



2023

ENVIRONMENTAL, SOCIAL AND GOVERNANCE REPORT



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01

INTRODUCTION

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.

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 invests in value-added properties to maximize their worth through active management, leasing and the structuring and implementation of complex financial transactions. We expanded into the Seattle and Santa Monica markets in 2022, broadening our strong foundation with the additions of a multifamily property and two office buildings. In 2023, we acquired an office property in San Francisco's financial district. These purchases further enhance our major presence in the commercial real estate market.

We employ 54 team members, with half working at our corporate headquarters in San Francisco and half at field offices throughout California. The management of our Seattle and Manhattan properties is overseen by our partners. Our board of directors is composed of Swig family members and independent directors.

Our Legacy

Deep Roots in Hospitality

The Swig Company's legacy of hospitality started in 1936, when Benjamin Swig acquired the Fairmont San Francisco and expanded it into a distinguished global hotel network. We continue to hone our focus on hospitality, which encompasses host, guest and stranger.

› An Enduring Commitment To Personal Service

Almost 90 years later, we remain committed to delivering sustainable, human-centric environments with our urban office and multifamily properties. Our active management approach, people-focused amenities and ongoing community engagement enable us to enhance value, promote community and uphold integrity in everything we do.

GREENHOUSE GAS REDUCTION TARGETS

The Swig Company is committed to greenhouse gas (GHG) reduction targets aligned with the Paris Agreement's urgent call to action to limit global warming by achieving net-zero emissions before 2040. With the support of our Board of Directors and the Swig family, we published the targets in April 2023 after achieving three consecutive years of sustainability reporting and improving our portfolio performance. Additionally, this year we identified four properties in our Northern California and Southern California portfolios to develop a roadmap for decarbonization.

↓ 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

Letter from the CEO

It is with great honor that I write this letter of introduction for The Swig Company's 2023 ESG Report. While I've been with the company almost 15 years, assuming the CEO role upon Jim Carbone's retirement has given me an incredible opportunity to collaborate with the talented people in our organization to shape the future we envision for ourselves, our communities and our world.

Commercial real estate and the built environment are responsible for 40% of annual global carbon dioxide emissions. The real estate industry must play a central role in a swift and drastic reduction of greenhouse gas emissions if we are to limit global temperature increase to less than 2 degrees Celsius. In this effort, I believe The Swig Company is a shining example of what is possible.

At The Swig Company, our overall growth strategy is directly tied to our environmental, social and governance (ESG) commitments. In 2022, we set measurable goals of cutting market-based scope 1 and 2 GHG emissions in half by 2030 and reaching net zero by 2040. In 2023, we reduced our energy intensity by 3% and our GHG emissions intensity by 4%. While this is a step in the right direction, we recognize that significant changes are needed to meet our ambitious goals. As part of our strategy to achieve these critical goals, we will develop decarbonization roadmaps for four properties in 2024. These roadmaps will guide our teams as they identify and rank carbon reduction measures, determine a logical path toward full electrification and build on our initiative to source local renewable energy.

In 2023, our sustainability efforts were recognized across multiple platforms. We received member-level recognition on the ENERGY STAR Nation Leaderboard and achieved new LEED certifications.

Our sustainability commitments and approach resonate with environmentally conscious tenants who share our values. Our short-term goals include continuing to identify and address factors contributing to lower ENERGY STAR scores at

certain properties and identify opportunities to pursue sustainable solutions at our newly acquired properties, notably 350 California Street. In 2023, we brought on a new director of asset management with a proven track record of promoting a forward-thinking, ESG-driven approach to guide us on our sustainability journey.

Historically, the real estate sector has focused solely on creating financial value for stakeholders, but The Swig Company has always operated with the belief that doing the right thing includes investing in sustainable buildings, people and communities. We continue to invest in educational opportunities for youth, expand the benefits we offer to employees and upgrade our innovative *h³experiences* tenant amenity and engagement program. We have proven that prioritizing the health, wellness and development of our people and communities increases long-term value.

As a privately held company, we are not required to report to stockholders on performance. However, we believe that publishing an annual ESG report referencing the Global Reporting Initiative (GRI) demonstrates our industry leadership in sustainability and provides transparency for our stakeholders.

The opportunities ahead hold promise for a brighter future, and I am proud of the work our dedicated team undertakes every day to build a more sustainable portfolio. I invite you to read on to learn more about our efforts.

Connor Kidd
President and CEO




GOVERNANCE

ESG oversight is dispersed throughout The Swig Company. The executive team, with the backing of the board of directors, sets strategic direction and communication regarding sustainability issues, climate risk and community impact.

The executive team — made up of senior leadership in asset management, investments, accounting and tax, human resources, information technology and innovation — works closely with the CEO to determine our management approach. The innovation team coordinates the overall ESG program and reporting efforts and community engagement initiatives, which are implemented by corporate staff, asset management and property teams. Property and asset management teams also focus on green building certifications, energy conservation and waste reduction at the site level.

These teams communicate their work to the executive team, which provides overall oversight.

The Swig Portfolio

We invest in commercial offices and multifamily properties in vibrant urban communities. Our portfolio includes approximately 7.8 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 15 commercial properties that we manage or over which we have operational control.

Managing
15
Commercial Properties

Hosting
345
Commercial Tenants

Covering
2.6M
Square Feet

Holding
16
LEED Certifications

PROPERTIES

CALIFORNIA



San Francisco Bay Area

San Francisco

220 MONTGOMERY ST.
The Mills Building, Company HQ
LEED Platinum O+M

501 2ND ST.
LEED Platinum O+M

369 PINE ST.
LEED Platinum O+M

633 FOLSOM ST.
LEED Gold O+M
LEED Gold BD+C

945 BRYANT ST.
LEED Gold O+M
LEED Gold ID+C

350 CALIFORNIA ST.

Mountain View

444 CASTRO ST.
LEED Gold O+M

399 W. EL CAMINO REAL
LEED Gold O+M

Southern California

Los Angeles

617 W. 7TH ST.
LEED Gold O+M

6300 WILSHIRE BLVD.
LEED Gold O+M

3415 S. SEPULVEDA BLVD.
LEED Gold O+M

Santa Monica

3130 WILSHIRE BLVD.
LEED Silver O+M

Pasadena

595 E. COLORADO BLVD.
LEED Gold O+M

WASHINGTON



Seattle

LAKE UNION BUILDING
LEED Gold O+M



02 SUSTAINABLE BUILDING OPERATIONS

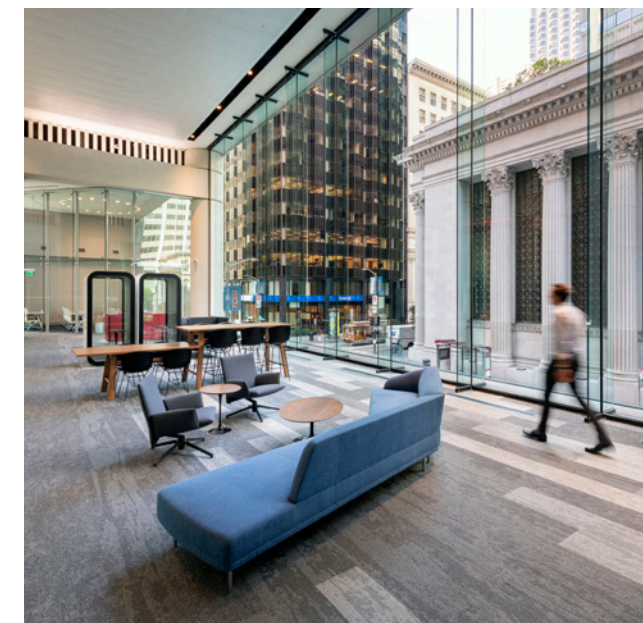
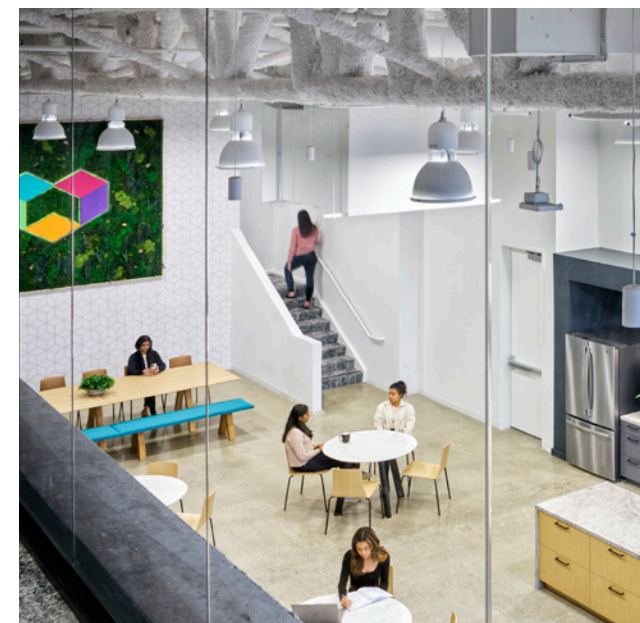
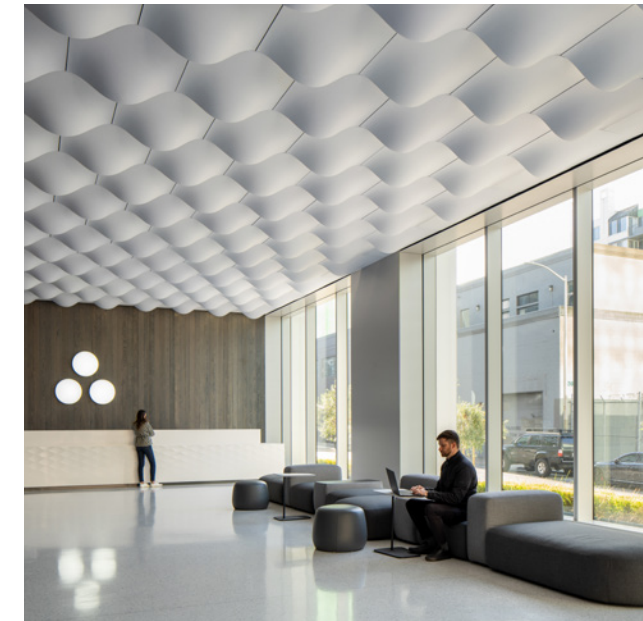
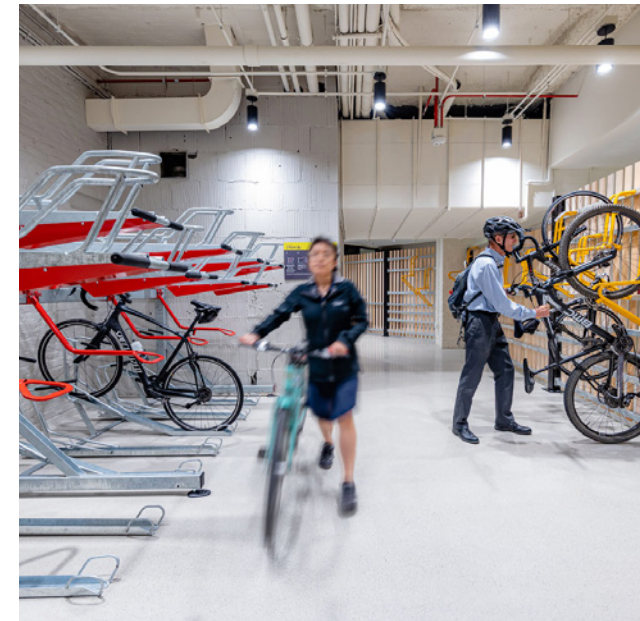
The Swig Company is committed to reducing the environmental footprint of our portfolio by addressing our climate impact, conserving water, minimizing waste and fostering healthy buildings.

