



2018

SUSTAINABILITY REPORT

Table of Contents

INTRODUCTION

1-4

Letter from the President and CEO

1

About The Swig Company

2

Our Commitment and Approach to Sustainability

3

Stakeholder Engagement

4

SUSTAINABLE BUILDING OPERATIONS

5-12

Energy and GHG Emissions

7

Water

10

Materials and Waste

11

Occupant Health and Safety

12

THRIVING COMMUNITIES

13-16

Tenant Experience

14

Community Impact

15

About This Report

This is The Swig Company's first sustainability report, which shares our efforts and performance with interested stakeholders. The report covers our managed assets, which comprise 15 properties in California. Unless otherwise noted, reported data are for calendar year 2018, which is also our fiscal year. To guide report development, we referenced the GRI Sustainability Reporting Standards and the GRESB 2019 Real Estate Assessment Guide. Refer to the Reporting Information section at the end of this report for additional information.



INTRODUCTION

Letter from the President and CEO

Welcome to The Swig Company's first sustainability report, which shares our environmental and social commitments, endeavors, and performance across our portfolio. Integrating sustainability into our investment decisions and management strategy builds on our long-standing dedication to continuous improvement, while bringing additional value to our portfolio and delivering benefits to all our stakeholders.

We believe the real estate community has a responsibility to work together to minimize the environmental footprint of the built environment and its contribution to climate change while maximizing the positive impacts of the buildings that we manage. For us, as a commercial real estate investment and management company, that means concentrating on sustainable building operations and helping communities thrive. In addition, engaging and collaborating with tenants and others helps us achieve shared objectives.

The Swig Company's 80+ year history is evidence of our ability to adapt and innovate. We pride ourselves on our work to maintain and improve our properties—many of which are historic buildings. Our teams apply leading practices from LEED, ENERGY STAR, the WELL Building Standard, and others to optimize our buildings' sustainability performance and ensure long-term value.

We have made significant investments across the portfolio into amenities and programs to support our tenants and create inspired workplaces that promote collaboration, productivity, and wellness. Exciting new projects are underway to meet tenants' evolving needs and foster community engagement within our buildings and neighborhoods.

We will remain vigilant in seeking ways to be more sustainable and have a greater impact now and well into the future. This inaugural report formalizes our commitment to sustainability, which we believe fuels ongoing advancement and holds us accountable. As such, we plan to report annually to share our goals and progress.

We are pleased to share our approach to sustainability with you, and we look forward to demonstrating continuous improvements in the years to come.

JIM CARBONE

President and Chief Executive Officer

About The Swig Company

Company Overview

The Swig Company, LLC is a privately owned real estate investor operator with a venerable 80+ year history of investment, development, partnership and management of commercial properties in major U.S. markets. Since its founding in 1936 by Benjamin Swig, the company has been 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, maximizing their worth through active management, leasing, and the structuring and implementation of complex financial transactions.

We employ 55 team members, with about half at our corporate headquarters and the others working at field offices in California. The company is overseen by a board of directors composed of members of the Swig family and independent directors.

Learn more at SwigCo.com.

The Swig Portfolio The Swig Company's diversified portfolio includes almost 9 million square feet of mid- and high-rise commercial properties in markets such as New York, the San Francisco Bay Area and Southern California.

Properties under management in California total 3 million square feet. The 15 commercial properties that we manage represent the reporting boundary for the practices and data presented in this report.

1 Northern California Properties SAN FRANCISCO | MOUNTAIN VIEW | OAKLAND

2 Southern California Properties LOS ANGELES | PASADENA | CULVER CITY

SAN FRANCISCO

🏆 Mills Building
Company HQ

🏆 501 2nd St.

🏆 369 Pine St.
633 Folsom St.
350 Treat Ave.

MOUNTAIN VIEW

🏆 444 Castro St.

🏆 399 W. El Camino Real

OAKLAND

🏆 Wakefield Building

🏆 300 Lakeside Dr.

LOS ANGELES

🏆 617 W. 7th St.
6300 Wilshire Blvd.
3415 Sepulveda Blvd.

