



Sustainability and Social Responsibility Report

REFERENCE DOCUMENT



Jamestown Green

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The Innovation and Design Building  
Boston, MA

## RESILIENCE AND CLIMATE CHANGE

At Jamestown, we take a comprehensive approach to managing risk and promoting resilience throughout our portfolio. This approach aligns with the United Nations Framework on Climate Change’s objective to stabilize greenhouse gas concentrations in the atmosphere at a level that would prevent dangerous anthropogenic interference with the climate system. Jamestown also acknowledges the organization as the primary international, intergovernmental forum for negotiating the global response to climate change and in doing so, approaches climate adaptation through the process of 1. measurement, 2. evaluation, and 3. implementation.

### MEASURING RISK AND PREPARING FOR THE FUTURE

#### 1. Measure

In 2019, Jamestown completed a comprehensive third-party climate risk assessment for the entire portfolio in partnership with Four Twenty-Seven (now Moody's Climate Solutions). This assessment supplemented Jamestown’s internal risk assessment practices, and provided a site-level score for five climate risk indicators, including: heat stress, floods, hurricanes, sea level rise, and water stress. On an ongoing basis, scores are tracked in a dashboard that will soon integrate wildfire risk scores into the overall assessment. The Four Twenty-Seven platform uses a historical baseline of 1975-2005, and a projection period of 2030-2040. The tool also utilizes five models selected from Intergovernmental Panel on Climate Change (IPCC) and Representative Concentration Pathway (RCP) 8.5, the business-as-usual scenario for climate change mitigation.

#### 2. Evaluate

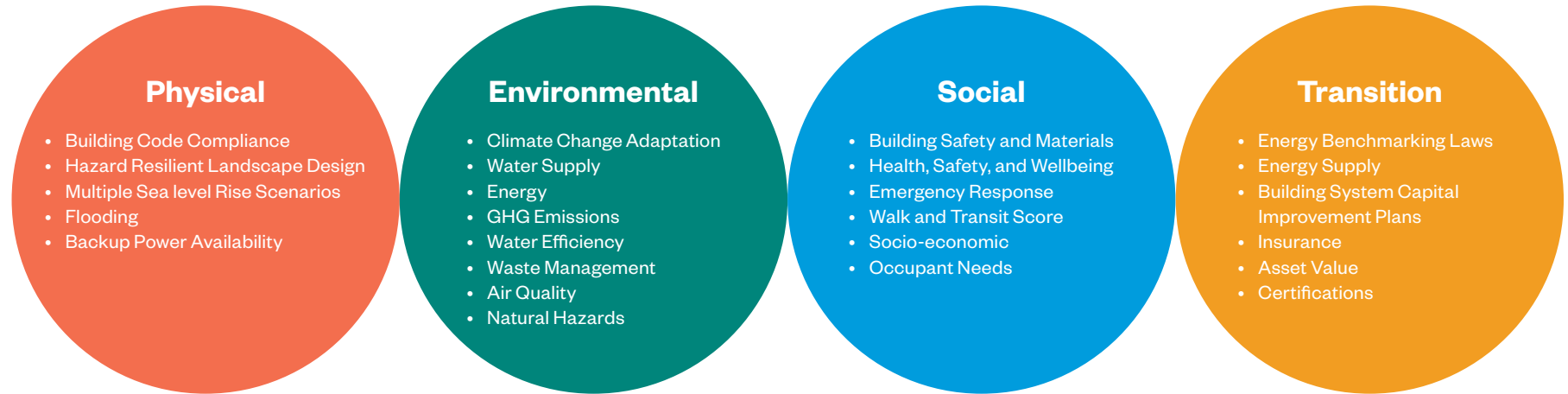
The initial study concluded that floods, water stress, and heat stress pose the most significant risks to the Jamestown real estate portfolio, and also identified properties that are facing multiple risks in the “red flag” or “high risk” hazard levels (the highest two levels of a five-level risk scale).

#### 3. Implement

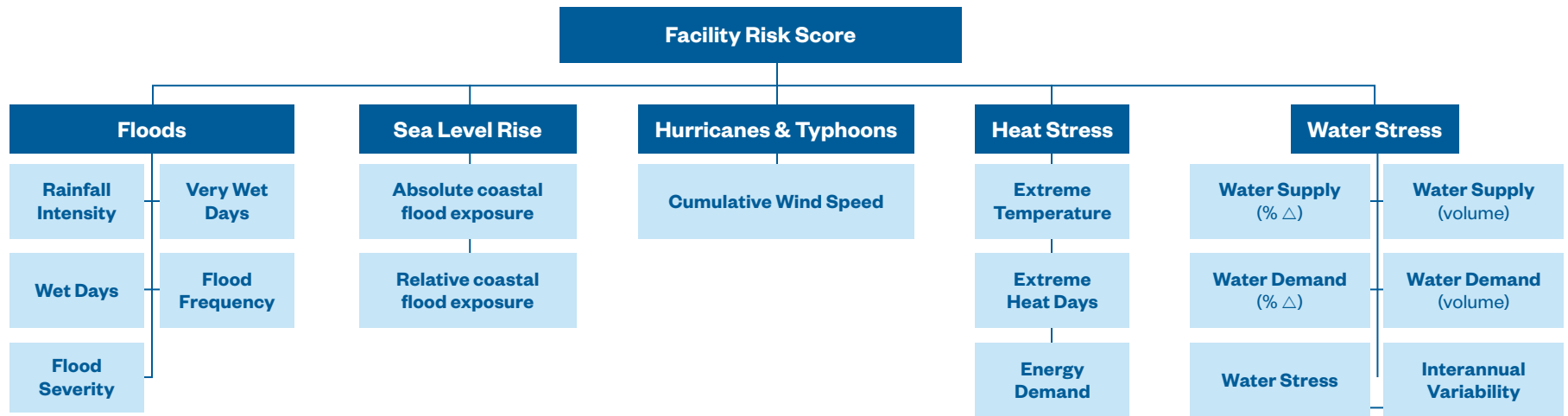
While the risk levels are specific to each building site, the assessment doesn’t consider capital investments for hardening measures (such as securing rooftop equipment or flood-ready landscape design), or other operational practices in place to minimize risks. Using the climate risk assessment scores to prioritize, Jamestown can strategically address the most relevant risks, and identify projects that have opportunities for improvement through our risk management program.

**MEASURE – CLIMATE RISK ASSESSMENT**

To better understand how each asset could potentially be impacted by climate-related physical, environmental, social, and transition risks, Jamestown conducts a portfolio-wide risk assessment once every three years. This assessment considers 46 different resilience indicators including the following risk factors:



**COMPONENTS OF FACILITY RISK SCORE**



## EVALUATION AND IMPLEMENTATION

Once risks are identified, Jamestown then works to analyze and manage those risks. For physical risks, Jamestown works strategically with our insurance carrier engineers at FM Global. For a majority of sites, FM Global conducts site assessments and identifies risk management techniques for implementation. The FM Global reports include a physical risk score (with a higher score for properties where measures have been implemented), as well as recommendations. All information is tracked in an easy to use MyRisk portal, which helps to facilitate conversations with property teams and track recommended projects. As a result of these analyses, several coastal assets have implemented flood prevention plans. For example, in anticipation of flooding events, Jamestown will plan to raise utility hookups, electrical service panels, and other mechanical devices above expected flood levels.

Jamestown mitigates environmental risk in many ways. A phase I environmental study, structural evaluation, property condition report, retro-commissioning study, and/or an ASHRAE audit may be conducted in the years following a property's acquisition, either based on the refinancing of an asset, elapsed time from acquisition, or if further efficiencies are desired. Our organization also believes that monitoring energy risk is crucial to any property's success. Jamestown's approach includes managing heat gain by utilizing energy efficient windows and shading devices to maximize the insulating qualities of building openings and using cool roofing techniques and green roofs where feasible. Resilient heating, cooling, and ventilation systems are also employed by mounting HVAC equipment on the roof and using cross ventilation for passive cooling where applicable.

Jamestown's social risk mitigation strategy works primarily to ensure the safety of our building occupants. We do so by first ensuring that each property has an emergency plan in place, as well as an emergency communication and command system. These strategies were stress tested during the COVID-19 pandemic, and Jamestown will continue to improve them as needed based on lessons learned. Additionally, we prioritize the safety of our buildings by taking resilient backup power and systems into account. Elevator systems are designed with backup power sources or automatic return so that in the event of a power outage, the elevator returns to the first floor. By prioritizing needs for backup power, buildings can remain habitable during periods of extended blackouts.

To further reduce our exposure to climate-related transition risks, such as changes in energy sources, shifts in energy costs, and enhanced energy and emissions reduction and reporting laws, Jamestown employs a variety of strategies. These include tracking energy benchmarking laws in a central database to ensure the compliance of our properties as well as increasing flood insurance for underwriting properties in recognition of shifting rainfall patterns, increased occurrences of severe storms, and significant changes in the magnitude and frequency of flooding events.

