

2022
Environment, Social,
Governance (ESG)
Report





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This report has been prepared in accordance with the [Global Reporting Initiative's GRI Standards](#) ('Core' option) and has not undergone external assurance. Pinchin does not fall under any specific GRI Sector Disclosures.

This report pertains to the 2022 calendar year, and we aim to provide updated reports on an annual basis (our most recent report is available on the [Pinchin Website](#)). In addition to adhering to the GRI 102 'General Disclosures 2021', Pinchin undertook a materiality assessment exercise to determine which specific standard disclosures are relevant to Pinchin's operations. This included an assessment of all individual Categories, Impacts and Indicators based on their relevance to Pinchin and Pinchin's stakeholders.

This report contains information about our commitments, objectives, initiatives, and activities related to sustainability and social impact. These endeavors are subject to specific risks and uncertainties. These could arise from shifts in our business operations including acquisitions. Actual results could deviate from our stated objectives or anticipated outcomes. Evolving circumstances, which could include changing expectations around social impact and sustainability, alterations in standards, or shifts in how progress or achievements is quantified, may necessitate modifications in our pursuit of certain objectives, commitments, or initiatives. Lastly, any statements made about our company, business, or efforts might not apply uniformly across all business units (e.g., companies that were recently acquired).

Message from the CEO



2022 was another year of outstanding performance. Over the recent years, in a context of multiple unprecedented challenges, we demonstrated strong agility to continue to grow and be successful in providing environmental and engineering solutions to our clients. This could not have been achieved without the efforts of our people who make this a great company. By the end of 2022, we were nearing a significant organizational milestone of reaching 1,000 employees. We achieved this while providing a supportive environment for our employees to grow and flourish within our communities.

This year also marked Pinchin's acquisition of PM Environmental, an environmental risk expert focused on business-minded solutions with over 30 years of consulting experience. This acquisition supports our vision to be the predominant North American solutions provider in the buildings and land market for all phases of the real estate lifecycle.

We remain grounded in our Core Values and they will continue to guide us through the coming years.

- Act with honesty, integrity, and accountability;
- Deliver exemplary quality and service;
- Conduct ourselves with respect;
- Empower employees through professional development;
- Promote the health & safety of all employees; and
- Ensure corporate social responsibility.

We are proud to share our commitments, our vision for success, and our progress to date in this Environmental, Social, Governance (ESG) Report. The driver of our efforts encompasses the full value our organization can deliver – not only strong financial metrics, but also progress towards sustainability and talent goals, and our ability to create meaningful experiences for our clients, employees, and the communities that we operate in. Our deep commitment to ESG guides our actions as a firm. We recognize that creating long-term value is a journey, and we continuously challenge ourselves to find new ways to improve our ESG efforts, to keep the bar high, and to remain transparent about our progress.

A blue ink handwritten signature of Jeff Grossi.

Jeff Grossi
Chief Executive Officer

About Pinchin

Pinchin is committed to helping our clients balance business goals with an understanding of both their natural and built environments. We aim to provide high quality service based on the pillars of honesty, integrity and accountability. We strive for excellence in all our business dealings and welcome feedback from our clients in support of our continuous improvement.

Pinchin provides a safe and open working environment to its employees. We are dedicated to making Pinchin a great place to work on a daily basis through regular communication, training, mentoring, and listening to what our people have to say. We will foster a sense of community that extends beyond the business day.

Pinchin will play our part in protecting the natural environment around our workplace, at client sites, and in the communities we serve. We will balance the needs of business with our commitment to environmental protection. Wherever practical, we will make environmentally friendly choices in our services, purchasing practices, and day to day operations.

Our Values

Our values inspire us to achieve our goals and shared success.

Act with Honesty, Integrity, and Accountability

We value truth, transparency and accept responsibility for our actions with our clients, partners, communities, and each other.

Deliver Exemplary Quality and Service

Our dedication to delivering quality and client service is a cornerstone of our success. We use our collective knowledge, experience and creativity to deliver projects that meet or exceed expectations.

Conduct Ourselves with Respect

We treat others with respect and trust. We work together as a team, share a common commitment and learn from each other.

Empower Employees through Professional Development

We help promote and foster an organizational environment that values professional development, diversity and growth opportunities for all employees. We embrace opportunities to develop our skills, knowledge and abilities to continuously improve and enrich our careers.



Mission Statement

Pinchin is committed to helping our clients balance business goals with an understanding of both their natural and built environments. Together, we will identify and manage each organization's environmental, health & safety and built structure risks. We will provide high quality service based on the pillars of honesty, integrity and accountability. We strive for excellence in all our business dealings and welcome feedback from our clients in support of our continuous improvement.

Pinchin will provide a safe and open working environment to its employees. We are dedicated to making Pinchin a great place to work on a daily basis through regular communication, training, mentoring, and listening to what our people have to say. We will foster a sense of community that extends beyond the business day.

We will play our part in protecting the natural environment around our workplace, at client sites, at home, and in the community at large. We will balance the needs of business with our commitment to environmental protection. Wherever practical, will make environmentally friendly choices in our services, purchasing practices, and day to day operations.

We aspire to become the dominant services provider for all phases of the real estate lifecycle across multidisciplinary environmental and engineering disciplines within Canada and targeted locations of the United States with a specific focus on land development and the capital renewal, retrofit and repurposing of existing buildings.

We will achieve this while maintaining our core values and strong culture of employee engagement. The expansion of the firm in both service areas and geographies will open doors for new and exciting opportunities for our people. Business growth also opens new doors for the career development of our people and will attract industry leading consultants who will help us continue to respond to our developing client needs and to grow profitably.

Recognition in 2022

Ecovadis Sustainability Rating: Pinchin has achieved a Silver Medal rating, placing us in the top 25% of assessed companies.



BOMA Nova Scotia: The Spotlight Awards :Excellence in Response to the Global Covid Pandemic
Pinchin was recognized for "Excellence in Response to the Global COVID Pandemic".



Peterborough Chamber of Commerce: Business Excellence for Professional Services
Pinchin was recognized for our excellence in professional services.



Lindsay District Chamber of Commerce: Awards of Excellence for Employer of the Year
Pinchin was recognized for our excellence and was awarded the Employer of the Year Award.



Our Company

Pinchin Ltd. is an environmental, health & safety, and engineering consulting firm servicing clients within North America. We offer services in:

- Building Science, Performance, & Resiliency
- Environmental Due Diligence & Remediation
- Indoor Environmental Quality
- Occupational Health & Safety
- Mechanical Engineering & Design
- Risk Assessment
- Property Condition Assessment
- Landfill
- Legionella
- Building Certification Standards
- Sustainability & ESG
- Emissions Reduction & Compliance
- Environmental Laboratory Services (asbestos, lead, mould, odour, legionella)
- Hazardous Materials
- Environmental Science
- Geotechnical Engineering
- Radon
- Construction & Project Management
- Insurance
- Infection Control
- Environmental Auditing
- Decarbonization & GHG Reduction

Our corporate headquarters are located at 2360 Meadowpine Boulevard, Mississauga, Ontario. As a privately-held corporation operating in North America, we boast a strong workforce of nearly 1,000 dedicated full-time professionals spread across 45 offices throughout Canada and extending into the United States, specifically in the states of Michigan, Tennessee, Mississippi, and Alabama. This ESG report reflects our commitment to responsible growth and practices across our widespread operations.

Markets Served

Pinchin works in many markets of the economy. We work primarily for clients in the provinces and states in which we operate, and we are able to serve Canadian clients managing national portfolios through our affiliates at Le Groupe Gesfor Poirier Pinchin in Quebec. Past and current clients include the following sectors:

- Real Estate Development & Transactions
- Land Development
- Property Management
- Finance
- Insurance
- Real Estate and Legal
- Private Equity Investment
- Agriculture
- Crown Corporations & Agencies
- Hospitals and Health Care Facilities
- Public Sector (Federal, Provincial, Municipal)
- Universities, Colleges and School Boards
- Mining
- Wastewater and Sewage Treatment
- Manufacturing
 - Aerospace
 - Automotive
 - Cement
 - Chemical
 - Paint and Coatings
 - Pharmaceutical
 - Steel
 - Textile
- Food (livestock and processing)
- Oil and Gas
- Power Generation
- Waste Management

Precautionary Approach

Pinchin is committed to incorporating the [Precautionary Principle](#) in our operations to protect the environment and the health and safety of our employees and the communities we serve. We recognize that our actions today can have long-lasting consequences on the environment and future generations; therefore, we strive to make informed decisions based on the best available scientific knowledge. Our approach includes:

- **Risk Assessment:** We conduct thorough risk assessments before implementing any new procedure, technology, or project to identify potential environmental or health impacts.
- **Preventive Measures:** If there is a potential for serious or irreversible damage, we take preventive measures. This includes investing in safer alternatives, implementing stringent safety protocols, and taking proactive steps to prevent pollution and minimize waste.
- **Continuous Learning and Improvement:** We regularly review and update our risk management strategies based on new scientific findings, technological advancements, and feedback from our stakeholders.

Organizational Change

In 2022, Pinchin partnered with Keystone Capital, a Chicago based investment firm with 14 active founder/owner led portfolio companies. With Keystone as our investment partner, our growth strategy will focus on firms that align with Pinchin’s culture and values that offer talent, expertise/capabilities, and geographic reach to provide an engineering platform that expands our offerings to our clients. Pinchin is proud of our employee ownership. In 2022, over 100 employees held ownership within the organization.

