

APRIL 2023 | 2022 REPORT

# ESG REPORT

ENVIRONMENTAL | SOCIAL | GOVERNANCE





## **WE ARE EMPOWERED TO:**

do the right thing, do what makes sense, and take care of people.

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INTRODUCTION

## Letter from the CEO

**Every day, the work we do impacts our clients, teaming partners, coworkers, and our communities.** We view this as both an opportunity and a responsibility to make life better for those around us. Mead & Hunt's founder, Daniel Mead, was well-known for his stance on ethical engineering; a strong moral obligation to the communities we serve has been a part of our legacy since our founding nearly 125 years ago. This legacy still guides our actions today.

This is why we decided to inventory our practices in our first-ever Environmental, Social, and Governance (ESG) report, applying the Global Reporting Initiative framework as our guide. Environmental, Social, and Governance are not just words. Rather, they are the pillars that uphold who we are and who we want to be as a firm. We strive to focus on:



**Environmental responsibility**, with an emphasis on carbon reduction and water, through reducing the impact of our corporate offices and externally through our project work. We want to be a leader in positive, transformative change as we address challenges related to climate change.



**Social responsibility** by creating an inclusive company culture for employees of all backgrounds and experiences. We work as a team to make a positive impact on our communities through our project work, community involvement, and giving.



**Excellent corporate governance** guided by the ethics of our founders and executed through our Board of Directors and corporate operations. We lay the foundation that enables our firm to take actions that support our environmental and social responsibility goals in everything we do.

All three facets of our business have one thing in common: they impact the world around us. Throughout this process, we've asked ourselves critical questions: Does what we do every day serve our purpose of shaping the future by putting people first? Do we put people first in our internal business practices? Is our work focused on creating sustainable and responsible solutions? How are we incorporating broad-scale solutions that address climate change? **Are we doing the right thing?**



Andy Platz, President & CEO, Mead & Hunt

As we navigate tremendous environmental and societal change, a fearless inventory of where we are and where we want to be becomes increasingly necessary. The ESG report allows us to analyze where we are doing well and where additional attention is required, so that we can make our impact on the world around us a positive one. The process is not always easy, but we believe it is well worth the effort.

**Andy Platz**  
President & CEO  
Mead & Hunt

**Environmental, Social, and Governance are not just words. Rather, they are the pillars which ultimately uphold who we are and who we want to be as a firm.**



**COMPANY OVERVIEW**

# Nationwide Locations

**Nationwide Firms with Roots in Renewable Energy:** Mead & Hunt is a national, full-service architectural, engineering, planning, and construction firm that has been serving our clients for well over a century. The firm was established by hydroelectric and hydraulic engineer Daniel Mead in 1900. Since its founding, Mead & Hunt has grown significantly in size and diversity. The growth of the company has mirrored the changing markets of the country—as infrastructure needs expanded, so did we. Today, the firm provides services nationwide and employs approximately 1,200 people.

- |  |   |  |
|--|---|--|
| <b>ARIZONA</b><br>Scottsdale   | <b>MARYLAND</b><br>Columbia                                       | <b>PENNSYLVANIA</b><br>Harrisburg  |
| <b>CALIFORNIA</b><br>Sacramento<br>Windsor (Santa Rosa)<br>Ontario       | <b>MICHIGAN</b><br>Indian River<br>Lansing<br>Marquette<br>Norway | <b>SOUTH CAROLINA</b><br>Lexington<br>Myrtle Beach<br>North Charleston   |
| <b>COLORADO</b><br>Denver  | <b>MINNESOTA</b><br>Bloomington<br>(Minneapolis)                  | <b>SOUTH DAKOTA</b><br>Rapid City<br>Sioux Falls   |
| <b>DISTRICT OF COLUMBIA</b><br>Washington, DC                            | <b>MISSOURI</b><br>Fenton (St. Louis)                             | <b>TEXAS</b><br>Arlington<br>Austin<br>Dallas<br>San Antonio   |
| <b>FLORIDA</b><br>Port Orange<br>(Daytona Beach)<br>Tallahassee<br>Tampa | <b>NORTH CAROLINA</b><br>Raleigh                                  | <b>VIRGINIA</b><br>Vienna  |
| <b>GEORGIA</b><br>Peachtree City (Atlanta)                               | <b>NORTH DAKOTA</b><br>Bismarck<br>Fargo                          | <b>WASHINGTON</b><br>Seattle   |
| <b>ILLINOIS</b><br>Chicago<br>Peoria<br>Warrenville                      | <b>OHIO</b><br>Cincinnati<br>Columbus                             | <b>WEST VIRGINIA</b><br>Charleston   |
| <b>INDIANA</b><br>Indianapolis   | <b>OKLAHOMA</b><br>Tulsa  | <b>WISCONSIN</b><br>De Pere (Green Bay)<br>La Crosse<br>Middleton (Madison)<br>Waukesha<br>Wauwatosa (Milwaukee)<br>West Allis |
| <b>OREGON</b><br>Portland  |   |  |

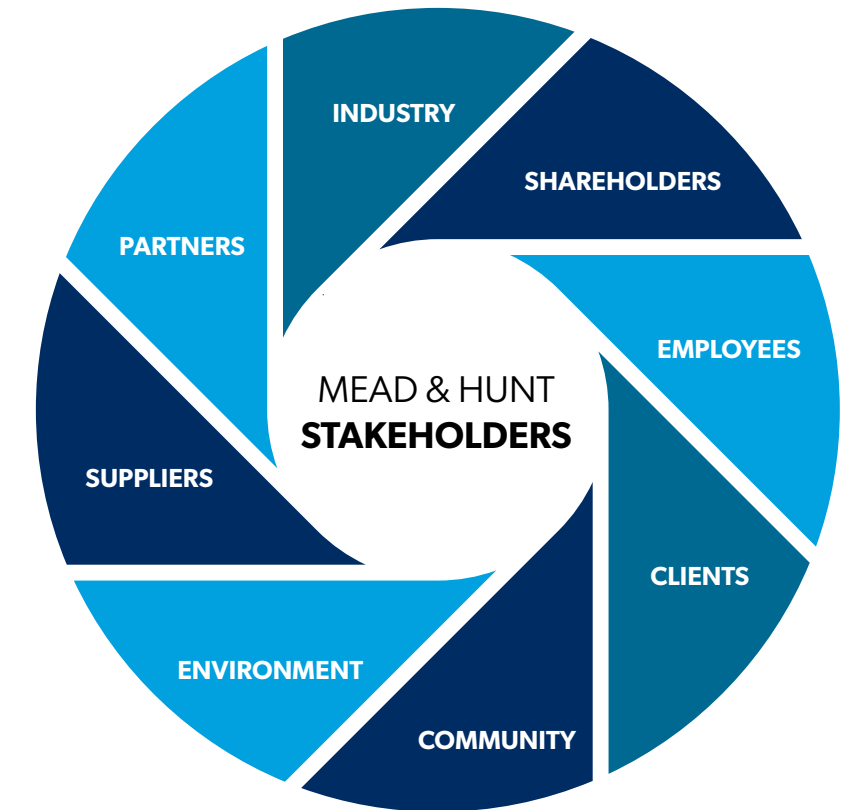


**Today, the firm provides services nationwide and employs approximately 1,200 people.**

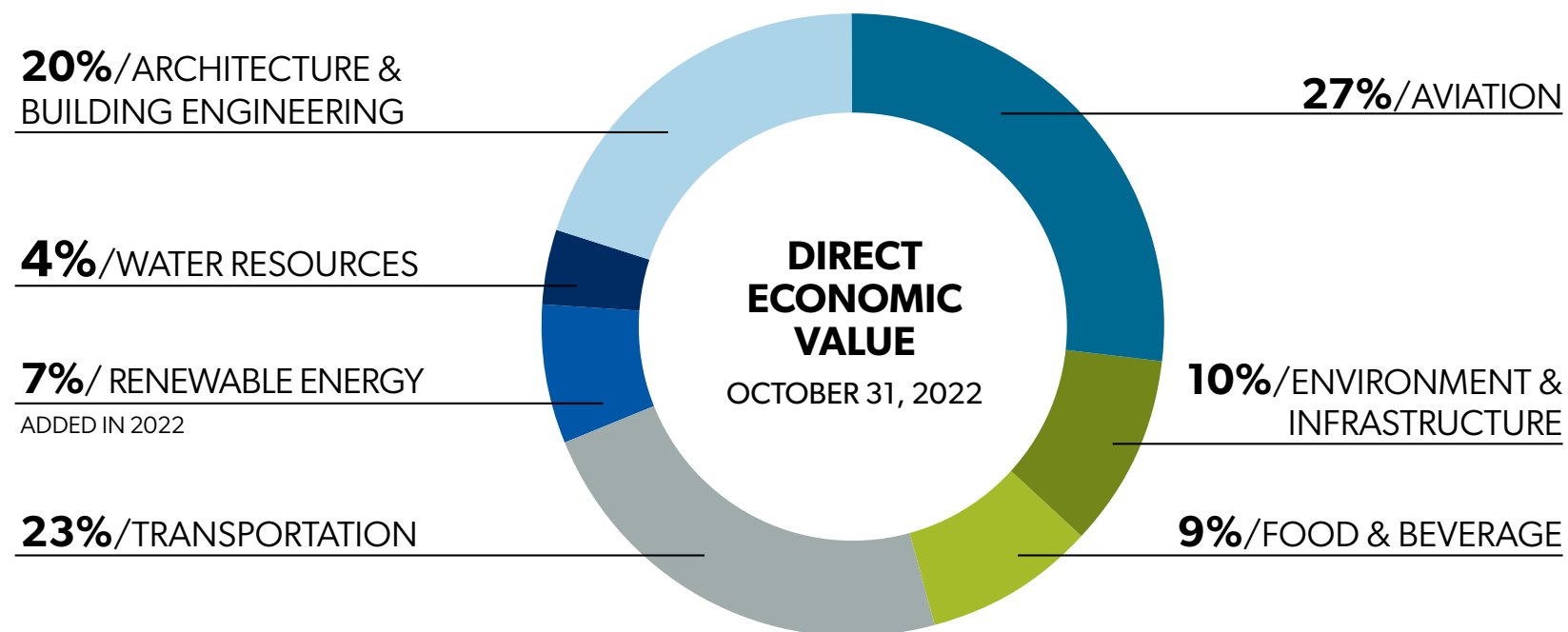
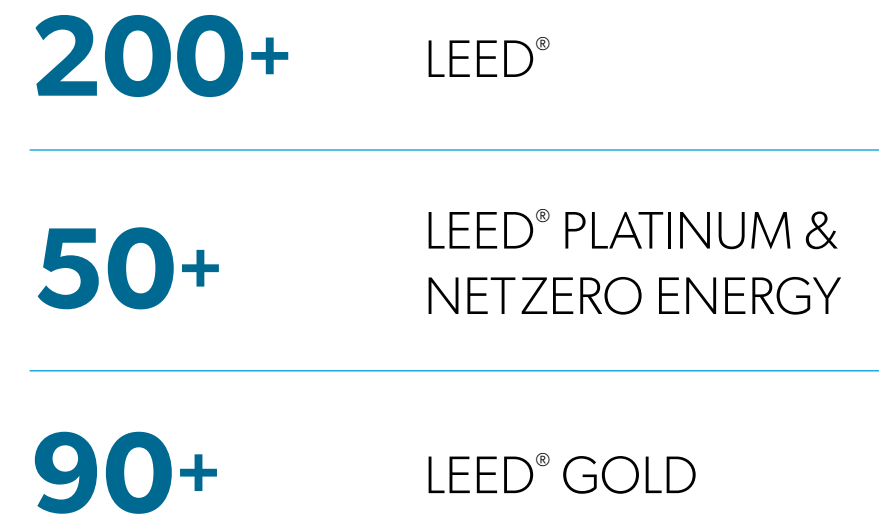
COMPANY OVERVIEW

# Spotlight on Metrics

## 2022 RANKINGS



## SUSTAINABLE BUILDING PROJECTS



COMPANY OVERVIEW

# Markets and Services



WATER



AVIATION



BUILDING ENGINEERING



CULTURAL RESOURCES



ENGINEERING,  
PROCUREMENT, &  
CONSTRUCTION (EPC)



FOOD & BEVERAGE



ARCHITECTURE



TRANSPORTATION



RENEWABLE NATURAL GAS  
(RNG)



SUSTAINABILITY/  
RESILIENCE

Since our founding in 1900, we have significantly expanded and diversified our disciplines, markets, services, and geographic presence. This growth has mirrored the changing needs of the communities we serve—as infrastructure needs expanded, so have the depth and breadth of services we offer. Our ability to adapt and innovate has been crucial to our growth and longevity. This legacy will continue to inform our actions as we move forward.

COMPANY OVERVIEW

# A History Rooted in Ethics, Equality, and Sustainability



Daniel Mead builds a practice working on water supply projects and designing hydroelectric facilities.

▶ **1900**



Mead contributes to a report which leads to the construction of flood control works in the Miami River Valley. The work done is the first of its kind in the U.S.

▶ **1918**



President Calvin Coolidge appoints Mead to the Colorado River Board to review plans for the Boulder Dam Canyon Project on the Colorado River—now famously known as the Hoover Dam.

▶ **1928**



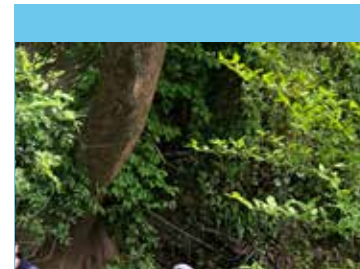
Daniel Mead famously writes "The Engineer and His Code," a guideline focusing on engineering ethics. Today, American Society of Civil Engineers (ASCE) still awards the Daniel W. Mead prize for ethics to members for work furthering Mead's cause.

▶ **1936**



The firm begins to diversify and offers a wider variety of service lines: airports, highways and bridges, sanitary, food and dairy, structures, hydroelectric, and surveys. Diversity is still the cornerstone on which we have maintained our firm's success despite national economic ups and downs.

▶ **1970s**



To protect our natural resources, comprehensive environmental planning becomes a natural part of major development projects. Mead & Hunt now employs its own team of environmental professionals.

▶ **1990s**



Volunteer paid time off is added to our benefits in celebration of our 100-year anniversary.

▶ **2000**

The first Internal Scholarship Award Program is born.

▶ **2005**

▶ **2006**

Mead & Hunt is awarded our first LEED® building project at the Eugene Airport.



▶ **2011**

Mead & Hunt is awarded our first net zero energy building project and the nation's first net zero energy aviation building at the Appleton International Airport. The project also achieved LEED® Platinum.



▶ **2016**

The first Mead & Hunt Cares initiative/grant is issued.



▶ **2018**

Mead & Hunt implements the employee-led Employer Resource Group (ERG) with the goal of creating an inclusive environment where all employees can flourish.

▶ **2020**

Mead & Hunt holds our first KidSTEAM outreach event to reach young students who may be interested in the industry in the future.



▶ **2021**

Mead & Hunt creates two Employee Resource Group program managers, with the goal of moving our diversity, equity, inclusion, and belonging efforts forward.



▶ **2022**

Our first External Scholarship Program is developed, with a focus on students who are ethnic minorities. This helps us to diversify the industry and our firm.



REPORTING FRAMEWORK

# Global Reporting Index

The **Global Reporting Index (GRI)** helps organizations to measure and take responsibility for their impacts on social, sustainability, and human rights issues. The GRI provides a common framework for organizations to measure and communicate these impacts. Mead & Hunt is using the GRI so we can measure and benchmark our impacts, allowing us to implement a reduction plan.

## Material Topics

A key part of the GRI is selecting material topics. **Material topics are topics that represent an organization’s most significant impacts on the economy, environment, and people, including impacts on human rights.**

The ESG Committee met for a workshop in January of 2022 to review, identify, and select Material Topics for Mead & Hunt. The committee considered actual and potential negative and positive impacts on the economy, environment, and people across the firm’s activities and business partners. The ESG Committee then presented the list of Material Topics to the Leadership Team and to the Board of Directors. The following Material Topics have been approved by the Board of Directors, Mead & Hunt’s highest governing body.

