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02 SUSTAINABLE BUILDING OPERATIONS

As we look to the future, The Swig Company is poised to continue its journey toward a more sustainable and equitable world by driving progress and delivering value. Sustainability 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 invest in value-added properties to maximize their worth through active management, leasing and the structuring and implementation of complex financial transactions. Guided by our core values integrity, collaboration and excellence — we maintain high standards of corporate responsibility. Our diverse portfolio reflects our dedication to fostering an inclusive and innovative environment where every individual is empowered to thrive.

We employ 55 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.

In this year's environmental, social and governance (ESG) report, we proudly highlight our achievements and the ongoing initiatives that underscore our commitment to a sustainable future.

## Our Legacy

### **Deep Roots in Hospitality**

The Swig Company proudly upholds a heritage of innovation and excellence deeply rooted in the vision of our founder, Benjamin Swig. Established almost 90 years ago with a commitment to hospitality and service, we have grown into a leader in the commercial real estate industry, driven by a passion for creating exceptional experiences and sustainable value for our stakeholders.

#### > An Enduring Commitment to Personal Service

Our legacy is rooted in a forward-thinking vision that emphasizes warmth, inclusivity and unparalleled customer care. This strong foundation has enabled us to expand our holdings across the urban office and multifamily sectors. By integrating cutting-edge technology with sustainable practices, we continually meet the evolving needs of our clients and partners, driving progress and excellence in everything we do.

#### **ROADMAP TO NET-ZERO**

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. In 2024, the company took a significant step forward by developing comprehensive roadmaps to achieve our carbon emissions reduction goals at four properties in our managed portfolio. These strategic plans set forth a clear path to reduce our carbon footprint in line with global climate objectives. The initiatives outlined in these roadmaps reflect our commitment to transparency and accountability as we work to create a more sustainable future for our planet.

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

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



Pictured: President and CEO Connor Kidd, center, joins a ribbon cutting for YesSF at The Mills Building. Read the story on page 25.

### Letter from the CFO

#### Dear Stakeholders,

As I reflect on the past year, I am filled with immense pride in the strides The Swig Company has made toward our ambitious ESG goals. Building on the strong foundation laid in 2023, we have achieved significant progress in our sustainability journey, and I am excited to share these advances with you.

In 2023, we set forth a clear pathway to reduce our market-based scopes 1 and 2 GHG emissions by half by 2030 and achieve net zero by 2040. This past year, we made crucial progress by completing decarbonization roadmaps for four properties within our managed portfolio. These roadmaps serve as strategic guides, enabling our teams to identify and prioritize carbon reduction measures, advance toward full electrification, and further our commitment to sourcing local renewable energy.

The completion of these roadmaps exemplifies our dedication to tangible action in the fight against climate change. We believe the commercial real estate sector must play a pivotal role in curbing global carbon emissions to limit temperature rise to less than 2 degrees Celsius. The Swig Company remains steadfast in its mission to be a leader in this critical endeavor.

Our sustainability efforts continue to earn recognition. In 2023, we achieved accolades such as member-level recognition on the ENERGY STAR Nation Leaderboard and new LEED certifications. These honors reflect our commitment to excellence in sustainable building operations and our alignment with environmentally conscious tenants who share our values.

Moreover, in a time when many companies are shying away from diversity, we remain committed to fostering an inclusive environment. Our management team includes 34 women and accounts for 61.8% of our staff, who are key to implementing our mission and embodying our values of diversity and inclusion.

Our future is bright, and the journey holds promise for even greater achievements. We are committed to enhancing our ESG initiatives through strategic leadership, continuous improvement and unwavering dedication to our communities and environment. I invite you to dive deeper into our 2024 ESG Report to learn more about the impactful work our dedicated team is doing every day.

Thank you for your continued support and partnership.

Sincerely

**Connor Kidd** President and CEO The Swig Company

## ESG at The Swig Company

We believe that sustainability and responsible business practices should be fully integrated into our corporate strategy and decision-making. The Swig Company's Board of Directors provides oversight and strategic direction, while the executive team ensures ESG initiatives are implemented across our operations. ESG accountability is embedded at all levels, with leadership teams driving progress in alignment with our corporate values.

### () ] BOARD OF DIRECTORS

The Board of Directors provides high-level ESG governance, ensuring that sustainability efforts align with long-term corporate goals. The board:

- Sets strategic direction for ESG and sustainability initiatives.
- Oversees climate risk, community impact and corporate responsibility.
- Reviews ESG performance and compliance reports.

### 02

#### **EXECUTIVE TEAM**

The executive team, in collaboration with the Board, determines ESG management strategies. This team includes senior leadership from asset management, investments, accounting & tax, human resources, information technology, and innovation. The team is responsible for:

- Overseeing companywide ESG initiatives and implementation.
- Assigning accountability for ESG programs at the executive level.
- Ensuring ESG is embedded into corporate strategy and operations.

### 03

#### **INNOVATION TEAM**

The innovation team leads the implementation of the company's ESG program and is responsible for reporting and community engagement efforts. This team works across departments to ensure sustainability principles are applied in daily operations. The innovation team:

- Coordinates ESG program execution and reporting.
- Leads community engagement and stakeholder outreach.
- Collaborates with corporate staff, asset management and property teams to advance ESG goals.

#### 04

### PROPERTY & ASSET MANAGEMENT TEAMS

The property & asset management teams focus on site-level sustainability practices to drive measurable impact. These teams are responsible for:

- Achieving green building certifications to meet environmental standards.
- Implementing energy conservation programs to reduce carbon footprints.
- Managing waste reduction efforts to support a circular economy.
- Reporting sustainability progress to the Executive Team for oversight and strategic planning.

#### 05

### ESG LEADERSHIP & ACCOUNTABILITY

To ensure ESG accountability, sustainability goals are integrated into leadership roles. ESG performance objectives are embedded in the responsibilities of:

- Senior Vice President,
   Director of Innovation &
   Community Impact
- Assistant Vice President, Innovation & Asset Management
- Executive Vice President,
   Director of Asset
   Management

These leaders are responsible for ensuring ESG principles are applied in decision-making and operational execution.

#### 06

#### GLOBAL SUSTAINABILITY APPROACH

The Swig Company takes a comprehensive approach to ESG, ensuring that sustainability efforts are implemented across all regions and business functions. We:

- Establish ESG policies and procedures aligned with industry standards.
- Define sustainability targets and performance indicators.
- Develop and implement ESG initiatives to drive long-term value.
- Regularly review and report on ESG performance to ensure transparency and progress.

## The Swig Company Portfolio

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

This report covers the 14 commercial properties that we manage or over which we have operational control.

Managing

1 4 Commercial Properties

Hosting

364

Commercial Tenants

Covering

2.4M

Holding

1 4
LEED Certifications

**PROPERTIES** 

CALIFORNIA

8 PROPERTIES

Southern California

5 PROPERTIES

San Francisco Bay Area

San Francisco Bay Area

San Francisco
220 MONTGOMERY ST.
The Mills Building, Company HQ

501 2ND ST.

369 PINE ST.

633 FOLSOM ST.

945 BRYANT ST.

350 CALIFORNIA ST.

*Mountain View* 444 CASTRO ST.

399 W. EL CAMINO REAL

Southern California

Los Angeles 6300 WILSHIRE BLVD.

3415 S. SEPULVEDA BLVD.

Santa Monica 3130 WILSHIRE BLVD. Pasadena 595 E. COLORADO BLVD.

WASHINGTON



Seattle

LAKE UNION BUILDING

→ Learn more about our properties <u>here</u>.



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.

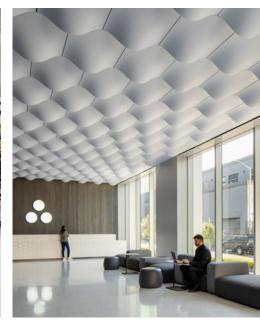
By integrating key environmental principles into our operations, the company seeks to align its business objectives with responsible stewardship and impactful climate action.

A primary focus is on significantly reducing carbon emissions, a key aspect of our dedication to mitigating climate change. Additionally, conserving water resources and minimizing waste are central to our sustainability strategy and reflect a commitment to efficient resource management and environmental preservation.

