



SUSTAINABILITY GUIDE

VOL. 2

MITSUBISHI ESTATE CO., LTD.
Japan Real Estate Investment Corporation





Toward a Sustainable Society

Addressing Global Environmental Issues

An underlying cause of pandemics is an increase in areas where species that previously had different habitats have become intermingled due to significant ecosystem changes, which result from climate change and deforestation. Such intermingling raises the risk of infection by pathogens. For this reason, global warming countermeasures are necessary not only to prevent an increase in the severity of weather disasters but also to prevent pandemics. Working on a global scale, we clearly need to build a society that can cope with and mitigate such crises.

The present COVID-19 crisis calls for the implementation of effective economic recovery measures as soon as possible. Rather than simply returning us to the pre-COVID-19 status quo, these recovery efforts must pursue a “green recovery*” and create a more environment-friendly society.

* Green recovery

Green recovery is an approach that aims to create a more sustainable future by dispelling COVID-19-related economic and social stagnation in ways that help prevent global warming and preserve biodiversity. Such environmental conservation measures are spreading worldwide. Instead of simply restoring the world to the way it was before the COVID-19 crisis, these measures are using reconstruction funds and innovative ideas to build a new, sustainable society.

Challenges We Face

In 2020, the global COVID-19 epidemic profoundly impacted our way of life.

As well as drastically changing our lifestyle, the pandemic has widened social disparities.

For example, pandemic countermeasures differ from country to country; and vaccines are unavailable in some countries, or to certain people.

To overcome this situation, rapid efforts for social change are spreading around the world. These include measures aimed at ending poverty—the cornerstone of the Sustainable Development Goals (SDGs) as a whole.

For everyone, the COVID-19 crisis provides a major opportunity to take on the challenge of realizing a better, more sustainable world by achieving the SDGs.

SUSTAINABLE DEVELOPMENT GOALS

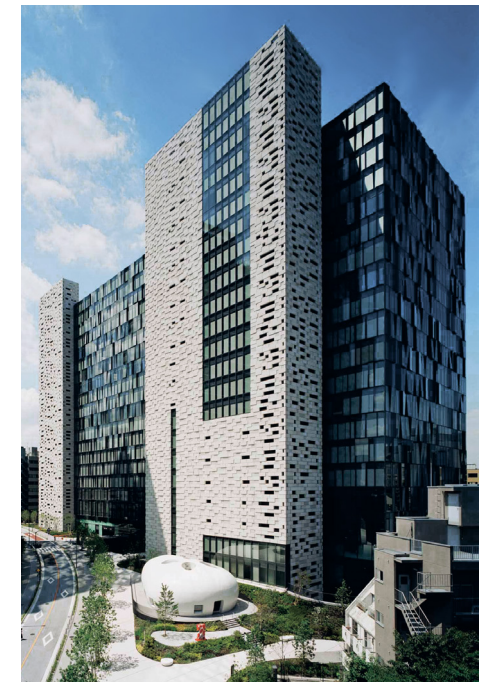


Movement Toward Sustainability in Japan

With a view to realizing a green society, Japan has issued a net-zero declaration, which is a commitment to reducing the country’s overall greenhouse gas emissions to zero by 2050.

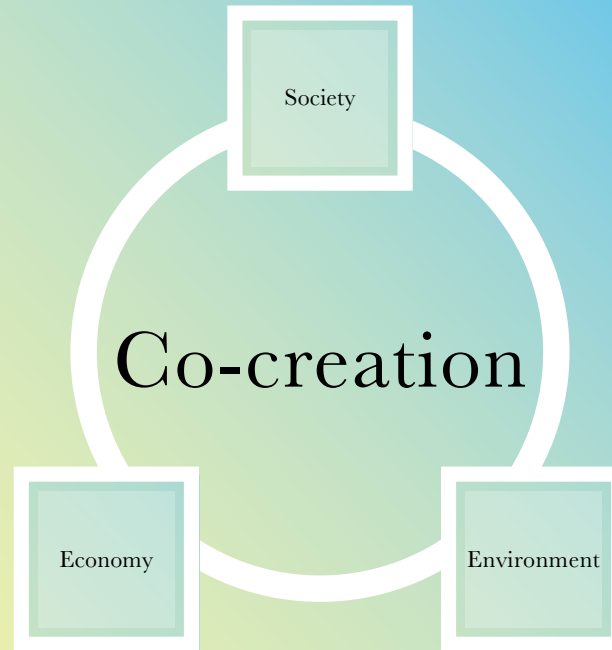
Changing energy policies to prevent global warming and switching to sustainable wood, paper, agricultural products, and seafood to preserve forests and oceans will contribute greatly to a green recovery.

