

A REPUTATION  
BUILT ON  
PERFORMANCE

**Hopewell**<sup>®</sup>  
DEVELOPMENT



ENVIRONMENTAL | SOCIAL | GOVERNANCE  
(ESG) POLICY

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# INTRODUCTION





# INTRODUCTION

Headquartered in Calgary Alberta, Hopewell Development Limited Partnership (HDLP), has extensive land holdings and new commercial development projects throughout North America (as of the end of 2021, HDLP has developed more than 25 million square feet). Our integrated corporate structure as a full-service real estate company offering development management, general contracting, asset management, leasing and property management including Hopewell Real Estate Services LP (HRESLP), as our real estate services management arm. As of 2021, HRESLP oversees 11 million square feet of developed property under management for both HDLP partnership holdings as well as third-party property owners.

In our capacity as a development manager, contractor, property and asset manager, Hopewell understands that our work has significant impacts on the environment and the communities in which we operate. We recognize the influence we have in how we shape communities and operate within them. Our scope of service is far reaching, and Hopewell understands that as responsible advisors, we have an important role to play in the environmental and social outcomes for the projects we deliver. Ultimately, the scope of service we provide is driven by our clients and tenants, but it is our responsibility to offer expert advice and sound guidance, which allows us to find focused solutions. By engaging with all stakeholders – including project partners, clients, tenants, and employees – we can better serve our community and simultaneously deliver performance for our company.

It is important to us that all divisions and segments of our business at Hopewell operate with sustainability, ethics, and integrity. These values support the success of our company, and drive our decision making, investment strategies, client relationships and the long-term risk management and business continuity strategy. Ethical and sustainable practices help promote the long-term success of our business and client relationships and are a key driver in the success of our business.

This Environment, Social and Governance (ESG) policy outlines our demonstrated commitment to providing an equitable workplace, governed by ethical work practices, and understanding of our role in environmental stewardship. As a service provider, Hopewell is accountable to uphold our client's business, operational and environmental standards as well as our own. We actively seek to partner with stakeholders who share compatible values. It is important to us to deliver avenues for sustainable, long-term growth to our own company and to our project partners, clients, and tenants.

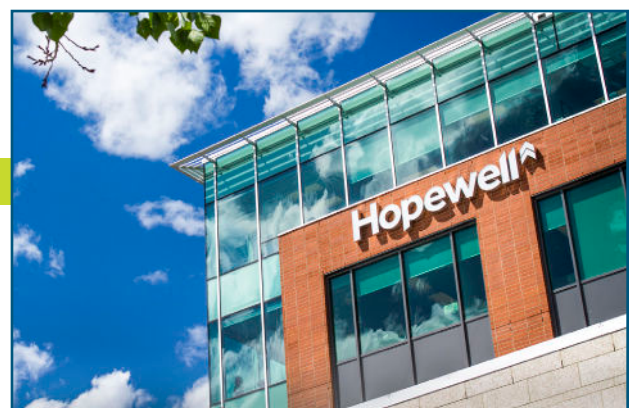
1Hopewell Development LP and Hopewell Real Estate LP collectively referred to herein as 'Hopewell'



**CANADA'S BEST  
Managed Company**



**Gold Standard  
WINNER**



# APPLICATION

## ENVIRONMENTAL

Hopewell offers our clients a tailored approach to environmental stewardship on the projects that we deliver and manage for them. Initiatives and outcomes are driven by the clients' requirements and values.

## SOCIAL

Our biggest asset is our people. Social responsibility is not only giving back to the communities in which we operate but also allows Hopewell to fully realize the benefits of human capital resources that come from a team that operates inside of a healthy, diverse workplace.

## GOVERNANCE

A high standard of corporate governance is driven by purpose, transparency, and accountability. Hopewell's governance processes limit risk and support ethical behavior.

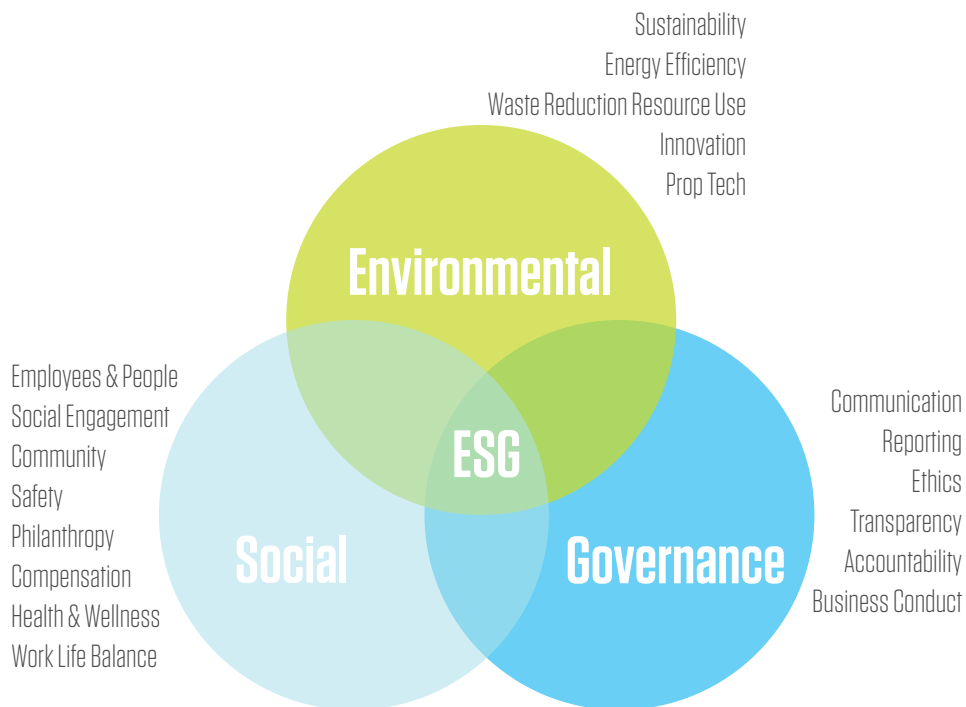
# PROSPERITY

Hopewell is accountable to all internal and external stakeholders, project partners, and employees to ensure that ESG measures support the success of our business overall and contribute to our business objectives and prosperity as well as that of our project partners, clients, and tenants.



**FACT:** Buildings are responsible for nearly 47% of annual global CO2 emissions with 10% coming from building materials and construction and 27% coming from building operations<sup>2</sup>.

<sup>2</sup> <https://architecture2030.org/why-the-building-sector/>



# OBJECTIVES

Hopewell's ESG policy and related framework seeks to provide a best-in-class road map for our business which will guide operational decisions, capital investments, strategic workforce development, and client relationships in a manner that is accountable and transparent for all stakeholders. Through the implementation and sharing of this policy we aim to drive acceptance and participation in this initiative from our internal team and our external project partners, clients, tenants, and vendors. Our objective is to grow our business through providing a framework which meets the needs of our project partners, clients, tenants, and communities and allows us to stay at the forefront of our industry by addressing to emerging business and societal needs.

Through identifying and resolving ESG issues, we aim to reduce costs, mitigate risk, reduce our carbon footprint, improve the overall sustainability of our business, and create new opportunities. ESG initiatives are embedded in our contracting, procurement, human resources, and operational policies.

This ESG policy is a statement of our commitment to environmental, social and governance practices and how it is an integral part of how we do business. Hopewell's goal in implementing a thoughtful comprehensive ESG program is to drive positive outcomes for not only our business, stakeholders, and employees but also the environment.