We also focus on maintaining healthy buildings to ensure that our facilities promote well-being and sustainability. Through these targeted initiatives, we aim to make a positive impact on the environment and the communities we serve, in line with our vision of responsible growth and a sustainable future.

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. As a result of completing decarbonization roadmaps at 501 Second Street, 444 Castro Street, 3415 S. Sepulveda Boulevard and 3130 Wilshire Boulevard in 2024, we continue to evaluate electric boilers and other non-fossil-fueled approaches to heating and cooling. In 2025, we will develop decarbonization roadmaps at 350 California Street and the Lake Union Building, incorporating best practices, energy efficiency measures and lessons learned in 2024.









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 protect 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**

02 SUSTAINABLE BUILDING OPERATIONS

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

The ESG checklist is a vital component of our due diligence process for potential acquisitions. This tool enhances our ability to assess properties by integrating a range of sustainability criteria. Key elements of the checklist include evaluating climate risks, verifying third-party green building certifications and assessing current or potential renewable energy use. By leveraging these insights, our teams make informed decisions that align with our commitment to sustainability, ensuring that each acquisition supports our overarching environmental goals and responsible growth strategy.

#### > Building Sustainability Tracker

Updated annually, this tool contains curated questions that yield insightful data on energy consumption, innovative technology adoption and social and community engagement metrics. By systematically gathering this information, the tracker enables us to comprehensively assess our sustainability performance and identify opportunities for improvement.

#### > Critical Building Components Checklist

The critical building components checklist provides a structured approach to tracking capital spending and forecasting equipment replacement timelines. By detailing essential information such as the building age, installation or refurbishment dates, life expectancy, and projected replacement costs of major equipment and projects, the checklist facilitates informed decision-making. This strategic foresight ensures that we can efficiently allocate resources and maintain operational continuity over five-year and 10-year capital outlooks.

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 and creating healthier, more sustainable workplaces aligned with modern wellness values.

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 2024, 501 Second Street recertified as LEED v4.1 Platinum O+M, achieving 81 out of 100 points. We started the recertification process for both 350 California and 444 Castro Streets, with approval expected in early 2025. 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 each building's energy and water use and total carbon footprint as part of maintaining our LEED certifications. Currently seven of our 14 managed properties are tracking ongoing performance in Arc toward the next LEED recertification. 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. 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 renew them portfolio across the portfolio annually. In 2024, we received the WELL Health-Safety rating for our newest property, 350 California Street.

#### **WELL BUILDING STANDARD**

The WELL Building Standard is a leading framework for implementing, validating and measuring features that support human health and wellness, addressing aspects like air quality, safe water, healthy lighting and physical activity integration.

In 2024, 633 Folsom Street received WELL v.1 Silver Core & Shell certification, with a strong focus on air quality, including standards for air filtration and VOC reduction. This achievement underscores the building's focus on occupant well-being and its potential for future enhancements.

#### 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 early 2025. 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

Our decarbonization efforts hit a significant milestone in 2023 when we developed a Target Setting and Decarbonization Strategy report for 13 properties, aligning with our portfolio-wide goals. Building on this momentum in 2024, we developed asset-level decarbonization roadmaps for four buildings within our managed portfolio: 444 Castro Street, 3130 Wilshire Boulevard, 3415 S. Sepulveda Boulevard and 501 Second Street.

The key findings from the decarbonization roadmap highlight several impactful strategies that can significantly reduce GHG emissions across our properties. One of our properties, 3130 Wilshire Boulevard, has received a grant to further explore the viability of a novel heat pump technology utilizing carbon dioxide (CO<sub>2</sub>) refrigerant. By embracing this innovative solution, we are not only making strides toward our sustainability objectives but also enhancing the environmental performance of our portfolio.

### Strategic Initiatives to Reduce Our Carbon Footprint

01 INTRODUCTION

Focusing on projects that boost operational efficiency is a pragmatic first step before committing to more substantial investments in electrification and fuel switching. The energy efficiency measures (EEMs) below represent opportunities to enhance energy performance and sustainability and are planned for the four road-mapped buildings within the next five years.

#### → LED lighting

In response to California state legislation, we are upgrading lighting systems to LED technology. This lowers energy consumption while also improving lighting quality and longevity. Our roadmaps project annual savings of as much as 356,993 kWh and 65 MT of CO2 once the upgrades are complete. In addition to our four road-mapped buildings, we are installing LED lighting at The Mills Building. Read more on page 12.

#### Hydronic additives

To optimize heat transfer within our HVAC systems, we plan to use hydronic additives, specialized chemicals introduced into water-based heating systems. By enhancing the thermal conductivity of the water, these additives will enable our systems to operate more efficiently, ultimately reducing energy consumption and lowering operational costs. We anticipate savings of up to 10,531 Therms and 64 MT of CO<sub>2</sub> a year once the projects are fully implemented.

#### > Direct digital controls

Upgrading pneumatic controls to direct digital controls (DDC), which allow for fine-tuned adjustments based on real-time data, will enable us to more precisely monitor and manage building systems and improve energy efficiency. Although all four buildings with decarbonization roadmaps received initial DDC upgrades as part of our ongoing efforts to enhance operational efficiency and sustainability, they were identified as candidates for further DDC upgrades. We continue to evaluate the timeline for implementation of these upgrades.

#### > Low pressure drop HVAC filters

We can realize significant benefits by installing these filters, particularly enhanced energy efficiency and reduced operational costs. By lowering the resistance to airflow through the HVAC system, low pressure drop filters enable the system to operate more efficiently, which can lead to reduced energy consumption and extended equipment lifespan. Additionally, this improvement often results in better indoor air quality and increased occupant comfort. We anticipate annual savings of as much as 49,089 kWh and 10 MT of CO<sub>2</sub> once the filter installations are complete.

02 SUSTAINABLE BUILDING OPERATIONS



### Financing the Decarbonization Roadmap

To address the financial aspects of implementing more costly decarbonization measures, we considered several potential funding strategies.

One key approach is to leverage available tax incentives, such as those outlined under Section 48 of the federal tax code. This can significantly offset initial expenditures by reducing the out-of-pocket installation costs. Additionally, exploring potential utility incentives that reward energy efficiency improvements can provide another layer of financial support.

Moreover, by calculating the savings-to-investment ratio and assessing the net present value, we can determine the long-term financial benefits and viability of these investments, making a compelling case for their implementation.

Through a combination of tax credits, on-utility-bill financing, utility incentives and strategic financial analysis, we ensure that our commitment to sustainability and operational efficiency continues to advance in a financially responsible manner.

#### PROGRESS ON PERFORMANCE

In April 2024, we sold 617 W. 7th Street, a building that had been in the 2018 baseline cohort of properties. Therefore, we excluded that property from our annual like-for like analysis. The properties excluded from the 2018 baseline comprised 36.6% of the square footage of our portfolio. We continued to see a like-for-like reduction in both total energy consumption and GHG emissions from a 2018 baseline.

↓ 16%

reduction in like-for-like total energy consumption from 2018 to 2024

**↓** 27%

reduction in like-for-like GHG emissions intensity from 2018 to 2024

The Swig Company is committed to decreasing our energy use and carbon footprint. This year, we brought a significant project to completion at 6300 Wilshire Boulevard and laid the groundwork for projects that will move us toward long-term sustainability.

#### PROJECT COMPLETED

#### A Low-Tech Solution that Delivers Big Results

In 2024, we successfully tested 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 reduce pressure and improve performance by as much as 50%.

Our pilot program at 6300 Wilshire Boulevard achieved a 32% average pressure drop following the cleaning. To further validate long-term performance, we used our technology partner Gridium's Measurement and Verification (M&V) tool paired with historical occupancy data.

This low-tech, high-impact initiative offers accessible opportunities to enhance energy performance and sustainability.



**PROJECTS IN PROGRESS** 

#### **Renewable Energy Expanding** to Two Additional Properties

In our journey toward net zero emissions, we began transitioning to 100% renewable energy, achieving this milestone for four properties — 369 Pine Street, 501 Second Street, 444 Castro Street and 633 Folsom Street — as of Jan. 1, 2024. Looking ahead, The Mills Building and 350 California Street are set to join this cohort in 2025.

