

SUSTAINABILITY CERTIFICATION PROCESS

Overview

Class-G.org is a self-certification program that enables owners and tenants of commercial real estate properties (Licensee) to measure their level of sustainable building operating processes. Additionally, the program provides Licensee with the framework for continuous improvement, and communicates this commitment on the Class-G.org web platform.

This document is a summary of the process for applying to obtain and maintain a self-certification rating through Class-G, LP (Class-G) and its online product Class-G.org. This document is complementary to the formal agreement and is not meant to replace that agreement.

Application Process

To earn a "sustainability certification" from Class-G.org, an applicant must complete a "*Checklist*" reviewing a number of elements relating to sustainable operations. The *Checklist* consists of a "checkbox" style questionnaire designed to demonstrate operating processes that support sustainability and a commitment to continuing to manage sustainability operations within an applicant's building environment.

Each question is assigned a point value based on Class-G's opinion of the relative value of each action.

Class-G.org will rely only on Licensee's responses to the *Checklist* in determining the rating level of certification.

Certification

This annual certification is based on points tabulated from the *Checklist*, and Class-G.org will issue a numeric rating and certification for location reviewed. Any certification granted by Class-G is valid for 12 months, starting on the original date of the subscription.

Continuous Improvement via the Class-G Wish List

The Class-G *Checklist* is comprised of best-practices with respect to managing commercial properties and facilities in a sustainable manner. Additionally, the online *Checklist* module enables Licensee to identify areas of improvement, by registering those items into their personal Class-G *Wish List*. Based upon the *Checklist* responses, those items not marked with a "Yes" answer have the opportunity to be identified on Licensee's Class-G *Wish List*.

This unique and simple Class-G *Wish List* feature provides Licensee with the framework for continuous sustainable operations improvement, as well as a list of targeted goals for that certification year.

Fees

Licensee agrees to pay a flat annual subscription fee for each certified location. One (1) standard Class-G plaque is included for each certified location, and additional plaques can be purchased. Class-G.org will send Licensee renewal notices for each certified space as automatic electronic reminders at the 11-month mark of a subscription year; and at 20, 10, 5, 4, 3, 2, and 1 day(s) before expiration.

Public Review

As a condition of the certification, Licensee agrees that responses to the *Checklist* and the resulting rating will be posted on Class-G.org's website for public viewing.

Comments

As Class-G is a self-certification, the opportunity exists for Class-G clients to make false claims. To help keep the process transparent, Class-G includes a *comments* facility on each profile page. Positive comments will be shared with the company/location and reviewed for possible inclusion on the profile page. Negative comments will be reviewed by Class-G and the company/location. If the company/location is unable to remedy, their location rating may be changed or their profile page removed, at Class-G's discretion.

Revocation of Certification

Class-G reserves the sole right to de-certify any Licensee for any justifiable reason and at the sole discretion of Class-G. If Class-G decides to de-certify Licensee's challenged property, it will appropriately notify the Licensee in a timely manner of such action. No refund will be provided if Licensee's challenged property is de-certified. If Licensee's challenged property is de-certified for any reason under this Agreement, Licensee agrees to remove and return any plaque or certificate of designation of said property if required by Class-G.

Marketing Support

Class-G will provide Licensee with one (1) standard Class-G plaque, to be displayed onsite. Class-G.org will also provide an online profile page for each certified location. Licensee agrees to prominently post, publish, and openly display its Class-G rating and certification in a manner that is responsible and promotes the health of Licensee's designated location.

Payment of Fees

In the event that payment cannot be made online by applicant, payment will be made by corporate check upon a digital submission of an invoice. A Licensee account will not be active, and a certification will not be issued, until the invoice is paid in full. Additional plaques and additional marketing materials are available with additional fees at the option of the Licensee.



Payments can be made to:

Class-G, LP
750 Holiday Drive, Suite 500
Pittsburgh, PA 15220

Agreement

The foregoing details are incorporated by reference in the Class-G.org Agreement upon license purchase.