# IMPLEMENTATION

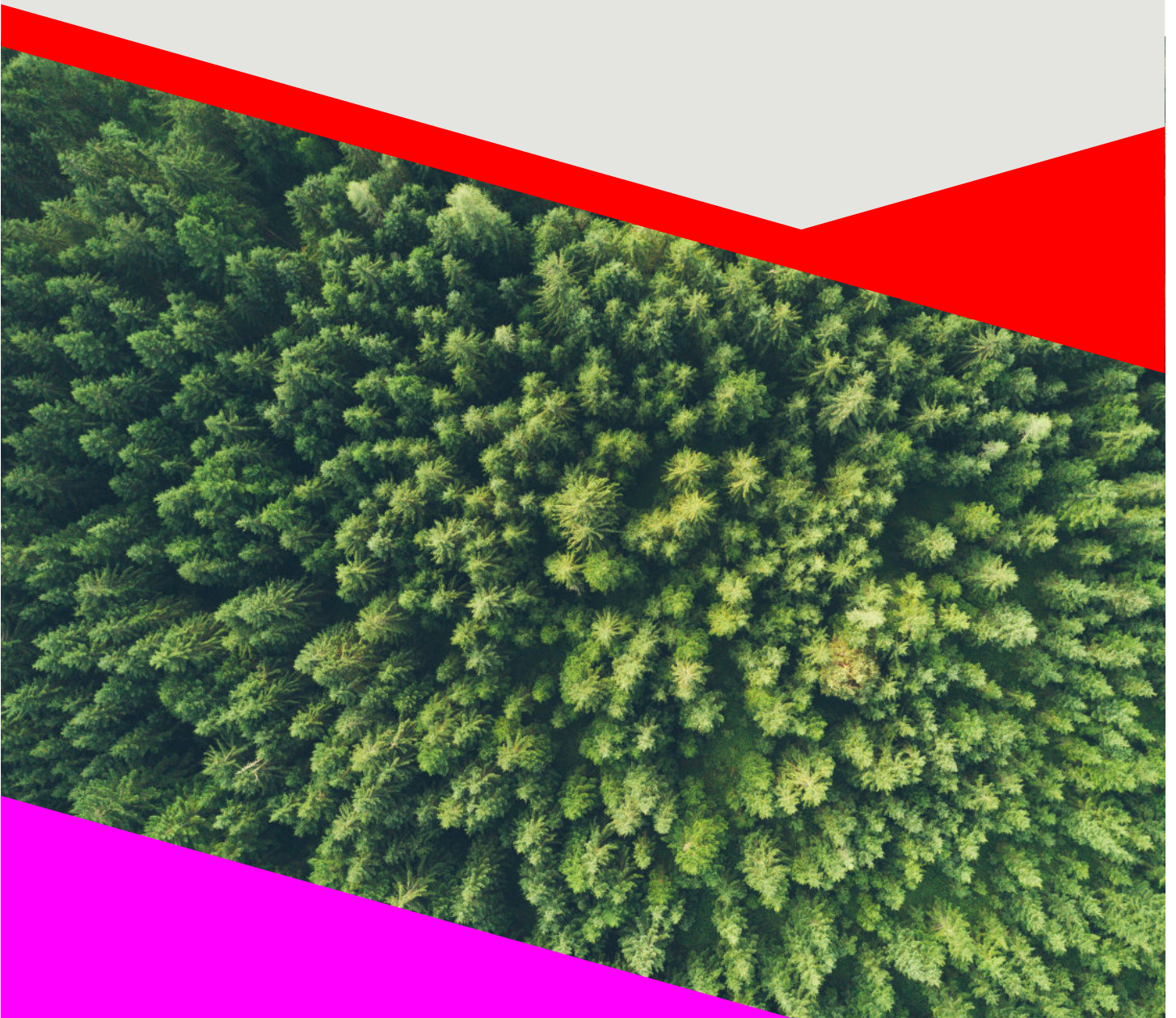
As a growing company with an evolving portfolio of projects, locations, team members and stakeholders Hopewell continues to evolve and strengthen its Environmental, Social and Governance policies. We recognize that our ESG responsibilities are ongoing, and we anticipate and expect continual improvement in the execution of this program. We are committed to being industry leaders and will put continuous effort into improving our ESG initiatives by finding the very best solutions available in the market.



Bridgwater Town Centre, Winnipeg, MB (2013 to 2019)  
Walkable Community | Outdoor gathering spaces



# ENVIRONMENT



# ENVIRONMENT

In our role as a real estate developer and advisor, Hopewell understands that our work has a significant impact on the environment. Our developments alter and shape the natural landscape and add to the built environment. We additionally recognize the impact that the built environment has on natural resources, as buildings continue to consume energy and resources during their lifespan. We understand the responsibility that we have as advisors and experts, to promote environmental best practices throughout the entire life span of a developed property.

Socially and environmentally responsible business operations must include measures to reduce our environmental footprint. We believe that the benefits of responsible development and management of assets can translate into improved social and financial outcomes when a business case analysis is properly applied.

Hopewell's environmental policy seeks to enhance our scope of service offering, expand the role that we fill for our clients, find efficiencies inside of our own operations, and add value to our business overall, while minimizing the negative impact that our business has on the natural environment. As real estate advisors, we can leverage the breadth of our portfolio, depth of our team and exposure to industry leading technology to offer expert advice and innovative environmental performance solutions to our clients.

## OUR COMMITMENT

As service providers, both HDLP and HRESLP are accountable to capital partners, property owners, and tenants, for whom we deliver the day-to-day project and on-going management. As experts in all facets of real estate, we are on the front lines of driving change through innovation. Through development management, general contracting, asset management, property management and leasing services, we can advise our clients on strategies, best practices, and new initiatives in prop tech, tailoring environmental improvement solutions to all aspects of the property life cycle. Creating meaningful environmental improvement requires approval and investment from property owners, and as such, environmental initiatives undertaken by Hopewell are tailored to the needs and objectives of the owners that we serve.

**In a consultative role, Hopewell can provide better environmental outcomes for the properties that we develop and manage by providing expert advice and reliable information to owners, to help them make environmentally responsible decisions. We do this by:**

1. Understanding the values and priorities of our clients and partners with respect to environmental stewardship
2. Identifying opportunities to mitigate environmental impacts and risks of our projects and properties
3. Identifying solutions and options tailored to address identified impacts and risks
4. Analyzing the cost/benefit of proposed ideas to align solutions with ownership objectives and project financials
5. Offering environmental strategy to owners for their consideration
6. Implementing approved initiatives



Where our clients have asked, Hopewell has achieved certification for our building operations through best-in-class environmental certification programs, which are broadly recognized in the industry with examples such as BOMA BEST and LEED®. Through consultative partnership with our clients, we can provide the data and administrative oversight required for participation in national and international certification and environmental governance programs such as the Global Real Estate Sustainability Benchmark (GRESB), and any other program our clients may request.

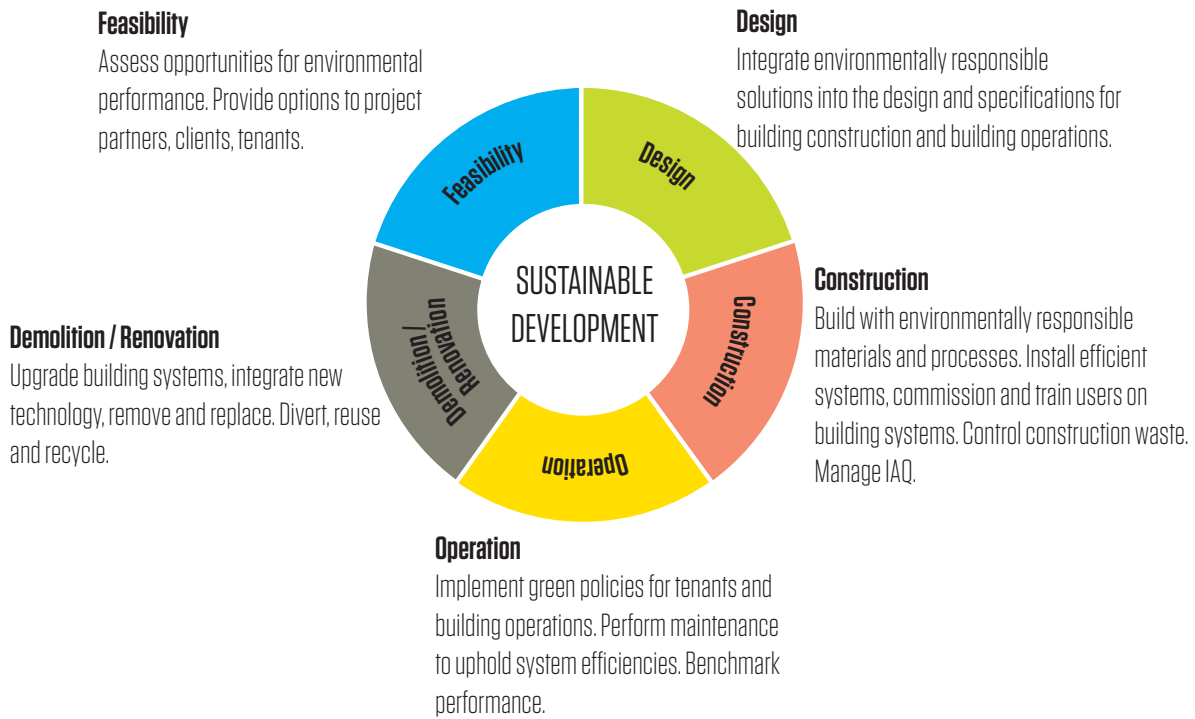
Hopewell Development LP and Hopewell Real Estate Services signed on in late 2021 to become a member with the CaGBC. This membership allows Hopewell to access the resources available from the CaGBC for sustainable activities, projects and documentation associated with project specific registration. Hopewell has several on staff LEED® AP’s with designations, including senior management, project managers and field staff.