#### **LED Lighting Retrofit at The Mills Building**

Our Mills Building headquarters in San Francisco is advancing sustainability efforts with a notable LED retrofit project that began in 2024. This upgrade involves converting 3,971 light fixtures to energy-efficient LED technology and adding occupancy sensors to control when the lights are on, aiming for a 60% reduction in lighting electricity consumption. The project is expected to generate annual savings of over \$150,000, approximately 16% of annual energy operating expense, as well as approximately \$12,000 in maintenance savings. Utilizing Pacific Gas & Electric's On-Bill Financing Program, the retrofit is being completed without any capital investment by The Swig Company. Completion is anticipated by summer 2025.

We assess our performance and identify opportunities for improvement through energy audits. In 2024, we completed an ASHRAE Level II audit at each of the buildings that underwent decarbonization road mapping. In addition, both 350 California Street and the Lake Union Building will undergo energy audits in 2025 during the road mapping process. These Level II 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 2024, we maintained ENERGY STAR certifications and saw significant overall portfolio improvements.

### **Climate Change Risks**

01 INTRODUCTION

Climate change presents both challenges and opportunities for our portfolio. With the potential for long-term shifts in weather patterns and the increasing frequency of extreme weather events, our structures face risks such as potential damage, power disruptions and operational setbacks. Moreover, sustained temperature increases may accelerate the degradation of building materials, while heatwaves may strain cooling equipment, impacting its efficiency and longevity.

Taking proactive measures helps to safeguard the value of our portfolio and ensure the continuity of our operations in the face of evolving climate conditions.

#### > Using PCRX to Gauge Climate Risk

To effectively mitigate climate risks, we employ the Physical Climate Risk Exposure (PCRX) tool alongside the S&P Global Trucost methodology. These instruments enable us to gain a comprehensive understanding of both physical and transitional risks across various climate scenarios. By aligning our analysis with the Task Force on Climate-related Financial Disclosures (TCFD) recommendations, we ensure that our resiliency projects are precisely targeted and that our capital improvements bolster the strength of our properties against the challenges posed by climate change.

#### > Managing Risk on Multiple Fronts

We supplement PCRX with practical mitigation measures and comply with insurance company requirements to enhance resilience and protect assets.

One notable example is fortifying water-based fire protection systems against seismic events. By implementing required measures, we significantly reduce the risk of system failures during earthquakes and ensure that critical fire protection infrastructure remains operational when it's needed most.

Additionally, through onsite walkthroughs, our insurers offer robust support in flood mitigation. Utilizing their Flood Emergency Response Plan, properties are equipped to develop detailed strategies for responding to flood hazards. This includes reliable flood warning systems, clear leadership roles and specific actions to minimize damage. Such proactive planning is essential in safeguarding assets and maintaining business continuity during flood events.

By leveraging the expertise and resources of the insurance community, we are adopting effective mitigation measures that not only protect physical assets but also enhance overall operational resilience in the face of climate-related challenges.

#### Staying Informed with Data-Driven **Climate Insights**

The climate-tech industry is continuously evolving, with methodologies regularly updated to reflect more refined data. In 2024, we sought technology that could enhance our capacity to assess climate, environmental and transition risks for the buildings in our portfolio. To this end, we conducted a three-month pilot with AreaHub, a data-driven platform specializing in environmental risk management. This platform enabled us to evaluate over 35 local climate risks, industrial hazards, and pollution and infrastructure risks surrounding our locations and potential acquisitions. Additionally, it kept us informed with real-time alerts on weather warnings and pollution incidents, while also providing data on the air quality index.

Embracing the pilot of new technologies such as AreaHub is a significant step forward in growing our suite of climate-risk tools.

### 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 our water-wise landscaping efforts over the past two years, both our like-for-like water intensity and water consumption decreased 7% compared to our 2018 baseline. The total water consumption across our portfolio decreased by 1.4% between 2023 and 2024, even though 2024 was warmer than the previous year.

reduction in like-for-like water consumption from 2018 to 2024



Photo by Debra Reabock. "Angles in Flight." Debra Reabock Photography, 2025.

#### > Sub-Metering for Water Conservation

In 2024, the use of metering systems at 633 Folsom Street proved instrumental in advancing water conservation efforts, aligning with the building's commitment to environmental stewardship. By adjusting the cooling tower's chemical-free water treatment system and installing a dedicated meter, the engineering team was able to identify and rectify a faulty sensor that had caused excessive water dumping, achieving a remarkable 30% reduction in water waste. Additionally, the installation of a submeter during the construction of Asana's kitchen allowed the team to pinpoint inefficiencies, particularly with the ice makers, where another faulty sensor was discovered and addressed. These targeted interventions underscore the critical role of precise monitoring in optimizing resource use.

## 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

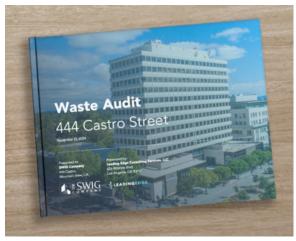
Our goal is to reduce the total waste produced at our buildings while increasing the volume of waste diverted from landfills. Our property management teams implement strategies focused on reducing, reusing, repairing and recycling, utilizing both building-level techniques and tenant involvement. To ensure compliance with city-mandated diversion rates, we conduct waste audits at numerous properties.



01 INTRODUCTION

### **Sustainable Purchasing**

We utilize our purchasing and contracting power to support our sustainability objectives. Our goal is to acquire products that adhere to environmental standards, such as post-consumer recycled paper products.



### **Waste Management**

02 SUSTAINABLE BUILDING OPERATIONS

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, where supported by local ordinances
- · Waste sorting, where required by local ordinances
- Collection programs for e-waste
- Waste audits



### **Tenant Engagement**

We encourage responsible purchasing and disposal practices among our tenants through discussions and e-newsletter updates. We provide information on available recycling and composting programs, share waste audit results and offer tips and insights on 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 work to 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. As a result of our decarbonization road mapping, four properties in our managed portfolio have incorporated low pressure drop air filters which result in better indoor air quality and increased occupant comfort. Read more on page 10.

Building engineering teams make informed adjustments to ventilation and maintenance procedures by monitoring the levels of CO<sub>2</sub> and VOCs. By monitoring and responding to elevated levels of CO<sub>2</sub>, particulate matter (PM) and VOCs, we enhance occupant comfort, improve productivity and optimize cognitive function.

### **Safety and Emergency Preparedness**

01 INTRODUCTION

We prioritize training and enforce robust safety policies across our company and buildings. Our annual Occupant Emergency Training Program includes fire drills and classroom sessions on fire safety and incident responses, such as power outages. Online course completions are tracked via our portal, and we maintain attendance records for in-person classes for floor wardens per local fire department regulations.

As tenants of The Mills Building, our headquarters staff engages in annual safety training and fire drills. During new-hire onboarding, our HR team guides employees through a suite walk-through to acquaint them with emergency exits.

While we do not expect violent incidents in our buildings, we acknowledge the nationwide increase in such events. To address this, we have integrated active shooter training into our safety program since 2023, emphasizing our dedication to maintaining a secure environment.

#### IN FOCUS ROOFTOP SAFETY

During a routine safety inspection of the 945 Bryant Street rooftop, building engineers identified opportunities to further protect authorized personnel. Although no compliance issues were found, we hired a safety contractor for additional recommendations. As a result, significant safety upgrades were completed in 2024 to enhance protection for everyone accessing the roof.

The work involved installing a comprehensive fall protection system, including guardrails with an automatically closing gate around the rooftop hatch and a partially enclosed ladder for safer access. Guardrails were also added around the skylight. Additionally, high-visibility paint now clearly marks safety and danger zones. An Operating Procedures Outline Sheet was created to ensure consistent adherence to safe working practices, outlining essential steps and precautions for rooftop work.





**THRIVING** COMMUNITIES

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

## Our Approach

Our approach to fostering social impact is built upon three core pillars: Our People, Tenant Experience and Community Impact. Cultivating thriving communities among our employees, within our buildings and in the neighborhoods where we invest is essential for our longterm success. We are committed to being an organization where employees are enthusiastic about developing their careers. We aim for our buildings to be lively centers for meaningful social interaction by providing spaces where individuals can connect — whether in person or through our virtual platforms — to collaborate, socialize, celebrate and make positive contributions to society. Our *h³experiences* program guides our initiatives in workplace innovation and technology, sustainability, wellness, and community engagement.