- GRI 201 Direct Economic Value
- GRI 302 Energy
- GRI 303 Water and Effluents
- GRI 305 Emissions
- GRI 306 Waste
- GRI 308 Supplier Env Assessment
- GRI 401 Employment
- GRI 404 Training and Education
- GRI 405 Diversity and Equal Opportunity
- GRI 413 Local Communities
- GRI 418 Customer Privacy

The GRI Content Index in Appendix A provides additional information with regards to the location of the information on each Material Topic found in this report.



# United Nations Sustainable Development Goals

We kept the **United Nations Sustainable Development Goals (UNSDGs)** in mind while creating this report. The UNSDGs comprise 17 goals that focus on people and planet. In 2015, all UN members adopted the UNSDG agenda, agreeing to make best efforts to overcome challenges ranging from access to affordable and clean energy to zero hunger. We recognize the need for collective action, and many of our efforts outlined in this ESG report contribute to the UNSDGs.

Although all 17 goals are extremely important, the nine that are highlighted to the right align with our sustainability initiatives:

1. No Poverty
2. Zero Hunger
- 3. Good Health and Well-Being**
4. Quality Education
- 5. Gender Equality**
- 6. Clean Water and Sanitation**
- 7. Affordable and Clean Energy**
8. Decent Work and Economic Growth
- 9. Industry, Innovation and Infrastructure**
- 10. Reduced Inequalities**
- 11. Sustainable Cities and Communities**
12. Responsible Consumption and Production
- 13. Climate Action**
14. Life Below Water
- 15. Life on Land**
16. Peace, Justice and Strong Institutions
17. Partnerships for the Goals

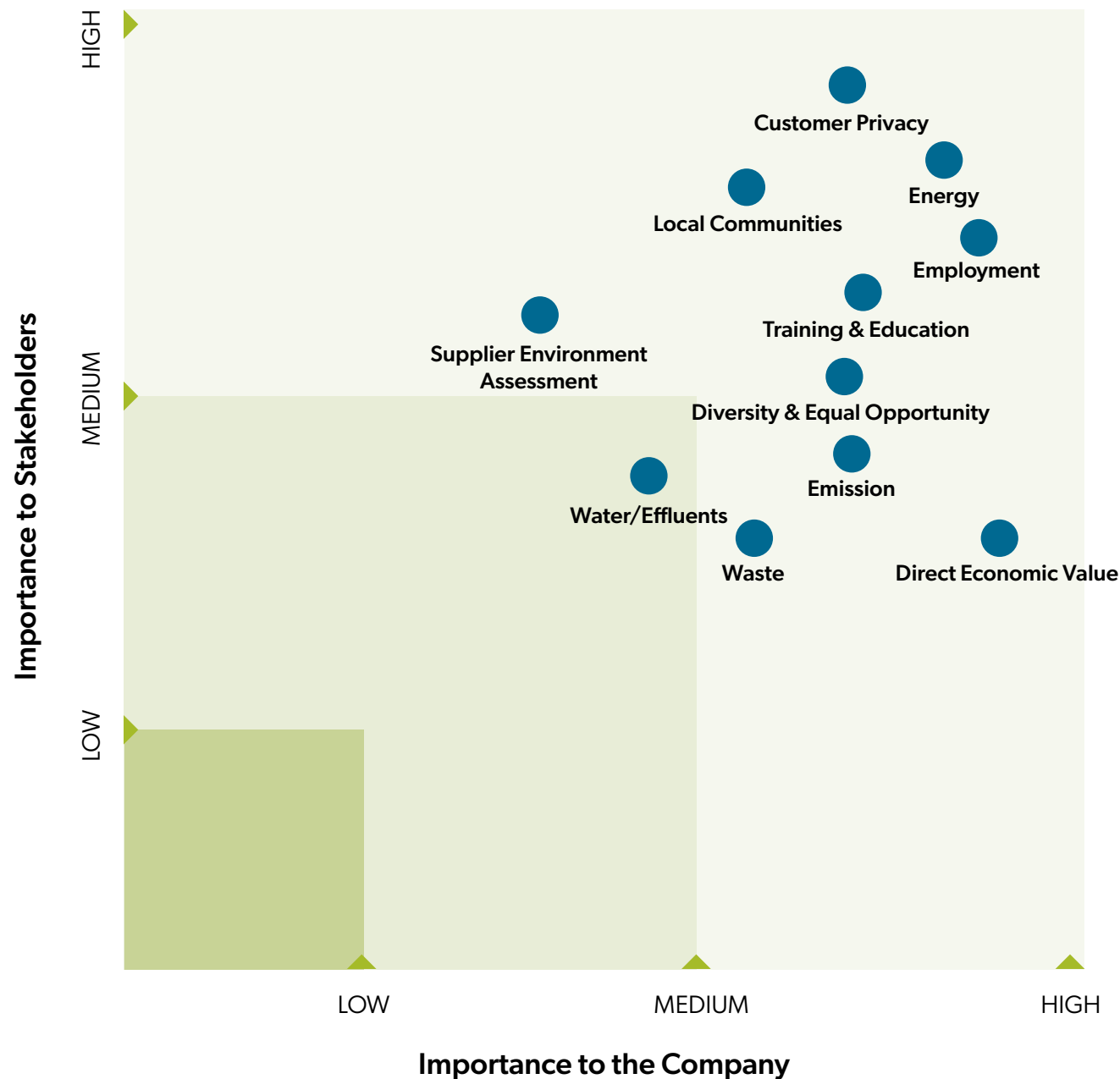


Many of our efforts outlined in this ESG report contribute to the UNSDGs.

REPORTING FRAMEWORK

# Materiality Matrix

The following graphic depicts the Material Topics deemed most important for Mead & Hunt, as well as their relative importance to stakeholders and the company.



## Statement of Use

Mead & Hunt, Inc. (Mead & Hunt), a privately held corporation headquartered in Middleton, Wisconsin in the U.S., has reported in accordance with the GRI Standards for the reporting period November 1, 2021, to October 31, 2022. Financial and other tracking data aligns with our fiscal year, with the exception that greenhouse gas emissions are reported on a calendar year basis, from January 1, 2021 to December 31, 2021. This report will be updated annually beginning with data collected in 2023. The Board of Directors has reviewed and approves of the Material Topics and the following reported information. The ESG Committee prepared this report with assistance from the Leadership Team.

**Point of Contact for Questions:**  
Christina Seri, ESG Committee Chair  
Email: [christina.seri@meadhunt.com](mailto:christina.seri@meadhunt.com)

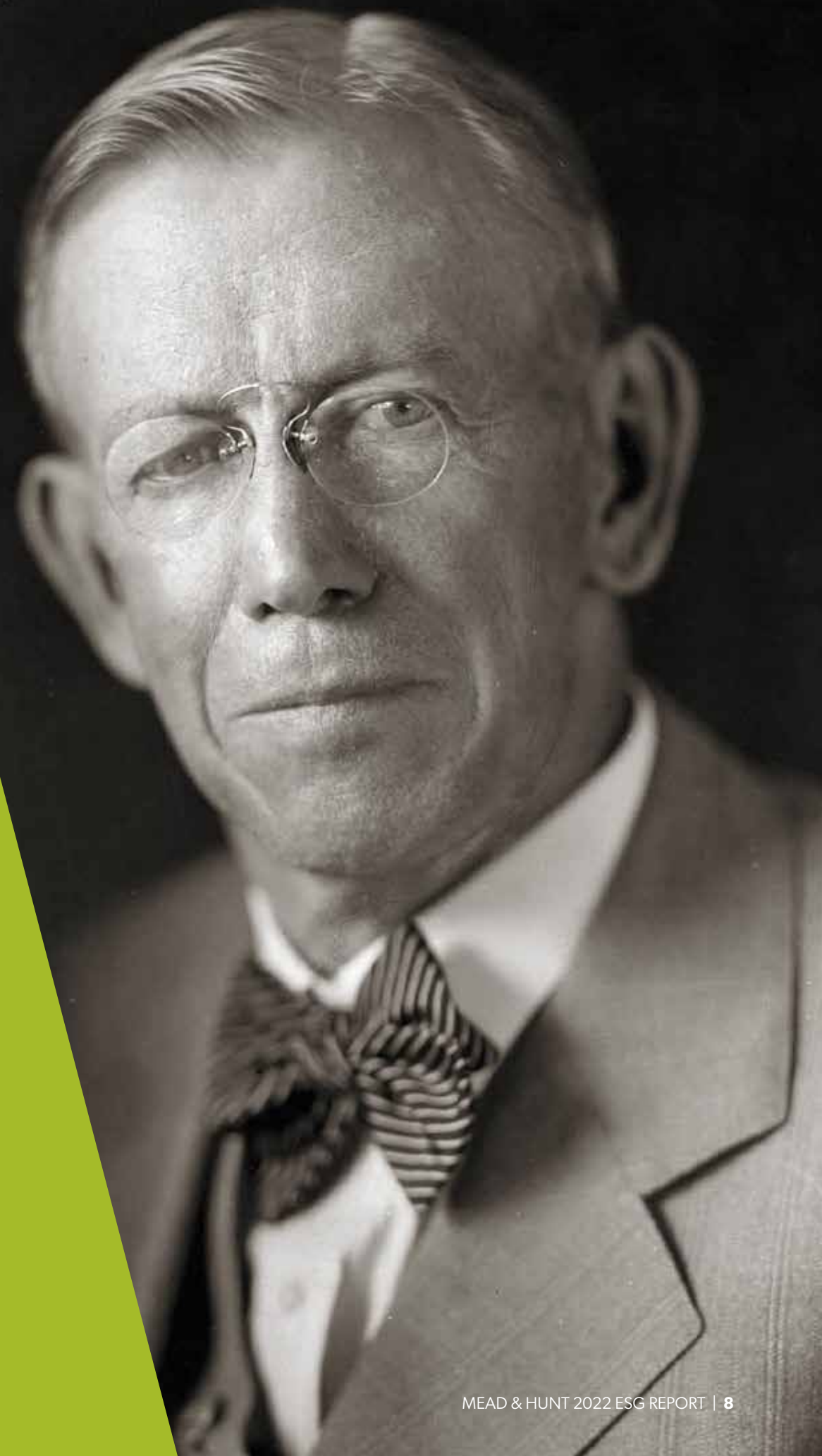
This is the first-year reporting based on the GRI framework. No change has been made from previously issued Mead & Hunt Sustainability Plans. Mead & Hunt operates in compliance with laws and regulations, and we have had no non-reported instances of non-compliance.



# OUR COMPANY

## Building on a Strong Foundation

From our Board of Directors to corporate management, we are committed to evaluating impacts to people, the environment, and the economy as part of our decision-making. In doing so, we lay the foundation that enables our firm to take actions that support our ESG principles and goals in everything we do.





**GOVERNANCE**

# Board of Directors



The Mead & Hunt Companies, Inc. Board of Directors (board) provides overarching leadership and direction for the company and oversees management of the business. This includes managing impacts to the economy, environment, and people.

As a privately held company, we are proud to be employee-owned. Our employee-owners set the direction of our future by using their shareholder votes to elect members of our board. The board currently comprises of seven internal directors and three external directors, 30% of whom are women. These individuals are all serving staggered three-year terms.

In 2022, the board identified its responsibilities related to ESG. Their key objectives include seeing that a broad range of expertise is applied to building corporate strategy, assessing risks and opportunities, and seeing that the principles of ESG are incorporated into the operation of the business. The board takes its responsibilities seriously, working in coordination with internal committees (Governance, Compensation & People, and Finance & Audit), the CEO, and the Leadership Team, composed of officers and principals with strategic and operational focus.

Through regular reports and annual reviews from these internal stakeholders, the board helps create future goals, as well as assesses company readiness to achieve these goals. Each committee, the CEO, and others in leadership and management positions are expected to find alignment in their goals as we work together to perpetuate a responsible and resilient business. Our internal directors do not receive additional compensation for their role as a board member. Our external directors are retained and reimbursed for their participation at rates that are appropriate for the industry and expectations of their involvement. The Compensation & People Committee of the board bears the responsibility of reviewing the appropriateness of the external director retainer and reimbursement rate on an annual basis.

Mead & Hunt Companies, Inc. Board of Directors

## Board Responsibilities

### Balance the board composition to foster firm success

- Develop and review Director Skills Matrix
- Create and lead process for board nominations, candidate education, and director education
- Foster Diversity of all types
- Focus on Value Creation
- Incorporate Sustainability Best Practices
- Offer expertise on Strategic Vision and execution
- Allow for flexibility to address issues that arise

### Evaluate the board

- Conduct regular evaluations—full board, committees, etc
- Take action based on evaluations to improve board effectiveness
- Facilitate continued improvement for the board via education, presentations, etc

### Foster director integrity, engagement, candor, and complete code of conduct and ethics processes

- Review Fiduciary Duties annually
- Provide board materials in a timely fashion to foster informed decision making
- Have expectations that Directors are prepared
- Be appropriately transparent with Shareholders

### Provide auditor independence

- Approve audit services and annual audit as recommended by Finance & Audit Committee
- Provide Shareholders with summary of Independent Auditor

### Focus on shareholder rights and relationships

- Provide shareholder education and monitor and manage stock performance factors
- Monitor, manage, and communicate stock valuation process and results

### Manage strategic risk and ensure compliance

- Focus on long-term value creation
- Monitor key enterprise risks as outlined in ERM

### Hire and evaluate CEO

- Provide oversight regarding CEO and key leadership succession
- Provide prudent and market compensation for CEO
- Provide input and guidance of CEO goals, and monitor progress on key components (DEIB, ESG, etc.)

### Document & track board policies & procedures

- Create annual calendar of board and committee activities
- Create and review board and Committee charters
- See that bylaws are updated



GOVERNANCE

## Managing Our Impacts

We have focus on incorporating our impact to sustainability, people, and the economy into our corporate decision-making. Historically, this has been conducted through different formats, including corporate leadership committees on sustainability, risk management, health and safety, our internal training organization (MHU), and our Foresight + Innovation + Technology (FIT) group.

While these programs have been in place for a long time, we made a more formalized change in 2022 to support our efforts when we decided to replace our bi-annual corporate sustainability plan with this annual ESG report.

This report better describes our values and goals, aligns with our business plan, and supports our commitment to being a resilient, transparent organization.

Andy Platz, our CEO, directed the implementation of an ESG committee with a targeted board liaison to see that ESG matters are addressed at the Board level. While our other committees and processes will continue to further our goals, this ESG report will provide a consistent way to document our progress in all areas, further supported by integration at the Board level.

To better serve our clients nationwide and mitigate their risk, we created a Core Sustainability and Resilience Team (CSRT). By pulling resources in each of our markets into a collaborative team, we evolve best practices to deliver the best possible sustainable and resilient solutions to projects. This team operates as a nationwide resource. They work with each group at Mead & Hunt to integrate strategies and goals foundationally into the business plan at every level, from corporate management down to each group level.

Additionally, in 2021, we acquired Perkins Engineering, strengthening our capabilities in the water and wastewater market, and Ambient Energy, to offer additional sustainability consulting, building performance, and commissioning to our clients. In 2022, we acquired Symbiont Science, Engineering and Construction, a renewable energy, water, and food and beverage design-build company. We continue to refine and add to our core services to address industry and client needs to integrate sustainability and resilience into all our projects foundationally.

During the reporting process we analyzed our potential and actual impacts and are continuously improving our prevention, mitigation, and remediation strategies for our negative impacts.





**GOVERNANCE**

# ESG Corporate Impact Chart



We believe we can drive change within two primary areas: how we make a difference within our own company, and how we make a difference in our project work.



**GOVERNANCE**

# Employee, Client, and Data Safety

Safeguarding our employees, our clients, and our community is at the heart of our processes. We are committed to sustainable and ethical operations that keep our communities and clients—and their data—safe. We do this by maintaining an accident-free workplace, actively managing cyber risks, and empowering staff with training resources and equipment.