Given that the COVID-19 crisis has clearly raised awareness of environmental issues and environmentally sustainable living, now is the optimal time to transform industries and lifestyles.





Tenants/
Customers



Co-creation

Our Thoughts

In 2020, the COVID-19 pandemic completely changed the way we live.

The pandemic has prompted us to evolve into a “non-contact” society where contact is avoided to prevent infection from airborne droplets. This transformation has resulted in a steep increase in the use of delivery and take-out services, which in turn has led to more plastic bottle and lunch box waste in homes and offices. Consequently, the pandemic has had a significant impact on the problem of waste.

What can we do to help create a sustainable society? This *Sustainability Guide* mainly focuses on steps that, as office workers, all of us can take to enhance environmental and employee friendliness.

In partnership with our tenants,
we will co-create a sustainable society.



Building
Owners

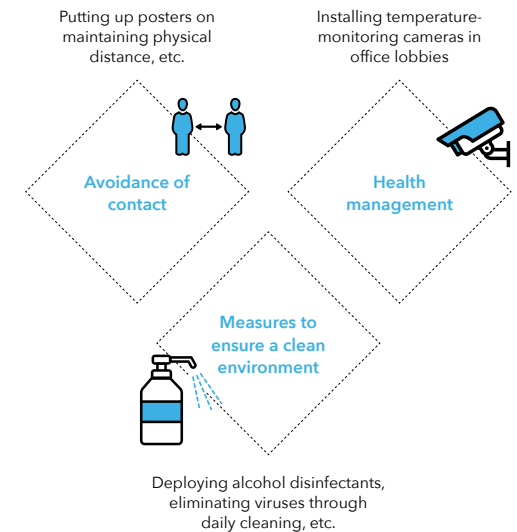
Offices in the “New Normal” Era

Since the beginning of the COVID-19 crisis, working from home has increased rapidly. At the same time, however, the crisis has reaffirmed the importance of face-to-face communication at brick-and-mortar locations. With employee safety and security of mind as a basic requirement, offices of the future will maximize the value that brick-and-mortar locations offer—such as opportunities to communicate with people in other departments—while acting as hubs that upgrade core functions and consolidating corporate resources. With this in mind, we will continue developing office environments that have strong “unifying” capabilities.

Safety and Security—Basic Requirements

The Mitsubishi Estate Group takes measures to ensure that office workers and visitors can use the buildings under its management safely and confidently.

For non-shared office areas, we offer optimal solutions that incorporate infection countermeasures and which are based on case studies from our buildings as well as those of other companies, including countermeasures against infectious diseases. Please do not hesitate to consult with us about our solutions.



Powerful Hubs That Consolidate Corporate Resources

With the aims of efficiently and effectively consolidating and sharing personnel, physical assets, information, and core hours and creating office environments that encourage lively communication and innovation, we are effectively deploying shared spaces—such as cafes and lounges—and introducing “free address” work environments where employees are free to choose where they sit.

Creating Safe, Reassuring Environments during the COVID-19 Pandemic



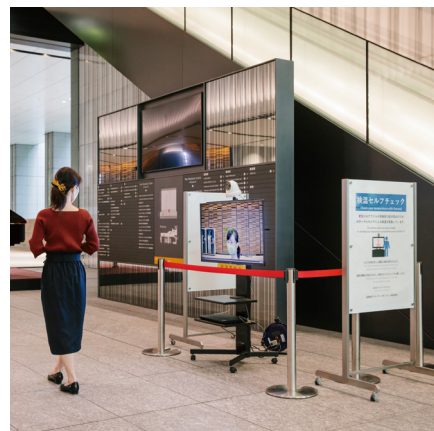
COVID-19 Countermeasures in Office Buildings

We want our offices to be safe and reassuring not only for those who work in them but also for those who visit them. Our aim is to realize office buildings that provide *Safety and Security* of mind during the COVID-19 pandemic.