#### h³experiences

01 INTRODUCTION

Our  $h^3$  experiences program is dedicated to crafting sustainable and environmentally conscious workspaces for the future, providing personalized experiences and premium amenities that bolster our community engagement efforts. This program emphasizes the heart, head and hands of our company, reflecting our core values.

Central to this initiative is our  $h^3$  experiences app, a dynamic tool designed to enrich the tenant and occupant experience. It offers access to a variety of programs and amenities, including fitness and wellness options, while encouraging collective efforts to support local neighborhoods and organizations.

Read more about the app on page 20.

#### → 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. h³experiences 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.  h³experiences 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.	h³experiences 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.	h³experiences 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

For nearly 90 years, The Swig Company has supported employee well-being as the foundation of our commitment to people. We offer comprehensive career and wellness support throughout everyone's employment journey. Our investment in our team includes competitive benefits, training and development programs, engagement opportunities, and a commitment to workforce diversity.

We provide new employees a full day of orientation during onboarding. All employees have regular check-ins with managers throughout the year. If challenges arise, we work collaboratively to develop a performance improvement plan. When employees transition out of the company, our HR Director oversees the process, which includes an exit interview with our CEO.



01 INTRODUCTION

### **Supporting Employees**

We are committed to empowering our employees by offering opportunities for professional growth and development, and we encourage them to lead projects aligned with their personal interests. We support employees in taking the initiative to explore workplace topics of interest and engage actively with their communities by using paid time off to volunteer.

We believe a dynamic workplace rich in feedback supports employee development. In 2024, we launched Perform Yard, an innovative online platform designed to enhance the annual employee performance review process. This platform empowers employees to effectively track their progress on annual goals throughout the year, fostering a culture of continuous improvement and development. As part of this initiative, we have also integrated 360 reviews into the annual performance evaluation. A 360 review is a comprehensive feedback system in which employees receive constructive input from colleagues, supervisors and direct reports. This review is critical for providing a well-rounded view of every employee's performance and areas for growth.

#### > Hiring and Retention

We attract and retain top talent by providing competitive benefits, flexible work arrangements and robust support for well-being, along with training and development opportunities. To attract a wide and diverse pool of candidates, we partner with recruiting services and community organizations like College Track. Our updated 2024 Finders Fee now offers employees a structured bonus for referring candidates who are hired and remain with the company for a minimum of one year. We take pride in the fact that over half of our employees have been with us for more than 10 years, as this reflects the enduring strength and continuity of our team.

We also provide internships to introduce young individuals to careers in the real estate industry, helping to grow the next generation of real estate professionals. In 2025, the Innovation & Community Impact Department plans to hire a College Track intern to collaborate on ESG related projects.

Our employee-led health and wellness and diversity and inclusion groups organize enrichment programs for our team.

#### > Training and Education

We are committed to expanding our professional development offerings and continuously enhancing annual training for all employees.

In 2024, we implemented a comprehensive Workplace Violence Prevention Program (WVPP) to align with California's stringent safety regulations and further our commitment to maintaining a safe and respectful workplace. This program includes specific measures designed to prevent, assess and respond to instances of workplace violence. Our WVPP features regular employee training sessions, threat assessment protocols and clear reporting procedures to address potential risks effectively.

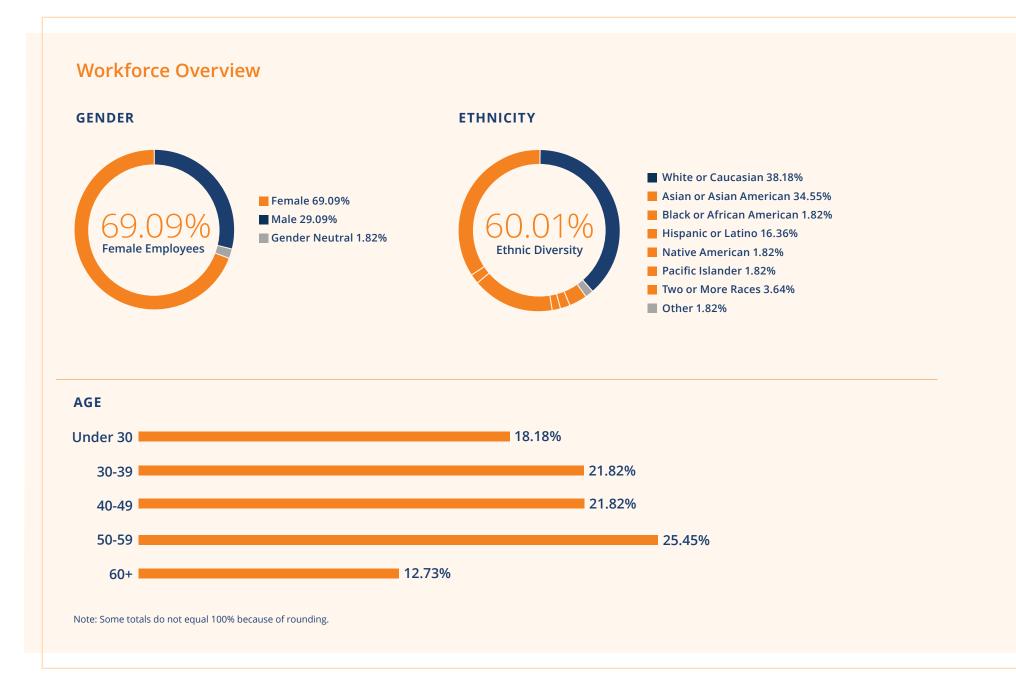
### **Diversity, Equity and Inclusion**

At The Swig Company, diversity, equity and inclusion (DEI) are integral to our operations and core values. We believe that teams built on diverse perspectives strengthen our organization and more accurately reflect the communities we serve. We are committed to nurturing a diverse workforce and we track our progress through annual demographic surveys. Our broad employee base has helped attract new employees and is a source of pride for us.

Our diversity and inclusion group, The Swig D.I.G., provides a platform for regular discussions, education and training on diversity-related issues. Through this forum, we aim to foster an environment of learning and growth, ensuring that DEI remains at the forefront of our company culture. 12.73% of our staff are members of the LGBTQ+ community and we celebrate them as an integral part of our staff and community.

Our board of directors embodies The Swig Company's commitment to diversity in both age and gender. With multigenerational Swig family members and other directors, the board brings a wide range of experiences and expertise across various real estate product types and geographic markets, as well as in real estate finance and development.

We expect our vendors to align with our commitment to diversity. Our contracts include language that ensures vendors are dedicated to maintaining an equitable and inclusive environment. Vendors must comply with all applicable laws and policies that promote DEI within their organization.



01 INTRODUCTION

## 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, move-in-ready spaces available for short-term occupancy and flexible (flex) physical spaces. In addition to flex spaces, we provide social and wellness amenities to help occupants thrive and be their most creative and productive selves.

### **Building Upgrades**

We remain committed to using the WELL Building Standard principles and practices to evaluate opportunities for building enhancements that promote human health and well-being.

01 INTRODUCTION

In 2024, we completed renovations at 3130 Wilshire Boulevard, unveiling a new h3experiences-branded tenant amenity and conference center. This center features a game area, kitchenette, informal gathering and lounging spaces, conference rooms, and a Wi-Fi-enabled meeting area. Read more about the upgrades on page 24.

Additionally, we have developed a series of executive suites on the 10th floor of The Mills Building. These smallfootprint office suites are adjacent to, and include access to, a common lounge area and kitchen. In partnership with Join Digital, we have installed high-speed, plug-and-play internet throughout the executive suites and shared kitchen/ lounge area. A similar space is planned for construction on the fourth floor of The Mills Building. Looking ahead to 2025, we plan to build an h<sup>3</sup>wellness-branded mothers' room at 501 Second Street and at the Mills Building.

#### h³experiences App

The  $h^3$  experiences app is the key portal for tenants to engage with our flex spaces, wellness services, sustainable environments and community initiatives. Through the app, we effectively communicate information and event invitations to tenants while providing instant access to various virtual programs. In 2024, we introduced the app at 350 California Street. The  $h^3$  experiences app is now used by tenants at nine of our buildings.