Our Approach

Environmental stewardship informs our long-term investment decisions and helps to guide the ongoing operations of our buildings. Our ENERGY STAR, LEED-, WELL- and Fitwel-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. In addition, we pursue a range of actions to reduce the environmental footprint of our buildings across multiple areas.

Our asset management and property teams infuse ESG principles into the development of five- and 10-year capital plans, which are then reviewed by the innovation team as part of the budget approval process. This collaboration ensures that infrastructure improvements and investments result in measurable sustainability benefits within our buildings. For example, we are evaluating electric boilers and other non-fossil-fueled approaches to heating and cooling as part of our decarbonization strategy. Whenever we replace old equipment, we upgrade to more efficient models. We will consider changes at 501 Second Street, 444 Castro Street, 3415 S. Sepulveda Boulevard and 3130 Wilshire Boulevard in 2024.



Key Impact Areas

Environmental impacts of real estate result from energy and water consumption, GHG emissions and waste. Our sustainability approach aims to reduce or eliminate adverse impacts in these areas. Because routine maintenance and/or building upgrades can potentially create harmful health and safety conditions for occupants, we follow rigorous protocols to prioritize and ensure the health and safety of all building occupants.

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.

Tools for Sustainability

Our teams leverage information from sustainability tools developed by The Swig Company to inform acquisitions and property management decisions and collect important metrics.

› ESG Checklist

Expands due diligence information collected to better analyze potential acquisitions. Criteria include climate risks, third-party green building certifications and existing or potential renewable energy use.

› Building Sustainability Tracker

Consolidates annual sustainability efforts across the portfolio. Curated questions generate informative data about energy use, innovative technology and metrics for social and community engagements.

› Critical Building Components Checklist

Tracks capital spending to plan for the replacement or refurbishment of major equipment or large projects as part of five-year and 10-year capital outlooks. The building-specific checklist includes information about age, date of equipment installation or refurbishment, life expectancy and projected replacement cost.



Building Certifications

Our portfolio features ENERGY STAR and LEED-certified buildings that conserve resources while providing exceptional occupant comfort. We calculate our GHG emissions footprint, monitor potential climate-related risks and track overall performance in the Measurabl platform. We continue to upgrade LEED certifications and pursue new certifications as part of our commitment to benchmarking our portfolio against best-in-class industry standards.

93%

of our managed properties
have green building certifications



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. In 2023, 595 E. Colorado Boulevard and 945 Bryant Street achieved LEED Gold Operations + Maintenance (O+M) and 633 Folsom achieved LEED v4 Gold O+M. During LEED certification and recertification, we work with consulting partners to enhance a property's sustainability features and identify new sustainable 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 LEED-certified properties into this system by 2028.

ENERGY STAR

The U.S. Environmental Protection Agency (EPA) ENERGY STAR program helps to inform, manage and benchmark our performance. In addition, buildings that score well on energy performance standards are eligible for annual, third party-verified certification. Read more on [page 11](#).

WELL HEALTH-SAFETY RATING

We use the evidence-based, third party-verified WELL Health-Safety Rating to ensure the health and safety of everyone who works in or visits our buildings. The rating focuses on operational policies, maintenance protocols, stakeholder engagement and emergency plans. We received certifications in 2021 and renewed them across the portfolio in 2022 and 2023. We anticipate receiving the WELL Health-Safety Rating for our newest property — 350 California Street — in 2024.

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. The standard demonstrates that a building addresses air quality, safe and clean water, healthy lighting, integration of physical activity and more.

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. The excellent walkability and green transportation access at our 3130 Wilshire Boulevard property in Los Angeles will be key elements of an anticipated Fitwel recertification of the property in 2024. Tenants of the building enjoy a location with a Walk Score of 97 out of 100, which classifies it as a "walker's paradise" where daily errands do not require a car.

Energy & GHG Emissions

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

Our Approach

This year, we began the first phase of decarbonization for our properties. An ESG Target Setting and Decarbonization Strategy report for 13 properties designed to contribute to our portfolio-wide decarbonization goals was completed in February. In 2024, we will develop an asset-level Decarbonization Roadmap for four buildings in our managed portfolio: 444 Castro Street, 3130 Wilshire Boulevard, 3415 S. Sepulveda Boulevard and 501 Second Street.

Our building teams use energy performance visibility and tools, such as Gridium, to detect and eliminate building waste quickly. Property managers receive information about unexpected changes in energy use patterns to help them stay ahead of tenant comfort complaints and costly operational issues. The data also informs our measurement and verification reports and our investments in energy efficiency projects.

Carbon Lighthouse's proprietary energy optimization technology deploys dozens of sensors throughout our buildings to collect data on airflow, water, lighting and cooling use. As a result of the findings, this year we implemented energy efficiency measures that reduced operational expenses. In 2024, we will deploy the sensors at 444 Castro Street to identify, prioritize and complete additional energy efficiency projects.

We maximize our long-term capital investments by choosing equipment with cutting edge technology sized to meet future growth. We also maintain a GHG Inventory Management Plan (IMP) aligned with EPA guidelines to better document and track our emissions.

PROGRESS ON PERFORMANCE

In 2023, we switched to automated processes that yielded more accurate data. As part of that effort, we re-evaluated our 2022 data and found that our energy and GHG emissions were less than previously reported. When we compared our 2023 energy consumption and GHG emissions data to the restated 2022 figures, we found marginal increases in certain categories that align with the acquisition of 350 California Street and new leases that occurred throughout the year. Overall energy intensity across our portfolio decreased from 2022 to 2023, with a 20% decrease in like-for-like energy intensity from our 2018 baseline. Though our total scope 1 and 2 GHG emissions were slightly elevated in 2023, like-for-like performance remains largely improved compared to the 2018 baseline.

↓ 20%

reduction in like-for-like total energy consumption from 2018 to 2023

↓ 26%

reduction in like-for-like GHG emissions intensity from 2018 to 2023

IN FOCUS

GREEN TRANSPORTATION

We encourage our tenants to use alternatives to single-occupancy vehicles by offering free shuttles to nearby train and subway stations and amenities such as secure bike parking, bike repair stations and shower rooms for bicycle commuters.

Occupants in select buildings are surveyed about their mode of transportation to and from our buildings as part of LEED certification and recertification at least every four years. We continue to identify and implement support for low-emission transportation options by providing a Transit Utility option in the *h3experiences* app. This option allows tenants to explore sustainable transportation alternatives that include rail, bus and e-bike and scooter sharing services.

Many tenants drive electric vehicles (EVs) to reduce their carbon footprint. We currently offer EV charging stations at seven properties: The Mills Building, 444 Castro Street, 501 Second Street, 399 W. El Camino Real, 6300 Wilshire Boulevard, Lake Union and 3415 S. Sepulveda Boulevard. In the next two years, we plan to increase the number of EV charging stations at 6300 Wilshire Boulevard and install new stations at 3130 Wilshire Boulevard.

Reducing Our Impact

The Swig Company is committed to decreasing our energy use and carbon footprint. This year, we brought a significant project to completion and laid the groundwork for projects that will result in long-term sustainability.

PROJECT COMPLETED

✓ **LED lighting retrofit at 3415 S. Sepulveda Boulevard**

The lighting retrofit will cut energy use for lighting by an estimated 68%, reduce costs and maintenance needs, increase light output, and improve safety. The initiative was 100% funded with rebates received from the Los Angeles Department of Water and Power's Customer Incentive Program.

BEGINNING JOURNEY

+ **Renewable energy at four additional properties**

The transition to 100% renewable energy is an early step in our path toward reaching our net zero goals. In 2024, we will source local renewable energy for four properties: 369 Pine Street, 501 Second Street, 444 Castro Street and 633 Folsom Street.

+ **Energy saving initiative at Lake Union**

In 2024, our property team will pilot an energy saving initiative to develop an energy model at Lake Union that eliminates baseboard heaters.