## JAMESTOWN GREEN PROGRAM GOVERNANCE

Jamestown Green focuses on improving the sustainability practices of our corporate and property management offices as well as engaging tenants in our efforts. Each asset sustainability plan includes occupant engagement opportunities such as: transportation fairs, e-waste recycling drives, Earth Hour, Earth Day, World Water Day, and other topics.



### ADVANCE GREEN

Jamestown's ESG strategy begins with the acquisitions process, Advance Green. Jamestown utilizes its integrated platform to engage all company departments in the evaluation of new opportunities. Early in the acquisitions phase, the Sustainability team explores sustainability-related opportunities for property improvements and operational programs. Potential assets are evaluated based on current sustainability practices, potential ESG risk factors, opportunities for certification, and whether potential equipment upgrades can decrease operating costs or increase lease rates. Jamestown Green works with each new asset to identify and budget for sustainability investments recommended for the asset's capital and operating budgets.

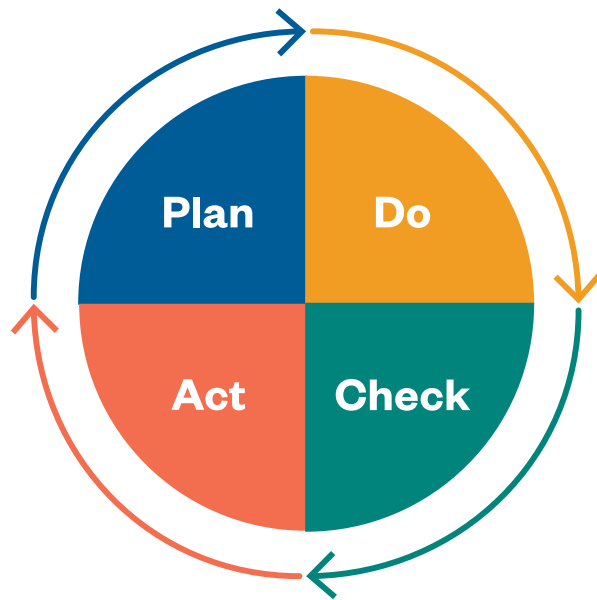
### PLAN GREEN

Jamestown actively manages almost all of its portfolio in-house, as opposed to many private equity firms that hire third-party asset managers. Jamestown's hands-on, design-focused management provides many benefits, such as cultivating close tenant relationships and providing tenants with access to expansion or relocation space in multiple markets. Once a property is acquired, Jamestown's onboarding assessment is used as the basis for the property's sustainability plan. The plan outlines opportunities for cost-saving initiatives based on the business plan in an effort to improve environmental performance while increasing net operating income (NOI) and overall asset value. Each plan includes operational standards and best management practices as well as progress on property-specific initiatives and the performance-based targets monitored through Green Gauge. The plan is reviewed and updated annually as part of the budgeting process, which supports continual improvement and ensures a consistent dialogue with the property teams around sustainability efforts.

### GREEN GAUGE

Through Green Gauge, Jamestown monitors and tracks ESG performance at the property, fund and portfolio levels. Research shows that buildings that monitor their energy consumption realize an average 5% reduction in consumption based on oversight alone. Between 2014 and 2020, Jamestown's energy intensity decreased 43%. In addition to tracking ongoing consumption based on monthly utility bills, a number of buildings participate in advanced energy monitoring at the meter and equipment level. This additional layer of analysis allows operators to address performance opportunities before the next bill arrives, also providing them with the opportunity to forecast for the next week and prioritize days when peak demand reduction should be a focus of the team.

## JAMESTOWN'S ENVIRONMENTAL MANAGEMENT SYSTEM



Jamestown Green's Sustainability and ESG program is informed by an Environmental Management System (EMS) that incorporates sustainability and ESG objectives into ongoing business operations. The platform enables strategic planning, optimization, communication, and effective management of key program components. The EMS is in-line with industry peers, aligned with ISO 14001 standards and adheres to the following iterative structure:



Jamestown's sustainability and ESG strategy includes high-level goals as well as short-, medium-, and long-term performance targets. Jamestown has a dedicated sustainability team led by internal staff that is tasked with implementing Jamestown's ESG mission and vision and tracking progress towards the company's targets.

### LEADERSHIP AND STRATEGIC PLANNING

Jamestown investments are governed by investment committees, with oversight of day-to-day functions led by managing directors and departmental leaders. Jamestown's Vice President of Sustainability and Social Responsibility leads the integration of ESG efforts across the firm. This role reports to the CEO via the General Counsel. Additionally, the Vice President of Sustainability and Social Responsibility provides regular updates to a senior-level ESG committee with representation from all departments, including the CEO. The ESG committee also supports various ESG activities at the corporate and property levels. Since 2015, Jamestown has worked with Verdani Partners to support the development and implementation of Jamestown's sustainability efforts. This support includes annual refinements to Jamestown's sustainability and ESG strategic plan. These refinements are based on feedback from Jamestown's ESG committee on industry trends, as well as performance on third-party transparency reports. Throughout the year, the sustainability team uses a work plan that is based on the strategic plan. Progress is monitored and discussed during bi-weekly sustainability check-in meetings. In July of 2020, Jamestown Green hosted its first ESG Summit. The virtual event was focused on bringing global colleagues together to review current trends and initiatives, and conduct brainstorming and goal-setting sessions focused on further integrating all Jamestown departments into Jamestown's ESG efforts.

### MISSION, VISION, TARGETS, AND GOALS

Jamestown envisions a future where sustainable development principles and operations are integrated into every aspect of company operations, with a distinct focus on investment strategy. This strategy, rooted in Jamestown's Guiding Principles, is further outlined in our ESG goals and short-, medium-, and long-term targets (pages 10-18). Jamestown monitors the performance of our ESG goals using these targets, which are reviewed and revised periodically based on evolving ESG trends.



**Do**

To ensure the implementation and maintenance of the EMS, Jamestown has implemented sustainability policies and a comprehensive communication strategy that engages all key stakeholders in our sustainability and ESG efforts.

**POLICIES**

- Energy Management
- Water Efficiency
- Waste Management and Recycling
- Green Cleaning
- Building Exterior and Hardscape Management
- Integrated Pest Management
- Landscaping Best Management Practices
- Indoor Air Quality
- Sustainable Purchasing and Procurement
- Health and Wellbeing
- Building Resilience and Climate Change
- Due Diligence Procedures for New Acquisitions
- Stakeholder Engagement
- Green Office Practices
- Green Tenant Improvement (TI) Practices
- Solid Waste Management
- No Smoking

These policies profile a framework for employees, property managers, and vendors, and have enabled us to benchmark all eligible buildings with ENERGY STAR Portfolio Manager and pursue LEED certification, where feasible.

**Check**

Jamestown utilizes a number of tools to monitor key metrics and progress on performance targets. Our benchmarking and data management program is further described on page 19. Jamestown Green has assembled a best-in-class combination of software platforms to manage and automate utility bills, collect performance data, and track project information for mandatory and voluntary ESG reporting. This data is verified through a variety of internal and third-party assurance measures, and is in addition to advanced energy management and information systems which capture more granular building performance data.

**Act**

Stakeholder engagement and partnerships allow Jamestown to implement meaningful projects and initiatives with support and resources from community and industry partners.

**STAKEHOLDER ENGAGEMENT AND PARTNERSHIPS**

Jamestown Green supports stakeholder and tenant engagement efforts that help build relationships, create quality spaces, deliver an outstanding experience and foster a sense of community at our properties and surrounding locations. Tenant engagement is fostered through surveys, memos, newsletters, email, and other forms of communication.