The app functions as a communication tool, keeping tenants updated on building events such as tenant socials and scheduled construction activities. Additionally, it offers features that make it easy to check local transit schedules, order food from nearby restaurants and discover events in the surrounding neighborhoods.

For tenants at 444 Castro Street, 595 East Colorado Boulevard and 3415 Sepulveda Boulevard, the h<sup>3</sup>experiences app has an added feature that facilitates building access. Moreover, it includes in-app options that allow tenants in some of our properties to utilize flex office suites and wellness center amenities at other properties in the portfolio.

#### > 2024 Highlights

- A celebration of the launch of the h³experiences app at 350 California Street, featuring a tenant social and gift card giveaway
- · Spring and Winter Market events at The Mills Building and 501 Second Street
- Grand opening of the 3130 Wilshire Boulevard tenant amenity center with in-app raffles and giveaways
- · Trivia contests, raffles and giveaways, and donation opportunities
- Massage events co-hosted with community partners

The h<sup>3</sup>experiences 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

In keeping with our values and history of engagement, we strive to actively participate in the communities where we live and work. Our executive team oversees our community impact program, but many of our efforts are locally driven by staff at the properties.

#### **Local Action**

Our property management teams are ideally positioned to recognize the needs within their communities and have the authority to organize events and activities that allow employees and tenants to support local causes. Traditionally, our property management offices conduct toy and coat drives during the winter. In 2024, the Southern California properties expanded their support of the local community by introducing a summertime needs drive to support Children Today by collecting sunscreen, swimwear and other summer essentials.

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### **Company Initiatives**

The Swig Company is dedicated to creating positive change through corporate donations and community involvement. Our innovation and community impact team leads the way in launching companywide programs that emphasize giving and support.

We enhance the effectiveness of our employees' and board members' charitable contributions by matching their donations to nonprofits, thereby effectively doubling their impact. In 2024, the company matched \$14,372 in employee and board members donations to various charitable organizations. We also encourage community impact through volunteering by offering employees two paid days each year to participate in volunteer activities.

Our company-sponsored outreach primarily centers around education, highlighted by our Engaging Tomorrow's Workforce initiative, which is designed to equip young individuals for successful and productive careers, fulfilling our civic responsibility and supporting the skilled workforce that is essential to a more sustainable future.

### Connecting Through h³experiences

The  $h^3$  experiences app enables us to connect with tenants and boost our impact for local partners by encouraging community engagement around our properties. Through the app, we invite employees and tenants to participate in volunteering and charitable donations to support those in need.

#### h3community featured groups

- College Track Girls Inc. in N
- 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 2024, we again joined forces as impactful changemakers with partners College Track, Life Learning Academy (LLA) and other groups.



01 INTRODUCTION

#### > College Track

Hosted 20 students at our San Francisco headquarters for our fifth annual career day

Expanded our collaboration by involving our Southern California team members for the first time in a Mini Career Panel session at College Track's Boyle Heights location

Contributed a total of \$25,245 in 2024



#### → Life Learning Academy

Volunteered twice in the high school garden and shared lunch with staff and students

Expanded our market fundraiser to occur in both spring and winter and invited the culinary students to The Mills Building and 501 Second Street to showcase and sell their creations. This initiative supports budding chefs by providing them with real-world experience and enriches our community by offering unique culinary delights.

Connected our contractor partner, BNBuilders, with LLA to help clear out a large area of its onsite school garden

Contributed \$38,500 to the school in 2024

#### Other Groups We Supported

Our employees collected donations of more than 100 toys, clothing items and essentials for **Children Today**, a Long Beach-based nonprofit that supports children and families experiencing homelessness or maltreatment.

A Swig Company employee served as an evaluator for the national **Girls Inc.** scholarship competition and joined the organization's **Women of Impact** program where she plays a crucial role in activating a network of supportive adults deeply connected to the lives of girls. Her involvement includes mentoring, tutoring and conducting mock interviews, all aimed at fostering the growth and development of girls in the community.

Our 444 Castro Street property management team hosted the local fire department in a high-rise training exercise.

Twenty-five employees participated in the **38th J.P. Morgan Corporate Challenge**, a 3.5-mile run/walk team building event and benefit held in September.
This was nearly double The Swig Company participation from 2023 and, for the first time, included our Southern California colleagues.

The Mills Building, 350 California Street 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.



## 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 positively impacted their communities. Tenants at the Grace Building use the axiis tenant engagement app to access information and virtual events as well as office-centric food delivery and communications features.

Our partner at 1411 Broadway has 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.

In 2024, our partner at 2 Bryant Park and the Grace Building finalized agreements to power these buildings with renewable energy. At the Grace Building, we anticipate an estimated reduction of 9,322 MT CO2e, a 57% decline in total emissions. At 2 Bryant Park, we expect an estimated reduction of 2,092 MT CO2e, a 91% decline in total emissions.



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#### 1411 Broadway

#### SUSTAINABILITY PROGRAMS

- New York City energy efficiency reporting
- ENERGY STAR certification
- 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

02 SUSTAINABLE BUILDING OPERATIONS

## Investing in Smart, People-Focused Spaces

The commercial real estate market is experiencing a wave of positive momentum. Recent reports highlight a significant increase in office visits and a stabilization of vacancy rates, signaling a robust recovery.

In 2024, we proudly contributed to this upward trend by unveiling two new tenant amenity centers — one at 3130 Wilshire Boulevard in Santa Monica and one on the 10th floor of The Mills Building in San Francisco.



#### 3130 Wilshire Boulevard

The property was acquired in 2022 and subsequently underwent extensive renovations to enhance its standing as a Class A property. The upgrades included significant improvements to the lobby, the creation of a new tenant amenity center and exterior patio, seismic reinforcements and market-ready suites. These enhancements culminated in the launch of the new tenant amenity center in December 2024, further elevating the building's appeal and functionality.

The 3130 Wilshire Boulevard Tenant Amenity Center offers a range of features branded under h³experiences that are designed to meet the diverse needs of our building occupants:

- · Furnished, state of the art technology-enabled conference rooms for meetings and collaboration
- · Dedicated wellness room that offers tenants a space for respite and relaxation
- · Drop-in workspaces, a lounge area, a kitchenette and a game area

Current tenants have already begun planning company events in the newly renovated spaces, reflecting the center's success in fostering a human-centric, technology-integrated environment and vibrant community atmosphere.



The Mills Building In an effort to enhance the amenities available to tenants with smaller footprint suites — which often lack features found in larger offices such as kitchens, lounges, and alternative work areas — we introduced an amenity center that caters to 10th-floor occupants, addressing their need for more informal workspaces.

The space features a main lounge equipped with a kitchenette and living room area, complemented by high tables for touching down and for casual interactions. The design maximizes natural light and provides access to fresh air thanks to operable windows, creating an inviting and productive atmosphere. Adjacent to the common area are private, leasable "executive" suites, which are Wi-Fi-enabled and offer networking upgrades upon request. These tech-enabled spaces are thoughtfully designed to cater to the diverse needs of modern professionals and invite both work and play.

The addition has been well received by both existing and prospective tenants, contributing to increased occupancy on the 10th floor and affirming the building's status as a premier business environment.

## Advancing a Sustainable Future Through Collaboration

In 2024, we continued to foster meaningful connections with our tenants, united by our shared commitment to sustainability and carbon reduction. The opening of the 9Zero San Francisco coworking space at 350 California Street took place in conjunction with San Francisco Climate Week, a community-driven event focused on sustainability solutions. Our California Street building served as the official hub for SF Climate Week and provided a platform for addressing climate challenges through over 20 events hosted by our tenant 9Zero. This collaboration with our ownership partner SKS Partners and 9Zero embodied a shared vision to transform the building into a home base for organizations and individuals focused on climate innovation. As part of SF Climate Week, The Swig Company participated in a panel discussion focusing on the status of green leasing alongside building owners and occupants and hosted by Gensler, the Urban Land Institute and CoreNet Global. By partnering with our tenants, we are bringing awareness to climate issues and how thoughtful building design and performance can support a sustainable future.