## Cybersecurity and Privacy Data Safety Management Approach

Cybersecurity attacks and privacy breaches have become commonplace in our industry and have disrupted the business operations of our peer firms, resulting in financial losses and sometimes reputational damage. Because of this risk, we are proactive in protecting the data of our clients and employees.

We have always been committed to cybersecurity, having been an industry leader in converting to the cloud—a mechanism with more resources devoted to protection than standalone servers. We have also invested heavily in creating and maintaining security systems, policies, and procedures that help all staff remain informed and vigilant against cyber threats. Frequent penetration testing, and testing of our staff using phishing, spoofing, and other social engineering techniques help the company identify potential weaknesses. Our response plan is also available to provide immediate resolution.

**Cybersecurity is not just an IT matter; it's a way of thinking about the world, and planning for what's next. We work to always anticipate the next threat, so that we can protect ourselves and others.**

Mead & Hunt understands the cybersecurity environment is ever-changing, with threat actors revising techniques to bring maximum damage to companies. With our values driving our behaviors, we are committed to continuing to be a leader in this area of risk management, and our policies and procedures will mature along with the threat environment.

## Employee and Job Site Safety Management Approach

We work to continuously improve our Safety Program, headed by our Safety Director. As part of the program, our safety committee meets monthly to set an expectation of safety across the company at home and at work. Office Safety Champions (OSC) have been appointed to facilitate safety education and training within Mead & Hunt offices. Supervisors are also empowered to instill a positive outlook and awareness of the safety culture within their employees. Field and site safety training is required for all personnel before they go into the field. Additional training such as 10-hour and 30-hour OSHA is provided to all relevant personnel as well.

**Our supervisors are empowered to instill a positive outlook and awareness of the safety culture within their employees.**

WE HAVE OFFICE SAFETY CHAMPIONS  
**NATIONWIDE**

**14**

SAFETY COMMITTEE MEMBERS

**3**

FULL-TIME SAFETY TEAM MEMBERS

### FIELD SAFETY TRAINING



509/2021

650/2022

### NUMBER OF TIMES SAFETY REPORTING TOOL USED



50/2021

39/2022

► **Our Experience Modification Rate (EMR)—a measure of how we compare to other firms in our industry—dropped from 0.68 to 0.64 which is well below the industry average of 1.0.**



**GOVERNANCE**

# Financial Implications, Risks, and Opportunities of Climate Change



**The climate is rapidly changing, with widespread impacts already occurring across ecosystems and all sectors of the economy.** Climate change is undoubtedly one of the most significant global risks of our time. It impacts all industries. Companies can be leaders in developing strategies that mitigate climate change and respond to the challenges produced by a changing climate.

Addressing climate change requires a broadscale, foundational change to many existing practices. We want to be a leader in positive, transformative change. We believe we can drive change within two primary areas: how can make a difference within our own company, and how we make a difference in our project work.

**Our work touches industries that are both contributors to climate change and at high risk for impacts related to a changing climate.**

The first focus area means driving change within our company by:

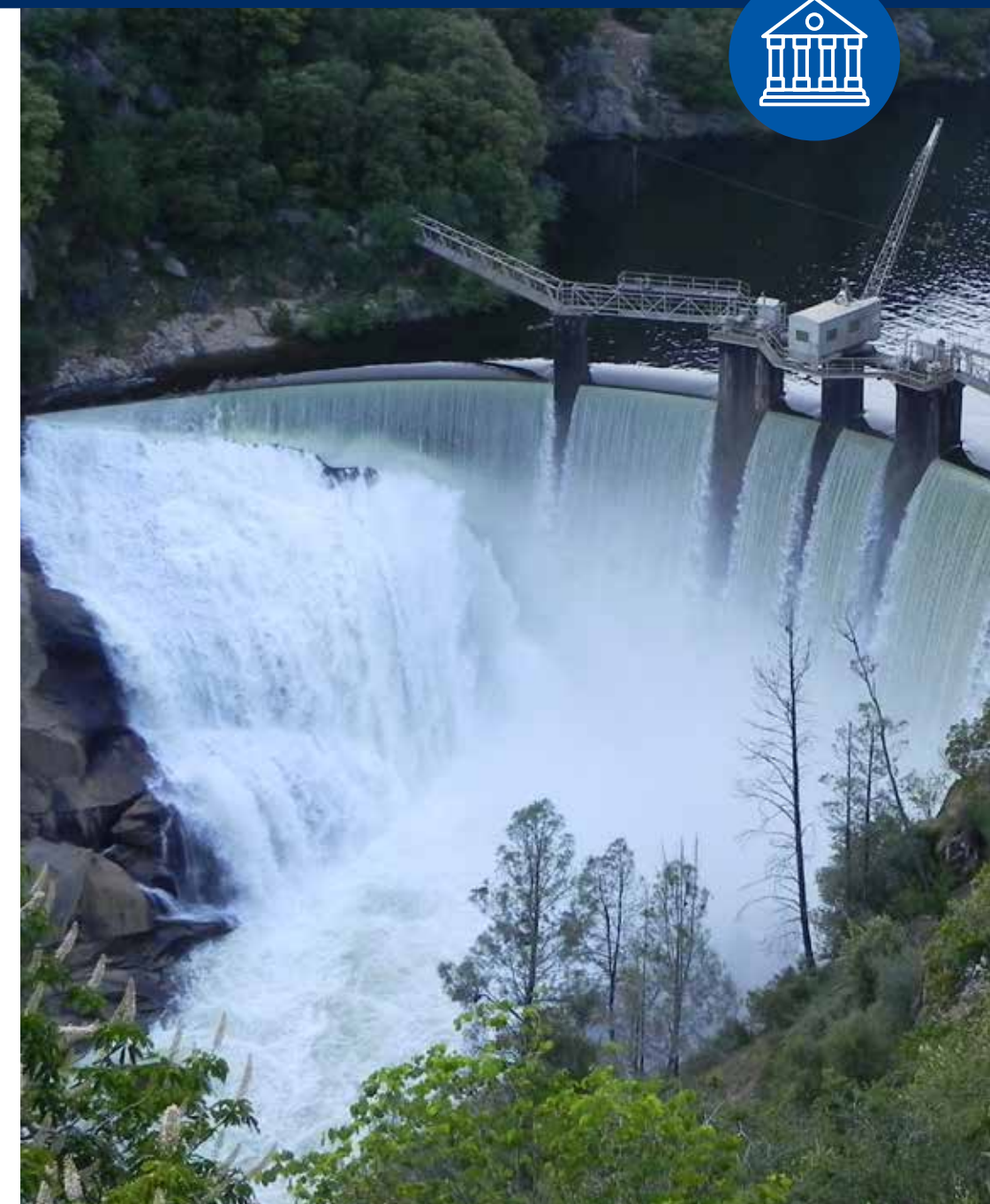
- Understanding and mitigating the negative impacts that we have direct control over, such as the corporate greenhouse gas footprint derived from travel, fleet, and office energy consumption.
- Examining our role in creating a sustainable and resilient workforce today and in the future, addressing internal risks such as employee safety and operations, and fostering a diverse, equitable, and inclusive work environment where our staff can thrive and grow within the company and the industry.

The second focus area is our project work. We work with clients in various markets, including aviation, transportation, food and beverage, water/wastewater, renewable energy, and state, local, and federal government. Our work touches industries that are both contributors to climate change and at high risk for impacts related to a changing climate.

For example, building and transportation industries are core areas of our work. As industries, they account for approximately 21% of the global GHG emissions (IPCC) and represent an opportunity to work collaboratively with these industries to reduce emissions integrated in our project work. Therefore, we must discuss climate risk not just internally as a company but as it relates to the clients and markets we serve.

The effects of climate change are happening now and rapidly evolving, and so are the needs of our clients. Our business model is to provide resilient, responsible solutions to our clients. **We engage with clients already facing or increasingly worried about the risks associated with climate change, such as:**

- Water scarcity
- Extreme weather events, particularly precipitation and infrastructure implications
- Temperature increases
- Increased erosion
- Sea level rise
- Supply chain impacts
- Human factors
- Potential carbon disclosure and reduction requirements



**We share our clients' risks, and therefore we work to:**

- Create solutions to reduce greenhouse gas emissions, be part of the solution to mitigate future climate change impacts, and even work toward true net-zero or net negative emissions. (See Greenhouse Gas Reductions on page 32).
- Create solutions for resilient projects for our clients and our communities through sound science, planning, and engineering that can mitigate climate risk.





**GOVERNANCE**

# Innovation

## Foresight + Innovation + Technology (FIT)

Identifying emerging trends, embracing innovation and new technologies, and improving processes is critical to our ability to pass a successful business to the next generation—and every employee plays a role.



### Our FIT initiative was developed to:

- Provide relevant value to our clients into the future
- Provide opportunity for employee growth
- Help us navigate disruptive, industry-wide change
- Implement company structural changes to create positions with the authority and responsibility to promote a culture of innovation
- Increase collaboration among internal and external partners
- Continuously evolve our business to create a healthy and sustainable future

The FIT HUB, our internal collaboration software, was launched in April 2021, to give all employees more opportunity to be a part of FIT as we position ourselves for the future.

Within FIT HUB, the team introduced a stage flow process to advance ideas. Two business cases – Model as a Legal Document Pilot Project and Engineering and Environmental Social Justice—were developed and approved by the Leadership Team through this process. In addition, two innovation grants—AIA 2030 Challenge Commitment and Synchro MOE Generator—were approved.

Fifteen additional ideas were implemented in-house by staff from across the company with the expertise and passion to drive these ideas forward. Examples include: digital business cards, reusable name badges, several applications, and expanded learning opportunities.

This work supports our increased investment and commitment of resources to serve existing clients and meet the needs of the future.

**The FIT HUB, our internal collaboration software, was launched in April 2021, to give all of our employees more opportunity to contribute ideas and engage in innovation as we position ourselves for the future.**



**65%**

OF OUR EMPLOYEE POPULATION ENGAGED WITH THE FIT HUB

**52%**

INCREASE PARTICIPATION IN EMPLOYEE ENGAGEMENT SINCE 2021

**150%**

INCREASE IN IDEAS SINCE 2021

**295**

IDEAS IN THE FIT HUB

**1,036**

COMMENTS IN THE FIT HUB



**GOVERNANCE**

# Project Confluence



## Environmental Justice Professional Development Program

In 2022 FIT collaborated with two other internal committees (the Employee Resource Group and MHU, which are both discussed in the People Section) to offer the pilot Project Confluence course to employees. This program started as an idea in the FIT HUB and eventually received a FIT Innovation Grant from the company, because the Leadership Team saw the value to our employees, clients, and industry.

Project Confluence is a professional development program designed to help engineers, planners, and architects create human-centric and equitable designs to positively impact communities. Our team spent about one year collaborating with outside academics, led by Darshan Karwat from Arizona State University, to tailor this pilot program to best serve our employees, and ultimately our clients and communities. The course touched on the history of environmental justice, case studies of our previous projects to highlight how engineering projects affect justice, and design tools to effectively work collaboratively for environmental justice. The program started in July and ran for eight weeks, with participants presenting their projects to our Board of Directors in September.

There has been a recent push to advance environmental justice (EJ) efforts to ensure that disadvantaged communities are not disproportionately impacted by the environment or climate change. In January 2021 President Biden signed the Justice 40 initiative, focusing on increasing equality and lifting up historically underserved communities. Under Justice 40, historic amounts of federal funding are allocated to reduce injustice and inequalities in the U.S. Our work within the EJ Development Program aligns with the larger, national landscape as it relates to EJ, social and environmental equity.



**Project Confluence is a professional development program designed to help engineers, planners, and architects create human-centric and equitable designs to positively impact communities.**



## Employee Story Jennifer Satterthwaite

### Working with the Communities We Serve

Project Confluence was really a game-changer for me both personally and professionally. Professionally, I have been working with the public, in both low- and high-income areas, my entire career, but it was this program that made me rethink what it means to really do public involvement and outreach. So many times, we as professionals walk into communities with the intention of doing good by improving the road, fixing water lines, building a community center, or even bringing manufacturing and jobs to areas that may need it the most. By doing these things, we are doing what's right, but we aren't necessarily working as a team with the communities that we serve.

I have decided to challenge myself to make the public involvement that I plan and execute more meaningful and to help project managers and clients realize the benefits of meaningful public engagement. We as AEC professionals should do more to pull back the curtain and let the public participate at the kickoff for a project, to see what concerns they have, to listen to what their needs are, and to take those things that we hear to heart. Let's stop box-checking and really make a positive impact in the communities where we work and live.



**GOVERNANCE**

# Goals

OVERARCHING CATEGORY	PROGRESS	2023 GOALS	2-5 YEAR GOALS
<b>Guiding Decisions</b>	<ul style="list-style-type: none"> <li>Evaluating ESG initiatives through the lens of both what is possible and practical then turning them into actions.</li> </ul>	<ul style="list-style-type: none"> <li>Education by doing. Weaving the ESG mentality into the fiber of our company culture from the way our offices operate to discussions at the Board level.</li> </ul>	<ul style="list-style-type: none"> <li>ESG doesn't need to be called out as the reason to do or not do something – it is THE WAY we do things at Mead &amp; Hunt.</li> </ul>
<b>Enterprise Risk Management (ERM)/ Cyber Security</b>	<ul style="list-style-type: none"> <li>Assessment of CMMC compliance requirements and development of an incident response plan.</li> </ul>	<ul style="list-style-type: none"> <li>Implement and test via table top testing the incident response plan.</li> </ul>	<ul style="list-style-type: none"> <li>Fully integrate cyber security into our ERM and business continuity planning.</li> </ul>
<b>Transparent Reporting</b>	<ul style="list-style-type: none"> <li>In issuing this ESG report, we are taking the first step towards making this data transparent and available both internally and externally.</li> </ul>	<ul style="list-style-type: none"> <li>Evaluate additional frameworks, assessments and certifications to demonstrate the credibility and completeness of our reporting.</li> <li>Update Mead &amp; Hunt's ESG report annually.</li> </ul>	<ul style="list-style-type: none"> <li>Transparent reporting beyond regulatory requirements as deemed material and relevant.</li> <li>Secure a widely recognized certification that our stakeholders find valuable.</li> </ul>



## Project Spotlight Tribal Representation on DRO Airport Project Review

Passenger traffic at the Durango-La Plata County Airport (DRO) has more than doubled in the last 20 years. To better serve the growing number of travelers, the airport is going through its first significant expansion and renovation project. Mead & Hunt is designing the terminal redevelopment, which will occur in three construction phases.

DRO is the gateway to Southwest Colorado and serves as a key connection hub for the Southern Ute tribe members. Early in the design process, our team added a member of their Tribal Council to the Design Review Committee and is providing regular informational meetings with the Tribal Council. This engagement honors the Southern Ute tribe and informs them of the development on their land. More importantly, the inclusion of a Tribal Council member to the Design Review Committee opens the opportunity to add their voices on how to incorporate their art, culture, and values into the new terminal design.





# OUR COMMUNITY

## Investing in Our Employees

We know that an inclusive culture is key to employee satisfaction, retention, and successful project teams. We work to implement programs and policies that support all employees so they can meaningfully contribute to their team and community.





PEOPLE

# Culture

We are empowered to take care of people, do the right thing, and do what makes sense. Our purpose and values all stem from these overarching goals. In our external work, this means working to provide projects that benefit those who use them.

These values also inform how we treat each other internally, and the employee experience we work to foster.

We strive to create a working environment that promotes balance in life and work, provides growth opportunities, and allows our employees to build the career they want. This means providing strong benefits, education and training programs, empowering and investing in employee interest groups, and cultivating a company culture that is welcoming, encouraging, and safe for all.



## Management Approach

Everything we do is designed to support an environment that allows employees to thrive with autonomy, flexibility, creativity, and accountability. This allows us to create outcomes that support client needs and make the world a better place.

