



# GREEN LEASE

Recommendation Manual

WORKING TOGETHER FOR A GOOD FUTURE.

SIGNA





# Taking responsibility. Making a difference together.

Sustainability and climate change — two ubiquitous terms. But how do they relate to you and SIGNA?

Climate change and steadily increasing urbanization are major challenges of our times must be faced in order to ensure sustainable development. It is essential for the real estate sector in particular to be aware of their responsibility and take proactive measures.

In order to create a long-term change, we all have to work together in actively driving the process forward. One thing is certain:

**WE CAN ONLY CREATE A GOOD FUTURE  
BY WORKING TOGETHER.**

How can we meet these challenges? Find out in the following pages of our recommendation manual.



# Managing real estate sustainably – together.

Dear tenants,

A property is a place where we work, live, shop, and develop on an individual level in day-to-day life — and at the same time, it is a place that bears an immense responsibility. Globally, around 40 percent of CO<sub>2</sub> emissions are created at or by buildings.<sup>1</sup>

Operating our buildings sustainably is one of our most important objectives. We can only make good progress on the path to more environmentally efficient and sustainable buildings by working together.

You will find “green lease” clauses in your lease agreement that define ways that we, as the property owner, and you, as the tenant, can improve the building’s environmental performance.

This first “Green Lease Recommendation Manual” is intended to point out the areas where we are focusing to sustainable operations. In order to reach our common goal of climate neutrality, our aim is to provide you with specific recommendations for measures you can implement to make a conscious contribution.



This is an appeal to you to use the creative options at your disposal in the areas of **energy/emissions, waste, cleaning, mobility, and renovation measures/fixtures** to make an important contribution to achieving the goals of the European Green Deal.

We are aware that all measures, for owners and tenants alike, must be suited to everyday life and be economically sound. Yet we consider this an opportunity to act as partners in making a positive contribution to the environment and thus for the generations to come.

Sincerely,  
your SIGNA Team

This manual is not legally binding and may be updated from time to time.  
Changes have no impact on existing leases.



# We think long term.

## Sustainability is in our DNA.

THE PARIS AGREEMENT SETS FORTH A GLOBAL TARGET LIMITING GLOBAL WARMING TO WELL BELOW TWO DEGREES CELSIUS COMPARED TO PREINDUSTRIAL LEVELS.

As a real estate company, we are part of society. The existing properties we renovate and new properties in which we invest have a positive effect on cityscapes and also have a sustainable impact on people's lives and on the environment.

As a responsible company, we want to meet the environmental and social challenges of our time. Therefore, we believe sustainability is in our DNA — acting as a partner to cities and municipalities, we make a valuable social contribution with our attractive properties in the Long-term Portfolio. We work for livable cities and rethink concepts such as urban development, sustainability, multi-use buildings, networking, and mobility.

Our clear commitment in this is to creation of timeless buildings that can be used by tenants, neighbors, and the city as living and working spaces for many decades. Our mission is for our properties to meet the highest sustainability standards, so that they can be certified as green buildings. Along with a healthy mix of uses and new mobility concepts, this also includes reducing the environmental impact during the construction phase and in future operations by utilizing state-of-the-art technologies and materials.

As a member of the UN Global Compact (UNGC), we do our day-to-day business according to the UNGC's Ten Principles, including human rights, labor standards, environmental protection, climate action, and corruption prevention. This United Nations alliance is the world's largest and most important initiative for responsible corporate governance. We are also a member of respACT, Austria's leading platform for corporate social responsibility and sustainable development.



## Sustainable Development Goals

We contribute to achieving the Sustainable Development Goals (SDGs), particularly to the following nine goals:



## ESG strategies with clear goals

Within the framework of the strategy "Our sustainable SIGNature 2025," we defined specific goals and measures in three strategic action areas: Sustainable Buildings, Attractive Employer, and Corporate Governance and Compliance. Details on our sustainability strategy can be found on our website.



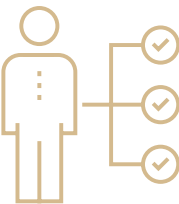
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Among other things, we committed to having our buildings certified in accordance with green building standards. This is primarily done according to international certifications. For buildings which are currently not yet certified, we will review whether it is possible to achieve certification for existing buildings.

## Our strategic action areas



SUSTAINABLE BUILDINGS



ATTRACTIVE EMPLOYER



CORPORATE GOVERNANCE AND COMPLIANCE





# Green properties. You can make an important contribution.





# Energy/emissions



## TIPS

Use LED lights and motion sensors

Use energy-efficient appliances (e.g. with Energy Star certification)

Efficient ventilation of inside spaces

Procuring green electricity

OUR GOAL IS TO CONTINUALLY REDUCE THE ENERGY CONSUMPTION OF OUR PROPERTIES ALONG WITH THE CORRESPONDING CARBON EMISSIONS IN OUR REAL ESTATE PORTFOLIO.