PASADENA

443 S. Raymond Ave.
595 Colorado Blvd.

CULVER CITY

6160 Bristol Pkwy.

🏆 Platinum level LEED certification

🏆 Gold level LEED certification



8 of our California properties, representing 67% of square footage, are LEED certified.

15
CALIFORNIA
PROPERTIES

Hosting approximately 9,000 tenants at 457 client companies



Investment properties in New York total 4 million square feet.

Environmental and Social Responsibilities

We integrate and promote sustainability through our focus on sustainable building operations and our efforts to foster thriving communities within our buildings as well as in the surrounding neighborhoods and cities. Within these two integrated areas, we concentrate on topics that support our initiatives and reflect the interests of our stakeholders.

🕒 SUSTAINABLE BUILDING OPERATIONS

Energy and GHG Emissions

Water

Materials and Waste

Occupant Health and Safety

🕒 THRIVING COMMUNITIES

Tenant Experience

Community Impact

Our Commitment and Approach to Sustainability

Sustainability is ultimately about embracing the long view, an approach that has been key to the success of our company.

Thinking in terms of multiple generations comes naturally for a family business. Many of the buildings in our portfolio are long-term holds, which allows us to have a long planning horizon. We have 50-year plans for some of our buildings and invest in their improvement accordingly.

The Swig Company takes environmental stewardship and social responsibility seriously. We understand that the design and operation of buildings, and integrating nature into the built environment, can greatly affect a building's impact on the environment and can promote health and wellness for its occupants. Our portfolio is comprised of ENERGY STAR and LEED certified buildings that conserve resources, while providing exceptional occupant comfort and inspired experiences. This approach of seeking innovative solutions to promote sustainability and health and wellness not only drives financial success but also drives community value.

Stakeholder Engagement

The Swig Company’s success over more than eight decades is a testament to the relationships we develop and nurture with a range of stakeholders.

We define stakeholders as those who can either impact or be impacted by our business activities—now and long into the future. Through ongoing engagement, we are able to drive value across our operational footprint and beyond.

We interact with internal and external stakeholders on a regular basis and take their diverse perspectives into account—from the time of initial investment in an existing asset, to on-site property management and efforts to create lasting positive impact. Engagement occurs through formal and informal communications, direct interactions, and outreach efforts.

Key Stakeholder Groups

Board of Directors
Employees
Investment partners
Tenants (companies and their employees)
Suppliers
Commercial real estate industry
Members of the communities in which we own and manage properties

OUR EMPLOYEES

Our reputation for exceptional service stems from the passion and diligence of our employees. Each member of our team is essential to our business success. Our ability to attract, engage, and retain top talent is mission critical. We strive to provide competitive benefits, ensure their health and wellness needs are met, and help them feel proud to be a valued member of The Swig Company family.

TENANT ENGAGEMENT

The companies that choose our properties, along with their employees, are vital to our success. We design and maintain our buildings to increase tenant satisfaction and retention. Our tenants also are essential partners in our sustainability efforts. As such, tenant engagement through ongoing dialogue, outreach, and education is a key aspect of our approach, as discussed in the following sections.

SUPPLY CHAIN

We rely on products and services from a range of vendors and suppliers, including financial institutions, utility companies, material and product suppliers, waste haulers, contractors, service providers, and others. Environmental consulting companies, in particular, are key partners to help us understand how our buildings are performing and identify opportunities for further improvements. We integrate green building and environmental considerations into our selection of vendors and suppliers.

COMMERCIAL REAL ESTATE INDUSTRY AFFILIATIONS

Involvement in commercial real estate associations and organizations provides opportunities for engagement with industry stakeholders, knowledge sharing, and collective action.

- BOMA (Building Owners and Managers Association International)
- ULI (Urban Land Institute)
- NAIOP (National Association for Industrial and Office Parks)
- SPUR (San Francisco Bay Area Planning and Urban Research Association)
- GWA (Global Workspace Association)
- CREW (Commercial Real Estate Women)
- Lambda Alpha International (LAI Golden Gate Chapter)
- Various local associations and organizations in the communities where we have properties (see page 16)

Key Impact Areas

The environmental impact of real estate results from the amounts of energy and water consumed, the greenhouse gas (GHG) emissions generated, and the waste streams produced from the inflow of materials and products. Building operations also can affect occupant health and safety. Our sustainability strategies are aimed at improving the environmental performance of our managed portfolio by reducing adverse impacts in these areas.

