



Sustainability Report  
2020



Better Business,  
Better World®



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# LETTER FROM CEO



**BRIAN RICKETTS**  
CEO, Antea Group USA

Like many firms in the Engineering and Consulting Industry, 2020 proved to be a challenging business environment for us. Employees were forced to work from home, much of our routine work was put on hold or delayed, and clients quickly required a new set of services to help them navigate COVID-19-related business challenges.

2020 was a lot of things – but more than anything it was a catalyst. As environment, health, safety and sustainability consultants, we recognized that we had an opportunity during this unprecedented time to step forward and provide more support and value to our clients, not less. And that’s just what we did.

Through tailored pandemic planning and response services, we helped businesses minimize distraction by providing local and global directive updates, hazard communication programs, disinfection and respiratory protection protocols, OSHA recordkeeping, ergonomics support, employee health screenings, and return to work plans.

Leveraging technology, we supported essential compliance and due diligence work for clients during the pandemic. With drones and smart glasses, we conducted remote site assessments and audits, providing cost-effective real-time interaction, collaboration, data and visuals without the need for travel or onsite access.

The pandemic also caused many industries to implement hiring freezes, resulting in EHS managers struggling to manage their own internal COVID-19 response with their day-to-day EHS workload. To help our clients stay on top of critical EHS initiatives, we provided our own employees as available resources to embed onsite, partner remotely or a combination of both.

At the end of the day, we helped our clients emerge from 2020 as more resilient businesses. I’m incredibly proud of our employees for responding to challenges with curiosity, agility, and kindness. Not only did they take care of our clients, but they took care of each other as well. Grounded in our core value of teamwork, our people did whatever it took to ensure the continued wellbeing of co-workers and the communities in which we live and work.

As a company, we also continued to invest internally throughout last year. We invested in our people, our technology and the continuous improvement of our processes.

With the majority of our workforce working remotely, technology was pivotal to our effectiveness. Fortunately, our previous investments in cloud-based systems and tools set us up for remote work success. However, we took the opportunity to shore up technology within our finance and accounting department through the large-scale implementation of professional services automation software.

We strive to cultivate and maintain a culture where quality is ingrained into every aspect of our work. As such, we recently formalized a Quality Management System intended to help us efficiently assess our business functions, encourage behaviors supportive of high-performance and transition to a cycle of continuous improvement.

Lastly, given the civil unrest experienced across the country related to social injustice and systemic racism,

we were prompted to look at our own practices. In 2020, we took steps to vet training resources, review existing policies and develop new ones in order to more accurately reflect our commitment to actively foster a workplace of diversity, equity and inclusion.

In closing, I want to personally thank our clients and partners for their continued support, confidence, and willingness to work in concert with our teams throughout the past year, while driving towards our shared view of creating a cleaner, safer and more sustainable world.

Within the pages of this sustainability report, you’ll find highlights of our progress across our operations, and project work, as well as our community, employee, and stakeholder engagement efforts. I am proud of these accomplishments and am excited about what the future holds for our firm.

**Brian Ricketts**  
CEO, Antea Group USA



ABOUT ANTEA  
GROUP USA

At Antea Group, we are constantly seeking ways to reduce our environmental impact while also providing our 320 associates with a safe and enjoyable workplace. As a firm that specializes in environment, health, safety, and sustainability (EHS&S) consulting, we help our clients and their companies engage in responsible Environmental, Social, and Governance (ESG) business practices to help improve their organization in the long run. We operate within 24 offices across 20 states in the United States, with a headquarters in St. Paul, Minnesota. Additionally, our founding membership in Inogen Alliance affords us global reach and local resources anywhere our clients might need them.

The work we do for our clients provides us with the unique opportunity to make the world safer, cleaner, and more sustainable.

Our brand promise—Understanding Today, Improving Tomorrow—reflects our commitment to making the world a better place through our everyday actions.





## PRACTICE AREA

# ENVIRONMENTAL MERGERS & ACQUISITIONS (M&A)

### PRACTICE OVERVIEW

As mergers and acquisitions continue to be an important part of global business, expert risk management becomes increasingly vital.