Since partnering with Keystone, Pinchin has merged with PM Environmental (PM), a Michigan-based environmental risk consulting firm focused on environmental, engineering, industrial hygiene, and development projects.

PM was founded in 1992 and has since grown to 130+ employees operating out of eleven offices across Michigan, Tennessee, Alabama, and Mississippi. There is a considerable level of overlap between PM and Pinchin’s service offerings. PM provides environmental risk management, engineering, and health & safety consulting services to corporate real estate owners, developers, end users, and government agencies in the United States and Canada. PM has been onboarded as part of the Pinchin platform and is hereafter included in and referred to as Pinchin Ltd.

All work is substantially completed by Pinchin employees, and not by self-employed individuals or contractor employees. We do not use non-employees to perform a significant portion of the organization’s activities. Pinchin’s workforce is generally stable, showing continued growth over time and there are no significant variations related to seasonality or other external factors.

Supply Chain

Our supply chain plays an integral role in our operations and the delivery of our environmental, health, and safety consulting services. Our supply chain includes various entities across North America which can be broken down into the following components:

1. **Suppliers:** We source from a variety of suppliers, including providers of office equipment, IT infrastructure, and specialist technical equipment needed for our consulting and field work.
2. **Subcontractors:** We work with various subcontractors who provide highly specialized services, such as laboratory testing or environmental assessments that complement our in-house capabilities.
3. **Partners:** We partner with other consulting firms or organizations to deliver comprehensive and effective solutions to our clients.

We are currently in the process of developing a Sustainable Procurement Policy, a strategic initiative designed to align our purchasing decisions with our broader ESG goals. The policy will ensure that we source goods and services in a way that optimizes environmental stewardship, social responsibility, and economic viability.

Supporting the United Nations Sustainable Development Goals

The Sustainable Development Goals (SDGs) ratified by the member states of United Nations in 2015 provides a universal and visionary framework for global cooperation and action, bringing stakeholders together to proactively address and solve broad challenges such as extreme poverty, economic inclusion, finite and diminishing natural resources, and environmental and the multifaceted impacts of climate change. Pinchin is committed to sustainable action through our operations and project work. While our client project work and operational activities have a positive impact on all of the 17 SDGs to varying degrees, we put our focus on the following core SDGs that relate to our greatest area of scalable impact that reflect our unique strengths and capabilities:



Poor indoor air quality can have a significant negative impact on the comfort and health of occupants. Hazardous materials have the potential to adversely impact human health and the environment. With our consulting work, we help reduce the number of illnesses from indoor air contaminants, poor ventilation, and hazardous materials. We help our clients meet occupant’s expectations for satisfactory and comfortable indoor air quality. We also provided clients with communicable disease programs – developing client-specific systems in addressing the various biological hazards they may be exposed to as part of their activities.



We provide consulting services for building water audits to reduce usage and execute water quality monitoring for existing structures and land development projects. We assess potential exposure risks to chemical/biological hazards within water systems. As aquatic ecosystem stewards, we protect water from contamination, ensuring sustainability through stream setback delineations safeguarding watercourses and riparian zones from pollution. This ensures clean groundwater and surface water recharge. We also monitor environmentally sensitive activities near water sources to further protect these ecosystems.



We support sustainable building and development certifications, such as LEED, BOMA, WELL, Fitwel, and ENGERY STAR during new project and existing building design and construction. We support our communities on accessible and energy efficient building design to support quality building supply. We provide net zero pathway studies and energy audits which promote operational changes in buildings to minimize energy and greenhouse gas emissions. Additionally, renewable energy options including solar and geothermal are analyzed on a project-by-project basis, with the potential to decarbonize global energy supply.



Committed to sustainable management and efficient use of natural resources, we progressively integrate sustainable practices into our activities. Beyond our internal ESG programs, we offer consulting on waste, water, and energy audits, and upgrades to clients. We assess prospective and renewing office leases for compliance with LEED, Fitwel, WELL, Rick Hansen Accessibility, and BOMA Best standards. When approaching building envelope restoration opportunities, we evaluate repurposing construction materials for reuse in our projects and others.



Acknowledging the universal impact of climate change, we're committed to reducing operational emissions and limiting community impact. We share knowledge and expertise, innovatively tackling climate challenges, including consulting for building decarbonization and resilience, and reducing operational and embodied carbon. We develop tree planting and monitoring plans to offset deforestation from development projects, helping reduce our carbon footprint. Additionally, we volunteer with local conservation groups for tree planting, reinforcing our commitment to environmental stewardship.



Our commitment to aquatic ecosystem conservation, integral for food, medicine, education, and climate regulation, drives us to engage in initiatives including fish salvage, stream restoration, and biomonitoring. We advise on best practices to prevent ecosystem pollution and act as stewards to protect against water contamination. Through stream setback area delineation, we safeguard watercourses and riparian zones, ensuring clean groundwater recharge. We also monitor environmentally sensitive works near water sources.



We leverage science-guided planning to combat biodiversity loss, climate change, and environmental degradation. We assess and mitigate potential impacts of development on environments and at-risk species. Our strategies include controlling invasive plants, guiding site layouts for habitat connectivity, and conducting environmental assessments to preserve valuable resources. We implement measures such as salvage, nest protection, avoidance of green area fragmentation, replacement planting, and sensitive ecosystem fencing to conserve biodiversity. We also develop tree planting plans, monitoring and protection measures to ensure deforestation actions stemming from developmental projects are offset. Partnering with local conservation groups, we volunteer to plant trees, reinforcing our commitment to preserving terrestrial ecosystems.

Stakeholder Engagement



In today's dynamic business environment, we believe that our key stakeholders play a crucial role in the sustainable growth of our organization. These stakeholders, who include our employees, shareholders, clients, suppliers, and local communities in where we operate, are not just beneficiaries of our services, but valuable partners who influence our strategic decisions and long-term objectives.

Recognizing this, Pinchin follows a proactive approach to stakeholder engagement, with an emphasis on open dialogue and active listening. This approach was developed in consultation with our Senior Leadership Team and client service representatives, and is designed to ensure that all our stakeholders feel heard, valued, and invested in our shared success.

We regularly solicit feedback from clients in order to achieve continuous improvement and engage our client base. We further solicit feedback as part of our competitive proposal process. Where bids and standing offers to public agencies are unsuccessful, we will schedule debriefs with client evaluators to discuss where our technical and operational capabilities and procedures could be seen to improve.

Engagement with our employee owners is key to Pinchin's organizational planning. Shareholder engagement enables us to understand the priorities and concerns of our employee owners and adjust strategies and practices accordingly. Quarterly, shareholder de-briefs are held to keep all owners abreast of organizational performance, board of directors agendas and direction.

Employee feedback is solicited in a formal capacity through several events and mechanisms including:

- Employee Development Program
 - Staff meet with their managers at semi-annually intervals to discuss employee growth, challenges, and future goals.
- Quarterly Regional and Company Overview Presentation
- Senior management meets with staff quarterly to review company performance and growth and to discuss planned future growth and goals for the upcoming quarter and beyond.
- Employee Engagement Surveys
 - These surveys are conducted regularly to get a better understanding of strategic focus, management effectiveness, satisfaction, teamwork, and engagement at Pinchin. Pinchin strongly values the ability to collect and measure employee feedback to ensure the continuity of our strong culture and to fortify the continued engagement of our staff, who are the backbone of our organization.

Governance Structure

The diagram below depicts Pinchin's governance structure and committees, along with the areas of decision-making influence for each impact category (economic, environmental, and social).



ESG Framework

In our commitment to transparency and accountability, we embarked on a materiality assessment process to identify which standard disclosures are pertinent to our operations. This process involved a thorough assessment of individual categories, topics, and indicators based on their relevance to our operations and stakeholders.

Our management process for handling material topics includes identifying these topics as described above, reporting on related indicators, and setting targets for improvement where appropriate. We aim to accumulate several years of data, which will enable us to establish preliminary targets and impact mitigation strategies for selected indicators, as feasible. In this way, our management approach to material topics will continue to evolve and serve to reduce the impacts of our operations.

Pinchin’s material topics and their respective boundaries were identified following guidance from the 2021 GRI Standards. In determining potential topics for inclusion in this report, we considered the priority and potential impacts of each topic on both our organization and our stakeholders. Any topic deemed to have high priority or high impact to our organization, or at least a medium priority or impact to our stakeholders, was considered a material topic.

As part of our strategic planning process, we constantly evaluate potential risks and opportunities for our business. We conducted a comprehensive analysis to define, validate, and prioritize our ESG focus areas. The topics we have identified are relevant to our business strategy and objectives, they hold importance to our key stakeholders, and they have potential impacts on the environmental sustainability, social responsibility and our company’s governance.

