

# Sargent & Lundy Sustainability Plan



## 2020 Annual Report

## 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.



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Thomas White  
Chairman, President & Chief Executive Officer



**Sargent & Lundy**

## TABLE OF CONTENTS

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1. INTRODUCTION AND POLICY .....	1
2. GOVERNANCE .....	2
3. MANAGING AND COMMUNICATING PERFORMANCE .....	3
4. OFFICES.....	4
5. TRANSPORTATION AND FUEL CONSUMPTION .....	7
6. WATER UTILIZATION.....	8
7. MATERIALS AND SUPPLY CHAIN .....	9
8. WASTE AND CLEANING.....	11
9. STAKEHOLDER ENGAGEMENT .....	13
10. PROCESS IMPROVEMENT .....	14

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## 1. INTRODUCTION AND POLICY

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Sargent & Lundy is committed to achieving a more environmentally conscious business. To demonstrate our commitment and increase transparency around our sustainable practices, we published our first sustainability report in 2019. We're pleased to build on that foundation and share with you Sargent & Lundy's 2020 Sustainability Report.

A primary achievement for us in 2020 was the appointment of an inaugural Sustainability Advisory Council made up of employees of varying roles from all business groups across the company. They are charged with implementing our sustainability plan, assessing areas of improvement, and reporting our progress each year. Their insight and coordination will help us make significant strides in our sustainability plan.

In a year like no other, the COVID-19 pandemic greatly influenced our actions toward sustainability in 2020. With business travel halted and most employees working from home, we had to adjust our plan. In light of empty offices, we strategically altered our use of resources such as electricity, ventilation, and general office supplies. New efforts were made to accommodate employees working from home and support the future reopening of offices.

This report specifies our actions and achievements in seven areas: governance, managing and communicating performance, offices, transportation and fuel consumption, water utilization, materials and supply chain, waste and cleaning, stakeholder engagement, and process improvement. In addition to our efforts in 2020, the report also outlines our goals and projections for the next two years.

We recognize the long-term benefits of sustainability and have designed a plan across multiple years. Adopting sustainable practices not only helps the environment, it can lead to reduced costs, happier stakeholders, increased productivity, and countless more benefits. Sustainability matters – to our people, our clients, our suppliers, our company, and our communities.

We are proud of our achievements thus far and know that, with a long-term strategy and desire, we will help make a sustainable, positive impact on the world.

## 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 [sargentlundy.com](http://sargentlundy.com).

Goals/Actions/Achievements		2020	2021	2022
<b>Goals</b>				
Ensure successful implementation of the sustainability plan.				
<b>Actions</b>				
	Create action plan.	X	X	
	Establish subcommittees and performance metrics.	X	X	
	Measure and report metrics.	X	X	X
	Recommend improvements.	X	X	X
	Publish sustainability plan externally.	X	X	X
<b>Achievements</b>				
	<ul style="list-style-type: none"> <li>▪ The core members of the SAC solicited employee participation and appointed the inaugural sustainability committee members.</li> </ul>	X		
	<ul style="list-style-type: none"> <li>▪ The sustainability policy was reviewed and adopted by the sustainability committee.</li> </ul>	X		
	<ul style="list-style-type: none"> <li>▪ Sargent &amp; Lundy participated in the Electric Utility Industry Sustainable Supply Chain Alliance (EUISSCA) sustainability survey.</li> </ul>	X		
	<ul style="list-style-type: none"> <li>▪ The annual sustainability report was published externally on <a href="http://sargentlundy.com">sargentlundy.com</a>.</li> </ul>	X		

### 3. MANAGING AND COMMUNICATING PERFORMANCE

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

We 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		2020	2021	2022
<b>Goals</b>				
Improve performance management and communication.				
<b>Actions</b>				
	Create action plan.	X	X	
	Establish performance metrics.			
	▪ Evaluate utilization of the Global Reporting Initiative Sustainability Reporting Standards (GRI Standards).	X	X	
	▪ Develop a sustainability program scorecard.	X	X	
	Measure and report metrics.			
	▪ Participate in the EUISSCA Sustainability Survey.	X	X	X
	▪ Report sustainability program scorecard results.	X	X	X
	Recommend improvements.	X	X	X
	Identify applicable environmental standards.		X	
	Plan an independent third-party audit schedule.			X
	Publish a summary of program results externally.	X	X	X
<b>Achievements</b>				
	▪ The sustainability plan and annual report was issued and published on sargentlundy.com.	X		
	▪ The Sustainability Committee participated in monthly review meetings.	X		
	▪ The committee solicited volunteers and appointed co-chairs to organize and coordinate group participation.	X		
	▪ A dedicated Microsoft Teams room was established to collect and share sustainability information.	X		
	▪ Sargent & Lundy participated in the EUISSCA sustainability survey.	X		

## 4. OFFICES

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Sargent & Lundy does not own or operate any buildings. We continuously assess our leased office spaces and work with building management 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 nonessential 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.
12. Unplugging all unused desk refrigerators and printers during our transition in support of the 2020 stay-home orders.

