



2022

ENVIRONMENTAL, SOCIAL AND GOVERNANCE REPORT

“We believe that long-term sustainability requires diligent investment in our people, properties and communities in ways that benefit us all and the environment.”

—Jim Carbone, *The Swig Company Chief Executive Officer*

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01

INTRODUCTION

This section includes our approach to sustainability, a conversation with our CEO and a description of our company.

Our Commitment

At The Swig Company, sustainability means ensuring that the investments we make today deliver long-term value to our stakeholders. It means investing in our people, properties and communities in ways that benefit us all and the environment.

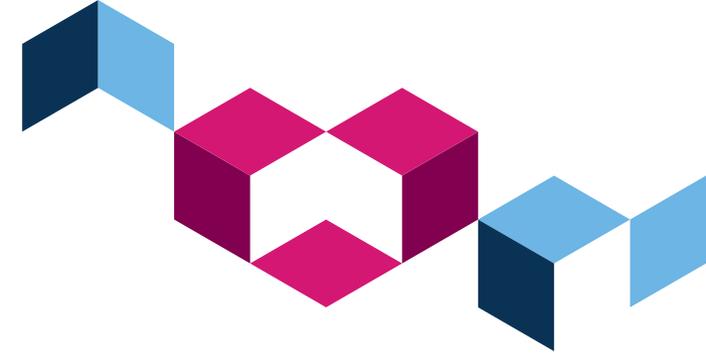
Our Approach

Environmental, social and governance (ESG) oversight is dispersed throughout The Swig Company. Strategic direction and communication on sustainability issues, climate risk and community impact are set by the executive team and endorsed by the board of directors.

The executive team—made up of senior leadership in asset management, investments, accounting and tax, HR, IT, and innovation—works closely with the CEO and the president to determine our management approach. The innovation team coordinates the overall ESG program and reporting efforts. Community engagement initiatives originate with the innovation team and are implemented by corporate staff, as well as asset management and property teams. Property and asset management teams also focus on the particulars of green building certifications, energy conservation and waste reduction at the site level. They communicate their work to the executive team, which provides overall oversight.

Q&A

WITH JIM CARBONE
CHIEF EXECUTIVE OFFICER



Q: What does sustainability mean to The Swig Company?

A: We believe long-term sustainability requires diligent investment in our people, properties and communities in ways that benefit us and the environment. We've integrated sustainability throughout the organization, incorporating ESG principles in the ways we address climate risk; property renovation and upkeep; the health and wellness of our employees, tenants and guests; and in the ways we engage with our broader community.

Q: What are some of the ways The Swig Company applies ESG principles?

A: We continue to develop best practices throughout the organization. This year, we implemented a Building Sustainability Tracker to assess and consolidate efforts across the portfolio, and an ESG Checklist to better analyze potential property acquisitions and consider how we can add value to a property. We use PCRX, a science-based climate modeling platform, to evaluate and focus resiliency efforts around identified risks.

We remain committed to upgrading our buildings to continue reducing our carbon

footprint, designing for wellness and sustainability, and expanding the use of our *h³experiences* app to engage with tenants and the broader community.

Q: How has The Swig Company integrated diversity and inclusion into its culture?

A: In an industry that may not always mirror the demographics of the local community, we actively assess our policies and procedures to support diversity. Our Swig D.I.G. diversity, equity and inclusion group continues to bring our employees together through training sessions and workshops that foster a more equitable and inclusive work environment.

Q: How do The Swig Company's reporting efforts distinguish the company from its peers?

A: We are pleased to issue a second ESG report referencing the Global Reporting Initiative (GRI) Universal Standards, going beyond what is required for a privately held company. GRI reporting provides a valuable annual benchmark against which we measure year-over-year improvement.

We are also preparing to report our ESG activities to GRESB, a platform frequently used by the real estate industry. This year, we completed a GRESB gap analysis to assess our strengths as well as opportunities for improvement.

Q: How does The Swig Company's community impact align with company values?

A: Community is at the core of what we do. We are creating spaces in the community for people to work, eat and live. We engage

in the community and strive to be good stewards of spaces and to create opportunities for the next generation of workers. Our outreach efforts focus on the education of young people through our Engaging Tomorrow's Workforce program. Our entire team is passionate about interacting with students by volunteering at events, mentoring, hosting a Corporate Residency Day and providing significant financial support.

Q: Have The Swig Company's ESG efforts affected tenants?

A: The Swig Company is thrilled to help our tenants meet their ESG goals. Recently, we welcomed a new business tenant to The Mills Building. Their decision to relocate was based on the energy efficiency of the building, which enabled them to immediately reduce their Scopes 1 and 2 greenhouse gas (GHG) emissions by 20% to meet their 2030 carbon zero goal.

Q: What are the next steps in the company's ESG journey?

A: We're excited to establish [GHG reduction targets](#) in accordance with the latest scientific consensus. We also expanded our climate risk methodology to include scenario analysis. This is essential for our team as we assess multiple risk scenarios to identify opportunities to ensure resiliency of our portfolio now and in the future.



Company Overview

The Swig Company, LLC is a privately owned real estate investor operator. For almost 90 years, the company has been investing in, developing and managing commercial properties in major U.S. markets. We are committed to sustainable long-term growth and value creation with a focus on innovation and people.

The Swig Company identifies and invests in value-added properties to maximize their worth through active management, leasing and the structuring and implementation of complex financial transactions. In 2022, we built on our strong foundation to grow the company by expanding into new cities with the purchase of a multifamily property and an office building in Seattle, and an office building in Santa Monica. These purchases enhance the major presence we have established in the commercial real estate market by broadening our overall portfolio.

We employ 54 team members, with half working at our corporate headquarters in San Francisco and half at field offices throughout California. Our board of directors is composed of members of the Swig family and independent directors.

Our Legacy

DEEP ROOTS IN HOSPITALITY

We've been honing our focus on hospitality since our founding in 1936, when Benjamin Swig acquired the Fairmont San Francisco and expanded it into a distinguished global hotel network. The Swig Company's legacy of hospitality, which encompasses host, guest and stranger, remains in our DNA as we continually strengthen and expand the ways in which we serve people.

AN ENDURING COMMITMENT TO PERSONAL SERVICE

Almost 90 years later, our commitment to delivering sustainable, human-centric environments with a focus on urban office and multifamily properties remains a cornerstone of our business. Through our active management approach, people-focused amenities and ongoing community engagement, we're dedicated to enhancing value, promoting community and upholding integrity in everything we do.





Greenhouse Gas Reduction Targets

After three years of reporting and making best efforts to improve portfolio performance, and with the support of our Board of Directors and the Swig family, we have achieved a significant milestone by establishing GHG reduction targets aligned with the Paris Agreement's urgent call to action to limit global warming by achieving net-zero emissions before 2040.

50%

▼ reduction in market-based Scope 1 and 2 GHG emissions by 2030 as compared to a 2018 benchmark

100%

▼ reduction (net zero carbon) in market-based Scope 1 and 2 GHG emissions by 2040

WASHINGTON



The Swig Portfolio

We invest in commercial offices and multifamily properties in vibrant urban communities. Our portfolio includes approximately 7.5 million square feet of mid- and high-rise commercial and residential properties in Manhattan, the San Francisco Bay Area, Southern California and Seattle.

THIS REPORT COVERS THE 13 COMMERCIAL PROPERTIES THAT WE MANAGE OR OVER WHICH WE HAVE OPERATIONAL CONTROL.

Managing
13

COMMERCIAL PROPERTIES

Covering
2.2M

SQUARE FEET

Hosting
366

COMMERCIAL TENANTS

Holding
11

LEED CERTIFICATIONS

CALIFORNIA



PROPERTIES

San Francisco Bay Area

San Francisco

220 MONTGOMERY ST.
The Mills Building, Company HQ
LEED Platinum certification

501 2ND ST.
LEED Platinum certification

369 PINE ST.
LEED Platinum certification

633 FOLSOM ST.
LEED Gold Core & Shell certification

945 BRYANT ST
LEED Gold Commercial Interiors certification

Mountain View

444 CASTRO ST.
LEED Gold certification

399 W. EL CAMINO REAL
LEED Gold certification

Southern California

Los Angeles

617 W. 7TH ST.
LEED Gold certification

6300 WILSHIRE BLVD.
LEED Gold certification

3415 SEPULVEDA BLVD.

Santa Monica

3130 WILSHIRE BLVD.
LEED Silver certification

Pasadena

595 E. COLORADO BLVD.

Seattle

LAKE UNION BUILDING
LEED Gold certification



FEATURE: HIGHLIGHTS FROM PARTNER-MANAGED PROPERTIES

Our equity partners in New York are responsible for the day-to-day building management of our co-owned properties in the New York City area and share our commitment to our ESG objectives. The three buildings featured on this page have achieved green certifications and have implemented community engagement programs that have a positive impact on their communities. In 2022, our operating partner at the Grace Building added the *axis* tenant engagement app, which includes information about virtual events, an office-centric food delivery option and customizable features to enhance communications with tenants.



1411 BROADWAY

SUSTAINABILITY PROGRAMS

- New York City energy efficiency reporting
- ENERGY STAR certified
- LEED Gold certification
- WELL Health-Safety Rating

COMMUNITY IMPACT PROGRAMS

- Garment District Alliance member, with board membership
- Outdoor plaza is a key feature of Broadway pedestrian zone



In 2022, the building completed a High-Pressure Steam Riser Pressure Reduction project. The payback analysis estimates a payback period of 4.36 years, a 9.5% reduction of 2.6 million pounds in annual steam consumption for heating and hot water, and 138 tons of avoided CO2 emissions.



2 BRYANT PARK *Formerly 1100 Avenue of the Americas*

SUSTAINABILITY PROGRAMS

- ENERGY STAR benchmarking
- LEED Gold

COMMUNITY IMPACT PROGRAM

- Building lobby opens onto the adjacent outdoor public space at Grace Plaza



GRACE BUILDING

SUSTAINABILITY PROGRAMS

- New York City energy efficiency reporting
- ENERGY STAR benchmarking
- LEED Gold certification
- WELL Health-Safety Rating
- BOMA (Building Owners and Managers Association) 360 Certification

COMMUNITY IMPACT PROGRAMS

- Bryant Park Business Improvement District member
- Grace Plaza Public Space



FEATURE: NEW ACQUISITION PROPERTY HIGHLIGHTS

We diversified The Swig Company portfolio in 2022 with acquisitions in the Pacific Northwest of a multifamily residential property and an office property. We expanded our portfolio in Southern California with the purchase of a creative office property suited to the evolving ways companies are working. As part of the due diligence for the Lake Union Building acquisition in Seattle, we piloted an ESG Checklist that allows us to evaluate a wider range of sustainability measures. Read more on [page 15](#).



COLINA APARTMENTS

This six-story, 139-unit apartment community atop Beacon Hill in Seattle includes ground floor retail. The property is managed by Thrive Communities, LLC.

SUSTAINABILITY PROGRAM

LEED Gold certification

KEY FEATURES

- Adjacent to light rail for access to the larger Seattle and Bellevue metro areas
- EV charging stations
- 20% affordable housing units
- Fitness and bike room
- Green roof with view deck and community room
- Bioswales to channel stormwater
- Rooftop solar panels to power hot water heating



LAKE UNION BUILDING

With a 61-slip marina on Seattle's Lake Union, this seven-story office property is in a desirable neighborhood and offers dramatic views.

SUSTAINABILITY PROGRAM

LEED Gold certification

KEY FEATURES

- View Dynamic Glass windows that automatically adjust to regulate sunlight, eliminate the use of blinds and reduce overall HVAC energy consumption
- EV charging stations
- Bike room
- Remodeled bathrooms with touchless sinks and toilets/urinals



3130 WILSHIRE BOULEVARD

Office suites in this six-story building in Santa Monica offer creative buildouts and expansive ocean views.

SUSTAINABILITY PROGRAMS

- LEED Silver certification
- Fitwel
- WELL Health-Safety Rating
- ENERGY STAR certified

KEY FEATURES

- Walkable to cafes and restaurant amenities
- Close to three grocery stores
- Future on-site amenities planned
- Building infrastructure system upgrades planned



Experienced. Proven. Invested.

› PARTNERING FOR EXPANSION

In 2022, we formed a partnership with RISE Properties Trust to accelerate our expansion in the multifamily housing arena. The Swig Company and RISE share a common sustainability vision that includes strong community values, a desire to drive meaningful change for good and a business strategy centered on long-term investment.