ENVIRONMENTAL				
Energy	GHG Emissions Management	Effluents & Waste Management	Supplier Environmental Assessment	
We aim to optimize our energy use, prioritize efficiency, and support the transition towards more sustainable energy sources.	We aim to reduce our greenhouse gas emissions footprint through proactive measures.	We adopt responsible waste management strategies, focusing on reducing, reusing and recycling wherever possible.	We believe in promoting sustainable practices across our value chain. We are working to encourage our suppliers to assess their adherence to environmental standards.	
SOCIAL				
Safety, Health & Wellness	Diversity & Inclusion	Training & Education	Local Communities	Human Rights
We are dedicated to a zero-incident workplace and supporting the health and well-being of our team members.	We are committed to nurturing a culture that is both inclusive and equitable, and we aim to enhance the diversity within our team.	We are dedicated to investing in continuous professional development to empower our team.	We believe in making a positive impact on the communities where we operate.	Ensuring respect for human rights is integral to our operations. We stand for dignity, equality, and fairness and are committed to upholding these principles in all areas of our work.
GOVERNANCE				
Client Health & Safety	Cybersecurity & Privacy	Anti-corruption	Ethics & Compliance	Procurement Practices
Ensuring the health and safety of our clients is paramount. We adhere to stringent safety protocols to deliver services that prioritize client well-being.	We employ rigorous cybersecurity measures and uphold the highest standards of privacy to safeguard our clients and firm.	We maintain a zero-tolerance policy towards corruption. Our commitment to integrity and transparency underpins every aspect of our operations.	We will continuously foster a culture of ethics and integrity within our organization. Ethical business practices and legal compliance is at the core of our business.	We adhere to fair and responsible procurement practices, we will prioritize suppliers who share our commitment to ethical, environmental, and social responsibility.

Environment

Energy

GHG Emissions

Effluents & Waste

Supplier Environmental Assessment



Energy

In a world increasingly aware of the urgent need to combat climate change, managing energy consumption and the associated greenhouse gas (GHG) emissions has become an integral part of our operational strategy and stakeholder engagement. As we provide consulting services centered around energy conservation, emissions management, and building performance enhancement, we aim to empower our clients to reduce both their expenses and environmental impact.

Our commitment extends to our own operations as well, and we have conducted

an energy assessment across all our offices under our operational control, currently totaling 45. We have been able to obtain utility data for 87% of our operating space. For the remaining areas where data was unavailable, we estimated natural gas and electricity usage, based on square footage and figures from Natural Resources Canada's Comprehensive Energy Use Databased (published by the Office of Energy Efficiency), Census Regions and Divisions of the United States, and the U.S Environmental Protection Agency (EPA).

Energy Intensity

The energy intensity ratio for the Pinchin locations assessed in 2022 is 0.095 GJ per square foot of operating space. This figure includes all relevant energy sources within the Pinchin offices, namely building electricity and natural gas consumption.

We acknowledge the environmental impacts associated with our energy use and are actively working to mitigate these through our emissions management strategies.

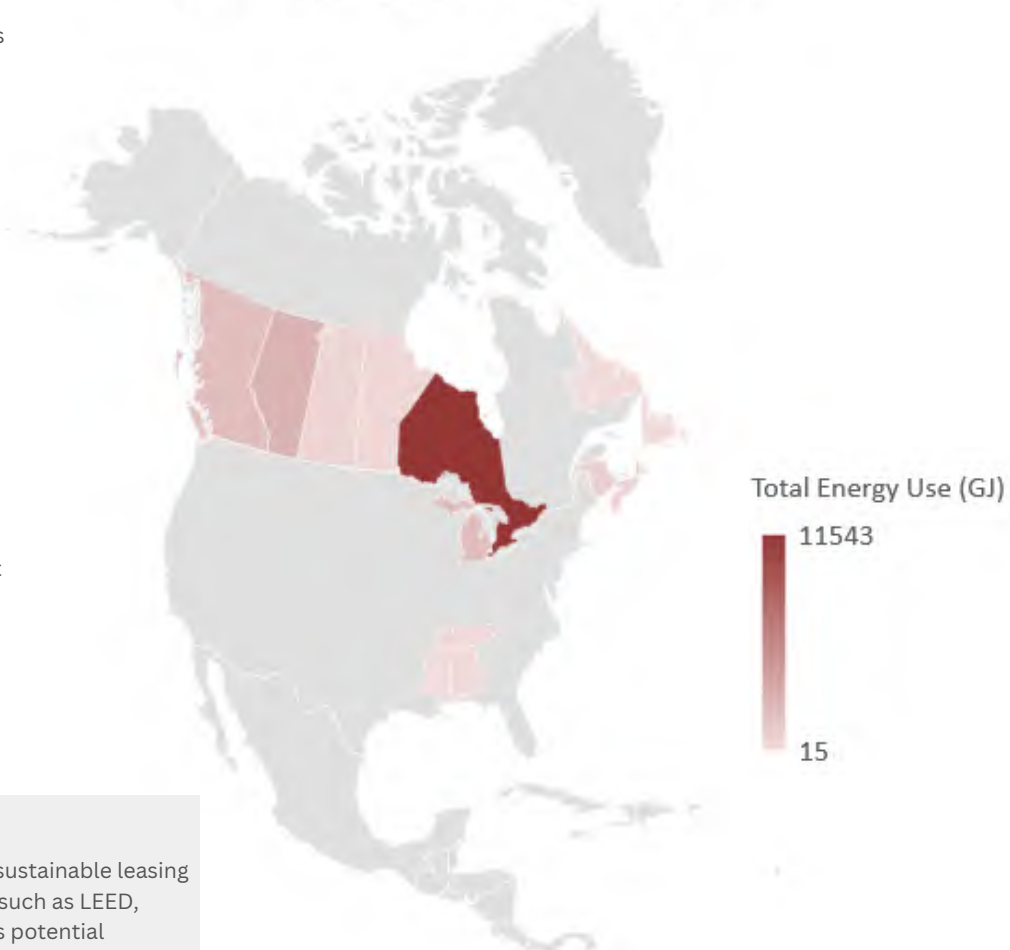
Green Lease Checklist

In line with our commitment to energy efficiency and sustainable practices, we've developed a sustainable leasing scorecard for our operating locations. This scorecard, which draws from established guidelines such as LEED, BOMA Best, WELL, Rick Hansen Guidelines for accessibility, and Passive House, is used to assess potential properties we're considering for lease.

The scorecard includes a set of criteria, each allocated a specific score, and a property must meet a minimum total score for us to consider leasing it. The criteria encompass various aspects of sustainable building practices, with a strong emphasis on energy efficiency. For instance, we evaluate energy-related aspects such as the presence of Energy Star certified appliances, on-site renewable energy sources, efficient shading mechanisms for windows, and extensive use of LED lighting in office areas.

By employing this scorecard, we ensure that our operational spaces align with our overarching commitment to energy conservation and sustainability. This strategic approach not only helps us reduce our environmental footprint, but also fosters a healthier and more sustainable workspace for our employees.

Total Energy Use by Region



Pinchin has used the Greenhouse Gas Protocol: A Corporate Accounting and Reporting Standard (Revised Edition) as the basis for the greenhouse gas accounting methodologies used. All utility data provided were extracted directly from utility bills. All emission factors and energy density figures were taken from Environment Canada's National Inventory Report 1990-2017 - Greenhouse Gas Sources and Sinks in Canada (2019) and the EPA.

Greenhouse Gas Emissions

Addressing the impact of climate change is a growing concern for all, and we, at our organization, acknowledge the crucial role we play in this global effort. As part of our Environmental, Social and Governance (ESG) commitments, we recognize the importance of measuring and managing our Greenhouse Gas (GHG) emissions.

To gain a clear understanding of our carbon footprint, we have prepared a carbon inventory detailing our total carbon dioxide equivalent (tCO₂e) emissions across Scopes 1, 2, and 3. This inventory forms the basis for our efforts to monitor and gradually reduce our GHG emissions. Our commitment to this issue is ongoing. The path to reducing GHG emissions is marked by continuous learning and adaptation, and we are fully committed to this journey. We look forward to sharing updates on our progress and our evolving strategy in future ESG reports.



Our Efforts

We are committed to maintaining a high standard of environmental stewardship, and we have implemented an Environmental Management System (EMS) modeled on the principles of ISO 14001. This system provides a structured approach to monitoring and improving our environmental performance consistently.

Our EMS system is built around PSP 001 Environmental Aspects and Impacts Identification and Assessment. We have methodically identified the elements of our organization's activities and services that interact or could potentially interact with the environment. After identifying these aspects, we've assessed their potential environmental impacts and ranked them based on severity. This rigorous evaluation allows us to define action plans and procedures aimed at mitigating environmental risks and fostering continuous improvement.

Our EMS is integral to our Environmental Policy and underpins our commitment to deliver sustainable professional services. We strive not only to maintain but to continually enhance our EMS, adapting to the changing needs and expectations of interested parties and the competitive business environment.