+ **An innovative solution for HVAC cleaning**

In 2023, we identified an innovative product that breaks down biofilm, a condensation byproduct that builds up over time, as an energy efficient and water-saving method to clean the heat transfer coils in our HVAC systems. Restoring airflow and heat transfer to the coils can improve performance by as much as 50%.

In 2024, we will commence a pilot program testing the chemical-free enzyme solution for 6300 Wilshire Boulevard.

220 Montgomery Street features showers, lockers, a dedicated wellness room, expanded secure bicycle parking and a bike repair station.



Driving Improvements Through Audits

We assess our performance and identify opportunities for improvement through energy audits. In 2023, we completed an ASHRAE Level III audit at 617 W. Seventh Street and a Level II audit at 595 E. Colorado Boulevard. These audits require a more detailed financial analysis of potential improvements to deliver long-term cost savings and reduce energy use and emissions. All our LEED-certified properties undergo energy audits as required under the LEED O+M rating system (ASHRAE Level I).



In 2023, we maintained ENERGY STAR certifications and saw significant overall portfolio improvements.

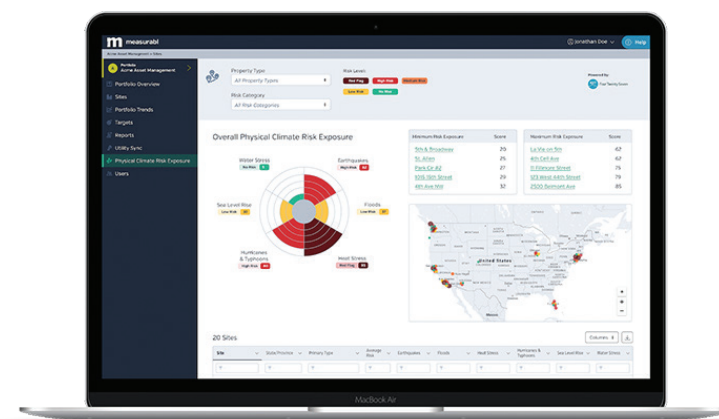
Because 11 of our properties were certified by ENERGY STAR in 2022, Swig received Member-level recognition under ENERGY STAR's Certification Nation, which the EPA launched in 2023 in commemoration of the program's 30th anniversary. The Swig Company's achievement is recognized on ENERGY STAR's online leaderboard.

Climate Change Risks

Climate change poses risks to our portfolio. Long-term shifts in weather patterns and the frequency of extreme weather events can damage structures, disrupt power and hinder regular building operations. Sustained temperature increases and other slow-moving changes can cause building materials to degrade more rapidly. In addition, cooling equipment can be stressed by heatwaves, causing it to operate less efficiently or shortening its useful life.

When evaluating investments, we consider geographic location and associated physical climate-related risks. Our long-term hold strategy allows us to focus primarily on how to position our properties to withstand climate events and to increase their resiliency in the face of a changing climate.

We continue to strengthen our emissions data tracking and reporting systems and our climate risk assessment processes in advance of new regulatory requirements that could affect the company due to the locations of our properties.



› Using PCRX to Gauge Climate Risk

We use Physical Climate Risk Exposure (PCRX) across our managed portfolio. The tool provides a graphic visualization of a building's exposure to climate-related events and a framework for assessing resiliency projects.

This year, we further refined our use of PCRX by transitioning to the S&P Trucost methodology to analyze physical and transitional risk across multiple climate scenarios and better align with the Task Force on Climate-related Financial Disclosures (TCFD) recommendations.

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

Water

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

Our Approach

Our water management policies and practices align to decrease water use, mitigate water stress and improve the quality of water data we collect across our portfolio. 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
- Use water-free cleaning methods where applicable
- Utilize reclaimed water systems for landscaping

PROGRESS ON PERFORMANCE

Due to more accurate data collection through automation, our water consumption and water intensity were lower in 2022 than previously stated. Our water consumption and water intensity were slightly higher in 2023 than in 2022 because of growth in our portfolio. However, like-for-like water consumption across the portfolio decreased approximately 22% when compared to our 2018 baseline.

↓ 22%
reduction in like-for-like
water consumption from
2018 to 2023



WATERWISE LANDSCAPING FOR SUSTAINABILITY

In 2023, we redesigned the landscape at 399 El Camino Real in Mountain View to incorporate drought-tolerant and native plants adapted to the Northern California climate. The irrigation system was repaired and updated to reduce overwatering and leaking. Once the new plants are established, we expect an estimated 50% reduction in irrigation water use, according to calculations required for the Water Efficient Landscape Ordinance of the CALGreen building code.

The new design preserves healthy trees and includes pockets of gravel gardens that can be appreciated from both the interior and exterior of the building. The redesigned landscape provides a sustainable approach to green spaces and supports biodiversity.

Materials & Waste

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 strive 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. We conduct waste audits at many of our buildings to ensure our properties meet city-mandated diversion rates.

In 2023, 633 Folsom Street increased its annual recycling rate over 150% from the previous year, recycling more than 540 tons of material.



Sustainable Purchasing

We leverage our purchasing and contracting dollars in support of our sustainability goals. We aim to procure products that meet environmental criteria, including post-consumer recycled paper 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.

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 e-newsletter communications. We offer education about available recycling and composting programs, waste audit results and tips and facts about the benefits of recycling.

Occupant Health & Safety

The Swig Company is committed to ensuring the health and safety of tenants and visitors.

Our Approach

Sustainable buildings provide healthy and safe spaces. We seek to minimize and mitigate potential negative impacts on human health and safety as we consider building design and management decisions. Our approach integrates rigorous 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.

Smart, Connected, Healthy Buildings

We continue to fine tune our Indoor Environmental Quality program for optimal occupant health and comfort.

Building engineering teams make informed adjustments to ventilation and maintenance procedures by monitoring the levels of carbon dioxide (CO₂) and volatile organic compounds (VOCs). By monitoring and responding to elevated levels of CO₂, particulate matter (PM) and VOCs, we enhance occupant comfort, improve productivity and optimize cognitive function.

In 2023, we expanded the 2022 pilot program with Join Digital by integrating indoor air quality sensors into the building management system for Suite 140 at 444 Castro Street to automatically provide fresh air when readings are elevated. The system responded within 10 minutes and increased fresh air for up to 80 minutes over an eight-hour day to lower VOC levels.

On the second floor of the Mills Building, our tenant Gensler installed indoor air quality sensors connected to the building management system with a graphical interface to monitor CO₂, VOC, PM2.5 and PM10 levels. Additionally, the space features operable 10-foot windows to allow for passive cooling, reduced energy use and a connection to the outdoors. A wall-mounted green light signals occupants when the outside temperature and dewpoint are suitable to open windows; air conditioning is automatically shut off when windows are open.

Safety and Emergency Preparedness

We prioritize training and maintain companywide and building-specific policies related to general safety precautions. In addition to the mandatory annual Occupant Emergency Training Program, we conduct fire drills and classroom-style training on fire safety and other specific types of incidents such as power outages. Completion of online courses is tracked in our portal while attendance at in-person classes for floor wardens is kept on file per local fire department regulations.

As a tenant in the Mills Building, our headquarters staff participates in annual safety training and fire drills. In 2023, the staff also practiced a partial evacuation. As part of new-hire onboarding, our HR team takes new employees on a suite walk-through to familiarize them with emergency exits.

We don't anticipate violent situations in any of our buildings but recognize that heightened violent activities have affected people nationwide. We added active shooter training to our safety program in 2023.

IN FOCUS

ROOFTOP SAFETY

In 2023, work conducted on the roof at 444 Castro Street required the relocation of equipment installed by telecommunications vendors that lease our rooftop space. After a worker brought a radio transmission warning sticker to our attention, we developed our Telecomm Radio Frequency (RF) Safety Training for all workers performing general maintenance or construction projects around transmission equipment.

The training is incorporated into the rules and regulations for work that occurs on the roofs of our buildings. The procedure includes instructions on how to identify when a radio is transmitting and request temporary power shutdowns when work that will be performed directly in front of antennas poses safety risks.





03
THRIVING
COMMUNITIES

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.

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, wellness and community impact.




h³experiences

Our *h³experiences* program creates sustainable and environmentally sound workspaces of the future with personalized experiences and elevated amenities that enhance 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. It is a powerful tool to enhance tenant and occupant experience through access to programs and amenities, fitness and wellness offerings and encourage shared action to support local neighborhoods and organizations.

Read more about the app on [page 18](#).

h³experiences CORE VALUES

	CORE VALUES	TENANT PROGRAM	COMMUNITY PROGRAM
CARING 	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.	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.	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.
EVOLVING 	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.	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.	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.
PARTNERING 	We make the greatest impact when we join together with our building clients, our project partners and the communities where we operate.	<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.	<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.

Our People

The Swig Company is a place where employees can grow their careers and positively impact the success of the company and our communities.

Our Approach

The Swig Company has focused on people for almost 90 years, and it all starts with taking care of our employees. We provide career and wellness support that spans the entirety of a person's employment. We invest in our people through competitive benefits, training and development, engagement opportunities and promote diversity in our workforce.

We build a strong foundation for employee success by providing a full day of orientation at onboarding and schedule regular check-ins with managers. If problems arise, we collaborate to create a performance improvement plan. When employees leave the company, our HR director facilitates the exit process, which includes an exit interview with our CEO.

ESG is incorporated in the job descriptions and performance goals for our Senior Vice President, Director of Innovation and Community Impact; Assistant Vice President, Innovation and Asset Management; and our Executive Vice President, Director of Asset Management.



Supporting Employees

We believe in empowering our employees. We provide opportunities for employees to grow and develop professionally and encourage staff to spearhead projects based on personal interest. Employees are encouraged to take the initiative to address workplace topics of interest and to engage with their communities.

All employees draft their own goals as part of the annual review process with their manager; a midyear review provides an opportunity to evaluate progress toward those goals and adjust as needed.