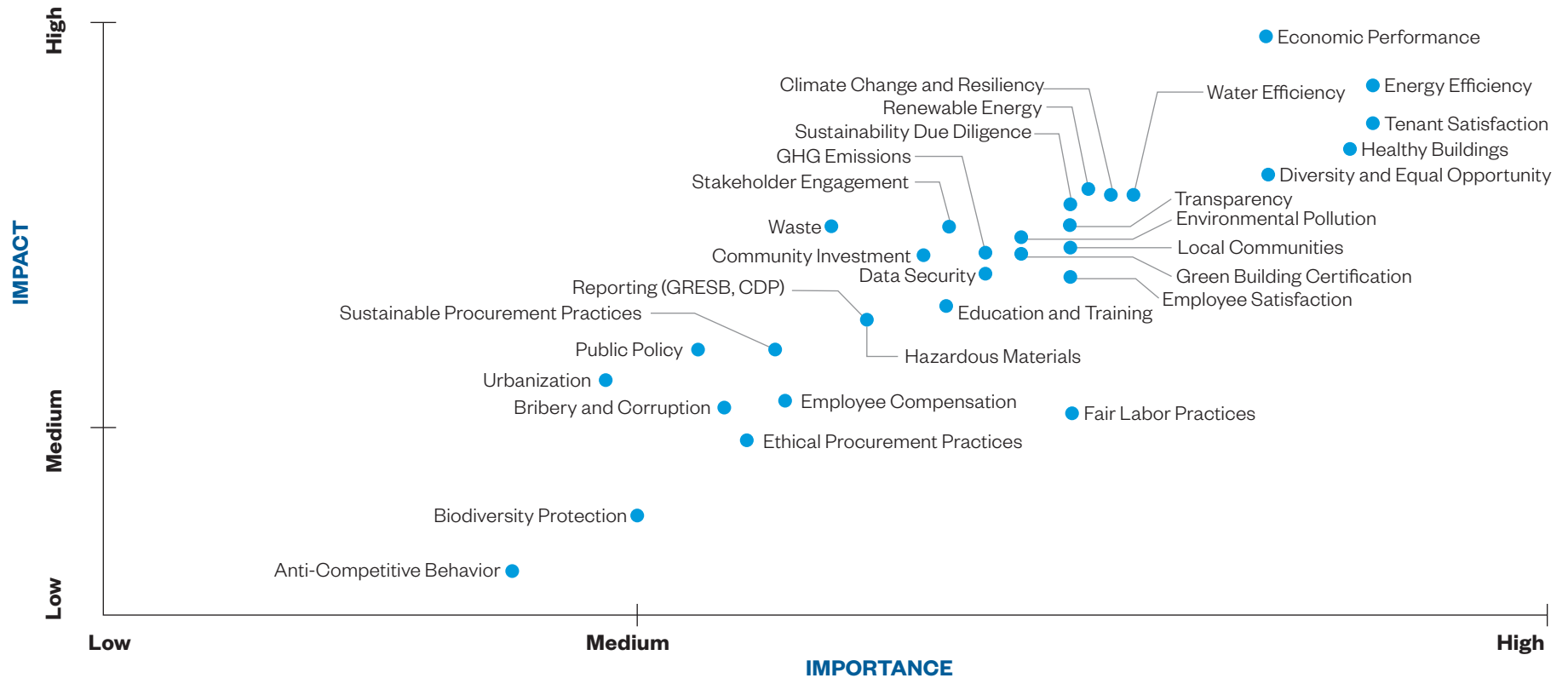
**EMPLOYEE EDUCATION AND TRAINING**

Jamestown supports employee professional development and hosts a variety of workshops and training sessions throughout the year. This includes compliance training, workplace sensitivity and diversity training, as well as departmental information sessions and trainings related to environmental reporting.

## MATERIALITY ASSESSMENT

There are many ESG factors that impact the business of commercial real estate and are important to our internal and external stakeholders. Jamestown conducted a formal materiality assessment in order to identify key sustainability issues that both the company and our stakeholders have deemed important. The resulting matrix helped us understand potential negative social and environmental impacts that our operations may have on the communities in which we live and work, which puts Jamestown in a better position to mitigate those risks and, in some cases, re-frame them as opportunities.

Since the initial assessment was completed in 2016, Jamestown has worked to address the top 10 material issues. In 2020, Jamestown repeated a similar materiality assessment process, which includes a survey completed by a representative sample of internal and external stakeholders. Jamestown intends to repeat this process bi-annually in order to best understand issues of material importance to our stakeholders and to our overall business operations.



## ENVIRONMENTAL, SOCIAL, AND GOVERNANCE TARGETS

As an owner and operator of commercial real estate, we have the opportunity to help address environmental issues and improve sustainability in many interrelated areas. Jamestown has memorialized short-, medium- and long-term targets, as well as more general objectives, to guide our strategy. Together, these targets support all 17 United Nations Sustainable Development Goals (SDGs).

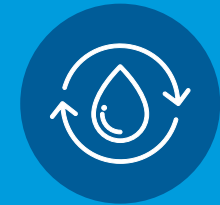
Jamestown's ESG targets are revised periodically as part of our ongoing improvement process. We adopted refreshed targets in 2020, and look forward to providing progress updates in future reports. While progress on many of our short-term targets is well underway, we anticipate additional revisions to our medium- and long-term targets over time to ensure they continue to reflect industry best practices.



**EMISSIONS**



**ENERGY  
EFFICIENCY**



**WATER  
EFFICIENCY**



**WASTE  
MANAGEMENT**



**RESILIENT SITE  
SELECTION  
AND DESIGN**



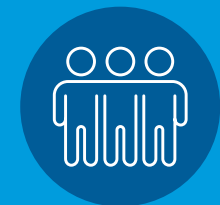
**MATERIALS  
AND  
SUPPLY CHAIN**



**TRANSPARENCY  
AND  
DISCLOSURE**

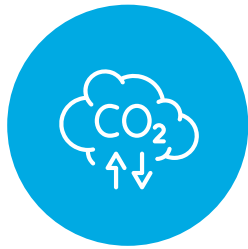


**HEALTH  
AND  
WELLBEING**



**SOCIAL AND  
COMMUNITY  
IMPACT**

ESG IMPACT AREA



## EMISSIONS

Buildings are responsible for 39% of U.S. CO<sub>2</sub> emissions, and there are a number of steps that portfolios can take to reduce their emissions of CO<sub>2</sub> and other greenhouse gases. For example, projects such as lighting retrofits and the installation of motion sensors reduce energy used in our properties and associated emissions. Additionally, the provision of

electric vehicle (EV) chargers encourages low- or zero- emission vehicles and helps to improve air quality in our communities.



### SHORT-TERM TARGETS

(PRESENT THROUGH 2024)

- 1 Provide EV infrastructure at 50% of properties with on-site parking
- 2 Reduce carbon emissions by 25% across the portfolio (from a 2014 baseline)
- 3 Track GHG emissions from all corporate air travel

### MEDIUM-TERM TARGETS

(2025 THROUGH 2034)

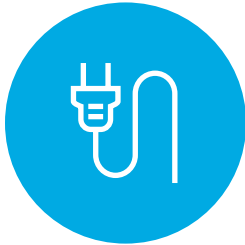
- 1 Provide EV infrastructure at 100% of properties with on-site parking
- 2 Reduce carbon emissions by 50% across the portfolio (from a 2014 baseline)
- 3 Offset GHG emissions attributed to corporate air travel by 50%

### LONG-TERM TARGETS

(2035 THROUGH 2050)

- 1 Achieve net zero operational carbon emissions
- 2 Establish a goal for embodied carbon emissions
- 3 Offset GHG emissions attributed to corporate air travel by 100%

ESG IMPACT AREA



**ENERGY EFFICIENCY**

It is estimated that commercial buildings account for roughly 72% of the United States’ total electricity consumption. Utilities are typically the largest controllable expense for building owners, and efficiency projects benefit from the ability to align financial savings with reduced environmental impact.



**SHORT-TERM TARGETS**  
(PRESENT THROUGH 2024)

- 1 Drive energy efficiency improvements of approximately 3% per year
- 2 Pilot three energy-saving technologies for Jamestown's innovation program
- 3 Install building-level energy management software in 100% of eligible office properties
- 4 Complete a portfolio-wide solar assessment and increase renewable energy production by 2% annually
- 5 Conduct energy audits for 100% of properties and establish an emissions / energy reduction plan for 100% of properties

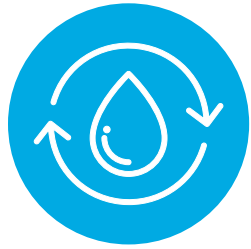
**MEDIUM-TERM TARGETS**  
(2025 THROUGH 2034)

- 1 Reduce energy use by 50% across the portfolio by 2030 (from a 2014 baseline)
- 2 Pilot ten energy-saving technologies for Jamestown's innovation program
- 3 Install building-level energy management software in 50% of eligible retail and mixed-use properties
- 4 Increase solar production across portfolio to 3MW

**LONG-TERM TARGETS**  
(2035 THROUGH 2050)

- 1 Reduce energy use by 75% across the portfolio (from a 2014 baseline)
- 2 Rollout the successful energy-saving technologies at top ten worst performing properties
- 3 Install building-level energy management software in 100% of eligible retail and mixed-use properties

ESG IMPACT AREA



## WATER EFFICIENCY

The EPA estimates that buildings consume approximately 14% of all potable water in the United States annually through sewage, cleaning, and other uses. Water conservation practices such as efficient appliances and fixtures, behavioral changes, and changes in irrigation practices can reduce water consumption by as much as one third.



### SHORT-TERM TARGETS

(PRESENT THROUGH 2024)

- 1 Reduce water use by 20% across the portfolio by 2024 (from a 2014 baseline)
- 2 Conduct water efficiency assessment for 100% of assets
- 3 Complete annual assessment of irrigation system efficiency and upgrade opportunities

### MEDIUM-TERM TARGETS

(2025 THROUGH 2034)

- 1 Reduce water use by 25% across the portfolio (from a 2014 baseline)
- 2 Conduct water audit for top ten highest consuming properties
- 3 Upgrade 50% of irrigation systems to high efficiency or drip technology

### LONG-TERM TARGETS

(2035 THROUGH 2050)

- 1 Reduce water use by 35% across the portfolio (from a 2014 baseline)
- 2 Conduct water audit on all high-consuming assets
- 3 Upgrade 100% of irrigation systems to high efficiency or drip technology

ESG IMPACT AREA



## WASTE MANAGEMENT

Standard building practices use and waste millions of tons of materials each year, while green building practices use fewer resources and minimize the amount of waste sent to the landfill. In addition to operational waste management programs, the adaptive reuse of existing buildings allows for the re-use of a significant amount of materials while also

restoring inactive sites through anti-sprawl infill development.