Initiatives in Common Areas

Lounges and other common areas, elevators ▶

Putting up posters and stickers that remind people to maintain physical distance, wear hygienic masks, and wash their hands frequently



Entrances and office lobbies ◀

Installing temperature-monitoring cameras and equipment

We raise awareness of infection prevention through the use of monitor-enabled visualization.

Installing disinfectant solution dispensers and putting up prevention posters

We deploy these items at locations where people come into contact.

Initiatives at Mitsubishi Estate Offices

Spaces where employees congregate ◀

Implementing ultraviolet disinfection measures

We have installed ultraviolet equipment, which promises to effectively inhibit viruses without the use of chemical agents.



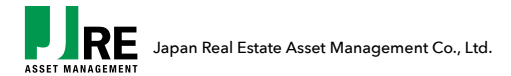
Care222™ U3 unit, manufactured by USHIO INC.

Entrances to office space ▶

Introducing portable recycling-type washbasins and temperature-monitoring cameras, installing disinfectant solution dispensers, and automating doors through the use of automatic door closers linked to card readers, etc.



Being Mindful of the Health and Well-Being of Employees



Initiatives That Promote the Physical and Mental Health of Employees

For sustainable growth during the COVID-19 crisis, collaboration, coexistence, and both giving and receiving help from various stakeholders are important. With this in mind, we are giving first priority to the health and well-being initiatives of our employees, who are the closest and most important stakeholders.



A healthy and comfortable office supports the sustainable growth of the company.

Naoki Umeda
President & CEO

As our main business is office leasing, I believe that we ourselves should incorporate and test measures reflecting the latest office trends and requirements. In particular, we are keenly aware of the need to enhance health and well-being. We emphasize these aspects of offices because we hope that enabling employees to work independently in a reassuring, relaxed, and open atmosphere will stimulate creativity and increase productivity. In the post-COVID-19 era, we anticipate that more tenants will expect their need for enhanced health and well-being to be met by office building environments. We are eager to meet these emerging demands by working with property management companies as well as building management companies.

For Business Continuity That Is Safe and Prevents the Spread of Infection

- Implementing working from home and staggered commuting
- Clarifying work priorities and promoting the use of IT such as holding online meetings
- Ensuring physical distancing in work areas
- Installing disinfectant solution dispensers and rigorously ensuring the wearing of hygienic masks
- Promoting the mental health of employees by providing online health consultations with industrial physician



Other Initiatives



- Contact avoidance**
- Free-address work environment
 - Introduction of completely flexible work hours with no core hours, etc.



- Promotion of digitization**
- Promotion of paperless operations (makes working from home simpler)
 - Introduction of electronic approval system
 - Introduction of high-spec PCs that also support jobs from home
 - Migration of in-house servers to cloud computing and the introduction of business chat capabilities



- Benefits package**
- Full payment of polymerase chain reaction (PCR) test expenses by the company



Pikki Lei
Planning Department

Voice An Employee's Viewpoint

I joined the company in May 2020, when the state of emergency was in effect. As a result, I ended up working from home without becoming familiar with my new job. Sometimes, I felt uncertain about how to carry out my duties. Even for simple questions, I had to use email or the telephone, which took a lot of time and effort. After the state of emergency was lifted, I was able to come to the office more often, meet my coworkers face to face, and work with them in the same space. This has given me a real sense of belonging to the company. At the same time, I definitely feel that meeting coworkers and talking directly with them has made it easier to tackle work-related matters and increased the efficiency of my work. Further, I am very glad to be working at a healthy office where comprehensive COVID-19 countermeasures are in place.



CASE2

Waste Recycling

SLOGAN

A Little Time and Effort for the Next Generation

Enforced with the aim of realizing a recycling-based society, the Basic Act on Establishing a Sound Material-Cycle Society establishes waste producer responsibility as a concept whereby those who generate waste are responsible for the 3Rs.* What is important is the clients' awareness of this responsibility. First of all, we ask that clients cooperate by reducing their waste and separating it properly at offices. We will secure appropriate recycling routes and increase the percentage of resources recycled. At present, the serious impact of waste on the environment is the price we are paying for our affluent lifestyles. For this reason, we want to join forces with our tenants to realize a better society.

* Reduce: reducing waste, Reuse: using repeatedly, Recycle: using again as a resource

Toward a Sustainable Society

Key Performance Indicators



■ Waste Recycling Rate

2030 target

90% or more

■ Waste Disposal

2030 target

Per m² versus
FY2019

20% reduction

Recycling Waste from Office Buildings to Realize Environmental Conservation Benefits and Share Tasks with Tenants

We ask for understanding and cooperation in our 3R initiatives, which are aimed at realizing a recycling-based society. In partnership with tenants and building management companies, we will increase recycling percentages and reduce waste emissions.