Hopewell Development LP is actively pursuing new technologies to reduce our carbon footprint, create beneficial operating conditions in our buildings for our tenants and reduce the energy required at the start of a project. Three projects in Citylink Logistics Centre are aiming for the Zero Carbon Building standard (Registration through the CaGBC). This is a wholly Canadian administered program that the CaGBC has developed, focusing on energy reduction, envelope improvement and efficiency. Through this standard, and Net Zero energy targets, carbon tracking is a process actively being pursued through calculators such as Embodied Carbon in Construction Calculator (EC3), OneClick and Building Transparency. Hopewell aims to manage these calculators to reduce our environmental and carbon impact in our construction activities. Reductions in cement usage, recycling of steel and overall life-cycle assessments (LCA’s) are part of the strategies being implemented.

Within the corporate operations directly under our control, Hopewell seeks to be accountable to our stakeholders and community members by demonstrating environmentally responsible business practices. We look to affect change as a direct initiative within our current operations. Hopewell has progressively implemented improved efficiency measures in our corporate operations and also within our projects and properties as matters of best practice, wherever we have the authority to do so.

<b>Environmentally conscious future:</b>	
	<p><b>LEED® certified construction</b>      Crosspointe North, Rockyview County, AB  Northport, Building E, Edmonton, AB</p> <p><b>Zero Carbon Building Standard</b>  (CaGBC)      Citylink Logistics Centre, Buildings 2,3&amp;4</p> <p><b>LEED® Gold construction</b>      Border Business Park, Building M  Annandale Industrial on the Park (AIOP)</p>





## SUSTAINABILITY

Understanding that natural resources are finite is a key component of managing risk and ensuring long-term sustainability for both our business and the environment. The continuity and stability of our business is closely tied to delivering and managing sustainable sites which house healthy buildings. When we offer our partners, clients, and tenants a better building, we see higher quality tenants, with longer lease terms. Efficient buildings have greater occupant satisfaction, and lower operational costs which drives tenant occupancy and creates a robust income stream for our clients and stability in the asset – all while lowering the overall impact on the environment.

Responsible consumption is centered on using what we create for as long as we can, in a way that is sustainable, efficient, and responsible. Responsible development and management can extend property life cycles as far as possible, maximizing the returns on the initial investment and minimizing the carbon footprint associated with the construction and consumption generated by the site. At the end of the life cycle, the opportunity for improvement and investment begins anew. As a developer, contractor and real estate manager, Hopewell can integrate improvements on any property at any point in its life cycle - it is never too late to seek efficiencies at a property. Appendices 1, 2, 3 and 4 outline environmental considerations that can be applied at all points in a property life cycle.

# PERFORMANCE

## HOPEWELL DEVELOPMENT

As developers and general contractors, HDLP is positioned at the forefront of the industry in delivering leading-edge developments for our clients that are considerate of their environmental impacts. Every project begins with due diligence process to assess environmental factors, as outlined in **Appendix 1**.

Hopewell engages the best-in-class consultants to ensure we follow the latest guidelines and energy/building codes, and that our buildings integrate the latest in construction, materials, and equipment technology. Smart real estate integrates technology to create intelligent buildings, to the benefit of owners and occupants. Our team is always looking for the newest Prop Tech to increase efficiencies in our sites, participating in ongoing learning to ensure that we remain well informed on the latest construction and building operations technology.

HDLP works extensively with municipalities and conservation authorities to ensure our projects model best practices in environmental protection and building standards; over and above required minimum thresholds. We offer best in class developments which are designed to suit the objectives of our clients and their environmental values, while being leaders in their segment.

## HDLP Existing Initiatives

- Site Selection
- NECB Compliant
- Low VOC Materials
- Waste Reduction
- LED Lighting
- Metered faucets
- Low flow plumbing
- Clerestory Lighting
- Radon Testing
- Low Water Fixtures
- Hardy Landscaping
- Green Spaces
- Sensitive Environment protection
- High Albedo Surfaces
- On site storm water retention
- Paperless Admin



Sierra Springs, Airdrie, AB (2014)  
BOMA BEST Silver certified





As a baseline we design all buildings to the National Energy Code of Canada (NECB) standard and use energy modeling to understand building performance. HDLP collaborates closely with industry leading consultants and municipal partners to find ways to improve upon the baseline standard, so that the projects we deliver exceed minimum code thresholds. Some examples include the installation of LED lighting as a standard in our buildings, and often implement motion sensors to further reduce energy consumption from lighting. Our properties include enhanced glazing to promote daylighting and improve occupant wellbeing. Careful site planning is used to retain natural features and habitats, and to offer green spaces to building occupants and the neighboring communities. We additionally look for opportunities to manage storm water runoff and integrate retention into our landscape designs to mitigate runoff volumes and erosion while enhancing green space.

We are committed to improving quality of life for building occupants. HDLP is vigilant about indoor air quality during the construction and commissioning process, through prohibiting smoking, controlling dust, increasing ventilation, and ensuring that particulate is not permitted to enter building HVAC systems. Hopewell has embraced radon testing and mitigation technology. When business terms allow, Hopewell uses the latest in environmentally friendly and sustainable materials. Within our portfolio a significant portion of the construction is either steel or concrete, materials which are infinitely recyclable and low emitting. Overall, our buildings are designed to effectively use materials to minimize waste on site, which additionally offers budget efficiencies.

In our role as a general contractor, we seek to manage waste generation, improve recycling, and maintain clean operations at all times. Proper waste management means not only disposing of your waste in a safe and responsible manner but minimizing the amount of waste you generate. Hopewell partners with subcontractors and vendors who offer environmentally responsible, best-in-class operations, and who are well positioned to execute environmental initiatives in construction. Environmental accountability is built into every sub-trade contract as a part of our COR certified health and safety program.

**PROJECT PORTFOLIO**



With our extensive portfolio of projects HDLP offers a depth of industry expertise to our clients

**LESSONS LEARNED**



Each project offers immediate lessons learned which are leveraged in future projects

**ANALYSIS**



Large scale analysis of project costs, offsets, successes, business volume

**ADAPTATION & INNOVATION**



Implement emerging technology to deliver unique solutions

**EXPERT ADVICE**



Learning from this cycle, Hopewell can offer expert advice to our clients qualified by experience and innovation

As industry experts in our field of development and construction with millions of square feet built and millions more to come, Hopewell is able to leverage our experience and the knowledge of our exceptionally qualified team to offer building owners innovative improvements over and above the baseline environmental initiatives that we already implement in our buildings. HDLP offers a fully integrated a la carte menu of initiatives that can be applied to improve the environmental performance of projects at almost any scale. This information is included in Appendix 3.

Our value to our clients lies in our vast knowledge base curated from almost 30 years of experience - our extensive project portfolio, our experienced employees, and our entrepreneurial spirit. This is what drives Hopewell to invest in new technology and innovative design and construction processes. Our clients and their projects benefit from our experience and guidance. Further, Hopewell benefits from being at the forefront of the Property Technology industry with venture capital exploration conducted by our Executive Chairman bringing the newest technology to our doorstep for testing and analysis.

## HOPEWELL REAL ESTATE SERVICES

HRESLP partners closely with our construction and development team, as well as our service suppliers to ensure that we are abreast of the latest innovation and best practices in construction and building facilities operations. As outlined in Appendix 2, we perform an assessment of each incoming property to identify environmental risk factors, opportunities for energy efficiencies and improvements, waste generation, and indoor air quality. At HRESLP we have a long-term view of sustainability. We recognize that the building operation and capital plans span decades, and that improvement and sustainable initiatives need to be constantly assessed against the building condition, tenant needs and building owners objectives.

HRESLP identifies and implements efficiency programs which not only mitigate environmental impacts, but also result in reduced operational and maintenance costs, with these savings benefiting both tenants and owners. Benchmarking utility usage, analyzing cost reductions, and identifying sustainable opportunities are the key considerations when reviewing a proposed project.

Properties are managed based on an owner's objective and on the property annual plan. Where implementing environmental improvement initiatives, owner's approval is required. Owner's approval is typically granted based on market comparables, impacts to operating costs, leasing and pride in ownership.

## HRES Existing Initiatives

Waste Diversion

Irrigation Reduction

Water Monitoring

Energy Retrofits

LED Upgrades

Preventative Maintenance

Air Quality

Tenant Engagement

Utilities Tracking

Rebate Programs (ESB)

Tenant Design Criteria

Urban Beehives

BOMA BEST



**HRESLP can mitigate environmental impacts of the built environment through four streams of approach:**

1. Operational improvements – improve the performance of the existing infrastructure through changes in management, service, and operation.
2. Capital Improvements – replace inefficient infrastructure and building envelope components through upgrade and replacement.
3. Tenant Infrastructure – establish green standards for tenant construction and on-site operations.
4. Education – educating owners and tenants and strategically bringing awareness and engagement on sustainability initiatives.