We aim to take the respective countries' national climate neutrality goals into consideration at an early stage and to be prepared for future regulatory requirements.

BOTH GERMANY AND AUSTRIA HAVE DEFINED THEIR OWN TIME HORIZONS FOR ACHIEVING CLIMATE NEUTRALITY. GERMANY WANTS TO REDUCE EMISSIONS BY 65 PERCENT BY 2030 AND TO BE CLIMATE NEUTRAL BY 2045.<sup>2</sup> AUSTRIA IS PURSUING A MORE AMBITIOUS GOAL AND WANTS TO ACHIEVE CLIMATE NEUTRALITY BY 2040.<sup>3</sup>

In order to realize this, we are continually reviewing the use of new technologies and implementing modernization measures as needed. When taking such steps, we take care to ensure that the business operations of our tenants are affected as little as possible.





Energy consumption

As tenants, you can also make a contribution to reducing energy consumption. For instance, this could include using energy-efficient lighting. LED lights and compact fluorescent lamps use particularly little electricity and should therefore preferably be used.

Electrical appliances and IT equipment with a high energy-efficiency rating can also contribute to lowering the overall energy consumption. The energy label should already be taken into consideration when buying the product, and those devices rated as B or A should be given preference.



ENERGY LABEL

Since March 2021, the new energy label is applicable to electrical appliances in the EU. The first noticeable change: The plus ratings are no longer used, rather the new scale is from A to G. The green to red color scheme still applies. A QR code has also been added. This code links to the European product database for energy labelling (EPREL). All appliances bearing the energy label must be registered in this database.<sup>4</sup>



ENERGY STAR CERTIFICATION

In addition to the EU energy label, there is also the Energy Star certification which is used to indicate energy efficient office equipment such as computers, printers, and copiers, and also serves as a purchasing guide.<sup>5</sup>



Renewable energy

The use of renewable energy is one key lever in reducing a building's greenhouse gas emissions. This is critical for achieving the energy transition and realizing the corresponding shift away from energy sources such as natural gas, brown coal, and hard coal. In 2020, renewable energy use already generated a savings of 227 million tons CO<sub>2</sub> equivalent emissions in Germany.<sup>6</sup> This represents more than a third of Germany's current total emissions.

As tenants, you can contribute to increasing the share of renewable energy in particular by buying green electricity. To ensure that the environment truly benefits from entering into a green electricity contract, be sure to take a look at the energy provider's terms. Because it is not always possible to directly identify the origin of the electricity, seals from ok-power or Grüner Strom and certification from TÜV serve as orientation in choosing a suitable electricity provider.<sup>7</sup>









TIPS

Sort waste carefully and provide information on waste sorting

Set printer properties to double-sided printing

Provide drinks in glass bottles (avoid using plastic)

BEFORE WE RENOVATE BUILDINGS OR WORK ON DEVELOPMENT PROJECTS, WE FIRST CONSIDER HOW MUCH OF THE EXISTING STRUCTURE WE CAN REUSE OR INTEGRATE INTO THE NEW STRUCTURE.

To the extent it is technically and practically feasible, this is the most effective way to recycle. Subsequent recyclability plays an important role particularly in the use of concrete and steel products. In the case of new buildings, we do not build anything that cannot be recycled. As a rule, we adhere to national laws in all of our projects.

Waste is also generated in the day-to-day use of our buildings. In 2019, Europe’s waste volume amounted to 225 million tons, less than half of which was recycled or composted. In purely mathematical terms, each EU citizen is therefore responsible for around 502 kg of waste.<sup>8</sup> That comes out to 1.38 kg per day.

Better recycling minimizes the waste of valuable resources. Furthermore, it also minimizes the quantity of waste that is incinerated, another area where carbon emissions can be avoided.

# Sort correctly

Sorting waste correctly is key to allowing more waste to be recycled. This is where we need your support. The following image shows the right way to sort waste.<sup>9</sup> For you as employers, it makes sense to provide this information to all of your employees:



RESIDUAL WASTE

Fryer oil, rubber, hygiene items, tissues, broken cups and plates, ashes, photos, broken window or mirror glass, toys, vacuum cleaner bags, diapers, incandescent and halogen bulbs, candles



WASTE PAPER

Cardboard, paper, paper bags, paperboard, newspapers and magazines, books, flyers, catalogs



GLASS

All glasses and glass bottles that do not have a deposit symbol. Dispose of used glass as cleanly and sorted as possible in the glass containers provided.



