

Corporate Responsibility 2018 Annual Report

We believe that managing the firm responsibly is important for the success of our business today and is also an important part of creating a sustainable future for Sanborn Head. This sense of stewardship, in the broadest sense, means taking care of the people, resources, and communities that we depend on and value.

Sanborn Head is guided by a Code of Conduct, which sets forth basic principles of respect, fairness, integrity, and stewardship. It governs how we conduct ourselves, how we treat others, how we manage the company, and how we influence the world around us. Each year, Sanborn Head employees reaffirm their commitment to our Code of Conduct, and our Board of Directors oversees our conformance with its values. We recognize the importance of a strong ethical framework to promoting trust, strengthening relationships, and upholding the firm's reputation.

We are committed to...



Our People

Providing a fair and safe work environment in which employees feel respected and valued.



Our Clients

Maintaining long-lasting and trusted relationships that are sustained through our service and integrity.



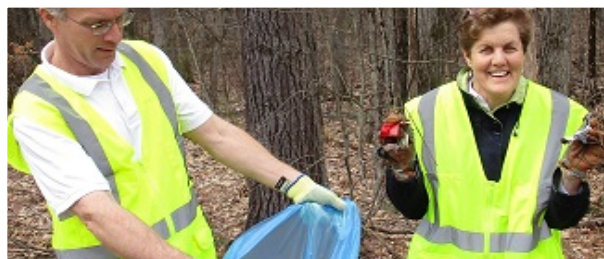
Our Firm

Governing the firm ethically, thoughtfully, and with transparency to protect and invest in the resources that are essential to our business.



Our Communities

Engaging with and supporting our professional, educational, and geographic communities.



Our Environment

Protecting the environment by conserving resources, minimizing waste, and promoting sustainability in our business operations and service offerings.

ENVIRONMENTAL STEWARDSHIP

Sanborn Head is committed to environmental stewardship in all our business activities. It is our policy to take steps to protect the environment, conserve energy and natural resources, and increase sustainability in our operations and service offerings.

We firmly believe that excellence in environmental stewardship and sustainability delivers value to our employees, our clients, and our communities. The company's commitment to environmental stewardship has centered on these areas:



Paper Use

With the use of electronic reports, digital forms, and online processes, Sanborn Head's paper use has continued to plateau since 2016 following a period of decreased use. The company continues to source office paper that is 30% post-consumer-waste recycled content.

E-Waste

Sanborn Head collected and safely recycled approximately 1.35 tons of e-waste in 2018. Our e-waste included mixed electronic equipment, batteries, LCD monitors, network cables, CPUs, keyboards, laptops, printers, and fluorescent light bulbs. We held a free e-waste collection for employees, and we collected used cell phones to donate to the Cell Phones for Soldiers program. E-waste was processed using vendors with e-Stewards® certification.

Recycling

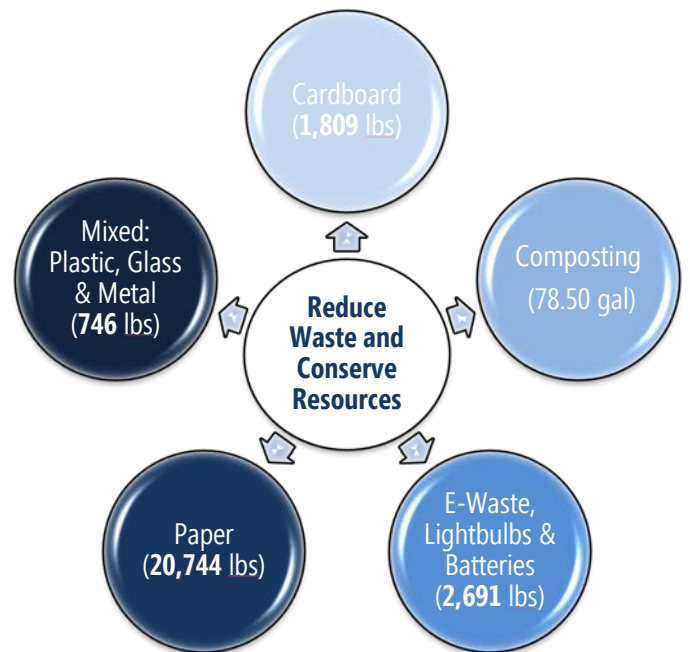
Sanborn Head recycled approximately 11.65 tons of material in 2018, including paper, cardboard, plastic, glass, and metal. Our Burlington, Vermont office also began composting in 2018, in keeping with a new Vermont initiative to eliminate food scraps from landfills by 2020.