We are nimble and adaptable, which allows us to pivot or innovate when new solutions are required. We don't construct a lot of red tape around our processes; we need to be able to move when the situation calls for it. A few key markers of our company culture include:

- Open-door policy and CEO availability
- Regular survey/pulse polling of employees to help guide direction
- Employee initiative teams representing a cross section of locations, markets, positions, and backgrounds help drive projects forward
- Employee Resource Group to help promote inclusion and belonging

The success of the culture we have created can be seen in our low employee turnover rate for our industry. The current turnover rate as of publication is 9%, and our average tenure is seven years, while the industry average is 12–13% over the past five years. (Source: 43rd Annual Deltek Clarity A&E Industry Study)

Of course, a people-first culture like this doesn't just happen. It requires thoughtful, intentional practices to keep us moving in the direction we want.



## Employee Story Zack Eskrich

### You Can Lead Your Own Way

Everyone is a leader in their own way, in whatever job title they hold. The myth that managers are the only ones who lead is false, as is the belief that the person in front is leading the way. This is one of the most critical nuggets of knowledge I have learned in my professional career.

I picked this up in 2019 during the Mead & Hunt "Exploring Leadership" training, which is one of the greatest assets to professional development I have ever been a part of. "Exploring Leadership" gave me the opportunity to reflect on my own strengths, weaknesses, and passions as a leader.

The greatest opportunity I have had at Mead & Hunt has been the chance to connect with people. Every day I make personal connections with the people around me. With compassion and kindness, I can connect in an open, honest, and truthful way. Because I am supported in who I am, I get to be my own kind of leader. I get to support my LGBTQ+ coworkers in our Diversity and Inclusion group, I get to talk to the Young Professionals Group about my passion for investing as a shareholder, and I get to develop new processes for reducing our carbon footprint as an industry. I can be a leader at Mead & Hunt by being myself.

PEOPLE

# Employee Benefits

## Autonomy/Flexibility/Hybrid Environment

We believe that flexibility and autonomy are vital if we want to create a successful, empowered workforce. Mead & Hunt already had a telecommuting policy in place pre-pandemic. As we work to do what makes sense for today's workplace, we have expanded this policy to embrace a more hybrid environment.

We continue to recruit the best talent regardless of where they are based. All employees are empowered to make the best decisions for client success.

## Employee Engagement and Involvement

We have a team, headed by a director of employee experience, dedicated to cultivating employee engagement. This helps our team do their best work in a positive and empowering environment.

## Benefits Audits

We offer benefits that promote professional and personal success and satisfaction, so that our employees can bring their best selves to work. Periodically, we audit our benefits for any opportunities to improve or innovate. Recently, we studied nearly 30 unique options to add to our overall offerings.

## Lifestyle Benefits

All regular full-time (FT) and part-time 30+ (PT30+) receive paid leave to be a caregiver for a family member or loved one or to bond with a new child. FT employees receive 80 hours and PT30+ receive 60 hours of paid leave each calendar year for this. We also provide jury leave, bereavement leave, personal leave, and military leave.

## Financial Benefits

Mead & Hunt is employee-owned. We currently have approximately 350 shareholders. We have been employee-owned since changing from a partnership structure to a corporation in 1949, and we are one of the oldest employee-owned companies in our industry. This ownership model means we have independent control of strategy and business plan execution, which helps us hold a long-term view in decision-making. We also match 401k up to a max 3% and have a profit-sharing plan for those who work at least 1,000 hours annually.

## Coworker Recognition and Employee Awards Programs

We empower employees to recognize and celebrate each other. Through our coworker recognition program, employees can select a peer to receive a gift card or gift in order to recognize a professional achievement or success. Every month more than a dozen employees take advantage of this program. We also have an annual awards program where employees can nominate each other to be recognized in various categories. Winners are announced in a formal awards ceremony in front of the whole company. This has been in place for nearly 15 years.

## 8 ANNUAL AWARDS

### Program Categories Including:

- Mentorship Award
- Innovation Award
- Culture Award
- Rookie of the Year Award
- Client Focus
- MH Cares
- Publications
- Presentations

Approximately  
**350**  
SHAREHOLDERS

**UP TO 80 HOURS**  
of Paid Caregiver  
Leave Annually

**12+ EMPLOYEES**  
Utilize Employee  
Recognition Program  
**EACH MONTH**



## Employee Story Dianna Litvak

### Preserving the Stories that Matter to People

As a public historian with more than 30 years of experience, I have an extensive amount of experience evaluating linear resources often affected by transportation projects. I was part of our team of historians at Mead & Hunt that developed the first historic context for underrepresented groups for the City and County of Denver, which resulted in *Neustras Historias: Mexican American/Chicano/Latino Histories in Denver*. We learned what a privilege it is to ask someone for their knowledge and thoughts on historic places that matter to them, and the importance of accurately representing their thoughts and ideas. This is especially important because we were working with a group that has traditionally been overlooked, even though they have contributed to the city in so many ways for generations. We also learned that our project only scratched the surface of all of the complex and layered stories of these communities in Denver.

The report provides a comprehensive framework for interested researchers to continue to dig deep into this history, and the city planning department has plans for similar studies for other ethnic groups. As a Colorado historian, listening to underrepresented groups allowed me to gain a better understanding of the important connections of these communities outside of Denver and even Colorado.



PEOPLE

# Community Involvement

As a design consulting firm, every project we touch has community impact. From planning to mitigation to design to construction, what we are creating has long-lasting effects.

We strive to build community and opportunity: creating safer places to live; taking care of our neighbors; giving our employees resources to better their communities; encouraging the next generation to pursue careers in the industry; and advocating for better equity in our communities.

We also live in the communities we serve—we drink the water, take the roads, and fly out of the airports—so we understand the importance of getting it right. Our responsibility goes beyond successful project outcomes—as always, our overarching goals are taking care of people, doing the right thing, and doing what makes sense.

## FISCAL YEAR 2022

**\$34,000**

to our scholarship program

**853**

hours of employee volunteer time

**\$18,700**

in individual donations

One of the Oldest Employee-Owned Companies





PEOPLE

## Community Involvement: Mead & Hunt Cares Program

One of the biggest ways we strive to make a community impact is through our Mead & Hunt Cares program. Mead & Hunt Cares is a giving program designed to support the causes most important to employees. We encourage our employees to volunteer, individually or as a group, with organizations that are important to them. Our monetary match program allows employees to give where their hearts are and doubles the impact. Some examples of causes that have been supported include social justice organizations, polling places, mentoring students, and cleanup of our waterways. We also offer a grant program twice a year where employees can receive time off and up to \$3,000 to cover expenses for a more extensive project serving their community.



**“My favorite part is connecting with the students. It’s fulfilling to teach students how to put what they learn in class together with a real-world project.”**

– Jessica Johns about her experience as a design group mentor at the University of South Carolina



**“Following college, I made a habit of donating plasma every two weeks for the Australian Red Cross while living abroad. However, it’s challenging to make time to donate while working from 8-5. And that’s what makes Mead & Hunt’s individual community service paid time-off such a great benefit!”**

– Travis Cook



## Employee Story

Chris Le

### Architecture Brings Unheard Stories to Life

I have loved getting to work with Artstillery, an organization that partners with marginalized communities to help bring to light the stories that go unheard, that are threatened to be lost, or that need a platform. The work I’ve done with this organization was supported by Mead & Hunt Cares, and allowed us to tell a powerful story in the Dallas community.

For a production called Family Dollar, we salvaged original materials from two shotgun houses which were planned for demolition to make room for urban development in East Dallas. We rebuilt them two blocks away to help preserve the history of the homes and the community, giving them a rallying point for the future and protecting this piece of their history. These houses became the stage for Family Dollar, a story of community in rural East Dallas. Ironically, the story focuses on three families as they face developers coming to buy up and tear down their homes. The three stories were told at the same time, and the audience was invited to walk in and around the homes as the stories unfolded.

Most recently, I joined the Board of Directors for Artstillery, and helped produce a show called In Spite of History Part I. The show focuses on the racist past of the Texas State Fair Grounds and how the still-active institution acknowledges this part of their history, and grows with the local communities. In an unprecedented move, the Fair Park partnered with us and allowed their facilities to be the backdrop of the show, thus further confronting the past of their still-existent buildings and facilities.

We’re honored to use our architectural experience to bring the stories of the communities to light in new and innovative ways. I am so happy to work for a company that supports these endeavors.



PEOPLE

# Student Outreach and Mentor/Protégé Partnership

Student outreach and mentoring serve to enhance the diversity and strength of our industry and our firm. Through these activities, we help to ignite a passion for the AEC industry within the next generation.

### Mead & Hunt Cares Scholarships

In Fiscal Year (FY) '22, we provided \$11,500 in brand new external scholarships to bring further interest and participation in science, technology, engineering, arts, and mathematics (STEAM) industry. Of the \$11,500 scholarship funding, \$5,000 was allocated to ethnic minority college freshman pursuing degrees in the STEAM field.

### KidSTEAM

Many of us participate in KidSTEAM, a youth outreach program designed to introduce elementary through high school students to careers in the AEC industry. Through this program, kids are exposed to presentations on the AEC industry, various career options in the industry (engineer, planner, architect, etc.), and what it's like to work in STEAM. The goal is to get students especially those from underrepresented groups—exposed and interested in STEAM to diversify the industry. We also have our STEAM superhero mascots designed to get younger students interested in and excited about STEAM early on.

### Ambassador Toolkits

We work to reexamine our recruiting practices to think out of the box and reach individuals from underrepresented groups who could excel in our industry given the appropriate opportunity. Working with KidSTEAM is a part of this. We also have presentation materials tailored to middle school and high school students, as well as to college students.

### Mentor/Protégé Partnership

Mead & Hunt serves as a mentor in the U.S. Small Business Administration (SBA) Mentor-Protégé Program (MPP) for two small business firms. The MPP was established to help small businesses (protégés) gain capacity and win U.S. Government contracts through partnerships with more experienced firms (mentors). Through execution of a Mentor-Protégé Agreement (MPA), the protégé identifies business needs in areas such as business development and business management systems, and the mentor identifies assistance and counsel it will provide in those areas.



**“Mead & Hunt has been serving A & M Engineering and Environmental Services, Inc. for the past two and a half years as an approved large business mentor under the U.S. Small Business Administration Mentor Protégé Program. Their team has provided lasting value by introducing us to their network of business relationships and challenging engineering opportunities. We look forward to maximizing the program benefits by extending our application so that we can continue to meet and exceed our strategic goals through this valued relationship.”**

– Tolga M. Ertugrul, P.E., President, A & M Engineering and Environmental Services, Inc.

## 2022 Fiscal Year Giving Numbers



**\$58,000** Donated to Non-Profit Organizations



**2** Mentor/Protégé Partnerships



**12** Scholarships Awarded



Hosted **4** KidSTEAM Classroom Visits or Events



PEOPLE

# Training and Development

## Mead & Hunt offers multiple professional development programs for employees.

We do not have a set budget dedicated to training opportunities; instead, we provide as much training and leadership development as possible, when and where it makes sense. We work to allow all employees to grow professionally and shape their own career path. In terms of professional development, we provide several opportunities:

- We provide tuition assistance to employees enrolled in semester-long courses helping eligible full-time employees maintain and develop their skills and knowledge.
- We may loan an employee up to half the cost of tuition (up to \$25,000) to obtain a master’s degree.
- We encourage employees to maintain competency in their field of expertise via attending educational seminars and conferences.
- We will pay up to \$1,000 for study materials and/or courses to prepare for and take a professional certification/licensure examination related to or required by the company’s business.
- We will pay employees’ professional membership/organization fees for memberships related to or required by the company’s business.
- For employees in transition out of the firm, we provide information about the portability of benefits. Transition assistance training is available when required.

In addition, as part of professional development, regular performance reviews and career development reviews are offered to all Mead & Hunt staff. This process is employee-led and is a career planning tool. About half of our staff take advantage of this opportunity. It also provides an opportunity for employees and managers to discuss a variety of work-related issues.

The chart below tracks training hours per employee by gender and by position type for the last year.

## We work to allow all employees to grow professionally and shape their own career path.



## Employee Story Anita Cobb

### Find your passion and create your own path.

Five years ago, I started my career at Mead & Hunt as an administrative assistant. I found out quickly that profession was not my “thing,” so I started actively looking for ways I could change my job description. It kept buzzing in my head that our CHRO said that we could do “underwater basket weaving” if we found a way to make it make sense to the business. I switched over to airport planning with a focus on waste diversion services, and while that was fun, it just didn’t feel like the perfect fit. In 2018, as we furthered our work in diversity and inclusion, I jumped at the chance to do something that gave me purpose and aligned with my passion for people.

Fast forward, I now serve as our Equity Market Lead. Every turn in my journey came with support from my peers and my leaders. I have been empowered to explore ways we can take care of people, do the right thing, and do what makes sense. In the four years since we started the Employee Resource Group, I have seen Mead & Hunt employees grow and mature in their understanding of equity and how to actually live up to our company motto unapologetically. I never could have imagined that it would be my job to address systemic inequalities, advocate for healthy communities, and shape the future of the industry with more equitable practices. It’s amazing to see how our equity efforts have been received by our employees and throughout the industry.