Energy and GHG Emissions

In 2018, commercial buildings consumed 18% of all energy in the U.S., the production of which contributes to climate change (U.S. EIA).

Water

Our operations in California, a state that repeatedly suffers from drought, amplify the importance of responsible water management.

Materials and Waste

In addition to resource use, materials and products generate waste, much of which ends up in landfills and generates GHG emissions.

Occupant Health and Safety

Aspects of the building's environment, such as indoor air quality, and its operations can impact human health and safety.

SUSTAINABLE BUILDING OPERATIONS

OUR COMMITMENT

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

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

Our steady focus on conservation, efficiency, and responsible practices ensures sustainable building operations and healthy indoor and outdoor environments, supporting the communities around our buildings. We pursue a range of actions both large and small to reduce the environmental footprint of our buildings across multiple areas of sustainability.

Integrated Environmental Management

We manage the environmental impacts of our buildings through the use of industry-leading standards and certifications, performance management platforms, and tenant engagement. 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. We also partner with consulting firms and specialists to help us optimize the environmental performance of our California portfolio.

BENEFITS OF RENOVATION

The Swig Company invests in existing, often historic, buildings in vibrant urban communities. Our renovation projects extend the building's life, by improving its efficiency and enhancing its amenities.



8 properties, totaling 67% of portfolio square footage, are LEED certified.



8 of our managed properties, totaling 47% of portfolio square footage, achieved ENERGY STAR certification in 2018.

LEED

Over the years, we have been pursuing LEED (Leadership in Energy and Environmental Design) certification under the Existing Building Operations and Maintenance (EBOM) system. LEED is a voluntary building certification system implemented by the U.S. Green Building Council (USGBC) that benchmarks performance across multiple sustainability areas.

During LEED certification and re-certification, we work with consulting partners to enhance the property's existing sustainability features and identify new opportunities for advancement. The LEED standards also inform our ongoing sustainability-related policies and practices. We will consider certification at other properties on a case-by-case basis.

ENERGY STAR

We participate in the U.S. Environmental Protection Agency's ENERGY STAR program and use its Portfolio Manager to collect energy and water data and to manage and benchmark progress over time. The platform is the most widely used benchmarking tool in our industry, with data for 40% of U.S. commercial building space within the system (U.S. EPA). The platform scores energy performance based on a nationally representative sample, with 75 out of 100 being the minimum value for ENERGY STAR certification.

Arc

In 2018, we began registering buildings in USGBC's performance-based platform Arc. The system tracks and benchmarks energy and water consumption and total carbon footprint. We plan to bring other properties into this system in the coming years.

OUR COMMITMENT

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

Focus on Transportation

The urban locations of many of our properties are conducive to the use of public transportation and biking, which lower the carbon footprint associated with occupants traveling to and from the building. We encourage the use of alternatives to single-occupancy vehicles in a variety of ways, including free shuttle bus service to nearby train and subway stations and amenities such as secure shower rooms, bike parking, and bike repair stations.

To better understand our carbon footprint, we have begun to capture scope 3 emissions associated with occupant transportation through surveying occupants in select buildings. Through this engagement we can identify ways we can further support transportation options that are healthy for people and planet.

Energy and GHG Emissions

Our Approach

The Swig Company works to reduce the carbon footprint of our properties through a vigilant focus on energy efficiency. Emissions are primarily from natural gas and electricity usage (scopes 1 and 2, respectively) to operate the buildings as well as from tenant consumption and transportation to and from the properties.

Our reduction strategies combine efforts to optimize building performance with engagement with tenants to encourage practices that lower their use. All our managed properties are registered in the ENERGY STAR Portfolio Manager, with our LEED-certified properties achieving high scores due to a combination of low energy usage intensity (EUI) and decreases in energy consumption over time.

To better understand and manage our carbon footprint, we have started to calculate the GHG emissions for our buildings (see next page). We plan to implement a new data management platform to strengthen GHG accounting and reporting across the portfolio.