Key Performance Indicators



JAPAN REAL ESTATE INVESTMENT CORPORATION

■ Waste Recycling Rate

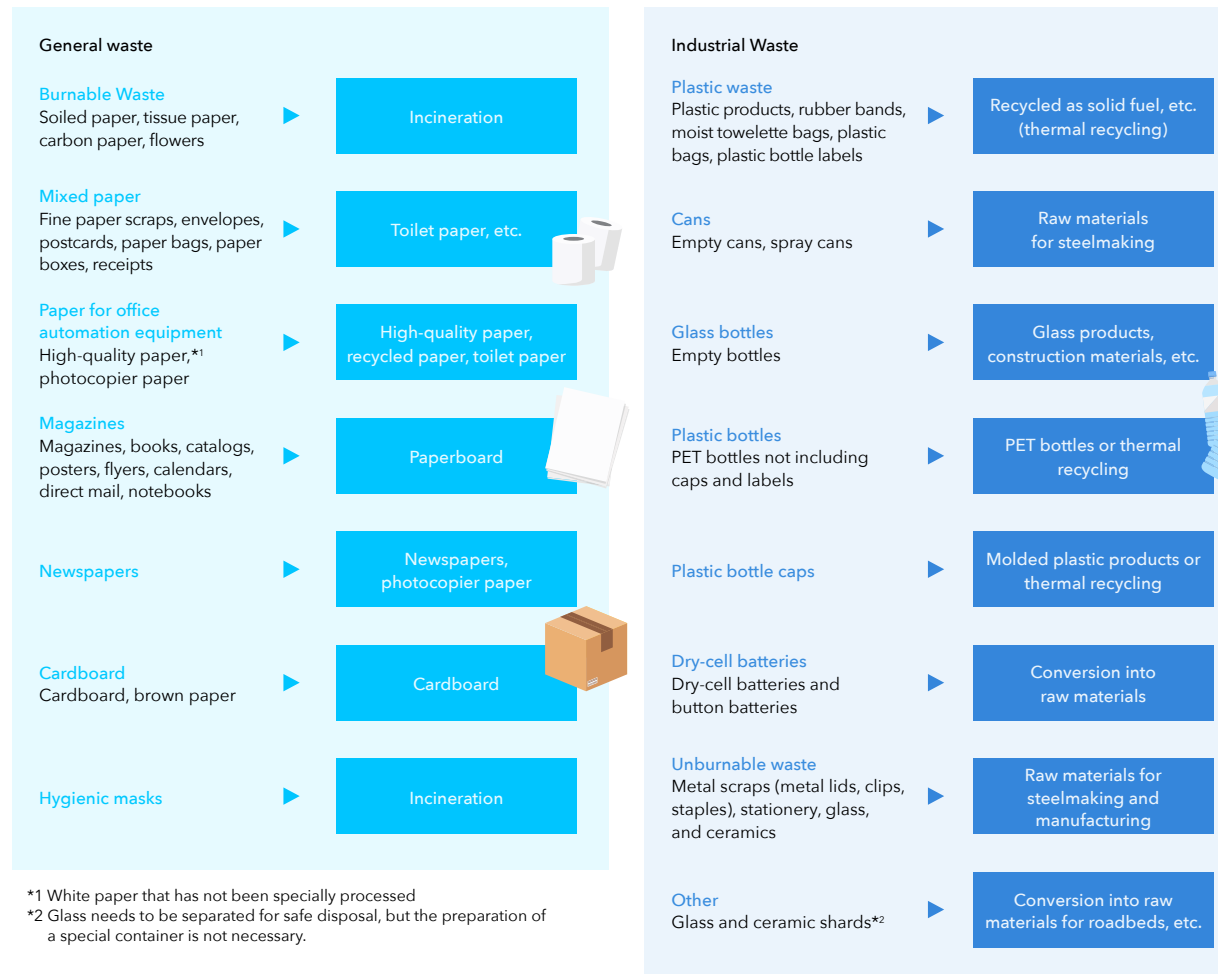
2030 target

90% or more

Separating Waste to Make Effective Use of Limited Resources

For each type of waste material, the processing methods and the materials recycled differ. By updating and enhancing waste separation, we can reuse as resources materials that used to be thrown away. We would be grateful if waste is separated into 15 types at offices.