We remain focused on addressing the needs of our employees within an evolving work environment.

> Hiring and Retention

We attract quality applicants by offering competitive benefits, flexible work, support for well-being and training and development opportunities. Our employee-driven health and wellness and diversity and inclusion groups organize enrichment programs for our staff.

We work with recruiting services to ensure we identify a broad and diverse pool of qualified candidates. In addition, we work with our community partners such as College Track to cast a wide net for job applicants. Through our referral program, we offer employees a bonus if they refer someone who is hired and stays with the company for at least one year. We are proud that more than a quarter of our employees have been with the company for over 10 years.

We offer internships to introduce young people to careers in the real estate industry and nurture the next generation of real estate professionals.

> Training and Education

We continue to expand our professional development opportunities and enhance annual training for all employees.

In 2023, we implemented *h³experiences* training for all new hires. As part of the onboarding process, we also assess employees' proficiency in job-related skills. We offer companywide workshops and seminars on a variety of topics, and employees can request reimbursement for advanced education or professional certification programs. Through our professional development program, virtual lunch-and-learn workshops leverage the expertise of our staff and partners on a variety of topics related to property management. Sessions are recorded and available in an expanded library.

This year, we formalized DEI training for new hires and existing staff and updated all job descriptions to include language about our company culture of inclusivity. Four-year degree requirements were removed from many job openings to broaden the field of potential applicants, as we recognize that ability to perform well in a job can be attained through a myriad of life experiences.

Diversity, Equity and Inclusion

Diversity, equity and inclusion (DEI) are woven into the fabric of our operations and core values. Teams built upon differences strengthen The Swig Company and better reflect the communities where we operate. We value our diverse workforce and measure our progress through annual demographic surveys. We are proud of our broad employee base.

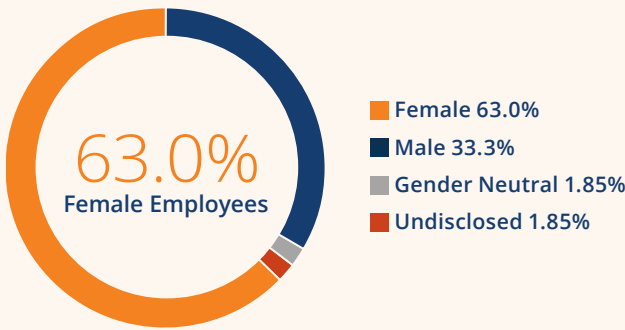
The Swig D.I.G. — our diversity and inclusion group — offers a forum for regular discussion, education and training around diversity issues. Read about the Swig D.I.G. on [page 24](#).

Our board of directors reflects The Swig Company’s value of diversity in age and gender. Multigenerational 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.

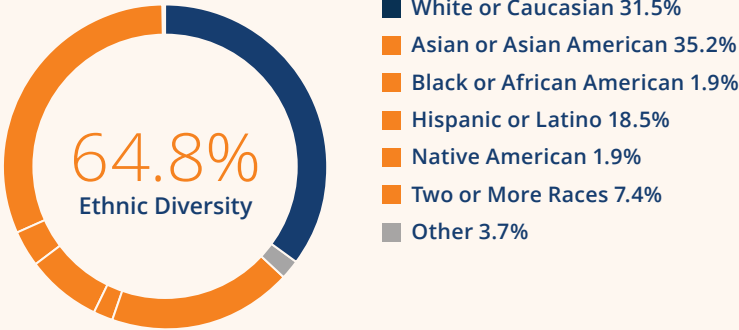
We expect our vendors to share our commitment to diversity. Language in our contracts helps ensure that our vendors are dedicated to diversity and maintain an equitable and inclusive environment. Vendors are required to follow all applicable laws and policies related to promoting DEI within their organization.

Workforce Overview

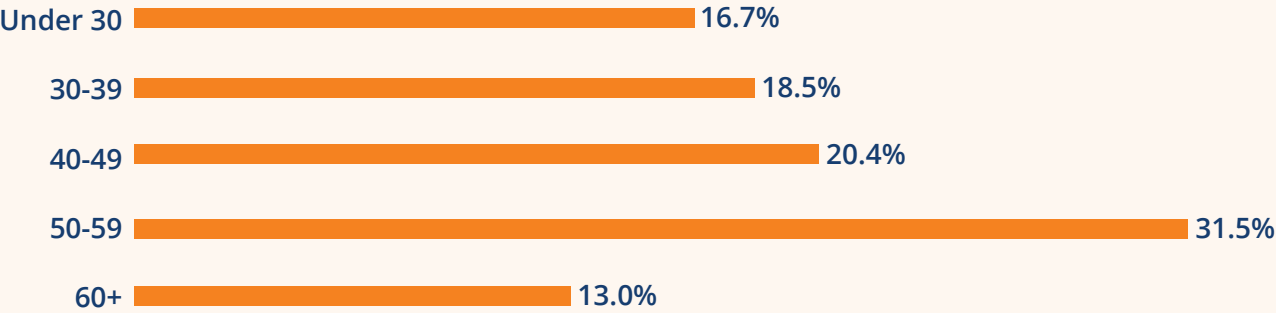
GENDER



ETHNICITY



AGE



Note: Some totals do not equal 100% because of rounding.

Tenant Experience

We are committed to enhancing wellness and excellence in the workplace.

Our Approach

We deliver premium value to our tenants to support the evolving ways companies are working. Our portfolio includes a variety of work environments, including traditional office spaces, ready-to-occupy spaces available for short-term occupancy and flex spaces. In addition to offering flexible physical spaces, we provide social and wellness amenities to help occupants thrive and be their most creative and productive selves.

Building Upgrades

We continue to utilize the WELL Building Standard principles and practices to assess opportunities for building improvements to advance human health and well-being.

In 2024, we will complete renovations at 3130 Wilshire Boulevard on a new *h³experiences* branded tenant amenity center including a game area, kitchenette, informal gathering and lounging spaces and a wi-fi enabled meeting space.

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 share information and event invitations with tenants and provide instant access to a variety of virtual programs. In 2023, we launched the app at 595 E. Colorado Boulevard and 3130 Wilshire Boulevard. The app is used as a communications tool to keep tenants informed of building events such as tenant socials or planned construction work, as well as to check local transit times, order food from local eateries and learn about events in the surrounding neighborhoods.

Tenants at select buildings can use the *h³experiences* app for building access. In addition, we offer in-app options to enable tenants in some of our properties to access the flex office suites and wellness center amenities.

› 2023 Highlights

- A celebration of the launch of the *h³experiences* app at 595 E. Colorado Boulevard and 3415 S. Sepulveda Boulevard with tenant socials and gift card giveaways
- Winter Market event at 501 Second Street ([read more on page 26](#))
- Trivia contests, raffles and giveaways, and donation opportunities
- Yoga events co-hosted with community partners
- In-app options for access to flex office suites and wellness center amenities at certain properties
- Amenity sharing at 444 Castro Street and The Mills Building for tenants in San Francisco
- Mobile access through the *h³experiences* app expanded to 3415 S. Sepulveda Boulevard and 595 E. Colorado Boulevard in 2023

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



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



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



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

Community Impact

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

Our Approach

At The Swig Company, we strive to actively engage in the communities where we live and work. In keeping with our values and history of engagement, our executive team oversees our community impact programs.



Local Action

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

Company Initiatives

The Swig Company makes corporate donations to local nonprofits and participates in community impact initiatives. Our corporate innovation and community impact team initiates companywide programs of giving and support.

Our community impact programs are designed to support our employees while enhancing our impact. The Swig Company doubles the impact of our employees' and our board members' giving by matching charitable donations to nonprofit organizations that they support. Employee and board member donations totaled almost \$20,000 in 2023 and were matched dollar for dollar by the company.

The Swig Company recognizes that community impact can also be achieved through volunteering. Employees receive two paid days per calendar year for volunteer activities.

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.

Connecting Through *h³experiences*

The *h³experiences* app allows us to engage with tenants and enhance our impact for local partners by promoting engagement within 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
- Girls Inc. in Northern and Southern California
- Life Learning Academy
- Youth Beat

Our Work with Community Partners

The Swig Company has long engaged with community partners serving disadvantaged youth and first-generation college students, advocated for a vibrant downtown San Francisco and supported other causes. In 2023, we again joined forces as impactful changemakers with partners College Track, Life Learning Academy (LLA) and other groups.

› College Track

- Hosted 20 College Track students at our San Francisco headquarters for our fourth annual career day
- Mentored six students through our 2023 College & Career Coach mentorship program
- Donated \$20,000 through a “Giving Season” matching grant conducted in the *h³experiences* app in December

› Life Learning Academy

- Volunteered in the high school garden and shared lunch with staff and students
- Sponsored LLA's 25th anniversary benefit
- Welcomed culinary students to 501 Second Street lobby in December for a holiday market fundraiser
- Connected our tenant Gensler with LLA to help design LLA's new facility
- Contributed \$38,500 to the school in 2023

“It was inspiring to hear the stories and impact the organization has had on women’s lives. I am inspired by all you do to mentor, and it was great meeting your mentees and hearing their commitment to their education and success stories.”

— Ramsey Silberberg of Mantle Landscape Architecture, landscape design architect for 633 Folsom Street



› Other Groups We Supported

- We participated in the **Surfrider Foundation** beach clean-up in April at Marina Del Rey
- Our employees collected donations of more than 100 toys, clothing and essentials for **Children Today**, a Long Beach-based nonprofit that supports children and families experiencing homelessness or maltreatment
- The philanthropic Swig Family Council and The Swig Company donated to **American Friends of Magen David** in response to the October 7 attack in Israel and in support the Jewish community.
- An employee participated as a judge for **Girls, Inc.’s** scholarship competition.
- The Swig Company sponsored Girls, Inc.’s 65th anniversary gala. We invited a College Track scholar and alumna and our landscape design architect for 633 Folsom Street as our guests.
- Twelve employees participated in the 37th **J.P. Morgan Corporate Challenge**, a 3.5-mile run/walk team building event and benefit held in September.
- The Mills Building and 501 Second Street partnered with the Building Owners and Managers Association (BOMA) of San Francisco to collect donations for the **San Francisco Fire Department’s** annual holiday toy drive.
- The Mills Building collected hygiene supplies for individuals experiencing homelessness.