### SHORT-TERM TARGETS

(PRESENT THROUGH 2024)

- 1 Increase waste diversion rate to 40%
- 2 Conduct at least one e-waste recycling event at all office and residential assets annually
- 3 Evaluate and price out a composting program for all office, mixed-use, and residential properties

### MEDIUM-TERM TARGETS

(2025 THROUGH 2034)

- 1 Increase waste diversion rate to 50%
- 2 Conduct 2-3 e-waste recycling events at all office and residential assets annually

### LONG-TERM TARGETS

(2035 THROUGH 2050)

- 1 Increase waste diversion rate to 75%

ESG IMPACT AREA



## RESILIENT SITE SELECTION AND DESIGN

Site selection and design have a lasting impact, and are no less important than the sustainable design of a building itself. The location and orientation of a building, as well as site design features, significantly impacts heating and cooling needs of a property. Jamestown is committed to supporting a healthy lifestyle and productive work environment while enhancing community resiliency.



### SHORT-TERM TARGETS (PRESENT THROUGH 2024)

- 1 Pilot responsible outdoor lighting mechanics at five retail properties with parking lot lighting
- 2 Identify and implement five projects at the most at-risk properties to improve resilience related to climate risks
- 3 Evaluate the use of rainwater harvesting for all new development projects
- 4 Complete an energy resilience assessment and action plan for all properties

### MEDIUM-TERM TARGETS (2025 THROUGH 2034)

- 1 Utilize responsible outdoor lighting at all properties
- 2 Identify and implement ten projects at the most at-risk properties to improve resilience related to climate risks

### LONG-TERM TARGETS (2035 THROUGH 2050)

- 1 Ensure that all properties are accessible by alternative transportation and transit
- 2 Identify and implement 25 projects at the most at-risk properties to improve resilience related to climate risks



## ESG IMPACT AREA



## MATERIALS AND SUPPLY CHAIN

It is estimated that employee satisfaction can be up to 27% higher in a healthy building, and materials and indoor air quality are important aspects of occupant health. For example, selecting materials with low volatile organic compound (VOC) content improves indoor air quality in building spaces. Supply

chain decisions also have an environmental impact. By utilizing materials that are sourced locally or regionally, the energy needed for transportation to the building site is significantly reduced.



### SHORT-TERM TARGETS

(PRESENT THROUGH 2024)

- 1 Explore opportunities for mass timber construction
  - Pursue sustainable forest certification offered by three internationally recognized programs used in North America: Sustainable Forestry Initiative®, Forest Stewardship Council®, American Tree Farm System (ATFS)
- 2 Complete supply chain assessment for all tier 1 suppliers

### MEDIUM-TERM TARGETS

(2025 THROUGH 2034)

- 1 Third-party verify the carbon sequestered by Jamestown's timberland Funds, and utilize those credits to offset Jamestown's building CO<sub>2</sub> emissions
- 2 Conduct a life cycle assessment on 10% of Jamestown's building portfolio

### LONG-TERM TARGETS

(2035 THROUGH 2050)

- 1 Construct a project using mass timber construction

ESG IMPACT AREA



## TRANSPARENCY AND DISCLOSURE

Transparency and disclosure are becoming increasingly important to a variety of stakeholders within the real estate industry. With voluntary reporting programs on the rise, this is due in part to a number of municipalities adopting energy benchmarking and transparency laws. Additionally, owners are

facing increasing demands from tenants, investors and consumers. In 2020, for example, 1,229 entities completed the GRESB Real Estate Assessment, representing over \$4.8 trillion in asset value.



### SHORT-TERM TARGETS (PRESENT THROUGH 2024)

- 1 Track diversity for all tier 1 suppliers (suppliers, vendors, contractors)
- 2 Evaluate all properties for a sustainability or health and wellness certification
- 3 Evaluate and consider adopting Science-Based Targets at the corporate level
- 4 Promote pay equality

### MEDIUM-TERM TARGETS (2025 THROUGH 2034)

- 1 Earn a sustainability or health and wellness rating for 75% of eligible properties

### LONG-TERM TARGETS (2035 THROUGH 2050)

- 1 Earn a sustainability or health and wellness rating for 100% of eligible buildings

ESG IMPACT AREA



## HEALTH AND WELLBEING

As focus on employee health continues to grow, corporate wellness programs are becoming an industry standard. With 59% of the U.S. workforce not receiving adequate exercise, it is critical to promote healthy behaviors. Integrating wellness into Jamestown’s business operations is expected to have a lasting impact in the form of improved employee

health, increased productivity, and reduced instances of health risks.



### SHORT-TERM TARGETS

(PRESENT THROUGH 2024)

- 1 Promote access to healthy food and beverages
- 2 Increase percentage of employees that complete annual physicals
- 3 Include bike storage at all properties
- 4 Conduct an indoor air quality assessment at 100% of office properties

### MEDIUM-TERM TARGETS

(2025 THROUGH 2034)

- 1 Conduct an indoor air quality assessment at 100% of properties
- 2 Provide on-site spaces for physical activity and mental rejuvenation at all office and mixed-use properties
- 3 Ensure all workspaces have access to daylight, views, and operable shading
- 4 Prioritize a walkability score over 75 and transit access for all new acquisitions

### LONG-TERM TARGETS

(2035 THROUGH 2050)

- 1 Install continuous indoor air quality monitoring technology at 100% of office and residential properties

ESG IMPACT AREA



## SOCIAL AND COMMUNITY IMPACT

At Jamestown, we take it upon ourselves to foster a sense of community at our properties and surrounding neighborhoods. In recognition of the impact that our assets can have at the local level, many properties serve as community gathering places for individuals of all economic backgrounds. We pride ourselves on creating inclusive and safe environments that all can enjoy, and invest in community amenities such as farmers markets, fitness classes, and other seasonal events.

**SHORT-TERM TARGETS**  
(PRESENT THROUGH 2024)

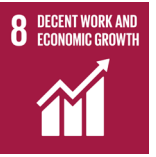
- 1 Increase employee participation in wellness survey to 50%
- 2 Complete at least one community outreach program at each property annually
- 3 Evaluate 100% of projects for pollinators or edible landscapes
- 4 Recruit and retain more employees from underrepresented groups
- 5 Offer implicit bias training to all employees annually
- 6 Achieve 25% employee participation in Jamestown Charitable Foundation giving
- 7 Assess current use of BIPOC and women-owned businesses as vendors
- 8 Assess and increase the number of BIPOC and women-owned businesses at our properties

**MEDIUM-TERM TARGETS**  
(2025 THROUGH 2034)

- 1 Achieve a 65+% employee satisfaction rating
- 2 Complete at least five community outreach programs at each property annually
- 3 Offer Green Janitor Education training at all properties
- 4 Achieve 50% employee participation in Jamestown Charitable Foundation giving
- 5 Increase the number of BIPOC and women-owned businesses at our properties

**LONG-TERM TARGETS**  
(2035 THROUGH 2050)

- 1 Achieve a 75+% employee satisfaction rating



## BENCHMARKING AND DATA MANAGEMENT METHODOLOGY

Jamestown has assembled a best-in-class set of software platforms for benchmarking and data management. For a majority of the portfolio, landlord-paid utility bills are automated through a partnership with Schneider Electric. This program has streamlined the accounts payable process and added additional layers of analysis of Jamestown's utility expenses through the Resource Advisor Platform.

The Foundation for tracking monthly utility bills is ENERGY STAR Portfolio Manager, a tool from the Department of Energy which Jamestown uses to track whole building energy, water, and waste performance, where feasible. In 2020, Jamestown submitted 62 ENERGY STAR benchmark reports, and earned 15 2022 ENERGY STAR labels with an average score of 84 out of 100.

Measurabl is an environmental management platform that Jamestown utilizes through ULI Greenprint to manage and report on portfolio environmental data. The platform takes advantage of data directly from ENERGY STAR and overlays that with ratings and certifications data, as well as projects and audits, which are input by property staff.

To help oversee this process, Jamestown utilizes the expertise of Verdani Partners, a full-service sustainability consulting firm that supports the Jamestown portfolio on environmental data management, certifications, and reporting. Verdani analyzes the data supplied for programs such as ENERGY STAR, Leadership in Energy and Environmental Design (LEED), GRESB, and the Better Buildings Challenge to ensure consistency, accuracy, and completeness. These processes are memorialized in a Greenhouse Gas Inventory Management Plan which is updated periodically.

## THIRD-PARTY ASSURANCE

Jamestown strives to improve data quality with each reporting period, and has sought third-party assurance of environmental data covering the 2014-2015, 2015-2016, 2016-2017, 2018-2019, 2019-2020, and 2020-2021 reporting periods for the Premier Property Fund.