Goals/Actions/Achievements		2020	2021	2022
<b>Goals</b>				
Reduce energy utilization and environmental footprint.				
<b>Actions</b>				
	Create action plan.	X	X	
	Establish performance metrics.	X	X	
	Measure and report metrics.			
	▪ Evaluate building managements' ratings and certifications.	X	X	X
	▪ Evaluate ratings Sargent & Lundy can improve and certifications it can pursue for existing leased spaces.	X	X	X
	▪ Baseline lighting fixtures and lighting systems.	X	X	X
	▪ Create indoor air quality (IAQ) minimum standards for construction and post occupancy.	X	X	X
	▪ Determine plug loads of nonessential equipment at workstations; encourage unplugging and powering off equipment.	X	X	X
	Recommend improvements.			
	▪ Pursue FitWel certification for Chicago headquarters.		X	
	▪ Replace any T12 fixtures with T5 or LED fixtures.		X	



Achievements		2020	2021	2022
	<ul style="list-style-type: none"> <li>We replaced all light fixtures in our Walnut Creek, California, office with LED light fixtures.</li> </ul>	X		
	<ul style="list-style-type: none"> <li>We worked with various building managers to reduce energy consumption during COVID stay-home mandates by turning off lights during the day (except on request), raising set points during the summer to reduce air conditioning, and lowering set points in the fall to reduce heat.</li> </ul>	X		
	<ul style="list-style-type: none"> <li>Construction of our Richland, Washington, office included the installation of daylighting and occupancy sensors, zoned and after-hours timed lighting controls, and LED lighting on the 3<sup>rd</sup> and 4<sup>th</sup> floors. We replaced baseboard heaters with energy saving HVAC system, and test and balanced both floors.</li> </ul>	X		
	<ul style="list-style-type: none"> <li>We unplugged and turned off refrigerators in the Chicago office while they weren't in use and coordinated with staff to remove desk refrigerators.</li> </ul>	X		
	<ul style="list-style-type: none"> <li>Our Richland, Washington, and Chattanooga, Tennessee, offices installed Energy Star rated appliances.</li> </ul>	X		
	<ul style="list-style-type: none"> <li>We achieved LEED for Commercial Interiors (LEED-CI) Silver certification for our Chicago office's 35<sup>th</sup> floor (2008) and our former Phoenix office (2008-2020).</li> </ul>	X		
	<ul style="list-style-type: none"> <li>Chicago building management continued their BOMA 360, LEED for Existing Buildings (LEED-EB), and ENERGY STAR certification status.</li> </ul>	X		
	<ul style="list-style-type: none"> <li>Building management at our Warrenville, Illinois, office continued their LEED-EB certification status.</li> </ul>	X		
	<ul style="list-style-type: none"> <li>Building management at our Santa Ana, California, office continued their ENERGY STAR certification status.</li> </ul>	X		
	<ul style="list-style-type: none"> <li>The company email system continued to be migrated to a cloud-based system that eliminates physical servers in computer rooms.</li> </ul>	X		

## 5. TRANSPORTATION AND FUEL CONSUMPTION

As part of its 2020 acquisition of Summit Engineering Services, Inc., Sargent & Lundy assumed responsibility of a fleet of vehicles. We continue to promote the use of public transportation for employees' commutes to/from work by offering a pre-tax employee benefit.

We reduced travel requirements by providing tools for audio and videoconferencing to facilitate collaboration among employees at multiple locations and when working remotely. 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.

We have also established policies that promote minimized fuel consumption related to:

- Car rentals for business travel.
- Hotel selections based on a green rating system for business travel.
- Vehicle charging stations at office buildings.
- Purchasing locally manufactured items.

Goals/Actions/Achievements		2020	2021	2022
<b>Goals</b>				
Reduce transportation-related fuel consumption.				
<b>Actions</b>				
	Measure and report metrics.			
	▪ Number of Sargent & Lundy office buildings with indoor and outdoor bicycle racks and locker/shower facilities.	X	X	
	▪ Number of Sargent & Lundy office buildings that provide vehicle charging stations.	X	X	
	▪ Office building proximity to public transportation.	X	X	X
	▪ Review supplies and construction materials that can be sourced locally.	X	X	X
<b>Achievements</b>				
	▪ We purchased and distributed web-based video and audio-conferencing tools companywide to support remote work.	X		
	▪ A large percentage of employees currently participate in our pre-tax commuter benefit, WageWorks.	X		
	▪ The actions above are recommended as potential improvements.	X		