DRIVING IMPROVEMENTS THROUGH AUDITS

In addition to ongoing monitoring, audits provide regular assessments of our performance and help identify ways we can improve. All our LEED-certified properties undergo ASHRAE Level I audits, as required under LEED v2009. A professional engineer analyzes the energy breakdown of the building to identify any issues in building operations or equipment. In addition, three properties (300 Lakeside Dr., the Mills Building, and 501 Second St.) have undergone ASHRAE Level II audits. These assessments identify opportunities to improve energy efficiency through no-/low-cost improvements and capital investment projects to deliver long-term cost savings and reduced energy and emissions.

2018 Performance

ENERGY STAR AVERAGE SCORES

Property Region	2018	2017	2016
CA Managed Portfolio	79	79	n/a
Northern California	77	77	78
Southern California	85	83	n/a

Notes: Scores are calculated by taking the weighted average of each property by square footage.

Boundary: 2016 excludes 350 Treat Ave. and all Southern California properties; 2017 excludes 350 Treat Ave. and 443 S. Raymond Ave.; and 2018 excludes 443 S. Raymond Ave.

Exclusions: 443 S. Raymond Ave. is excluded because data is not consistently available (reporting will commence in 2019), and 399 W. El Camino Real is not scored by ENERGY STAR because the combined floor area of all parking exceeds the total gross floor area.

5 properties achieved

ENERGY STAR scores

> 90 in 2018.

ENERGY

Energy Type and Intensity	Absolute Consumption			Like-for-Like Consumption		
	2018	2017	2016	2018	2017	% Change
Natural gas (therms)	645,832	592,877	485,005	644,388	592,877	8.69%
Electricity (kWh)	34,293,321	35,698,269	24,913,992	34,171,153	35,698,269	-4.28%
Total energy consumption (kBtu)	181,592,067	181,047,657	133,507,020	181,030,755	181,047,657	0.00%
Energy intensity (kBtu/sq. ft.)	57.37	57.65	61.68	57.65	57.65	0.00%

Boundary: 2016 excludes 350 Treat Ave. and all Southern California properties; 2017 excludes 350 Treat Ave. and 443 S. Raymond Ave.; and 2018 excludes 443 S. Raymond Ave.

GHG EMISSIONS

Scope and Intensity	Absolute Consumption			Like-for-Like Consumption		
	2018	2017	2016	2018	2017	% Change
Gross direct (Scope 1) GHG emissions (Mt CO ₂ e)	3,430	3,149	2,576	3,423	3,149	8.69%
Gross indirect (Scope 2) GHG emissions (Mt CO ₂ e)	8,242	8,577	5,988	8,213	8,577	-4.24%
GHG emissions intensity ratio (Mt CO ₂ e/sq. ft.)	11,673	11,726	8,564	11,636	11,726	-0.77%

Emissions values were generated by ENERGY STAR; its methodology is available online.

Boundary: Same as boundary described above for energy data.



Highlight

Historic Mills Building renovation earns LEED Platinum Certification

The Mills Building is home to The Swig Company headquarters, so its 2017 LEED Platinum certification had special meaning. Constructed in 1892 and acquired by The Swig Company in 1954, the Mills Building is one of the few structures to survive the San Francisco earthquake of 1906, so extra attention was given to preserve the original character of the building's exterior.

The project integrated a range of modern amenities with enhancements aimed at achieving high performance in sustainable site development, energy and water usage, materials selection, waste management, and indoor environmental quality. Along with sustainability features such as recycling, composting, and electric and hybrid car charging, the following results highlight some of the outcomes that contributed to the certification:

- 2018 ENERGY STAR score of 91 out of 100
- Alternative transit rate by building occupants of nearly 80% due to its close proximity to public transportation options
- Three-quarters of interior renovations waste diverted from landfill

The renovation celebrates the Mills Building's historic and cultural significance in the neighborhood and ensures its ongoing contribution well into the future.



Highlight

6300 Wilshire Blvd. renewal delivers ENERGY STAR performance

In 2017, The Swig Company renovated one of the premiere properties in its portfolio. 6300 Wilshire Blvd. is a 21-story Class A office building that features spectacular unobstructed views of Hollywood Hills and Wilshire Corridor. The updates reenergized the look and feel of the 1980s-era property's shared spaces by greatly increasing the amount of natural light and creating an inviting atmosphere for tenants and guests.