Waste Separation at a Glance



*1 White paper that has not been specially processed

*2 Glass needs to be separated for safe disposal, but the preparation of a special container is not necessary.

Examples of Initiatives to Reduce Waste

Removing combustible-material-use trash cans—which tend to encourage indiscriminate trash disposal—and establishing trash stations

Most trash disposed of as combustible trash can in fact be reused to create resources. Accordingly, the creation of an environment where trash can be separated is important.



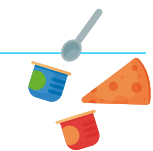
Promoting the recycling of mixed paper

If separated, mixed paper—such as envelopes, paper bags, and paper that is not soiled or specially processed—can be recycled into toilet paper. Enhancing the separation of mixed paper is the most effective way of reducing the combustible waste produced by offices. Setting up trash cans for mixed paper next to trash cans for combustible materials encourages separation.



Establishing strict rules for the separation and disposal of lunch boxes in shared kitchenettes

Empty lunch box containers should be disposed of as plastic waste, leftovers should be put in the food waste bin, and disposable chopsticks and paper napkins should be treated as combustible trash. Kindly dispose of leftover beverages and ice in sinks.



Separating PET bottles into three types of waste as is done in households

Empty PET bottles should be put in trash cans for PET bottles, caps should be disposed of in dedicated trash cans, and labels should be put in trash cans for plastic waste.



Initiatives for Recycling

Establishing Trash Stations with 15 Categories for Tenants



In cooperation with fixture manufacturers, Mitsubishi Estate Co., Ltd., has designed a trash station that efficiently accommodates trash cans for separating trash into 15 types. Compatible with incorporation into integrated cabinets, the stations' units can be flexibly combined to meet the needs of each client. Further, as a hygiene measure to avoid contact and prevent COVID-19, there are no flaps at the openings of the trash cans.

Contact details for inquiries about this product

Project Sales Branch, Tokyo Branch, Sales Division, Itoki Corporation Phone: 03-6228-6897
TOKYO CORPORATION (agent of OKAMURA CORPORATION) Phone: 03-3215-2631
Sales & Business Development, KOKUYO Co., Ltd. Phone: 03-6635-3138

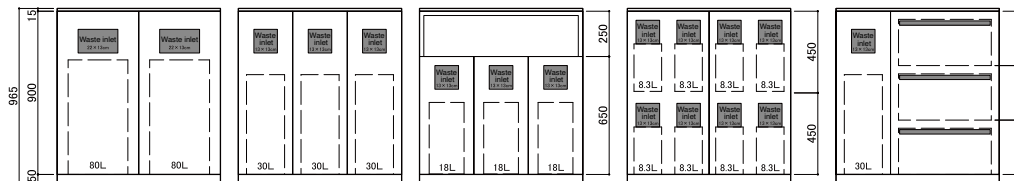
Basic External Dimensions

W900×D450 × **A** H950-975 / **B** H1,098-1,115

The height differs slightly depending on the manufacturer.

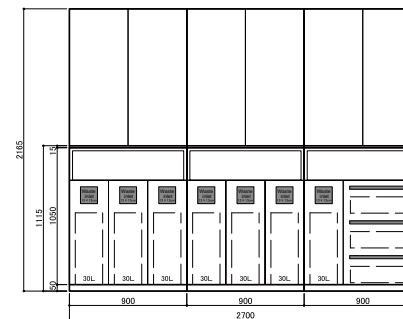
Type A H950-975mm 5 types
Height suitable for use as a work counter

Type B H1,098-1,115mm 4 types
Same height as three tiers of standard "low" cabinets



Reference: **Type A5** (when manufactured by OKAMURA CORPORATION)

Installation example



Type B Example of combination with a system cabinet
Three units, with widths of 900mm, depths of 450mm, and heights of 1,115mm, lined up alongside one another



Type B A Rendering of an installation in an office

Encouraging Employees to Separate Different Types of Waste



Kenichi Namai
Head of ESG Office

In addition to achieving JRE's key performance indicators, we, JRE-AM, will also strive to improve out recycling rate by refining waste separation even further.

