

An aerial photograph of a vast mountain range at sunset. The sun is low on the horizon, casting a warm, golden glow over the landscape. The mountains are covered in dense green forest, and a winding road snakes through the valleys. The sky is filled with soft, wispy clouds, and the overall atmosphere is serene and majestic.

ENKA SUSTAINABILITY GUIDELINE FOR TENANTS

ENKA
Real Estate

GOALS AND IMPLEMENTATION

The purpose of the guideline

This guideline will assist tenants in following the principles of sustainable development, get acquainted with the ESG* agenda and evaluate the impact of their activities on the environment and society.

Recommendations provided by ENKA Real Estate will help tenants use the rented premises and common areas with regard to environmental impact, care for their employees and visitors as well as to reduce their operating costs by means of the efficient use of resources.

How to use this guideline

The guideline comprises the following sections:

- Energy
- Water
- Waste
- Materials
- Social&Health

The recommendations provided in these sections will guide you in taking further action.

CURIOUS FACTS:

1. Passive design strategies, such as using vegetation and setting up HVAC** systems, reduce cooling requirements within a building by 30%.
2. Using water-saving plumbing cuts water bill by more than 35%.
3. Presence detectors with a timer save up to 25% in operating costs for heat and electricity.

The benefits of following the points:

- \$ – reducing costs
- ♥ – beneficial effect on human health
- 🌍 – taking care of the planet

*ESG – Environment, Social, Governance

**HVAC – Heating, Ventilation, & Air Conditioning

ENERGY

Reconstructing facilities or designing a new interior is an excellent opportunity to adjust energy and water consumption, reduce harmful emissions into the atmosphere as well as operating costs.

- Make the most of the **natural lighting** by thoroughly arranging workplaces and meeting rooms
- Use **low partition** walls between workplaces to allow light to pass effectively inside
- Choose **higher energy efficiency class** when buying your equipment
- Use **LED lamps**, as they are approximately 40% more efficient compared to fluorescent ones
- Reduce the **lighting density** to 8 W/m²
- Zone the lighting** to turn off the light where it is not needed
- Use **light regulators** to dim the lighting during daytime hours
- Set **the lighting to turn off automatically**, for example using a light sensor, a motion sensor or a time relay
- Avoid **active use of lighting fittings near cooling systems** to reduce energy consumption for cooling
- Arrange **shading** in the rooms to reduce heating in the summer
- Avoid **conflicts between heating and cooling systems**
- Reduce **unjustified heat and cold losses**, address this issue with your building managers, and optimise the operation of the systems
- Conduct an **energy audit** to identify sources of unsustainable energy consumption, including checking your energy bills
- When the construction works are over, **set up your HVAC*** systems to optimise energy consumption and ensure comfort in the premises



* HVAC – Heating, Ventilation, & Air Conditioning

WATER

Water is crucial for socio-economic development, healthy ecosystems and human life. It is the most important link between the climate system, society and environment, therefore its preservation is at the heart of the principles of sustainable development.

- Identify the activities with high water demands.** This will give you an understanding of how to reduce the consumption
- Regularly **monitor water consumption** to understand the dynamics of water discharge. This will help to determine the necessary measures to reduce water consumption
- Address the importance** of careful and economical use of water **with your employees;** inform them about the possibilities of reducing consumption and alertness to leaks
- Use aerators** for faucets and **water-saving plumbing** (preferably labelled "WaterSense") with low water consumption, precisely:

Equipment	Consumption*
double flush toilets	4 / 2 l
taps in shared toilets	4 l/min
taps in the kitchen	5 l/min
shower heads	6 l/min
household dishwashers	12 l/cycle
commercial dishwashers	5 l/row
urinal	1.2 l/min
household washing machines	40 l/wash
commercial washing machines	7.5 l/kg

- Install **passive infrared presence sensors** (PIR) to cut the water supply when the premises are not in use
- Install a **water leak detection system** that reports a leak or independently blocks the water at the leak site

* According to the best international standards of real estate certification BREEAM In-Use International Commercial V6



WASTE

The return of recycled waste back to the economic system contributes to a circular economy, reduces the need for primary resources, which are increasingly difficult to extract, and also reduces the negative consequences of excessive waste generation, such as landfills, air, water, and soil pollution, and climate change due to the large amount of greenhouse gases emitted.