Of the above approaches, operational improvements and education are the tools that HRESLP can most easily use across all of our sites, with very little financial or time investment from building owners and tenants. These programs centre around best practices in maintenance, seeking improvements which come from utilizing existing infrastructure and programs at their peak efficiencies. Examples include:

- Auditing waste diversion programs and adjusting to suit tenant needs and improve diversion rates through a waste reduction work plan.
- Implementing green cleaning programs and advising tenants how to create their own.
- Proactive preventive maintenance and clear record keeping ensuring that building systems function optimally within their inherent capacity.
- Benchmarking utility usage.
- Ensuring vendors practice “best in class” ESG policies.

For programs which require a larger capital investment, or which have a deeper impact on the properties operational budget and procedure, HRESLP logs property deficiencies and proposed improvements in our Property Condition Assessment Report and 5-year capital improvement plan. From an environmental perspective, these forecasting tools focus on proposed upgrades to building systems and building envelopes to improve efficiency of aging sites. We are transparent in our property reporting and expenditure planning, offering owners a future outlook on the property’s environmental and technological future.

In support of these larger initiatives, HRESLP advises our clients on rebate and program subsidies available through local and federal governing bodies, which have the potential to offset project costs and improve timelines for investment cost recovery.

- |  |  |
|--|--|
| <b>In-office Recycling</b>                               | <b>Bike Storage</b>                        |
| <b>Composting</b>  | <b>Accessible to Public Transportation</b> |
| <b>E-Waste Recycling</b>                                 | <b>Daylighting &amp; Views</b>             |
| <b>Energy Conservation programs for office equipment</b> | <b>Remote Meetings/ Reduced Travel</b>     |
| <b>Paperless Reporting</b>                               | <b>Green Cleaning</b>                      |
| <b>FSC Certified Paper Products</b>                      | <b>Reusable Cutlery &amp; Plates</b>       |
| <b>Office Plants</b>                                     | <b>Water Bottle Filling Station</b>        |
| <b>Walkable Community</b>                                |  |



On a day-to-day basis, HRESLP is constantly seeking to support efficient building operations and maintenance through prop tech innovation, which can offer insights into property metrics on consumption, tenant engagement, waste diversion, tenant communication, and safety programs among others. We are proud to offer our tenants a smartphone service app, where they can make service requests, log issues, and communicate with our team. This powerful tool helps us to identify persistent issues and trends and pinpoint priority areas for building improvements, targeting our improvement budget where it can have the greatest impact.

HRESLP successfully operates properties within recognized sustainability frameworks such as BOMA BEST, implementing and achieving this certification on behalf of the property owner. We have properties in our portfolio built to LEED® silver standard, where the owner does not necessarily wish to pursue full certification and associated costs, we are still able to provide the environmental benefits set by that standard. As many of these industry recognized programs operate with similar objectives and metrics, HRESLP is able to leverage established policies and procedures to obtain portfolio wide benefits for owners or tenants who are seeking the recognition and structure that these third-party certification programs offer.

## CORPORATE OPERATIONS

Hopewell has embraced online record keeping and communication tools for all facets of our business, allowing our teams to work in a paperless environment. Historical records have been scanned, allowing us to reclaim office footprint for more productive purposes. Printed materials require the use of an ID Card which helps reduce paper waste by promoting accountability.



Interlink Logistics Park & Citylink Logistics Centre, Building 1 (2022)

EDPM R-30 | 60-mil Singly ply ballasted roofing system | 10" Insulated Metal Panels (IMP) | High-Bay LED Motion sensor activated lights



Video conferencing tools and an online portal for live construction site data have allowed our site teams to reduce travel, and online conferencing allows live sharing of project materials. All of our site orientations are now conducted online, and site orientation certificates are issued digitally.

HRES directly manages the building in which our corporate offices are housed. Hopewell is therefore able to influence not only our own premises but the overall operations of the property base building as well.

Within our corporate facilities we run cardboard, paper, coffee pod and beverage container recycling programs. Our corporate office is located in a walkable community with readily available services, and easy access to transit.

## FUTURE GROWTH

Hopewell's environmental management framework will assess and leverage appropriate emerging technologies, best practices, and tools to improve environmental outlook of business and building operations.

The ever-changing landscape of environmental initiatives, and the available tools and technologies for mitigating environmental impacts, dictate that the implementation of a corporate environmental responsibility program be driven through a process which seeks to implement progressive improvement, and leverage new technology to tap into new avenues of environmental performance.

Hopewell is committed to follow and understand the latest construction technologies. We will do this through close liaison with our consultants, trade partners and industry peers. We will investigate and adopt innovative solutions which will further our goals to reduce greenhouse gas emissions, energy and water consumption and waste production in our new and existing buildings.



Citylink Logistics Centre, Buildings 2/3/4 (2024-2025)  
Zero Carbon Buildings



EPDM R-50

60-mil Single Ply ballasted roofing system

12" Insulated R-30 Pre-cast Concrete Panels

6" R-40 Insulated Metal Panels

High-Bay LED Motion sensor activated lights

Improved air leakage reduction rates and envelope design

Vertical dock levelers for improved envelope continuity

# SOCIAL





# SOCIAL

Hopewell has a culture that rewards those who give their best, supported by a longstanding philosophy of fostering a culture where people feel safe “bringing your whole self to work”. We support our employees in this philosophy by investing in them, through supporting not only financial wellness, but also physical and emotional wellness, and encouraging ongoing learning and growth in an environment that is equitable, supportive, and fair. As a service provider our best asset is our people - it is their education, experience and expertise that is the service that we sell, and it is critical to the success of our business that our people operate at the highest professional level. We understand that a high performing team needs to be supported by an equitable workplace, work/life balance, competitive compensation, ongoing professional development with an emphasis on maintaining health and wellness overall. Hopewell supports our employees through a comprehensive and inclusive employee policy library, competitive compensation structure and strict commitment to safety. Our policy library, procedures and tools are outlined in Appendix 5 .

Our human resources department is involved in the day-to-day activities of employees and our operations, helping to provide strategic insight to managing the employee lifecycle. This is inclusive of talent management, compensation and benefits, training and development, compliance, safety and overall company culture.

Hopewell seeks out employees, clients and vendors who are aligned with our corporate philosophies on inclusion and fostering a positive work environment based on respect for human rights, valuing diversity, and zero tolerance for workplace discrimination, violence, or harassment. We further seek to be good corporate citizens through our philanthropic efforts which focus on giving back to charities that are local to the communities where we live and work.

## THE WORKPLACE IDEA

Our fundamental belief is that all persons have the right to a workplace that promotes inclusion, diversity, equality, and accessibility (IDEA). These are the pillars of a socially responsible workplace. Hopewell supports equal opportunity for all genders, race, denominations, and persons of all backgrounds and cultures. Within our corporate family we have a diverse group of senior leaders which includes a range of ages and backgrounds, and we are proud to have strong representation by women in senior leadership positions. Our culture of inclusion benefits us through encouraging all employees to be engaged and to share their knowledge and perspectives.

Our benefits structure and corporate human resources systems promote inclusiveness and equity, allowing preferred or neutral gender pronouns, and our benefit plan and plan delivery is designed to be inclusive for all persons and their families regardless of structure or gender identity.



# WORK/LIFE BALANCE

**Paid time off (PTO)**

**Sick/Mental Health Days**

**One work from home/week**

**Closed b/n Christmas & New Years**

Hopewell encourages work/life balance by providing a vacation allowance to all staff based on tenure. In addition, we offer paid time off to ensure staff can attend appointments, volunteer, or work on their self-development.

Vacation days are monitored by HR throughout the year to ensure employees are meeting their minimum vacation requirements. To further support a healthy work/life balance Hopewell allows employees to work from home 1 day per week. Hopewell also offers a self-development allowance to each employee on an annual basis which promotes fitness and ongoing learning and engagement by supporting our employees in their hobbies and personal endeavors.

Hopewell's social committee ensures that fun and engaging, team building activities and events are planned monthly to help support a positive work culture. These events take place during work and outside of working hours and all employees are given time off to participate.

# COMMUNICATION

Hopewell prides itself on having an open-door policy where all staff have direct access to the CEO, President, COO, HR and other members of our executive team. Communication is encouraged between all employees and regular business updates are provided by executives and HR. We actively seek and encourage employee feedback through surveys to ensure there is a good understanding of corporate culture and morale. Our HR department reviews results, determines actionable items and implements change when needed.

**40%**  
**management**  
**FEMALE**

# RECRUITMENT & SELECTION

Hopewell practices equal opportunity hiring and selection. We achieve this by using:

- Diverse language throughout the recruitment process;
- An applicant tracking system to assist with resume screening;
- A ranking process during the interview and selection process; and
- 3 stage interview processes with a diverse panel

HR works closely with hiring managers to ensure selection is fair and that candidates are selected based on their relevant skills, qualifications and competencies.