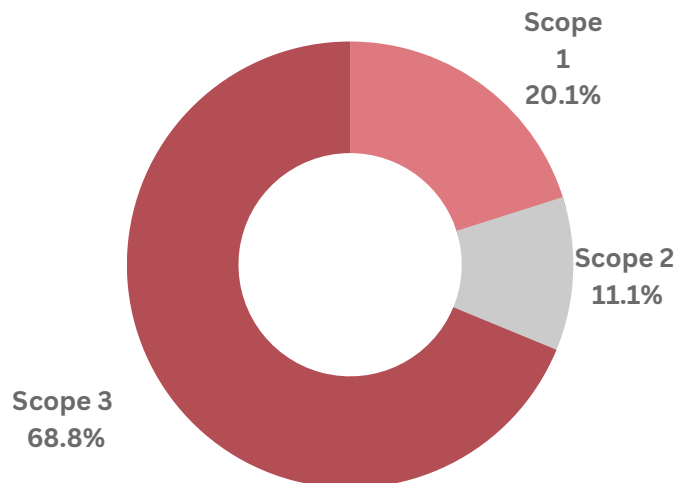
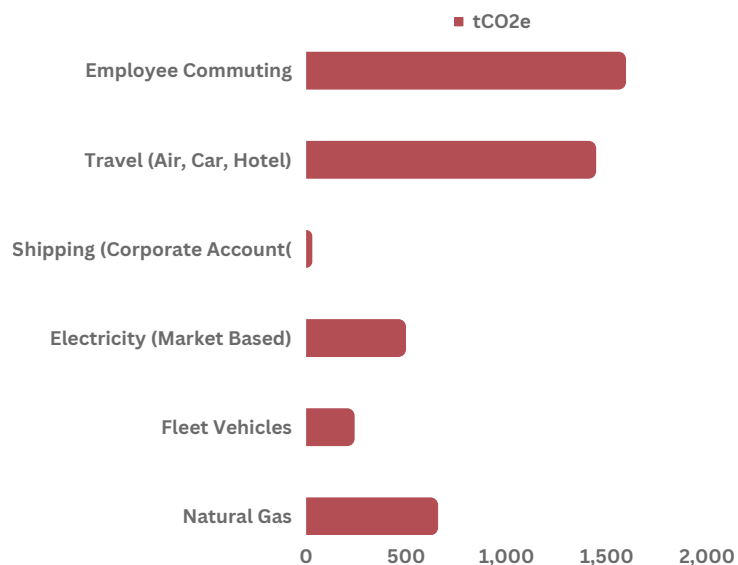
Our proactive approach ensures that our EMS stays relevant and effective, helping us to improve our environmental performance and contribute more significantly to sustainability. By treating our EMS as a dynamic, evolving system, we are better equipped to navigate the path to a more sustainable future.

We actively pursue green leases, a lease agreement type focusing on energy and resource efficiency. Our Green Lease Checklist aids in minimizing our office locations' environmental impacts and enhancing staff well-being. It includes elements such as EV charging stations to promote electric vehicle usage among staff and on-site renewable energy where feasible. This checklist aligns our landlord-tenant interests around sustainability and efficiency.

Our commitment to sustainability extends to our working arrangements as well. We champion a hybrid work model, reducing individual seating in favor of expanded collaborative spaces. This approach optimizes office utilization while supporting team engagement. Furthermore, we carefully select our office locations with an aim to minimize commute distances and, consequently, reduce travel-associated emissions. Thus, our hybrid work structure not only fosters flexibility but also contributes to our overarching environmental objectives.

We foresee a future where environmental sustainability is not just a goal but a norm. We look to the future with a steadfast commitment to continuous improvement on our sustainability journey. We are resolved to keep learning, adapting, and finding new ways to reduce our environmental impact. This path is an ongoing process, one that requires persistence and resilience. As we move forward, we will keep striving for progress, regardless of the pace or scale. We are on this journey for the long haul, aware of the importance of our role in shaping a more sustainable future.

Carbon Inventory



	Activity Data	Units	2022 tCO ₂ e
Scope 1 – Direct Sources			
	Natural Gas	m ³	656
	Fleet Vehicles	km	240
Scope 1 Subtotal			896
Scope 2 – Energy Indirect Sources			
	Electricity – Market Based	kWh	496
Scope 2 Subtotal – Market Based			496
Scope 3 – Indirect Sources			
	Travel (Air, Car & Hotel)		1,444
	Shipping (Corporate Account)		29
	Employee Commuting		1,593
Scope 3 Subtotal			3,066
Grand Total			4,458

Pinchin has used the Greenhouse Gas Protocol: A Corporate Accounting and Reporting Standard (Revised Edition) as the basis for the greenhouse gas accounting methodologies used. The gases included in the calculation are CO₂, CH₄ & N₂O. Pinchin had no known releases of other GHGs (e.g. HFCs, PFCs, SF₆, NF₃) during the reporting period, as our collected data indicated that air conditioning units utilize R22, a substance controlled under the Montreal Protocol and not included in standard greenhouse gas quantification. Pinchin had no known biogenic emissions during the reporting period.

Consistent with updates to the Scope 2 guidance amendment to the World Resources Institute’s (WRI) Greenhouse Gas Protocol, Pinchin is reporting both a location-based and market-based electricity-related emission total in this report (Pinchin’s location-based Scope 2 emissions in the reporting year were 496 tonnes CO₂e). Pinchin is required by the updated guidance to report a market-based total since Pinchin operates in jurisdictions where contractual instruments are available, and Pinchin’s purchase of a Bullfrog Power instrument at the London location offsets those electricity emissions. Since residual grid emission factors are not currently available from Environment Canada, Pinchin is able to utilize the market-based method without residual grid data, per the WRI guidance. All reference to Scope 2 emissions in this document shall refer to market-based totals unless otherwise specified.

The operational control consolidation approach was selected based on the nature of Pinchin’s operations and its organizational structure, consistent with WRI guidance.

Pinchin has chosen to set 2019 as our base year for emissions performance. Consistent with WRI guidance on base year selection, Pinchin has refined and standardized its GHG data management systems and has several years of reliable data. Pinchin will be retroactively calculating and including the emissions of our US offices and including in our baseline calculations.

All emission factors and energy density figures were taken from Environment Canada’s National Inventory Report 1990-2017 – Greenhouse Gas Sources and Sinks in Canada (2019) and the EPA. Global warming potential (GWP) rates were taken from the IPCC’s Fourth Assessment Report.

Pinchin’s GHG emissions intensity ratio (based on Scope 1 and 2 sources) for our Canadian offices is 5.13 kg CO₂-equivalent per square feet of operating space, or 55.2 kg CO₂-equivalent per square metre of operating space. This is 4.83% higher than the Office of Energy Efficiency benchmark figure for Canadian office facilities of 4.89 kg CO₂-equivalent per square feet of operating space, or 52.7 kg CO₂-equivalent per square metre of operating space.

The GHGs included in this calculation are CO₂, CH₄, and N₂O. Pinchin had no known releases of other GHGs (e.g. HFCs, PFCs, SF₆, NF₃).

Effluents & Waste

Due to the nature of our business, Pinchin handles some amount of hazardous waste each year at our Mississauga head office location and co-located laboratories. Asbestos containing materials received and analyzed at Pinchin’s asbestos laboratory in Mississauga are collected and disposed of following analysis in accordance with all provincial regulations and requirements.

The laboratory manager has the responsibility of properly collecting and managing waste, hiring a registered hazardous waste hauler, and ensuring that all hazardous waste is properly transported and disposed of. In 2022, Pinchin disposed of 750 kg of sample material from the laboratory as hazardous waste. It is our goal that 100% of all sample material from the lab be disposed of as hazardous waste, and this goal was met in 2022.

Electronic Recycling Association Partnership

As part of our commitment to responsible waste management and our broader environmental stewardship goals, we have partnered with the Electronic Recycling Association (ERA) to implement e-waste recycling across our organization. The ERA is a renowned non-profit organization operating across Canada, dedicated to refurbishing and repurposing unwanted electronic devices. When refurbishing is not an option, the equipment is carefully dismantled, and the resulting materials are recycled in a responsible and environmentally friendly manner. Through this strategic partnership, we have managed to recycle over 3 metric tonnes of e-waste to date. This initiative not only supports the proper disposal and recycling of electronic waste, but also contributes to the societal good by providing repurposed electronics to charities in need across the country. Our collaboration with ERA underscores our ongoing commitment to reducing our environmental footprint and actively contributing to a sustainable future.

Total Weight of Waste by Type and Disposal Method

Based on waste audit data that was completed out of Pinchin’s Canadian locations only, Pinchin’s office total waste in 2022 by type and disposal method are provided below:

Waste Type	Hazardous (kg)	Non- Hazardous (kg)
Recycling	0	2,609
Composting	0	579
Electronic Recycling	0	261
Landfill	750	1,627
Total		5,826
Total Diverted		3,449
Diversion Rate		59%

Compared to 2021, total waste generated decreased from 23.9 tonnes to 5.8 tonnes. Total waste sent to landfill was 2.4 tonnes. Total waste diverted was 3.4 tonnes. Pinchin’s waste diversion in 2022 was 59%.

The overall decrease in estimated waste generation in 2022 compared to 2021 is consistent with the downsizing of our Head Office that occurred in 2021. In 2022 we experienced an increase in office occupancy, which had a negative effect on our diversion rate (-9% difference). Pinchin will continue with its existing efforts to increase awareness around zero-waste practises and initiatives in place to encourage improved waste sorting compliance, such as dedicated waste bins and information campaigns.

Supplier Environmental Assessment

We recognize the importance of minimizing environmental impact across our supply chain.