Grounded in technical expertise and delivered in transparent language, Antea Group provides solutions whether a client seek to develop a comprehensive understanding of EHS and ESG liabilities attached to an acquisition or they are looking to supply buyers with credible information in order to maximize the value of an asset sale or capital restructuring.

### SOLUTIONS

EHS and ESG risks don't need to kill a deal, nor do they need to carry surprises; we help thoroughly characterize, manage, and mitigate the risks with creative solutions so clients can plan for a successful transition during your M&A integration process. Our capability to screen targets for intangible value and potential value creation within the context of a transaction provides our clients with an entirely new perspective when thinking about mitigating or offsetting traditional EHS and ESG risks.

- Investment Thesis Consultation
- Due Diligence
- Divestiture Planning
- Ongoing EHS and Sustainability Value Creation
- Post-Merger and Acquisition Support
- Phase I and Phase II Environmental Site Assessments
- Sustainability Transaction Assessment Report (STAR)



## PRACTICE AREA

# EHS AUDITING & COMPLIANCE

### PRACTICE OVERVIEW

By combining proven processes, innovative tools, and a wealth of multi-sector expertise, Antea Group provides solutions that strengthen and optimize business operations. We develop and implement client specific EHS management programs that meet or exceed regulatory and performance requirements while assuring conformance and desired performance across global platforms.

### SOLUTIONS

We consistently deliver high client satisfaction across the globe by engaging the right people, in the right place, at the right time. Our proactive and well-practiced consultants go beyond simple results reporting to define root causes, deliver process improvements, and facilitate training, which ultimately minimizes liability exposure. Our goal is to deliver a measurable return for our clients through sustained environmental, health, and safety excellence.

- Air Quality Compliance
- Global Operational Support
- Waste and Materials Management
- Global RegSupport Helpdesk
- RiskRight EHS For Low-Risk Environments
- UST Operator Training
- Environmental Audits and Assessments
- Spill and Response Plans
- Water Management
- EHS FleX for Enterprise Risk and Gap Analysis
- Chemical Data Reporting





PRACTICE AREA

# HEALTH & SAFETY



PRACTICE AREA

# SUSTAINABILITY CONSULTING

## PRACTICE OVERVIEW

Antea Group’s health and safety consultants understand what it takes to help our clients make a positive impact on their safety culture. We recognize there isn’t a one-size-fits-all solution. Creating and implementing effective and impactful environmental, health and safety solutions is about understanding our clients’ business, their risk tolerance, available resources to support and sustain implementation, corporate goals, and culture. We build custom, fit for purpose solutions with the goal of having a noticeable and measurable impact on our client’s bottom line, and most importantly, the health and well-being of their employees.

## SOLUTIONS

- Our certified health and safety team is supported by health and safety practitioners located throughout the US. We pride ourselves in our thorough understanding of global regulations and our ability to leverage our membership in the Inogen Alliance to ensure all clients implement effective programs that have a real impact on protecting the health and well-being of their employees.
- Health and Safety Management System Support
  - Health and Safety Training
  - Ergonomics in the Workplace
  - Health and Safety Audits and Risk Assessments
  - Process Safety Management
  - Contractor Safety Management
  - Industrial Hygiene
  - Active Threat Awareness
  - Pandemic Response, Planning, and Support
  - Resources-as-a-Service
  - Data Center Support
  - Event & Production EHS Support
  - EHS Support for Warehouse, Fulfillment & Distribution

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  - Data Center Support
  - Event & Production EHS Support
  - EHS Support for Warehouse, Fulfillment & Distribution



PRACTICE AREA

# ENVIRONMENTAL REMEDiation



PRACTICE OVERVIEW

Whether the environmental risk is transactional, operational, or legacy, our solutions drive complete stakeholder acceptance, accelerate site closure, and define balance sheet liabilities. Our experienced environmental remediation management professionals accommodate clients’ specific goals, meeting stakeholder expectations and regulatory requirements by providing comprehensive strategies designed to reduce environmental footprints, mitigate safety risks, protect against engineering failures, minimize social impacts, and strengthen your reputation.