# FINANCIAL WELLNESS

Hopewell encourages financial wellness through our compensation philosophy; which uses market data from across North America ensuring we are competitive and top of market. We benchmark wages for junior and entry level positions to ensure that pay is at or above available living wage information at the time an offer of employment is made. HDLP has benchmarked to living wage data since 2018 as part of our total compensation philosophy.

Annual salary reviews are conducted to ensure we are onside with the market and to ensure that no discriminatory, gender or executive gaps exist. We use market data from industry specific and recruitment agencies such as, RealPac, Robert Half, Hays and Indeed to conduct research and provide direct feedback to our HR department to assist with compensation reviews and leveling. Total compensation is also reviewed as part of any promotion or title change to ensure we remain best in class.

For all employees, we work to ensure their compensation is part of what attracts them to work for Hopewell, along with the alignment of their values and professional interests. For that reason we offer a best in class total compensation program/package. We have made a commitment to bring employees into the ownership group, allowing senior members of our team to invest in the assets we develop. This investment drives employee engagement in our company and further links our success and employee compensation to the efforts of our team through an alignment of employee interests with the desired corporate outcomes.

## HEALTH & WELLNESS

Hopewell has launched internal health and wellness programs encouraging our employees to get active and foster a better understanding of nutrition. As a group we have engaged in fitness challenges and healthy eating programs. Our corporate office boasts an on-site gym, and our head office operates in one of the most walkable communities in Calgary. Our corporate office has water bottle filling stations, ergonomic workstations, daylighting, secure bicycle storage, indoor parking, a smoke-free campus and dedicated first-aid responders on each floor. We offer employees five sick days to ensure they can rest when they are ill. These days can be used for physical & mental health. As a direct response to employee feedback, we have increased our benefits package offering in 2022 to include, an employee assistance program, increased paramedical services, access to telehealth providers and a pharmaceutical online delivery service. Employee benefits are reviewed annually by our HR department, who works closely with third party consultants like Hamilton & Partners to benchmark against market data.

## WORKPLACE SAFETY

Hopewell takes our commitment to workplace safety very seriously. For all locations where our employees, and trade partners are working, we expect all parties to adhere to a set of safety rules and procedures which are clearly communicated, documented, and controlled by Hopewell’s Health and Safety policy and the supporting manual. We adhere to the highest safety standards in the industry. It is of the utmost importance to us that at the end of the day everyone walks off the work site safe, healthy, and whole. As a COR certified contractor, we have demonstrated a robust safety program, backed by comprehensive policies, and total commitment by our team to uphold rigorous safety standards. Hopewell has implemented the following programs which help track, train, and support our health and safety programs:

### Site Max

- Site reporting, field level hazard assessments, inspections and checks, site safety



### ComplyWorks

- Vendor insurance, workers compensation and site orientations, CORE documentation, vendor specific safety procedures and policies



### Articulate 360 Learning Management

- Training and certifications, record keeping for in-house training programs





Our HR department ensures that policies and procedures are in place according to legislation. Working in conjunction with safety, regular & annual reviews of all company policies and procedures take place. As part of employee on-boarding, all employees are required to read and acknowledge all established policies and procedures. HR handles in-office onboarding and out of office takes place with the safety manager.

## PROFESSIONAL DEVELOPMENT

Hopewell hires professionals who are well qualified through experience and education to be leaders on our team. We create a best-in-class employment experience through sourcing new-hires from our network of peers and alumni. We develop internal talent through reimbursement of professional learning and internal mentorship opportunities. We encourage a train-up philosophy. Hopewell provides ample autonomy, accountability, and responsibility for all individuals to expand their skillset within their work. Employees are regularly invited to complete training courses throughout the year on a variety of topics including, communication, leadership, health and safety and general workplace tips. Employees are encouraged to attend seminars and conferences pertaining to their field of work and additional training opportunities are offered to all staff based on merit.

## ALIGNMENT OF VALUES

To maintain the integrity of our workplace and uphold our values, it is important to Hopewell that every partner, client, and vendor with whom we do business, is aligned with the principles of social responsibility outlined herein. We are the most successful when all members of our team, in all facets of our business, are aligned with our values and are able to operate ethically, responsibly and with the best interests of the business at heart. When our business thrives, we ensure that our employees are rewarded for their role in our success.

## COMMUNITY ENGAGEMENT

At Hopewell we believe in giving back to the communities that give so much to us. Hopewell takes pride in our community involvement through employee-run charitable committees. Together, as volunteers and donors, we work to support local charitable, educational, and artistic organizations in need of our time and resources. Hopewell has hosted 'Hopewell Days' where our entire organization volunteered as a team, to help out organizations such as the Samaritan's Purse.

We construct inclusive places that contribute to a pleasant experience at our centers and promote accessibility for all. Community engagement is key to the development of our retail centers as an integral part of their neighborhoods. At our Mahogany Village Commons project and Crowchild Corner projects, community input was solicited as a part of the planning process.

As a philanthropic philosophy, Hopewell is engaging in the creation of a Community Development policy to support the communities in which we operate. This program operates through three streams:

1. Allowing employees annual paid time off to volunteer at non-profit organizations of their choice.
2. Selecting non-profit organizations to create medium-term partnerships for both individual and small group volunteer opportunities as well as minor financial partnerships.
3. Forming long-term partnerships with strategic community partners to engage in large group volunteer opportunities as well as major financial partnerships.

The spirit of philanthropy at Hopewell starts at the very top. In 2021, our Executive Chairman, Sanders Lee, announced a 10-year commitment to the University of Calgary, creating the Hopewell M.I.N.D (Maximizing Innovation in Neuroscience Discovery) prize, offering up to \$1 million annually for 10 years to launch innovative, high-risk, high-impact brain and mental health projects at the Hotchkiss Brain Institute. The prize will fund research projects at a junction where the injection of funding can act as a catalyst for the project to be transformed into a significant community force for brain and mental health.

Hopewell proudly supports the following community groups and charities with our time and resources:

Holiday Helpers Toronto	Mustard Seed Street Ministry
The Tim Horton Children's Foundation	Millennium Park Calgary
Christmas Cheer Board Winnipeg	Alberta College of Art & Design
St. Mary's Food Bank Phoenix	Calgary Interfaith Food Bank
Meals on Wheels	Calgary Homeless Foundation
Canadian Breast Cancer Foundation	Inn From The Cold
The Girl Guides Society	The PREP Program
Canadian Mental Health Association	The Children's Cottage Society
STARS Air Ambulance	The Banff Centre
Big Brothers and Big Sisters	The Hotchkiss Brain Institute
Make-a-Wish Foundation	Samaritan's Purse
Discovery House	University of Calgary Faculty of Medicine
The Alberta Youth Outreach Foundation	
The Calgary Home Builders Foundation	And many others!

# GOVERNANCE



# GOVERNANCE

As a development and real estate manager to many institutional investors including REITs and pension funds, Hopewell takes its role very seriously and we model our governance practices and policies to align with those of our valued partners. We recognize that our clients are held to a high standard, and it is our responsibility to ensure that our actions support their reporting, transparency, and financial accountabilities. As such, we govern ourselves very similarly to a publicly traded company. Hopewell has in-house counsel who acts as Secretary for the HDLP board meetings and takes minutes. These board meetings include the scheduled board reporting updates and board approval meetings for major decisions. Counsel is responsible for drafting resolutions for all decisions that are passed by the Board of Directors.

Since 2016, HDLP has benefited from a board of directors who provide governance and oversight of the management of the company. Board approval is driven by a decision-making matrix in the ownership agreement, outlining all instances where board approval must be sought. Our board formally meets three times per year at predetermined dates with senior management to review and endorse the operations of the company with additional ad-hoc meetings required for investment approvals. A Board Report is prepared and delivered in advance of each meeting covering the following items to ensure appropriate reports are presented and topics are discussed.

While we self-regulate, we look to accepted industry standards to model our overall governance as well as the performance of key groups such as our finance, analyst and accounting teams, and our construction and safety teams. We use strong internal governance practices, maintaining a system of checks and balances throughout all our processes, with internal controls to prevent fraud, protect privacy, avoid conflicts of interest, and ensure that we are operating to an ethical standard that protects our interests and those of our clients and tenants. It is our responsibility to govern ourselves as if we were a public entity as we recognize that our fiduciary duty is bound to the responsible, ethical, and transparent management of our clients' investments.

Hopewell has established a PwC Review Engagement that is performed annually on our consolidated financial statements. This engagement provides stakeholders some comfort and assurance that information is reliable and complies with Accounting Standards for Private Enterprises. The process begins 2-3 months before our calendar year end where management meets with PwC to discuss the company's activity for the year and any potential issues to address for the year end review engagement. PwC then comes to our head office in early-mid February and conducts the review engagement performing analytical procedures, inquiries, and assessments over HDLP's financial statements and notes to the financial statements. This review engagement is also required by certain lenders.