"San Francisco, and innovators like 9Zero, lead the way forward in addressing climate change. We feel privileged to be part of a growing movement dedicated to minimizing the environmental impact of the built environment and its contribution to climate change."

— Kairee Tann, Director of Innovation and Community Impact, The Swig Company.



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02 SUSTAINABLE BUILDING OPERATIONS

### Sustainable Design Attracts National Attention

In November, we proudly collaborated with 9Zero on the TV show America ByDesign: Architecture. This engaging episode, filmed at 350 California Street where 9Zero opened a climate tech innovation hub in 2024, featured designs by Gensler (a tenant at The Mills Building) and explored the promising potential of San Francisco as the climatefocused Silicon Valley of the United States.

The show highlighted the innovative design of 350 California Street and 9Zero's space, emphasizing the creative reuse of furniture with reseller RESEAT and the powerful partnerships between landlords and tenants to achieve ambitious sustainability goals. Through these efforts, we continue to champion a future where sustainable practices and vibrant downtowns flourish together.

### **Space-Sharing Lease Creates Dynamic** Workspace

At The Mills Building, we welcomed Yes SF and Red Bay Coffee as part of an innovative space-sharing arrangement. The San Francisco Chamber of Commerce's Yes SF coalition is comprised of public and private groups dedicated to promoting urban renewal and sustainability in downtown San Francisco through lunch-and-learns, executive coaching, panel discussions, and innovation challenges. One such example was its 2024 San Francisco Innovator Challenge aimed at developing innovative, scalable solutions in areas such as AI, infrastructure, urban green and blue spaces, renewable energy, and water/waste management to address key sustainability issues for the city.

The ground-floor space includes a coworking area, the Yes SF headquarters and Red Bay Coffee shop. Red Bay Coffee has deep roots in the San Francisco Bay Area and is committed to ensuring coffee production is a catalyst for diversity, inclusion, social and economic restoration, and environmental sustainability. This creative solution not only reactivated a vital corner of downtown but also supported our sustainability goals while introducing two esteemed tenants to the community.

"We're excited to support the city in aligning with efforts to reinvigorate downtown by providing space to makers and entrepreneurs."

— Stacia Keisner, VP of Asset Management, The Swig Company.

## Swig D.I.G. Champions Diverse, Inclusive Workplace

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 explores ways to foster a more equitable and inclusive work environment by learning about different perspectives, needs and cultures. Participants discuss education and training opportunities and current events and evaluate company policies and practices related to diversity and inclusion.

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 in 2024. The group also maintains a physical library on DEI topics at our headquarters office and curates an evergrowing collection of resources.

#### > 2024 TRAINING SESSIONS AND WORKSHOPS

Life Coach Alexis St. George led staff in a Work-Life Balance workshop.

Employees participated in a celebration of the **Lunar New Year** with food and discussions of family traditions and memories. The Swig Company **Executive Vice President of Leasing Cory Kristoff** shared her career journey and experiences as a woman in the real estate industry. She highlighted the challenges and triumphs she has encountered and offered inspiration and guidance to colleagues navigating similar paths.

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

Victoria Rovira, a renowned human rights activist and expert in diversity, equity and inclusion initiatives, led an insightful training session designed to deepen employees' understanding of diversity and inclusion, emphasizing the significance of creating an equitable work environment. Rovira guided participants through interactive discussions and activities, providing practical strategies to identify and challenge biases. Her expertise and engaging approach inspired employees to cultivate empathy and appreciation for diverse perspectives.

During **Filipino American History Month**, employees hosted a lunch for headquarters staff that featured a presentation on Filipino culture by a Swig Company staff member.





## Bringing Nature Indoors

In October, the employee-led Health and Wellness Group organized a Plant & Relax workshop in collaboration with a local San Francisco business. This companywide event allowed employees to create beautiful planters using succulents, small rocks, figurines and colored moss. Participants assembled larger planters for the property management and headquarters offices, as well as individual planters for personal spaces that added a touch of natural beauty to the workspace. Open to all Swig Company employees, the workshop included materials, was streamed via Zoom for remote participants and offered an opportunity to unwind while enhancing emotional, social and occupational wellness.

## 633 Folsom Street: Harmonizing Design and Operation for Energy Efficiency

Situated in the dynamic SoMa district of San Francisco, 633 Folsom Street exemplifies sustainable innovation in modern architecture. In early 2024, Gensler and MEYERS+ ENGINEERS completed a study of the building's actual metered energy use compared to the energy models from the original design. They discovered that in 2023, 633 Folsom Street recorded an energy use intensity (EUI) of 34 kBTU/SF/ year. This closely aligns with the energy model's estimate of 28 EUI and underscores the success of the original design as well as the potential of energy modeling to guide sustainable architecture effectively.

In 2024, the building received an ENERGY STAR score of 88, an 11-point improvement over the score received two years prior and a testament to the daily efforts of the onsite engineering team. In April of 2024, the engineers worked closely with tenant Asana to recommission lighting controls to curb energy waste. Prior to the initiative, timers and occupancy sensors were not appropriately programmed, and lights remained on in unoccupied spaces. This collaborative effort resulted in a 16% reduction in overall energy use and demonstrated the effectiveness of the recommissioning process.

In December, again working with Asana and its HVAC contractor, the engineering team worked to optimize the operation of the Asana kitchen water heaters. This initiative aims to capture financial savings by reducing peak energy demand charges through strategically staging the water heater activation. Results are anticipated in early 2025. This forward-thinking approach highlights the importance of partnerships in achieving energy efficiency goals. Through continuous innovation and improvement, the building team is setting a precedent for future energy management projects.



# Enhancing Community Partnerships

#### **Life Learning Academy**

Through our collaboration with BNBuilders, we continued to strengthen our community engagement. During a recent garden workday at Life Learning Academy, 27 volunteers from both companies transformed an overgrown area into a vibrant educational space. The garden will now serve as a hands-on learning environment and supply produce for the academy's culinary program. By leveraging our partnership with BNBuilders, we have amplified our impact and showcased the power of collaboration in promoting growth, education and positive change.

"This initiative not only underscores our commitment to ESG principles but also highlights our proactive approach to enhancing community well-being through strategic collaborations."

 Julie Zaoui, Assistant VP of Innovation and Asset Management, The Swig Company



01 INTRODUCTION

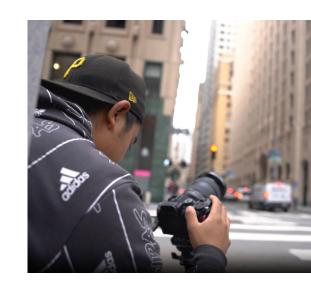
### **College Track**

In our ongoing commitment to enhance and increase our community impact, we strengthened our five-year partnership with College Track by expanding our efforts into Southern California. Historically, our initiatives, such as the annual Career Discovery Externship Day and career coaching, were concentrated in Northern California. In 2024, we took a significant step forward by involving our Southern California staff in a mini career panel workshop at College Track's Boyle Heights location. During this event, six of our team members participated in a panel and led small group discussions that provided high school students with valuable insights into the commercial real estate industry and opportunities to network with professionals. This expansion aligns with our long-term goal of broadening our community impact partnerships and furthered our mission to engage tomorrow's workforce.

### Youth Beat Partnership a Win-Win

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.

In 2024, the students provided professional building photography and employee headshots for our website, and photography and videography of community and company events such as our Spring Market with Life Learning Academy. Additionally, Youth Beat PRO student apprentices worked on the filming and editing of a video showcasing the company's sustainability, technology and community impact efforts. The video was shown to The Swig Company Board of Directors at the annual board meeting.



The 2024 photography contract totaled \$13,013. 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.

### Our Reporting Process

To guide the development of this 2024 calendar year report, we referenced the Global Reporting Initiative (GRI) Universal Standards. Refer to the GRI Content Index for property details and additional information.

02 SUSTAINABLE BUILDING OPERATIONS

This report covers the 14 commercial properties that we manage or over which we have operational control. The portfolio totals more than 2.4 million square feet and hosts approximately 364 commercial tenants.