PACKAGING

Aluminum foil, yogurt cups (please remove aluminum top before sorting), tin cans, bottle caps, outer packaging of prepared foods, liquid cartons like milk containers, non-deposit plastic bottles, plastic tubes, shampoo and dishwashing detergent bottles



BIO-WASTE

Organic waste such as fruit and vegetables, eggshells, leftover food excluding packaging, bones, garden waste, hair, coffee grounds





# Cleaning



## TIPS

Clean mechanically rather than chemically (e.g., pipe cleaning)

Use chemical cleaning supplies with an ecolabel (e.g., Blue Angel)

Indicate the use of cleaning supplies with ecolabels when hiring cleaning companies.

### CLEANING OUR BUILDINGS IN AN ENVIRONMENTALLY FRIENDLY WAY HELPS PROTECT OUR BODIES OF WATER.

Cleaning supplies and detergents are used every day for cleanliness and hygiene. In Germany alone, around 1.5 million tons of cleaning and care products are purchased every year.<sup>10</sup> These products include chemical ingredients that enter the waste water system, polluting the environment among other things. Cleaning supplies and detergents can also affect human health if they contain allergenic fragrances and preservatives. We therefore recommend that you only use cleaning supplies and methods considered environmentally safe for cleaning the rental property. Pay attention to the following seals when using chemical supplies.

Not only do these guarantee the most environmentally friendly ingredients that do not pose a health risk, they also consider the reduction of packaging waste and include information on the most efficient amount of product to use. Furthermore, mechanical cleaning processes, such as for pipe cleaning, can be more environmentally friendly than chemical cleaning. When awarding a cleaning contract, we recommend informing the contracted cleaning company about the use of cleaning supplies with ecolabels and about environmentally friendly, low chemical cleaning alternatives — out of respect for our environment and ourselves.

### BLUE ANGEL

This environmental certification was established in 1978 at the initiative of the German Federal Minister of the Interior and by resolution of the Environment Ministers of the German federal states. The Blue Angel guarantees that products and services meet high standards for environment, health, and usage properties. Meeting these standards includes an assessment of the entire lifecycle. For each product group, there is a set of criteria that products and services displaying the Blue Angel seal have to meet. In order to reflect technical progress, the German Federal Environmental Agency reviews the criteria every three to four years. In this way, companies are challenged to make their products more and more environmentally friendly.<sup>11</sup>



### EU ECOLABEL

The EU Ecolabel was established by the European Commission in 1992. The spectrum ranges from detergents and cleaning supplies through textiles and shoes to lubricants, paints, and varnishes. Some 40,000 products and services bear the EU Ecolabel. The EU Ecolabel is recognized in all 27 EU member states along with Norway, Iceland, and Liechtenstein.<sup>12</sup>





# Mobility



## TIPS

- Offer employees incentives for local public transportation
- Offer bicycles as an alternative to cars
- Add electric cars to vehicle fleet

### CONSTANTLY INCREASING AUTOMOBILE TRAFFIC IS THE ROOT OF MANY PROBLEMS.

These include particulate matter, noise pollution, and carbon emissions. For this reason, it is very important to us that our properties have good transportation connections and various modes of transportation. Among other things, this includes pedestrian connections to the local public transportation and the possible implementation of all-weather options for bicycle parking. Moreover, we are planning electric car parking areas and charging stations in the underground garages of our project developments. When it comes to properties in our Long-term Portfolio, we are continually evaluating further additions to this infrastructure.

By using the diverse options, you can also contribute to sustainable mobility and a more livable city. As an employer, you can also support the use of local public transportation by providing annual or monthly passes. Additionally, you can offer company bicycles or electric vehicles in your fleet. By doing so you are helping us to redefine downtown mobility and reducing carbon emissions.<sup>13</sup>