## Amongst many items, the board reviews:

- Financial performance & reporting
- Partnerships and development management roles and responsibilities
- Acquisitions, and dispositions
- HR updates including staffing and compensation
- Overview of the companies transactions and operations
- Strategic plan
- KPIs
- Risk and Legal updates
- Reporting on financial results
- Cash flow projections



Hopewell recognizes the immense trust that our clients place in us to manage their investments, and we operate strictly within the framework of the development, asset, construction, or property management agreements. We operate within the contract framework, and strictly within the bounds of the authority granted to us by our client agreements. We partner with a reputable third-party accounting firm to review and audit financial reports to ensure accuracy and transparency, and alignment with our contractual obligations and limits. Additionally, we partner with one of North America’s largest legal firms to review agreements to ensure that all parties are fairly represented, and agreements are well understood by all signatories.

The decision-making authority that HDLP has on any given project stems from the contract structure that we have with our partners as dictated by the development management agreements or asset management agreements. This structure drives project communication, reporting and overall transparency as we work collaboratively with project partners to drive signoffs and approvals. The check and balance involve a review of engagement on the parent company with audits performed on significant projects. We take our fiduciary duty very seriously as we are accountable for the investment of the project stakeholders, and we follow strict controls to ensure that all funds are handled appropriately and in accordance with best banking practices.

HRESLP operates under a similar model with their actions on behalf of a managed property, strictly governed by the terms of the property and asset management agreements. Our procurement policy aligns with the authority levels granted in the property management agreement, and all expenditures strictly follow the limits and approval processes therein. Annually HRES prepares budgets and annual plans to be submitted to the property owner for approval. The approved budget provides the framework for the asset management objectives and expenditures against which the subsequent financial and operational reporting is measured.

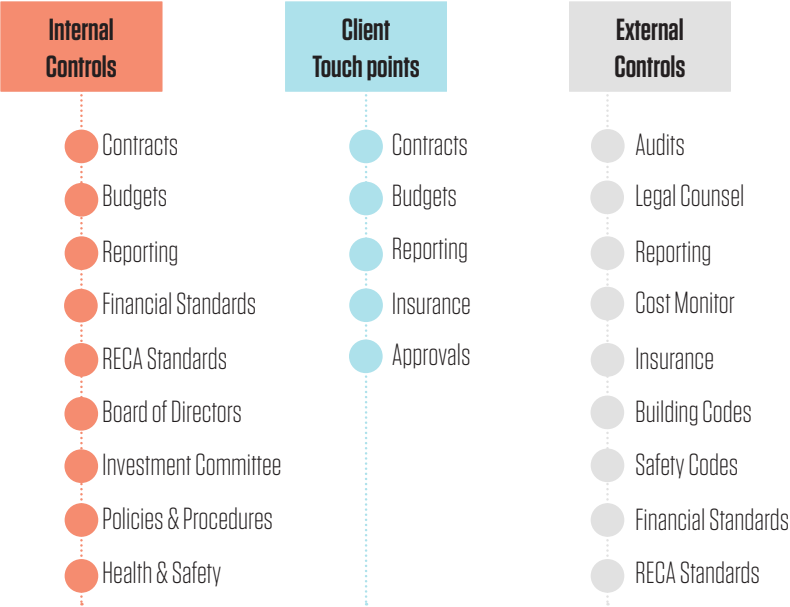
We offer complete transparency to investors regarding our strategies, performance, and management of assets. All investments require special investment approval on ad-hoc basis. Each project undergoes an extensive pro-forma review and approval process for submittal to our investment committee. Once project scope and costs are finalized, a formal approval to proceed is circulated for all stakeholders to review and approve, moving the project into the construction phase. This process ensures that all stakeholders are informed and involved in the project evolution and approval.



Chandler, Arizona (2021)  
Dry Wells | High Albedo Surfaces | LED Lighting



We are partially employee owned, with our executive and employees owning 40% of the company. This structure encourages our employee stakeholders to further their interests by performing in the best interests of the company. This alignment of interests between executives, employees and project partners drives accountability in action as all stakeholders are invested in the same objectives. Hopewell is stringent with controls during the hiring process, performing background and reference checks to ensure that our new hires join the company with compatible ethics.



# STANDARDS

Hopewell maintains strong stakeholder relationships through transparency and active engagement. We operate in a way that promotes the same ethics and accountability as would be expected from a publicly traded company. We adhere to industry standards across all fronts, from construction, finance and accounting to leasing and property management. We follow jurisdictional authorities and the requirements of governing bodies wherever applicable.

### Standards Regulations & Codes

- ASPE
- US /Canadian GAAP
- IFRS reporting
- KYC regulations for bank accounts
- CPA code of ethics
- Building codes (By region)
- SOC 1 compliant
- RECA licensed

### Transparency

- Annual Accounting audits & reviews
- Best in class legal counsel
- Competitive project tender process
- Transparent reporting
- Cost tracking/ Cost monitor submittal
- Transparent procurement policy

### Risk Management

- Comprehensive insurance coverage
- D&O Insurance, E&O Insurance, Employee Dishonesty, Fraud Protection, Cyber Crime
- Insurance consultation
- Enterprise risk management
- IT security initiatives
- Contractor Check?

### Internal Policies & Procedures

- Employee confidentiality policy
- Competitive tender process
- Code of conduct & business ethics
- Strict internal controls around cheque signing
- EFTS and wires

# New Land Acquisition Checklist

Environmental Assessment

November 2021

## INTENT

Aligning sustainability goals with our project partners starts at the beginning of the project. When seeking new land acquisitions for future development, as a part of our broader due diligence process, Hopewell performs a site assessment to further understand the environmental impacts of site development and the fit of each site within our project objectives and client criteria.

This checklist is intended to aggregate information related to the environmental considerations and issues related to the site, and it also can tell us whether the site selection may present inherent opportunities for building efficiencies based on location and site features. Hopewell's broader due diligence process is intended to address other aspects of the acquisition of the property beyond what is contained in the environmental assessment.

## USE

Used by Hopewell Development during the acquisition of new greenfield, brownfield or sites with existing buildings where structures will be demolished.



# NEW LAND ACQUISITION CHECKLIST

## Site Information

- 1) Was the land previously occupied?
- 2) Is the site considered, greenfield, brownfield or infill?
- 3) If brownfield, what is the nature of the former use?
- 4) If brownfield has contamination been documented?
  - a. If so, provide records
- 5) Does the site have historic or cultural significance?

## Oversight

- 1) Does the seller retain external professionals, or maintain an internal committee who are focused on Environmental, Social, Governance implementation across their assets?
- 2) Does the seller have an environmental management policy which applies to this site?

## Records

- 1) Environmental reports for the last 5 years
- 2) Conservation authorities act
  - a. Notices from Environmental Authorities for the last 5 years
- 3) Environmental Insurance
- 4) Was the site previously contaminated? Or is the site currently contaminated
  - a. Nature of contamination
  - b. Documented history of on-site issues/incidents/impacts
  - c. Leakage / Spillage documentation
  - d. Clean up/ remediation reports
- 5) When was the last Environmental Site Assessment conducted?
  - a. Provide a copy – Phase I / Phase II
  - b. What issues were identified?
  - c. Have remediation efforts been completed
  - d. Reliance, insurance
- 6) When was the last geotechnical report created?
  - a. Provide a copy
  - b. Reliance, update
  - c. Drilling report, holes drilled on all land sites and older buildings
- 7) Is the site considered a wetland?
- 8) Is the site in a flood hazard area?
- 9) Does the site contain, or has it ever contained above or below ground storage tanks?
  - a. If so, provide inventory, copy of registration and records
- 10) When was the ground water monitoring and testing last conducted?
  - a. Provide a copy
- 11) Has radon testing been conducted for this site?
  - a. Provide results
- 12) Has a species study been done? Has the site been identified as habitat for any species on threatened or endangered species lists?
  - a. Does the site represent significant portion of habitat for any species for nesting, mating, migration, or residence?
- 13) Is the land within 30 meters of wetlands / is the setback distance from wetlands compliant with local regulations?
- 14) Legal / topographic survey

- 15) Legal title review of title and all encumbrances on title
- 16) Zoning/entitlement review
- 17) Pre-Application Meeting(s) with Municipality and other authorities (Provincial, Conservation authorities) and sometime political input from local Council members / Mayor
- 18) Contact with Economic Development Authority for the area
- 19) Servicing / Development Review / Cost Estimates for use as inputs in the overall Project Proforma
- 20) Confirm with vendor there are no land or farm leases in place
- 21) Transit
  - a. Review pedestrian access, bike access and public transit access for overall site transit score

# New Building Acquisition Checklist

Environmental Performance

November 2021

## INTENT

Identify existing building infrastructure and operations procedures which may provide opportunity for performance improvement, saving energy, water, and waste and reducing greenhouse gas emissions. This information forms the basis for improvement recommendations and can support capital improvement planning, risk management and resiliency planning undertaken on behalf of an owner.

