TENANT GREEN FIT-OUT GUIDE

1. Scope

This guide provides a framework for engaging and communicating with EastGroup's tenants regarding sustainability matters within the building and the tenants' spaces, especially during the initial fit out process. It is understood that tenants may not follow all the strategies contained within, but education and awareness of these green initiatives is the first step as EastGroup seeks to minimize the environmental impact of its owned properties.

2. Responsible Party

Each tenant, in coordination with EastGroup or its contracted property manager, is encouraged to implement this Tenant Green Fit-Out Guide. EastGroup is dedicated to partnering with tenants and occupants by providing support, resources and guidance to help enhance sustainability efforts and improve workspace efficiency. Property Managers should distribute this guide to tenants at lease signing, when any renovation or construction is planned or whenever there are material updates.

3. Best Practices

Many green building discussions focus on strategies that owners and property managers can pursue to maximize resource efficiency and enhance the well-being and productivity of building occupants. However, optimizing energy and sustainability improvements requires cooperation from everyone, especially the people who work in the building. Our choices, such as buying ENERGY STAR®–rated electronics and turning off lights and equipment when not in use, can significantly affect a building's energy use and carbon footprint. The purpose of this guide is to educate and provide a resource for those that want to green their workspaces through simple and low-cost strategies.

This guide provides simple steps to sustainability across five key categories:

- Energy and Atmosphere
- Materials and Resources
- Transportation
- Indoor Environmental Quality
- Innovation in Upgrades, Operations, Maintenance

For each of these categories, we have developed a series of best practice strategies including resources to help us achieve them.

Energy and Atmosphere

Saving energy is one of the most effective ways to go green. Small adjustments like turning off lights in unused areas, optimizing equipment use, or shutting down machinery when not in operation can significantly lower energy consumption and operating costs.

Strategies:

- Maximize natural light and turn off unneeded high-bay or task-specific lights
- Use compact fluorescent lights and LEDs instead of incandescent lights
- Utilize lighting occupancy sensors to automatically turn off lights when the space is vacant
- Use power or smart strips to eliminate vampire loads and switch power off when not in use
- Purchase and install ENERGY STAR or energy-efficient rated equipment and machinery
- Use energy-efficient forklifts and industrial vehicles within the warehouse
- Label light switches with "Please turn off lights when not in use"
- Shut down machinery, equipment and lighting systems in warehouse areas when not in use
- Reduce the time delay before computers revert to power saving mode
- Set 15-minute sleep mode for copiers and printers when not in use
- Set timer on vending machines and turn off vending machine lights after hours

- Request vending company perform regular maintenance and annual coil cleaning
- Remove unnecessary appliances or electrical equipment
- Install sub-metering devices where possible
- Keep windows and doors closed to prevent the loss of heated / cooled air
- Close window blinds during periods of direct summer sunlight to avoid heat buildup
- Install neutral-colored solar shades with an openness of 3-5% or dual-reflective films on windows
- Optimize HVAC systems for large spaces to ensure air handling systems are running efficiently
- Enter a quarterly preventative maintenance service contract for HVAC systems and equipment in accordance with the requirements set forth in your lease agreement
- Install energy-efficient insulation to maintain temperature control in large spaces

Resources:

- ENERGY STAR: www.energystar.gov
- BEEP BOMA Energy Efficiency Program: https://www.boma.org/BOMA/Education-Events/Energy_Efficiency_and_Sustainability/BEEP/BOMA/Education-Events/BEEP.aspx?hkey=3ae7993e-f91d-4eb1-91c5-1bc689b07819
- ENERGY STAR Bring Your Green to Work Program: https://www.energystar.gov/sites/default/files/buildings/tools/BYGTW_Green_team_checklist.pdf

Materials and Resources

Reducing, reusing and recycling are effective ways to minimize environmental impact in warehouse and industrial operations. By reusing packaging and materials and selecting products with recycled content, fewer raw resources are consumed, and waste is reduced. Opportunities for all three—reducing, reusing and recycling—can be found in shipping, receiving, storage areas and even breakrooms. By recycling materials such as pallets, packaging and scrap metal, and adopting reusable practices, we can significantly reduce the waste generated in industrial spaces.

Strategies:

- Encourage the use of reusable mugs, dishware and silverware available in breakrooms
- Use biodegradable products for disposable plates, cups, bowls and utensils
- Limit use of Styrofoam products
- Reduce or eliminate bottled water purchases by encouraging water refill stations
- Set computers to default print double-sided
- Bring reusable containers for bag lunches
- Recycle at least 50% of remodeling or construction waste
- Purchase and use paper with 100% recycled content
- Schedule or participate in annual e-waste collection programs that donate or recycle old electronics
- Convert paper-based warehouse forms, such as inventory checklists or shipping logs, to electronic formats where feasible to reduce paper usage
- Actively participate in recycling programs for materials such as scrap metal, pallets and packaging, as well as company-wide green initiatives
- Recycle packaging materials such as cardboard, shrink wrap and pallets used in shipping and receiving
- Use reusable pallets and containers for shipping to reduce waste from disposable packaging
- Implement a waste tracking system to monitor and reduce overall waste from operations
- Keep a bin near your printer for reusing paper that only has one side printed on it
- Refill toner and printer cartridges
- Use soy or vegetable-based ink if feasible
- Properly dispose of equipment, tools and furniture through donation, refurbishment or recycling
- Replace paper towels with hand dryers; if required, utilize auto paper towel dispenser

Resources:

- GreenSpec®: The online GreenSpec Product Guide lists over 2,200 environmentally preferable products selected by editors at BuildingGreen, LLC. The guide includes key insights on the green

attributes of each product and the most critical green issues for each product category. Editors at BuildingGreen conduct their own independent research in assessing manufacturer claims, ensuring that the directory contains unbiased, quality information. GreenSpec does not charge for listings or sell ads. GreenSpec product listings are accessed on BuildingGreen.com with a subscription to BuildingGreen Suite. https://www.buildinggreen.com/product-guidance
- EPA's Environmentally Preferable Purchasing (EPP) Database: https://www.epa.gov/greenerproducts, is a searchable database providing environmental information on over 600 products and services.
- Green Guard: www.greenguard.org/DesktopDefault.aspx?tabindex=3&tabid=16

Transportation

Transportation plays a significant role in the environmental footprint of industrial operations. In addition to employee commuting, the movement of goods and materials contributes to emissions. According to the U.S. Department of Transportation and EPA, the average passenger vehicle emits 4.6 metric tons of carbon dioxide annually, and optimizing both employee commutes and operational vehicle efficiency presents key opportunities for sustainability gains.

Strategies:

- Implement an Alternative Commuting Transportation Program, encouraging carpooling, vanpooling, biking or the use of public transportation for employees
- Perform an alternative transportation employee survey
- Provide transit fare reimbursement or carpool incentives for employee commutes where applicable
- Use teleconferences and videoconferences to minimize travel for meetings that involve operations or business discussions.
- Benchmark and track both business travel and logistics-related transportation, including freight and delivery vehicle emissions
- If the company needs a vehicle, purchase an electric vehicle, hybrid or one that requires alternative fuel sources
- Install electric vehicle charging stations for both employee use and company fleet vehicles
- Optimize delivery and shipment routes to reduce fuel consumption and emissions from freight vehicles
- Purchase emissions offsets for both business travel and logistics-related operations, including fleet vehicles
- Permit alternative working arrangements for office and administrative staff to reduce commuting-related emissions

Resources:

- Office of Transportation and Air Quality U.S. Environmental Protection Agency: www.epa.gov/otaq/
- Best Workplaces for Commuters: www.bestworkplaces.org
- Association for Commuter Transportation: www.actweb.org
- Smart Commute: www.smartcommute.org/

Indoor Environmental Quality

Industrial buildings can enhance the health and well-being of occupants by implementing practices that improve indoor environmental quality. This includes providing adequate ventilation and exhaust systems for contaminants, using high-quality air filtration and following strict smoking and green cleaning policies. A healthy indoor environment has been shown to increase employee satisfaction, reduce absenteeism and improve productivity. Both property managers and tenants are encouraged to adopt similar measures as part of an Indoor Air Quality (IAQ) Management program to maintain air quality and protect the well-being of all building personnel.

Strategies:

- Establish an IAQ Management Program

- Use only Carpet and Rug Institute (CRI) certified carpet and carpet pad with Low-VOC adhesives where applicable
- Use water based interior paints with low or no volatile organic compounds (VOCs)
- Use interior materials with low or no volatile organic compounds (VOCs)
- Use Greenguard-certified furniture for office and breakroom spaces where applicable
- Use composite wood and laminate adhesives with no urea-formaldehyde
- Purchase Green Seal or Environmental Choice certified cleaning supplies

Resources:

- Whole Building Design Guide's "*Enhance Indoor Environmental Quality (IEQ)*", from the National Institute of Building Sciences: www.wbdg.org/design/ieq.php
- EPA, IAQ website: https://www.epa.gov/indoor-air-quality-iaq
- EPA "*Building Air Quality: A Guide for Building Owners and Facility Managers*": https://www.epa.gov/indoor-air-quality-iaq/building-air-quality-guide-guide-building-owners-and-facility-managers
- Building Owners and Managers Association (BOMA) International: www.boma.org
- Center for Disease Control "Indoor Environmental Quality Policy.": https://www.chemicalsensitivityfoundation.org/pdf/CDC-2009-Indoor-Environmental-Quality-internal-policy542.pdf

Innovation in Upgrades, Operations and Maintenance

In addition to implementing targeted sustainability measures, creating a green industrial workplace also involves sharing sustainability goals, tracking progress and educating staff on how to integrate sustainable practices into daily operations. Innovation in upgrades, operations and maintenance includes not only initiatives that improve warehouse efficiency and reduce environmental impact, but also large-scale projects that foster a culture of sustainability, driving long-term change and creating a lasting positive impact on both the workforce and the environment.

Strategies:

- Pursue LEED O+M and BD+C Warehouses and Distribution Centers certifications during renovations
- Update staff on green efforts regularly
- Regularly educate and update personnel on green efforts
- Provide recycling education materials, including signs and bins, tailored to warehouse materials like packaging, scrap metal and pallets
- Organize sustainability-focused community service projects
- Install low-flow devices on all indoor plumbing fixtures (sinks, toilets, etc.)
- Track and report carbon emissions, including those from logistics, fleet vehicles and operations

Resources:

- LEED O+M Warehouses and Distribution Centers Guide: https://www.usgbc.org/discoverleed/certification/o-m-warehouses/
- LEED BD+C Warehouses and Distribution Centers Guide: usgbc.org
- LEED Accredited Professional: https://www.usgbc.org/credentials/leed-ap

4. Conclusion

Thank you for exploring the various opportunities to create a greener workplace. We encourage you to consider the diverse sustainability strategies outlined in this guide and incorporate them into your daily operations wherever feasible. By embracing these practices, you can contribute to a more sustainable environment that benefits both your workforce and the community.