SOLUTIONS

- With over 30 years of experience, we develop and execute remediation liability strategies on time and on budget, preserving and enhancing our clients’ reputations with both the community and regulatory agencies. Our experienced engineers, geologists, and scientists are committed to extinguishing your remediation and legacy liability -- we close sites. We have a proven track record of providing quality assurance, a safe work environment, and consistent results by leveraging our strong regulatory relationships and project management capabilities.
- Environmental Site Investigation and Remediation
  - Environmental Liability Transfer
  - Incident Management (AIM)
  - EHS and Sustainability Risk Assessments
  - Decommissioning and Environmental Asset Management
  - PFAS Management Support
  - Environmental Litigation Support
  - UST Release Cost Recovery and Reimbursement
  - Claims, Loss Control, and Underwriting Support

PRACTICE AREA

# EHS DATA & KNOWLEDGE MANAGEMENT



PRACTICE OVERVIEW

We help clients collect, manage, and understand their environment, health, safety, and sustainability (EHS&S) data to enable better business decisions. Antea Group has a deep understanding of EHS&S data management tools and our experts objectively connect clients to the tools that best fit their needs. As a neutral third-party, we can help power up EHS&S programs with technology, maximize adoption, and optimize performance.

Our EHS&S data and knowledge management services are a customizable one-stop-shop from requirements development to research, design to implementation, and integration to execution. This frees up internal bandwidth, prevents overwhelm, and ensures that clients get the right tools to achieve their EHS&S business objectives.

SOLUTIONS

- Our EHS&S and technology consultants can support organizations regardless of a client’s maturity level from “still using spreadsheets” to sophisticated systems. With over 10 years of experience helping clients implement technology solutions, we are EHS&S consultants first-- we speak the language, understand clients’ goals, and can help you use technology as a tool to achieve them. Whether their focus is employee safety, compliance audits, due diligence, energy management, global EHS&S data, or environmental liability management, we can help.
- Drones and UAV Services
  - Advanced Data Management and Visualization

ABOUT ANTEA GROUP USA

FOCUSING ON GROWTH

As a professional services firm, we recognize some of our greatest opportunities for impact are through the work we do with clients. Through our fit-for-purpose and technical consulting in our practice areas, we are contributing to a more sustainable future alongside many leading organizations. We are proud to work with global and local clients across a range of industries to create a cleaner, safer, and more sustainable world. These industries include chemical, manufacturing, railroad, risk and financial services, food and beverage, oil and gas, retail, technology, and pharmaceutical/life sciences.

Every day we help organizations address environment, health, safety, and sustainability challenges with innovative solutions and proprietary technologies. Through this work, we have identified several focus areas that we believe will become increasingly important to our clients in the short-term, including transitioning to a low carbon economy, a focus on ESG risks and opportunities, and mitigating risk to remain resilient to changing business landscapes. We offer proactive measures and forward-thinking strategies to help clients navigate through varying agendas and pressures, with the philosophy of Better Business, Better World® carried through all we do.

INDUSTRY GROUPS AND EVENTS

To help clients proactively address environmental and sustainability issues through collaboration and cooperation, Antea Group facilitates or is an active member of multiple EHS and sustainability working groups and events spanning a range of industries and business sectors. Our industry groups and events have brought industry competitors together to collectively solve problems, benchmark progress, and develop strategies to improve environmental and operational performance while building a healthier, safer, more sustainable planet.



EHSXTECH®

EHSxTech® presents a unique ongoing industry event for tech industry professionals to explore global opportunities to improve environment, health, safety, and sustainability performance, and talk through their unique issues in a collaborative, non-competitive forum.



EHSXRETAIL

EHSxRetail is an ongoing industry collaboration event that formed in order to provide participants in the retail industry with the unique opportunity to identify industry best practices, network with peers in an open atmosphere, and work to raise the profile of EHS&S in retail settings.