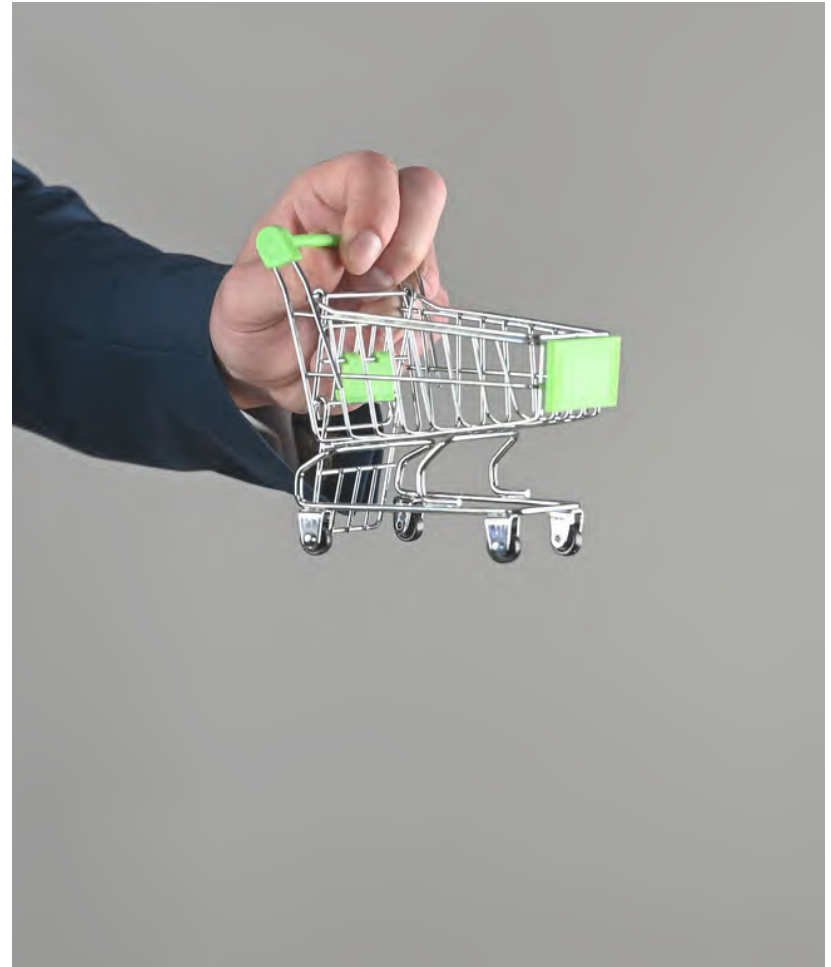
We categorize our supply chain into two major components: subcontractors and sub-consultants, and suppliers of office supplies and operational consumables. Given the nature of our business, the risk of engaging with subcontractors and sub-consultants with significant environmental exposures is considered low to moderate. We carefully select our partners based on their commitment to environmental responsibility, and we maintain open channels of communication to ensure adherence to our environmental standards.

For our office supplies and operational consumables, we prioritize suppliers who demonstrate a commitment to sustainable practices. We consider the lifecycle of the products we purchase, from production to disposal, and we favor suppliers that minimize waste, use recycled materials, and reduce energy consumption in their manufacturing processes.

As of this reporting period, no significant actual or potential negative environmental impacts have been identified within our supply chain. However, we remain vigilant in our assessments and are committed to taking swift action should any adverse impacts be identified in the future.

In line with our commitment to environmental stewardship and social responsibility, we are currently developing a Sustainable Procurement Policy. This strategic initiative will further align our purchasing decisions with our broader Environmental, Social, and Governance (ESG) goals. The policy aims to ensure that we source goods and services in a manner that optimizes environmental stewardship, social responsibility, and economic viability.

Through the implementation of this policy, we aim to not only minimize our own environmental footprint, but also to work collaboratively with our suppliers to encourage industry-wide sustainability.



Social

Occupational Health & Safety

Diversity & Inclusion

Training & Education

Local Communities

Human Rights



Occupational Health & Safety

Keeping our workers safe is of the utmost priority to Pinchin.

As one of our legacy practices is occupational health and safety, we endeavour to practice the services we offer to our clients. Our first goal is always to prevent accidents before they occur through proper training and hazard identification. Where incidents and accidents occur, these are documented appropriately, with summaries communicated to each workplace through regional health and safety committees and representatives to communicate and mitigate safety risks across the company.

The Health and Safety program falls under the authority of Pinchin’s Senior Leadership Team through the Chief People and Culture Officer, delegated to the Health and Safety Director.

Employees have the opportunity to participate in our health and safety program through Joint Health and Safety Committees (JHSC) and as Health and Safety (HS) Representatives, according to the legislative requirements appropriate to each of our regions. Pinchin supports participation by facilitating selection of committee members and representatives and defining their roles and responsibilities. JHSC committee members and HR representatives are paid for their JHSC roles to perform their responsibilities, including attending meetings, completing workplace inspections, investigating workplace accidents, and reviewing health and safety programs.

100% of Pinchin’s staff are represented by a JHSC. Staff in offices without a JHSC are formally represented by the JHSC of the nearest Pinchin office.

Pinchin tracks rates of injury through the WSIB and WCB, as appropriate. Pinchin’s ongoing goals are zero lost-time injuries and zero fatalities each year.

Health & Safety Training

We are committed to identifying and providing necessary health and safety training to maintain a work force that is sufficiently knowledgeable, experienced, and qualified to competently perform their work. We ensure employees participate in provided training, scheduling recertification and refresher training as required, and maintaining accurate training records. Supervisors are to review health and safety training requirements, expiry status and future training needs during performance reviews. Additionally, we established mandatory safety training requirements as follows:

- Workplace Hazardous Materials Information (WHMIS): All employees potentially working with hazardous products are required to complete a generic WHMIS awareness course (on-line is acceptable) and complete site specific WHMIS training during their Health and Safety Orientation and to complete WHMIS refresher training when changes are made to regulations or workplace conditions.
- All project level Supervisors will complete Health and Safety for Managers and Supervisors course from the Canadian Centre for Occupational Health and Safety (CCOHS) or equivalent, as approved by the Director, Corporate Health and Safety (DCHS).
- All new, transferred and promoted employees, and employees returning after a leave of more than six (6) months, are required to review health and safety training and establish a timeline for completion of all training needed to meet provincial, company, project and client requirements.

2022 Performance

We recognize the importance of diligent occupational health and safety practices, not just within our immediate operations, but in our wider network of business relationships. We actively work with our partners, contractors, and suppliers to promote sound occupational health and safety practices. Our contracts stipulate adherence to our health and safety standards, which align with or exceed local and international regulations.

Our focus on relying on our data and identifying challenges and high-potential incidents involving our staff and contractors continues. When incidents are reported, corrective actions are initiated and tracked to address the causal factors. We monitor our near miss data to work on implementing programs and actions to rectify potential negative impacts. Our health and safety metrics represent all directly employed staff of Pinchin in 2022, and do not include sub-contractors or consultants.

Current workplace injury statistics over recent years are as follows:

Year	Fatal Diseases	Fatal Injuries	Lost Injuries	Time
2022	0	0	4	
2021	0	0	2	
2020	0	0	1	
2019	0	0	1	

Year	Near Miss Targets	Actual Reported
2022	1000	1,091
2021	200	165

Our organization maintains rigorous safety policies and procedures, and we continually emphasize the importance of safety through regular communication and interaction with our employees. As we strive to eliminate workplace incidents entirely, we encourage a proactive and collaborative approach to safety and compliance.

Promotion of Worker Health

At Pinchin, we firmly believe that our greatest asset is our people. Their health, wellness, and overall well-being are not only vital to their personal lives but also fundamentally influence the success and vibrancy of our people.

We understand that wellness extends beyond physical health, encompassing emotional, social, financial, and environmental dimensions. This holistic view of health is deeply ingrained in our approach to employee well-being.

As part of our commitment to fostering an environment where everyone can thrive, we're proud to offer the Employee Wellness Program. This initiative is designed to empower our employees to take charge of their health and wellness, further enhancing their quality of life and productivity at work.

The Employee Wellness Program aims to:

- **Increase** awareness of factors and resources contributing to well-being while encouraging habits of wellness.
- **Contribute** to positive well-being and provide information, activities, and services designed to support healthy lifestyle choices.
- **Inspire** employees to take responsibility for their own health and support the well-being of others.
- **Empower** employees to adopt positive attitudes and behaviour through a lifelong commitment to wellness.

Through the Employee Wellness Program, we offer the following support programs to our employees:

- Health & Safety, Workplace Flexibility Policy
- Paid employee health benefits
- Paid vacation and personal days off
- Short Term Disability (STD) Leave
- Partnership with Canadian Mental Health Association to bring a robust Not Myself Today portal to provide training and services for the benefit of our staff
- Personal and Health Spending Account Eligible Expenses, Group Health Benefit
- Performance Review Program
- Mentorship Program
- Retirement Savings Plan, paid employee benefits, and Personal and Health Spending Account to support employees to achieve their financial goals
- Paid individual volunteer day and community outreach events

Workplace Flexibility Policy

In accordance with our Core Values, which guide our culture and behaviours as an organization, and to support our employees in a successful balance between work obligations and their personal lives, Pinchin has established a Workplace Flexibility Policy allowing broad discretion to employees on work from home while supporting team collaboration and cohesion.

Work/life balance is important at Pinchin and this policy is a key element in maintaining that for our employees.

Through the implementation of our Workplace Flexibility Policy, we have successfully reduced employee commute emissions by ~45%!



Diversity & Inclusion

Pinchin is represented by a diverse network of employees from different nationalities, cultures, religions, sexual orientations, and ages. We remain steadfast in our commitment to foster a workplace culture that welcomes, includes, and values everyone, and there is no tolerance for discrimination on the basis of any personal attribute.

One of our key Strategy Focus Areas is LEAD WITH PEOPLE. We are continuously investing to maintain and improve a team environment in which our people can thrive. Our employees are empowered to share their knowledge and experiences, and our leaders are committed to embracing these diverse perspectives. We are actively collaborating with our colleagues and clients to develop ideas and perspectives that forge innovative solutions. It is fundamental to our business to focus on our ability to attract, recruit and retain the industry's best, diverse talent by offering a compelling employee value proposition that provides competitive compensation, benefits, work flexibility, a foundation for learning and growth, in an inclusive environment that supports employee well-being.

