to Work Day

Encourage healthy practices such as biking to work helping staff and tenants to save gas and burn calories in the process.

Tenant Surveys

CommonWealth Partners utilizes the robust Kingsley Survey to assess the current tenant satisfaction levels across the many service functions the entity provides.
CASE STUDY 1: TENANT ENERGY INCENTIVES

The City of Los Angeles Green Business Program

The City of Los Angeles provides a FREE business assistance program to help you "Go Green" and become more efficient, profitable and sustainable. Your efforts will be recognized with an official certification!

Register Here

http://www.greenbizla.org/
CASE STUDY 1:
TENANT ENERGY INCENTIVES

Los Angeles Green Business Program
Part of the City of Los Angeles Green Business Certification Program

The City of Los Angeles is offering a FREE business assistance program to help you "Go Green" and become more efficient, profitable and sustainable.

Q: Is this really FREE? Why is it being offered?
A: Yes, it is 100% free and all voluntary – you're under no obligation at any time to the program.

Passed by LA City Council in 2009, The City of LA wants you to be a leader in the community by implementing more sustainable practices in your business.

Q: What type of businesses does the program assist?
A: We assist businesses in three sectors:
1. Office/Retail
2. Restaurants
3. Automotive (Repair & Body)

The businesses must be located in the City of Los Angeles.

For more information please contact:
Sandrine Cassidy
cassidysm@email.jaccd.edu
310.384-5682
www.greenbizla.org

There are five main benefits to the program:

1. SAVE MONEY

There are many ways you can save money on your energy, water and waste bills. You're busy running your business, so we do the work for you and sort through all the opportunities.

2. MAKE MONEY BY HAVING A MORE VALUABLE BRAND

Angelinos enjoy supporting businesses that care about the greater good of the community and environment. Being a Green Certified business lets everyone know you're serious about helping out the community, resulting in more products sold and/or services rendered.

3. OFFICIAL CERTIFICATION FROM THE CITY OF LA

Once you go through this green program, we award you with an official certification from the City of LA that you can proudly showcase at your business and/or on your website.

4. A POSITIVE RELATIONSHIP WITH THE CITY

It's always beneficial to have a strong relationship with the City and all other government and regulatory agencies.

We are the liaison between your business and many public sector entities.

5. BECOME A PART OF A LARGER NETWORK

We have hundreds of businesses in our database that may also want to do business with you and vice versa.

Some businesses already certified and in our network include

Collective bargaining; because we have so many businesses in our program, we work with manufacturers and others to get you lower prices on items you already buy.
Dear Property Manager,

The Business contacting you with the questions below is going through the process of getting recognized as a Green Business by the City of LA Green Business Program. Some questions and points relate directly to the building. We are requesting your assistance in answering them. Please note these answers have no incidence on you or the Business. We are here to provide free environmental consulting and the program is voluntary. Feel free to call Sandrine Cassidy at 310-384-5682 with any questions. Thank you for your assistance.

<table>
<thead>
<tr>
<th>Measure</th>
<th>Question</th>
<th>Assessment Notes</th>
</tr>
</thead>
<tbody>
<tr>
<td>Cleaning Products</td>
<td>Please provide a list of cleaning products used.</td>
<td>Checked. All good.</td>
</tr>
<tr>
<td>HVAC</td>
<td>Is the HVAC system maintained at least twice a year?</td>
<td>Please confirm.</td>
</tr>
<tr>
<td>Lighting</td>
<td>Lighting bulbs: mainly T-8 &amp; T-5 and MR-16 (halogen?LED?).</td>
<td>Please confirm for both floors</td>
</tr>
<tr>
<td>Pest Control</td>
<td>Name of company and if Integrated Pest Management is included in the contract.</td>
<td>Please confirm.</td>
</tr>
<tr>
<td>Universal Waste</td>
<td>Do you have any events during the year? How do you dispose of office hazmat including e-waste, batteries, bulbs, paint and toner?</td>
<td>Needs an aerator</td>
</tr>
<tr>
<td>Water</td>
<td>The faucet in auxiliary kitchen (on 2)</td>
<td>Needs an aerator</td>
</tr>
<tr>
<td>Recycling</td>
<td>Yes</td>
<td>All good.</td>
</tr>
<tr>
<td>Composting</td>
<td>Yes</td>
<td>NA to this Business.</td>
</tr>
</tbody>
</table>
GREEN BUSINESS PROGRAM RESULTS

• 5 tenants have independently completed the certification with 3 more in progress.
• Tenants are now engaged in a tracking system that they never would have taken note of before.
  – Lower energy bills
  – Lower water usage
  – Disposable electronic costs
• Market Recognition
• Measuring new metrics
• Benefits the building as a whole
CASE STUDY 2: TENANT BUY-IN WITH COMPOST

Exhibit: Recycling Stations
Provide plenty of signage for each recycling location
EDUCATION WITH WASTE RESULTS

2015
19% compost
44% recycling
37% landfill directed waste

34% Increase in compost from 2014
Main Take-Aways
EARTH DAY TENANT EVENTS
FUTURE MEASURES TO TAKE NOTE

- Make it easy for tenant buy-in.
- Engage building occupants and landlords in saving energy
- Signage is key. Located in places where individuals are standing around. Spark the tenants interest using percentage goals.
- Submetering energy consumption making the bills more transparent to reduce tenants’ energy consumption.
- Incorporate energy efficiency in tenant improvements
- Structure agreements to benefit both parties by sharing the cost and benefits of the improvements.
- Host lobby events for all tenants!