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

**Statement of use:** The Swig Company has reported in reference to GRI's Universal Standards for the 2024 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 7.5 million square feet of mid- and high-rise commercial and residential properties in Manhatta the San Francisco Bay Area, Southern California and Seattle. This report covers the 14 commercial properties that we manage or over which we have operational control totaling 2.4 million square feet; the list of properties is found in The Swig Portfolio section of the report.  For each of the properties that we manage or have operational control, we consolidate utility bills, water and waste information through the online platform Measurabl. When we acquire or dispose of a property, the date of the acquisition or disposal is noted for visibility into the increase or decrease of spend for energy, water and waste as well as corresponding GHG emissions.
	2-3 Reporting period, frequency and contact point		Our annual sustainability reporting efforts cover calendar year activities from January 1, 2024 to December 31, 2024. Our annual financial reporting period aligns with our sustainability report.  We welcome feedback at info@swigco.com.
	2-4 Restatements of information		There are no restatements of information for 2024.
	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 and we report within the real estate sector. Our value chain includes suppliers and service providers that range from equipment manufacturers to financial services firms that we manage capital by/through, to facilities managers that conduct services at our properties and technology companies that help us to increase building performance. Environmental consulting companies are also valued partners that help us understand how our buildings are performing and identify opportunities for further improvements. Downstream supply chain entities include municipal water and waste/recycling collectors.

GRI STANDARD/OTHER SOURCE	DISCLOSURE	LOCATION	ADDITIONAL DETAIL/OMISSION				
General disclosures				,			
GRI 2: General Disclosures 2021	2-7 Employees	Content Index	EMPLOYEE HEADCOUNT	2022	2023	2024	
				54	54	55	
			Data was compiled using the total head count. There have been no significant fluctuat and 2024.	ions in the number of	employees be	tween 2023	
	2-8 Workers who are not employees		The Swig Company employees contract workers who often perform long-term service perform support roles for IT and General Accounting.	. The most common ty	pes of contrac	t workers	
			The Swig Company reports contract workers through headcount and full-time equivile December 31) as an average.	ency within each calen	dar year (Janu	ary 1 to	
			This is the first year The Swig Company is reporting workers who are not employees. T calendar years as employee headcount even though we have used contract employee contract employees and the headcount.				
			CONTRACT EMPLOYEES	2022	2023	2024	
				1 IT Support	1 IT Support	2 IT Support & General Accounting	
	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 privious 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.				

GRI STANDARD/OTHER SOURCE	DISCLOSURE	LOCATION	ADDITIONAL DETAIL/OMISSION
General disclosures			
	2-11 Chair of the highest governance body	Letter from the CEO	The Board of Directors is the highest governance body at The Swig Company. The Chair of the Board, Kennard Perry, does not hold a senior executive-level position at the company.
	2-12 Role of the highest governance body in overseeing the management of impacts	Environmental, Social and Governance	At this time, the Board of Directors does not perform a governance function as it relates to sustainable development. The Board does not delegate responsibility and has no immediate plans for managing the organization's impacts on the economy, environment and people, and has not appointed any senior executives with the responsibility for the management of impacts.
	2-13 Delegation of responsibility for managing impacts		
	2-14 Role of the highest governance body in sustainability reporting	Content Index	Starting in 2025 with the 2024 ESG Report, our Board of Directors reviews and approves our annual sustainability report prior to publication.
	2-15 Conflicts of interest		During the nomination process, potential board members disclosure any relevant conflicts of interest that may include cross-board membership. No board member sits on another board and there is no existence of cross-shareholding with suppliers and other stakeholders. Finally, there are no board members who have controlling shares in the board.
	2-16 Communication of critical concerns		Employees are encouraged to present their concerns to their supervisor. If employees still have concerns after meeting with their supervisor, they can request a meeting with senior management or HR. The Vice President of Human Resources has regular communication with the Chair of the Board of Directors and can bring any concerns that are above the CEO to the Board Chair. There were no critical concerns communicated to the Board of Directors in 2024.
			In 2024, the Board Chair conducted a 360 degree review of the CEO by meeting with the senior leadership team and the Vice President of Human Resources. In this way, we strive to ensure that every person at The Swig Company, regardless of position, is evaluated on an annual basis.
	2-17 Collective knowledge of the highest governance body		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.

01 INTRODUCTION

GRI STANDARD/OTHER SOURCE	DISCLOSURE	LOCATION	ADDITIONAL DETAIL/OMISSION
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GRI 2: General Disclosures 2021	2-28 Membership associations	Organizational Involvement	ENTITY	ACTIVE INVOLVEMENT AND/ OR MONETARY SUPPORT	FORMAL MEMBERSHIP	GOVERNANCE BODY REPRESENTATION/COUNCIL
			Industry Engagement			
			Best of the Bay	X		
			BOMA (Building Owners and Managers Association)	х	х	X
			CRETech			X
			Downtown San Francisco Community Benefit District	X		
			NAIOP, the Commercial Real Estate Development Association	X	x	
			Playhouse Village-Pasadena Business Improvement District	X		
			SF Business Times Event	X		X
			SoMa West Community Benefit District	X		
			SPUR	X	X	X
			Transportation Management Association (TMASF)	X	X	X
			Urban Land Institute (ULI)	х	X	X
			Yerba Buena Community Benefit District	Х		X
			Community Engagement			
			Children Today, Long Beach	Х		
			College Track	×		
			Commercial Real Estate Alliance for Tomorrow's Employees (CREATE), San Francisco	X	X	X
			Girls, Inc.	X		X
			Jewish Vocational Services	Х		
			Life Learning Academy, San Francisco	х		
			Miscellanous Memorial Donations	×		
			Mountain View Art & Wine Festival	X		
			San Francisco Community Benefit Districts (various)	х		
			San Francisco-Marin Food Bank	Х		
			Simply the Basics	×		
			We Heart SF Campaign	Х		
			YouthBeat (Oakland Public Education Fund)	X		

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		In 2021 we conducted a materiality assessment to determine our material topics, The Swig Company engaged in a process with the following steps:
			1. Compiled a range of relevant topics listed within GRI, GRESB and SASB standards that relate to the real estate industry
			2. Conducted a peer benchmarking assessment to further refine disclosure best practices
			3. 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 positive
			4. Led a series of internal interviews aimed at better understanding our management approach across a shortlist of issues and how our approach might influence stakeholders
			5. Prioritized our material topics based on strategic relevance in order to further address risks and pursue opportunities
	3-2 List of material topics		<b>Environmental:</b> materials (procurement within retrofits); energy consumption; water and effluents; emissions; waste (volume, type and disposal)
			<b>Social:</b> local communities; diversity and equal opportunity; non-discrimination; tenant engagement, satisfaction and impacts; customer health and safety
			There are no changes to the material topics from the previous reporting period.

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 d	escription of our manage	ement approacl	h.				
GRI 203: Indirect Economic Impacts 2016	203-2 Significant indirect economic impacts	Content Index	Financial contributions are tracked an financial disclosure isn't required by la	d reported on a case-by aw. Therefore, total givin	-case basis thro g against our o	oughout the rep verall revenue	oort. As a privat isn't provided ir	ely held compa this report.	any, full	
Materials										
GRI 3: Material Topics 2021	3-3 Management of material topics	Materials & Waste	Refer to the report section for a full d	escription of our manage	ement approacl	h.				
GRI 301: Materials 2016	301-1 Materials used by weight or volume	Content Index	We are actively establishing a system for consis		isistently tracking materials and waste details across our footprint. As such, data is ed at the site level are described throughout the environmental section of this report.					
	301-2 Recycled input materials used		incomplete. Sustainability practices e	inbedded at the site leve	i are described	till oughout til	e environmente	ii section or thi	зтерогс.	
Energy										
GRI 3: Material Topics 2021	3-3 Management of material topics	Energy & GHG Emissions	Refer to the report section for a full d	escription of our manage	ement approacl	h.				
GRI 302: Energy 2016	302-1 Energy consumption within the	Content Index		ABS	SOLUTE CONSUMP	PTION	LIKE	-FOR-LIKE CONSU (2018 BASE YEA		
	organization		ENERGY CONSUMPTION (MWH)	*2022R	2023	2024	2018	2024	% CHANGE	
			Total energy consumption	29,938	32,455	31,511	26,881	22,538	-16%	
			Natural gas consumption	10,558	12,064	10,952	8,132	8,303	+2%	
			Electricity consumption	19,380	20,391	20,559	18,749	14,235	-24%	
	302-3 Energy intensity		Energy intensity (kWh/sf)	11.71	11.45	10.73	14.45	12.11	-16%	
			*2022R is the restated data for calendar year 2022.	<u>i</u>	<u>i</u>		<u>i</u> .			