RISE is a private Canadian real estate investment trust (REIT) with a stellar reputation in the real estate industry. Their focus on multifamily properties in the Pacific Northwest complements our broad experience in the office sector. Through fully integrated operations, RISE acquires underperforming apartment properties and improves their operations, cash flow and value. RISE holds ownership positions in more than 6,500 apartment homes in the greater Seattle and Portland areas. Their Thrive management company operates the buildings.

The Colina Apartments is the first joint purchase between The Swig Company and RISE, with The Swig Company holding a 75% ownership interest. The property is in a desirable neighborhood and designed and developed with an eye to sustainability. We plan to conduct renovations to common areas such as the lobby and rooftop decks to provide additional community gathering places for tenants.

02

SUSTAINABLE BUILDING OPERATIONS

This section describes the principles applied to our work and the property features that demonstrate our sustainability commitment.

Our Commitment

The Swig Company is committed to reducing the environmental footprint of our portfolio.

Our Approach

Environmental stewardship informs our long-term investment decisions and guides the ongoing operations of our buildings. Our ENERGY STAR, LEED and WELL-certified buildings provide exceptional occupant comfort through inspired, environmentally responsible workspaces.

We focus on conservation, efficiency and responsible practices to ensure sustainable building operations and healthy indoor and outdoor environments.

We pursue a range of actions to reduce the environmental footprint of our buildings across multiple areas of sustainability.

Tools for sustainability

In 2022, our asset acquisitions team implemented an ESG Checklist to help us better analyze potential purchases before adding properties to our portfolio. We piloted the checklist for the Lake Union Building in Seattle to expand the due diligence information currently collected. The tool gives our investment team valuable direction on evaluating potential acquisitions with an eye to how we can add value to the property and what sustainability measures we may be able to achieve. Completed checklists are shared with our innovation team so potential ESG concerns can be addressed prior to a purchase recommendation.



ESG CHECKLIST CRITERIA

- › ESG concerns and climate risks
- › Existing third-party building certifications and potential green building certifications
- › Existing and potential renewable energy use
- › Presence of energy-efficient HVAC appliances, efficient landscaping and LED lighting
- › Access to environmentally sustainable transportation

In 2022, we developed the Building Sustainability Tracker to assess and consolidate annual sustainability efforts across the portfolio. In-depth questions generate meaningful data about energy use, innovative technology and metrics for social/ community engagements.

Our asset management and property teams infuse ESG principles into the development of five- and 10-year capital plans. The innovation team reviews the plans as part of the budget approval process. This collaboration ensures that infrastructure improvements and investments promote sustainability within our buildings. We replace gas-fueled equipment with electric and choose energy-efficient equipment whenever possible.

Key Impact Areas

Environmental impacts of real estate result from energy and water consumed, GHG emissions and waste produced from the inflow of materials and products. Additionally, building operations can negatively affect occupant health and safety. We strive to improve the environmental performance of our managed portfolio by reducing or eliminating adverse impacts in these areas.

Integrated Environmental Management

We utilize industry-leading standards and certifications, performance management platforms and tenant engagement to manage the environmental impacts of our buildings. This integrated approach to sustainable, high-performance building operations drives ongoing improvements and innovation.

Dedicated property management teams oversee the maintenance and operations at each property. Comfort surveys allow our building engineers to identify and address areas for improvement as part of LEED certification and recertification. We also partner with consulting firms and specialists to optimize the environmental performance of our managed California portfolio.



Pictured: 444 Castro St., Mountain View

› BENEFITS OF RENOVATION

The Swig Company invests in existing, often historic, buildings. Our renovation projects extend each building's life and add value by improving efficiency and performance, enhancing amenities, and maintaining desired classic characteristics.



Building Certifications

Green building certifications demonstrate our commitment to sustainability and ensure that our buildings meet energy, water use and health standards. Our portfolio includes ENERGY STAR and LEED-certified buildings that conserve resources while providing exceptional occupant comfort. We continue to grow our certification program by aligning with other green building standards such as the WELL Building Standard and WELL Health-Safety Rating. Performance is tracked in the Measurabl platform, where we calculate our GHG emissions footprint and track potential climate-related risks.

› LEED

Leadership in Energy and Environmental Design (LEED) is a voluntary program of the U.S. Green Building Council (USGBC) that benchmarks performance across multiple sustainability areas. The Swig Company utilizes LEED standards to help inform our ongoing sustainability-related policies and practices.

In 2022, we added to our suite of LEED-certified buildings with the additions of 6300 Wilshire Boulevard and 3415 S. Sepulveda Boulevard in Los Angeles. In addition, we are actively seeking LEED Operations and Maintenance (O+M) certification at 633 Folsom Street and 945 Bryant Street. Award announcements will be made in 2023.

During LEED certification and recertification, we work with consulting partners to enhance a property's existing sustainability features and identify new opportunities.

› ARC

USGBC's performance-based Arc platform tracks and benchmarks energy and water use and each building's total carbon footprint as part of maintaining our LEED certifications. Our goal is to bring all our properties into this system in the coming years.

› ENERGY STAR

The U.S. Environmental Protection Agency's ENERGY STAR program helps to inform manage and benchmark our performance. See property highlights on [page 20](#).

› WELL HEALTH-SAFETY RATING

The WELL Health-Safety Rating is an evidence-based, third party-verified rating designed specifically to address a post-COVID-19 environment by focusing on operational policies, maintenance protocols, stakeholder engagement and emergency plans. We have implemented features such as new sanitation procedures, health service resources and expanded emergency preparedness programs. We received certifications in 2021 and renewed them across the portfolio in 2022 as an added level of health and safety for tenants returning to our buildings.

› WELL BUILDING STANDARD

The WELL Building Standard is a leading standard for buildings seeking to implement, validate and measure features that support and advance human health and wellness. Our 633 Folsom Street property is being reviewed for the WELL Building certification. Award announcements will be made in 2023.

› FITWEL

Fitwel is a leading certification system originally created by the U.S. Centers for Disease Control and Prevention (CDC) and the U.S. General Services Administration that prioritizes health within building environments. Our 3130 Wilshire Boulevard property is Fitwel certified.



Energy & GHG Emissions

Our Commitment

The Swig Company is dedicated to reducing our energy footprint to mitigate climate change.

Our Approach

We aim to reduce our overall environmental impact by optimizing performance through day-to-day building management, investing in high-efficiency equipment and other innovative solutions, and engaging with our tenants to encourage practices that lower energy use.

Reducing the carbon footprint of our properties requires attention to energy efficiency and the use of a robust database. We continue to partner with companies such as Carbon Lighthouse and Gridium to leverage artificial intelligence and machine learning to identify energy efficiency projects and optimize ongoing operations, allowing us to quickly respond to changes in weather and building occupancy. Carbon Lighthouse's proprietary energy optimization technology deploys dozens of sensors throughout our buildings to collect data on airflow, water, lighting and cooling use. This data is used for energy scenario modeling, calculation of Scopes 1 and 2 emissions associated with building operations and tenant gas and electricity consumption, and tracking employee transportation to and from our properties.



We contracted with Carbon Lighthouse to complete a sustainability analysis of our new Lake Union property in 2022 to identify short- and long-term energy efficiency projects to reduce the building's overall carbon footprint. The analysis found we can eliminate the perimeter baseboard heaters because the electric boiler, installed in 2022, can adequately heat the building. This change will yield cost savings and reduce energy use. The analysis also confirmed long-term savings can be achieved by replacing inefficient water source heat pumps with newer efficient models.

Since 2020, we have used an enhanced capital planning strategy to maximize our long-term investments in capital projects by choosing equipment with cutting edge technology sized to meet future growth. The information attained during capital projects is captured and shared between our building teams.

We seek opportunities to reduce carbon emissions as we evaluate building components for repair or replacement. We are implementing a greenhouse gas Inventory Management Plan (IMP), following U.S. Environmental Protection Agency (EPA) guidelines, to better document and track our emissions. The IMP will supplement our Critical Building Components checklist to identify emissions sources, manage greenhouse gas calculations and prioritize reduction of GHG impacts.



We utilize ENERGY STAR Portfolio Manager to gather energy and water data and manage and benchmark progress at our managed properties. The ENERGY STAR platform scores energy performance based on a nationally representative sample.

In 2022, we maintained certifications under the more rigorous scoring system implemented in 2019. Our LEED-certified properties consistently achieve high scores due to their low energy use intensity (EUI) and decrease in energy consumption over time.

This year, we acquired and scored four additional properties on the ENERGY STAR platform. Because of this, the ENERGY STAR average platform score for our Managed Portfolio decreased by 5% in 2022. We are pleased that the ENERGY STAR platform scores for previously scored properties increased. We expect to see significant overall portfolio improvements in 2023.



Pictured: 6300 Wilshire Blvd., Los Angeles

Progress on Performance

We have begun to assess the Scope 3 emissions associated with occupant transportation by surveying occupants in select buildings. We continue to identify ways we can support transportation options that are healthy for people and the planet. This year, we added electric vehicle (EV) charging stations at The Mills Building, 444 Castro Street and 501 Second Street to support building occupants who drive EVs.

21%

▼ reduction in like-for-like total energy consumption from 2018 to 2022

25%

▼ reduction in like-for-like GHG emissions intensity from 2018 to 2022

Driving Improvements Through Audits

We assess our performance and identify opportunities for improvement through energy audits in which a professional engineer analyzes the building's energy use patterns to identify any operations or equipment issues. These assessments identify ways we can increase energy efficiency through no- and low-cost improvements. All our LEED-certified properties undergo energy audits, as required under the LEED Operations + Maintenance (O+M) rating system (ASHRAE Level I). ASHRAE audits were completed for our 633 Folsom Street and 945 Bryant Street buildings as part of new LEED certification in 2022.

ASHRAE Level II audits were completed at The Mills Building and 501 Second Street. These audits involve greater detail regarding the financial analysis of potential improvements to deliver long-term cost savings and reduce energy use and emissions.

2022 Performance

In 2022, we saw increases across our energy consumption and emissions. Just over half of the absolute increase in energy consumption from 2021 to 2022 was due to our acquisitions. The remainder of the absolute increase in energy consumption is attributed to the return to in-person work. Increased GHG emissions are attributed to higher overall energy consumption as well as an increase in state-mandated applied emissions factors. Like-for-like performance remains largely improved compared to the 2018 baseline.

ENERGY

Energy Consumption	Absolute Consumption			Like-for-Like Consumption		
	2020	2021	2022	2018	2022	% Change
Total energy consumption (MWh)	44,735	26,549	31,445	30,261	23,756	-21%
Natural gas consumption (MWh)	17,272	9,895	10,884	8,583	9,083	6%
Electricity consumption (MWh)	27,462	16,654	20,561	21,678	14,673	-32%
Energy intensity (kWh/sf)	14.30	11.09	12.70	14.55	11.42	-21%
Gross floor area (sf)	2,476,873	2,394,663	2,476,873	2,080,032	2,080,032	0%

GHG EMISSIONS

GHG Emissions	Absolute Emissions			Like-for-Like Emissions		
	2020	2021	2022	2018	2022	% Change
Total Scope 1 and 2 emissions (Mt CO ₂ e)	8,801	5,231	6,849	6,766	5,077	-25%
Gross Scope 1 emissions (Mt CO ₂ e)	3,130	1,792	1,972	1,556	1,646	6%
Gross Scope 2 emissions (Mt CO ₂ e)	5,671	3,439	4,877	5,210	3,431	-34%
GHG emissions intensity (kg CO ₂ e/sf)	2.81	2.18	2.77	3.25	2.44	-25%
Gross floor area (sf)	2,476,873	2,394,663	2,476,873	2,080,032	2,080,032	0%

Measured in metric tons of carbon dioxide equivalent (Mt CO₂e), Scope 1 (direct) emissions are from the consumption of natural gas, and Scope 2 are indirect emissions associated with purchased electricity.

Energy consumption excludes non-managed properties where The Swig Company does not have operational control.

Due to our ongoing efforts to improve our data tracking and conversion methodologies, there may be immaterial differences between actual and reported values.