- Work with manufacturers and suppliers to **reduce packaging** - consider including packaging requirements in contracting documents and material specifications
- Give preference to the **local suppliers** to reduce shipping distance and CO₂ footprint
- Reuse** or sell unused construction materials
- Try to choose **materials with a recycled component**
- Conduct **corporate trainings** on waste management
- Assign a responsible** for separate waste collection and management
- Organise storage **space for materials and equipment** that can be reused
- Organise a **space for separate waste collection**
- Transfer waste for **recycling to licenced companies** and ask for a waste disposal report
- Determine how effective the existing waste management methods are, **set goals** for their improvement and **waste reduction**
- Reduce paper document flow in favour of electronic document management**



When moving out, provide access to materials that can be reused by the new tenant

MATERIALS

The term "Sick Building syndrome" is officially recognized by the World Health Organization. This concept includes a wide range of symptoms caused by the presence of chemicals, allergens and microorganisms in buildings constituting a part of the environment. Proper operation of the premises, careful and rational selection of materials used for interior design minimises the incidence of sick building syndrome and contribute to the well-being of employees.

- When finishing, use **materials that do not contain VOCs*** or have a minimum amount of VOC contents. These materials use eco-labels such as EcoMaterial, Green Label Plus, Greenguard, Benchmark VOC Green Building Product, Blue Angel, eco-INSTITUTEL, M1, EMICODE EC1/ EC1plus, GUT, French VOC emissions labeling (A/A+), etc.
- Purchase legally harvested and traded timber** and timber-based products from FSC**-certified or certified by "Lesnoi Etalon" suppliers
- Use materials that have an EPD***** – Type III Environmental marking valid at the time of purchase (GOST R ISO 14025)
- Use materials consisting **recycled components**, or reuse previously used materials
- Use **regional materials** - this will help you to reduce air emissions from transportation and to support the local economy by choosing local products
- Provide **durable, wear-resistant and easy-to-care surfaces and materials**. This will help to optimise material consumption during the operational stage and reduce repair costs
- Take **inventory and create a database on the materials** used, use standard materials
- Reduce the use of PVC**, paying particular attention to floor coverings, blinds, cladding, finishing, window frames
- Do not use composite wood products** or make sure they have a low emission level (E1 limit****)
- Provide for the use of **cleaning products that are biodegradable**, non-toxic and do not contain phenolic compounds or non-volatile solvents



* VOC – volatile organic compounds

** FSC – certification system for the purchase, processing, labelling and sale of forest products

*** EPD (Environmental Product Declaration) – an environmental declaration is a document containing information about the environmental aspects of products or services provided, taking into account their life cycle

**** E1 – formaldehyde emission class

HEALTH&SOCIAL

A green office contributes to the preservation of the environment and the health of employees and is also an opportunity for the company to establish itself as an environmentally oriented, responsible business that complies with international environmental standards and participates in achieving sustainable development goals.

- Organise a **place for physical activity** that will help employees relax during the day, stay focused and work more efficiently
- Organise a **well-insulated recharge room** that will provide space to take a break in a quiet environment
- Provide your employees with free access to **drinking water**
- Replace junk food **vending machines** with healthy alternatives
- Promote conscious consumption**, separate waste collection and recycling, awareness to resource usage, and healthy lifestyle through accessible information and activities
- Use a soap foam dispenser instead of a liquid soap
- Use paper towels, office and toilet paper made from recycled materials, place recommendations to use one paper towel per use
- Organise the **eating spaces** that contain a microwave, a kettle, a refrigerator and a dishwasher
- Choose loose tea over tea bags**, and **reusable cutlery** over disposable
- Think about **how cleaning will be carried out in hard-to-reach places** - the upper parts of rooms with high ceilings, atriums, glazed facades
- Check if the **air supply volumes are compliant** with the norms for the actual number of people
- For densely occupied spaces **install CO₂ sensors** that will respond to increases in the concentration of carbon dioxide in the rooms and signal ventilation
- Conduct regular **surveys of employees** about aspects they find underdeveloped or what initiatives they would support and consider important



HEALTH&SOCIAL

- Motivate employees to **walk more**, including stairs, hold contests for the maximum number of steps taken per month
- Encourage employees to **use alternative transport** (bicycles, scooters, public transport, car sharing or carpooling with colleagues)



- Respect human rights** (colleagues, clients, all people with whom you interact) and eliminate adverse consequences in case of violations
- Support **social entrepreneurship** projects, charitable ENKA programs and vulnerable groups or take the initiative yourself
- Create and maintain **training and development programs** for employees of your company and contractors, as well as employees of suppliers and other people with whom you interact
- Support small local businesses** through local procurement or services
- Provide activities and promote other appropriate forms of assistance relating to **environment accessibility for disabled persons**



We encourage our tenants to adhere to the recommendations stated in this document. However, we do not provide any guarantees regarding the use, results or success of incorporating the practices. If necessary, the tenants can consult their experts about the implementation of sustainability initiatives. These guidelines do not override or enable tenants to violate the lease agreement.



**THANK YOU FOR
YOUR ATTENTION!**

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