### Employee Average Training Hours

WOMEN	MEN	MANAGEMENT	TECHNICAL	NON-TECHNICAL
74	71	72	72	72

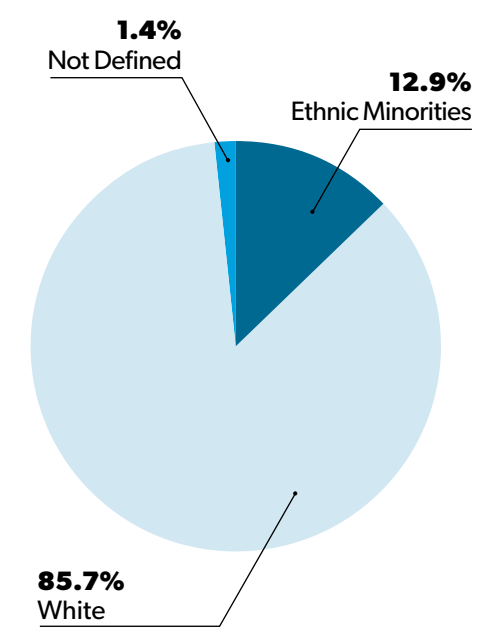
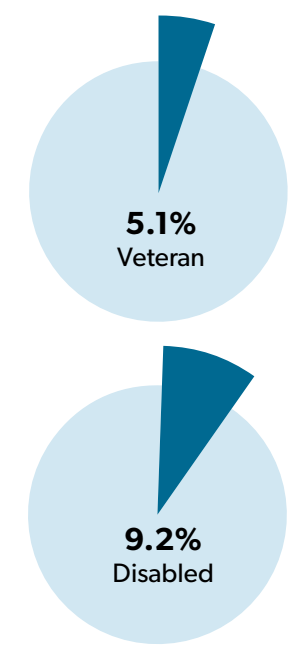
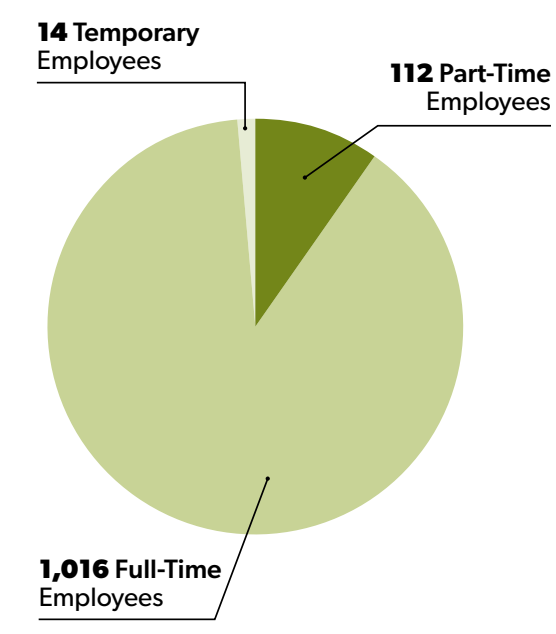
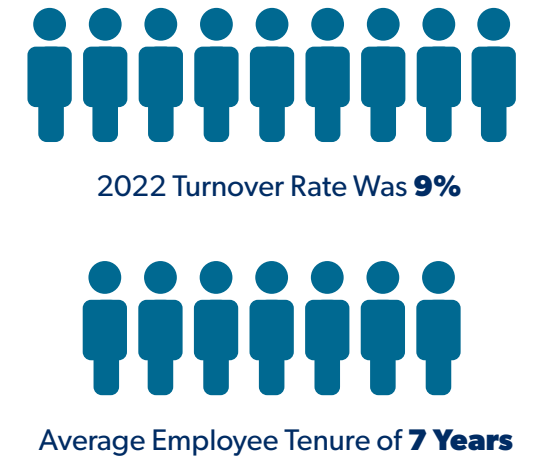
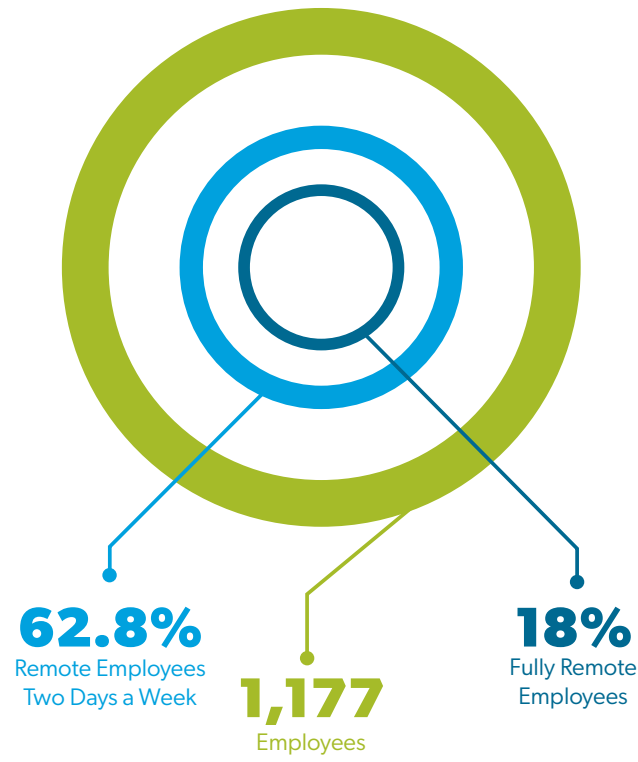
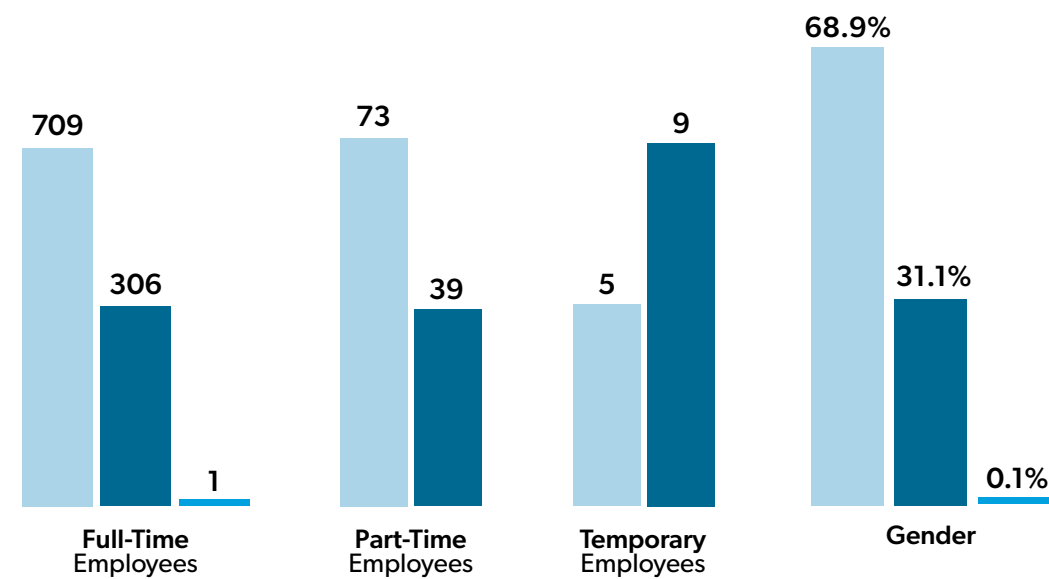


PEOPLE

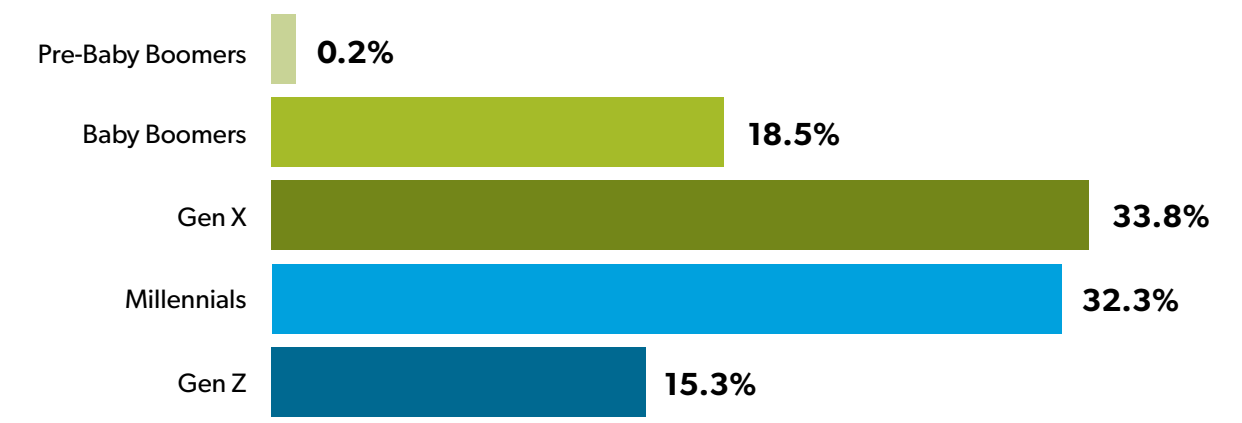
# Employee Demographics

## EMPLOYEE TYPE

Men Women Did not disclose



## GENERATIONS





PEOPLE

## Diversity, Equality, Inclusion, and Belonging (DEIB)

### Workforce Diversity

We strive to create an environment where all employees feel empowered to bring their authentic selves to work. Our Diversity, Equality, Inclusion, and Belonging (DEIB) team works to increase inclusivity in internal policies, cultivate courageous discussions among team members, and support employees from underrepresented groups to ultimately foster a greater sense of community within our company.

We have focused our recruiting efforts on creative ways to reach new audiences with the goal of diversifying our workforce at Mead & Hunt and within the AEC industry overall. The more perspectives we have contributing to our work, the better the project outcome will be for our clients and the communities they serve.

#### Notable ways we have worked to foster an inclusive company culture and increase the diversity of the AEC industry’s workforce include:

- Held virtual hangouts open to all employees that hosted external guest speakers on caregiving and LGBTQ+ allyship.
- Released an internal, quarterly newsletter to share information and resources related to DEIB with all employees.
- Created two full-time positions dedicated to furthering DEIB efforts in our workforce, culture, and projects.
- Collaborated with professional organizations that support underrepresented groups in the AEC industry, such as the Airport Minority Advisory Council (AMAC) and National Society of Black Engineers (NSBE). We are continuously looking for ways to collaborate with industry organizations or even other AEC firms to promote DEI in the industry.
- Presented on topics related to unconscious bias, systematic racism, disabilities in the workplace, environmental justice, or DEI programs at various industry conferences, including the American Association of Airport Executives (AAAE), National Organization of Minority Architects (NOMA), and Society of American Military Engineers (SAME).
- Judged DEI awards for airports and consultants through the Northeast Chapter of the American Association of Airport Executives (NEC AAAE).

**The more perspectives we have contributing to our work, the better the project outcome will be for our clients and the communities they serve.**



PEOPLE

# Diversity, Equality, Inclusion, and Belonging



## Young Professionals Group

We recognize that nearly 50% of our employees are Millennials or Generation Z. They are the future leaders of our company, with many already assuming some of those roles. The Young Professionals Group (YPG) meets to discuss issues affecting younger professionals. The group is led by young professionals in our firm and holds monthly hangouts discussing various topics related to professional development, including how to shape your career path, what it's like to work within different business units, and how to get more involved in the company.

**The ERG actively seeks ways for our firm to be more inclusive by providing representation, community, and accommodations for underrepresented groups.**

## Employee Resource Group

Our Employee Resource Group (ERG) is a key component of our DEIB program. We have had a robust ERG since 2018, and the team is currently comprised of five interest groups. The ERG actively seeks ways for our firm to be more inclusive by providing representation, community, and accommodations for underrepresented groups. The ERG collaborates with the rest of the DEIB team to develop goals to best support our employees, clients, and communities.

The ERG held an in-person meeting in October 2022 to start to brainstorm their vision and goals for the upcoming year and connect as a group. A few members of the Leadership Team showed their support for the group by participating in the meeting. The meeting culminated with some team members volunteering with AIDS Service of Dallas to provide dinner for residents of their housing units that are living with or impacted by HIV/AIDS or are economically disadvantaged.



## Employee Story Joe Linehan

### Invest in Your Future

As a young professional, I understand the challenges and opportunities that arise at the start of your professional journey. Since we have started the Young Professionals Group (YPG), I have had the privilege of meeting many other young professionals throughout our firm. A lot of them are like me, trying to figure out what is next in our careers and our lives.

Mead & Hunt has been incredibly supportive of the YPG, and we have had many opportunities to learn valuable lessons during our time together. Career lessons learned (led by our senior professionals) and retirement planning for young investors were some of my favorite topics that were presented this past year.

The YPG has also been instrumental in navigating common issues young professionals face. For example, like many people, a healthy balance between family and work is important to me. When I'm working in the office, this is manageable. When I am in the field, however, I can be away from my family for days to weeks at a time. Through the YPG, I have learned strategies for how I can put work aside and spend time with my family once I step through my door. This is healthy for my family and my mentality. Offering these types of community and development opportunities for young professionals is vital—after all, we are the future!



PEOPLE

# Wellness



## Optimizing our health and wellness practices helps us improve employee happiness and performance.

Our office spaces are designed with occupant health and wellness in mind. We assess potential office spaces for WELL® Health and Safety criteria, and assess current offices to determine if changes are needed to meet this criteria. Office spaces are also selected and designed with WELL® core principal in mind, which includes seven categories of building performance – Air, Water, Light, Nourishment, Fitness, Comfort, and Mind.

### Samples of these best practices from WELL® include:

- Low or no VOC emitting cleaning products
- Quality drinking water either on tap or through a filtration system
- Nutrition education as part of annual health and wellness education series
- Assess offices for daylight during selection process and offer task lamps for supplemental lighting with circadian rhythm features
- Spaces that encourage activity such as taking the stairs, biking as a form of commute and walkability
- Ergonomic health considerations for workstations
- Biophilic design elements

We assess potential office spaces for WELL® Health and Safety criteria, and assess current offices to determine if changes are needed to meet this criteria.



## Wellness Space Spotlight Denver Office WELL® Space

Mead & Hunt’s Denver office, located at the Metropolitan State University’s Aerospace and Engineering Sciences Building, was the sixth space in Colorado to achieve a WELL® certification. The process of earning WELL® Silver certification was expedited because several of the material requirements were already included in the building LEED® Gold design. In addition, the office featured other modifications, including:

- Dimmable LED light fixtures with high Color Rendering Index (CRI) and automatic daylighting controls
- Natural materials, like Colorado beetle kill wood and a locally made, salvaged wood conference table
- Biophilic design elements, such as living wall and plants throughout
- Window shades that are highly adjustable both top and down operability
- Company bicycles and ample indoor storage for employee bikes
- Specially selected healthy food and beverages
- Sit/stand desks for 100% of employees
- Health and wellness library
- Treadmill desk

The space earned this WELL® distinction based on seven categories of building performance — Air, Water, Light, Nourishment, Fitness, Comfort, and Mind.

### The Seven Concepts of WELL® Building Standards



AIR



WATER



NOURISHMENT



LIGHT



FITNESS



COMFORT



MIND



PEOPLE

# Goals

OVERARCHING CATEGORY	PROGRESS	2023 GOALS	2-5 YEAR GOALS
<b>Employment</b>	<ul style="list-style-type: none"> <li>Flexible remote work policy to be inclusive of employees with different needs and family compositions.</li> <li>HR Benefits Team's continuous review of benefits to best support all employees.</li> </ul>	<ul style="list-style-type: none"> <li>Improve and re-introduce Culture Buddy Program to help new hires settle into the company.</li> <li>Where possible, streamline the hiring process to save time without compromising compliance or narrowing the diversity of our candidate pool.</li> </ul>	<ul style="list-style-type: none"> <li>Continue to increase workforce diversity, such as family composition, location, or ability, due to our inclusive benefits and work policies that support employees of different backgrounds.</li> <li>Analyze new degrees and areas of study for students and evaluate how these can contribute to the AEC industry.</li> <li>Continue to develop and provide innovative avenues to obtain employee input to improve the working environment and to positively impact retention.</li> <li>Continue to develop resources and programming to support employees at all stages of their career to contribute to employee retention.</li> </ul>
<b>Training and Education</b>	<ul style="list-style-type: none"> <li>Re-energizing programs that are adapted to our new hybrid style of work.</li> <li>Transitioning out of the period where folks weren't doing training and/or some training was suspended.</li> <li>Virtual hangouts organized by the YPG that expose young professionals to different service areas and business units.</li> </ul>	<ul style="list-style-type: none"> <li>Create a more effective evaluation and feedback process to obtain more frequent employee input and check-ins.</li> <li>Re-introduce MHU to employees to bring awareness of training/development opportunities that are available.</li> <li>Engage and connect employees through internal conferences, networking, learning, and development meetings scheduled for 300+ staff members.</li> </ul>	<ul style="list-style-type: none"> <li>Increase number of employees that utilize training and resources through MHU, as well as external professional development opportunities. Eventually, every employee would take advantage of at least one training opportunity per year regardless of role or position.</li> </ul>
<b>Diversity and Equal Opportunity</b>	<ul style="list-style-type: none"> <li>We've sponsored or partnered with three organizations that support underrepresented groups in the industry.</li> <li>Established Ambassador Program and easy tracking system for employee-led student outreach.</li> </ul>	<ul style="list-style-type: none"> <li>Encourage more employees to utilize our Ambassador Program to perform student outreach, especially with underrepresented groups. Increase number of outreach events reported by employees from 10 to 18.</li> <li>Establish criteria and plan for which organizations we'll sponsor and support annually.</li> <li>Host leadership panels to show possible pathways to leadership and encourage more employees (especially from underrepresented groups) to prepare for and pursue leadership positions.</li> </ul>	<ul style="list-style-type: none"> <li>Continue to develop resources and programming to encourage and empower employees to prepare for leadership positions.</li> <li>Employees use Ambassador Program and KidSTEAM resources to perform outreach to students of all ages.</li> </ul>



# OUR PLANET

**We are striving to understand and reduce our impacts on the environment in our internal operations as well as through our external projects.**

Our main focus within our offices and client work are energy, emissions, water, waste procurement, and green buildings. We are working towards contributing to the solutions to climate change and reducing our footprint across all of our operations.





ENVIRONMENT

# Energy



**Mead & Hunt has been committed to reducing our energy use**, but we have not had methods in place to quantitatively track this data. To overcome this, we have implemented a reporting process, providing us with tools to quantify our 2021 energy use. We use standard EPA emissions factors and had to make assumptions for leased spaces to develop our baseline. Our organization is working internally to improve data collection methods and analysis.