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 descrip	tion of our manage	ement approacl	h.			
GRI 303: Water and Effluents 2018	303-3 Water withdrawal	Content Index		AB	SOLUTE CONSUMP	PTION		FOR-LIKE CONSU (2018 BASE YEA	
			WATER CONSUMPTION (KGAL)	*2022R	2023	*2024	2018	2024	% CHANGE
			Total water consumption (kgal)	14,461	16,640	16,583	13,332	10,681	-7%
			Water intensity (gal/sf)	5.66	5.87	5.65	9.18	7.35	-7%
Emissions		i	;	<u>i</u> :			<u> </u>		
GRI 3: Material Topics 2021	3-3 Management of material topics	Energy & GHG Emissions	Refer to the report section for a full descrip	ition of our manage	ement approacl	h.			
GRI 305: Emissions 2016	305-1 Direct (scope 1) GHG emissions	Content Index					LIKE-FOR-LIKE GENERATION (2018 BASE YEAR)		
	305-2 Energy indirect (scope 2) GHG emissions		GHG EMISSIONS (MT CO2E)	*2022R	2023	2024	2018	2024	% CHANGE
	305-4 GHG emissions intensity		Total scope 1 & 2 GHG emissions (Mt CO2e)	6,482	6,939	6,727	5,980	4,380	-27%
			Gross scope 1 GHG emissions (MT CO2e)	1,913	2,186	1,985	1,474	1,505	+2%
			Gross scope 2 GHG emissions (Mt CO2e)	4,569	4,753	4,742	4,506	2,875	-36%
			GHG emissions intensity (kg CO2e/sf)	2.54	2.45	2.29	3.21	2.35	-27%
			*2022R is the restated data for calendar year 2022.	<u>i</u>	<u>i</u>		<u>i</u>		<u>.</u>

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	2022	2023	2024	
		New Hires	15	10	7	
			Turnover	10	8	7
401-2 Benefits provided to full-time employees that are not provided to temporary or part-time employees	employees that are not provided to		The Swig Company provides benefits to all regular full-time employees working 20 or more employees working 30 or more hours per week.  We partner with a third-party administrator to offer our employees the best possible ber  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  In January 2023, we added a Lifestyle Wellness HRA (Health Reimbursement Arrangement to use employer-funded dollars for eligible mental health or wellness expenses (\$500, pro	nefits. These include l	out are not limit	ted to:

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	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 as and address potential risks. We engage with expert consultants and professional groups to ensure adherence to changing labor state mandates and other issues that affect our business. We provide employees with the equipment they need to do their jobs state mandates and other issues that affect our business. We provide employees with the equipment they need to do their jobs state mandates and other insues. We partner with an outside company to perform ergonomic evaluations of employees' workspace required, either in the office or in their homes when they are working remotely.				
			Key elements of the Health and Safety program:				
			<ul> <li>Rigorous cleaning practices in line with CDC guidance and frequent enhanced sanitation of high-touch-point locations and common areas</li> <li>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</li> <li>Building policies, procedures and protocols per current public health recommendations and requirements</li> <li>Strong safety protocols with vendors</li> <li>Signage about safe practices</li> <li>Communication through emails and the h³experiences app with up-to-date building-specific information</li> <li>Building ventilation systems that maximize fresh air circulation</li> <li>Enhanced practices include: <ul> <li>MERV 13 and charcoal filters</li> <li>Maximize outside air</li> <li>Disable demand-side ventilation</li> <li>Utilize operable windows (if available)</li> <li>Monitor CO<sub>2</sub>, PMs and VOCs with indoor air quality sensors</li> </ul> </li> </ul>				
	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.				
	403-9 Work-related injuries		There were no work-related injuries in 2024.				
	403-10 Work-related ill health		There were no reports of work-related ill health in 2024.				

4 \*2023 was the first year board member demographics was collected; the data set for the 12 members was not complete. In 2024, we added one board member for a total of 13 members. In 2024, all 13 board

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 2024.						
			EMPLOYEE DEMOGRAPHICS	2022	2023	2024	BOARD MEMBER DEMOGRAPHICS*	2023	2024
			Gender				Gender		
			Female	62.96%	62.96%	69.09%	Female	25.00%	53.85%
			Male	31.48%	33.33%	29.09%	Male	73.70%	46.15%
			Gender Neutral	3.70%	1.85%	1.85%	Gender Neutral	0.00%	0.00%
			Undisclosed	2.00%	1.85%	0.00%	Total	100.00%	100.00%
			Total <sup>1</sup>	100.00%	100.00%	100.00%			100.0070
			Ethnicity				Ethnicity		
			Asian or Asian American	31.48%	35.19%	34.55%	Asian or Asian American	0.00%	0.00%
			Black or African American	1.85%	1.85%	1.82%	Black or African American	0.00%	0.00%
			Hispanic or Latino	16.67%	18.92%	16.36%	Hispanic or Latino	0.00%	0.00%
			Native American	1.85%	1.85%	1.82%	Native American	0.00%	0.00%
			Pacific Islander	3.70%	0.00%	1.82%	Pacific Islander	0.00%	0.00%
			White or Caucasian	31.48%	31.48%	38.18%	White or Caucasian	100.00%	92.31%
			Two or More Races	5.56%	7.41%	3.64%	Two or More Races	0.00%	7.69%
			Other	5.56%	3.70%	1.82%	Other	0.00%	0.00%
			Undisclosed	1.85%	0.00%	0.00%	Total	100.00%	100.00%
			Total	100.00%	100.00%	100.01%	IOLAI	100.00%	100.00%
			<u> </u>	100.00%	100.00%	100.01%	A ===	•••••••••••••••••••••••••••••••••••••••	
			Age	12.0.00	10.070/	10.100/	Age	0.200/	22.070/
			Under 30	12.96%	16.67%	18.18%	30-50	8.30%	23.07%
			30-39	22.22%	18.52%	21.82%	Over 50	91.85%	76.92%
			40-49	20.37%	20.37%	21.82%	Total <sup>1</sup>	99.90%	100.00%
			50-59	22.22%	31.48%	25.45%			
			60+	20.37%	0.00%	12.73%	Board member duration	44.6061	45.2001
			Undisclosed	1.85%	12.96%	0.00%	0-5 years	41.60%	15.38%
			Total <sup>1</sup>	99.99%	100.00%	100.00%	5-10 years	8.30%	46.15%
			Employee category <sup>2</sup>		20.070/	40.400/	10+ years	25.00%	38.46%
			VP and above		20.37%	18.18%	Undisclosed	25.00%	0.00%
			Manager/Director		31.48%	30.91%	Total <sup>1</sup>	99.90%	100.00%
			Non-management position		48.15%	50.91%			
			Total		100.00%	100.00%			
			Employment duration <sup>3</sup>						
			0-5 years		50.00%	52.73%			
			5-10 years		24.07%	21.82%			
			10+ years		25.93%	25.45%			
			Total	•	100.00%	100.00%		•	

members responded to the survey.

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 2024.					
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	The Swig Company provides property management services. As such, sustainable buildings provide healthy and safe spaces and assess 100% of properties under our operational control for continual improvement. We ensure safe spaces for staff and tenant through policies, procedures and training and conduct ongoing monitoring and dialogue to foster a robust safety-first culture.			nants		
	416-2 Incidents of noncompliance concerning the health and safety impacts of products and services		The Swig Company provides property management services. As such, sustainable buildings provide healthy and safe spaces and we assess 100% of properties under our operational control for continual improvement. 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.					
Add-Ons	Customer/tenant engagement		In 2023, we identified two properties for a pilot program related to tenant satisfaction to begin in 2024. This year, we reconsidered REX, the tool we had selected, and chose not to pursue this course of action. We will continue to assess tools in the coming year.					
	ENERGYSTAR average scores		PROPERTY REGION	2022	2023	2024		
			CA Managed	86	84	79		
			Northern California	87	85	85		
			Southern California	91	90	91		