In realizing a sustainable society, recycling is indispensable. Although separating trash into 15 different types may be slightly troublesome, a little effort on the part of each person will greatly reduce the incineration of combustible

trash. Consequently, most trash will be recycled or reused. Through small efforts that everyone can put into practice, we hope to pass on a better society to the next generation.



Rigorous in-house separation of waste

What We Can Do Now



In this section, we introduce some activities that can be easily implemented as a first step toward building a sustainable society.

We ask our tenants/customers to consider the following examples as a reference for their active cooperation.

Energy conservation



Examples of Initiatives

- ✓ **Use the energy-saving mode on office equipment such as computers and printers**

For office equipment, such as printers, it is recommended that the energy-saving functions are set when equipment has not been used for over five minutes. For example, setting equipment to automatically switch to energy-saving mode minimizes electricity consumption.

- ✓ Appropriately adjust room temperature
- ✓ Turn lights off in vacant rooms and unused areas
(Effective to subdivide the light switch or create a lighting map)
- ✓ Adjust blinds to increase efficiency of air conditioning
- ✓ Reduce the use of elevators and create opportunities for exercise by using stairs



Water use



Examples of Initiatives

- ✓ **Make an effort to conserve water in toilets and kitchens**

Toilets are said to use about 13 liters of water per flush (Approximately 6 liters for water-saving toilets).

By using a device that makes a flushing sound, the number of times the water is flushed is reduced, and a greater water-saving effect can be expected.

- ✓ Leave levers in the room-temperature position after using faucets to reduce unnecessary activation of water heaters
- ✓ Avoid the flushing of trash, chemicals, or harmful substances into the sink or toilet
- ✓ Contact management offices or disaster prevention centers immediately if water leaks are discovered in floors or walls

Paper consumption



Examples of Initiatives

- ✓ **When printing, set duplex printing as the default**

The first step toward a paperless office is to avoid color printing when there is no need for it, or to think about whether printing a physical copy is really necessary, and try to use as little paper as possible. As paperless systems become more common, the number of cabinets can be reduced, allowing the freed space to be used for other purposes.

- ✓ Use eco-friendly certified paper such as FSC
- ✓ Consider adoption of a multifunctional printer with a print cancel function

Waste



Examples of Initiatives

- ✓ Separate all recyclable materials, such as mixed paper, newspapers, magazines, wrapping paper, and envelopes

Enable plastic and food waste recycling by washing lunch boxes and separating them from disposable chopsticks and leftovers.

- ✓ Make sure that employees understand the rules for waste recycling and separation in the building
- ✓ Ensure that employees understand the rules for recycling and sorting in the building
- ✓ Dispose of office equipment and large furniture properly after checking with a waste disposal company
- ✓ Choose office supplies with less environmental impact



An example of an in-house campaign to promote the use of "My Bottle"



A trash can container box set up in an office

Refurbishment



Examples of Initiatives

- ✓ When procuring materials, consider life cycle costs and environmental impact

When renovating the office, for example, low-VOC* materials for carpets and paint should be specified. When wood is used, it is preferable to use certified materials such as FSC. In addition, it may be advisable to consider giving priority to the use of materials that are extracted and produced in the regions where business sites are located.

- ✓ Encourage the use of materials that contain recycled materials
- ✓ Contribute to society by procuring materials from local communities that we have a relationship or connection with

* Volatile Organic Compounds:
Substances contained in paints and adhesives that contribute to air pollution and have negative effects on people

Commuting and traveling



Examples of Initiatives

- ✓ When purchasing a vehicle, choose one based on its fuel efficiency

The first step in reducing environmental impact is to consider not only price, but also fuel efficiency and maintenance costs when purchasing vehicles that are frequently used, such as during work trips and commuting, and to consider eco-friendly vehicles such as eco-cars.

- ✓ Encourage employees to use various ways of commuting and traveling, such as staggered work hours and walking to work

Indoor environment



Examples of Initiatives

- ✓ Collect trash cans in the office to keep the indoor environment clean

By removing small trash cans from individual employees' seats and consolidating them in several "trash station" locations, trash cans can be eliminated and the indoor environment can be kept clean.

- ✓ In order to prevent deterioration of air quality caused by ink, reduce the use of correction fluid and markers by working toward a paperless office
- ✓ Place plants in the office and let natural light into the room



https://www.mec.co.jp/index_e.html



<https://www.j-re.co.jp/en/>