To ensure our progress and data are accurately captured within this report (covering the 2021-2022 reporting period), we have included DNV-GL as a third-party verifier for our 2021-2022 performance indicators for our entire owned portfolio as well as our progress towards our 2024 targets. This external assurance assessment followed the ISAE 3000 standard as the basis of the assurance. Their assurance statement can be found in Appendix III and includes: total greenhouse gas emissions (Scopes 1 and 2), total water, and waste consumption.

## REPORTING

In 2020, Jamestown completed five voluntary reports including submittals to: GRESB, UNPRI, Better Buildings Challenge, ULI Greenprint, and the 2019 Jamestown Sustainability and Corporate Social Responsibility Report, which was compiled in reference to the GRI 2016 Guidelines.



## STAKEHOLDER ENGAGEMENT: COMMITMENT TO OUR PARTNERS

Industry partnerships serve as collaboration platforms to both share and learn from other leaders from all market sectors working on ESG topics that are material to the real estate industry. Below are some examples of industry partnerships that provide research, education, and a path forward for many of the sustainability challenges that Jamestown Green and other sustainability programs work to address.



**The Better Buildings Challenge** is a voluntary leadership initiative with the goal of making commercial and industrial buildings and multifamily residential housing across the country at least 20 percent more energy efficient over 10 years— saving American organizations \$80 billion annually in energy costs. As a Better Buildings Challenge Partner since 2015, Jamestown works with the DOE to track and reduce energy and water use across our portfolio, and joins other industry and community leaders to create and share real solutions that reduce energy and water consumption, create jobs, and save money.



**ENERGY STAR Partners** are organizations that agree to 1) commit to measure, track, and benchmark energy performance, 2) develop and implement a plan to improve energy performance, adopting the ENERGY STAR strategy, and 3) educate staff and the public about their partnership and achievements with ENERGY STAR. Jamestown signed on as an ENERGY STAR Partner in 2015, and continues to promote the use of the ENERGY STAR platform.



**The ULI Greenprint Center for Building Performance** is a worldwide alliance of real estate owners, investors, financial institutions, and other industry stakeholders committed to reducing carbon emissions across the global property industry. Jamestown is included annually in the Greenprint Performance Report, and Jamestown staff also serve on the Greenprint Performance Committee.



**The U.S. Green Building Council (USGBC)** is a membership organization that promotes sustainability and works to change the way buildings are designed, built, and operated. Jamestown is a silver member of the USGBC, with the VP of Sustainability also serving in leadership roles at the state level.



**The Building Owners and Managers Association (BOMA) International** is a primary source of information on building management and operations, development, leasing, building operating costs, energy consumption patterns, local and national building codes, legislation, occupancy statistics, technological developments, and other industry trends. Membership includes building owners, property managers, facility managers, and building engineers. In Atlanta, Jamestown employees are involved in the BOMA Georgia chapter as a way to enhance their professionalism and value through education, advocacy, community involvement, membership participation, and the open exchange of ideas.



## GLOBAL REPORTING INITIATIVE

This report contains material that references GRI Standard 102: General Disclosures 2016.

This index displays the referenced GRI Standards disclosure numbers and titles, the location in this report of material that references each GRI disclosure, and the title of each section in this report that contains GRI-referenced material.

NUMBER	DESCRIPTION	PAGE NUMBER <sup>1</sup>	REFERENCE
<b>FOUNDATION</b>			
101.3	Materiality	R10	Materiality Assessment
<b>STRATEGY</b>			
102-14	Statement from senior decision maker	2	Letter from Jamestown's Leadership
102-15	Key Impacts, Risks, and Opportunities	R4-6, 14 & R11, R10	Resilience and Climate Change, Environmental, Social, and Governance Impact Areas, Materiality Assessment
<b>ORGANIZATIONAL PROFILE</b>			
102-1	Name of the Organization	2	Letter from Jamestown's Leadership
102-2	Activities, brands, products, and services	4	Company Profile
102-3	Location of headquarters		
102-4	Location of operations		
102-5	Ownership and Legal Form		
102-6	Markets served		
102-7	Scale of organization		
102-8	Information on employees and other works		
102-12	External Initiatives	R21-22	Reporting, Stakeholder Engagement: Commitment to Our Partners
102-13	Membership of Associations		
<b>GOVERNANCE</b>			
102-29	Identifying and Managing Economic, Environmental, and Social Impacts	R4-6, R10	Resilience and Climate Change, Materiality Assessment
102-30	Effectiveness of Risk Management Processes		

1. Page numbers preceded by 'R' reference pages in the Sustainability and Social Responsibility Report Reference Document, while page numbers without an 'R' reference page numbers in the Sustainability and Social Responsibility Report.



NUMBER	DESCRIPTION	PAGE NUMBER <sup>1</sup>	REFERENCE
<b>STAKEHOLDER ENGAGEMENT</b>			
102-40	List of Stakeholder Groups	R10, R22	Materiality Assessment, Stakeholder Engagement: Commitment to our Partners
102-42	Identifying and Selecting Stakeholders		
102-43	Approach to Stakeholder Engagement		
102-44	Key Topics and Concerns Raised		
<b>REPORTING PRACTICE</b>			
102-50	Reporting Period	3	Report Profile
102-51	Date of Most Recent Report		
102-52	Reporting Cycle	R37	Third-Party Data Assurance Statement
102-53	Contact Point for Questions Regarding the Report		
102-54	Claims of Reporting in Accordance with the GRI Standards		
3, R24 - R25			Report Profile, Global Reporting Initiative
<b>ETHICS AND INTEGRITY</b>			
102-16	Values, Principles, Standards and Norms of Behavior	36 R10	Governance Milestones - Guiding Principles Materiality Assessment
<b>ENVIRONMENT (MATERIALS, ENERGY, WATER, EMISSIONS)</b>			
1	Energy Consumption within the Organization	13	Annual Performance Indicators (2019-2020)
302-3	Energy Intensity		
302-4	Reduction of Energy Consumption		
303-1	Water Withdrawal by Source		
305-1	Direct (Scope 1) GHG Emissions		
305-2	Energy Indirect (Scope 2) GHG Emissions		
305-5	Reduction of GHG Emissions		
<b>SOCIAL</b>			
404-1	Training and Education	R9	Stakeholder Engagement and Partnerships - Employee Education and Training
413-1	Operations with Local Community Engagement, Impact Assessments, and Development Programs	R22	Stakeholder Engagement: Commitment to Our Community
416-1	Assessment of the Health and Safety Impacts of Product and Service Categories	R19	Health and Wellbeing

1. Page numbers preceded by 'R' reference pages in the Sustainability and Social Responsibility Report Reference Document, while page numbers without an 'R' reference page numbers in the Sustainability and Social Responsibility Report.

## SUSTAINABLE DEVELOPMENT GOAL ALIGNMENT

In adopting the UN Sustainable Development Goals, Jamestown has identified how our work can support each SDG target and has aligned our own short-, medium-, and long-term targets to support the goals. The following table summarizes how Jamestown's targets are aligned with the SDGs.

SDG TARGET	SDG TARGET GUIDANCE	JAMESTOWN ESG IMPACT AREA	JAMESTOWN TARGET
<b>1. NO POVERTY</b>			
1.1	By 2030, eradicate extreme poverty for all people everywhere, measured as people living on less than \$1.90 a day	Social and Community Impact	<ol style="list-style-type: none"> <li>1. Complete at least one community project at each property annually</li> <li>2. Achieve 25% employee participation in Jamestown Charitable Foundation giving</li> </ol>
1.2	By 2030, reduce at least by half the proportion of men, women and children of all ages living in poverty in all its dimensions according to national definitions	Social and Community Impact	<ol style="list-style-type: none"> <li>1. Complete at least one community project at each property annually</li> <li>2. Achieve 25% employee participation in Jamestown Charitable Foundation giving</li> </ol>
<b>2. ZERO HUNGER</b>			
1.1	By 2030, end hunger and ensure access by all people, in particular the poor and people in vulnerable situations, including infants, to safe, nutritious and sufficient food all year round	Health and Wellbeing Social and Community Impact	<ol style="list-style-type: none"> <li>1. Promote access to healthy food and beverages</li> <li>2. Achieve 25% employee participation in Jamestown Charitable Foundation giving</li> <li>3. Complete at least two community projects at each property annually</li> </ol>
1.2	By 2030, end all forms of malnutrition, including achieving, by 2025, the internationally agreed targets on stunting and wasting in children under 5 years of age, and address the nutritional needs of adolescent girls, pregnant and lactating women and older persons	Health and Wellbeing Social and Community Impact	<ol style="list-style-type: none"> <li>1. Promote access to healthy food and beverages</li> <li>2. Achieve 25% employee participation in Jamestown Charitable Foundation giving</li> <li>3. Complete at least two community projects at each property annually</li> </ol>
1.2	By 2030, ensure sustainable food production systems and implement resilient agricultural practices that increase productivity and production, that help maintain ecosystems, that strengthen capacity for adaptation to climate change, extreme weather, drought, flooding and other disasters and that progressively improve land and soil quality	Social and Community Impact Resilient Site Selection and Design	<ol style="list-style-type: none"> <li>1. Evaluate 100% of projects for pollinators or edible landscapes</li> <li>2. Identify and implement five projects at the most at-risk properties to improve resilience related to climate risks</li> </ol>