Climate Change Risks

Climate change presents several risks to our portfolio through impacts that can affect a building's structural components, systems and operations. Long-term shifts in weather patterns and the increasing frequency of extreme weather events can damage structures and disrupt power and building operations. Slow-moving changes, such as a sustained increase in temperatures, can cause building materials to degrade more quickly. Additionally, heat waves can stress cooling equipment, causing it to operate less efficiently or shorten its useful life.

We consider location and associated physical climate-related risks, such as sea-level rise, when evaluating new investments. However, our long-term hold strategy allows us to focus primarily on how best to position our properties to withstand climate events and to increase a property's resiliency in the face of a changing climate.



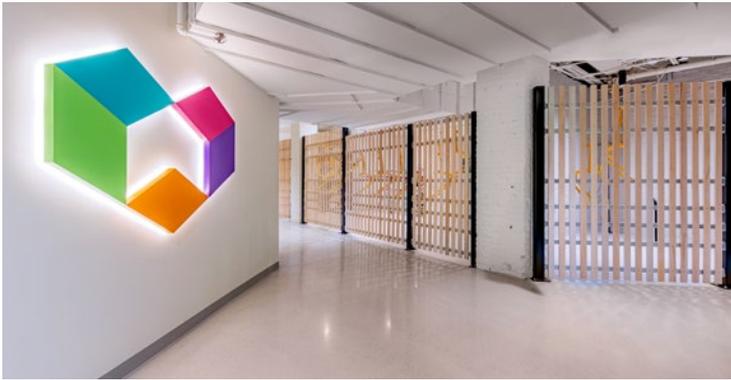
› USING PCRX TO GAUGE CLIMATE RISK

In 2020, we piloted Physical Climate Risk Exposure (PCRX), a risk-assessment tool related to climate impacts, through our Measurabl data management platform at The Mills Building. The tool allows us to graphically visualize a building's exposure to climate-related events, such as rising sea level and wildfires, and provides a framework for assessing resiliency projects. We expanded use of the tool to our California portfolio in 2021. This year, PCRX was implemented at the property level, allowing property managers to utilize the tool to help plan for climate risks that specifically affect their buildings.

Additionally, the investments team piloted PCRX for acquisitions due diligence for the purchase of the Lake Union Building and the Colina Apartments in Seattle as well as 3130 Wilshire Boulevard in Santa Monica. PCRX for due diligence provides climate risk data about a potential purchase and can inform decisions about investing in environmentally sensitive locations.

We evaluate risks or vulnerabilities identified at the portfolio and building levels, along with mitigation and adaptation measures already in place or available to implement. As we evaluate potential upgrades to our buildings to address climate risk, we factor in the regulatory environment and opportunities for incentive programs to guide strategic decisions.

These combined efforts ensure that capital projects strengthen our properties' resiliency amid climate change and protect the overall value of our portfolio.



Pictured: Wellness Center at The Mills Building, San Francisco



› GREEN TRANSPORTATION

The urban location of many of our properties makes public transportation and biking good options for our tenants. Both modes of transportation lower the carbon footprint associated with travel to and from our buildings. We encourage the use of alternatives to single-occupancy vehicles in a variety of ways, including the provision of free shuttle bus service to nearby train and subway stations and offering amenities such as secure bike parking, bike repair stations and shower rooms. In 2022, we celebrated the grand opening of The Mills Basement Wellness Center at 220 Montgomery Street. The *h³experiences* wellness center includes showers, lockers, a dedicated wellness room, expanded secure bicycle parking and a bike repair station.



Water

Our Commitment

The Swig Company is dedicated to the responsible stewardship of water as a vital, shared resource.

Our Approach

According to the EPA, office buildings consume approximately 9% of the total water used in commercial and institutional facilities in the U.S., with the greatest portion of water use attributed to restroom functions, heating and cooling systems and landscaping. Like efficient energy use, water conservation is a responsibility we share with our tenants. Our water management policies and practices align to save water, mitigate water stress and improve the quality of water data we collect across our portfolio. In response to PCRX data, our strategies include proactive maintenance, use of water-efficient fixtures and controls, and tenant engagement to encourage water-wise behaviors. Due to these efforts, our indoor water use is 30% lower than the baseline calculated by LEED.

WATER REDUCTION MEASURES

- › Minimize water use in the cleaning of hardscape and building exteriors
- › Choose water-free cleaning methods where applicable
- › Avoid harsh chemicals indoors and outdoors
- › Utilize reclaimed water systems for landscaping



Progress on Performance

With the return to office and acquisitions, water consumption across the portfolio increased compared to 2021. Approximately 20% of the absolute consumption increase was a result of acquisitions. When compared to our 2018 baseline, absolute consumption across the portfolio was down approximately 31%.

10%

▼ reduction in like-for-like water consumption from 2018 to 2022

Water Consumption	Absolute Consumption			Like-for-Like Consumption		
	2020	2021	2022	2018	2022	% Change
Total water consumption (kgal)	17,539	12,857	18,453	16,010	14,381	-10%
Water intensity (gal/sf)	5.88	5.64	7.45	9.57	8.60	-10%
Gross floor area (sf)	2,816,944	2,394,663	2,476,873	1,672,178	1,672,178	0%

Due to our ongoing efforts to improve our data tracking and conversion methodologies, there may be immaterial differences between actual and reported values.

Total water consumption and water intensity in 2020 and 2021 have been updated due to an internal review.





Materials & Waste

Our Commitment

The Swig Company seeks to minimize the environmental impact of the materials and supplies that flow into and out of our buildings.

Our Approach

We aim to minimize the overall waste generated at our buildings and maximize the amount of waste we divert from landfills. Property management teams pursue strategies to reduce, reuse, repair and recycle by leveraging building-level approaches and tenant engagement to drive improvements.

We conduct waste audits at many of our buildings. Most annual stand-alone audits were deferred in 2021 due to low occupancy. However, during LEED recertification processes in 2022, we were able to conduct waste audits at low occupancy buildings before full staffing levels resumed.



Sustainable Purchasing

We leverage our purchasing and contracting dollars in support of our sustainability goals. We strive to procure products that meet environmental criteria, including post-consumer recycled paper products. Our corporate office supports a local vendor that carries a wide range of eco-friendly products.

Waste Management

We follow responsible practices and partner with third party waste management firms to maximize resource recovery and ensure safe disposal of potentially hazardous materials.

The amount of waste generated in our buildings was low in 2020 and 2021 when most tenants worked remotely due to the COVID-19 pandemic. Waste streams increased when tenants returned in 2022.

WASTE MANAGEMENT IN BUILDINGS

- › Building-level and in-suite recycling for aluminum, glass, paper, cardboard and plastic
- › On-site composting
- › Collection programs for e-waste
- › Waste audits



› TENANT ENGAGEMENT

We promote responsible purchasing and disposal practices with our tenants through conversations and communications such as e-newsletters. We provide education about available recycling and composting programs, waste audit results, and tips and facts about the benefits of recycling.



Occupant Health & Safety

Our Commitment

The Swig Company upholds an unwavering commitment to ensure the health and safety of all who work in and visit our properties.

Our Approach

Sustainable buildings provide healthy and safe spaces. We prioritize protecting the health of people within our buildings. We have always considered potential impacts on human health and safety when making building design and management decisions. Our approach integrates robust environmental, safety and security management practices. We ensure safe spaces for staff and tenants through policies, procedures and training and conduct ongoing monitoring and dialogue to foster a robust safety-first culture.





Pictured: 444 Castro St., Mountain View

KEY ELEMENTS OF OUR HEALTH AND SAFETY PROGRAM

- › WELL Health-Safety Ratings to ensure people within our buildings are confident that we put safety first
- › Building policies, procedures and protocols in accordance with current public health recommendations and requirements
- › Building ventilation and filtration systems set to maximize fresh air circulation
- › Strong safety protocols with vendors
- › Signage about safe practices
- › Communication through emails and the *h³experiences* app to share building-specific information
- › Rigorous cleaning practices in line with CDC guidance and frequent enhanced sanitation of high-traffic locations and common areas





Pictured: 444 Castro St., Mountain View

Indoor Environmental Quality

Our property management teams ensure that the indoor environment of our buildings is compatible with good health through proper ventilation, natural light and the use of nontoxic products. Although impacts of the COVID-19 pandemic lessened in 2022, we continued to prioritize operating our mechanical systems in accordance with ASHRAE recommendations.

We monitor carbon dioxide (CO₂) and volatile organic compounds (VOCs) levels to allow building engineering teams to make informed adjustments to ventilation and maintenance procedures. In 2022, we partnered with Join Digital to pilot the addition of air quality sensors to measure CO₂, particulate matter (PMs) and VOCs. By monitoring and responding to elevated levels of CO₂, PMs, and VOCs, we enhance occupant comfort, improve productivity and optimize cognitive function.



ENHANCED PRACTICES

- › Using MERV 13 and charcoal filters
- › Maximizing outside air
- › Disabling demand-side ventilation
- › Utilizing operable windows (if available)
- › Monitoring CO₂, PMs and VOCs with indoor air quality



Safety and Emergency Preparedness

We maintain standard policies related to general safety precautions and conduct training geared toward specific types of incidents such as power outages.

We don't anticipate violent situations in any of our buildings but recognize that heightened violent activities have affected people nationwide. We conduct fire drills and include a classroom style training on fire safety and an active shooter event as part of our annual safety training at all our California properties.



03

THRIVING COMMUNITIES

This section describes ways in which we interact and build community within our company, our buildings and the surrounding communities at large.

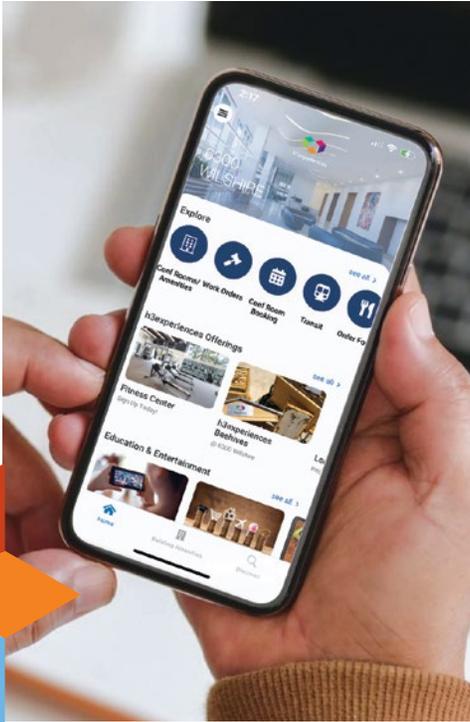
Our Commitment:

The Swig Company is committed to promoting positive social impacts for people and communities.

Our Approach:

Our strategies for promoting social impacts are focused on three pillars: Our People, Tenant Experience and Community Impact.

We recognize that thriving communities among our employees, within our buildings and in the neighborhoods where we invest are vital to our long-term success. We pride ourselves on being a company where employees feel good about building careers. We strive to make our buildings hubs for meaningful social opportunities by providing places where people within and around our buildings can connect—in person or through our virtual platforms—to collaborate, socialize, celebrate and give back. Our *h³experiences* program guides our efforts in workplace innovation and technology, sustainability and wellness, and community impact.



h³experiences

The Swig Company's *h³experiences* program creates sustainable and environmentally sound workspaces of the future with personalized experiences and elevated amenities and enhances our community engagement efforts. The program focuses on the heart, head and hands of the company and is an expression of our values.

