

Sargent & Lundy Sustainability Plan



2021 Annual Report

www.sargentlundy.com



Environmental Sustainability Policy Statement

Sargent & Lundy, L.L.C. 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.



Thomas White
Chairman, President & Chief Executive Officer

TABLE OF CONTENTS

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	10
8. WASTE AND CLEANING.....	12
9. STAKEHOLDER ENGAGEMENT.....	14
10. PROCESS IMPROVEMENT.....	15

1. INTRODUCTION AND POLICY

Sargent & Lundy is committed to achieving a more environmentally conscious business. To demonstrate our commitment and increase transparency around our sustainable practices, we established our first Sustainability Committee in 2020. We are pleased to build on that foundation and share with you Sargent & Lundy's 2021 Sustainability Report.

The Sustainability Advisory Council is made up of employees of varying roles from different business groups across the company. Members of this council 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.

The COVID-19 pandemic influenced our actions toward sustainability in 2021. With business travel halted and most employees working from home, we had to adjust our plan. Considering 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 2021, the report also outlines our goals and projections for the next two years.

We are happy to report our score for the Electric Utility Industry Sustainable Supply Chain Alliance (EUISSCA) sustainability survey went up 17 points to 97 out of 100. This is a significant improvement of our score in 2020.

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 also 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 of Finance & Legal.
- The Senior Vice President and 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 of Finance & Legal, the Senior Vice President and Director of Operations, and all 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.

Goals/Actions/Achievements		2021	2022	2023
Goals				
Ensure successful implementation of the sustainability plan.				
Actions				
	Create an 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
Achievements				
	<ul style="list-style-type: none"> ▪ The core members of the SAC solicited employee participation and appointed two new sustainability committee members and one new co-chair. 	X		
	<ul style="list-style-type: none"> ▪ The sustainability policy was reviewed and adopted by the sustainability committee. 	X		
	<ul style="list-style-type: none"> ▪ Sargent & Lundy participated in the Electric Utility Industry Sustainable Supply Chain Alliance (EUISSCA) sustainability survey. 	X		
	<ul style="list-style-type: none"> ▪ The annual sustainability report was published externally on sargentlundy.com. 	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		2021	2022	2023
Goals				
Improve performance management and communication.				
Actions				
	Create an action plan.	X	X	
	Establish performance metrics.			
	<ul style="list-style-type: none"> ▪ Evaluate utilization of the Global Reporting Initiative Sustainability Reporting Standards (GRI Standards). 			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 EUISSCA Sustainability Survey sustainability program results. 	X	X	X
	Recommend improvements.	X	X	X
	Identify applicable environmental standards.		X	
	Plan an independent third-party audit schedule.		X	X
	Publish a summary of program results externally.	X	X	X
	Publish updates on The Loop (S&L intranet)	X	X	X
Achievements				
	<ul style="list-style-type: none"> ▪ The sustainability plan and annual report were issued and published on www.sargentlundy.com. 	X		
	<ul style="list-style-type: none"> ▪ The Sustainability Committee participated in monthly review meetings. 	X		
	<ul style="list-style-type: none"> ▪ The committee solicited volunteers and appointed co-chairs to organize and coordinate group participation. 	X		
	<ul style="list-style-type: none"> ▪ A dedicated Microsoft Teams room was established to collect and share sustainability information. 	X	X	X
	<ul style="list-style-type: none"> ▪ Sargent & Lundy participated in the EUISSCA Sustainability Survey. 	X		

4. OFFICES

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. LEED®, GBI 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 and 2021 stay-home orders.

Goals/Actions/Achievements		2021	2022	2023
Goals				
Reduce energy utilization and environmental footprint.				
Actions				
	Create an action plan.	X	X	X
	Establish performance metrics.	X	X	X
	Measure and report metrics.			
	<ul style="list-style-type: none"> ▪ Evaluate building managements' ratings and certifications. 	X	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	X
	<ul style="list-style-type: none"> ▪ Baseline lighting fixtures and lighting systems. 	X	X	X
	<ul style="list-style-type: none"> ▪ Create indoor air quality (IAQ) minimum standards for construction and post occupancy. 	X	X	X
	<ul style="list-style-type: none"> ▪ Determine plug loads of nonessential equipment at workstations; encourage unplugging and powering off equipment. 	X	X	X
	Recommend improvements.			
	<ul style="list-style-type: none"> ▪ Pursue FitWeI® certification for Chicago headquarters. 		X	X
	<ul style="list-style-type: none"> ▪ Replace any T12 fixtures with T5 or LED fixtures. 	X	X	X
Achievements		2021	2022	2023
	<ul style="list-style-type: none"> ▪ We continued to work 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. 	X	X	X
	<ul style="list-style-type: none"> ▪ Construction expansion in our Hamilton, New Jersey, office included installation of LED light fixtures. Furniture and equipment were reused from inventory, 	X		
	<ul style="list-style-type: none"> ▪ Construction of our San Juan, Puerto Rico, office included reusing building stock used furniture, reusing existing lighting where applicable, existing ceiling and floor finishes, base building double window system (for reduction of headload in office), and sourced-used furniture. 	X	X	