Energy Use:

In 2018, our total electrical use (kWh) decreased approximately 13.5%, and our per-employee use went down approximately 11%. In December 2018, the Westford office installed LED lights throughout the office space, and the Concord office had their HVAC system rebalanced; both measures are expected to contribute to future energy savings.

Miles Driven:

Sanborn Head invested in a company-wide unified communications system that integrates our communications and facilitates internal collaboration, online meetings, and multi-site video training sessions. In addition, we support requests for flexible schedules and had 18 employees working part-time, a compressed schedule or working from home at least one day a week at the end of 2018. In addition to saving fuel and reducing carbon emissions, online meetings and flexible work arrangements have increased our productivity and reduced risks associated with driving.



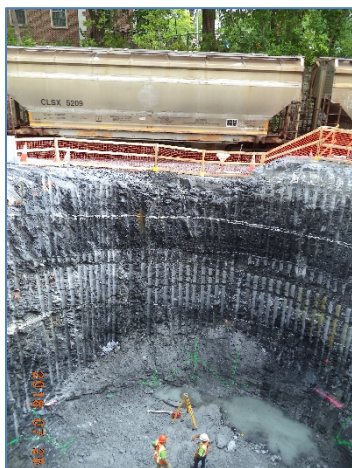
Earth Day

Sanborn Head celebrates Earth Day each year with environmental awareness and earth-friendly activities. In 2018, employees participated in a plant potting activity to “green” the office space, while other employees volunteered for a litter clean up near the office—collecting 32 bags of trash, two end tables, a tire, a plunger and a potted silk plant!



HEALTH AND SAFETY

Sanborn Head has a comprehensive Health & Safety Program in place for its staff. Our technical staff take part in yearly compliance training and medical monitoring, and we post periodic health and safety awareness reminders on our Intranet site. Sanborn Head has a very good safety record. The company’s Experience Modification Rate (EMR), a measure of our comparative safety record, is 0.83 for 2018. This is below the industry average of 1.0; our EMR has been below 1.0 for the past three years.



GIVING BACK

At Sanborn Head, we feel a sense of responsibility to give back to our community—the communities where we live and work, the educational institutions that inspire us, and the broader global communities where our work can have a big impact. We know that giving back helps to strengthen communities; we also know that giving back provides us with tremendous professional satisfaction knowing that we are doing our part to make a difference in the lives of people and the world around us.

In 2018, Sanborn Head partnered with the United Way in each of the locations where we have offices. Partnering with the United Way has allowed us to focus our energies where it is needed most, while also extending the value of our financial giving through donations of our time and talents. We participated in the United Way Day of Caring and supplemented local giving with in-kind donations to provide essential food, housing and social services to those in need in the greater Burlington, VT, Concord, NH and Boston, MA areas.

We are also committed to working with grade school and university students to share our passion for our chosen profession. We love to talk about what we do in the classroom, and we enjoy doing our part to inspire the next generation of engineers and scientists.

Sanborn Head has also supported two staff-led initiatives that support clean drinking water in the Dominican Republic through Clean Water Caribbean, and in Uganda through Engineers without Borders.



Applying Our Knowledge to the World Around Us - Engineers Without Borders

Sanborn Head has eight employees involved with the New Hampshire Professional Chapter of Engineers Without Borders (EWB-NH), with four in Board positions including the President and Responsible-Engineer-In-Charge. Sanborn Head has also sponsored several EWB-NH events; meeting the sponsorship level to receive a plaque on an installed bedrock supply well. EWB-NH is working with nine villages in the Bugaya Sub-County of Uganda to improve sanitation and hygiene practices and provide access to clean drinking water. In 2018, EWB-NH performed their first implementation trip where they successfully installed three bedrock supply wells and conducted well maintenance and personal hygiene training.



Giving Back

The following illustrates some of the ways Sanborn Head and its employees have given back over the past year:



Capitol Center for the Arts



United Way Day of Giving

Thanksgiving Project Food Drive

YMCA Lowell Kids' Week
LEGO Café