Our *h³experiences* app is the centerpiece of the program and a powerful tool to enhance tenant experience and create connection. Through the app and its three pillars of *h³work*, *h³wellness* and *h³community*, we are able to:

- › Generate excitement about the communities within our buildings and provide building occupants access to programs and amenities
- › Provide fitness and wellness offerings to our tenants and employees
- › Encourage shared action with our employees and tenants to support our neighborhoods and local organizations

Read more about the app on [page 55](#).

h³experiences Core Values

CARING



EVOLVING



PARTNERING



CORE VALUES	TENANT PROGRAM	COMMUNITY PROGRAM
<p>Inspired by the origin of the word “hospitality” that encompasses host, guest and stranger, The Swig Company believes in going the extra mile for the people we know and for those we have yet to get to know well.</p>	<p>Our tenants are fundamentally the clients we serve, and we can play a key role in facilitating the success of their people. <i>h³experiences</i> is about making their days as productive as possible with forward-looking building design, rich with amenities and services focused on the health and well-being of our building clients and guests.</p>	<p>Our community engagement program is our commitment to actively forming deeper bonds in the cities where The Swig Company and our building clients live and work.</p>
<p>We think real hospitality happens face-to-face and moment-by-moment. Planning matters, but trying things out and asking our clients to help us shape what we do makes them part of creating the best solutions.</p>	<p>Business is always evolving—and we need our building clients’ perspectives on what makes a difference. <i>h³experiences</i> continually evolves the products, services and technologies we offer based on our dynamic client relationships, allowing us to better anticipate and fulfill their changing needs.</p>	<p>Through active engagement, we seek to understand the world as others live it, building empathy and a path for real change. <i>h³experiences</i> speaks to the way we identify opportunities, take action and adapt our approaches to grow our impact.</p>
<p>We make the greatest impact when we join together with our building clients, our project partners and the communities where we operate.</p>	<p><i>h³experiences</i> makes The Swig Company buildings the highest value choice in the market by creating workspace design, services and amenities around what matters most to our workplace clients, like flexible meeting and workspace options.</p>	<p><i>h³experiences</i> amplifies positive effects by partnering with community organizations and creating connected caring communities within our buildings—joining individuals together for social good.</p>



Our People

Our Commitment

We are committed to making The Swig Company a place where our employees can grow their careers and have an impact on the company and the world around them.

Our Approach

The Swig Company has focused on people for almost 90 years, and it all starts with our employees. We build a strong foundation for employee success by providing a full day of orientation as we onboard an employee. We invest in our people throughout their employment by providing competitive benefits, training and development, and engagement opportunities. We also promote diversity in our workforce.

We ensure employees are positioned for success through regular check-ins with managers. If problems arise, we create a performance improvement plan. When employees leave the company, our HR director facilitates the exit process, which includes an exit interview with our president or CEO.



Supporting Employees

We believe in empowering our employees. We provide opportunities for people to grow and develop professionally, suggest projects based on personal interest and cultivate a sense of purpose. All employees draft their own goals as part of their annual review with their manager. A midyear review provides an opportunity to evaluate progress toward those goals and adjust as needed. The review process was created with oversight from our CEO, president and controller.

We remain focused on addressing the needs of our employees within an evolving work environment. When we returned to in-person work in 2022, we created the Swig Flex program to allow employees the flexibility to work from home part time. Headquarters staff are in the office from 10 a.m. to 3 p.m. Tuesday through Thursday to facilitate collaborative work and in-person meetings. Our building operations employees have the option to work from home one day a week. Swig Flex has been well received among our employees with reports of enhanced feelings of happiness and greater effectiveness and productivity.

Hiring and Retention

We attract quality applicants by offering competitive benefits and flexible work, support for well-being, and training and development opportunities.

Like many companies across the country, we have been impacted by tight labor markets and high turnover. We are proud that more than a quarter of our employees have been with the company for over 10 years.

In 2022, we more than doubled the number of recruiting services we work with to identify and diversify a qualified pool of candidates within the region. Our recruiters utilize their extensive networks and LinkedIn to connect with mid-career hires. In addition, we work with our community partners to cast a wide net for job applicants. For example, College Track helps identify alumni who might be interested in entry-level positions. Read about our work with College Track on [page 57](#).

We offer internships to introduce young people to careers in the real estate industry and nurture the next generation of real estate professionals. In the summer of 2022, we hired a University of California, Berkeley rising senior from the business school to work as an intern analyst with our headquarters investments team.



Benefits

As a small company, we partner with a third-party administrator to offer our employees the best possible benefits, including but not limited to:

- › Health, dental, vision and life insurance fully sponsored by the company
- › Two confidential employee assistance programs
- › Flexible spending accounts for health care or day care expenses
- › 401(k) retirement savings and employer match

In 2023, we will add a Lifestyle Wellness HRA (Health Reimbursement Arrangement) to allow employees and their dependents to use employer-funded dollars for eligible mental health or wellness expenses.

Diversity, Equity and Inclusion

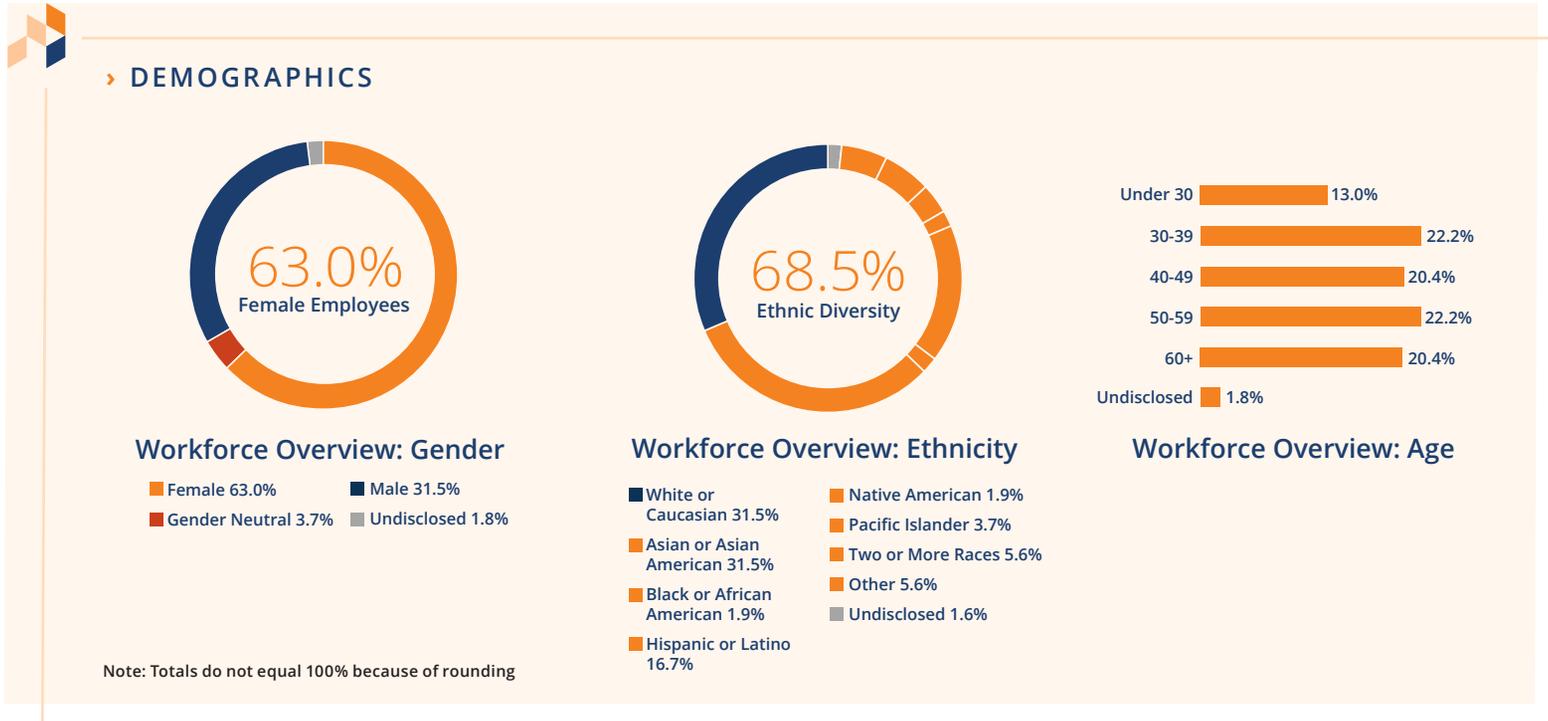
The Swig Company has woven diversity, equity and inclusion (DEI) into the fabric of our operations and core values. We strive to build a diverse workforce and are proud of our broad employee base.

Our HR director works with managers to ensure that job descriptions are up to date and in compliance with applicable laws. In line with recommendations from Swig D.I.G., our diversity and inclusion group, we are updating all job descriptions to include language about our company culture of inclusivity and expect to complete the updates in 2023. We are removing four-year degree requirements where possible to broaden the field of potential applicants.

The Swig D.I.G. offers a forum for regular discussion and education and training around diversity issues. Read about the Swig D.I.G. on [page 45](#).

Our board of directors reflects The Swig Company's core value of diversity in age and gender. Multi-generational members of the Swig family and other board members have diverse experiences that provide expertise across real estate product types and geographic markets as well as real estate finance and development.

Our commitment to diversity extends to our vendors. We include language in contracts to ensure that the companies we work with share our dedication to diversity and maintain an equitable and inclusive environment. Vendors are required to follow all applicable laws and policies related to promoting DEI within their organization.



Nondiscrimination

As an Equal Employment Opportunity and Affirmative Action employer, we prohibit discrimination based on sex, race, color, religion, ancestry, national origin, ethnic group identification, age, mental disability, physical disability, medical condition, genetic information, marital status, or sexual orientation. Our nondiscrimination policy is in our employee handbook. All employees sign a copy of the handbook upon onboarding.



Training and Education

We are committed to building a skilled and stable workforce by providing employees with the tools and knowledge they need to grow their careers for success at The Swig Company.

We assess employees' proficiency in job-related skills during onboarding and offer companywide workshops and seminars on a variety of topics. Employees interested in pursuing advanced education or professional certifications can request reimbursement.

In 2022, we enhanced our professional development program to engage new hires in property management. Our executive vice president of Asset Management and Director of Leasing created a series of virtual lunch-and-learn workshops, leveraging the expertise of our staff and partners on a variety of topics related to property management. Although the sessions were geared to entry-level employees, members of other departments gained valuable insights into cross-departmental job functions. Sessions were recorded and remain available in an expanded library. We will continue to hold lunch-and-learn workshops on a range of topics.



2022 SESSIONS

- › Leasing basics, including making a space market ready, negotiating a lease and creating a pricing plan
- › Tenant improvement projects
- › Building capital budgets
- › Using the Building Sustainability Tracker for future planning
- › The construction process, including initiation, sub-contracting, project management and close-out
- › Using drone technology to document building exteriors

All employees complete a one-hour state-mandated training, including biennial anti-harassment training through computer-based learning and interactive training led by actors. Managers and supervisors complete an expanded two-hour course.

We train all employees on the terms found within the Employee Handbook during the onboarding process and throughout the year. Annual training on our 401(k) plan and company benefits is offered through our HR director and third-party plan administrators.

Occupational Health and Safety

As office workers, most of our employees are not exposed to high-risk situations so we have a low rate of serious injuries and illness. We maintain an injury and illness prevention program, conduct required workers' compensation audits and address potential risks.

We have taken extra precautions to maintain health and safety during the COVID-19 pandemic and adapt to new ways of working. In 2022, we transitioned to the Swig Flex hybrid work plan developed by our return-to-office team. We recognize that changes in work environments can be a strain. The team addressed Centers for Disease Control and Prevention recommendations and protocols related to health and safety and engaged with employees to create excitement about returning to the office. We continue to contract with an additional employee assistance program provider to expand access to mental health and wellness services.

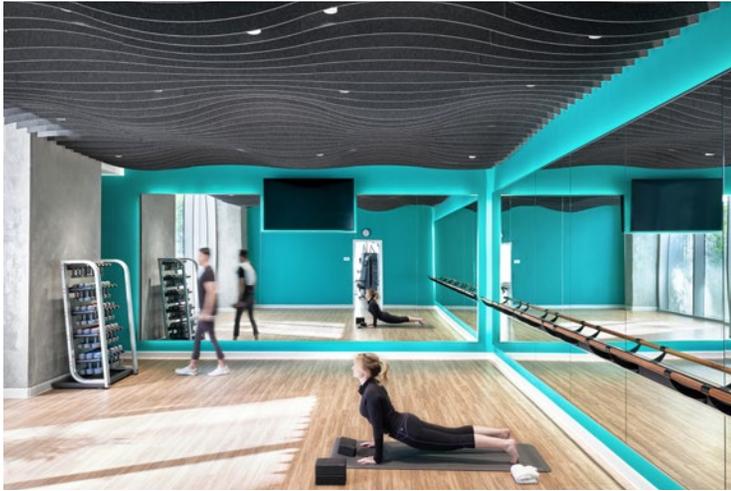
We engage with expert consultants and professional groups to ensure adherence to changing labor laws, state mandates and other issues that affect our business.

We provide employees with the equipment they need to do their job safely during the onboarding process. We partner with an outside company to perform ergonomic evaluations of employees' workspaces as needed, either in the office or in their homes when they are working remotely.