SDG TARGET	SDG TARGET GUIDANCE	JAMESTOWN ESG IMPACT AREA	JAMESTOWN TARGET
<b>3. GOOD HEALTH AND WELL-BEING</b>			
3.3	By 2030, end the epidemics of AIDS, tuberculosis, malaria and neglected tropical diseases and combat hepatitis, water-borne diseases and other communicable diseases	Social and Community Impact	1. Achieve 25% employee participation in Jamestown Charitable Foundation giving
3.4	By 2030, reduce by one third premature mortality from non-communicable diseases through prevention and treatment and promote mental health and well-being	Health and Wellbeing	1. Provide on-site spaces for physical activity and mental rejuvenation at all office and mixed-use properties 2. Ensure all workspaces have access to daylight, views, and operable shading
3.8	Achieve universal health coverage, including financial risk protection, access to quality essential health-care services and access to safe, effective, quality and affordable essential medicines and vaccines for all	Health and Wellbeing	1. Offer health risk assessments and annual physicals to all employees 2. Increase percentage of employees that complete annual physical
3.9	By 2030, substantially reduce the number of deaths and illnesses from hazardous chemicals and air, water and soil pollution and contamination	Waste Management Emissions	1. Provide recycling for batteries, electronics, and light bulbs at all properties 2. Conduct at least one e-waste recycling event at all office and residential properties annually 3. Reduce carbon emissions 2% annually across the portfolio, and reduce carbon emissions by 20% across the portfolio by 2024
3.A	Strengthen the implementation of the World Health Organization Framework Convention on Tobacco Control in all countries, as appropriate	Health and Wellbeing	1. Ensured that all properties have smoke-free building policies and asbestos-free interiors
<b>4. QUALITY EDUCATION</b>			
4.7	By 2030, ensure that all learners acquire the knowledge and skills needed to promote sustainable development, including, among others, through education for sustainable development and sustainable lifestyles, human rights, gender equality, promotion of a culture of peace and non-violence, global citizenship and appreciation of cultural diversity and of culture's contribution to sustainable development	Social and Community Impact	1. Offer Green Janitor Education training at all properties

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SDG TARGET	SDG TARGET GUIDANCE	JAMESTOWN ESG IMPACT AREA	JAMESTOWN TARGET
<b>5. GENDER EQUALITY</b>			
5.1	End all forms of discrimination against all women and girls everywhere	Transparency and Disclosure	1. Promote pay equality
5.5	Ensure women's full and effective participation and equal opportunities for leadership at all levels of decision-making in political, economic and public life	Transparency and Disclosure	1. Track diversity for all tier 1 suppliers (suppliers, vendors, contractors) 2. Promote pay equality
5.C	Adopt and strengthen sound policies and enforceable legislation for the promotion of gender equality and the empowerment of all women and girls at all levels	Transparency and Disclosure	1. Track diversity for all tier 1 suppliers (suppliers, vendors, contractors) 2. Promote pay equality
<b>6. CLEAN WATER AND SANITATION</b>			
6.1	By 2030, achieve universal and equitable access to safe and affordable drinking water for all	Water Efficiency	1. Reduce water use by 20% across the portfolio by 2024 (from a 2014 baseline)
6.3	By 2030, improve water quality by reducing pollution, eliminating dumping and minimizing release of hazardous chemicals and materials, halving the proportion of untreated wastewater and substantially increasing recycling and safe reuse globally	Waste Management	1. Provide recycling for batteries, electronics, and light bulbs at all properties 2. Conduct at least one e-waste recycling event at all office and residential assets annually
6.4	By 2030, substantially increase water-use efficiency across all sectors and ensure sustainable withdrawals and supply of freshwater to address water scarcity and substantially reduce the number of people suffering from water scarcity	Water Efficiency	1. Reduce water use by 20% across the portfolio by 2024 (from a 2014 baseline)
6.6	By 2020, protect and restore water-related ecosystems, including mountains, forests, wetlands, rivers, aquifers and lakes	Waste Management	1. Provide recycling for batteries, electronics, and light bulbs at all properties 2. Conduct at least one e-waste recycling event at all office and residential assets annually
6.B	Support and strengthen the participation of local communities in improving water and sanitation management	Water Efficiency	1. Conduct water assessment for 100% of properties

SDG TARGET	SDG TARGET GUIDANCE	JAMESTOWN ESG IMPACT AREA	JAMESTOWN TARGET
<b>7. AFFORDABLE AND CLEAN ENERGY</b>			
7.1	By 2030, ensure universal access to affordable, reliable and modern energy services	Energy Efficiency Resilient Site Selection and Design	1. Pilot three energy-saving technologies for JT's innovation program 2. Complete an energy resilience assessment and action plan for all properties
7.2	By 2030, increase substantially the share of renewable energy in the global energy mix	Emissions	1. Complete a portfolio-wide solar assessment and increase renewable energy investment by 2% annually 2. Increase entire solar portfolio to 3MW
7.3	By 2030, double the global rate of improvement in energy efficiency	Energy Efficiency	1. Reduce energy use 2% annually across the portfolio, and reduce energy use by 20% across the portfolio by 2024 (from a 2014 baseline)
<b>8. DECENT WORK AND ECONOMIC GROWTH</b>			
8.4	Improve progressively, through 2030, global resource efficiency in consumption and production and endeavor to decouple economic growth from environmental degradation, in accordance with the 10-year framework of programs on sustainable consumption and production, with developed countries taking the lead	Materials and Supply Chain	1. Pilot three energy-saving technologies for JT's innovation program 2. Complete an energy resilience assessment and action plan for all properties
8.5	By 2030, achieve full and productive employment and decent work for all women and men, including for young people and persons with disabilities, and equal pay for work of equal value	Transparency and Disclosure	1. Complete a portfolio-wide solar assessment and increase renewable energy investment by 2% annually 2. Increase entire solar portfolio to 3MW
8.7	Take immediate and effective measures to eradicate forced labor, end modern slavery and human trafficking and secure the prohibition and elimination of the worst forms of child labor, including recruitment and use of child soldiers, and by 2025 end child labor in all its forms	Social and Community Impact	1. Reduce energy use 2% annually across the portfolio, and reduce energy use by 20% across the portfolio by 2024 (from a 2014 baseline)

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SDG TARGET	SDG TARGET GUIDANCE	JAMESTOWN ESG IMPACT AREA	JAMESTOWN TARGET
8.8	Protect labor rights and promote safe and secure working environments for all workers, including migrant workers, in particular women migrants, and those in precarious employment	Social and Community Impact Health and Wellbeing	<ol style="list-style-type: none"> <li>1. Increase employee participation in wellness survey to 50%</li> <li>2. 75+% employee satisfaction rating by 2050</li> <li>3. Conduct an indoor air quality assessment at 100% of office and residential properties</li> </ol>
<b>9. INDUSTRY, INNOVATION AND INFRASTRUCTURE</b>			
9.1	Develop quality, reliable, sustainable and resilient infrastructure, including regional and transborder infrastructure, to support economic development and human well-being, with a focus on affordable and equitable access for all	Resilient Site Selection and Design	<ol style="list-style-type: none"> <li>1. Identify material ESG factors and assess ESG risks and opportunities, including environmental, legal, and regulatory compliance, as a standard part of the investment and the asset/portfolio management processes</li> <li>2. Identify and implement ten projects at the most at-risk properties to improve resilience related to climate risks</li> <li>3. Calculate climate risk scores for each site</li> </ol>
<b>10. REDUCED INEQUALITIES</b>			
10.2	By 2030, empower and promote the social, economic and political inclusion of all, irrespective of age, sex, disability, race, ethnicity, origin, religion or economic or other status	Transparency and Disclosure	<ol style="list-style-type: none"> <li>1. Track diversity for all tier 1 suppliers (suppliers, vendors, contractors)</li> <li>2. Promote pay equality</li> </ol>
10.4	Adopt policies, especially fiscal, wage and social protection policies, and progressively achieve greater equality	Transparency and Disclosure	<ol style="list-style-type: none"> <li>1. Track diversity for all tier 1 suppliers (suppliers, vendors, contractors)</li> <li>2. Promote pay equality</li> </ol>
<b>11. SUSTAINABLE CITIES AND COMMUNITIES</b>			
11.6	By 2030, reduce the adverse per capita environmental impact of cities, including by paying special attention to air quality and municipal and other waste management	Transparency and Disclosure Emissions Waste Management	<ol style="list-style-type: none"> <li>1. Track diversity for all tier 1 suppliers (suppliers, vendors, contractors)</li> <li>2. Promote pay equality</li> </ol>
11.7	By 2030, provide universal access to safe, inclusive and accessible, green and public spaces, in particular for women and children, older persons and persons with disabilities	Health and Wellbeing Resilient Site Selection and Design Transparency and Disclosure	<ol style="list-style-type: none"> <li>1. Provide on-site spaces for physical activity and mental rejuvenation at all office and mixed-use properties</li> <li>2. Ensure that all properties are accessible by alternative transportation and transit</li> <li>3. Evaluate all properties for a sustainability or health and wellbeing certification</li> </ol>