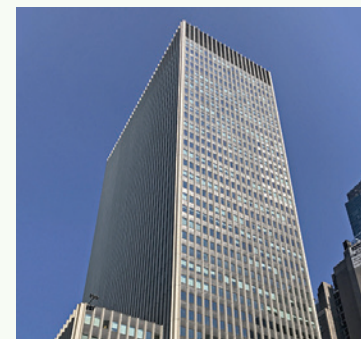
04 FEATURE STORIES

Partner-Managed Properties Enhance Local Communities

Our equity partners in New York are responsible for the day-to-day management of our co-owned properties in the New York City area and share our commitment to our ESG objectives.

The buildings featured on this page have achieved green certifications and have a positive impact on their communities. Tenants at the Grace Building use the *axis* tenant engagement app to access information and virtual events as well as office-centric food delivery and communications features.

In 2023, our partner at 1411 Broadway completed a study of the building's central plant with the aim of achieving the 2050 target benchmark for New York City's Local Law 97. The law requires most buildings over 25,000 square feet to meet increasingly strict energy efficiency and greenhouse gas emissions limits, with a goal of reducing emissions produced by the city's largest buildings 80% by 2050.



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 the Broadway pedestrian zone



2 Bryant Park

Formerly 1100 Avenue of the Americas

SUSTAINABILITY PROGRAMS

- ENERGY STAR benchmarking
- LEED Gold certification

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 360 Certification

COMMUNITY IMPACT PROGRAMS

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



Investing in San Francisco

In 2023, The Swig Company worked with SKS Partners to purchase 350 California Street, a headquarters-quality office building in the heart of the city's financial district. We are proud to demonstrate our ongoing confidence in San Francisco's role as a center of business and innovation with this acquisition.

350 California Street — constructed in 1976 — has been extensively renovated with significant upgrades to lobby and tenant amenities as well as seismic, elevator and building systems. In addition to a large, open lobby on the main floor, there is an expansive, wraparound tenant amenity center on the mezzanine level with a conference center, game room, common area lounges, kitchenette and a living (green) wall.

We will evaluate additional sustainability improvements and certifications in alignment with our carbon reduction goals.

MUFG Bank, Ltd., a valued tenant occupying the building since it was built, shares our goals to work toward reducing greenhouse gas emissions in building operations and achieving carbon neutrality. MUFG Bank will continue to lease the 20th floor of the building through 2028. SKS and The Swig Company will market the remaining space to tenants seeking a high-quality California Street address with sweeping upper-floor views, proximity to Bay Area Rapid Transit (BART) and other public transportation options, as well as a wide range of neighborhood restaurants.

We are thrilled to welcome two new tenants to the building in early 2024. Local affordable housing developer and nonprofit BRIDGE Housing will lease the 16th floor, and 9Zero, a digital and physical hub for climate tech innovation, will lease the fourth floor. 9Zero was attracted to the building by its sustainable features and the sustainability focus shared by other tenants.

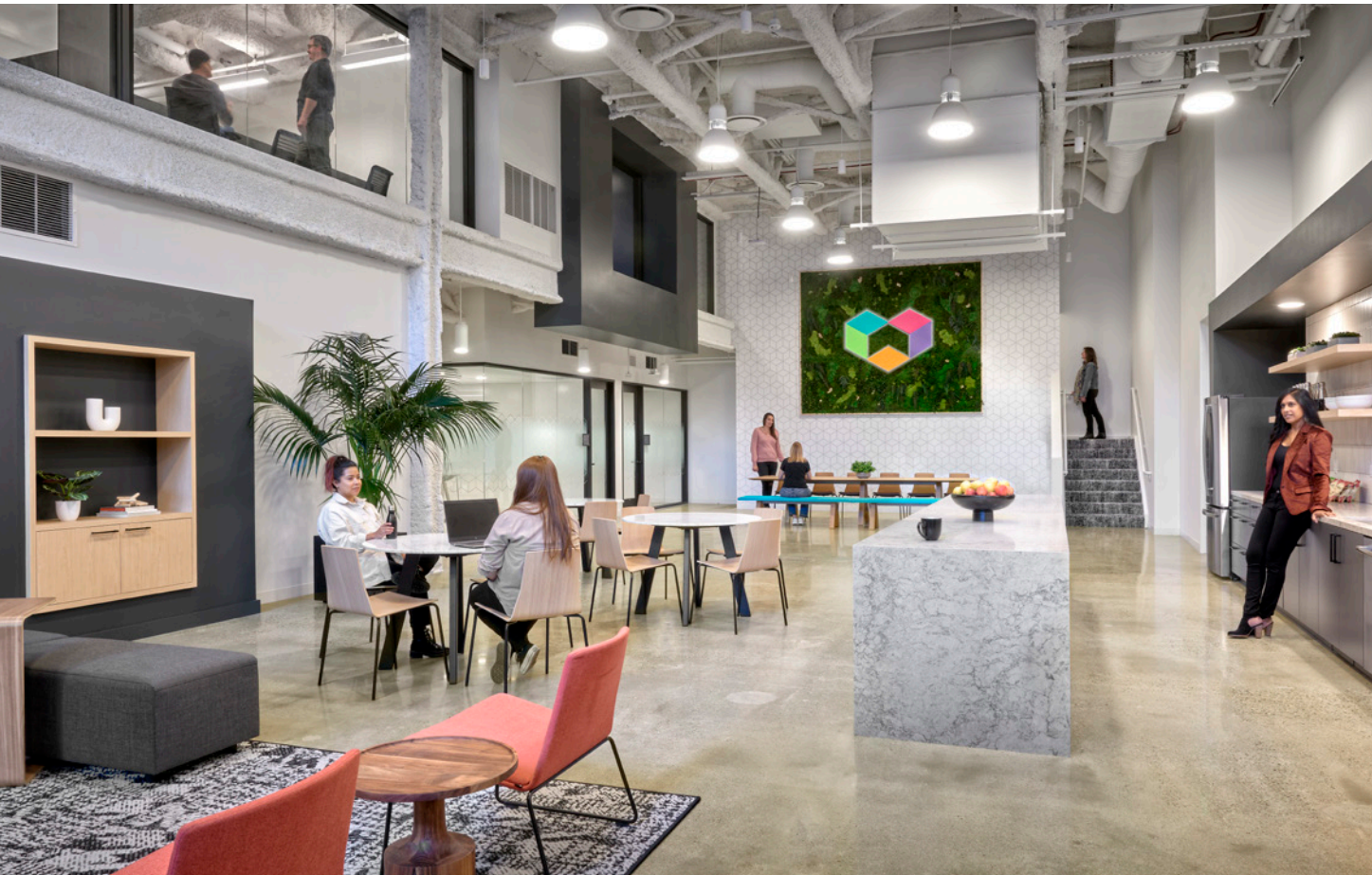
IN FOCUS

PARTNERING FOR EXPANSION

Collaborating with like-minded partners for strategic acquisitions and property management allows us to extend our reach and magnify our impact.

To purchase 350 California Street, we teamed up with San Francisco-based SKS Partners, an investor and developer of commercial real estate properties in the Western United States. SKS Partners is known as an innovative and responsible developer with a reputation for positively impacting the built environment. We will continue to collaborate on property improvements.

This acquisition opportunity was a result of former CEO Jim Carbone's 40-year professional relationship with SKS Managing Partner Paul Stein. SKS is a trusted partner with an excellent reputation and investment track record built on strong operating capability, an extensive network of relationships and the consistent ability to quickly identify emerging demographic and market trends. In 2005, we purchased 501 Second Street from SKS, which has acquired, entitled, developed and operated over 10.5 million square feet of real estate since its founding in 1992.



“The built environment has a part to play in removing, reducing or mitigating experiences of exclusion from the everyday lived experiences of all people who use space. By designing spaces in which everyone is considered the intended occupant, it is our hope that we may help to foster the conditions for broader experiences of inclusion, equity and belonging.”

— Inclusive Design Network at Gensler

Embracing Future Workspaces

This year, our 444 Castro Street property — where we completed an *h³work* renovation focused on future workspaces in 2022 — attracted a long-term tenant. The Silicon Valley Community Foundation (SVCF) is committed to community impact and a human-centered work environment for its workforce.

SVCF embraced the innovative, tech-forward space, which features inclusive and accessible work and collaboration spaces, a courtyard, air quality sensors, mobile access and more. We worked closely with SVCF’s technology partners to provide data-forward tools to respond to changing work patterns.

This 27,186-square-foot lease is the largest in Mountain View’s only high-rise building, which was built in 1970.

Flex space is essential to companies that need communal places to collaborate, network among team members and create meaningful team experiences. The flexible property layout has multiple gathering spaces and other amenities attractive to companies seeking to enhance employee experience. The renovation at 444 Castro was designed with a long-term holistic approach to promote health and wellness.

Property Features

- Furnished, technology-enabled suites with demountable partitions for flexible configurations
- Mobile access to the fitness center, parking garage and Suite 140 tenant-only access through the *h³experiences* app
- Biophilic design with a green wall and operable partitions opening onto the large exterior patio
- Environmental monitoring to maximize occupant comfort and wellness room for respite, lactation and relaxation
- Guest office in Suite 140

“We are proud to offer Silicon Valley Community Foundation a space that adapts to their needs, resulting in a human-centered workplace environment in which their teams can thrive.”