FEATURE: HEALTH AND WELLNESS GROUP



Pictured: Fitness Center at 633 Folsom St., San Francisco

A focus on health and wellness is embedded in our company culture. A group of employees who share that passion came together in 2022 to find ways to better support one another. The Health and Wellness Group is an expression of The Swig Company culture that puts employees first, empowers them to drive change and fosters an atmosphere in which people can reach out and help each other directly.

The group is supported by executives and meets regularly to assess employee well-being needs, hear from experts and research resources. For example, the group learned about innovative ways other small companies are addressing health and well-being during a presentation by our benefits broker.

By collaborating with human resources, administrative staff and Swig D.I.G., the Health and Wellness Group makes it easier for employees to access the resources available through The Swig Company's benefits. The group is a safe space to have open conversations about health and wellness and will evolve as employee needs change.



FEATURE: SWIG D.I.G. BRINGS EMPLOYEES TOGETHER



DIVERSITY | EQUITY | INCLUSION

The Swig D.I.G. is our employee-driven DEI group that provides a safe space for open conversation, peer support and sharing of personal experiences. The group facilitates learning about different perspectives, needs and cultures and explores ways to foster a more equitable and inclusive work environment. Participants discuss education and training opportunities, current events, and evaluate company policies and practices related to diversity and inclusion. Dedicated meetings are held to discuss current events that have caused national distress.

Swig D.I.G. played a major role in keeping employees connected during the COVID pandemic. As we began returning to the office in 2022, the group encouraged employees to deepen relationships with co-workers. Swig D.I.G. has a hybrid meeting format, allowing employees at our corporate office to gather in person while employees working from home or at our other locations participate virtually. Meeting attendance varies from a small core group to about 25 employees.

Our employees continued to experience heightened stress related to the pandemic in 2022. We responded with a renewed focus on mental and emotional well-being. We initiated a guided meditation at the start of Swig D.I.G. meetings to help us come together and prepare to discuss difficult issues.

In 2022, Swig D.I.G. encouraged observation of significant dates such as Mental Health Day, Juneteenth

and Filipino Heritage Month. Dedicated meetings were held to celebrate Black History Month, Pride, Juneteenth and Women's History Month by learning together about some of the art, history and figures that are crucial in those social movements.

The group led discussions and provided resources about online art exhibits and articles available to all employees. The D.I.G. team made sure to have fun as well and highlighted the traditional Loteria game during Hispanic Heritage Month.

Swig D.I.G. continues to advocate for deepening our commitment to inclusivity and equity. The group was influential in planning a company website expansion to include every employee's headshot. In 2023, we will work with our community partner Youth Beat to take employee photos to be used on our updated website.



EXAMPLES OF 2022 TRAINING SESSIONS AND WORKSHOPS

- › A gourmet tea-tasting to relax, refresh and educate participants on the benefits of mindfulness
- › Enhanced communication with tenants, building guests and persons with a disability
- › *Supporting Your LGBTQ+ Workforce* presentation by certified professional coach Nick Ferraiolo, who shared the story of his journey to transition within the corporate workplace
- › Celebration and discussion of an excerpt from newly confirmed Supreme Court Justice Ketanji Brown Jackson's speech as an inspiration to recommit to the work of diversity, equity and inclusion
- › Providing resources, understanding barriers and ways to promote inclusivity and accessibility
- › Practiced self-care strategies by offering an *Art While Apart* paint-by-number workshop to support well-being in a creative way
- › Interactive and reflective workshop with professional coach Alexis St. George on work/life balance and well-being
- › In-person tours of the Hella Feminist exhibit and an exhibit about the life of activist and icon Angela Davis at the Oakland Museum of California



Tenant Experience

Our Commitment

We are committed to enhancing wellness and helping people achieve their best.

Our Approach

Innovative thinking and delivering greater value to our tenants are cornerstones of our ongoing focus on creating spaces that support the evolving ways companies are working. We offer a variety of work environments, including traditional office spaces, ready-to-occupy spaces available for short-term occupancy, and flex spaces to work, such as tenant lounges. By providing flexible physical spaces and social and wellness amenities, we contribute to occupants' ability to thrive and be their most creative and productive.

OUR OFFERINGS

- › Healthy building features and environmentally sustainable management practices
- › Outdoor plazas and cafes
- › Tenant lounges and hubs to socialize, connect and collaborate
- › Flexible working spaces and coworking areas
- › Conference centers
- › Indoor greenery, rooftop gardens and beehives
- › Fitness centers, wellness rooms, bicycle storage and shower facilities





Pictured: The Mills Basement Wellness Center, San Francisco

Building Upgrades

We were pleased to welcome many tenants back into improved physical spaces and expanded amenities in our buildings in 2022. At The Mills Building, we added a wellness center with expanded bike storage facilities and plan to expand mobile access to wellness rooms in 2024.

We utilize the WELL Building Standard principles and practices to assess opportunities for building improvements. This standard explores how design, operations and behaviors within the built environment can be optimized to advance human health and well-being.

2022 PROGRAMS

- › A celebration of the relaunch of the *h³experiences* app marked the return of tenant occupancy at 633 Folsom Street. Activities included dueling bicycles that powered a smoothie machine for fresh smoothies, a fitness center open house with fitness challenges and free chair massages, and raffles of Apple AirPods, water bottles, gift cards and towels
- › Opening of The Mills Basement Wellness Center with raffle drawings, prizes and tours of the building
- › Launch of mobile access to tenant amenity spaces and building common areas at 444 Castro Street
- › Life Learning Academy bake sale at The Mills Building and 501 Second Street
- › In-app scavenger hunts, trivia contests, raffles and giveaways, as well as a Super Bowl “Guess the Score” game and March Madness Bracket Challenge



Pictured: 444 Castro St., San Francisco

h³experiences App

Our *h³experiences* app is the gateway for tenants to access our flexible workspaces, wellness offerings, sustainable environments and community programs. The app allows us to connect directly with our building occupants to share information and event invitations and provide instant access to a variety of virtual programs. In 2022, *h³experiences* helped generate excitement about returning to work and offered information about on-site wellness opportunities. Additionally, we enabled mobile access to wellness rooms through the app at 444 Castro Street in partnership with Kastle Systems.

In 2022, we used the app to invite tenant employees to in-person events co-hosted with community partners and included an in-app RSVP option. In addition, we offered in-app options to enable tenants in some of our properties to access the flex office suites and wellness center amenities.

In 2022, we expanded the *h³experiences* app to most of our California portfolio. In 2023, we will launch the app at 595 E. Colorado as well as at 3130 Wilshire Boulevard where we will use the app as a communications tool to keep tenants informed of planned construction work and associated logistics. We are evaluating the functionality of the app for Lake Union tenants to include curated social events and to streamline the process of submitting maintenance requests.



The *h³experiences* program inspires great work and connects people through three pillars:



h³wellness

h³wellness enlivens tenants with virtual enrichment programs, building amenities and healthy building features.



h³work

h³work provides choice and flexibility, with a variety of spaces and services to enhance productivity.



h³community

h³community creates spaces for celebrating and special events and invites our tenants to join us in community service.



FEATURE: INVESTING IN THE FUTURE



Pictured: Before, during and after construction at 633 Folsom St., San Francisco

When our 633 Folsom Street property approached a once-in-a-generation full building vacancy, our board strategically planned a renovation to meet the demands of a new workforce and changing neighborhood. The re-investment in the property enabled us to sustainably express our commitment to San Francisco's downtown work community, contribute to the reanimation of the Folsom Street corridor, focus on reductions embodied in operational carbon and achieve facade optimization for useful daylight.

The 633 Folsom renovation was one of 16 projects in the U.S. awarded the American Institute of Architects (AIA) award for Architecture in 2023. This prestigious award recognizes a wide range of contemporary projects of varying size and budget exhibiting architectural excellence.

COMMUNITY ENGAGEMENT

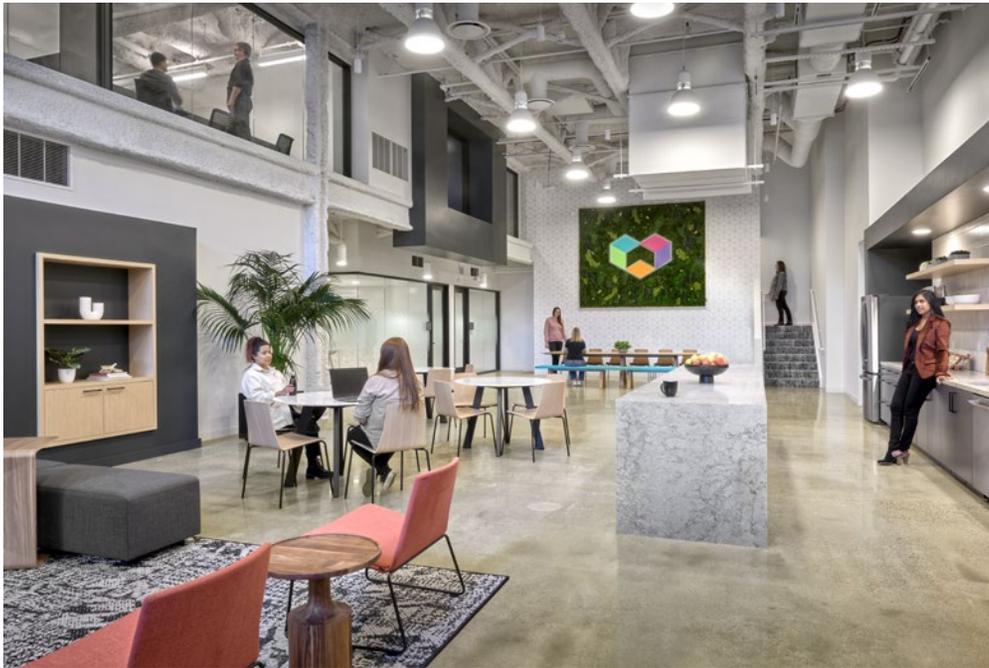
The Swig Company sought broad community engagement to contribute to the design of the project. We collaborated with local community groups throughout the conceptual development of the project. We facilitated multiple meetings to develop the plans for additional floors and the rooftop garden.

DESIGNED FOR ENVIRONMENTAL EFFICIENCY

- › Preserving and upgrading the existing concrete superstructure used 28.8% less CO₂ and averted nearly half the GHG emissions of a new build.
- › Facade-shading dramatically reduces peak energy use and adds over 300 hours per year of time that blinds can be open during a typical workday.
- › An extensive new rooftop garden creates habitat for birds and other aerial species, reduces the impact of heat island effects, and manages stormwater while offering tenants a green space to enjoy.

FEATURE: FLEXIBLE WORKSPACES FOR WELL-BEING

Flex space is essential to companies that need communal places to collaborate, network among team members and create meaningful team experiences. In 2022, we completed an *h³work* renovation at 444 Castro Street with a focus on future workspaces. The Mountain View property layout lends itself to flexibility of use regardless of team size and has multiple gathering spaces and other amenities attractive to companies seeking to enhance employee experience. The project was designed with a long-term holistic approach to promote health and wellness.



Pictured: 444 Castro St., San Francisco

PROPERTY FEATURES

- › Furnished, technology-enabled suites with demountable partitions for flexible configurations
- › Seamless technology solutions such as mobile access to the fitness center, parking garage and Suite 140 tenants through the *h³experiences* app
- › Incorporation of biophilic design with a green wall and operable partitions opening onto the large exterior patio
- › Environmental monitoring to maximize occupant comfort and wellness
- › Wellness room for respite, lactation and relaxation
- › Suite 140 features huddle rooms and/or quiet spaces for focused work

Community Impact

Our Commitment

The Swig Company is dedicated to being an active, supportive neighbor in the communities in which we invest.

Our Approach

The Swig Company has a long history of giving back, and we strive to actively engage in the communities where we live and work. In keeping with our values, the development and oversight of our community impact programs are top management responsibilities.



Local Action

Our property management teams are often best suited to identify needs within their communities. As such, they are empowered to organize events and activities in which both employees and tenants can support local causes. Other programs are initiated by our corporate innovation/community impact team. By offering community support opportunities across our managed portfolio buildings, the company amplifies its impact and serves as an industry role model.

The Swig Company provides matching donations to companies that employees support. Employee and company matching donations totaled \$10,720 in 2022.

Collective Efforts

Our active involvement in commercial real estate associations and organizations promotes knowledge sharing and enables us to contribute to common objectives.