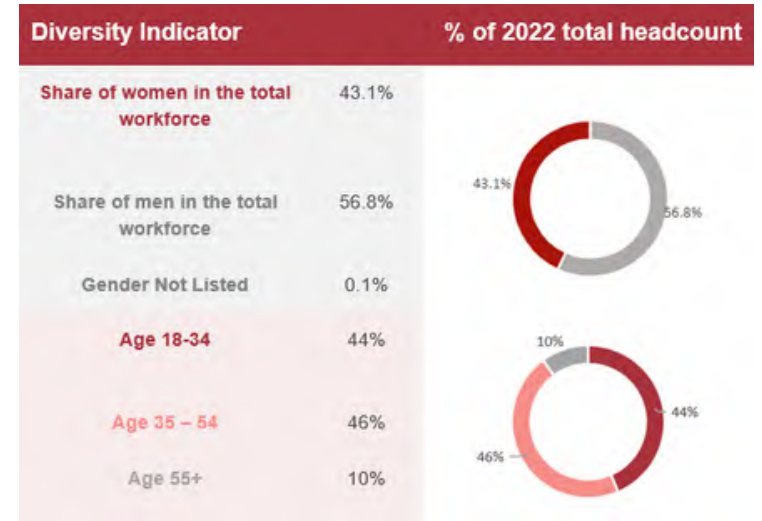
We are continuously evolving and improving our D&I objectives by having ongoing conversations, initiatives, and education available to staff.

Diversity, Equity & Inclusion Training

To reinforce learning and action planning to develop a commitment to inclusive practices, we created an e-learning module on the foundations of Diversity, Equity, and Inclusion that is available on Pinchin University, accessible to all employees and mandatory for new hires.

Diversity & Inclusion Calendar

We have monthly D&I communications and encourage employees to share their ideas to start and contribute to conversations regarding a number of D&I topics, such as cultural celebration and historical events. Our 2022 D&I Holiday, Cultural Celebration, and Events calendar.



Information on Employees and Other Workers

Employment Type	2021	2022
Full-time	764	888
Part-time	15	28
Contract	21	40
Casual	19	10
Total	819	966

Note: Pinchin people align to gender identities beyond "women" and "men". We are continuously working to more accurately and completely capture gender identity data across our organization. The data provided above is a hybrid of biological gender identity based on information available at this time. We have made updates to the counts of full-time and part-time employees from our previous year's report. This revision comes as result of receiving more accurate 2021 data. These changes reflect our commitment to providing the most precise and up-to-date information.

Training & Education

One of Pinchin's greatest assets is its people and attracting and retaining top talent in any industry requires an employer to support and enhance the skills they need to do their job to provide an opportunity to grow within the company. It is Pinchin's goal that all staff participate in formal training and performance review programs each year.

Pinchin's employee development program offers staff and managers a formal avenue in which to discuss progress twice a year. People and Culture staff track completion of this program. In 2022, 100% of Pinchin's employee development plans (which include performance reviews) were completed and returned to People and Culture team.

Internal training is administered by the People and Culture team. All staff, regardless of gender, ethnicity, disability, or job category, receives the same introductory training upon starting at Pinchin. This includes general administrative training, business procedures, personnel policies, and health and safety. Additional specialized health and safety training may be required for technical staff. The need for this training is determined by supervisors and managers and administered by the People and Culture team. Additional training on topics such as project management and business planning is offered at the Project Manager level and above. On average, staff receive approximately 80 hours of formal training each year.

Pinchin encourages lifelong learning and skills development for its staff. In addition to internal and on the job training provided to all staff, employees are encouraged to complete additional offsite training from local colleges, universities and other accredited organizations, and to attend industry conferences in order to keep up to date with developments both in the health, safety and environment that will affect our projects. Staff that want to take additional training may request financial support from Pinchin through their managers. Each region has a budgeted amount specifically allocated to skills development and training. In 2022, 45% of the budgeted amount was spent.

REIMBURSEMENT OF TRAINING AND EDUCATION COSTS

We encourage employees to continue their education to enhance both their value to Pinchin and their personal growth and job satisfaction. Accordingly, we will reimburse employees for some of the expenses incurred for training and education courses in accordance with this policy.

Pinchin University

As a testament to our dedication to continuous learning and professional development, we have implemented an internal training system, Pinchin University. This robust Learning Management System (LMS) is a key component of our strategy to ensure consistent training and education across our organization, regardless of geographic location.

Pinchin University offers a wide range of compliance courses, including WHMIS and Health & Safety Awareness, reinforcing our adherence to regulatory standards and our focus on maintaining a safe and healthy work environment. The system also provides professional development opportunities in essential areas like leadership, time management, and project management.

By equipping our staff with the knowledge and skills they need to excel in their roles, Pinchin University plays a vital role in our overall operational efficiency and effectiveness. It also exemplifies our dedication to employee growth and development, both crucial aspects of our social responsibility efforts.



Local Communities

Pinchin is committed to creating a shared value through strengthening our communities. Our community investment programs reinforce our support for the places where our employees live and work. Through, charitable donations, in-kind donations, and volunteerism directly correlate with improving quality of life while making the world a better place.

Consulting Services for Charities

We are proud to offer subsidized environmental consulting services to qualifying charitable organizations so that we can give back to the local communities that we operate in. The type of organizations that we have provided pro-bono services to provide services include the following:

- Addressing the needs of people suffering from homelessness, addiction, and other mental health challenges.
- Youth programming.
- Providing long term care, supportive housing, programs, and services to seniors.
- Preserving the natural habitat, protecting properties, sensitive habitats, and nature reserves.
- Helping families build strength, stability, and independence through affordable homeownership.

Charitable Donations

Annually Pinchin makes charitable donations to organizations selected by our employees. We donated a total of \$114,398 in 2022.

Paid Volunteer Time

Pinchin provides all full-time employees 7.5 hours of paid volunteer time annually to use toward environmental, charitable or community causes. We encourage staff to utilize this time to support causes of their choosing. In 2022, Pinchin employees volunteered more than 1,000 hours and gave back to our local communities.

Team Up to Clean Up

Team Up to Clean Up (TUTCU) is a national community outreach event, where coast to coast Pinchin employees work together to clean up an area within their community. All staff are encouraged to use volunteer time to clean up a local/meaningful outdoor space.

In 2022 we had 10 offices participate in TUTCU. Our total weight of waste collected was a resounding 1,967 lbs.



2022 Contributions

\$114,398

charitable donations

1,009

volunteer hours

1,967 lbs

waste collected from community

Human Rights

We are committed to respecting human rights across our company, value chain and with stakeholders, partners and our communities.

Our dedication to responsible business conduct encompasses adherence to all laws and regulations, and the utmost respect for every internationally recognized human right, including the rights of our employees and the right to a safe, clean, and sustainable environment. Public health and safety is our priority, and we aim to reflect this commitment in all our operations and business relationships.

We acknowledge our obligation to establish and enforce policies and procedures that enable thorough due diligence. Our goal is to identify, prevent, and mitigate any potential negative impacts on the economy, environment, and society, including those affecting human rights. Each one of us shares in the responsibility of ensuring a safe, fair, and inclusive environment for all.

Our commitment to upholding human rights extends throughout our entire company, our value chain, and our relations with stakeholders, partners, and interest groups within our communities.

We also recognize the significance of international human rights frameworks. These include the International Bill of Human Rights, which encompasses The Universal Declaration of Human Rights, The United Nations Declaration on the Rights of Indigenous Peoples, and the International Labour Organization's Declaration on Fundamental Principles and Rights at Work. We consistently strive to ensure that all our operations and business practices not only comply with but exceed regulatory laws and requirements. This effort is aimed at safeguarding the rights of our employees, contractors, suppliers, partners, and members of our local communities.

RESPECT IN THE WORKPLACE

In accordance with our Core Values, which guide our culture and behaviours as an organization, Pinchin is committed to providing and maintaining a work environment that is based on respect for the dignity and rights of everyone in the organization. It is Pinchin's goal to provide a healthy and safe work environment that is free of any form of harassment or violence and will not condone or tolerate discrimination, harassment, violence, or other forms of disrespectful behaviour in our business practices or workplaces. This policy applies to all workplace parties, including employees, prospective employees, customers, clients, contractors, vendors, and all others who do business with or are in contact with Pinchin. Pinchin's Health & Safety Program, located on the Orchard (our company intranet), contains Pinchin's detailed Violence and Harassment Prevention policy and procedure, which all employees are required to read and understand. Employees may also reference the Violence and Harassment policy and procedure for guidance on addressing workplace violence and harassment and the formal complaint and investigation procedure or seek guidance from People & Culture if they have questions relating to this policy.

RIGHT TO REFUSE UNSAFE WORK

As a company committed to upholding human rights and safety, we believe that no job should put an employee's health or safety at risk. Every employee has the legal right to refuse work that they believe is unsafe or could potentially harm their health or well-being. This right is fundamental to maintaining a safe and healthy workplace. We continuously work to ensure that all our employees understand their legal rights, responsibilities, and obligations concerning their right to refuse unsafe work. We have clear procedures in place to manage such situations, ensuring that potential health and safety risks are promptly addressed without fear of reprisal.