— Elaine Dell’Aquila, Vice President, Asset Management, The Swig Company

Swig D.I.G. Advocates for Inclusivity, Equity

The Swig D.I.G. provides a safe space for open conversation, peer support and sharing of personal experiences with a hybrid meeting format to facilitate employee participation regardless of location. 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 and current events and evaluate company policies and practices related to diversity and inclusion. On occasion, meetings are held to discuss recent events that have caused significant community distress, such as an October forum dedicated to the violence in the Middle East.

Swig D.I.G. advocates for deepening our commitment to inclusivity and equity and was influential in planning a company website expansion to include every employee's headshot. The group also maintains a physical library on DEI topics at our headquarters office and curates an ever-growing collection of resources.

› 2023 TRAINING SESSIONS AND WORKSHOPS

Employees participated in a celebration of the **Lunar New Year** with food and discussions of family traditions and memories.

Dr. George C. Wright, professor and vice president for institutional diversity at the College of Arts & Sciences at the University of Kentucky joined us for **Black History Month** and spoke about issues such as housing discrimination and current racial disadvantages.

Philanthropist and board member Roselyne "Cissie" Swig discussed her experience as a trailblazing leader in the Bay Area community for **Women's History Month**.

Coach Nick Ferraiolo talked about gender identity and how to be an **LGBTQ+ ally within the workplace**.

Employees hosted a breakfast for headquarters staff for **Hispanic Heritage Month**, complete with a lively discussion, traditional games and a craft project.

Headquarters employees toured renowned architectural firm Gensler's new space on the second floor of The Mills Building as an example of an inclusive work environment during **National Disability Employment Awareness Month**.

The Swig D.I.G. organized a card-making event at our annual company dinner in San Francisco in which we crafted cards for children who are in the hospital for long stays.





Connect with Nature

Tenants at 595 E. Colorado Boulevard enjoyed an hour-long Wonders of Beeswax event organized by The Swig Company building team in collaboration with our partner, beekeeping firm Alvéole. By hosting bees on the roof of the building, we provide a place for people to reconnect with nature and gain a positive perspective of the urban environment.

Attendees learned that bees travel in a three-mile radius around their hive to forage for nectar and pollen, contributing to the pollination and biodiversity of the neighborhood. Participants crafted their own hand-dipped beeswax candles as a souvenir of the workshop. The event was well attended by 20 tenants.

“I love and appreciate the natural world, and maintaining some of its balance through the cultivation of bees even within our bustling city brings us all closer to our natural environment. Getting together for a lighthearted hour of education and creativity really brightened up the workday and helped connect us as a community. For that hour at least, we were a bit more like collaborative bees from one hive working alongside one another than simply professionals who work in separate offices.”

— Alison Laster, Ph.D., tenant

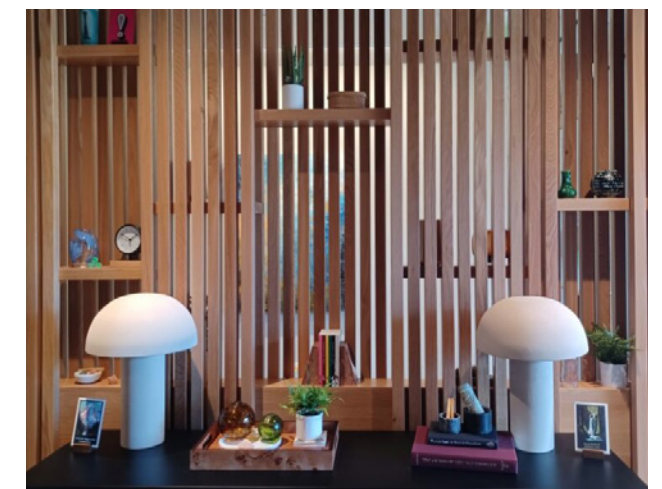
Colina Apartments Offer Sustainable Living

A renovation project by the development arm of our building management partner Thrive Communities, LLC, has made Colina Apartments better than ever.

The six-story, 139-unit apartment community is LEED Gold certified and has sustainable landscaping, solar electric panels, solar water heating, electric vehicle charging stations, a green roof and more.

The renovation added:

- Upgraded lobby with new furniture and lighting fixtures, reception desk, vicinity map, resident amenities such as a new coffee station bar, and artwork by well-known artists The Heidies, Leigh Wells, Michael Doyle and Marleigh Culver
- Redesigned rooftop seating areas with new furniture, rooftop terrace design, BBQ stations, fire pits and planters and murals by well-known Pacific Northwest artist Sarah Robbins
- Transformed model unit with new furnishings, fixtures and artwork that contribute to a refreshed and modern aesthetic
- Portable air conditioning units in all apartments to address the need for climate control when temperatures rise
- Relocated bicycle racks to increase accessibility and convenience for residents





Winter Market Showcases Culinary Creations

In December, we hosted Life Learning Academy culinary students for a Winter Market fundraiser in the lobby of 501 Second Street. The students sold a *Meet the Moment* spice mix they developed in honor of LLA's 25th anniversary as well as four types of jam.

As part of a semester-long project, the students tested and perfected recipes for *Hot Tao* peach-habanero pepper, *Jamcraft Co.* mixed berry, *Sweet Spread piña colada*, and *Space Jams* mango-pineapple-habanero pepper flavored jams. They also learned how to preserve the jams, design labels, and price, market and sell their products.

"The students grossed their highest-ever sales (and had fun to boot)! Thanks for making it possible for LLA to be here and soft launch our cottage jam industry!"

— Allyson Halpern, former Chief Advancement Officer, Life Learning Academy



"It was a huge success, and we are very lucky to have such a great partnership with Swig. We ended up selling 58 jams, and the kids were very happy to hear about how the sale went."

— Derrek Brown, Executive Chef and Culinary Instructor, Life Learning Academy



Providing Real-world Experiences for Youth

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, has become our photographer of choice.

The students provided professional building photography and employee headshots for our website, and photography and videography of community and company events such as our session with College Track and former CEO Jim Carbone's retirement party. Most recently, Youth Beat PRO photographed the rooftop garden at 633 Folsom Street for our website.

The 2023 photography contract is valued at \$8,000. By hiring Youth Beat PRO for professional photography, The Swig Company directly supports students with limited financial resources so they can gain valuable experience and income. 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. The Swig Company's corporate philanthropy donated \$1,000 to Youth Beat, bringing the total value of support to \$9,000 in 2023.

"We've been so grateful for all the business The Swig Company has provided for Youth Beat PRO over the last year or so. One of our biggest organizational challenges right now is growing the number of opportunities we have to get our trainees into real life work environments, so The Swig Company's photography contracts have been super appreciated!"

— Sarah Givens, Development Director,
Youth Beat

Envisioning a Vibrant Downtown San Francisco

The Mills Building hosted one of 17 Vacant to Vibrant pop-ups from October through December as part of a program that is reimagining a downtown that is innovative, diverse, creative and vibrant.

Bay Area radio station KALW 91.7 FM put on live events within and in front of The Mills Building. Supplementary tenants were artist Bee Between and nonprofit Creativity Explored, an art collective partnering with developmentally disabled artists.

The program was sponsored by SF New Deal in partnership with the Mayor's Office and the city Office of Economic and Workforce Development and with support from presenting sponsor Wells Fargo.

"It's been great to be a part of Vacant to Vibrant, and to be engaging in discussions about creating lasting impact and change Downtown through the program. KALW has done a great job bringing a new and exciting community to the Mills Building through interactive and engaging programming. We're looking forward to continuing the conversation about what is possible moving forward."

Stacia Keisner, Vice President, Asset Management,
The Swig Company



Our Reporting Process

To guide the development of this 2023 calendar year report, we referenced the Global Reporting Initiative (GRI) Universal Standards. Refer to the GRI Content Index for property details and additional information.

This report covers the 15 commercial properties that we manage or over which we have operational control. The portfolio totals more than 2.6 million square feet and hosts approximately 345 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 7.8 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 contact us to share feedback on this report at info@swigco.com.

GRI Content Index 2023

Statement of use: The Swig Company has reported in reference to GRI's Universal Standards for the 2023 calendar year.
GRI 1 used: GRI 1: Foundation 2021

GRI STANDARD/OTHER SOURCE	DISCLOSURE	LOCATION	ADDITIONAL DETAIL/OMISSION
General disclosures			
GRI 2: General Disclosures 2021	2-1 Organizational details	Company Overview	Refer to the report section for a full overview of The Swig Company.
	2-2 Entities included in the organization's sustainability reporting	Content Index	Our portfolio includes approximately 7.8 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 15 commercial properties that we manage or over which we have operational control.
	2-3 Reporting period, frequency and contact point		Our annual non-financial reporting efforts cover calendar year activities from January 1, 2023, to December 31, 2023. We welcome feedback at info@swigco.com .
	2-4 Restatements of information		Due to improved data collection, we found that the combination of decreased energy consumption and an increase in square footage leads to a significant change in the reported intensities in 2022. All 2022 metrics for energy, GHG and water have been restated and are reported in the data tables below. Calculations for changes from 2022 to 2023 have been adjusted based on the new data.
	2-5 External assurance		No external assurance has been sought to date for our non-financial reporting efforts.
	2-6 Activities, value chain and other business relationships		The Swig Company is a real estate holding company; we report within the real estate sector. Our value chain includes suppliers and service providers, ranging from equipment manufacturers to financial services firms that we manage capital by/through to facilities managers that conduct services at our properties. Environmental consulting companies are also valued partners that help us understand 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.