Company Initiatives

The Swig Company donates to local nonprofits and participates in community impact initiatives.

Our community impact programs are designed to support our employees while enhancing our impact. The company matches employees' charitable donations to nonprofit organizations of their choosing. Employees also can use two paid days a year for volunteer activities. We were able to return to some in-person volunteering in 2022, including with longtime community partners College Track and Life Learning Academy.

The Swig Company's outreach efforts focus primarily on education. Our Engaging Tomorrow's Workforce initiative is designed to help prepare young people for successful, productive careers. We believe it is our civic responsibility to nurture our future workers. It is also a wise business strategy, as the demand for premier office space depends on the availability of a talented and skilled workforce.

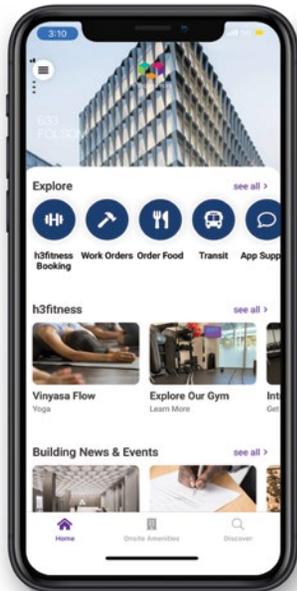


Pictured: Volunteering at Life Learning Academy



› CONNECTING THROUGH *H³EXPERIENCES*

The *h³experiences* app allows us to engage with tenants and amplify our impact for local partners by promoting engagement with the communities where our buildings are located. We harness the power of the app to invite our employees and tenants to join us in volunteering and donating to those in need.



H³COMMUNITY FEATURED GROUPS

- › College Track
- › Life Learning Academy
- › Girls Inc. in Northern and Southern California

Pictured: Volunteering at Life Learning Academy



A decorative graphic on the left side of the page. It features a photograph of a wooden staircase leading up to a building. In the foreground, there is a black pot containing a succulent plant with red and green stems. To the left of the pot is a bag of soil. Overlaid on the right side of the staircase and plant is a vertical column of colorful geometric shapes: a dark blue triangle at the top, followed by a red triangle, a light blue triangle, an orange diamond, a red triangle, an orange diamond, and a dark blue triangle at the bottom.

Our work with community partners

The Swig Company and our employees have long engaged with community partners. In 2022, we continued to join forces within our community as impactful changemakers.

COMMUNITY WORK IN 2022

- › In July, we hosted 21 College Track students at our San Francisco headquarters in our first in-person Corporate Residency Day since the COVID-19 pandemic. Read more on [page 57](#).
- › We continued our partnership with Youth Beat, an Oakland, California-based nonprofit that provides free digital media training, youth development and employment opportunities to high school students from low-income neighborhoods. Youth Beat's mission to help kids on their path to success in college, career and life aligns with The Swig Company's emphasis on education and nurturing of future leaders.
- › Our employees volunteered at Life Learning Academy charter high school. Read more on [page 58](#).
- › Approximately 20 employees participated in the 36th J.P. Morgan Corporate Challenge San Francisco, a 3.5-mile run/walk team building event and benefit held in September.
- › The Mills Building partnered with the Building Owners and Managers Association of San Francisco (BOMA) to collect donations for the San Francisco Fire Department's annual holiday toy drive that serves over 40,000 local families. The Mills Building also maintains a Simply the Basics collection barrel in the lobby for hygiene supplies to be distributed to organizations serving individuals experiencing homelessness.



FEATURE: IN-PERSON CORPORATE RESIDENCY DAY



Pictured: Small group discussion

"It was amazing to hear everyone's story of how they ended up at Swig and that their journey wasn't linear, which makes me comfortable knowing that I am not sure what I want to do later in the future."

—College Track participant

Our continued partnership with College Track is a two-way street. By working with students from the national nonprofit, we are generating interest in the commercial real estate industry among tomorrow's workforce and creating career pathways for students from underserved communities.

College Track supports students from eighth grade through graduation to successful college enrollment. The program has a college graduation rate that is twice the national average and a 96% college acceptance rate to two- or four-year post-secondary education options.

We held our third Corporate Residency Day in July 2022 and invited students into our headquarters at The Mills Building to learn about our business and careers in commercial real estate and finance. In a panel discussion, The Swig Company employees shared stories about their career path, what motivates them and the "secret sauce" to relationship-building at work. Students networked with employees in informal, small group discussions. A dozen employees joined in the formal programs and another five participated in networking sessions over breakfast and lunch.

Through our *h³community* program, our tenants Seiler LLP and Tipping Point, as well as Avéole, the beekeeping firm that tends our rooftop hives, offered students a window into a variety of careers. Our summer intern joined in the program and shared how she was enriched by the experience. College Track students found her particularly relatable as a college student close to their age.

We also expanded our mentorship program, now called the College & Career Coach program, to include in-person engagements and virtual connections for students attending college outside the area. In a 1-to-1 ratio, 11 pairs of students and mentors participated in the program in 2022.

FEATURE: WORKING HAND-IN-HAND WITH LIFE LEARNING ACADEMY

Life Learning Academy (LLA) is a nonprofit charter high school on San Francisco's Treasure Island committed to creating a nonviolent community for students who have not thrived in traditional school settings. LLA provides inspiring academics and wraparound services like job training, college support and free optional on-campus housing. LLA has achieved a 70% reduction in truancy and 92% graduation rate. Additionally, 100% of seniors enroll in college or are employed upon graduation.

2022 EFFORTS SUPPORT LIFE LEARNING ACADEMY

- › Eight Swig Company employees used their paid volunteer time to participate in garden projects at the high school. Projects ranged from weeding to planting to clearing and renovating garden areas.
- › Tenants at The Mills Building and 501 Second Street supported Life Learning Academy through an *h³experiences* app fundraiser by reserving free bake sale items created by the school's acclaimed culinary program to be picked up in the lobby. Students raised more than \$500 for a student council organized field trip.
- › An Amazon back-to-school wish list was posted in the community section of our *h³experiences* app so that tenants could buy supplies for students.
- › The Swig Company contributed \$38,000 to the school in recognition of its invaluable work on behalf of young people in our community.



Pictured: Life Learning Academy bake sale at The Mills Building, San Francisco

"Our school is raising money to take the students on an exciting end of the year field trip that we have never been able to do before! As a way to congratulate us for working, learning and most importantly growing as individuals, we are raising this money to go to Great America."

**—Life Learning Academy
Student Council**

Organizational Involvement

ENTITY	ACTIVE INVOLVEMENT AND/OR MONETARY SUPPORT	FORMAL MEMBERSHIP	GOVERNANCE BODY REPRESENTATION/COUNCIL
Industry Engagement			
BOMA (Building Owners and Managers Association)	X	X	X
CRETech	X	X	X
CREW (Commercial Real Estate Women) Network	X	X	X
Global Workspace Association (GWA)	X	X	
Lambda Alpha International (KAI Golden Gate Chapter)	X	X	X
NAIOP, the Commercial Real Estate Development Association	X	X	
SPUR	X	X	X
Urban Land Institute (ULI)	X	X	X
Community Engagement			
Alameda County Community Foodbank	X		
Bryant Park Corporation, New York	X		
Children of Shelters, San Francisco	X		
Children Today, Long Beach	X		
College Track	X		
Commercial Real Estate Alliance for Tomorrow's Employees (CREATE), San Francisco	X	X	X

Organizational Involvement

ENTITY	ACTIVE INVOLVEMENT AND/OR MONETARY SUPPORT	FORMAL MEMBERSHIP	GOVERNANCE BODY REPRESENTATION/COUNCIL
Community Engagement			
FACES Pacific Autism Center	X		
Girls, Inc.	X		
Jewish Vocational Services	X		
Lake Merritt-Uptown and Downtown Oakland Community Benefit Districts, Oakland	X	X	X
Life Learning Academy, San Francisco	X		
Mountain View Art & Wine Festival	X		
Notre Dame des Victoires Student Choir, San Francisco	X		
Oakland Metropolitan Chamber of Commerce	X	X	
Oakland Museum of California	X	X	
San Francisco-Marin Food Bank	X		
Simply the Basics, at multiple locations	X		
SMART	X		
Various organizations for art exhibitions and installations, at multiple locations	X		
YouthBeat	X		

04

APPENDIX

This section includes information about this report, our material topics and stakeholder engagement, and a GRI content index.

Our Reporting Process

To guide the development of this 2022 calendar year report, we referenced the Global Reporting Initiative (GRI) Sustainability Reporting Standards. Refer to the GRI Content Index at the end of this report for property details and additional information.

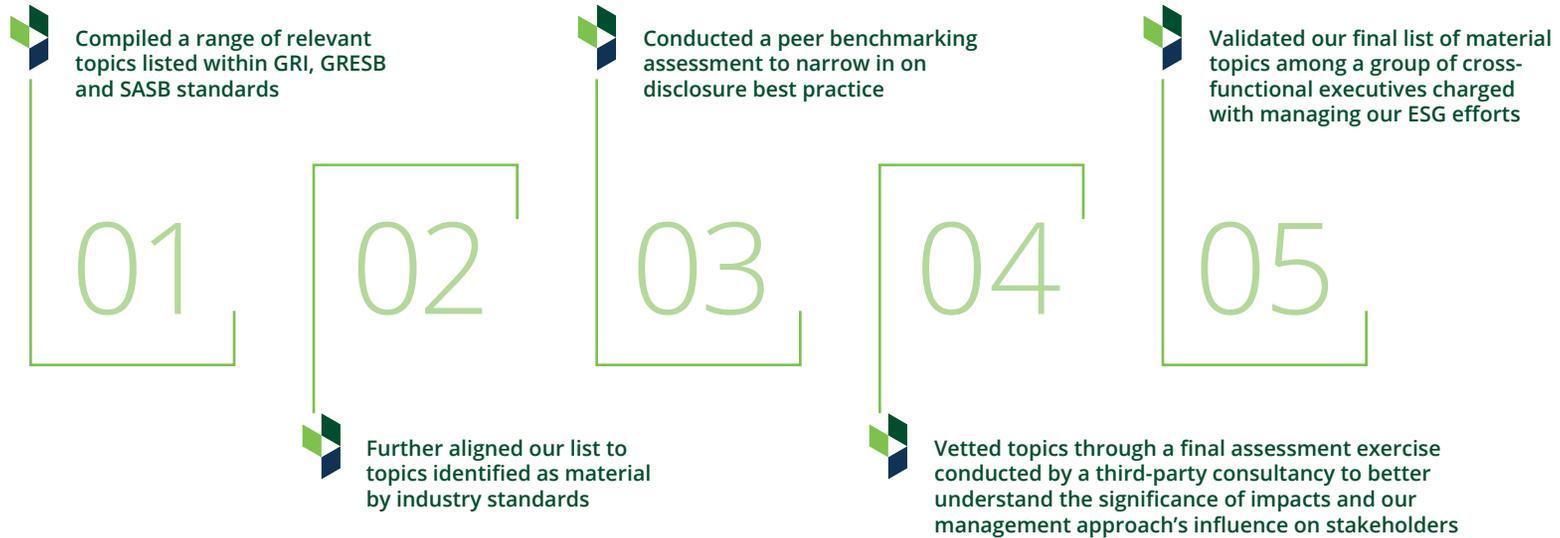
This report covers the 13 commercial properties that we manage or over which we have operational control. The portfolio totals more than 2 million square feet and hosts approximately 366 commercial tenants.

Due to our ownership interest in several properties in markets such as New York, California and Washington state, our overall portfolio size remains at 7.5 million square feet. External assurance was not leveraged for this report, however, data contained within underwent rigorous quality checks internally and through our third-party consultancy partners. We invite our stakeholders to connect with us to share feedback on this report at info@swigco.com.

Materiality

A year after we conducted a formal materiality assessment, we are confident that the topics we identified are the most material to The Swig Company. The materiality assessment process allowed us to prioritize issues that could impact people and the planet or affect our ability to drive business value.

