

Corporate Responsibility 2019 Annual Report

We believe Sanborn Head must responsibly manage our firm to ensure the success of our business today and to foster a sustainable enterprise into the future. This commitment to 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.

Environmental Stewardship

Sanborn Head supports environmental stewardship in all our business activities. It is our policy to take steps to protect the environment, conserve energy and natural resources, and apply sustainability practices 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 the following areas:



Paper Use

With the use of electronic reports, digital forms, and online processes, Sanborn Head's total paper consumption decreased by 16% from 2018 to 2019, and paper use per person decreased by 23% for the same time period. The company continues to source office paper that is 30% post-consumer-waste recycled content.

E-Waste

Sanborn Head collected and safely recycled just over 1 ton of e-waste in 2019. Our e-waste included mixed electronic equipment, batteries, LCD monitors, network cables, CPUs, keyboards, laptops, printers, and fluorescent light bulbs. The E-waste was processed using vendors with e-Stewards® certification.

Recycling

Sanborn Head recycled approximately 11 tons of material in 2019, including paper, cardboard, plastic, glass, and metal. Our Burlington, Vermont office composts organic waste in keeping with the state's initiative to eliminate food scraps from landfills.

Energy Use

In 2019, our per-employee electricity use (kWh) went down by 7%, despite an overall increase of 2% from 2018, resulting in more efficient use of our workspaces.

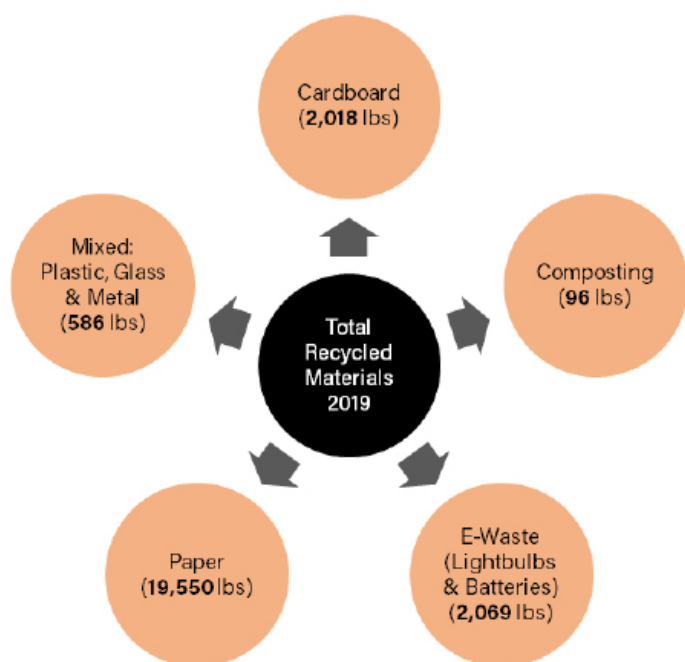
Miles Driven

Technology and flexible work arrangements have reduced the number of miles employees need to travel for general business purposes. Sanborn Head has a robust unified communications system that facilitates internal collaboration, online meetings, and multi-site video training sessions. Additionally, our company's Flexible Work Arrangement plan, combined with advances in connectivity, have made it possible for more employees to work remotely both on an intermittent and permanent basis. Sanborn Head had 19 employees, or nearly 16%, of the workforce working part-time, on a compressed schedule, or from home at least one day a week at the end of 2019. In addition to saving fuel and reducing carbon emissions, online meetings and flexible work arrangements increase our productivity and reduce risks associated with driving.

Earth Day

Sanborn Head celebrates Earth Day each year with environmental awareness and earth-friendly activities. In 2019, employees picked up litter near their offices – collecting 20 bags of trash, a few pieces of scrap metal, and a couch!

During April, Sanborn Head held paper shredding and e-waste events for employees. A total of 305 pounds of paper was collected, securely shred, and recycled. Employees also brought in 1,038 pounds of e-waste – including computers, TVs, fluorescent bulbs, electronics, and even an old upright vacuum cleaner, and we also collected and donated 11 cell phones to Cell Phones for Soldiers. In addition,





20 laptops that were “retired” by Sanborn Head in 2019 were completely wiped of data and software and given to employees for re-use; some were also donated to A Light for Zimbabwe, a non-profit that is dedicated to the betterment of the lives of Southeastern Zimbabwean families.

Health & Safety

Sanborn Head maintains a comprehensive Health & Safety Program 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. At the end of 2019, we updated our safety boot reimbursement policy and rolled out a new policy for the reimbursement of prescription safety glasses. Sanborn Head continues to sustain a very good safety record. The company’s Experience Modification Rate (EMR), a measure of our comparative safety record, was 0.86 for 2019. This is below the industry average of 1.0; our EMR has been below 1.0 for the past four years.