In addition to the dramatic updates to the building's internal appearance, extensive upgrades were made to improve the building's sustainability performance. These included optimization of ventilation and cooling systems, water fixture upgrades, and high-efficiency lighting retrofits.

The energy efficiency improvements enabled 6300 Wilshire to receive an ENERGY STAR score of 95 in 2018. The renovation is also projected to result in the avoidance of 10.6 million pounds of carbon dioxide over 10 years, which is equivalent to taking 158 average U.S. passenger vehicles off the road for a year (based on U.S. EPA estimates).

In addition to delivering environmental benefits, the renovation was a smart business investment that has contributed to significant reductions in utility expenses and made the building more desirable to tenants.

Water

Our Approach

Like energy usage, water consumption is a shared responsibility with our tenants. Primary uses are indoor and outdoor water use, with minimal landscape and irrigation use due to the urban locations of our properties.

We have responsible water management policies and practices in place across our portfolio and encourage water-wise behaviors with our tenants. Company policy aims to minimize water use in hardscape and building exterior maintenance. For example, at 501 Second St. and 300 Lakeside Dr., building policy requires that water-free cleaning methods, such as sweeping, be used on exterior surfaces whenever possible. Pressure washing is used only when absolutely necessary, such as for graffiti removal. The use of harsh cleaning chemicals outdoors is avoided to prevent contamination of groundwater and the soil.

We track water usage for most of our properties through the ENERGY STAR Portfolio Manager (8 at the end of 2018) and continue to evaluate reduction strategies. Overall, most of our properties achieved indoor water usage levels that were on average 30% less than the baseline calculated by LEED.

2018 Performance

Absolute and Intensity	Absolute Consumption			Like-for-Like Consumption		
	2018	2017	2016	2018	2017	% Change
Total water consumption (kilogallons)	26,827	27,780	13,304	26,827	27,780	-3.43%
Water intensity (kilogallons/sq. ft.)	9.87	10.22	8.09	9.87	10.22	-3.43%

Boundary: 2016 includes only the Mills Building, 300 Lakeside Dr. and the Wakefield Building; 2017 and 2018 excludes the Exchange Block Building, 444 Castro St., 333 Pine St., 350 Treat Ave., 595 E. Colorado Blvd., 6160 Bristol Pkwy, and 443 S. Raymond Ave.

OUR COMMITMENT

As a company with deep roots in California, The Swig Company is dedicated to the stewardship of water as a vital, shared resource.



Our newly renovated 633 Folsom St. property is pre-plumbed for reclaimed water use to preserve this valuable resource.

OUR COMMITMENT

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

SUSTAINABLE PURCHASING

Companywide, we seek to procure sustainable options when available, by aiming to maximize selection of products that meet environmental criteria. Property management teams pursue strategies to reduce, reuse, repair, and recycle. Contracting with maintenance and janitorial service providers that use environmentally responsible products and materials is another component of our sourcing practices.

WASTE MANAGEMENT

The property management teams work with third-party waste management firms and implement a range of responsible practices to maximize resource recovery and ensure safe disposal. Recycling for aluminum, glass, paper, cardboard and plastic is in place at all properties. Many also have on-site composting as well as collection programs for nonconventional items such as e-waste to prevent potentially harmful substances from entering the conventional waste stream.

DRIVING IMPROVEMENTS THROUGH AUDITS

As part of our LEED certifications, we contract with a consultant to conduct annual waste audits. The audit examines consumption and disposal patterns over a typical 24-hour period to measure diversion rates, evaluate the effectiveness of waste-related procedures, and recommend ways to improve. It also includes interviews with a group of tenants about their recycling practices and purchasing habits. While audit findings show strong waste diversion rates, they point out that more stringent waste management practices, programs such as composting, and enhanced education and awareness efforts with tenants could result in higher rates, reduced environmental impact, and additional cost savings.

Materials and Waste

Our Approach

We deploy sustainable purchasing and responsible waste management practices across our portfolio, with the aim of diverting waste from landfills while reducing overall waste streams.