Materiality Assessment Steps

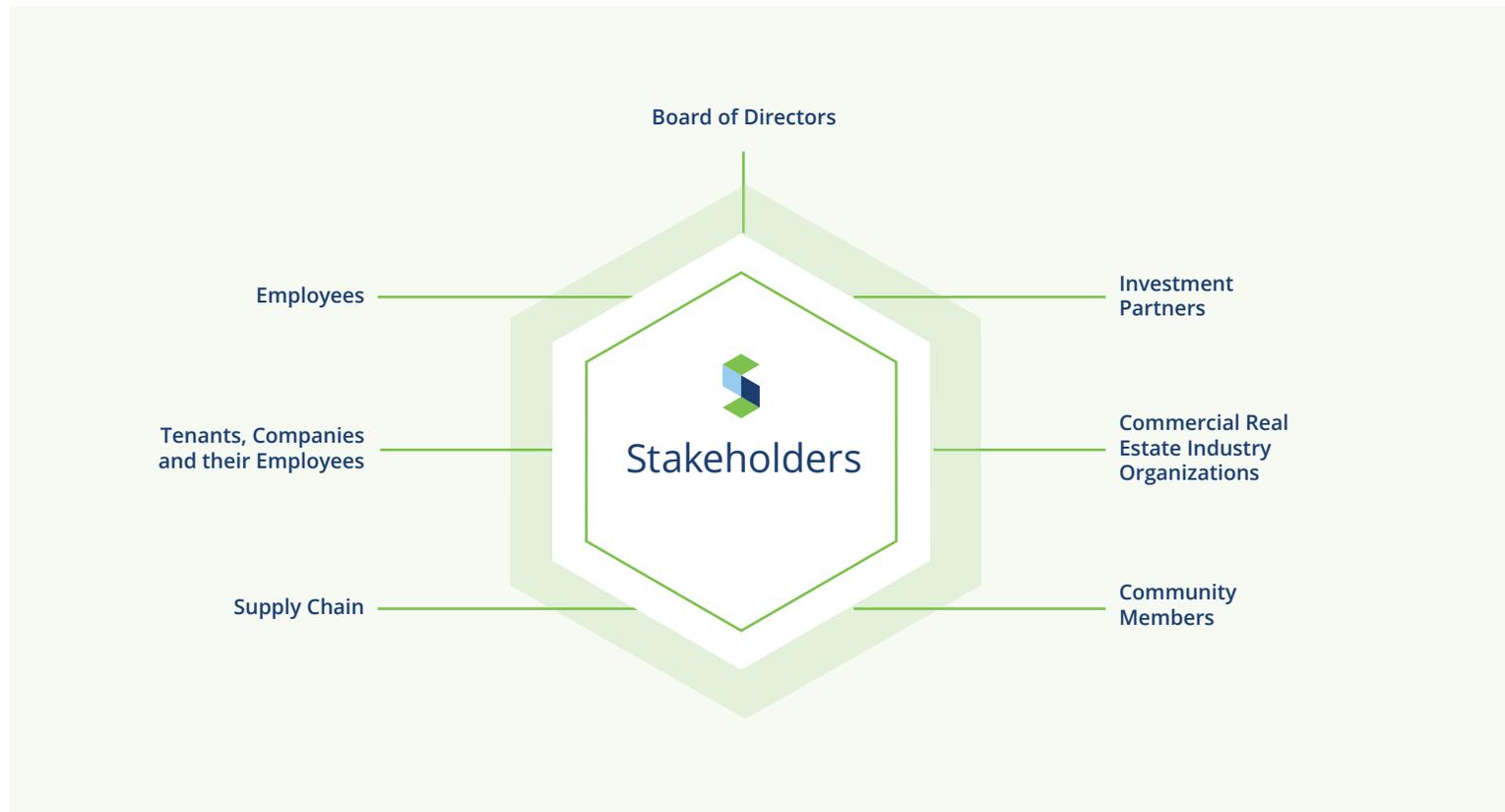


The context of material issues evolves with changing market landscapes and other external factors. Our ability to assess potential risks and opportunities is critical to our resiliency and our ability to meet stakeholder needs.

Stakeholder Engagement

Building strong and enduring relationships with a range of stakeholders has been a priority for The Swig Company for almost 90 years. We define stakeholders as those who impact or can be impacted by our business activities. Through ongoing engagement, we strive to understand and address stakeholder needs to ensure our impact does not negatively affect any stakeholder group.

We interact regularly with internal and external stakeholders and take diverse perspectives into account. Perspectives range from the initial property investment to on-site management and ongoing efforts to create lasting positive impact. We engage through formal and informal communications, direct interactions, and outreach efforts.



GRI Content Index

GRI STANDARD/
OTHER SOURCE

DISCLOSURE

LOCATION

ADDITIONAL DETAIL/OMISSION

General disclosures

GRI STANDARD/ OTHER SOURCE	DISCLOSURE	LOCATION	ADDITIONAL DETAIL/OMISSION
GRI 2: General Disclosures 2021	2-1 Organizational details	Company Overview	
	2-2 Entities included in the organization's sustainability reporting	The Swig Portfolio	Entities include commercial properties directly managed by The Swig Company or for which we have operational control. Properties that we do not manage - the Colina Apartments in Seattle and the New York portfolio - are excluded.
	2-3 Reporting period, frequency and contact point	Appendix Content Index	Our annual non-financial reporting efforts cover calendar year activities. We welcome feedback at info@swigco.com .
	2-4 Restatements of information	Content Index	There are no restatements of information issued in this report.
	2-5 External assurance	Content Index	No external assurance has been sought to date for our non-financial reporting efforts.

GRI STANDARD/ OTHER SOURCE	DISCLOSURE	LOCATION	ADDITIONAL DETAIL/OMISSION								
General disclosures											
GRI 2: General Disclosures 2021	2-6 Activities, value chain and other business relationships	Content Index	At The Swig Company, we rely on a range of suppliers and service providers, ranging from manufacturers of equipment to financial services that we manage capital by/through, as well as facilities managers that conduct services on site at our properties. Environmental consulting companies are valued partners that assess how our buildings are performing and identify opportunities for further improvements. All business relationships generate value that we extend to our workforce and the communities we serve.								
	2-7 Employees	Content Index	<table border="1"> <thead> <tr> <th>EMPLOYEE HEADCOUNT</th> <th>2020</th> <th>2021</th> <th>2022</th> </tr> </thead> <tbody> <tr> <td></td> <td>49</td> <td>48</td> <td>54</td> </tr> </tbody> </table>	EMPLOYEE HEADCOUNT	2020	2021	2022		49	48	54
	EMPLOYEE HEADCOUNT	2020	2021	2022							
		49	48	54							
	2-8 Workers who are not employees	Content Index	All people accounted for at The Swig Company are formally acknowledged as employees.								
2-9 Governance structure and composition	Meet the Team	The Swig Company is overseen by a board of directors composed of members of the Swig family and independent directors. As a privately held company, we are not required to publish board-level detail.									
2-10 Nomination and selection of the highest governance body											

GRI STANDARD/ OTHER SOURCE	DISCLOSURE	LOCATION	ADDITIONAL DETAIL/OMISSION
General disclosures			
GRI 2: General Disclosures 2021	2-11 Chair of the highest governance body	Jim Carbone	Jim Carbone served as The Swig Company's CEO and President from 2018-2022. In 2022, Connor Kidd replaced Mr. Carbone as President.
	2-12 Role of the highest governance body in overseeing the management of impacts	Environmental, Social and Governance	
	2-13 Delegation of responsibility for managing impacts		
	2-14 Role of the highest governance body in sustainability reporting		
	2-15 Conflicts of interest	Content Index	The Swig Company relies on the integrity and good judgment of all employees in observing ethical, professional and legal codes, and on an employees' professional judgment while conducting business affairs. Questions regarding a situation where there may be a potential conflict of interest are directed to the employee's supervisor.
	2-16 Communication of critical concerns		Communication is essential to our company's success and employees are encouraged to present their concerns, ideas or suggestions to their supervisor. If employees still have concerns after meeting with their supervisor, they can request a meeting with one of the company's senior management or Human Resources.

GRI STANDARD/ OTHER SOURCE	DISCLOSURE	LOCATION	ADDITIONAL DETAIL/OMISSION
General disclosures			
GRI 2: General Disclosures 2021	2-17 Collective knowledge of the highest governance body	Content Index	See disclosure entry for 2-9 and 2-10.
	2-18 Evaluation of the performance of the highest governance body		
	2-19 Remuneration policies	Content Index	Formal, regular performance reviews are important for the development of our employees as well as for our business. In regard to promotions and compensation, each employee's salary and wage structure is reviewed on a regular basis, and adjustments are made based on merit, industry or general economic trends.
	2-20 Process to determine remuneration		
	2-21 Annual total compensation ratio		
	2-22 Statement on sustainable development strategy		Environmental, Social and Governance
	2-23 Policy commitments	Content Index	As a privately held company, most policies are contained in The Swig Company's Employee Handbook. Our senior leaders work closely with our labor law attorney to ensure that company policies comply with employment and wage and hour laws. Every employee receives a copy of the handbook at the time of hire and acknowledges receipt through our payroll platform. Employees are trained on particular topics as needed and briefed when changes or updates are made.
	2-24 Embedding policy commitments		

GRI STANDARD/ OTHER SOURCE	DISCLOSURE	LOCATION	ADDITIONAL DETAIL/OMISSION
General disclosures			
GRI 2: General Disclosures 2021	2-25 Processes to remediate negative impacts	Content Index	Employees are encouraged to discuss concerns with their direct supervisor. If the supervisor can't address the issue(s) directly, assistance from our human resources (HR) team is leveraged to determine how best to take corrective action and/or engage other executive leaders. Employees are welcome to discuss any issue with HR directly. Asset managers address concerns at the property level. If the issue can't be resolved at that level, the asset manager solicits the advice of our executive team until resolution is achieved.
	2-26 Mechanisms for seeking advice and raising concerns		
	2-27 Compliance with laws and regulations	Content Index	As a community-centric company, we comply with all laws and regulations in the jurisdictions in which we operate.
	2-28 Membership associations	Organizational Involvement	
	2-29 Approach to stakeholder engagement	Appendix	
	2-30 Collective bargaining agreements	Content Index	Due to the nature of employment at The Swig Company, which is primarily administrative/managerial within an office environment, collective bargaining agreements are not applicable to our work.

GRI STANDARD/ OTHER SOURCE	DISCLOSURE	LOCATION	ADDITIONAL DETAIL/OMISSION
Material topics			
GRI 3: Material Topics 2021	3-1 Process to determine material topics	Appendix	
	3-2 List of material topics		
Indirect economic impacts			
GRI 3: Material Topics 2021	3-3 Management of material topics	Community Impact	Refer to the report section for a full description of our management approach.
GRI 203: Indirect Economic Impacts 2016	203-2 Significant indirect economic impacts		Financial contributions are tracked and reported on a case-by-case basis throughout the report. As a privately held company, full financial disclosure isn't required by law. Therefore, total giving against our overall revenue isn't provided in this report.
Materials			
GRI 3: Material Topics 2021	3-3 Management of material topics	Materials & Waste	Refer to the report section for a full description of our management approach.
GRI 301: Materials 2016	301-1 Materials used by weight or volume		We are actively establishing a system for tracking detail consistently across our footprint. Sustainability practices embedded at the site level are described throughout the environmental section of this report.
	301-2 Recycled input materials used		

