

FOREVERGREEN TEAM ANNUAL GUIDE

YOUR INVOLVEMENT + OUR COMMITMENT =
FOREVERGREEN



Bentall Kennedy and our tenants are working together to achieve a clean, green and enjoyable workplace. **This is ForeverGreen.**

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WHY IS BENTALL KENNEDY OFFERING THIS PROGRAM?

At Bentall Kennedy our foundation is service and we have been working hard to improve the environmental and social performance of the buildings we manage. This hard work has manifested into our corporate responsibility platform entitled ForeverGreen.

We have made commitments to the following core components:

- Healthy workplaces;
- Energy efficiency and carbon emission reductions;
- Waste diversion; and
- Water conservation.

Bentall Kennedy furthers our ForeverGreen commitment by providing our tenants with resources to support your organization's Green Team or tenant committee, help you build awareness, and identify priority projects in order to make your workplace a clean, green and more enjoyable space to work.

WHY SHOULD I PARTICIPATE?

Bentall Kennedy's ForeverGreen Engagement program has been designed to help you:

- Lower utility costs by 5%+, depending on your level of engagement and participation.
 - Your Bentall Kennedy Property Manager will provide you with a walk-through checklist that you can use to evaluate your tenant space and identify 3 "slam dunk" priority projects to take forward this year.
 - You will receive a newsletter and ForeverGreen Team Pack 3 times a year which will include information, resources and monthly activities that you can perform in your space to help move priority projects forward.
- Increased employee engagement, which correlates to higher employee productivity for your organization.
 - The ForeverGreen Team pack will also include suggestions for monthly activities that can help build awareness and increase employee engagement around sustainability within your organization.
- Advance your corporate sustainability goals with the support of the ForeverGreen resources provided.
- Find shared value opportunities with your Property Managers to implement the projects in your space.

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WHAT'S INVOLVED?

Getting involved is easy! The ForeverGreen Engagement program has been created with flexibility and adaptability in mind. Simply review the resources provided each month and determine which activities make the most sense to take forward within your organization.

DETAILED WALK-THROUGH CHECKLIST

One activity that we highly recommend completing is the Walk-Through Checklist provided in the ForeverGreen Team Pack, Appendix 2. The Checklist serves as the foundation of the program. By using the checklist as a guide, you will identify 3 “slam dunk” priority projects for your tenant space in areas such as indoor air, energy, water and waste. The checklist can help you find gaps, and provides you with a list of recommended projects that you can implement to make your space more green! Work with your Property Manager to move these projects forward and improve the performance of your space. Subsequent monthly activities provided in the ForeverGreen Team Pack will focus in on areas of the checklist and provide suggestions to help move projects forward.

APPENDICES

Appendix 1: 2017 Calendar & Checklist

Appendix 2: Glossary of Sustainability Terms

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APPENDIX 1: 2017 CALENDAR & CHECKLIST

Month	Theme	Topic	Resources Provided	To Do's
SESSION 1: SUSTAINABILITY (GENERAL); ENERGY				
January	Thinking Sustainably	ForeverGreen Kick-Off : Introduction to Sustainable Workplace	<ul style="list-style-type: none"> ✓ ForeverGreen Team Annual Guide ✓ Newsletter ✓ ForeverGreen Team Pack + Detailed Walk-Through Checklist 	<ul style="list-style-type: none"> ✓ Attend the building wide ForeverGreen Team kick-off meeting, if applicable ✓ Organize your Green Team meeting; if you don't have a Green Team, develop one and organize a recruitment event ✓ Complete the walk-through checklist and review priorities with Property Manager ✓ Distribute newsletter and weekly actions (optional) among employees ✓ Review ForeverGreen Team Pack and implement monthly activities, as applicable
February	Energy	Space Heating		
March	Energy	Efficient Lighting		
April	Energy	Phantom Power		
SESSION 2: HEALTH & WELLNESS; WATER; SUSTAINABLE TRANSPORTATION				
May	Health & Wellness	Indoor Air Quality	<ul style="list-style-type: none"> ✓ Newsletter ✓ ForeverGreen Team Pack 	<ul style="list-style-type: none"> ✓ Distribute newsletter and weekly actions (optional) among employees ✓ Review ForeverGreen Team Pack and implement monthly activities, as applicable
June	Sustainable Transportation	Carpooling		
July	Health & Wellness	Walking		
August	Water	Water Conservation		
September	Waste	Paper Waste	<ul style="list-style-type: none"> ✓ Newsletter ✓ ForeverGreen Team Pack 	
SESSION 3: WASTE & COMMUNITY GIVING				
October	Waste	Recycling Right		<ul style="list-style-type: none"> ✓ Distribute newsletter and weekly actions (optional) among employees ✓ Review ForeverGreen Team Pack and implement monthly activities, as applicable
November	Waste	E-Waste		
December	Community	Giving Back		

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APPENDIX 2: GLOSSARY OF SUSTAINABILITY TERMS AT BENTALL KENNEDY

BOMA BEST – BOMA is the Building Owners and Managers Association, and BEST stands for Building Environmental Standards. BOMA BEST is a highly respected North American standard for commercial building sustainability certification. BOMA BEST evaluates and rates the environmental performance and management of existing office, retail, industrial and multi-family buildings. There are five levels of certification: certified, bronze, silver, gold and platinum.

Eco Tracker – is Bentall Kennedy’s comprehensive energy, water, waste and emissions management and reporting system. It also includes a modeling tool, Eco Modeler, to model energy-saving, water-saving or waste reduction measures and predict reductions in cost, consumption and GHGs.

Energy Use Intensity ekWh/sqft – Equivalent kilowatt-hours per square foot. This is a metric used in the real estate industry to understand the energy use intensity of buildings and allows for comparability between buildings.

ESG – Environmental, social, and corporate governance refers to the three main areas of concern that have developed as central factors in measuring the sustainability and ethical impact of an investment in a company or business.

GRESB – The Global Real Estate and Sustainability Benchmark is an industry driven organization committed to assessing the performance of real estate portfolios (public, private and direct) around the globe. GRESB ranks real estate companies and funds on a comprehensive set of sustainability aspects. Bentall Kennedy has consistently been ranked among the top firms around the globe by GRESB for its commitment to sustainable investing.

LEED – Leadership in Energy and Environmental Design includes rating systems for existing buildings, new construction and commercial interiors among others. Originating in the US and managed in Canada by the Canada Green Building Council. LEED promotes a holistic approach to sustainability by recognizing performance in five key areas of human and environmental health, which include sustainable site development, water efficiency, energy efficiency, materials selection, and indoor environmental quality.

IREM Certified Sustainable Property – Institute of Real Estate Management (IREM)’s Certified Sustainability Property certification is applicable to office, multi-family and enclosed retail properties in the United States. The certification system is practical and is an effective way to drive meaningful operational improvements at the property level.

Performance Monitoring – is the regular collection of information on energy use. It forms the basis for determining when and why energy consumption is deviating from an established pattern and helps determine what actions management should take to address anomalies.

RPI – Responsible property investing is a strategic approach that considers the environmental impact and social implications of real estate investments and operations. The approach hinges on the principles of sound and transparent governance.

Waste capture rate – Expressed as a percentage, a capture rate is the amount of waste material that is captured in the recycling stream. These rates measure the effectiveness of a recycling program