

Sargent & Lundy Sustainability Plan

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Environmental Sustainability Policy Statement

Sargent & Lundy is committed to continually improving and minimizing the impact of its activities on the environment.

It is our policy to:

- Minimize waste by evaluating operations and ensuring they are as environmentally efficient as practical.
- Actively promote recycling both internally and amongst its suppliers.
- Create innovative approaches to minimize negative environmental impacts, improve economic bottom lines, and integrate the social elements into delivering meetings.
- Promotion of effective environmental management by our property management administrations and suppliers.

A handwritten signature in blue ink that reads 'Mr White'.

Thomas White
Chairman, President & Chief Executive Officer

October 2019

1. INTRODUCTION AND POLICY

This sustainability plan reflects Sargent & Lundy's commitment to sustainable practices. It is Sargent & Lundy's policy to conduct business operations within Sargent & Lundy's control in a sustainable, cost effective manner, inclusive of utility consumption, fuel consumption, and waste management.

2. GOVERNANCE

Sargent & Lundy's executive team is responsible for oversight and implementation of this plan including:

- The Executive Vice President, Finance & Legal.
- The Senior Vice President, Director of Operations.
- The Sustainability Advisory Council (SAC) that serves as a collaborative body to develop this plan, monitor its implementation, and issue an annual assessment of progress and potential areas for improvement. The SAC consists of representatives from the Executive Vice President, Finance & Legal; Senior Vice President, Director of Operations; and the business groups, inclusive of an executive team member/sponsor.

This sustainability plan is endorsed by the Chief Executive Officer.

Sargent & Lundy will develop, implement, and maintain a sustainability policy and plan that will be published annually on www.sargentlundy.com.

Goals/Actions/Achievements		2019	2020	2021
Goals				
Ensure successful implementation of the sustainability plan.				
Actions				
	Issue policy and action plan.	X		
	Establish performance metrics.		X	
	Measure and report metrics.		X	X
	Recommend improvements.	X	X	X
	Publish sustainability policy and plan externally.	X	X	X
Achievements				
	<ul style="list-style-type: none"> ▪ The sustainability policy was developed, established, and signed by the CEO. 	X		
	<ul style="list-style-type: none"> ▪ The sustainability plan was published externally on sargentlundy.com. 	X		
	<ul style="list-style-type: none"> ▪ Sargent & Lundy participated in the 2019 Electric Utility Industry Sustainable Supply Chain Alliance (EUISSCA) Sustainability Survey. 	X		
	<ul style="list-style-type: none"> ▪ The core members of the SAC were identified and participated in development of the sustainability policy and plan. Employee participants will be added to the SAC in 2020. 	X	X	

3. MANAGING AND COMMUNICATING PERFORMANCE

Sargent & Lundy will develop metrics to measure the effectiveness of the plan’s implementation and report them annually starting in 2020 on a sustainability program scorecard. The SAC will publish a summary of the results of the annual sustainability program scorecard externally on www.sargentlundy.com.

Sargent & Lundy will participate in the EUISSCA Sustainability Survey on an annual basis. The executive team and SAC will review the results of the annual survey and coordinate with the appropriate work groups to identify potential areas and actions to promote performance improvement.

Goals/Actions/Achievements		2019	2020	2021
Goals				
Improve performance management and communication.				
Actions				
	Issue policy and action plan.	X		
	Establish performance metrics.			
	<ul style="list-style-type: none"> ▪ Evaluate utilization of the Global Reporting Initiative Sustainability Reporting Standards (GRI Standards). 		X	
	<ul style="list-style-type: none"> ▪ Develop a sustainability program scorecard. 		X	
	Measure and report metrics.			
	<ul style="list-style-type: none"> ▪ Participate in the EUISSCA Sustainability Survey. 	X	X	X
	<ul style="list-style-type: none"> ▪ Report sustainability program scorecard results. 		X	X
	Recommend improvements.	X	X	X
	Publish a summary of program results externally.		X	X
Achievements				
	<ul style="list-style-type: none"> ▪ The sustainability plan was developed, issued, and published externally on sargentlundy.com. 	X		
	<ul style="list-style-type: none"> ▪ Sargent & Lundy participated in the 2019 EUISSCA Sustainability Survey. 	X		

4. OFFICES

Sargent & Lundy does not own or operate any buildings. Sargent & Lundy continuously assesses our leased office spaces and works with building management operations to promote sustainability efforts that include:

1. LEEDGBI Green Globes, FitWel, and WELL for Interiors certifications where appropriate.
2. Utilizing LEED and other reputable standards to guide interior office space design.
3. Lighting efficiency and control: Where allowable, we will install or replace lights with T5 and LED lamps, install motion sensors and timers, and provide day lighting and line of sight for most employee workspaces.
4. Turning off task lighting.
5. ASHRAE Standard 90.1-2007 HVAC compliance where feasible.
6. Setting indoor air quality standards during construction and post occupancy. Post occupancy standards will include a tobacco-free interior environment and green cleaning and incorporate low volatile organic compound (VOC) materials and finishes.
7. ENERGY STAR® certification for buildings and future ENERGY STAR for tenants (formerly “Tenant Star”) certification through the EPA.
8. Reducing plug load by encouraging employees to unplug non-essential equipment at workstations.
9. Encouraging power saving modes in computers, printers, and copiers.
10. Reducing power consumption by scaling down quantity of physical servers and data storage systems by implementing virtual servers and migrating to cloud-based services when feasible to reduce physical hardware.
11. Eliminating physical computer rooms that require dedicated cooling, fire protection, and large UPS systems when feasible.

Goals/Actions/Achievements		2019	2020	2021
Goals				
Reduce energy utilization and environmental footprint.				
Actions				
	Issue policy and action plan.	X		
	Establish performance metrics.		X	
	Measure and report metrics.			
	<ul style="list-style-type: none"> ▪ Evaluate building management's ratings and certifications. 		X	X
	<ul style="list-style-type: none"> ▪ Evaluate ratings Sargent & Lundy can improve and certifications it can pursue for existing leased spaces. 		X	X
	<ul style="list-style-type: none"> ▪ Baseline lighting fixtures and lighting systems. 		X	X
	<ul style="list-style-type: none"> ▪ Create indoor air quality (IAQ) minimum standards for construction and post occupancy. 		X	X
	<ul style="list-style-type: none"> ▪ Determine plug loads of non-essential equipment at workstations; encourage unplugging and powering off equipment. 		X	X
	Recommend improvements.			
	<ul style="list-style-type: none"> ▪ Pursue FitWel certification for Chicago headquarters. 		X	
	<ul style="list-style-type: none"> ▪ Replace any T12 fixtures with T5 or LED fixtures. 		X	

Achievements				
	<ul style="list-style-type: none"> Sargent & Lundy achieved LEED for Commercial Interiors (LEED-CI) Silver certification for its Chicago office's 35th floor in 2008 and its previous Phoenix office (2008-2019). 	X		
	<ul style="list-style-type: none"> Chicago building management achieved BOMA 360, LEED for Existing Buildings (LEED-EB), and ENERGY STAR certification. 	X		
	<ul style="list-style-type: none"> Warrenville, Illinois, office building management achieved LEED-EB certification. 	X		
	<ul style="list-style-type: none"> Santa Ana, California, office building management achieved ENERGY STAR certification. 	X		
	<ul style="list-style-type: none"> Replaced all light fixtures in Wilmington, Delaware, office space with high efficiency LED lights, occupancy sensors, and timers. All related fixtures, lamps, and packaging were recycled. Building management at the Elkridge, Maryland, office replaced all interior and exterior light fixtures with LED fixtures and motion sensors. 	X		
	<ul style="list-style-type: none"> Significantly reduced quantity of servers when relocating the Phoenix, Arizona, office to Glendale, Arizona, by moving services to cloud solutions and other shared servers. The computer room, which had large dedicated cooling and protection systems, was eliminated. 	X		
	<ul style="list-style-type: none"> The company email system is being migrated to a cloud-based system that eliminates the need for 21 physical servers in Sargent & Lundy computer rooms. Ten servers have already been powered off. 	X		

5. TRANSPORTATION & FUEL CONSUMPTION

Sargent & Lundy does not own or operate any vehicles. Sargent & Lundy promotes the use of public transportation for employee commuting via a pre-tax employee benefit.

Sargent & Lundy reduces travel requirements by providing tools for audio and videoconferencing to facilitate collaboration between employees at multiple locations. Employees can host audio conference calls using a third-party service that allows multiple callers to call into a central audio meeting. Most offices also have desk phones that allow a smaller number of people to be joined into a single call. For situations that require videoconferencing, several offices have rooms with videoconference equipment that allows participants from multiple locations to connect to a common video meeting to collaborate. In addition, employees' computers and mobile devices can utilize a videoconference client to connect to these video meetings.

The firm has also established policies that promote the minimization of fuel consumption related to:

- Business travel – car rentals.
- Business travel – hotel selections based on a green rating system.
- Vehicle charging stations at office buildings.
- Purchasing items that are manufactured locally.