GRI STANDARD/OTHER SOURCE	DISCLOSURE	LOCATION	ADDITIONAL DETAIL/OMISSION				
General disclosures							
GRI 2: General Disclosures 2021	2-7 Employees	Content Index	EMPLOYEE HEADCOUNT		2021	2022	2023
				48	54	54	
			Data was compiled using the total head count. There have been no significant fluctuations in the number of employees between 2022 and 2023.				
	2-8 Workers who are not employees		All people accounted for at The Swig Company are formally acknowledged as employees. Work is performed in an office setting. Data was compiled using total head count. There have been no significant fluctuations in the number of employees between 2022 and 2023.				
	2-9 Governance structure and composition	Meet the Team	Our 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		Information about our executive team can be found on our website.				
	2-11 Chair of the highest governance body	Letter from the CEO	The Board of Directors is the highest goverance body at The Swig Company. The Chair of the Board, Kennard Perry, does not hold a senior executive-level position at the company. In 2023, Connor Kidd replaced Jim Carbone as CEO. He has held the office of President of The Swig Company since 2022.				
	2-12 Role of the highest governance body in overseeing the management of impacts	Environmental, Social and Governance	Refer to the Governance section for a full description of our management approach.				
	2-13 Delegation of responsibility for managing impacts						
	2-14 Role of the highest governance body in sustainability reporting	Content Index	Our CEO reviews and approves the material topics and information in the annual ESG report, which The Swig Company Board of Directors then reviews upon publication.				
2-15 Conflicts of interest	The Swig Company relies on all employees' integrity and sound judgment in observing ethical, professional and legal codes and on each employee's professional judgment while conducting business affairs. Questions regarding 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 senior management or HR. There were no critical concerns communicated to the Board of Directors in 2023.						

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 entries for disclosures 2-9 and 2-10.
	2-18 Evaluation of the performance of the highest governance body		See entries for disclosures 2-9 and 2-10.
	2-19 Remuneration policies		As a privately held company, we do not disclose remuneration policies, processes for determining remuneration nor the annual compensation ratio of our Board of Directors and senior executives.
	2-20 Process to determine remuneration		
	2-21 Annual total compensation ratio		
	2-22 Statement on sustainable development strategy		"We believe the real estate community has a responsibility to minimize the environmental impact of the built environment and its contribution to climate change. At The Swig Company, we are deeply committed to the ongoing reduction of our carbon footprint while providing optimal environments for the health and wellness of our building occupants." - Connor Kidd, CEO
	2-23 Policy commitments		Most policies are contained in The Swig Company Employee Handbook. Senior leaders work closely with a labor law attorney to ensure 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 by signing a physical form. Employees are trained on particular topics as needed and briefed when changes or updates are made.
	2-24 Embedding policy commitments		
	2-25 Processes to remediate negative impacts		The Swig Company takes responsible business conduct seriously. We have a complaint resolution process that includes information on whistleblower protections. If this avenue is not utilized, employees are encouraged to discuss concerns with their direct supervisor. If the supervisor can't resolve the issue(s), assistance from HR will be 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		As a community-centric company, we strive to comply with all laws and regulations in the jurisdictions in which we operate. There were no instances of noncompliance in 2023.

GRI STANDARD/OTHER SOURCE	DISCLOSURE	LOCATION	ADDITIONAL DETAIL/OMISSION																																																																																																																																
Material topics																																																																																																																																			
GRI 2: General Disclosures 2021	2-28 Membership associations	Organizational Involvement	<table><tr><th>ENTITY</th><th>ACTIVE INVOLVEMENT AND/OR MONETARY SUPPORT</th><th>FORMAL MEMBERSHIP</th><th>GOVERNANCE BODY REPRESENTATION/COUNCIL</th></tr><tr><td colspan="4">Industry Engagement</td></tr><tr><td>BOMA (Building Owners and Managers Association)</td><td>x</td><td>x</td><td>x</td></tr><tr><td>CRETech</td><td>x</td><td>x</td><td>x</td></tr><tr><td>Global Workspace Association (GWA)</td><td>x</td><td>x</td><td></td></tr><tr><td>Lambda Alpha International (KAI Golden Gate Chapter)</td><td>x</td><td>x</td><td>x</td></tr><tr><td>NAIOP, the Commercial Real Estate Development Association</td><td>x</td><td>x</td><td></td></tr><tr><td>SPUR</td><td>x</td><td>x</td><td>x</td></tr><tr><td>Urban Land Institute (ULI)</td><td>x</td><td>x</td><td>x</td></tr><tr><td>SF Downtown CBD</td><td>x</td><td></td><td>x</td></tr><tr><td colspan="4">Community Engagement</td></tr><tr><td>Alameda County Community Foodbank</td><td>x</td><td></td><td></td></tr><tr><td>Bryant Park Corporation, New York</td><td>x</td><td></td><td></td></tr><tr><td>Children of Shelters, San Francisco</td><td>x</td><td></td><td></td></tr><tr><td>Children Today, Long Beach</td><td>x</td><td></td><td></td></tr><tr><td>College Track</td><td>x</td><td></td><td></td></tr><tr><td>Commercial Real Estate Alliance for Tomorrow's Employees (CREATE), San Francisco</td><td>x</td><td>x</td><td>x</td></tr><tr><td>FACES Pacific Autism Center</td><td>x</td><td></td><td></td></tr><tr><td>Friends of San Francisco Library</td><td>x</td><td></td><td></td></tr><tr><td>Girls, Inc</td><td>x</td><td></td><td></td></tr><tr><td>Jewish Vocational Services</td><td>x</td><td></td><td></td></tr><tr><td>Life Learning Academy, San Francisco</td><td>x</td><td></td><td></td></tr><tr><td>Mountain View Art & Wine Festival</td><td>x</td><td></td><td></td></tr><tr><td>Notre Dame des Victoires Student Choir, San Francisco</td><td>x</td><td></td><td></td></tr><tr><td>Oakland Museum of California</td><td>x</td><td>x</td><td></td></tr><tr><td>San Francisco-Marin Food Bank</td><td>x</td><td></td><td></td></tr><tr><td>Simply the Basics, at multiple locations</td><td>x</td><td></td><td></td></tr><tr><td>Vacant to Vibrant Pop-Up</td><td>x</td><td></td><td></td></tr><tr><td>PMA Project Management Advisors Foundation for "March Madness Event" to benefit Second Harvest Food Bank of Silicon Valley</td><td>x</td><td></td><td></td></tr><tr><td>We Heart SF Campaign</td><td>x</td><td></td><td></td></tr><tr><td>Various organizations for art exhibitions and installations, at multiple locations</td><td>x</td><td></td><td></td></tr><tr><td>YouthBeat</td><td>x</td><td></td><td></td></tr></table>	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	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	SF Downtown CBD	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	FACES Pacific Autism Center	x			Friends of San Francisco Library	x			Girls, Inc	x			Jewish Vocational Services	x			Life Learning Academy, San Francisco	x			Mountain View Art & Wine Festival	x			Notre Dame des Victoires Student Choir, San Francisco	x			Oakland Museum of California	x	x		San Francisco-Marin Food Bank	x			Simply the Basics, at multiple locations	x			Vacant to Vibrant Pop-Up	x			PMA Project Management Advisors Foundation for "March Madness Event" to benefit Second Harvest Food Bank of Silicon Valley	x			We Heart SF Campaign	x			Various organizations for art exhibitions and installations, at multiple locations	x			YouthBeat	x		
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GRI STANDARD/OTHER SOURCE	DISCLOSURE	LOCATION	ADDITIONAL DETAIL/OMISSION
Material topics			
GRI 3: Material Topics 2021	2-29 Approach to stakeholder engagement	Content Index	The Swig Company stakeholders include our Board of Directors, employees, tenant companies and their employees, our supply chain, community members, commercial real estate industry organizations and investment partners. Stakeholders were identified during the materiality process. 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 a lasting positive impact. We engage through formal and informal communications, direct interactions and outreach efforts.
	2-30 Collective bargaining agreements		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. The Swig Company does not determine working conditions and terms of employment based on collective bargaining agreements from other organizations.
	3-1 Process to determine material topics		<p>In 2021 we conducted a materiality assessment to determine our material topics, The Swig Company engaged in a process with the following steps:</p> <ol style="list-style-type: none">1. Compiled a range of relevant topics listed within GRI, GRESB and SASB standards that relate to the real estate industry2. Conducted a peer benchmarking assessment to further refine disclosure best practices3. Vetted topics through an assessment exercise conducted by a third-party consultant to understand the significance of our impacts, whether actual or potential, negative or positive4. Led a series of internal interviews aimed at better understanding our management approach across a shortlist of issues and how our approach might influence stakeholders5. Prioritized our material topics based on strategic relevance in order to further address risks and pursue opportunities
	3-2 List of material topics		<p>Environmental: materials (procurement within retrofits); energy consumption; water and effluents; emissions; waste (volume, type and disposal)</p> <p>Social: local communities; diversity and equal opportunity; non-discrimination; tenant engagement, satisfaction and impacts; customer health and safety</p> <p>There are no changes to the material topics from the previous reporting period.</p>

GRI STANDARD/OTHER SOURCE	DISCLOSURE	LOCATION	ADDITIONAL DETAIL/OMISSION							
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	Content Index	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	Content Index	We are actively establishing a system for consistently tracking materials and waste details across our footprint. As such, data is incomplete. Sustainability practices embedded at the site level are described throughout the environmental section of this report.							
	301-2 Recycled input materials used									
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	ABSOLUTE CONSUMPTION				LIKE-FOR-LIKE CONSUMPTION (2018 BASE YEAR)			
			ENERGY CONSUMPTION (MWH)	2021	2022	*2022R	2023	2018	2023	% CHANGE
			Total energy consumption	26,549	31,445	29,938	32,455	30,261	24,191	-20%
			Natural gas consumption	9,895	10,884	10,558	12,064	8,583	9,955	+16%
			Electricity consumption	16,654	20,561	19,380	20,391	21,678	14,235	-34%
	302-3 Energy intensity	Content Index	Energy intensity (kWh/sf)	11.09	12.70	11.71	11.45	14.55	11.63	-20%
	*2022R is the restated data for calendar year 2022.									

