

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.**



Bentall Kennedy
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 is furthering 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.



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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.

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. 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: 2016 Calendar & Checklist

Appendix 2: Glossary of Sustainability Terms at Bentall Kennedy



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APPENDIX 1: 2016 CALENDAR & CHECKLIST

Month	Theme	Topic	Resources Provided	To Do's
SESSION 1: SUSTAINABILITY (GENERAL); ENERGY				
January	Sustainability	Into to a Sustainable Work-place	✓ ForeverGreen Team Annual Guide ✓ Newsletter ✓ ForeverGreen Team Pack + Walk-Through Checklist	✓ Attend the building wide ForeverGreen Team kick-off meeting, if applicable ✓ Complete the walk-through checklist and review priorities with Property Manager ✓ Distribute newsletter among employees ✓ Review ForeverGreen Team Pack and implement monthly activities, as applicable
February	Energy	Efficient Heating		
March	Energy	Efficient Lighting		
April	Energy	Plug Load		
SESSION 2: HEALTH & WELLNESS; WATER				
May	Sustainable Transportation	Cycling	✓ Newsletter ✓ ForeverGreen Team Pack	✓ Distribute newsletter among employees ✓ Review ForeverGreen Team Pack and implement monthly activities, as applicable
June	Sustainable Transportation	Carpooling		
July	Water	Water Conservation		
August	Water	Water Bottle Reduction		
SESSION 3: WASTE; COMMUNITY GIVING				
September	Waste	Electronic Waste	✓ Newsletter ✓ ForeverGreen Team Pack	✓ Distribute newsletter among employees ✓ Review ForeverGreen Team Pack and implement monthly activities, as applicable
October	Waste	Recycling		
November	Waste	Reusable Cups		
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. A Canadian certification program developed specifically for existing buildings, BOMA BEST evaluates and rates the environmental performance and management of existing office, retail, industrial and multi-family buildings. Level 4 is the highest level of certification.

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.

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.

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 diversion rate – Expressed as a percentage, the diversion rate is the total amount of waste material that is recycled, composted or otherwise removed from a site, but not sent to landfill.