Because the majority of material and waste impacts are associated with building occupant use, we engage with tenants through ongoing conversations and educational and awareness-building efforts to promote responsible purchasing and disposal practices. We also seek ways to make it easy for them to practice sustainable behaviors, such as providing in-suite recycling.

Occupant Health and Safety

Our Approach

Sustainable buildings are healthy and safe spaces. Our buildings and the operation and maintenance of them have impacts on human health and safety. Safety considerations are a component of every building management decision.

Our approach integrates environmental, safety, and security management practices. Policies, procedures, training with staff and tenants, and ongoing monitoring and dialogue help foster a strong safety-first culture.

INDOOR ENVIRONMENTAL QUALITY

Our property management teams work to ensure that the indoor environment of our buildings is compatible with good health, with proper ventilation, natural light, and use of nontoxic products. Additional approaches include indoor integrated pest management programs that emphasize prevention above treatment. When necessary, only treatments demonstrated to have minimal impact on human health and comfort are used. We also contract with janitorial service providers that use nontoxic, environmentally responsible cleaning products.

SAFETY AND EMERGENCY PREPAREDNESS

We have standard policies relating to general safety precautions and augment these with additional training geared toward specific types of incidents, such as power outages. Some of our properties have begun piloting automated communications systems that enable occupants to receive emergency notifications directly from the building manager.

OUR COMMITMENT

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



Key Impact Areas

The Swig Company, our properties, and the amenities we offer can positively influence our tenants and our local communities. Our strategies for promoting social impacts are focused in two main areas.

Tenant Experience

Spaces, services, and amenities are designed around individuals and what puts them at their best, with a focus on promoting wellness.

Community Impact

Philanthropic efforts such as volunteering, donations, and other activities help meet local needs and promote strong communities.

THRIVING COMMUNITIES

OUR COMMITMENT

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

We recognize that our long-term success depends on thriving communities, both within our buildings and in the areas in which we invest. In addition to being a supportive neighbor, we strive to make our buildings “vertical villages,” where tenants gather to collaborate, socialize, celebrate, and give back.

Creating personalized experiences, offering elevated amenities, and encouraging shared action are some of the ways we can make a positive difference. In this way, we position our properties for maximum benefit to our tenants, communities, and stakeholders.

Tenant Experience

Our Approach

We recognize the positive impact and inspired experiences that our sustainable environments and social and wellness amenities can generate. That's why we continue to implement innovative thinking and approaches to deliver greater value to our tenants.

In addition to designing flexible workspaces to encourage great work, we provide amenities that make it easier for our tenants to maintain a healthy, balanced lifestyle:

- Fitness centers equipped with showers and lockers
- Healthy building features and environmentally responsible practices
- Outdoor plazas and cafes for downtime and focusing
- Public area lounges and hubs to socialize, connect, and collaborate
- Indoor greenery and rooftop gardens to connect with nature

Beginning with our 633 Folsom St. property in San Francisco, we are integrating the WELL Building Standard, which explores how design, operations, and behaviors within the built environment can be optimized to advance human health and well-being.



OUR COMMITMENT

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

Highlight

444 Castro St. renovation integrates environmental and wellness features

At 12 stories, 444 Castro St. is downtown Mountain View's only high-rise building, but that's not the only reason it stands out. Renovated in 2018, the property is LEED Gold certified.

The building is walking distance to downtown and public transportation, and supports low-impact commuting with electric vehicle charging stations. It also fosters tenant well-being and healthy lifestyles with an onsite fitness center, secure bicycle storage, lockers, and showers.

Additional features that support wellness include a bright and inviting lobby for visitors and tenants to meet and collaborate, and the Outdoor Trellis Bar & Lounge Area, which encourages a sense of community with a fire pit and sofa seating.

OUR COMMITMENT

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

Community Impact

Our Approach

The Swig Company strives to foster and nurture community. In keeping with the value the Swig family places in giving back, the development and oversight of our community impact programs is a top management responsibility.

Our approach combines property-specific efforts, often in collaboration with our tenants, with companywide initiatives.

LOCAL ACTION

Our property management teams are empowered to identify needs in their local communities and initiate ways to make a difference, as highlighted on the following page. They regularly organize events and activities in which both employees and tenants can give their time, money, and other donations to support local causes. By meeting people where they are with community support opportunities, the company can amplify its impact and serve as a role model.

