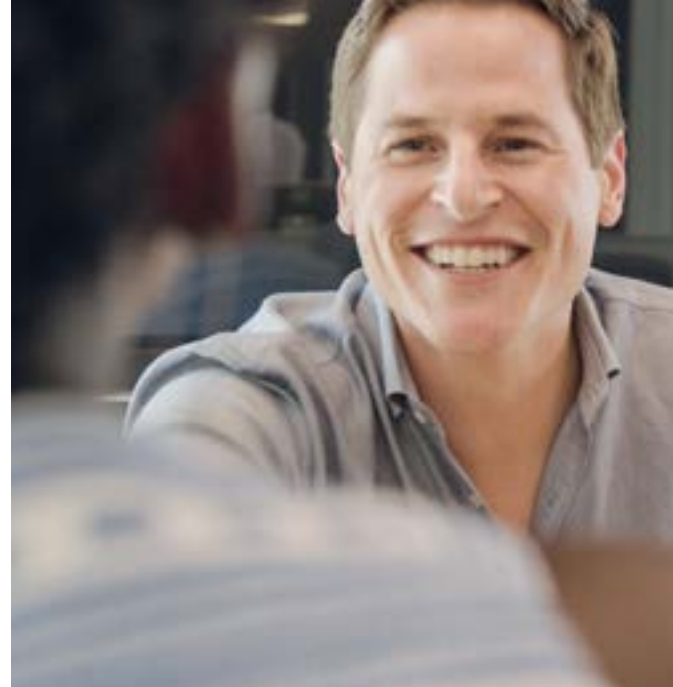




S O C I A L



K I L R O Y R E A L T Y

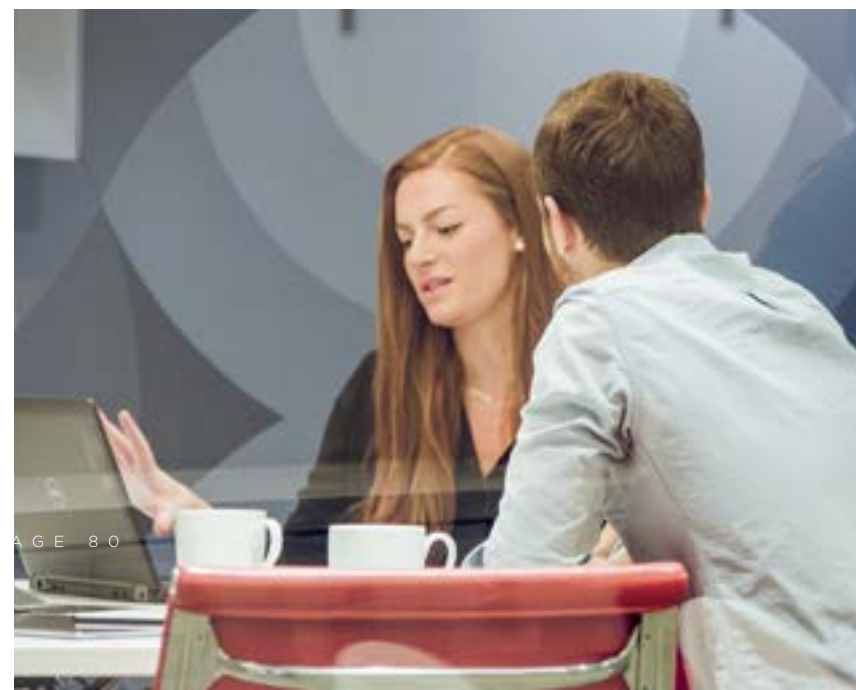
Human Capital Development

Our Human Capital Development goals are focused on enhancing employee growth, satisfaction and wellness while maintaining a diverse and thriving culture.

DIVERSITY

We are an equal opportunity employer that recruits, hires, trains and promotes personnel for all areas of employment without regard to race, color, religious creed (including religious dress and grooming practices), sex (including pregnancy, childbirth, breastfeeding or related medical conditions), sexual orientation, gender, gender identity, gender expression, national origin (including language use restrictions), ancestry, age (40 or over), physical or mental disability (including HIV and AIDS), medical condition (cancer and genetic characteristics), genetic information, Family and Medical Care Leave Status, California Rights Act Leave Status, denial of Family and Medical Care Leave, military or veteran status, or marital status, or any other status protected by federal, state or local laws. We had no incidents of discrimination reported during 2018.

“
Kilroy is committed to cultivating a diverse culture of inclusion that makes a positive difference in its employees’ lives by helping build meaningful relationships, dedicating ourselves to corporate social responsibility and promoting wellness.