GRI STANDARD/ OTHER SOURCE	DISCLOSURE	LOCATION	ADDITIONAL DETAIL/OMISSION																																			
Energy																																						
GRI 3: Material Topics 2021	3-3 Management of material topics	Energy & GHG Emissions	Refer to the report section for a full description of our management approach.																																			
GRI 302: Energy 2016	302-1 Energy consumption within the organization	Content Index	ENERGY CONSUMPTION (MWH) <table border="1"> <thead> <tr> <th></th> <th>2020</th> <th>2021</th> <th>2022</th> <th colspan="2">Like-for-Like Consumption (2018 Base Year)</th> </tr> <tr> <th></th> <th></th> <th></th> <th>2018</th> <th>2022</th> </tr> </thead> <tbody> <tr> <td>Total energy consumption (MWh)</td> <td>44,735</td> <td>26,549</td> <td>31,445</td> <td>30,261</td> <td>23,756</td> </tr> <tr> <td>Natural gas consumption (MWh)</td> <td>17,272</td> <td>9,895</td> <td>10,884</td> <td>8,583</td> <td>9,083</td> </tr> <tr> <td>Electricity consumption (MWh)</td> <td>27,462</td> <td>16,654</td> <td>20,561</td> <td>21,678</td> <td>14,673</td> </tr> <tr> <td>Energy intensity (kWh/sf)</td> <td>14.30</td> <td>11.09</td> <td>12.70</td> <td>14.55</td> <td>11.42</td> </tr> </tbody> </table>		2020	2021	2022	Like-for-Like Consumption (2018 Base Year)					2018	2022	Total energy consumption (MWh)	44,735	26,549	31,445	30,261	23,756	Natural gas consumption (MWh)	17,272	9,895	10,884	8,583	9,083	Electricity consumption (MWh)	27,462	16,654	20,561	21,678	14,673	Energy intensity (kWh/sf)	14.30	11.09	12.70	14.55	11.42
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GRI STANDARD/ OTHER SOURCE	DISCLOSURE	LOCATION	ADDITIONAL DETAIL/OMISSION																					
Water and effluents																								
GRI 3: Material Topics 2021	3-3 Management of material topics	Water	Refer to the report section for a full description of our management approach.																					
GRI 303: Water and Effluents 2018	303-3 Water withdrawal	Content Index	<table border="1"> <thead> <tr> <th data-bbox="989 428 1560 509">WATER CONSUMPTION</th> <th colspan="2" data-bbox="1560 428 1814 509">Like-for-Like Consumption (2018 Base Year)</th> </tr> <tr> <th data-bbox="989 509 1178 574"></th> <th data-bbox="1178 509 1304 574">2020</th> <th data-bbox="1304 509 1430 574">2021</th> <th data-bbox="1430 509 1560 574">2022</th> <th data-bbox="1560 509 1686 574">2018</th> <th data-bbox="1686 509 1814 574">2022</th> </tr> </thead> <tbody> <tr> <td data-bbox="989 574 1178 678">Total water consumption (kgal)</td> <td data-bbox="1178 574 1304 678">17,539</td> <td data-bbox="1304 574 1430 678">12,857</td> <td data-bbox="1430 574 1560 678">18,453</td> <td data-bbox="1560 574 1686 678">16,010</td> <td data-bbox="1686 574 1814 678">14,381</td> </tr> <tr> <td data-bbox="989 678 1178 766">Water intensity (gal/sf)</td> <td data-bbox="1178 678 1304 766">5.88</td> <td data-bbox="1304 678 1430 766">5.64</td> <td data-bbox="1430 678 1560 766">7.45</td> <td data-bbox="1560 678 1686 766">9.57</td> <td data-bbox="1686 678 1814 766">8.60</td> </tr> </tbody> </table>	WATER CONSUMPTION	Like-for-Like Consumption (2018 Base Year)			2020	2021	2022	2018	2022	Total water consumption (kgal)	17,539	12,857	18,453	16,010	14,381	Water intensity (gal/sf)	5.88	5.64	7.45	9.57	8.60
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Total water consumption and water intensity in 2020 and 2021 have been updated due to an internal review.																								

GRI STANDARD/ OTHER SOURCE	DISCLOSURE	LOCATION	ADDITIONAL DETAIL/OMISSION				
Emissions							
GRI 3: Material Topics 2021	3-3 Management of material topics	Energy & GHG Emissions	Refer to the report section for a full description of our management approach.				
GRI 305: Emissions 2016	305-1 Direct (Scope 1) GHG emissions	Content Index	GREENHOUSE GAS EMISSIONS (MT CO2E)			Like-for-Like Consumption (2018 Base Year)	
	305-2 Energy indirect (Scope 2) GHG emissions		2020	2021	2022	2018	2022
	Total scope 1 & 2 GHG emissions (MT CO2e)		8,801	5,231	6,849	6,766	5,077
	Gross scope 1 GHG emissions (MT CO2e)		3,130	1,792	1,972	1,556	1,646
	Gross scope 2 GHG emissions (MT CO2e)		5,671	3,439	4,887	5,210	3,431
	GHG emissions intensity (kg CO2e/sf)		2.81	2.18	2.77	3.25	2.44
305-4 GHG emissions intensity			Due to our ongoing efforts to improve our data tracking and conversion methodologies, there may be immaterial differences between actual and reported values.				

GRI STANDARD/ OTHER SOURCE	DISCLOSURE	LOCATION	ADDITIONAL DETAIL/OMISSION												
Employment															
GRI 3: Material Topics 2021	3-3 Management of material topics	Our People	Refer to the report section for a full description of our management approach.												
GRI 401: Employment 2016	401-1 New employee hires and employee turnover		<table border="1"> <thead> <tr> <th data-bbox="991 412 1423 444">EMPLOYEE HEADCOUNT</th> <th data-bbox="1423 412 1556 444">2020</th> <th data-bbox="1556 412 1688 444">2021</th> <th data-bbox="1688 412 1797 444">2022</th> </tr> </thead> <tbody> <tr> <td data-bbox="991 444 1423 509">New Hires</td> <td data-bbox="1423 444 1556 509">1</td> <td data-bbox="1556 444 1688 509">7</td> <td data-bbox="1688 444 1797 509">15</td> </tr> <tr> <td data-bbox="991 509 1423 568">Turnover</td> <td data-bbox="1423 509 1556 568">6</td> <td data-bbox="1556 509 1688 568">8</td> <td data-bbox="1688 509 1797 568">10</td> </tr> </tbody> </table>	EMPLOYEE HEADCOUNT	2020	2021	2022	New Hires	1	7	15	Turnover	6	8	10
EMPLOYEE HEADCOUNT	2020	2021	2022												
New Hires	1	7	15												
Turnover	6	8	10												
	401-2 Benefits provided to full-time employees that are not provided to temporary or part-time employees		The Swig Company provides benefits to all regular full-time employees working 20 or more hours per week, with additional options for employees working 30 or more hours per week. These benefits include medical, dental and vision insurance that is fully sponsored by The Swig Company, and paid sick leave and floating holidays. Additional benefits include voluntary long term disability insurance paid for by the employee; two confidential employee assistance programs; flexible spending accounts for health care or day care expenses; pretax payroll deductions for commuter expenses; 401(k) retirement savings and employer match as well as a profit-sharing plan for eligible employees.												

GRI STANDARD/ OTHER SOURCE	DISCLOSURE	LOCATION	ADDITIONAL DETAIL/OMISSION
Occupational health and safety			
GRI 3: Material Topics 2021	3-3 Management of material topics	Our People — Occupational Health and Safety	Refer to the report section for a full description of our management approach.
GRI 403: Occupational Health and Safety 2018	403-1 Occupational health and safety management system		
	403-6 Promotion of worker health		
	403-8 Workers covered by an occupational health and safety management system		
Training and education			
GRI 3: Material Topics 2021	3-3 Management of material topics	Our People — Training and Education	Refer to the report section for a full description of our management approach.
GRI 404: Training and Education 2016	404-1 Average hours of training per year per employee		
		404-2 Programs for upgrading employee skills and transition assistance programs	

GRI STANDARD/ OTHER SOURCE	DISCLOSURE	LOCATION	ADDITIONAL DETAIL/OMISSION																		
Diversity and equal opportunity																					
GRI 3: Material Topics 2021	3-3 Management of material topics	Our People — Diversity and Equal Opportunity	Refer to the report section for a full description of our management approach.																		
GRI 405: Diversity and Equal Opportunity 2016	405-1 Diversity of governance bodies and employees	Content Index	The following detail is based on a voluntary survey distributed throughout our workforce in 2022. We're proud of the 98% response rate achieved.																		
			EMPLOYEE DEMOGRAPHICS																		
			<table border="1"> <thead> <tr> <th data-bbox="987 592 1564 634">Gender</th> <th data-bbox="1564 592 1711 634">2021</th> <th data-bbox="1711 592 1806 634">2022</th> </tr> </thead> <tbody> <tr> <td data-bbox="987 634 1564 683">Female</td> <td data-bbox="1564 634 1711 683">66.67%</td> <td data-bbox="1711 634 1806 683">62.96%</td> </tr> <tr> <td data-bbox="987 683 1564 732">Male</td> <td data-bbox="1564 683 1711 732">31.25%</td> <td data-bbox="1711 683 1806 732">31.48%</td> </tr> <tr> <td data-bbox="987 732 1564 781">Gender Neutral</td> <td data-bbox="1564 732 1711 781">2.08%</td> <td data-bbox="1711 732 1806 781">3.70%</td> </tr> <tr> <td data-bbox="987 781 1564 829">Undisclosed</td> <td data-bbox="1564 781 1711 829">0.00%</td> <td data-bbox="1711 781 1806 829">1.85%</td> </tr> <tr> <td data-bbox="987 829 1564 878">TOTAL</td> <td data-bbox="1564 829 1711 878">100.00%</td> <td data-bbox="1711 829 1806 878">99.99%</td> </tr> </tbody> </table>	Gender	2021	2022	Female	66.67%	62.96%	Male	31.25%	31.48%	Gender Neutral	2.08%	3.70%	Undisclosed	0.00%	1.85%	TOTAL	100.00%	99.99%
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GRI STANDARD/ OTHER SOURCE	DISCLOSURE	LOCATION	ADDITIONAL DETAIL/OMISSION				
GRI 405: Diversity and Equal Opportunity 2016	405-1 Diversity of governance bodies and employees	Our People — Diversity and Equal Opportunity Content Index	Ethnicity	2021	2022		
			Asian or Asian American	29.17%	31.48%		
			Black or African American	2.08%	1.85%		
			Hispanic or Latino	10.42%	16.67%		
			Native American	0.00%	1.85%		
			Pacific Islander	2.08%	3.70%		
			White or Caucasian	43.75%	31.48%		
			Two or More Races	10.42%	5.56%		
			Other	2.08%	5.56%		
			Undisclosed	0.00%	1.85%		
			TOTAL	100.00%	100.00%		
			Age	2021	2022		
			Under 30	16.67%	12.96%		
			30-39	12.50%	22.22%		
			40-49	20.83%	20.37%		
			50-59	18.75%	22.22%		
			60+	31.25%	20.37%		
			Undisclosed	0.00%	1.85%		
			TOTAL	100.00%	99.99%		
			Note: Totals do not equal 100% because of rounding				

GRI STANDARD/ OTHER SOURCE	DISCLOSURE	LOCATION	ADDITIONAL DETAIL/OMISSION
Non discrimination			
GRI 3: Material Topics 2021	3-3 Management of material topics	Our People — Non-Discrimination	Refer to the report section for a full description of our management approach.
GRI 406: Non-discrimination 2016	406-1 Incidents of discrimination and corrective actions taken	Content Index	There were no issues of discrimination within our workforce in 2022.
Local communities			
GRI 3: Material Topics 2021	3-3 Management of material topics	Thriving Communities	Refer to the report section for a full description of our management approach.
GRI 413: Local Communities 2016	413-1 Operations with local community engagement, impact assessments, and development programs		

GRI STANDARD/ OTHER SOURCE	DISCLOSURE	LOCATION	ADDITIONAL DETAIL/OMISSION															
Customer health and safety																		
GRI 3: Material Topics 2021	3-3 Management of material topics	Occupant Health & Safety	Refer to the report section for a full description of our management approach.															
GRI 416: Customer Health and Safety 2016	416-1 Assessment of the health and safety impacts of product and service categories	Content Index	There were no incidents, including fines, penalties or non-compliance with local health and safety laws and regulations, at our sites in 2022.															
	416-2 Incidents of non-compliance concerning the health and safety impacts of products and services																	
Add-Ons	Customer/tenant engagement		We do not currently solicit the assistance of a third-party to assess client/tenant satisfaction. Due to our size and approach, we maintain close relationships with our tenants, which allows us to address feedback directly.															
	EnergyStar average scores		<table border="1"> <thead> <tr> <th>PROPERTY REGION</th> <th>2020</th> <th>2021</th> <th>2022</th> </tr> </thead> <tbody> <tr> <td>CA Managed</td> <td>76</td> <td>90</td> <td>86</td> </tr> <tr> <td>Northern California</td> <td>71</td> <td>92</td> <td>87</td> </tr> <tr> <td>Southern California</td> <td>88</td> <td>88</td> <td>91</td> </tr> </tbody> </table>	PROPERTY REGION	2020	2021	2022	CA Managed	76	90	86	Northern California	71	92	87	Southern California	88	88
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Southern California	88	88	91															

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We believe that long-term sustainability requires long-term diligent investment in our people, properties and communities in ways that benefit us all and the environment.