SDG TARGET	SDG TARGET GUIDANCE	JAMESTOWN ESG IMPACT AREA	JAMESTOWN TARGET
11.B	By 2020, substantially increase the number of cities and human settlements adopting and implementing integrated policies and plans towards inclusion, resource efficiency, mitigation and adaptation to climate change, resilience to disasters, and develop and implement, in line with the Sendai Framework for Disaster Risk Reduction 2015-2030, holistic disaster risk management at all levels	Transparency and Disclosure	<ol style="list-style-type: none"> <li>1. Achieve net zero operational carbon emissions by 2050</li> <li>2. Reduce energy use 2% annually across the portfolio, and reduce energy use by 20% across the portfolio by 2024</li> <li>3. Reduce water use by 20% across the portfolio by 2024</li> <li>4. Increase waste diversion rates to 40% by 2024</li> <li>5. Identify material ESG factors and assess ESG risks and opportunities, including environmental, legal, and regulatory compliance, as a standard part of the investment and the asset/portfolio management processes</li> <li>6. Calculate climate risk scores for each site</li> <li>7. Identify and implement ten projects at the most at-risk properties to improve resilience related to climate risks</li> </ol>
<b>12. RESPONSIBLE CONSUMPTION AND PRODUCTION</b>			
12.2	By 2030, achieve the sustainable management and efficient use of natural resources	Materials and Supply Chain Water Efficiency Resilient Site Selection and Design	<ol style="list-style-type: none"> <li>1. Pursue Timberland certification for at least one property</li> <li>2. Purchase materials, appliances, and fixtures with an environmental rating such as: ENERGY STAR, WaterSense, Greenguard, recycled content, Green Label Plus, Sustainable Forestry Initiative (SFI), etc.</li> <li>3. Complete supply chain assessment for all tier 1 suppliers</li> <li>4. Conduct a life cycle assessment on 10% of Jamestown's building portfolio</li> <li>5. Reduce water use by 20% across the portfolio by 2024</li> <li>6. Evaluate the use of rainwater harvesting for all new development projects</li> </ol>
12.3	By 2030, halve per capita global food waste at the retail and consumer levels and reduce food losses along production and supply chains, including post-harvest losses	Waste Management	<ol style="list-style-type: none"> <li>1. Evaluate and price out a composting program for all office, mixed-use, and residential properties</li> <li>2. Increase waste diversion rate to 40% by 2024</li> </ol>
12.5	By 2030, substantially reduce waste generation through prevention, reduction, recycling and reuse	Waste Management	<ol style="list-style-type: none"> <li>1. Increase waste diversion rate to 40% by 2024</li> <li>2. Provide recycling for batteries, electronics, and light bulbs at all properties</li> <li>3. Conduct at least one e-waste recycling event at all office and residential properties annually</li> </ol>

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SDG TARGET	SDG TARGET GUIDANCE	JAMESTOWN ESG IMPACT AREA	JAMESTOWN TARGET
12.7	Promote public procurement practices that are sustainable, in accordance with national policies and priorities	Materials and Supply Chain	<ol style="list-style-type: none"> <li>1. Purchase materials, appliances, and fixtures with an environmental rating such as: ENERGY STAR, WaterSense, Greenguard, recycled content, Green Label Plus, Sustainable Forestry Initiative (SFI), etc.</li> <li>2. Pursue Timberland certification for at least one property</li> <li>3. Earn a sustainability or health and wellness rating for 75% eligible buildings by 2050</li> </ol>
12.8	By 2030, ensure that people everywhere have the relevant information and awareness for sustainable development and lifestyles in harmony with nature	Social and Community Impact	<ol style="list-style-type: none"> <li>1. Track diversity for all tier 1 suppliers (suppliers, vendors, contractors)</li> <li>2. Promote pay equality</li> </ol>
<b>13. CLIMATE ACTION</b>			
13.1	Strengthen resilience and adaptive capacity to climate-related hazards and natural disasters in all countries	Resilient Site Selection and Design	<ol style="list-style-type: none"> <li>1. Identify material ESG factors and assess ESG risks and opportunities, including environmental, legal, and regulatory compliance, as a standard part of the investment and the asset/portfolio management processes</li> <li>2. Calculate climate risk scores for each site</li> <li>3. Identify and implement ten projects at the most at-risk properties to improve resilience related to climate risks</li> </ol>
13.2	Integrate climate change measures into national policies, strategies and planning; Improve education, awareness-raising and human and institutional capacity on climate change mitigation, adaptation, impact reduction and early warning	Social and Community Impact	<ol style="list-style-type: none"> <li>1. Complete at least one community outreach program at each property annually</li> <li>2. Offer Green Janitor Education Training at all properties</li> </ol>
13.B	Acknowledging that the United Nations Framework Convention on Climate Change is the primary international, intergovernmental forum for negotiating the global response to climate change.	Social and Community Impact	<ol style="list-style-type: none"> <li>1. Adopted the UN Sustainable Development Goals</li> </ol>
<b>14. LIFE BELOW WATER</b>			
14.1	By 2025, prevent and significantly reduce marine pollution of all kinds, in particular from land-based activities, including marine debris and nutrient pollution	Waste Management	<ol style="list-style-type: none"> <li>1. Increase waste diversion rate to 40% by 2024</li> </ol>



SDG TARGET	SDG TARGET GUIDANCE	JAMESTOWN ESG IMPACT AREA	JAMESTOWN TARGET
14.2	By 2020, sustainably manage and protect marine and coastal ecosystems to avoid significant adverse impacts, including by strengthening their resilience, and take action for their restoration in order to achieve healthy and productive oceans	Resilient Site Selection and Design	1. Assess storm-water and other environmental impacts of each site
14.A	Increase scientific knowledge, develop research capacity and transfer marine technology, taking into account the Intergovernmental Oceanographic Commission Criteria and Guidelines on the Transfer of Marine Technology, in order to improve ocean health and to enhance the contribution of marine biodiversity to the development of developing countries, in particular small island developing States and least developed countries	Resilient Site Selection and Design	1. Assess storm-water and other environmental impacts of each site
14.B	Provide access for small-scale artisanal fishers to marine resources and markets	Social and Community Impact	1. Complete at least one community outreach program at each property annually
<b>15. LIFE ON LAND</b>			
15.1	By 2020, ensure the conservation, restoration and sustainable use of terrestrial and inland freshwater ecosystems and their services, in particular forests, wetlands, mountains and drylands, in line with obligations under international agreements	Resilient Site Selection and Design	1. Assess storm-water and other environmental impacts of each site 2. Pursue Timberland certification for at least one property
15.2	By 2020, promote the implementation of sustainable management of all types of forests, halt deforestation, restore degraded forests and substantially increase afforestation and reforestation globally	Materials and Supply Chain	1. Purchase materials, appliances, and fixtures with an environmental rating such as: ENERGY STAR, WaterSense, Greenguard, recycled content, Green Label Plus, Sustainable Forestry Initiative (SFI), etc. 2. Pursue Timberland certification for at least one property
15.5	Take urgent and significant action to reduce the degradation of natural habitats, halt the loss of biodiversity and, by 2020, protect and prevent the extinction of threatened species	Materials and Supply Chain	1. Implement integrated pest management (IPM) at 100% of properties 2. Assess storm-water and other environmental impacts of each site
15.8	By 2020, introduce measures to prevent the introduction and significantly reduce the impact of invasive alien species on land and water ecosystems and control or eradicate the priority species	Resilient Site Selection and Design	1. Implement integrated pest management (IPM) at 100% of properties 2. Replace turf landscapes with native and drought tolerant species where feasible


SECTION IX.