P A G E 8 0

P A G E 8 1

DIVERSITY AT KRC

TOTAL WORKFORCE

Total Employees	276
Female	156
Male	120

SUPERVISORS

	FEMALE	MALE	TOTAL
Administrative Support	22	0	22
Dayporter	0	1	1
Executive/Senior Level	1	7	8
First/Mid Level	20	27	47
Professional	8	18	26

SUPERVISED WORKERS (172)

Female	105
Male	67

TOTAL WORKFORCE BY REGION

Irvine/San Diego	38
Female	23
Male	15
Los Angeles Region	140
Female	74
Male	66
San Francisco Region	79
Female	52
Male	27
Seattle Region	19
Female	7
Male	12

GOVERNANCE BODY (61 ELECTED OFFICERS)

Gender

Female	15	25%
Male	46	75%

Age Group

Under 30 years old	1	2%
30-50 years old	37	61%
Over 50 years old	23	38%

Racial Groups

Asian	6	10%
Hispanic or Latino	1	2%
White	53	87%
Other	1	2%

ALL EMPLOYEES

Gender

Female	156	57%
Male	120	43%

Age Group

Under 30 years old	64	23%
30-50 years old	156	57%
Over 50 years old	56	20%

Racial Groups

Asian	52	19%
Black or African American	9	3%
Hispanic or Latino	28	10%
Two or More Races	20	7%
White	165	60%

Within the scope of this report, there is no substantial portion of our work that is performed by workers who are legally recognized as self-employed, or by individuals other than employees or supervised workers, including employees and supervised employees of contractors. We are not reporting on the work performed by third party vendors and contractors in the construction and operation of our buildings. We have had no significant variations in employment numbers. We have two part-time employees; all other employees work full-time. 1% of our total employees are covered by collective bargaining agreements.

TRAINING AND EDUCATION

We support the continual improvement of training and education programs for our employees.

- We ran several corporate trainings in 2018 and individual teams conducted additional sustainability trainings, as appropriate. Our employees on average had 1.4 hours of sustainability training and 13.3 hours of training unrelated to sustainability in 2018.
- We will consider individual requests for job-related tuition reimbursement from employees who have completed at least one year of continuous service. We will reimburse the employee for his/her related expenses including travel, registration fees, workbooks, lodging and meals not included in the registration fees.
- The time off for employee's attendance and travel will be paid at the employee's normal rate of pay.
- The time spent by an employee in voluntarily attending any continuing education program covered by this policy is not regarded as hours worked and therefore is not calculated for purposes of overtime.

Performance and Career Development Reviews

- All of our employees receive an annual performance review in the same time frame as the review of annual incentive compensation. 100% of employees received performance reviews in 2018.
- One of the general factors on the performance appraisal form is 'Attendance/Adherence to Policy' which requires the supervisor to address whether the employee follows safety and conduct rules, other regulations and adheres to company policies.
- The CEO, COO and CFO, at their discretion, may also discuss performance expectations with respective employees either verbally and/or in written form.
- We cover the costs of sustainability education and testing for interested employees.





EMPLOYEE SPOTLIGHT

INFORMATION TECHNOLOGY TEAM

Our Information Technology (IT) team is a key player in the success of our sustainability programs and works closely with the Engineering, Asset Management and Sustainability teams to execute efficiency projects in our portfolio. In 2018, our IT team focused on connecting our building systems with a new secure building network that will give us greater visibility into consumption trends. They also support the Engineering and Asset Management teams with the addition of new systems to improve building operations.

Other 2018 IT team accomplishments include:

- Compressor Integration Project: The IT team worked with the Engineering team at our Sunset Media Center project to install hardware and software that allows the compressors to communicate with the current Energy Management system. This allows the engineers to have better control of the compressors, which should extend the equipment life in addition to saving energy.
- Leak Detection: The IT team helped migrate our leak detection systems from analog phone lines to a digital network. This upgrade will increase the reliability of our leak detection systems and help provide a more stable platform to prevent false leak alarms.
- Smart Elevators: The IT team is part of the group that helps convert older elevators to more modern demand dispatch elevators, which also save energy.
- Smart Bike Meters: The IT team helped integrate smart bike lockers with our 100 Hooper building in San Francisco to the larger building management system.

EMPLOYEE HEALTH

The health and wellness of our employees is of central importance to our culture and we conduct an annual Wellness survey to help us better tailor our employee health programs.

The programs we had in place in 2018 included:

- Discounted employee gym passes
- Work-Life Balance Employee Assistance Program, services including:
 - Childcare and/or eldercare referrals
 - Personal relationship information (marriage/family issues)
 - Health information
 - Legal consultations and licensed attorneys
 - Financial planning assistance
 - Stress management
 - Mental illness
 - Career development
 - Alcohol/drug dependency
 - Wellness and self-help
- Commuter benefit with WageWorks encourages public and alternative transportation
- Mandatory CPR/First-Aid training for key teams / positions every other year
- Easily accessible Automatic External Defibrillators
- Healthy snacks
- Standing desks and other medically necessary ergonomic desk requirements
- Value Added Programs provided by our medical benefits provider, Nippon Life Benefits
 - “Decision Power” - brings together under one roof information, resources and personal support from staying fit and dealing with back pain to facing a serious diagnosis.
 - > Talk to a Health Coach
 - > Health Improvement Plans
 - > Healthy Baby - series of 5 prenatal education videos, with topics on exercise, nutrition, safety and breastfeeding
 - Healthy Discount Programs - Chiropractic and Acupuncture (POS Plan), Weight Management/Jenny Craig and Weight Watchers, Hearing Aids and Screenings
 - Mail order pharmacy and chiropractic care
- Life Planning Provided by UNUM
- Nippon Prenatal Program
- Parental Leave Coaching