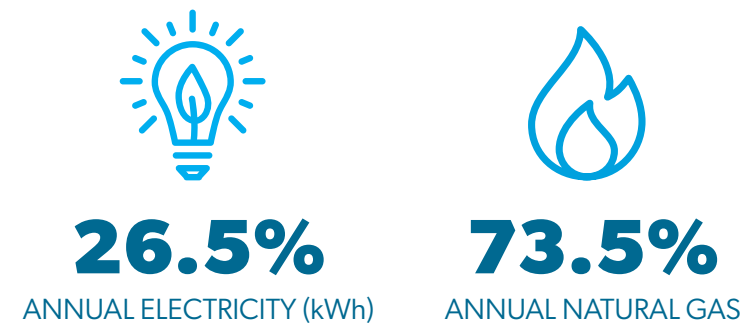
In 2022, we implemented an energy data collection process and developed a baseline for our annual energy use. We presume the 2021 data is lower than previous years, due to the reduction in office and energy use resulting from the COVID-19 pandemic. Moving forward, we plan to better track our energy efficiency and reduction programs, while identifying additional areas to improve in.

## Energy Consumption within Mead & Hunt

Our annual energy use in 2021 was 13,387 MMBtu/yr, which includes electricity and natural gas. Nationally, our average office energy use intensity (EUI) is 52.16 kBtu/sq.ft./year. The 2021 data represents a decline in overall use, which does not accurately represent the energy used by all Mead & Hunt employees considering we do not have access to our remote employees' energy use. We expect overall energy use to increase over the next few years as more employees return to the office, and we have more robust data collection methods in place. The data for our 2022 energy use is still being cataloged and analyzed.

### Mead & Hunt 2021

Annual Electricity (kWh)	1,041,620
Annual Natural Gas (therms)	98,334
Total Annual Energy (MMBtu/yr)	13,387.47
Total Area of Office Space (sf)	256,683
Energy Used Intensity (kBtu/sf-yr)	52.16



## American Institute of Architects 2030 Challenge

Mead & Hunt is beginning to integrate initiatives that support the AIA Challenge 2030, which aims to transform the built environment from a major emissions source to a solution to the climate crisis. Many of our sustainable design and renewable energy projects already align with this challenge, but we look forward to further developing our work over the next few years.

### 2030 Challenge Projects

	2021 kBtu/sf-yr	2022 kBtu/sf-yr	2021/2022 Combined kBtu/sf-yr
Average Project EUI	50.33	73.06	56.83
Average % Reduction	44.44	50.19	46.08



ENVIRONMENT

# Energy

We have launched a program updating the existing lighting with LED bulbs and more efficient systems within our newly renovated locations. Our renovations at the Portland and Denver offices incorporate all LED lighting, daylighting, and occupancy sensors.

Our new office standards include:



Ensuring **LED lighting** and occupancy sensors are installed in each office as we move, renovate, and expand



Screening offices to **increase natural daylight**, reducing the number of daytime hours lights are used



Only purchasing **Energy Star**® rated appliances



Providing **energy efficient** desk lighting upon request



Including **auto-adjusting power strips** on workstations to reduce power draw from unused devices



## Growing Mead & Hunt's Renewable Energy Team

Ambient Energy, acquired in late 2021, focuses on energy modeling of new buildings and energy audits and retro-commissioning of existing buildings. Another recent acquisition, Symbiont, does innovative work transforming waste into renewable natural gas, heat recovery and/or clean water.

## Future Initiatives

In October 2022, Mead & Hunt implemented an unofficial auditing program to evaluate the energy efficiency in current and prospective office spaces. We also designed an office renovation and expansion standard focusing on energy efficiency and sustainability best practices derived from LEED®, WELL®, Fitwel®, and Energy Star® principles. These initiatives are now integrated into our office space selection and will soon be a part of our day-to-day operations. When making energy improvements within our offices, we encourage the landlord to participate by increasing the entire building's efficiency.



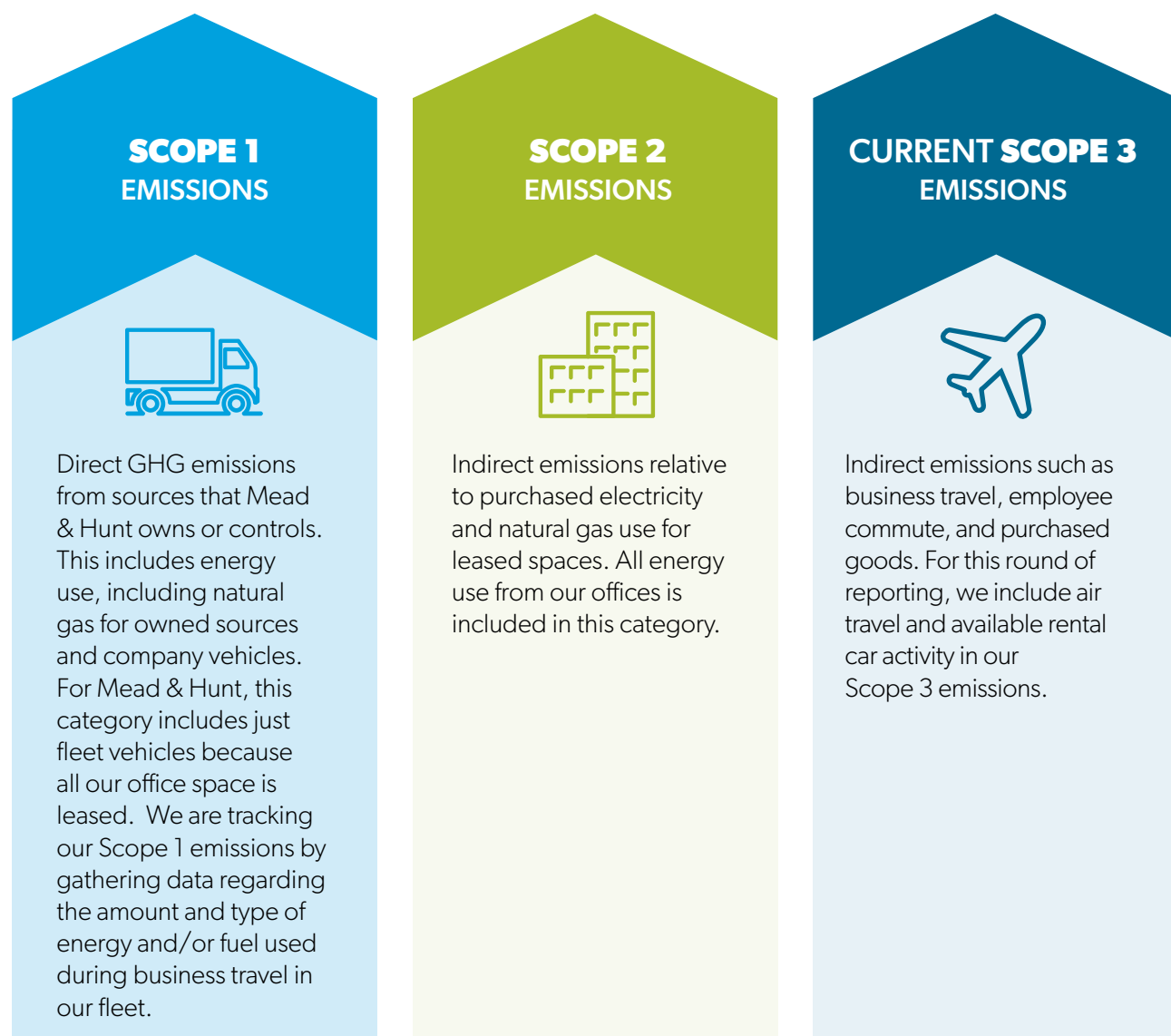


ENVIRONMENT

# Greenhouse Gas Emissions

## Emissions at Mead & Hunt

In 2021 we began to compile and analyze our quantitative greenhouse gas (GHG) emissions. Understanding which scope our emissions fall under was a critical part of our GHG inventory process. Due to substantial changes in our day-to-day operations, we are refining our Scope 3 emissions. We plan to account for employee commute, and rental car and hotel use in more detail in future reporting periods. We will continue to improve our data collection methods for each scope, acknowledging that our control over Scope 3 emissions will be the most difficult.



## Mead & Hunt Operations – Annual CO<sub>2</sub> Emissions (2021)

We calculated the individual footprints of our employees while at work by analyzing the cumulative footprint of our office locations. The total area of Mead & Hunt office space is 256,683 square feet. Based on the overall office emissions, 18.7 lbs of CO<sub>2</sub> are emitted per square foot (EUI). The overall footprint is 9.3 million lbs. of CO<sub>2</sub>.

Category	Total Units <sup>1</sup> (miles, kWh etc.)	CO <sup>2</sup> (lbs)
Car Rental <sup>3</sup>	N/A	86,921
Hotel <sup>3</sup>	N/A	145,143
Reimbursed Car <sup>5</sup>	618,434	549,664
Airline Travel <sup>3</sup>	2,237,639	1,686,623
Fleet <sup>5</sup>	2,288,493	2,034,013
Office <sup>4</sup>	3,888,743	4,807,384
<b>TOTAL CO<sub>2</sub> (lbs)</b>		<b>9,309,747</b>

Category	CO <sub>2</sub> (lbs)
Scope 1	2,583,677
Scope 2	4,807,384
Scope 3	1,918,687
<b>TOTAL CO<sub>2</sub> (lbs)</b>	<b>9,309,747</b>






ENVIRONMENT

# Greenhouse Gas Emissions

## Emission Reductions

We have started to quantitatively track and analyze our emissions, and evaluate strategies, to reduce our GHG emissions. The pandemic taught us new ways to do business and engage our staff. COVID-19 restrictions contributed to a significant decrease in business travel, as well as a transition to remote and hybrid work. This reduction in commuting and air travel has likely reduced our GHG emissions. Many employees do not commute as frequently as they used to, thus decreasing their individual footprints, and our Scope 3 emissions. We are committed to offsetting our corporate travel associated with internal events and are in the process of establishing a new baseline for our collective travel footprint. We also assess our offices to see if public transit and/or bike paths are accessible, and strongly encourage the use of low-emitting transportation when and where available.

Our initiatives to reduce our GHG emissions include:

<p><b>1</b></p>  <p>Creating and implementing an electric vehicle (EV) pilot program to reduce fossil fuel use in our corporate fleet.</p>	<p><b>2</b></p>  <p>In October 2022, we formalized our corporate office screening and operating standards. They now include specific guidelines for integrating sustainability into our offices including energy, water, waste, walkability/connectivity, and responsible sourcing.</p>	<p><b>3</b></p>  <p>Advancing data collection to include more robust metrics for our Scope 3 emissions.</p>
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ENVIRONMENT

# Waste

## Reduce, Reuse, Recycle

Mead & Hunt is committed to continuing to build out our internal awareness and practice of the 3 R's: Reduce, Reuse and Recycle. The main focus of our efforts will be to reduce the amount of waste generated by eliminating common single-use items and replacing them with reusable substitutes where possible and practical.

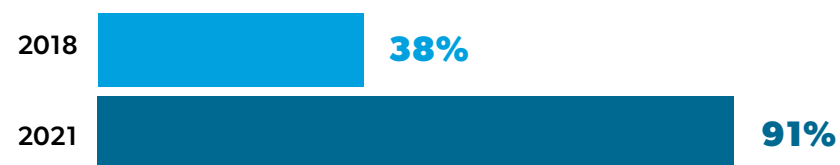
Recycling efforts come with their own unique challenges especially when working in a variety of geographies. A number of our offices are located in cities without a formal recycling program in place. This is perhaps reflective of the challenges in the global recycling industry or the location's resources and ability to process the single stream recycling that many are accustomed to. Fortunately, recycling solutions are popping up around the country and we continue to keep abreast of the options available in each location to determine if we can utilize them in a commercial capacity.

## Waste at Mead & Hunt

Over the past three years, Mead & Hunt has made substantial progress in implementing recycling programs across our offices. In 2018, only 38% of our offices recycled; in 2021, 91% of our offices had recycling services. Our goal will be to continually monitor areas for opportunities to increase this number to 100% as soon as services become available in all geographies.

We are also actively integrating composting and collection of hard-to-recycle materials into our waste diversion practices. Currently our Denver, Seattle, Portland, and Sacramento offices have composting programs and our Denver and Portland offices collect hard-to-recycle materials as the ability for local organizations to process those materials is available.

## Recycling programs across our offices



## WASTE REDUCTION AND DIVERSION AT MEAD & HUNT



**Single-Use Water Bottles:** One of our main goals is to reduce the amount of bottled, single-use drinks within our offices. Every Mead & Hunt office will receive refillable pitchers and reusable glassware. Our future initiatives and goals section has more details on our next steps to reduce single-use plastics.



**Electronics:** Mead & Hunt has a successful electronics recycling policy, all company electronics are reutilized or recycled. Typically, the cable-type electronics (e.g., keyboards, mice, etc.) are recycled locally. Computers and other larger items go through a rigorous wiping process before being recycled. In 2021, we recycled over 1,600 lbs. of electronics.



**Hard to Recycle Materials:** The Denver office has a hard-to-recycle station that is dedicated to collecting and recycling items that cannot be recycled with general single stream materials. Hard-to-recycle materials include electronics, batteries, Styrofoam, plastic bags/film, and bubble wrap.

**1,600 LBS**  
OF E-WASTE  
RECYCLED IN 2021



ENVIRONMENT

# Waste



### Future Initiatives

We plan on formalizing a company-wide procurement standard that will increase the use of sustainable and reusable materials/products. Additional efforts to reduce waste include:

- Phasing out bottled drinks, single-use coffee pods, and single-use kitchen items such as cutlery, plates, and bowls.
- Collaborating with vendors to purchase the easiest to recycle items and compostable products for offices with a composting program. We will also seek out products made from post-consumer recycled (PCR) materials.
- Only offering rechargeable batteries at all offices.
- Identifying additional offices with local waste composting services available, and working with local vendors and landlords to implement a composting program if feasible.
- Identifying additional offices with services to collect and process hard-to-recycle items.

**The overarching goal in implementing our new office standards is to make the sustainable solution the easy choice.**



## Employee Story

### Isaac Brosinski

#### Reducing Waste Around the World

In March 2022, I traveled to Itacare, Brazil to volunteer with the non-profit organization ETIV do Brasil. The organization focuses on teaching local youth about environmental topics including environmental protection, restoration, proper trash management, and recycling. I chose this program because the mission of the organization aligned with the impact that I want to have on our global community.

This opportunity gave me a way to put my professional skills to good use. During my time volunteering, I helped with construction, landscaping, and restoration. Protecting our environment has ramifications extending far beyond our local communities. Educating youth especially has a profound impact on the future health of our environment, and the benefits will be reaped for generations to come.

I am proud to have helped improve the infrastructure used by the organization and to have taught the kids about taking care of and enjoying the environment. I am so happy that I was able to leverage the skills I've gained in my career to help protect the natural environment.



ENVIRONMENT

# Project Case Study



## Jackson Hole Airport

One of our specialized services is to provide our clients with waste management best-practices. It is critical to reduce the volume of waste generated to protect and maintain a healthy environment and community.

Jackson Hole Airport is the only commercial service airport that is fully located within a national park (Grand Teton National Park). As part of our on-call environmental and sustainability services contract, we support the airport in achieving their sustainability goals, including waste management reduction.

Recognizing the importance of waste reduction to the National Park Service and the Jackson Hole community, our team conducted an initial waste audit. We then developed a waste management plan and continue to support Jackson Hole Airport in their path toward zero waste, aligning with the National Park Service and local goals.

One unique recommendation included in the waste plan was to introduce an innovative bear spray rental service at the airport. Bear spray (an inherently local commodity in Jackson) is not allowed through TSA, and the canister and mace are difficult to discard/recycle. In providing a bear spray rental kiosk, the airport diverts numerous cans of bear spray from the local landfill each year.

**Thanks to these efforts, the airport has increased waste diversion from 18% in 2016 to 38% in 2021.**

Other achievements of the program include:

Composting **10,000 pounds** in 2020 to **18,000 pounds** in 2021

Designing, constructing, and installing customized **JACKSON HOLE AIRPORT** waste and recycling centers, including liquid collection

Implementing **bear-proof containers** on the airport property in partnership with the National Park Service.