	<ul style="list-style-type: none"> ▪ We unplugged and turned off refrigerators in the Chicago office while they were not in use and coordinated with staff to remove desk refrigerators. 	X		
	<ul style="list-style-type: none"> ▪ Our Chattanooga, Tennessee; San Juan, Puerto Rico; and Hamilton, New Jersey, offices installed Energy Star® -rated appliances. 	X		
	<ul style="list-style-type: none"> ▪ Chicago building management continued their BOMA 360, LEED® for Existing Buildings (LEED®-EB), and ENERGY STAR® certification status. 	X	X	
	<ul style="list-style-type: none"> ▪ Building management at our Warrenville, Illinois, office continued their LEED®-EB and achieved WELL® certification status. 	X	X	
	<ul style="list-style-type: none"> ▪ Building management at our Santa Ana, California, office continued their ENERGY STAR® certification status. 	X	X	
	<ul style="list-style-type: none"> ▪ Building management at our Charlotte, North Carolina, office continued their LEED®-EB certification status, ENERGY STAR® certification status, and Green Lease. 			
	<ul style="list-style-type: none"> ▪ The company email system migrated to a cloud-based system that eliminates physical servers in computer rooms. 	X	X	

5. TRANSPORTATION AND FUEL CONSUMPTION

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		2021	2022	2023
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 are considered during office location selections. 	X	X	X
	<ul style="list-style-type: none"> ▪ Number of Sargent & Lundy office buildings that provide vehicle charging stations are considered during office location selections. 	X	X	X
	<ul style="list-style-type: none"> ▪ Office building proximity to public transportation. 	X	X	X
	<ul style="list-style-type: none"> ▪ Review supplies and construction materials that can be sourced locally. 	X	X	X
Achievements				
	<ul style="list-style-type: none"> ▪ We purchased and distributed web-based video and audio-conferencing tools companywide to support remote work and reduce fuel consumption. 	X	X	
	<ul style="list-style-type: none"> ▪ A substantial percentage of employees currently participate in our pre-tax commuter benefit, WageWorks. 	X	X	
	<ul style="list-style-type: none"> ▪ The actions above are recommended as potential improvements. 	X	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 (EPA) 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		2021	2022	2023
Goals				
Reduce water consumption.				
Actions				
	Create an action plan.	X	X	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 EPA. 	X	X	X
	Measure and report metrics.	X	X	X
	Recommend improvements. <ul style="list-style-type: none"> ▪ Create a list of improvements based on metrics. ▪ Review the installation of 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	X
Achievements				
	<ul style="list-style-type: none"> ▪ We maintained Bevi® water stations at our Chicago and Chattanooga, Tennessee, locations and maintained water-filling stations at our Chicago office. ▪ We replaced breakroom faucets with low GPM fixtures when updating the 5th floor breakrooms at our Chattanooga, Tennessee, office. ▪ We maintained filtered water bottle filling stations at our Wilmington, Delaware; and Chicago offices. ▪ 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. 	X	X	
		X		
		X		
		X	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		2021	2022	2023
Goals				
Reduce the environmental impact of purchased products.				
Actions				
	Create an action plan.	X	X	X
	Establish performance metrics.			
	▪ Establish a baseline of ENERGY STAR®-rated equipment.	X	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	
	▪ Create minimum requirements for vendor supplies that use recycled or recyclable materials.	X	X	
	Review vendor packaging and delivery methods.	X	X	
	Measure and report metrics.	X	X	
	Recommend improvements.			
	▪ Review baselines and make recommendations.	X	X	X