We are proactive in identifying potential infringements of our Human Rights policy by taking reasonable and feasible measures. Our commitment is to consistently strive for improvement within the communities we serve. We ensure immediate investigation and redressal of any reports of policy violations.

Governance

Client Health & Safety

Cybersecurity & Privacy

Anti-corruption, Business Ethics & Compliance

Procurement Practices



Client Health & Safety



In the rapidly evolving landscape of environmental and engineering consultancy, there are multitude of factors that define the success and credibility of an organization. Among these, the aspect of client health and safety stands out as a critical determinant, shaping not only the reputation of the firm but also its ethical standing within the industry. It is a domain where compromise is not an option, and excellence has to be the norm.

We understand the profound significance of this responsibility. We recognize that the nature of our services places us in situations where the health and safety of our clients and their environments are directly impacted by our actions. This understanding is not just integral to our operational philosophy, but it actively shapes our strategies, compelling us to prioritize and continuously improve the safety conditions for all involved parties.

As an environmental and engineering consulting firm, we place the health and safety of our clients at the forefront of our priorities. We recognize that our responsibilities extend beyond providing superior products and services and include ensuring the safety and wellbeing of our clients. Our consultancy services are delivered in adherence to stringent health and safety standards. Our team of experts undergo rigorous training and keeps abreast of the latest developments in safety procedures. We invest in continuous learning and development to enhance the safety aspects of our consulting services. When delivering our services, we follow strict protocols to protect our clients and their interest. These protocols are regularly reviewed and updated, and strict compliance is monitored.

Occupational Health & Safety consulting is one of Pinchin's legacy practices. Maintaining employee and client health and safety is the foremost focus of our values. Services we provide include occupational health and safety program development and training, occupational hygiene testing, indoor air quality testing, mould investigations and remediation, and hazardous materials assessments and abatement. The development and delivery of these practices is the responsibility of Pinchin's regional operations teams and Practice Leaders. All services follow Standard Operating Procedures and defined templates to maintain client quality and level of service.

Open communication with our clients about health and safety matters is standard practice for us. We provide regular updates about safety aspects of our projects, and we welcome and value the feedback of our clients, using it to drive improvements in our practices. Through our comprehensive approach, we aim to provide our clients with services that are not only of excellent quality but also safe. We are committed to continuous improvement in our health and safety performance, and maintain a proactive approach to managing risks, thereby ensuring a safe and healthy environment for our clients.

Cybersecurity & Privacy

Securing Trust: Upholding Data Integrity & Confidentiality

Data constitutes an important element of trust in our operations. The protection of this trust is ensured through rigorous measures for data integrity and confidentiality.

Information plays a pivotal role across our organization. It is essential to the delivery of high-quality services and the establishment of relationships with clients, employees, and business partners. Recognizing this critical element, information security and privacy are integrated into all functional areas as a fundamental principle.

The respect of privacy extends to all stakeholders. The privacy of our employees, clients, suppliers, subcontractors, and other stakeholders is held in high regard. To reinforce this commitment, stringent controls are in place to mitigate the risk of inappropriate handling of personal and sensitive information. These controls undergo regular reviews and updates, allowing us to adapt an evolving threat landscape and uphold our commitment to data security.

The management of data is not a mere responsibility; it stands as a commitment to preserving the trust that underpins our continued success. We maintain robust IT security measures and procedures, with a strong emphasis on cybersecurity education for our staff. Mandatory cybersecurity training is required annually to help employees identify and counteract cybersecurity and privacy threats. A vigilant tracking system is in place for incidents, and a comprehensive incident response strategy ready should the need arise.

Our commitment to data integrity and confidentiality is further underpinned by our information Securities Policies and Procedures. Reviewed and updated annually, this policy is applicable to all employees and contractors who use, maintain, or handle Pinchin's information assets.

Additionally, we enforce an "Acceptable Use and Security Awareness Policy". This policy, which applies to all employees, contractors, consultants, temporary employees, and all individuals affiliated with third parties, outlines the acceptable use of information and IT resources. Its aim is to protect our employees and the organization from illegal or damaging actions caused by individuals or external entities, either knowingly or unknowingly. These comprehensive policies work in tandem to ensure that our commitment to data security is unwavering and all-encompassing.

Pinchin clients provide us with significant quantities of data as well as proprietary and confidential information. For example, Pinchin's Hazardous Materials Inventory System (HMIS Online) is Canada's leader in hazardous material management. It has been used for surveys of many tens of millions of square feet of building space. We developed the HMIS Online in response to our clients' need for a simple, effective on-line tool to manage their compliance of hazardous materials regulations. HMIS Online meets or exceeds the record-keeping requirements of all Canadian regulations. Maintaining customer privacy and data integrity is a top priority at Pinchin, and there were no substantiated complaints regarding breaches of customer privacy or losses of customer data in 2022.

Anti-corruption, Business Ethics & Compliance

We are committed to upholding the highest standards of professional conduct and ethical behaviour.

As an organization operating across North America, we are privileged to work within robust legal frameworks and established political processes across North America. This privilege, however, also comes with the responsibility to conduct our business with the highest level of integrity. Our commitment to integrity is not just about adhering to laws and regulations, but also about earning and maintaining the trust of all our stakeholders. This trust is the foundation upon which our reputation is built and is vital to our long-term success.

We recognize that maintaining this trust requires us to live our Values consistently. As such, we expect all individuals connected with our organization - employees, partners, subcontractors, and vendors - to embody our Values and take personal responsibility for their actions. It is through this shared commitment to ethical conduct that we can continue to foster a culture of integrity and uphold our reputation for excellence.

To ensure our employees understand and adhere to these standards, we have established mandatory training on ethical business practices, which includes a strong focus on anti-corruption. This training was prepared to communicate our expectations for how we behave, how we treat others, and how we maintain integrity and transparency at Pinchin. There is a growing expectation on companies to educate and practice the highest ethical standards. All of our staff have completed this training, and it is mandatory for all new hires to complete within their first 30 days of employment.

At Pinchin we are expected through our Values to act with honesty integrity and accountability and to conduct ourselves with respect. Maintaining these standards is fundamental to our strategy and our daily behaviour and it is expected of all of us.

- Conflicts of interest
- Client protection
- Honesty
- Integrity
- Reliability
- Inclusivity
- Regulatory compliance
- Sustainability
- Confidentiality
- Anti-trust and competition
- Giving and receiving gifts and entertainment
- Public statements



Procurement Practices

Bridging business goals with ethical and economic commitments.

In today's interconnected world, the procurement practices of corporations have far reaching impacts that extend beyond the bottom line. These practices, often seen as mere business transactions, hold the potential to influence a wide range of factors, from local economies to regional supply chain sustainability. As an organization, we fully recognize the power and responsibility inherent in our procurement decisions.

As an employee-owned private corporation primarily serving Canadian government agencies across all levels and various industries, we maintain a strong connection to North American communities. This connection extends to our procurement practices, where we prioritize working with companies and suppliers that have permanent establishments within North America. This not only supports local economies but also reflects the importance our stakeholders place on collaborating with Canadian entities.



Understanding that our procurement choices can contribute to broader societal goals, we are in the process of developing a sustainable procurement policy. This policy aims to encourage sustainable business practices, promote small and diverse businesses, support local economies, and set minimum standards for human rights, fair labor, and health and safety throughout our supply chain.

At the heart of our procurement practices is our Supplier Code of Conduct, which outlines the minimum standards for our suppliers and their subcontractors. This code, grounded in the core labor conventions of the International Labour Organization, serves as a testament to our commitment to ethical procurement. It provides clear guidelines for our suppliers, ensuring that our procurement activities align with our values and contribute to our sustainability goals. As we move forward, we will continue to refine our procurement practices, reinforcing our commitment to sustainability, ethical sourcing, and positive impacts on a regional scale.

Appendix I: GRI Content Index

This appendix contains the GRI Content Index for Pinchin’s 2022 Environmental, Social, and Governance (ESG) Report. The GRI Content Index offers a transparent overview of the topics covered in our report, their boundaries, and the specific GRI Standard Disclosures that apply. Pinchin’s 2022 ESG Report, including this GRI Content Index, has been prepared in accordance with the Global Reporting Initiative’s (GRI) Standards, specifically using the 'Core' option. There are no sector standards that are applicable at this time.