## USE

This form is used by Hopewell Real Estate Services when onboarding a property for a third-party Owner.



# NEW BUILDING ACQUISITION CHECKLIST

## Site Information

- 1) Does the site have any existing certifications? LEED? BOMA Best? Well? Fitwell? Etc.
- 2) Itemize building equipment
  - a. For which the landlord is solely responsible for
  - b. Which tenants are solely responsible for
- 3) Confirm whether the landlord or tenant is responsible for waste removal
- 4) Are energy efficiency initiatives included in the existing capital plan?
- 5) Has a thermal imaging scan of the roof or walls been done?
- 6) Has an environmental site assessment been completed for the property? Provide a copy
- 7) Has a property condition assessment report been completed for the property? Provide a copy
- 8) Does the property promote or provide easy access to sustainable modes of travel?
  - a. Review pedestrian access, bike access, car pool and public transit access
  - b. Does the site offer charging stations for electric or hybrid vehicles?

## Leasing

- 1) Are 'Green Leasing' initiatives included in existing Tenant leases?
  - a. These clauses may include requirements to adhere to a particular standard (BOMA, Fitwel)
  - b. Clauses which dictate tenant construction standards to adhere to green building practices
  - c. Clauses which require tenants and landlords to collaborate on sustainability

## Utilities Consumption

- 1) Do you have a list of all utility meters in the building and their assignment to either a tenant or to the building common areas serviced?
- 2) Are Utilities separately metered, or check metered between common areas and tenant spaces?
- 3) Do Tenants permit the landlord/ property manager to access their utility data?
  - a. Are the tenants required or requested to submit their utility data to the landlord on an annual basis? Energy and water consumption data, including total usage and total charges as they appear on tenant's electric, gas, water, and other utility bills, in a format deemed reasonably acceptable by landlord upon request
- 4) Are carbon offsets purchased for the building?

### Power/ Gas

- 1) Does the building have a contract with a green energy provider?
- 2) Does the landlord or property manager track energy consumption data?
  - a. For common area
  - b. For tenants
  - c. If so, which tools are being used to benchmark? (ENERGY STAR)
- 3) Has a 3-year trend analysis been done on the collected energy data?

### Water

- 1) Does the landlord or property manager track water usage?
  - a. For common area
  - b. For tenants
  - c. If so, which tools are being used to benchmark? (ENERGY STAR)
- 2) Has a water assessment been conducted to audit the buildings water using systems and usage?
  - a. What reduction measures were identified, and have they been implemented?

## Policies & Plan

Provide comment or documentation on the organization's commitments to environmental initiatives in these areas:

- 1) Does the building owner have an environmental policy or vision?
- 2) Does the landlord/property manager have as either a general or building specific policy covering:
  - a. Hazardous Materials Policy
    - i. Management of hazardous materials existing on site
    - ii. Tenant hazardous chemicals / product inventory
  - b. Indoor Air Quality Monitoring Plan
  - c. Green Gleaning
  - d. Waste Reduction & Diversion
  - e. Tenant Wastewater Discharge Policy
  - f. Water Management Plan
  - g. Water Damage Monitoring Program
  - h. Building Accessibility
- 3) Have these policies been communicated to tenants, and are they required to follow them?

## Practices

- 1) Does the building have an occupant service request program in place?

### Energy Management

- 2) Does the building have an overall energy management plan?
- 3) What energy conservation practices are in place at the building?
- 4) Has an ASHRAE Level 1 Energy Assessment been conducted in the last 5 years?
- 5) Have energy reduction targets been implemented for this building?
- 6) What types of lighting and lighting controls are present in the building?
- 7) Are building pump and fan motors controlled by VSDs or VFDs?
- 8) Does the building use any co-generation or recovery systems?
- 9) Does the building have solar panels?

### Indoor Air Quality (IAQ)

- 1) What indoor air quality monitoring practices are in place at the building?
- 2) What indoor air quality management practices are in place at the building?
  - a. HVAC inspection & hygiene?
  - b. Dust/ dirt/ bacteria control
  - c. VOC control
  - d. Carbon Monoxide
  - e. Temperature/Humidity/Air Volume
  - f. Outdoor Air Purging
  - g. Filtration (Merv 8 or greater)
- 3) Does the building have a green cleaning policy?
  - a. Has this policy been communicated to tenants? Have they implemented?

### Water Management

- 4) Does the building use water efficient plumbing fixtures?
- 5) Does the building have water efficient irrigation controls?
- 6) Does the building have a potable water testing program?
- 7) Are non-potable water sources used at the building?
- 8) Does the site have a legionella control plan for susceptible systems?
- 9) Does the landscape design allow for minimal irrigation usage?
- 10) Do the site features minimize or manage storm water runoff?

### Waste Management

- 11) Is a source separation program in place at the building?
- 12) Are there any current waste reduction initiatives in place at the building?
- 13) Has a waste audit been completed for the building common area waste in the last 3 years? (in Ontario for buildings over 100,000 this must be completed annually)

### Preventive Maintenance

- 14) What building and site elements are maintained under the landlord's preventive maintenance program?
- 15) Has the building equipment been re-commissioned or retro-commissioned?

### Building Accessibility

- 16) Does the site and building meet current barrier-free or accessibility guidelines?

## Hazardous Materials

- 1) Environmental reports for the last 5 years
- 2) Notices from Environmental Authorities for the last 5 years
- 3) Ground water testing reports
- 4) Is there an inventory of building materials known or presumed to contain asbestos, lead, PCB's, silica and mercury?
  - a. Is an abatement plan in place?
- 5) Has any mold been identified in the building?
- 6) Has an inspection of known/presumed asbestos containing materials or mold occurred within the last 12 months?
- 7) Does any equipment contain ozone depleting substances? Is this list catalogued?
- 8) Is there a refrigerant safety program in place at the building?
- 9) Is the use of pesticides and herbicides on the site controlled?
  - a. Are non-chemical methods preferred, as demonstrated by scope of practice in landscape maintenance contract
- 10) Is storage of hazardous materials, and storage of chemicals audited annually?
- 11) Are SDS Sheets available for chemicals used at the building?
- 12) Have any corrective actions, removal or remediation taken place for any hazardous materials?
- 13) Has the building been tested for radon?

# Construction

Environmentally Responsible Options for Owners

November 2021



## INTENT

Offer a strategic menu of options for project partners and clients who wish to improve the efficiency of the base building. Initiatives may improve base building environmental impacts but should also be considered to position the property to appeal to tenants who may have requirements for environmentally and socially conscious facilities.

## USE

Used by Hopewell Development and the beneficial owners or project partners, this menu of options is a collaborative tool to be used during project initiation and design phases. Hopewell is able to align our construction deliverables to meet our clients' objectives for improving the environmental footprint of new projects.

# CONSTRUCTION

## Environmentally Responsible Options for Owners

ADMINISTRATION	<b>Hopewell Standard</b>
	Hopewell uses cloud-based software for document control offering a largely paperless experience for project and site teams and streamlining document management for environmental certification programs such as LEED
	<b>Enhanced Options</b>
	Hopewell can help develop green policies for tenant implementation such as green cleaning, waste diversion and hazardous materials inventories
ADMINISTRATION	Hopewell can help develop green leasing policies, building environmental considerations into tenant leases for items such as tenant interior construction standards
	Hopewell can increase requirements for participation in sustainability programs by subcontractors engaging in responsible supply chain and procurement practices
SITES	<b>Hopewell Standard</b>
	Hopewell engages in a responsible site selection process as outlined in appendix 1
	<b>Enhanced Options</b>
SITES	Hopewell offers enhanced site selection which can focus on finding brownfield, in-fill or redevelopment sites, increasing usage for lands which have already felt environmental impacts
ENERGY	<b>Hopewell Standard</b>
	Energy modeling on new building designs to NECB standards
	<b>Enhanced Options</b>
	Occupancy Controls (automatic on/off) capable of reducing the lighting power of lobbies, corridors, stairways and other circulation paths
	Thermally broken doors/frames (ADD \$650 / door leaf)
	Thermally broken curtain wall (ADD \$2.50/sq. ft.)
	Thermally broken fasteners (cascadia clip or similar)
	Add R5 to Precast Add \$0.95/sf
	Add R4 to IMP Add \$2/sf
	Enhance R value of Roof 30-40 \$3.5-4/sf

WATER	<b>Hopewell Standard</b>
	Efficient plumbing fixtures, and metered or sensed faucets
	<b>Enhanced Options</b>
	Storm water retention and re-use for irrigation
	Low -flush toilets and urinals
	On site storm water retention Manage the rainfall runoff in a manner best replicating natural site hydrology processes (protect trees; add rain garden, retention pond, detention pond; limit impervious surfaces).
	Pervious paving for parking and trailer areas
	Install permanent water meters for irrigation, indoor plumbing, domestic hot water, boilers, reclaimed water
	Water leak monitoring systems (moisture sensors etc.)