GRI STANDARD/OTHER SOURCE	DISCLOSURE	LOCATION	ADDITIONAL DETAIL/OMISSION							
Material topics										
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	ABSOLUTE CONSUMPTION				LIKE-FOR-LIKE CONSUMPTION (2018 BASE YEAR)			
			WATER CONSUMPTION (KGAL)	2021	2022	*2022R	2023	2018	2023	% CHANGE
			Total water consumption (kgal)	12,857	18,453	14,461	16,640	16,010	12,416	-22%
			Water intensity (gal/sf)	5.64	7.45	5.66	5.87	9.57	7.43	-22%
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	ABSOLUTE CONSUMPTION				LIKE-FOR-LIKE CONSUMPTION (2018 BASE YEAR)			
	305-2 Energy indirect (scope 2) GHG emissions		GHG EMISSIONS (MT CO2E)	2021	2022	*2022R	2023	2018	2023	% CHANGE
	305-4 GHG emissions intensity		Total scope 1 & 2 GHG emissions (Mt CO2e)	5,231	6,849	6,482	6,939	6,766	5,028	-26%
			Gross scope 1 GHG emissions (MT CO2e)	1,792	1,972	1,913	2,186	1,556	1,804	+16%
			Gross scope 2 GHG emissions (Mt CO2e)	3,439	4,887	4,569	4,753	5,210	3,224	-38%
			GHG emissions intensity (kg CO2e/sf)	2.18	2.77	2.54	2.45	3.25	2.42	-26%
	*2022R is the restated data for calendar year 2022.									

GRI STANDARD/OTHER SOURCE	DISCLOSURE	LOCATION	ADDITIONAL DETAIL/OMISSION
Material topics			
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	Content Index	EMPLOYEE HEADCOUNT
			202120222023
			New Hires71510
			Turnover8108
	401-2 Benefits provided to full-time employees that are not provided to temporary or part-time employees		<p>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.</p> <p>We partner with a third-party administrator to offer our employees the best possible benefits. These include but are not limited to:</p> <ul style="list-style-type: none">• Health, dental, vision and life insurance• Long-term disability insurance beginning in 2024• Two confidential employee assistance programs• Paid vacation, sick leave and floating holidays• Pretax payroll deductions for commuter expenses• Flexible spending accounts for health care or daycare expenses• 401(k) retirement savings and employer match• Profit-sharing plan for eligible employees <p>In January 2023, we added 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 (\$500, prorated if an employee starts mid-year).</p>

GRI STANDARD/OTHER SOURCE	DISCLOSURE	LOCATION	ADDITIONAL DETAIL/OMISSION
Material topics			
Occupational 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 403: Occupational Health and Safety 2018	403-1 Occupational health and safety management system	Content Index	<p>As office workers, most employees at The Swig Company are not exposed to high-risk situations; therefore, we have a low rate of serious injuries and illnesses. We maintain an injury and illness prevention program, conduct required workers' compensation audits and address potential risks. 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 jobs safely during the onboarding process. We partner with an outside company to perform ergonomic evaluations of employees' workspaces as required, either in the office or in their homes when they are working remotely.</p> <p>Key elements of the Health and Safety program:</p> <ul style="list-style-type: none">• Rigorous cleaning practices in line with CDC guidance and frequent enhanced sanitation of high-touch-point locations and common areas• WELL Health-Safety Ratings to ensure the health, safety and well-being of people within our buildings and communicate our use of evidence-based safety measures• Building policies, procedures and protocols per current public health recommendations and requirements• Strong safety protocols with vendors• Signage about safe practices• Communication through emails and the <i>h³experiences</i> app with up-to-date building-specific information• Building ventilation systems that maximize fresh air circulation• Enhanced practices include:<ul style="list-style-type: none">- MERV 13 and charcoal filters- Maximize outside air- Disable demand-side ventilation- Utilize operable windows (if available)- Monitor CO₂, PMs and VOCs with indoor air quality sensors
	403-6 Promotion of worker health		In 2022, The Swig Company transitioned to the Swig Flex hybrid work plan. The plan, developed by our return-to-office team, utilized CDC recommendations and protocols related to health and safety.
	403-8 Workers covered by an occupational health and safety management system		All employees enjoy the benefits of the health and safety protocols and The Swig Company's adherence to changing labor laws, state mandates and other issues that affect our business.

GRI STANDARD/OTHER SOURCE	DISCLOSURE	LOCATION	ADDITIONAL DETAIL/OMISSION
Material topics			
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	Content Index	Mandatory training is done annually and is not currently tracked.
	404-2 Programs for upgrading employee skills and transition assistance programs		We continue to expand our professional development opportunities and enhance annual company training for all employees. In 2023, we began requiring <i>h³experiences</i> training for all new hires to ensure everyone on our team understands our <i>h³experiences</i> brand and how it guides our work. All employees complete a one-hour state-mandated training, including biennial anti-harassment training through computer-based learning and interactive training conducted by a third party that includes actors simulating situations that may arise. Managers and supervisors complete an expanded two-hour course. We train all employees on the terms found within the Employee Handbook during onboarding 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.
Diversity and equal opportunity			
GRI 3: Material Topics 2021	3-3 Management of material topics	Our People — Diversity, Equity and Inclusion	Refer to the report section for a full description of our management approach.

GRI STANDARD/OTHER SOURCE	DISCLOSURE	LOCATION	ADDITIONAL DETAIL/OMISSION
Material topics			
GRI 405: Diversity and Equal Opportunity 2016	405-1 Diversity of governance bodies and employees	Content Index	The following details are based on a voluntary survey distributed throughout our workforce in 2023.
			EMPLOYEE DEMOGRAPHICS202120222023
			Gender
			Female66.67%62.96%62.96%
			Male31.25%31.48%33.33%
			Gender Neutral2.08%3.70%1.85%
			Undisclosed0.00%2.00%1.85%
			Total¹100.00%100.00%99.99%
			Ethnicity
			Asian or Asian American29.17%31.48%35.19%
			Black or African American2.08%1.85%1.85%
			Hispanic or Latino10.42%16.67%18.52%
			Native American0.00%1.85%1.85%
			Pacific Islander2.08%3.70%0.00%
			White or Caucasian43.75%31.48%31.48%
			Two or More Races10.42%5.56%7.41%
			Other2.08%5.56%3.70%
			Undisclosed0.00%1.85%0.00%
			Total100.00%100.00%100.00%
			Age
			Under 3016.67%12.96%16.67%
			30-3912.50%22.22%18.52%
			40-4920.83%20.37%20.37%
			50-5918.75%22.22%31.48%
			60+31.25%20.37%0.00%
			Undisclosed0.00%1.85%12.96%
			Total¹100.00%99.99%100.00%
			Employee category²
			VP and above20.37%
			Manager/Director31.48%
			Non-management position48.15%
			Total100.00%
			Employment duration³
			0-5 years50.00%
			5-10 years24.07%
			10+ years25.93%
			Total100.00%
			Notes: ¹ Totals may not equal 100% due to rounding. ² 2023 is the first year demographic data for the employee category was collected. Going forward, we are updating operational procedures that will allow us to better capture employee demographic data. ³ 2023 is the first year data for employee duration was collected.
			⁴ 2023 is the first year demographic data for the Board of Directors was collected.
			BOARD MEMBER DEMOGRAPHICS⁴2023
			Gender
			Female25.00%
			Male75.00%
			Gender Neutral0.00%
			Total100.00%
			Ethnicity
			Asian or Asian American0.00%
			Black or African American0.00%
			Hispanic or Latino0.00%
			Native American0.00%
			Pacific Islander0.00%
			White or Caucasian100.00%
			Two or More Races0.00%
			Other0.00%
			Total100.00%
			Age
			30-508.30%
			Over 5091.60%
			Total¹99.90%
			Board member duration
			0-5 years41.60%
			5-10 years8.30%
			10+ years25.00%
			Undisclosed25.00%
			Total¹99.90%

GRI STANDARD/OTHER SOURCE	DISCLOSURE	LOCATION	ADDITIONAL DETAIL/OMISSION
Material topics			
Non-discrimination			
GRI 3: Material Topics 2021	3-3 Management of material topics	Content Index	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.
GRI 406: Non-discrimination 2016	406-1 Incidents of discrimination and corrective actions taken		There were no issues of discrimination within our workforce in 2023.
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	Content Index	Our strategies for promoting social impacts are focused on three pillars: Our People, Tenant Experience and Community Impact. 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.

GRI STANDARD/OTHER SOURCE	DISCLOSURE	LOCATION	ADDITIONAL DETAIL/OMISSION		
Material topics					
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	In 2023, there was one instance of noncompliance with a regulatory code. At 444 Castro Street, it was brought to our attention that California Health and Safety Code §19300 requires an Automated External Defibrillator to be onsite when thresholds related to occupancy and construction improvement costs are met. After confirming the requirement with our legal counsel, we promptly ordered and installed AEDs and implemented a formal procedure/policy. There was no fine or penalty associated with the incident.		
	416-2 Incidents of noncompliance concerning the health and safety impacts of products and services				
Add-Ons	Customer/tenant engagement		In 2023, we identified two properties for a pilot program related to tenant satisfaction to begin in 2024. We will administer a tenant satisfaction survey, REX Intelligence, with the assistance of HqO, the developer of the <i>h³experiences</i> app. Tenants will be able to use this complimentary tool to assess their own employees' satisfaction with their space and the common area spaces that The Swig Company controls. If a concern with the tenant-controlled space arises, The Swig Company and the tenant will engage in an open dialogue to discuss potential improvements and/or recommendations.		
	ENERGYSTAR average scores		PROPERTY REGION	2021	2022
		CA Managed	90	86	84
		Northern California	92	87	78
		Southern California	88	91	90