## Renovation measures/fixtures



## TIPS

Use existing furniture  
and pass on to others

When renovating,  
pay attention to  
certified materials

Pay heed to the  
reusability of materials  
to be installed

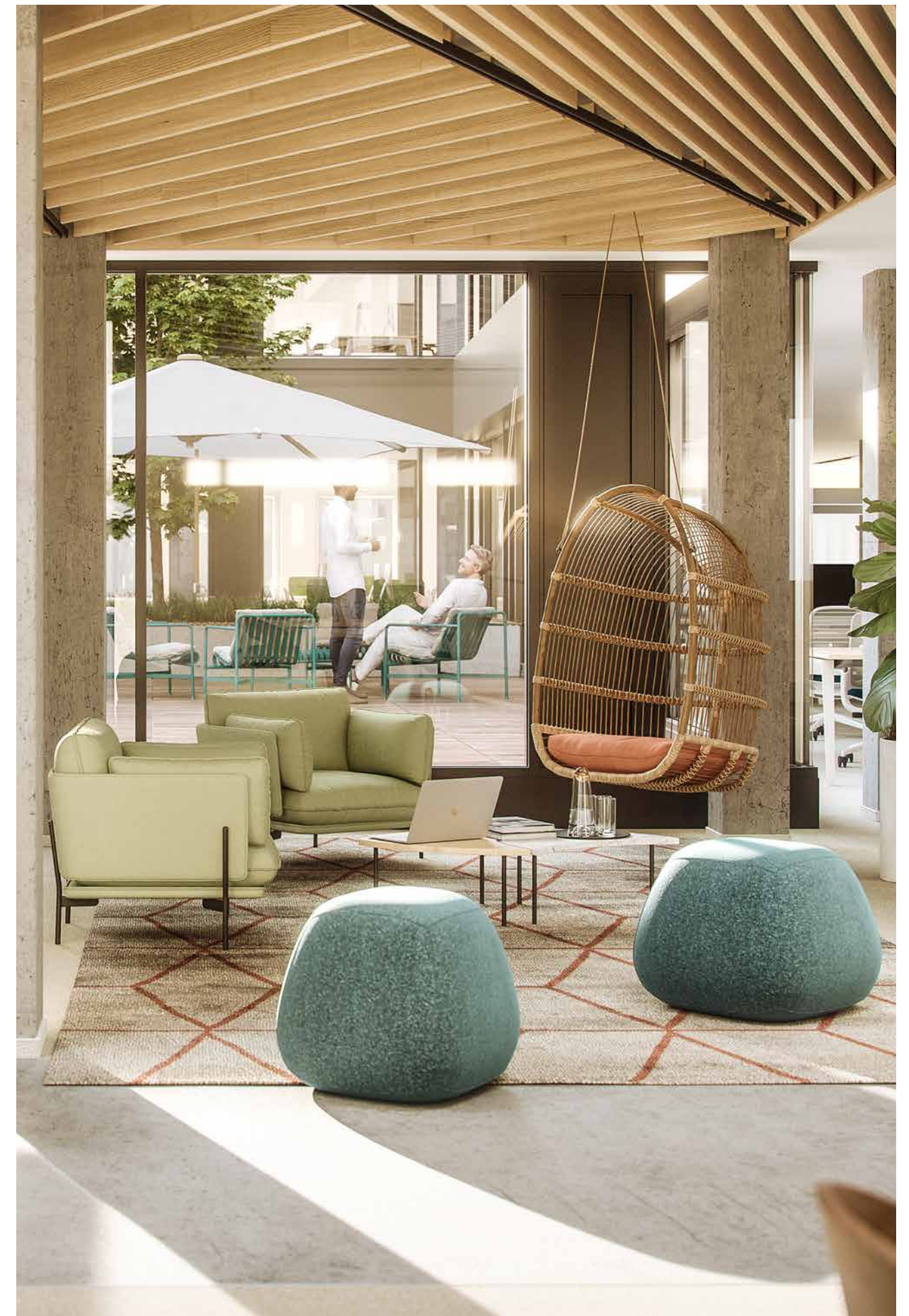
THE SAFETY, PHYSICAL HEALTH, AND WELL-BEING OF PROPERTY USERS IS A TOP PRIORITY FOR US

Every day, our buildings accommodate multitudes of employees, visitors, tenants, suppliers, and service providers. In order to prevent potential risks to health and safety, we seek ESG due diligence audits and WELL Building certification.

As the owner, we make an effort to conduct modernization measures in the most sustainable way possible. This means using materials very low in harmful substances for the interior fittings of our properties. Moreover, as early as the planning phase, we take care to use environmentally friendly and durable construction materials.

When choosing flooring, paint, and varnishes, we are careful to ensure that VOC emissions (volatile organic compound) are kept to a minimum. This guarantees particularly high-quality interior air quality later in the use phase. And when wood is used, we take care to source sustainable products that are Forest Stewardship Council (FSC) certified.<sup>14</sup>

When you are undertaking any cosmetic repairs or making modifications to the property according to your own preferences, we therefore recommend that you look for the seals and certifications introduced in this manual on all materials (wall paint, varnishes, silicone, flooring, wood products, etc.). This is one way that we can maintain and protect healthy and livable spaces inside and outside our properties.





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WASTE

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