## 6. WATER UTILIZATION

Sargent & Lundy does not own or operate any buildings. We encourage water conservation at our leased office spaces through the following 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		2020	2021	2022
<b>Goals</b>				
Reduce water consumption.				
<b>Actions</b>				
	Create action plan.	X	X	
	Establish performance metrics.			
	<ul style="list-style-type: none"> <li>▪ Create a baseline report analyzing all landlord fixtures and Sargent &amp; Lundy-installed fixtures for WaterSense ratings that meet or exceed good manufacturing practice (GMP) standards per the EPAct.</li> </ul>	X	X	
	Measure and report metrics.		X	X
	Recommend improvements.			
	<ul style="list-style-type: none"> <li>▪ Create a list of improvements based on metrics.</li> </ul>	X	X	X
	<ul style="list-style-type: none"> <li>▪ Review the installation of water-efficient and hands-free fixtures to provide healthier environments and reduce water consumption levels where feasible.</li> </ul>	X	X	
	<ul style="list-style-type: none"> <li>▪ Educate and train employees on water efficiency.</li> </ul>		X	X
<b>Achievements</b>				
	<ul style="list-style-type: none"> <li>▪ We installed Bevi water stations at our Chicago and Chattanooga, Tennessee, offices.</li> </ul>	X		
	<ul style="list-style-type: none"> <li>▪ We replaced breakroom faucets with low GPM fixtures at our offices in Wilmington, Delaware, Chicago (with modernized breakrooms), Chattanooga, Tennessee (2<sup>nd</sup> floor updated breakrooms), and Richland, Washington.</li> </ul>	X		
	<ul style="list-style-type: none"> <li>▪ We installed water bottle filling station on our Wilmington, Delaware, office's 4<sup>th</sup> and 5<sup>th</sup> floors.</li> </ul>	X		
	<ul style="list-style-type: none"> <li>▪ To support office reopenings, we worked with building managers at all offices to establish protocols and cleaning requirements and temporarily disengage water fountains where possible to provide healthier environments for employees.</li> </ul>	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 environmental impact. We encourage:

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

Goals/Actions/Achievements		2020	2021	2022
<b>Goals</b>				
Reduce the environmental impact of purchased products.				
<b>Actions</b>				
	Create action plan.	X	X	X
	Establish performance metrics.			
	▪ Establish a baseline of ENERGY STAR-rated equipment.	X	X	
	▪ Create a future purchasing plan for ENERGY STAR-rated equipment.	X	X	X
	▪ Establish a baseline for material certifications and create standards for vendors.	X	X	
	▪ Establish a baseline for vendor supplies.	X	X	X
	▪ Create minimum requirements for vendor supplies that use recycled or recyclable materials.	X	X	X
	Review vendor packaging and delivery methods.	X	X	X
	Measure and report metrics.		X	X
	Recommend improvements.			
	▪ Review baselines and make recommendations.	X	X	X

Achievements		2020	2021	2022
	<ul style="list-style-type: none"> <li>We purchased used and refurbished furniture for our Chattanooga, Tennessee, and Chicago offices.</li> </ul>	X		
	<ul style="list-style-type: none"> <li>We provided updated software technology to reduce the need for technical designers to print large format drawings for document reviews.</li> </ul>	X		
	<ul style="list-style-type: none"> <li>We purchased ENERGY STAR, material standard ratings, appliances for our Richland, Washington, and Chicago offices.</li> </ul>	X		
	<ul style="list-style-type: none"> <li>Renovations at our Chicago and Richland, Washington, offices used construction materials made of 25-100% recycled materials ; flooring, ceiling tiles, and countertops made of 100% recyclable materials; and low VOC paint.</li> </ul>	X		
	<ul style="list-style-type: none"> <li>We opened our first self-checkout minimart, carrying Farmer's Fridge vending; healthy, fresh, local vending options with recyclable containers; and Bevi smart water.</li> </ul>	X		
	<ul style="list-style-type: none"> <li>We reduced purchases to support remote work.</li> </ul>	X		
	<ul style="list-style-type: none"> <li>The annual sustainability report was issued.</li> </ul>	X		

## 8. WASTE AND CLEANING

Sargent & Lundy does not own or operate any buildings, however we continuously find ways to reduce our waste within leased office spaces. We encourage:

- Recycling and waste reduction programs for paper, plastic, glass, aluminum, batteries, and electronics at our offices.
- Janitorial green cleaning practices such as using Green Seal products.
- Using compostable materials in our breakrooms where feasible.
- Reusing and maintaining interior nonstructural elements during renovations and office buildouts to reduce construction materials to landfills.
- Vendors to recycle materials.
- Construction waste diversion.
- Donating furniture, supplies, materials, and equipment.
- Donating electronic and computing equipment that has reached end-of-life for business use to local charitable organizations that can reuse the equipment.
- Using 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		2020	2021	2022
<b>Goals</b>				
Reduce overall waste generated across office operations.				
	▪ Donate electronic and computing equipment that has reached end-of life-for business use to local charitable organizations that can reuse the equipment.	X	X	X
	▪ Use in-building electronics recycling programs that are offered at our office locations.	X	X	X
	▪ 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
<b>Actions</b>				
	Create action plan.	X	X	
	Establish performance metrics.			
	▪ Provide necessary recycling containers in offices.	X	X	
	▪ Request green cleaning products be utilized in our office spaces.	X	X	
	▪ Train and engage employees on recycling.	X	X	X