ENVIRONMENT

# Water

## Management Approach

Our primary interaction with water is the use and discharge of water in our office kitchens and bathrooms. The water used within our office operations is sourced from municipalities or third-party providers. Since our office spaces are leased, we have limited control over water efficiency from a facilities standpoint. While we do not currently have sufficient data to establish a water use baseline, we are committed to reducing our footprint.



## Water Conservation and Responsible Use at Mead & Hunt

Mead & Hunt’s sustainability committee has begun implementing measures to add water efficient fixtures, water refill stations, and water filtration systems during office renovations. Each office has been provided with water pitchers for conference rooms and reusable water bottles for employees.

One of Mead & Hunt’s sustainability subcommittees has updated our corporate office screening standards to include more robust water conservation measures. The standards focus on water efficiency in our leased spaces, aligning with one of our core goals to reduce our water footprint.

### The updated office standards include the following water strategies:

- Providing each office with filtered drinking water
- Confirming each office is using water pitchers and reusable glassware for meetings
- Requesting low flow fixtures when possible, during tenant improvement discussions
- Surveying offices to determine existing water fixture type and rate of efficiency in terms of Gallons Per Minute (GPM) and Gallons Per Flush (GPF)
- Phasing out single-use plastic water bottles
- Partnering with our catering vendors to eliminate single-use water bottles at events



The recent addition of our West Allis, Wisconsin team, focuses on removing heat energy out from water and wastewater while reusing water as much as possible. Our Arlington, Texas team, another recent addition, optimizes wastewater treatment facilities for odor control and water conservation.





ENVIRONMENT

# Project Case Study



## City of Garland’s Duck Creek Wastewater Treatment Plant

### Case study from our One Water Group

The City of Garland’s Duck Creek Wastewater Treatment Plant (DCWWTP) provides critical wastewater treatment to south and west Garland and portions of Richardson, Dallas, and Sunnyvale, Texas. DCWWTP was originally built in 1962 with a capacity to treat 10 million gallons per day (MGD).

The City of Garland retained our team to conduct a process air supply system evaluation for the ASAB treatment train at the DCWWTP. The DCWWTP periodically had issues with maintaining adequate dissolved oxygen levels in the 12 aeration basins in the activated sludge train, especially in the warmer summer months. Air supply versus demand was evaluated, along with the condition and capacity of existing aeration equipment to determine how best to deliver needed process air.

Operating pressures appear to have been driven higher than design due to throttling air valves going down and the low number of diffusers in the aerated zones, which impacted the ability of the existing blowers to deliver design air flows.

One of the recommendations from this study was to operate control valves using open valve control. Plant staff reported improvements in blower capacities when manually opening air valves via SCADA, thus reducing system air pressures. This led to a reduction in electricity used to power the blowers. The plant has been able to maintain dissolved oxygen levels and keep one to two blowers in standby mode. The overall electrical usage per MG of wastewater treated dropped by

approximately 53%, for an annual power savings of over \$550,000. Based on the 2017 Flow KPI and using 2018 flow, the energy used was reduced by 10,762,192 kWh. This is equivalent to a reduction in greenhouse gas emissions of 7,609 metric tons of carbon dioxide. For 2019 flow, the energy used was reduced by 12,933,623 kWh. This is equivalent to a reduction in greenhouse gas emissions of 9,145 metric tons of carbon dioxide.



ENVIRONMENT

# Sustainable Purchasing and Green Building Standards

Mead & Hunt’s supply chain is complex due to our operations, and the work done by subcontractors and subconsultants. We believe that sustainability is not a stand-alone concept; instead, it must be built into our firm.

## Management Approach to Sustainable and Green Buildings

The Corporate Sustainability Committee includes a Sustainable Offices subcommittee that focuses on improving our sustainable practices in our offices across the country. Mead & Hunt strives to incorporate additional sustainable rating systems into our office real estate portfolio. Building rating systems are benchmarked against each other to identify which will be most beneficial for each specific office. In markets where buildings with green ratings are unavailable, we use green and sustainable building criteria in the decision-making process. We use our experiences from working in green and sustainable spaces to better understand how these rating systems are designed to improve the happiness, health, and productivity of employees. Our motivation is not to attain the certificate itself, but to reduce our negative environmental impacts while improving employee productivity and well-being.

**Our motivation is not to attain the certificate itself, but to reduce our negative environmental impacts while improving employee productivity and well-being.**

## Future Initiatives

The sustainable offices subcommittee is in the process of rolling out nationwide standards for all Mead & Hunt locations, including:

- Sustainable vendor catering
- Responsible procurement of office supplies, furniture, and equipment
- Improved solid waste management and diversion
- Implementation of green cleaning strategies and products
- Continued improvement of employee health and wellness

Standards have been developed for new office spaces within existing buildings, including:

- Sustainable office screening
- Office renovation/expansion feasibility

The new standards were finalized in October of 2022. The standards incorporate best practices derived from LEED®, WELL®, Fitwel®, Energy Star®, and other rating and sustainability frameworks, and have been rolled out to all 48 Mead & Hunt offices across the country. As we learn more about best practices to take care of our people and the planet, we will distribute valuable information and resources throughout the organization and continue to build sustainability into our daily operations.





ENVIRONMENT

# Our External Impacts



In addition to impacts related to our offices, we believe we have a responsibility to integrate energy efficiency, carbon reduction, water conservation, and additional sustainability measures into all our client projects. Our Core Sustainability and Resiliency Team is an interdisciplinary group that assists clients with sustainability and resiliency inquiries across all our fields. This work includes helping clients reduce their greenhouse gas (GHG) emissions and energy consumption through the following services:

- Comprehensive Sustainability Programs and ESG Consulting and Reporting
- GHG Inventories and Net Zero Plans
- Waste Audits and Diversion Plans
- Climate Action Planning and Resilience
- Life-Cycle Cost Analyses
- Environmental and Sustainability Grant Writing
- Green and Resilient Buildings and Infrastructure
- Sustainable Rating Systems and Tracking Tools



## Program Story

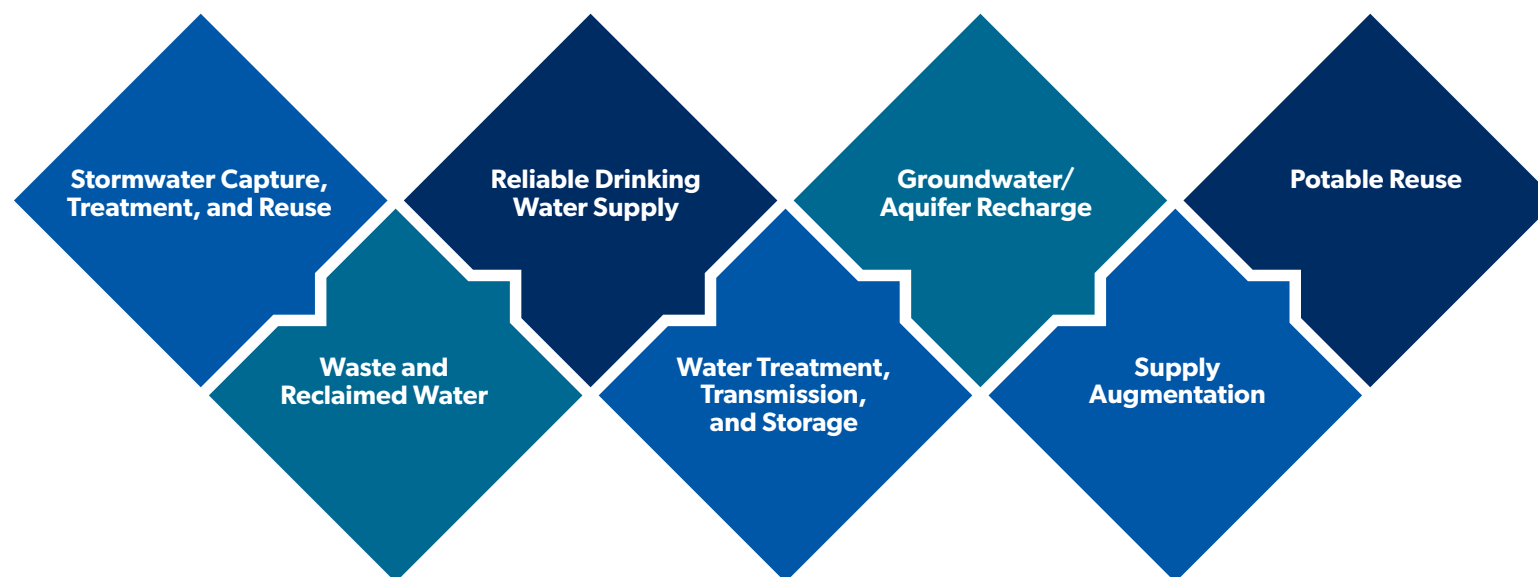
### Sustainable Solutions – Getting Funding with the VALE Program

The aviation industry is responsible for 2-3% of global GHG emissions. In June 2021, Airports Council International (ACI) committed to a Net Zero goal by 2050, solidifying the role that each airport plays in reducing and ultimately eliminating the industry footprint. Following suit, in November of 2021, the Federal Aviation Administration (FAA) released its Climate Action Plan which echoed ACI’s goal of Net Zero by 2050.

Our aviation planning team, including leaders such as Jen Wolchansky, helps airports identify and integrate solutions through sustainability and resiliency programs that span project planning, construction, commissioning, and operations. We consider it our responsibility to provide comprehensive environmental and sustainability planning support to help airports set and achieve ambitious goals, including Net Zero targets. Our team has supported Denver International Airport (DEN) for the last nine years in developing sustainability grant packages for the Voluntary Airport Low Emission Program (VALE), which funds emission reduction technologies. Over the past nine years, Wolchansky and the aviation sustainability team have successfully helped DEN receive nearly \$16 million in VALE grant funding to reduce emissions. We have national experience providing funding support for programs including VALE, the FAA’s Zero Emission Vehicle Program, FAA’s Energy Efficiency Program, as well as state, local, and corporate programs.

**“I enjoy the challenge of and am passionate about reducing emissions in an industry that is incredibly difficult to decarbonize. We have to continue forging a path—through planning, implementation, and continued research—to reach the 2050 Net Zero goal.” – Jen Wolchansky**

Mead & Hunt’s **ONE WATER** group supports planning and engineering of the following areas:





ENVIRONMENT

# Our External Impacts


**WATER USE EFFICIENCY** 

Increase water use efficiency; Achieve zero liquid discharge


- Reduce
- Renew
- Reuse
- Recycle
- Reclaim
- Return

**CLIMATE CHANGE** 

Plan for adaptation to climate change

**RENEWABLE ENERGY** 

- Biogas generation via anaerobic digestion of waste
- Biogas utilization to energy

**DECARBONIZATION** 

Reduce GHG Emissions  
Net Zero/Carbon Neutral

- Advise clients on zero waste plans/strategies
- Increase energy efficiency; reduce power consumption
- Change processes to eliminate fossil fuel use
- Implement renewable energy generation
- Organic waste destruction

## Current Progress

Mead & Hunt integrates sustainability and resiliency measures internally as a company and looks for ways to creatively and collaboratively provide solutions to our clients.

We are tracking and implementing reduction efforts to address energy and water consumption, waste, and greenhouse gas emissions. With a pulse on our corporate footprint, we are confident we can develop successful strategies that we will leverage to further support our clients in their efforts to reduce the impacts of climate change.

In 2021, we better integrated sustainability and resiliency as a core section of our business plan. Each group helped identify the needed resources and actions and, more importantly, the opportunities and risks in the industries we serve and how we can best help clients address climate-related challenges.

Significant progress in 2022 included our commitment to the AIA 2030 challenge, targeting carbon neutrality for new building projects by 2030. It represents a measurable commitment for our buildings group to actively reduce GHG emissions from the built environment.

We have a strong hiring and retention program that focuses on staffing, training, and providing the right resources to help clients address climate-related risks that threaten their industries and communities. In 2021 and 2022, we successfully added talent through organic growth and partner acquisitions to help meet these changing sustainability needs.



## Sustainability Services:

- Building performance engineering
- Renewable energy analysis
- Life-cycle costing
- Daylight analysis
- Whole building life cycle analysis
- Expanded efforts in building performance simulation
- Sustainability consulting
- Sustainability management planning
- Climate action planning
- Renewable energy feasibility studies
- GHG emissions inventories
- Net Zero consulting
- Health and wellness consulting
- Biophilia design consulting
- Sustainability planning and visioning workshops
- Expanded efforts in sustainability green rating system consulting
- Commissioning
- Monitoring-based commissioning
- Integrated systems testing
- Retro-commissioning
- Energy audits
- Expanded efforts in new construction and building envelope commissioning



**ENVIRONMENT**

# Project Case Study



## Appleton General Aviation Terminal Mead & Hunt's First Zero Net Energy & LEED® Platinum Project

Mead & Hunt's relationship with Appleton International Airport (formerly known as Outagamie County Regional Airport) dates back to the early 1980s and has included a full range of planning, architectural and engineering design, environmental studies, and construction administration services to aid in their ongoing development and growth. In 2010, the airport became one of 10 airports throughout the U.S. selected by the FAA to take part in a new sustainable master plan pilot program. Mead & Hunt was selected to provide the architectural design, mechanical, electrical, structural, and civil engineering, lighting design, landscape architecture, and LEED® consulting on this pioneering project the result of which was the completion of the nation's first Net Zero aviation facility.

Using the planning goals set forth in their Sustainable Master Plan (service also provided by Mead & Hunt), the airport elected to blaze new trails in utilizing a net zero energy approach for their aviation passenger terminal facility. Every design choice from the structural system to the exterior envelope to interior materials were selected based on optimized performance as the main decision-making driver. The project became an important case study that proved airports could be both designed and built to high-performance specifications.