SDG TARGET	SDG TARGET GUIDANCE	JAMESTOWN ESG IMPACT AREA	JAMESTOWN TARGET
15.9	By 2020, integrate ecosystem and biodiversity values into national and local planning, development processes, poverty reduction strategies and accounts	Transparency and Disclosure	1. Evaluate all properties for a sustainability or health and wellbeing certification
15.A	Mobilize and significantly increase financial resources from all sources to conserve and sustainably use biodiversity and ecosystems	Social and Community	1. Achieve 50% employee participation in Jamestown Charitable Foundation giving
<b>16. PEACE, JUSTICE AND STRONG INSTITUTIONS</b>			
16.2	End abuse, exploitation, trafficking and all forms of violence against and torture of children	Transparency and Disclosure	1. Complete supply chain assessment for all tier 1 suppliers
16.6	Develop effective, accountable and transparent institutions at all levels	Transparency and Disclosure	1. Track diversity metrics for 100% of employees 2. Track diversity for all tier 1 suppliers (suppliers, vendors, contractors) 3. Promote pay equality
16.7	Ensure responsive, inclusive, participatory and representative decision-making at all levels	Transparency and Disclosure	1. Tracked diversity metrics for 100% of employees
16.B	Promote and enforce non-discriminatory laws and policies for sustainable development	Transparency and Disclosure	1. Ensure all properties are in compliance with local benchmarking and energy audit requirements 2. Track diversity metrics for 100% of employees 3. Track diversity for all tier 1 suppliers (suppliers, vendors, contractors) 4. Narrow gender pay gap disparities
<b>17. PARTNERSHIPS FOR THE GOALS</b>			
17.16	Enhance the global partnership for sustainable development, complemented by multi-stakeholder partnerships that mobilize and share knowledge, expertise, technology and financial resources, to support the achievement of the sustainable development goals in all countries, in particular developing countries	Social and Community Impact Transparency and Disclosure	1. Adopted the UN Sustainable Development Goals 2. Evaluate and consider adopting Science-Based Targets at the corporate level
17.17	Encourage and promote effective public, public-private and civil society partnerships, building on the experience and resourcing strategies of partnerships	Social and Community Impact	1. Adopted the UN Sustainable Development Goals

Levi's Plaza  
San Francisco, CA



## THIRD-PARTY ASSURANCE STATEMENT



WHEN TRUST MATTERS

### Independent Assurance Statement

#### Introduction

**DNV Business Assurance USA, Inc. (DNV)** has been commissioned by the management of Jamestown LP (Jamestown) to carry out an independent verification of its 2020 environmental footprint claims and assertions relating to GHG emissions (Scope 1, 2, and 3 – Downstream Leased Assets), Energy Consumption, Water Consumption, Waste Generated, Renewable Energy Credits and Progress towards 2024 goals for reporting to GRESB. These assertions are relevant to the 2020 calendar year.

Jamestown has sole responsibility for preparation of the data and external report. DNV, in performing our assurance work, is responsible to the management of Jamestown. Our assurance statement, however, represents our independent opinion and is intended to inform all stakeholders including Jamestown.

#### Scope of Assurance

The scope of work agreed with Jamestown includes the following:

- Organizational boundaries for the environmental data inventory are as follows:
  - o All directly managed global assets operating under Jamestown’s operational control
  - o Indirectly managed assets where Jamestown has financial control and available data
  - o All environmental data were verified for the period January 1<sup>st</sup> to December 31<sup>st</sup>, 2020
- Emissions data verified includes Scope 1, Scope 2 and Scope 3 (Downstream Leased Assets)
- Additional environmental metrics verified include:
  - o Energy Consumption, Water Consumption, and Waste Generated
  - o Progress towards 2024 targets for Energy Intensity, Water Intensity, GHG Intensity, and Waste Diversion Rate
- The assurance was carried out in March-May 2021

#### Level of Assurance

We performed a limited assurance engagement in accordance with the *International Standard on Assurance Engagements (ISAE) 3000 revised – ‘Assurance Engagements other than Audits and Reviews of Historical Financial Information’ (revised)*, issued by the International Auditing and Assurance Standards Board. This standard requires that we comply with ethical requirements and plan and perform the assurance engagement to obtain limited assurance.

DNV applies its own management standards and compliance policies for quality control, in accordance with ISO/IEC 17021:2015 - Conformity Assessment Requirements for bodies providing audit and certification of management systems, and accordingly maintains a comprehensive system of quality control including documented policies and procedures regarding compliance with ethical requirements, professional standards and applicable legal and regulatory requirements.

The procedures performed in a limited assurance engagement vary in nature and timing, and are less detailed than those undertaken during a reasonable assurance engagement, so the level of assurance obtained is substantially lower than the assurance that would have been obtained had a reasonable assurance engagement been performed. We planned and performed our work to obtain the evidence we considered sufficient to provide a basis for our opinion, so that the risk of this conclusion being in error is reduced, but not reduced completely.

DNV’s assurance engagements are based on the assumption that the data and information provided by the client to us as part of our review have been provided in good faith. This includes but is not limited to sales and

DNV Business Assurance USA, Inc. (DNV), 155 Grand Ave, Oakland, CA 94612

acquisitions, square footage, occupancy rates, data coverage, and financial/operational control. DNV expressly disclaims any liability or co-responsibility for any decision a person or an entity may make based on this Independent Assurance Statement.

#### Assurance Team

Role	Name
Project Manager	Natasha D’Silva
Lead Verifier	Alexa Kandarisi
Independent Reviewer	Weidong Yang
Technical Reviewer	Shruthi Bachamanda

#### Assurance Methodology

DNV is a leading provider of sustainability services, including verification of GHG emissions data and other environmental metrics. Our environmental and social assurance specialists work in over 100 countries.

In that respect, the environmental footprint inventories have been evaluated against the following reporting criteria:

- World Business Council for Sustainable Development (WBCSD) / World Resources Institute (WRI) Greenhouse Gas Protocol, A Corporate Accounting and Reporting Standard REVISED EDITION
- WBCSD/WRI Corporate Value Chain (Scope 3) Accounting and Reporting Standard (Scope 3)
- GRESB 2021 Real Estate Reference Guide
- Jamestown GHG and Environmental Inventory Management Plan

DNV used a risk-based approach throughout the assurance engagement, concentrating on the areas that we believe are most material for both Jamestown and its stakeholders. DNV applied a materiality threshold of five percent for all GHG emissions, Energy Consumption, and Water Consumption, and fifteen percent for Waste Generated.

The following methods were applied during the assurance of Jamestown’s environmental footprint inventories and management processes, the data that supports the company’s environmental footprint inventories including assertions and claims presented by the company:

- Review of documentation, data records and sources relating to the corporate environmental footprint data claims and GHG emission assertions;
- Review of the processes and tools used to collect, aggregate, and report on all environmental data and metrics;
- Interview of managers and data users representing relevant functions for supporting the environmental inventory management process;
- Assessment of environmental information systems and controls, including:
  - Selection and management of all relevant environmental data and information;
  - Processes for collecting, processing, consolidating, and reporting the environmental data and information;
  - Systems and processes that ensure the accuracy of the environmental data and information;
  - Design and maintenance of the environmental information system;
  - Systems and processes that support the environmental information system.
- Performed sample-based audits of the processes for generating, gathering, and managing the data;
- Examination of the environmental data and information to develop evidence for the assessment of the environmental claims and assertions made;

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- Evaluation of whether the organization conforms to the reporting criteria;
- Evaluation of whether the evidence and data are sufficient and support Jamestown’s environmental claims.

In addition to the above, specific to the environmental indicators, the following steps were conducted for the Water and Waste:

**Water:**

- Review of the water consumption methodology;
- Conduct data checks for the water data collected, transferred and calculated;
- Perform sample-based assessment of data reported against the source data water consumed provided by utility company and metered data.

**Waste**

- Review of the waste segregation methodology and description of waste categorization;
- Conduct data checks for the waste data collected, transferred and calculated;
- Perform sample-based assessment of data reported against the source data (waste collected to landfill and waste diverted) provided by waste management companies

**Data Verified**

The environmental footprint claims for Jamestown are as follows:

**Greenhouse Gas Emissions**

- 2020 Greenhouse Gas Emissions
  - Total Scope 1 Emissions 13,148 (MtCO<sub>2</sub>e)
  - Total Scope 2 Emissions (location-based) 66,171 (MtCO<sub>2</sub>e)
  - Total Scope 3 – Downstream Leased Assets 1,109 (MtCO<sub>2</sub>e)

**Energy**

- 2020 Total Energy Consumption 997,951,183 Kbtu | 292,470,620 kWh

**Water**

- 2020 Total Water Consumption 915,491 kl

**Waste**

- 2020 Total Waste Generated 6,936 metric tons
- 2020 Total Waste Diverted 2,904 metric tons
- 2020 Diversion Rate 46.7%

**Progress against 2024 Goals: (20% reduction against 2014 baseline)**

**Greenhouse Gas Emissions**

- 2020 GHG Intensity 0.0045 MtCO<sub>2</sub>e/sq ft
- Reduction from baseline 46%

**Energy**

- 2020 Energy Intensity 62.17 Kbtu/sq ft

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- Reduction from baseline 43%

**Water**

- 2020 Water Intensity 0.052 m<sup>3</sup>/sq ft
- Reduction from baseline 30%

**Assurance Opinion**

Based on the processes and procedures conducted with a limited assurance, there is no evidence that the environmental claims and assertions listed are not materially correct and are not a fair representation of environmental data and information, and have not been prepared in accordance with the calculation method referenced.

**Independence**

DNV was not involved in the preparation of any part of Jamestown’s data or report. This is our fourth year of providing assurance for Jamestown. We adopt a balanced approach towards all stakeholders when performing our evaluation.

**DNV Business Assurance USA, Inc.**  
Oakland, California  
June 23, 2021



**Natasha D'Silva**  
Project Manager



**Shruthi Bachamanda**  
Technical Reviewer

The purpose of the DNV group of companies is to promote safe and sustainable futures. The USA & Canada Supply Chain & Assurance Services team is part of DNV Business Assurance, a global provider of certification, verification, assessment and training services, helping customers to build sustainable business performance.

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