Giving Back

At Sanborn Head, we recognize the responsibility to give back to our community – the communities where we live and work, the educational institutions that shaped and inspired us, and the broader global communities where our work can

have valued influence. 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. Sanborn Head adopted a Volunteer Time Off policy in 2019, granting the equivalent of one day’s worth of volunteer time to employees.

In 2019, Sanborn Head partnered with the United Way, which has allowed us to leverage 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. In 2019, Sanborn Head visited local schools in celebration of STEM and Engineers Week activities. We also sponsored

and took part in the Diversify Thinking Student Industry Mentoring Program at the University of New Hampshire, an initiative designed to attract and retain diverse talent in the engineering field through sustained mentorship and networking opportunities for students.

Sanborn Head has also supported staff-led initiatives that support clean drinking water in Uganda through Engineers without Borders.

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

Sanborn Head has five employees active in the



New Hampshire Professional Chapter of Engineers without Borders (EWB-NH), with four in Board positions, including one serving as President and another as Responsible-Engineer-In-Charge. 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 2019, EWB-NH performed its second implementation trip where volunteers successfully installed two bedrock drinking water supply wells and conducted well maintenance and

personal hygiene trainings. To date, EWB-NH has installed five drinking water supply wells, providing clean drinking water to over 5,000 people.

Sanborn Head has also sponsored several EWB-NH events at a level recognized with a plaque on a bedrock supply well in Uganda as part of the 2019 Implementation Trip. Thanks to additional sponsorship of EWB-USA, Sanborn Head also sits on the Corporate Leadership Council, which meets with the EWB-USA Board of Directors twice a year.

Promote Sustainability Through Our Client Services

One of the most powerful ways that Sanborn Head supports environmental stewardship is through the services we provide to our clients. Some examples of these services are as follows:

Cleaning Up the Environment, While Advancing Groundwater Science

At a former industrial site in France, Sanborn Head has applied state-of-the-art investigation and remediation technologies to enhance our understanding of a contaminant plume and move forward with a resource-saving, in-situ remediation solution. In partnership with the G360 Institute for Groundwater Research, Sanborn Head used active distributed temperature sensing technologies and fluorescein tracer injections to inform our approach to remediation of a chlorinated solvent plume in a semi-cemented sandstone aquifer. Our application of leading-edge science to the site characterization process provided a level of detail that advanced the remedial alternatives assessment phase of this project. As a result, in 2020, Sanborn Head is proceeding with remediation using in-situ chemical oxidation. This method is anticipated to achieve our client's project objectives for site cleanup, and simultaneously reduce the time frame for

remediation from several decades to several years, thereby lowering overall cost and energy usage as compared to other remediation approaches.

Transforming a City Lot to Enhance Healthcare in Boston



Sanborn Head is helping transform a parcel of land for Boston Children's at Brookline Place that will enable the hospital to provide integrated services and ambulatory clinical care to patients in a less congested part of the city. Our work on the site involved developing strategies to address several challenges from its past use, subsurface conditions, and current operations as a busy medical office building that would remain occupied and operational during the project. The project includes an eight-story, mixed-use building with medical office and ambulatory care uses on upper floors with retail space on the ground level, a six-story addition and expansion to an existing medical office building, and a seven-story above-grade parking garage. The project also considered improved access to public transportation. On this project, Sanborn Head worked closely with Boston Children's and the design and construction teams to redevelop the site while also addressing environmental and public safety considerations.

Landfill Gas-To-Energy – Creating Electricity from Landfill Gas

Sanborn Head combines its solid waste and energy services to help clients convert landfill gas into energy. Landfill gas is a byproduct of decaying waste and it contains about 50% methane, a particularly potent greenhouse gas. Converting landfill gas to energy reduces greenhouse gas emissions and produces a viable source of electricity. Landfill gas-to-energy projects also indirectly reduce greenhouse gas emissions by offsetting the use of fossil fuels. Sanborn Head has worked with clients in Vermont, Massachusetts, New Hampshire, Maine, and New York to design, construct, and operate landfill-gas-to-energy systems. According to the EPA, a 3-Megawatt landfill gas-to-energy project can provide the equivalent annual benefit of reducing the greenhouse gas emissions from 17 million gallons of gasoline and can generate enough electricity to power 1,900 homes. Through innovative techniques and sound scientific implementation, Sanborn Head helps our clients turn landfill gas, once considered a liability, into an economically productive asset.