### Sustainable Solutions Applied Include (but are not limited to):

- Net Zero GA Terminal
- Sustainable Master Plan
- LEED® Platinum Certification
- Solar photovoltaic array—roof mounted—25kW
- Geothermal system with heat pump and energy recovery for heating/cooling
- In-floor radiant tubing
- Low-to-no-VOC for 100% of interior materials
- Super insulated exterior envelope
- Daylight and occupancy sensors
- Automated building controls
- Locally sourced materials
- Rainwater capture cistern
- 100% on-site stormwater retention



ENVIRONMENT

# Goals

OVERARCHING CATEGORY	PROGRESS	2023 GOALS	2-5 YEAR GOALS
<b>Energy</b>	<ul style="list-style-type: none"> <li>As part of our new office buildout standards, we are specifying LED lighting with occupancy sensors and purchasing Energy Star rated appliances.</li> <li>Using trickle strips at workstations to reduce power draw when not in use.</li> </ul>	<ul style="list-style-type: none"> <li>Gather more detailed energy utility data from all leased office spaces.</li> <li>Implement additional energy efficiency measures as items are purchased across all office locations.</li> </ul>	<ul style="list-style-type: none"> <li>Have reporting framework (TCFD, GRI) tracking in place and begin to align reduction targets with IPCC goals and implement SBTs.</li> <li>LED lights &amp; occupancy sensors at all office locations possible (may not include workshare and project site locations).</li> </ul>
<b>Greenhouse Gas Emissions</b>	<ul style="list-style-type: none"> <li>Access to public transit, bike paths, and walkability are all considered when selecting a new office location.</li> <li>Analysis of possible new office locations consider where employees are commuting from and proximity to airport for visitors.</li> </ul>	<ul style="list-style-type: none"> <li>Develop methods to track data and improve data quality to benchmark and set future goals around these metrics.</li> <li>Implement a pilot program for EVs and track data to make a case for increased adoption across our fleet.</li> </ul>	<ul style="list-style-type: none"> <li>Increase the number of employees that commute via public transit, bike, or low/no GHG emissions vehicles.</li> <li>Track use of transit to projects sites separately from internal commuting needs to understand how to best implement reduction or offset strategies.</li> </ul>
<b>Water</b>	<ul style="list-style-type: none"> <li>As part of our new office buildout standards we are specifying low flow fixtures.</li> </ul>	<ul style="list-style-type: none"> <li>See that each office has access to clean drinking water that also meets taste criteria – providing filtration options as needed.</li> <li>Clean/Biodegradable cleaning supplies used in each office (hand/dish soap, all-purpose cleaners, etc.)</li> </ul>	<ul style="list-style-type: none"> <li>Implement water reduction strategies and efficiencies in all offices, with a particular focus on offices located in water-stressed regions.</li> <li>Look into water re-use opportunities (black/grey water).</li> </ul>
<b>Waste</b>	<ul style="list-style-type: none"> <li>Increasing number of offices with recycling and/or composting practices in place.</li> <li>Rolling out educational materials to distribute to offices regarding proper disposal.</li> </ul>	<ul style="list-style-type: none"> <li>Implement recycling and compost services at all office locations with local ability to process.</li> <li>Eliminate single-use plastic where reusable options exist (e.g., keurig cups, water bottles, cutlery.)</li> </ul>	<ul style="list-style-type: none"> <li>Increase composting capacity to 30% of all office locations.</li> <li>Increase the number of offices with hard-to-recycle material stations where local options exist for processing.</li> </ul>
<b>Suppliers</b>	<ul style="list-style-type: none"> <li>Internal standards have been developed that promote supporting small businesses, sourcing locally, and understanding our suppliers’ impact on our internal ESG goals for office purchases.</li> </ul>	<ul style="list-style-type: none"> <li>Increase screening of suppliers to confirm their goals align with ours regarding environmental impacts.</li> <li>Source materials from local vendors with a lower GHG emissions footprint where possible and practical.</li> </ul>	<ul style="list-style-type: none"> <li>Advise suppliers on environmental best practices and our selection criteria.</li> <li>Increase supply chain transparency to increase comprehensive understanding of each material's life-cycle impact.</li> </ul>

GLOBAL REPORTING INDEX

# Global Reporting Index

Statement of use: Mead & Hunt, Inc. has reported in accordance with the GRI Standards for the period November 1 2021 to October 31 2022.

GRI 1 used: GRI 1: Foundation 2021

Applicable GRI Sector Standard(s): 201, 302, 303, 305, 306, 308, 401, 404, 405, 413, 418

GRI STANDARD/ OTHER SOURCE	DISCLOSURE	LOCATION	OMISSION OR ADDITIONAL DETAILS			GRI SECTOR STANDARD REF. NO.
			REQUIREMENT(S) OMITTED	REASON FOR OMISSION	EXPLANATION FOR OMISSION OR ADDITIONAL INFORMATION	
<b>GENERAL DISCLOSURES</b>						
GRI 2: General Disclosures 2021	2-1 Organizational details	Pages 2, 7, 9	cannot be omitted		Mead & Hunt, Inc. is a wholly owned subsidiary of Mead & Hunt Companies, Inc., a holding company only with shares held by the employees of Mead & Hunt, Inc. While there are other subsidiary and affiliate firms of Mead & Hunt Companies, Inc., all financial reporting is consolidated under the holding company, and all workers are employees of Mead & Hunt, Inc.	
	2-2 Entities included in the organization’s sustainability reporting	Page 6	cannot be omitted			
	2-3 Reporting period, frequency and contact point	Page 9	cannot be omitted			
	2-4 Restatements of information	Page 6	cannot be omitted		First report, no restatements	
	2-5 External assurance	Page 7,9	cannot be omitted		External assurance not provided. ESG committee reviewed.	
	2-6 Activities, value chain and other business relationships	Pages 10, 13				
	2-7 Employees	Page 24				
	2-8 Workers who are not employees		yes	Not applicable	Aside from those described in Disclosure 2-7 as temporary employees, whose work is contracted for through temporary employment agencies, the company does not engage workers who are not employees.	
	2-9 Governance structure and composition	Pages 9,11				
	2-10 Nomination and selection of the highest governance body	Page 9				
	2-11 Chair of the highest governance body	Page 1				
	2-12 Role of the highest governance body in overseeing the management of impacts	Pages 9 ,10				
	2-13 Delegation of responsibility for managing impacts	Pages 10,11, 13				
	2-14 Role of the highest governance body in sustainability reporting	Pages 6,9				
	2-15 Conflicts of interest	Company Overview/Board and governance			The Governance Committee bears the responsibility of oversight over board member conduct and conflict of interest, with discretion for identifying if there is a material conflict. Board members, on an annual basis, are required to review and agree to our Conflict of Interest and Code of Conduct policies. This includes disclosure of positions on other boards, which is updated and reported to the Chair as frequently as changes occur.	

**GLOBAL REPORTING INDEX**

GRI STANDARD/ OTHER SOURCE	DISCLOSURE	LOCATION	OMISSION OR ADDITIONAL DETAILS			GRI SECTOR STANDARD REF. NO.
			REQUIREMENT(S) OMITTED	REASON FOR OMISSION	EXPLANATION FOR OMISSION OR ADDITIONAL INFORMATION	
	2-17 Collective knowledge of the highest governance body	Page 9			The Board engages in quarterly meetings during which there is dedicated time for educational development. Some of the issues discussed include governance, social equity, and sustainability.	
	2-18 Evaluation of the performance of the highest governance body	Page 9			The Governance Committee bears the responsibility of facilitating an annual Board evaluation during which members are required to assess the effectiveness of the Board. Beginning with this report, the Board will be provided with a quarterly ESG report card to assist in their evaluation of the impact of operations on economy, environment, and people.	
	2-19 Remuneration policies	Page 9				
	2-20 Process to determine remuneration	Page 9				
	2-21 Annual total compensation ratio		yes	Confidentiality constraints	We cannot disclose this information due to confidentiality constraints.	
	2-22 Statement on sustainable development strategy	Page 1				
	2-23 Policy commitments		yes	Information unavailable/incomplete	Policies are not currently in place.	
	2-24 Embedding policy commitments		yes	Information unavailable/incomplete	Policies are not currently in place.	
	2-25 Processes to remediate negative impacts		yes	Information unavailable/incomplete	Policies are not currently in place.	
	2-26 Mechanisms for seeking advice and raising concerns	Page 18				
	2-27 Compliance with laws and regulations	Page 7				
	2-28 Membership associations	Page 25				
	2-29 Approach to stakeholder engagement	Page 9			Full stakeholder engagement was not formally conducted for this first report. Instead assumptions around the things we understand to be important to our various stakeholders were considered so we could create an initial document to solicit future feedback from. We are planning on doing more robust stakeholder engagement moving forward having this first report to serve as a platform for feedback and improvement.	
	2-30 Collective bargaining agreements		yes	Not applicable	We do not have employees covered by collective bargaining agreements.	
<b>MATERIAL TOPICS</b>						
GRI 3: Material Topics 2021	3-1 Process to determine material topics	Pages 6,7	A gray cell indicates that reasons for omission are not permitted for the disclosure or that a GRI Sector Standard reference number is not available.			
	3-2 List of material topics	Pages 6,7				
<b>ECONOMIC PERFORMANCE</b>						
GRI 3: Material Topics 2021	3-3 Management of material topics	Page 11			Material topics are overseen by the highest governance body. The Board of Directors has a committee designated to governance topics which is responsible for this oversight. The ESG Committee is charged with communicating to the Board via a report card on a quarterly basis on progress towards goals associated with the chosen material topics.	



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GRI STANDARD/ OTHER SOURCE	DISCLOSURE	LOCATION	OMISSION OR ADDITIONAL DETAILS			GRI SECTOR STANDARD REF. NO.
			REQUIREMENT(S) OMITTED	REASON FOR OMISSION	EXPLANATION FOR OMISSION OR ADDITIONAL INFORMATION	
GRI 201: Economic Performance 2016	201-1 Direct economic value generated and distributed	Page 3				
	201-2 Financial implications and other risks and opportunities due to climate change	Page 13			While there is not currently a system in place to calculate financial implications, we are working to conduct a formal gap analysis to quantitatively measure climate risks and opportunities. We expect this analysis and reporting to take shape in the next 1-2 years.	
	201-3 Defined benefit plan obligations and other retirement plans		yes	Not applicable	Client Service Manager at Empower Retirement states that this applies to mostly defined benefit plans and maybe defined contribution plans that have mandatory contribution. M&H is purely a discretionary plan as far as employer contributions that can be started and stopped whenever we want so there is no obligation.	
	201-4 Financial assistance received from government		yes	Confidentiality constraints	We cannot disclose this information due to confidentiality constraints.	
<b>ENERGY</b>						
GRI 3: Material Topics 2021	3-3 Management of material topics	Pages 30,31				
GRI 302: Energy 2016	302-1 Energy consumption within the organization	Pages 30,31			Mead & Hunt calculated the total utility energy use based on cost for its commercial office space, nationwide for 2021. Using established conversion factors from the US Energy Information Administration (eia.gov) we determined Mead & Hunt's total kWh usage, by assigning a 60% electrical use factor and 40% natural gas/fossil fuel use factor (based on national averages found in the 2012 CBECs database) we determined our total energy use.	
	302-2 Energy consumption outside of the organization		yes	Information unavailable/incomplete	As this is our first report and we are beginning our reporting journey, we do not have this data available yet.	
	302-3 Energy intensity	Page 30				
	302-4 Reduction of energy consumption		yes	Information unavailable/incomplete	As this is our first report and we are beginning our reporting journey, we do not have energy reduction data available yet.	
	302-5 Reductions in energy requirements of products and services		Yes	Information unavailable/incomplete	As this is our first report and we are beginning our reporting journey, we do not have energy reduction data available yet. We have implemented office screening criteria to ensure we are using the lowest energy option available.	
<b>WATER AND EFFLUENTS</b>						
GRI 3: Material Topics 2021	3-3 Management of material topics	Page 37				
GRI 303: Water and Effluents 2018	303-1 Interactions with water as a shared resource	Page 37				
	303-2 Management of water discharge-related impacts		yes	Information unavailable/incomplete	As this is our first report and we are beginning our reporting journey, we do not have this data available yet.	
	303-3 Water withdrawal		yes	Information unavailable/incomplete	As this is our first report and we are beginning our reporting journey, we do not have this data available yet.	
	303-4 Water discharge		yes	Information unavailable/incomplete	As this is our first report and we are beginning our reporting journey, we do not have this data available yet.	
	303-5 Water consumption		yes	Information unavailable/incomplete	As this is our first report and we are beginning our reporting journey, we do not have this data available yet.	
<b>EMISSIONS</b>						
GRI 3: Material Topics 2021	3-3 Management of material topics	Pages 32, 33				

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GRI STANDARD/ OTHER SOURCE	DISCLOSURE	LOCATION	OMISSION OR ADDITIONAL DETAILS			GRI SECTOR STANDARD REF. NO.
			REQUIREMENT(S) OMITTED	REASON FOR OMISSION	EXPLANATION FOR OMISSION OR ADDITIONAL INFORMATION	
GRI 305: Emissions 2016	305-1 Direct (Scope 1) GHG emissions	Page 32				
	305-2 Energy indirect (Scope 2) GHG emissions	Page 32				
	305-3 Other indirect (Scope 3) GHG emissions	Page 32				
	305-4 GHG emissions intensity	Page 32				
	305-5 Reduction of GHG emissions	Page 33			Qualitative reductions, not quantitative reductions due to this being first year of quantitative baseline data.	
	305-6 Emissions of ozone-depleting substances (ODS)		yes	Information unavailable/incomplete	As this is our first report and we are beginning our reporting journey, we do not have this data available yet.	
	305-7 Nitrogen oxides (NOx), sulfur oxides (SOx), and other significant air emissions		yes	Information unavailable/incomplete	As this is our first report and we are beginning our reporting journey, we do not have this data available yet.	
<b>WASTE</b>						
GRI 3: Material Topics 2021	3-3 Management of material topics	Page 34				
GRI 306: Waste 2020	306-1 Waste generation and significant waste-related impacts	Page 34				
	306-2 Management of significant waste-related impacts	Pages 34, 35				
	306-3 Waste generated		yes	Information unavailable/incomplete	As this is our first report and we are beginning our reporting journey, we do not have this data available yet.	
	306-4 Waste diverted from disposal		yes	Information unavailable/incomplete	As this is our first report and we are beginning our reporting journey, we do not have this data available yet.	
	306-5 Waste directed to disposal		yes	Information unavailable/incomplete	As this is our first report and we are beginning our reporting journey, we do not have this data available yet.	
Supplier Environmental Assessment						
GRI 3: Material Topics 2021	3-3 Management of material topics	Page 39				
GRI 308: Supplier Environmental Assessment 2016	308-1 New suppliers that were screened using environmental criteria		yes	Information unavailable/incomplete	We are working to incorporate supplier assessment and screening criteria into our practices. This will be addressed in future reports.	
	308-2 Negative environmental impacts in the supply chain and actions taken	Page 39			While there is not currently a system in place to track suppliers impact assessments at the detail required for this GRI at a company level, a system will be developed for use in future reports.	
<b>EMPLOYMENT</b>						
GRI 3: Material Topics 2021	3-3 Management of material topics	Page 18				
GRI 401: Employment 2016	401-1 New employee hires and employee turnover	Page 18			Though we do have this data in various systems, we do not currently track this particular information by gender, age group and region as the GRI requires so the data is quite cumbersome to extrapolate and combine. We are implementing changes to enable this additional detail of reporting in future reports.	
	401-2 Benefits provided to full-time employees that are not provided to temporary or part-time employees	Page 19				
	401-3 Parental leave	Page 19				

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GRI STANDARD/ OTHER SOURCE	DISCLOSURE	LOCATION	OMISSION OR ADDITIONAL DETAILS			GRI SECTOR STANDARD REF. NO.
			REQUIREMENT(S) OMITTED	REASON FOR OMISSION	EXPLANATION FOR OMISSION OR ADDITIONAL INFORMATION	
<b>TRAINING AND EDUCATION</b>						
GRI 3: Material Topics 2021	3-3 Management of material topics	Page 23				
GRI 404: Training and Education 2016	404-1 Average hours of training per year per employee	Page 23				
	404-2 Programs for upgrading employee skills and transition assistance programs	Pages 14, 23				
	404-3 Percentage of employees receiving regular performance and career development reviews		yes	Information unavailable/incomplete	We do not currently track this information by gender and employee category but are implementing changes to enable this additional detail of reporting in future reports.	
<b>DIVERSITY AND EQUAL OPPORTUNITY</b>						
GRI 3: Material Topics 2021	3-3 Management of material topics	Page 25				
GRI 405: Diversity and Equal Opportunity 2016	405-1 Diversity of governance bodies and employees	Pages 9, 24				
	405-2 Ratio of basic salary and remuneration of women to men		yes	Information unavailable/incomplete	Our compensation philosophy is based on a total rewards approach that extends beyond compensation and includes pay, incentives, benefits, life harmony, and professional development. We pay market rate or slightly above for most positions and are competitive within the industry in the various geographies in which we operate.	
<b>LOCAL COMMUNITIES</b>						
GRI 3: Material Topics 2021	3-3 Management of material topics	Pages 20, 21				
GRI 413: Local Communities 2016	413-1 Operations with local community engagement, impact assessments, and development programs	Pages 20, 21				
	413-2 Operations with significant actual and potential negative impacts on local communities		yes	Information unavailable/incomplete	As a professional services firm that does not produce any products or use large quantities of any local natural resources in our operations, we do not believe we have any significant actual or potential negative impacts to our local communities. Based on the items we do know, we believe our local impact to be a positive one. That said, we have not thoroughly analyzed this and therefore cannot officially report on this impact. This will be assessed and addressed in a future edition of this report.	
<b>CUSTOMER PRIVACY</b>						
GRI 3: Material Topics 2021	Page 10	Page 12				
GRI 418: Customer Privacy 2016	418-1 Substantiated complaints concerning breaches of customer privacy and losses of customer data	Page 12				