COLLECTIVE EFFORTS

Our active involvement in commercial real estate associations and organizations (see page 4) promotes knowledge sharing and enables us to contribute to shared objectives.

COMPANY INITIATIVES

The Swig Company also makes charitable donations to local nonprofits and develops companywide community impact initiatives. In 2018, we began laying the groundwork for “Engaging Tomorrow’s Workforce,” a program focused on education to improve employment outcomes. Demand for premier office space depends on the availability of a talented, skilled workforce, and we want to help prepare young people for successful, productive careers. Our business model makes us uniquely positioned to connect students with opportunities to “shadow” our clients’ employees or participate in internships to learn about different types of companies and professions.

We are also working on strengthening and formalizing our community impact programs. For example, we will be launching a new company donation-matching program to increase contributions to nonprofits Swig employees care about.

Highlight

Employees and tenants help others meet basic needs

Our property teams are dedicated to finding ways employees and tenants can make a difference in their local communities. In 2018, teams at several of our buildings organized donation drives to support Simply the Basics, a nonprofit that helps people meet their most basic needs with dignity so they can focus on greater goals.

The organization focuses on collecting and distributing personal hygiene products for area nonprofits that support people who are low income, at risk of losing their homes, or experiencing homelessness. By helping these individuals, Simply the Basics plays a key role in improving health outcomes among populations that are in need, so that they and the organizations that support them can focus on bigger goals and have increased opportunities for success.

Our property teams set up on-site collection bins and sent notices to employees and tenants letting them know about the drive and inviting them to participate. Thanks to their generosity, thousands of items were donated, which our employees assembled into kits for Simply the Basics to distribute to local homeless shelters.



“Simply the Basics is grateful to have such a strong and ongoing partnership with Swig. We have received thousands of hygiene products from the various Swig locations that are participating in Simply the Basics hygiene drives and look forward to a continuation of this care!”

When a company commits to giving not once, but long term, it helps ensure small organizations like our own can remain stable and sustain our programs for the community.”

— **Meghan Freebeck**
Founder, Simply the Basics

ORGANIZATIONS SUPPORTED IN 2018

- Alameda Food Bank, Oakland
- Bryant Park Corporation, New York
- Children of Shelters, San Francisco
- Children Today, Los Angeles
- Girls Inc., Alameda County
- Lake Merritt-Uptown Oakland Community Benefit Districts
- Mountain View Art & Wine Festival
- Notre Dame Des Victoires Student Choir, San Francisco
- Oakland Metropolitan Chamber of Commerce
- Oakland Museum of California
- Simply the Basics, at multiple locations
- Toys for Tots, at multiple locations
- Unsheltered Navigation Center Structures and Services, Oakland
- Various organizations for art exhibitions and installations, at multiple locations



ACKNOWLEDGEMENTS

We would like to extend our appreciation to all The Swig Company colleagues who contributed their time and expertise to the development of this report. We also thank Leading Edge Consulting Services, LLC for its support on the project and ISOS Group, Inc. for report development and design.

Photo on page 16 is used by permission from Simply the Basics.

REFERENCES

Page 5. U.S. Energy Information Administration. 2019. "Monthly Energy Review April 2019."
<https://www.eia.gov/totalenergy/data/monthly/>.

Page 9. Estimate was based on U.S. Environmental Protection Agency's Greenhouse Gases Equivalencies Calculator - Calculations and References.
<https://www.epa.gov/energy/greenhouse-gases-equivalencies-calculator-calculations-and-references>.

REPORTING INFORMATION

In developing this initial report, we applied guidance from two leading sustainability frameworks: the GRI Sustainability Reporting Standards and the GRESB 2019 Real Estate Assessment Guide. The report references and partially responds to GRI 103: Management Approach 2016 for key environmental and health and safety topics and 302: Energy 2016 and 304: Emissions 2016 for performance data. GRESB informed reporting on environmental impacts and tenant engagement. We plan to increase our application of these frameworks in future reports.

CONTACT US

We welcome your feedback on this report and our sustainability efforts. Please email us at info@swigco.com.