Achievements	2021	2022	2023	
	<ul style="list-style-type: none"> ▪ We purchased used and refurbished furniture for our Chattanooga, Tennessee; San Juan, Puerto Rico; and Chicago offices. We reused stock furniture for our Hamilton, New Jersey, offices. 	X		
	<ul style="list-style-type: none"> ▪ We provided updated software technology to reduce the need for technical designers to print large format drawings for document reviews. 	X		
	<ul style="list-style-type: none"> ▪ We purchased ENERGY STAR®, material standard ratings, appliances for our Chattanooga, Tennessee; San Juan, Puerto Rico; and Hamilton, New Jersey, offices. 	X		
	<ul style="list-style-type: none"> ▪ Renovations at our Hamilton, New Jersey, and Chattanooga, Tennessee, offices used construction materials, flooring, and ceiling tiles made of 25-100% recycled materials, as well as low VOC paint. 	X		
	<ul style="list-style-type: none"> ▪ We opened a Bevi® smart filtered water bottle filling station in our Chattanooga, Tennessee, office. 	X		
	<ul style="list-style-type: none"> ▪ We reduced purchases to support remote work. 	X	X	
	<ul style="list-style-type: none"> ▪ The annual sustainability report was issued. 	X		
	<ul style="list-style-type: none"> ▪ We developed and distributed a sustainability questionnaire to vendors. 	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		2021	2022	2023
Goals				
Reduce overall waste generated across office operations.				
	<ul style="list-style-type: none"> ▪ Donate electronic and computing equipment that has reached the 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				
	Create an action plan.	X	X	X
	Establish performance metrics.			
	<ul style="list-style-type: none"> ▪ Provide necessary recycling containers in offices. 	X	X	X
	<ul style="list-style-type: none"> ▪ Request green cleaning products be utilized in our office spaces. 	X	X	X
	<ul style="list-style-type: none"> ▪ Train and engage employees in recycling. 	X	X	X

	<ul style="list-style-type: none"> Report on leased office space buildings' recycling and waste programs. 	X	X	X
	<ul style="list-style-type: none"> Report on leased office space buildings' janitorial cleaning processes. 	X	X	X
	<ul style="list-style-type: none"> Recommend improvements. 	X	X	X
Achievements		2021	2022	2023
	<ul style="list-style-type: none"> The annual sustainability report was issued. 	X	X	
	<ul style="list-style-type: none"> Upon decommissioning retired furniture from our Chattanooga, Tennessee, office, we diverted all furniture from landfills through recycling, vendor credit, and donation to local charities. 			
	<ul style="list-style-type: none"> In our Chattanooga, Tennessee, office we utilized crates for moving and storage during renovation to eliminate the use of cardboard boxes. 	X		
	<ul style="list-style-type: none"> Our Warrenville, Illinois, office identified a recycling program. 	X		
	<ul style="list-style-type: none"> Building management at the Chicago; Santa Ana, California; and Charlotte, North Carolina, offices continued their green cleaning policies. 	X	X	
	<ul style="list-style-type: none"> We actively participated in and promoted building recycling programs including e-recycling events hosted by our building managements. 	X	X	
	<ul style="list-style-type: none"> We donated furniture and office supplies to local charitable organizations when closing or relocating offices. 	X		
	<ul style="list-style-type: none"> We diverted metal from landfills during office demo. 	X		
	<ul style="list-style-type: none"> We donated unused opened rolls of paper no longer used in our plotters from our Chattanooga, Tennessee office to local charity. 	X		
	<ul style="list-style-type: none"> We donated retired computer equipment to charitable organizations such as Engineers Without Borders, Youth Technology Corps, and other local civic groups. 	X	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		2021	2022	2023
Goals				
Drive companywide sustainability performance by encouraging employees to adopt sustainability practices in the workplace.				
Actions				
	Create an action plan.	X	X	X
	Establish performance metrics.	X	X	
	Measure and report metrics.	X	X	X
	Recommend sustainable improvements.	X	X	X
Achievements				
	<ul style="list-style-type: none"> ▪ The Sustainability Committee established eight subcommittees to address the following: coffee pod recycling, electricity usage, desktop phones, paper usage, physical space utilization, sustainable transportation, and food sources. 	X		
	<ul style="list-style-type: none"> ▪ We created a questionnaire for building owners to help us collect additional metrics for targeted improvements at each office location. 	X		
	<ul style="list-style-type: none"> ▪ The annual sustainability report was issued. 	X	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		2021	2022	2023
Goals				
Identify and evaluate potential areas for improvement in sustainability performance.				
Actions				
	Create an action plan.	X	X	X
	Establish performance metrics.			
	<ul style="list-style-type: none"> ▪ Evaluate how the PIP system metrics can be utilized and reported. 	X	X	X
	Measure and report metrics.			
	<ul style="list-style-type: none"> ▪ Implement reporting. 		X	X
	Recommend improvements.	X	X	X
Achievements				
	<ul style="list-style-type: none"> ▪ The annual sustainability report was issued. 	X	X	
	<ul style="list-style-type: none"> ▪ Utilization of the PIP system and Innovation Hub tool launched in 2021 to drive improvement. 	X	X	