Goals/Actions/Achievements		2019	2020	2021
Goals				
Reduce transportation-related fuel consumption.				
Actions				
	Measure and report metrics.			
	<ul style="list-style-type: none"> ▪ Number of Sargent & Lundy office buildings with indoor and outdoor bicycle racks and lockers/shower facilities. 		X	X
	<ul style="list-style-type: none"> ▪ Number of Sargent & Lundy office buildings that provide vehicle charging stations. 		X	X
	<ul style="list-style-type: none"> ▪ Office building proximity to public transportation. 		X	X
	<ul style="list-style-type: none"> ▪ Review supplies and construction materials that can be sourced locally. 		X	X
Achievements				
	<ul style="list-style-type: none"> ▪ 622 employees currently participate in the firm's pre-tax commuter benefit WageWorks. 	X		
	<ul style="list-style-type: none"> ▪ Installed videoconference systems in the Elkridge, Maryland; Hamilton, New Jersey; and Richland, Washington offices. 	X		
	<ul style="list-style-type: none"> ▪ The 2020 actions above were recommended as potential improvements. 	X		

6. WATER UTILIZATION

Sargent & Lundy does not own or operate any buildings. Within Sargent & Lundy's leased office spaces, the firm encourages water conservation through practices that reduce the use of water and/or the creation of wastewater:

- Following plumbing standards from the Energy Policy Act (EPAct) of 2005 for uniform water efficient fixtures and Uniform Plumbing Code Section 402.0, Water Conserving Fixtures and Fittings.
- Using WaterSense labeled fixtures.
- Installing low-flow fixtures, faucet aerators, motion sensor faucets, and flush valves.

Goals/Actions/Achievements		2019	2020	2021
Goals				
Reduce water consumption.				
Actions				
	Issue policy and action plan.	X		
	Establish performance metrics. <ul style="list-style-type: none"> ▪ Create a baseline report analyzing all landlord fixtures and Sargent & Lundy-installed fixtures for WaterSense ratings that meet or exceed good manufacturing practice (GMP) standards per the EPAct. 		X	X
	Measure and report metrics.			X
	Recommend improvements. <ul style="list-style-type: none"> ▪ Create a list of improvements based on metrics. ▪ Purchase and install water-efficient and hands-free fixtures to provide healthier environments and reduce water consumption levels where feasible. ▪ Educate and train employees on water efficiency. 		X	X
Achievements				
	<ul style="list-style-type: none"> ▪ Building management for the Wilmington, Delaware, office replaced lavatory faucets with low gallons per minute (gpm) fixtures and aerators. ▪ Chicago, Illinois, building management installed aerators in all common restrooms. ▪ Chattanooga, Tennessee, building management replaced flush valves with low gpm valves. 	X		

7. MATERIALS AND SUPPLY CHAIN

Sargent & Lundy purchases materials to support operations, administration, and office interior construction and maintenance. Materials are purchased based on a range of criteria including quality, cost, and minimizing our environmental impact. Sargent & Lundy encourages:

- The use of ENERGY STAR compliant electronic and computing equipment whenever it is feasible.
- The use of GREENGUARD, Green Seal®, FSC Chain of Custody, MAS, Cradle to Cradle (C2C), and Carpet and Rug Institute (CRI) Green Label Plus certified materials.
- The use of products made from recycled or recyclable materials.
- The use of easily compostable or recyclable products.
- Vendors to use sustainable packaging and delivery methods.
- The use of locally sourced products where applicable.

Goals/Actions/Achievements		2019	2020	2021
Goals				
Reduce the environmental impact of purchased products.				
Actions				
	Issue policy and action plan.	X	X	X
	Establish performance metrics.			
	<ul style="list-style-type: none"> ▪ Establish a baseline of ENERGY STAR rated equipment. 		X	
	<ul style="list-style-type: none"> ▪ Create a future purchasing plan for ENERGY STAR rated equipment where feasible. 		X	X
	<ul style="list-style-type: none"> ▪ Establish a baseline for material certifications and create standards for vendors. 		X	
	<ul style="list-style-type: none"> ▪ Establish a baseline for vendor supplies. 		X	X
	<ul style="list-style-type: none"> ▪ Create minimum requirements for vendors for supplies utilizing recycled or recyclable materials. 		X	X
	Review vendor packaging and delivery methods.		X	X
	Measure and report metrics.			X
	Recommend improvements.			
	<ul style="list-style-type: none"> ▪ Review baselines and make recommendations. 		X	X
Achievements:				
	<ul style="list-style-type: none"> ▪ The sustainability plan was developed and issued. 	X		

8. WASTE AND CLEANING

Sargent & Lundy does not own or operate any buildings. Within Sargent & Lundy's leased office spaces, Sargent & Lundy continuously finds ways to improve our waste management including reducing waste by encouraging:

- Recycling and waste reduction programs that include (where applicable) paper, plastic, glass, aluminum, batteries, and electronics among our employees and building management.
- Janitorial green cleaning practices, such as using Green Seal products.
- The use of compostable materials where feasible in our breakrooms.
- The reuse and maintenance of interior nonstructural elements during renovations and office buildouts to reduce construction materials to landfills.
- Vendors to recycle materials.
- Construction waste diversion.
- The donation of furniture, supplies, materials, and equipment.
- The donation of electronic and computing equipment that has reached its end of life for business use to local charitable organizations that can reuse the equipment.
- The use of in-building electronics recycling programs offered at several of our office locations.
- Responsible recycling of equipment that is no longer viable for donation or is not in working condition.