	<ul style="list-style-type: none"> <li>Report on leased office space buildings' recycling and waste programs.</li> </ul>	X	X	X
	<ul style="list-style-type: none"> <li>Report on leased office space buildings' janitorial cleaning processes.</li> </ul>	X	X	X
	<ul style="list-style-type: none"> <li>Recommend improvements.</li> </ul>	X	X	X
Achievements		2020	2021	2022
	<ul style="list-style-type: none"> <li>The annual sustainability report was issued.</li> </ul>	X		
	<ul style="list-style-type: none"> <li>Upon decommissioning the 25<sup>th</sup> and 26<sup>th</sup> floors in our Chicago office, we diverted 95% of the resulting material waste from landfills through metal recycling, donations, and a waste-to-energy process.</li> </ul>	X		
	<ul style="list-style-type: none"> <li>Retired office furniture from the Chicago office was diverted from landfills through metal recycling and trade-in credit toward replacement furniture.</li> </ul>	X		
	<ul style="list-style-type: none"> <li>We donated office furniture from the decommissioning of a Midland, Texas, office to building management and Habitat for Humanity.</li> </ul>	X		
	<ul style="list-style-type: none"> <li>Upon decommissioning the 5<sup>th</sup> floor of our Richland, Washington, office. We diverted all furniture from landfills.</li> </ul>	X		
	<ul style="list-style-type: none"> <li>Our Warrenville, Illinois, office identified a recycling program.</li> </ul>	X		
	<ul style="list-style-type: none"> <li>Building management at the Chicago and Charlotte, North Carolina, offices continued their green cleaning policies.</li> </ul>	X		
	<ul style="list-style-type: none"> <li>We actively participated in and promoted building recycling programs.</li> </ul>	X		
	<ul style="list-style-type: none"> <li>We donated furniture and office supplies to local charitable organizations when closing or relocating offices.</li> </ul>	X		
	<ul style="list-style-type: none"> <li>We diverted metal from landfills during office demo.</li> </ul>	X		
	<ul style="list-style-type: none"> <li>We donated retired computer equipment to charitable organizations such as Engineers Without Borders, Youth Technology Corps, and other local civic groups.</li> </ul>	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 our sustainability goals, encourage employee adoption of sustainable workplace practices, and strengthen our understanding of the inherent value of sustainability in all activities. For instance, broad adoption of our audio and videoconferencing tools has facilitated collaboration among employees and customers at multiple locations.

We are 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		2020	2021	2022
<b>Goals</b>				
Drive companywide sustainability performance by encouraging employees to adopt sustainability practices in the workplace.				
<b>Actions</b>				
	Create action plan.	X		
	Establish performance metrics.	X	X	
	Measure and report metrics.	X	X	X
	Recommend improvements.	X	X	X
<b>Achievements</b>				
	<ul style="list-style-type: none"> <li>The Sustainability Committee established eight subcommittees to address the following: K-Cup recycling, electricity usage, desktop phones, paper usage, physical space utilization, sustainable transportation, and food sources.</li> </ul>	X		
	<ul style="list-style-type: none"> <li>We created a questionnaire for building owners to help us collect additional metrics for targeted improvements at each office location.</li> </ul>	X		
	<ul style="list-style-type: none"> <li>The annual sustainability report was issued.</li> </ul>	X		



## 10.PROCESS IMPROVEMENT

Sargent & Lundy employs a Performance Improvement Process (PIP) system that allows employees to identify and share potential opportunities for improvement as well as lessons learned. Since its inception in 1997, employees have periodically utilized the PIP system to provide suggestions for sustainability improvements. On an annual basis, the SAC and PIP system stakeholders will explore modifications to enhance the system for sustainability process improvements.

Goals/Actions/Achievements		2020	2021	2022
<b>Goals</b>				
Identify and evaluate potential areas for improvement in sustainability performance.				
<b>Actions</b>				
	Create action plan.	X	X	
	Establish performance metrics.			
	▪ Evaluate how the PIP system metrics can be utilized and reported.	X	X	
	Measure and report metrics.			
	▪ Implement reporting.		X	X
	Recommend improvements.	X	X	X
<b>Achievements</b>				
	▪ The annual sustainability report was issued.	X		
	▪ Utilization of the PIP system and impending 2021 innovation tool to drive improvement.	X		