GRI STANDARD	DISCLOSURE	DESCRIPTION	RESPONSE
GENERAL DISCLOSURE			
ORGANIZATIONAL PROFILE			
GRI 102: General Disclosures 20216	102-1	Name of the organization	Pinchin Ltd.
	102-2	Activities, brand, products or services	Page 5
	102-3	Location of organizational headquarters	2360 Meadowpine Blvd, Unit 2. Mississauga, ON
	102-4	Location of operations	Page 5
	102-5	Ownership and legal form	Page 5 & 6
	102-6	Markets served	Page 6 Office Locations – Pinchin Office Locations – PM
	102-7	Scale of the organization	Page 19 (Employees) Due to the nature of our operations and our status as a privately-held company, we do not disclose additional details regarding the scale of our organization.
	102-8	Information on employees and other workers	Page 19
	102-9	Supply chain	Page 6
	102-1	Significant changes to the organization and its supply chain	Page 6
	102-11	Precautionary principle or approach	Page 6
	102-12	External initiatives	Appendix III
	102-13	Membership of associations	Appendix II
		102-14	Statement from senior decision-maker

Appendix I: GRI Content Index

GRI STANDARD	DISCLOSURE	DESCRIPTION	RESPONSE
GENERAL DISCLOSURE			
ETHICS & INTEGRITY			
GRI 102: General Disclosures 2016	102-16	Values, principles, standards, and norms of behaviour	Page 4
GOVERNANCE			
GRI 102: General Disclosures 2016	102-18	Governance Structure	Page 8
STAKEHOLDER ENGAGEMENT			
GRI 102: General Disclosures 2016	102-40	List of stakeholder groups	Page 9
	102-41	Collective bargaining agreements	At this time, Pinchin employees are not covered by collective bargaining agreements.
	102-42	Identifying and selecting stakeholders	We engage specific stakeholders, both individuals and organizations, who have the potential to shape our business strategy and operations. Conversely, our business operations also have an impact on these stakeholders.
	102-43	Approach to stakeholder engagement	Page 9
	102-44	Key stakeholder topics and concerns raised	Page 9
REPORTING PRACTICE			
GRI 102: General Disclosures 2016	102-45	Entities included in the consolidated financial statements	Pinchin's financial statements are solely of the operations of Pinchin Ltd.
	102-46	Defining report content and topic boundaries	Page 2
	102-47	List of material topics	Page 10
	102-48	Restatements of information	The data from previous years has been adjusted or reorganized to match the revised reporting standards. Any changes made to data from earlier years will be indicated within this report.
	102-49	Changes to scope and topic boundaries	Pinchin's expanded its material topics include Diversity and Inclusion, Promotion of Workers' Health, and Engagement with Local Communities. These new additions reflect our commitment to workforce diversity, employee well-being, and positive community engagement.

Appendix I: GRI Content Index

GRI STANDARD	DISCLOSURE	DESCRIPTION	RESPONSE
GENERAL DISCLOSURE			
REPORTING PRACTICE			
GRI 102: General Disclosures 2016	102-50	Reporting period	Jan 1, 2022 to December 31, 2022
	102-51	Date of most recent report	Pinchin 2021 ESG Report, published August 8, 2022
	102-52	Reporting cycle	Annual
	102-53	Contact point for questions regarding the report	Page 36
	102-54	Claims of reporting in accordance with the GRI standards	This report has been prepared in accordance with the GRI Standards: Core option.
	102-55	GRI content index	Page 28
	102-56	External Assurance	Page 2



Appendix I: GRI Content Index

PINCHIN MATERIAL TOPIC	GRI STANDARD	DISCLOSURE	DESCRIPTION	PAGE
TOPIC SPECIFIC STANDARDS				
Energy	GRI 302: Energy 2016	302-1	Energy consumption within the organization	12
		302-3	Energy Intensity	12
GHG Emissions Management	GRI 305: Emissions 2016	305-1	Direct GHG emissions (Scope 1)	13
		305-2	Energy indirect GHG emissions (Scope 2)	13
		305-3	Other indirect GHG emissions (Scope 3)	13
		305-4	GHG emissions intensity	13
Effluents & Waste	GRI 306: Effluents & Waste 2016	306-1	Waste by type and disposal method	15
		306-3	Waste generated	15
		306-4	Waste diverted from disposal	15
		306-4	Waste directed to disposal	15
		306-4	Transport of hazardous waste	15
Supplier Environmental Assessment	GRI 308: Supplier Environmental Assessment 2016	308-2	Negative environmental impacts in the supply chain and actions taken	15

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PINCHIN MATERIAL TOPIC	GRI STANDARD	DISCLOSURE	DESCRIPTION	PAGE
TOPIC SPECIFIC STANDARDS				
Safety, Health & Wellness	GRI 403: Occupational Health & Safety 2018	403-1	Occupational health and safety management system	17
		403-2	Hazard identification, risk assessment, and incident investigation	17
		403-4	Worker participation, consultation, and communication on occupational health and safety	17
		403-5	Worker training on occupational health and safety	17
		403-6	Promotion of worker health	18
		403-7	Prevention and mitigation of occupational health and safety impacts directly linked by business relationships	17
		403-8	Workers covered by an occupational health and safety management system	17
		403-9	Work related injuries	The were no high-consequence work-related injuries in fiscal 2022.
Training & Education	GRI 404: Training & Education 2016	404-1	Average hours of training per employee	20
		404-2	Programs for employee skills and transition assistance program	20
		404-3	Percentage of employees receiving regular performance and career development reviews	20

Appendix I: GRI Content Index

PINCHIN MATERIAL TOPIC	GRI STANDARD	DISCLOSURE	DESCRIPTION	PAGE
TOPIC SPECIFIC STANDARDS				
Diversity & Inclusion	GRI 405: Diversity & Equal Opportunity 2016	405-1	Diversity of governance bodies and employees	19
Local Communities	GRI 413: Local Communities 2016	413-1	Operations with local community engagement, impact assessments, and development programs	21
Anti-corruption	GRI 205: Anti-corruption 2016	205-2	Communication and training about anti-corruption policies and procedures	26
Client Health & Safety	GRI 416: Customer Health & Safety	416-1	Assessment of the health and safety impacts of product and service categories	24
Cybersecurity & Privacy	GRI 418: Customer Privacy 2016	418-1	Substantiated complaints concerning breaches of customer privacy and losses of customer data	25

Appendix II: Memberships & Associations

Pinchin is a member of the following provincial engineering and geoscience regulatory bodies:

- Association of Professional Engineers and Geoscientists of Alberta
- Association of Professional Geoscientists of Ontario
- Engineers Geoscientists Manitoba
- Engineers PEI
- Professional Engineers of Newfoundland and Labrador
- Association of Professional Engineers and Geoscientists of Saskatchewan
- Engineers and Geoscientists BC
- Engineers Nova Scotia
- Northwest Territories and Nunavut Association of Professional Engineers and Geoscientists
- Professional Engineers Ontario

In addition to numerous local associations, Pinchin sits on the following boards and committees:

British Columbia

- BOMA - British Columbia
- Urban Land Institute BC
- Urban Development Institute BC
- BC Contaminated Sites Approved Professionals Society (BC CSAP)
- Kelowna Chamber of Commerce

Alberta:

- BOMA - Edmonton
- Environmental Services Association of Alberta
- Red Deer Construction Association

Saskatchewan:

- Saskatchewan Chamber of Commerce
- Saskatoon Construction Association
- BOMA – Saskatchewan

Manitoba:

- BOMA – Manitoba
- Brandon Chamber of Commerce
- Manitoba Chamber of Commerce
- Manitoba Environmental Industries Association
- Construction Safety Association of Manitoba

Nova Scotia:

- Chartered Professionals of Human Resources of Nova Scotia
- Construction Association of Nova Scotia
- Construction Safety Nova Scotia
- Consulting Engineers of Nova Scotia
- Halifax Chamber of Commerce

Ontario

- Ajax Pickering Board of Trade
- Cambridge Chamber of Commerce
- CHES ON
- Environmental Abatement Council of Ontario
- Greater Kingston Chamber of Commerce
- Greater Niagara Chamber of Commerce
- Guelph & District Home Builders' Association Inc.
- Kapuskasing & District Chamber of Commerce
- Kingston Construction Association
- Niagara Industrial Association
- OACETT
- Ontario Construction Users Council
- Oshawa Chamber of Commerce
- Sarnia Lambton Chamber of Commerce
- Scugog Chamber of Commerce
- Thunder Bay Chamber of Commerce
- Toronto Crew
- Windsor Construction Association
- BOMA - Toronto
- Chatham-Kent Chamber of Commerce
- Durham Construction Association
- Grand Valley Construction Association
- Greater Oshawa Chamber of Commerce
- Greater Sudbury Chamber of Commerce
- Hamilton Chamber of Commerce
- Kenora Construction Association
- Leamington & District Chamber of Commerce
- Northeastern Ontario Construction Association
- Ontario Agri Business Association
- Ontario Long Term Care Association
- Peterborough and District Construction Association

Ontario

- Toronto Construction Association
- Waterloo Region Home Builder's Association
- Woodstock District Chamber of Commerce

Newfoundland & Labrador:

- BOMA - Newfoundland and Labrador
- Newfoundland and Labrador Construction Association
- St. John's Board of Trade

National:

- Association of Consulting Engineering Companies
- Canada Green Building Council
- Canadian Association for Laboratory Accreditation
- Canadian Association of Radon Scientists and Technologists
- Canadian Council of Independent Laboratories
- Canadian Institute of Mining
- Canadian Land Reclamation Association
- Canadian Manufacturers & Exporters
- Canadian Nuclear Safety Commission
- CARST
- ECO Canada
- Electronic Recycling Association

International:

- American Board of Industrial Hygiene
- ASHRAE
- CoreNet Global
- International Facility Management Association
- Urban Land Institute
- GRI

Appendix III: Externally Developed Charters

Pinchin subscribes to the various economic, environmental, and social charters and principles. Key commitments include:

- The Canada Labour Code
- Health Canada Guidelines
- Provincial Occupational Health and Safety Acts and Regulations
- Reporting, where applicable, follow standards such as outlined by regulatory bodies such as the CSA Group, ASTM International, and Global Reporting Initiative
- Employment Standards Act
- Accredited by external regulatory bodies for Laboratory services in Legionella, Mould, Asbestos
- Provincial Environmental Protection Acts
- The Corporate Financial Statements are prepared in accordance with Canadian General Accounting Principles for Private Enterprises



We welcome your thoughts and on-going dialogue.
Email us at ESG@pinchin.com