Goals/Actions/Achievements		2019	2020	2021
Goals				
Reduce overall waste generated across office operations.				
	<ul style="list-style-type: none"> ▪ Donate electronic and computing equipment that has reached its end of life for business use to local charitable organizations that can reuse the equipment. 	X	X	X
	<ul style="list-style-type: none"> ▪ Use in-building electronics recycling programs that are offered at our office locations. 	X	X	X
	<ul style="list-style-type: none"> ▪ Work with local recycling agencies to responsibly recycle equipment that is no longer viable for donation or is not in working condition. 	X	X	X
Actions				
	Issue policy and action plan	X		
	Establish performance metrics.			
	<ul style="list-style-type: none"> ▪ Provide necessary recycling containers in offices. 		X	
	<ul style="list-style-type: none"> ▪ Request green cleaning products be utilized in our office spaces. 		X	
	<ul style="list-style-type: none"> ▪ Train and engage employees on recycling. 		X	X

	<ul style="list-style-type: none"> ▪ Report on leased office space buildings' recycling and waste programs. 		X	X
	<ul style="list-style-type: none"> ▪ Report on leased office space buildings' janitorial cleaning processes. 		X	X
	<ul style="list-style-type: none"> ▪ Recommend improvements. 	X	X	X
Achievements				
	<ul style="list-style-type: none"> ▪ The sustainability plan was developed and issued. 	X		
	<ul style="list-style-type: none"> ▪ Reusable aluminum water bottles were distributed companywide to reduce use of plastic water bottles. 	X		
	<ul style="list-style-type: none"> ▪ Building management at the Chicago and Charlotte, North Carolina, offices have green cleaning policies in place. 	X		
	<ul style="list-style-type: none"> ▪ Actively participated in and promoted building recycling programs. 	X		
	<ul style="list-style-type: none"> ▪ Donated furniture and office supplies to local charitable organizations when closing or relocating offices. 	X		
	<ul style="list-style-type: none"> ▪ Diverted metal from landfill during office demo. 	X		
	<ul style="list-style-type: none"> ▪ Donated retired computer equipment to charitable organizations such as Engineers Without Borders, Youth Technology Corps, and other local civic groups. 	X		

9. STAKEHOLDER ENGAGEMENT

Employee engagement and support is critical to the success of Sargent & Lundy's sustainability efforts. The objective of this program is to effectively communicate Sargent & Lundy's sustainability goals, encourage employee adoption of sustainable workplace practices, and strengthen understanding of the inherent value of sustainability in all activities. An example is employee utilization of tools for audio and videoconferencing to facilitate collaboration between employees and customers at multiple locations.

Sargent & Lundy is facilitating a transition to more sustainable workplace practices. This includes supporting the use of public transportation for employees who commute, installing water coolers to reduce bottled water purchases, and promoting recycling.

Goals/Actions/Achievements		2019	2020	2021
Goals				
Drive companywide sustainability performance by encouraging employees to adopt sustainability practices in the workplace.				
Actions				
	Issue policy and action plan.	X		
	Establish performance metrics.		X	
	Measure and report metrics.			X
	Recommend improvements.	X	X	X
Achievements				
	The sustainability plan was developed and issued.	X		

10. PROCESS IMPROVEMENT

Sargent & Lundy utilizes our Performance Improvement Process (PIP) system as a tool for employees to identify potential opportunities for improvement and lessons learned. Since its inception in 1997, employees have periodically utilized the PIP system to provide suggestions for sustainability improvements. During the 2020 calendar year, the SAC along with the owners of the PIP system will investigate what modifications to the PIP system may be appropriate to better utilize it as a sustainability process improvement tool.

Goals/Actions/Achievements		2019	2020	2021
Goals				
Identify and evaluate potential areas for improvement in sustainability performance.				
Actions				
	Issue policy and action plan.	X		
	Establish performance metrics.			
	<ul style="list-style-type: none"> ▪ Evaluate how the PIP system metrics can be utilized and reported. 		X	
	Measure and report metrics.			
	<ul style="list-style-type: none"> ▪ Implement reporting. 			X
	Recommend improvements.	X	X	X
Achievements				
	<ul style="list-style-type: none"> ▪ The sustainability plan was developed and issued. 	X		
	<ul style="list-style-type: none"> ▪ Utilization of the PIP system was identified as a potential tool to drive improvement. 	X		