IEQ	<b>Hopewell Standard</b>
	System commissioning – HVAC, electrical systems, plumbing systems , air balancing
	Acoustic performance – isolated equipment to limit vibration and noise
	Dust control throughout construction. Protection of HVAC systems
	Increased fenestration through perimeter glazing, clerestory windows
	<b>Enhanced Options</b>
	Responsible selection of paints, coatings, adhesives, sealants, flooring, composite wood, ceilings, walls, thermal and acoustic insulation, furniture. Selecting materials for attributes including low VOC, high recycled content, high renewable resource content, durability/longevity
	Install indoor air quality sensors
	Daylighting – Adding Windows and Skylights to promote views and daylighting

MATERIALS	<b>Hopewell Standard</b>
	Steel framed structures
	<b>Enhanced Options</b>
	Cross laminated timber CLT
	Changing your roofing systems to TPO. Understanding they cost more, but what you spend on roof you would save on building materials, IOWSJ can be significantly lighter due to getting rid of 12lb/sf of ballast.

LANDSCAPING	<b>Hopewell Standard</b>
	Hardy species, selected to withstand local climate and be tolerable to various soil and moisture conditions
	To create exterior open space that encourages interaction with the environment, social interaction, passive recreation, and physical activities
	<b>Enhanced Options</b>
	have seen a difference in zero water plantings which saves you money by not having to install irrigation if allowable in the jurisdiction
	Heat island reduction structures with reflective surfaces. Include white or reflective roofing material, green roof, reflective paving
High cutoff angle exterior light fixtures to prevent light loss and meet night sky/ dark sky initiatives – reduce light pollution	

WASTE	<b>Hopewell Standard</b>
	Responsible management of procurement and materials usage on site to minimize waste generation
	<b>Enhanced Options</b>
	Diverted waste streams from construction and demolition
On site reclamation from demolition or site works – such as using crush from on-site under slab and in paving sub surface or landscaped areas	

UTILITIES	<b>Hopewell Standard</b>
	Separately metered gas and electricity for tenant spaces and common areas
	<b>Enhanced Options</b>
Smart metering for heating, cooling and lighting	



# Property Management

Environmentally Responsible Options for Owners

November 2021

## INTENT

Offer a strategic menu of options for property owners who wish to improve the efficiency of building operations and reduce the environmental impacts. Additionally, we will advise property owners on tenant initiatives and programs to not only improve tenant environmental impacts, but also to position the property to appeal to tenants who may have requirements for environmentally and socially conscious facilities. This list offers options for building operations and building infrastructure changes which could be implemented at existing properties under management.

## USE

This menu of options is a collaborative tool to be used as a follow up to a building condition and building operational performance assessment. Once opportunities for improvement are identified, the menu of options is a tool for aligning ownership objectives with scope for change and with business, environmental and social objectives.

# PROPERTY MANAGEMENT

## Environmentally Responsible Options for Owners

ADMINISTRATION	<b>Hopewell Standard</b>
	Using cloud-based software for preventive maintenance, tracking tenant concerns
	<b>Enhanced Options</b>
	Hopewell can increase requirements for participation in sustainability programs by subcontractors and vendors engaging in responsible supply chain and procurement practices
	Hopewell can help develop green policies for tenant implementation such as green cleaning, waste diversion and hazardous materials inventories
	Hopewell can help develop green leasing policies, building environmental considerations into tenant leases for items such as tenant interior construction standards
	Enhanced tenant surveys <ul style="list-style-type: none"> <li>- Satisfaction</li> <li>- Participation</li> <li>- Energy and water usage</li> <li>- Waste</li> </ul>
Technical building performance assessments <ul style="list-style-type: none"> <li>- Thermal envelope scan</li> <li>- Air tightness</li> <li>- Equipment performance audit</li> </ul>	
SITES	<b>Hopewell Standard</b>
	Hopewell will assess sites for environmental improvement opportunities which can be achieved in the course of normal operations, or with very little capital investment
	<b>Enhanced Options</b>
Hopewell can assist owners in selecting sites which meet their criteria for environmental performance, or help owners with selecting sites where implementing new programs can improve asset value	
ENERGY	<b>Hopewell Standard</b>
	HVAC and Energy systems preventive maintenance programs keep these systems running optimally. Periodic re-commissioning finds room for energy use improvement within existing infrastructure
	<b>Enhanced Options</b>
	Enhanced retro-commissioning looking at building systems and system synergies wholistically. Assessment, testing, and re-calibration of existing systems.
LED Lighting upgrades	

<b>WATER</b>	<b>Hopewell Standard</b>
	Irrigation monitoring and programmed watering
	<b>Enhanced Options</b>
	Implement requirements for low flow fixtures during tenant improvements and capital improvement projects
	Implement rainwater capture and re-use for irrigation

<b>IEQ</b>	<b>Hopewell Standard</b>
	Dust control mandated during initial tenant fit up to prevent contamination of building air handling systems
	Hopewell sites are all non-smoking
	<b>Enhanced Options</b>
	Engage tenants in a site wide mat program
	Encourage and educate tenants on the merits of green cleaning
	Schedule building wide IAQ testing to ensure adherence with indoor air quality standards (common areas, where controlled by landlord)
Encourage & educate tenants about responsible material selection. Choose indoor finishes and furnishings that are low VOC, have a high proportion of recycled or rapidly renewable materials, or a long life-cycle with options for recycling at end of life	

<b>LANDSCAPE</b>	<b>Hopewell Standard</b>
	Landscape maintenance targeted to maintaining the health and appeal of existing green spaces as places of respite and natural habitats
	<b>Enhanced Options</b>
	Restructure plantings to reduce water usage or implement landscaping (xeriscaping) that does not require water at all
	Heat island reduction structures with reflective surfaces. Include white or reflective roofing material, green roof, reflective paving, or plantings that promote shade



<b>WASTE</b>	<b>Hopewell Standard</b>
	Hopewell partners with waste removal providers that offer source separation programs. Typically, we provide tenants with waste and cardboard streams
	<b>Enhanced Options</b>
	Add enhanced diversion streams to give tenants more options: <ul style="list-style-type: none"> <li>- Beverage containers</li> <li>- Paper</li> <li>- Textiles</li> <li>- Glass</li> </ul>
	Implement regular waste audits to identify and resolve compliance issues and ensure that waste removal strategies are aligned with the needs of the tenant and site

<b>UTILITIES</b>	<b>Hopewell Standard</b>
	Utility tracking for common area costs.
	<b>Enhanced Options</b>
	Utility Benchmarking for power, gas, and water consumption Participation in a benchmarking program such as Energy Star
	Tenant participation in utility benchmarking program, tenant data collected and included in building benchmarking and analysis

# Policies, Programs & Tools

Document Library

November 2021

## INTENT

Hopewell maintains a comprehensive policy and program library which is our primary communication tool for ensuring employee understanding and acknowledgement of the social values and codes of conduct and behavior that are key to our corporate culture, ethical business practices and social responsibility.

These policies and programs are updated periodically to address our evolving business and social landscape, and new items are added wherever gaps may be identified.

The policy and program library is further supplemented by role-specific additional training targeted to ensuring all of our employees are able to work safely whether they are in an office or on-sit environment.

Hopewell believes that technology is a tool which can promote efficiencies, accountability and transparency and we have equipped our team with technology-based tools to drive these outcomes.



## POLICIES & PROGRAMS

- 1) Alcohol & Drug Policy
- 2) Code of Conduct & Behavior Policy
- 3) Dress Code Policy
- 4) Educational Assistance Program
- 5) Employee Confidentiality Agreement
- 6) Employee Personal Information Protection
- 7) Jury & Court Appearance Policy
- 8) Sick Leave Policy
- 9) Annual Vacation Policy
- 10) Bereavement
- 11) COVID-19 Pandemic Policy
- 12) Conflict of Interest Policy
- 13) Discrimination & Harassment Policy
- 14) Employee Referral Program
- 15) Short Term Disability Policy
- 16) Overtime Policy
- 17) Short Term Disability Policy
- 18) Vehicle Usage Policy
- 19) Workplace Violence Policy
- 20) Health & Safety Manual

## TOOLS

- 1) HRIS Software
- 2) SiteMax
- 3) ComplyWorks
- 4) Vendor PM
- 5) Hopewell Tenant Service App
- 6) YARDI
- 7) DealPath
- 8) Juniper Square
- 9) Articulate 360