INDUSTRY GROUPS AND EVENTS



BEVERAGE INDUSTRY ENVIRONMENTAL ROUNDTABLE (BIER)

BIER is a technical coalition that brings together global leaders in the beverage industry to advance the sector’s environmental sustainability. Currently there are 15 member companies working together to strategize ways to reduce consumption, mitigate environmental impacts, and ensure sustainable continuity within their business models. BIER was founded on the basis of collaboration, open communication, and strategic planning. It is a place where member companies can openly discuss common roadblocks and solutions. BIER accelerates the process of analysis to sustainable solutions development through:

- Sector Best Practice Sharing
- Global Standards Guidance
- Technical Collaboration
- Quantitative and Qualitative Benchmarking
- Category Modeling Research

Throughout 2020, BIER played an active and engaged role in leading, collaboration with, and engaging in various stakeholder groups to influence global standards on environmental sustainability. These important collaborations include:

- CDSB Water Application Guidance for Water-Related Disclosures
- SASB – Sustainability Accounting Standards Board
- CDP Pollution Indicators
- Water Resilience Accounting Framework
- Science-Based Targets (SBT) for Water
- Decentralized Reuse and Treatment Systems



HEALTHCARE PLASTICS RECYCLING COUNCIL (HPRC)

HPRC is a private, technical consortium of industry peers across the healthcare, recycling, and waste management industries seeking to improve the recyclability of plastic products and packaging within the healthcare industry. Founded in 2010, and made up of 19 globally recognized members, HPRC engages in pioneering projects designed to help boost plastics recycling efforts in clinical settings of hospitals. Committed to continuous dialogue, HPRC explores ways to enhance the economics, efficiency, and ultimately the quality and quantity of healthcare plastics collected for recycling. HPRC’s vision is to ensure all healthcare plastics are safely and effectively recycled and widely accepted as a valuable resource.

- Recent highlights:
- In 2020, HPRC wrote a white paper, “Circularity for Healthcare Plastics: The Challenges and Opportunities,” that outlines the challenges and opportunities for using post-consumer recycled (PCR) and post-industrial recycled (PIR) content in medical devices and medical device packaging.
  - HPRC undertook a pilot project to determine if and how flexibles can become a viable resource for recyclers, recognizing that flexible plastic packaging (plastic bags, stretch and shrink film, sterilization wrap, medical device packaging, and so on) represents a significant percentage of the healthcare waste stream, yet is rarely recycled.
  - HPRC has created a free, open access healthcare plastics recycling vendor directory aimed at helping connect hospitals and recyclers to mutual benefit.



SUSTAINABILITY ACCOUNTING STANDARDS BOARD (SASB)

We actively participate in the SASB SAG for Food, Beverage, and Tobacco companies, providing feedback and insights on SASB Standards updates and research projects on behalf of BIER and our food and beverage industry clients.



GLOBAL REPORTING INITIATIVE (GRI)

Antea Group has been a GRI Community member since 2018 and regularly participates in GRI workshops and trainings, including sponsorship of the annual GRI Summit, to further our own knowledge of the disclosure space and to share best practices in transparency.



THE REMADE INSTITUTE

Through our founding membership and participation in REMADE, Antea Group has worked with industry innovators, academic researchers, and national labs to enhance the nation’s industrial competitiveness and lead the transition to a Circular Economy in the US.



OUR WORK  
IN ACTION

OUR APPROACH  
TO SUSTAINABILITY

Through our work, we aim to achieve three goals: long-term business success, adding value to our clients, and making a positive impact in the communities where we live and work. Our leadership team, along with our region and office leaders, are responsible for setting general business strategy and developing and implementing initiatives and policies across the organization that focus on various environmental, social, and governance topics. They monitor potential risks and opportunities in the organization and encourage all employees to integrate the following principles into everything we do:

- Build mutual trust and a sense of partnership with our clients and colleagues
- Emphasize quality over quantity on all projects and tasks
- Practice sound environmental and social stewardship

We are committed to cultivating a great workplace and reinforcing employee value through meaningful work, a culture of empowerment and respect, and opportunities to develop both personally and professionally.

Our Health, Safety, Security, and Environment (HSSE) Management System consists of 13 essential elements listed here and detailed throughout relevant sections of this report. Effective implementation of our HSSE Management System requires active participation from all employees. Each element of our program defines our HSSE management, with established accountabilities for each role. These are documented and communicated with all employees, and performance is measured against these expectations. This system also enables appropriate allocation of financial, professional, and organizational resources to effectively implement the program.



Antea®Group HSSE Management System Elements



We continuously assess program implementation and compliance of our management systems to assure that processes are in place and working effectively. This includes risk-based monitoring, audits, internal self-assessments, and appropriate external assessments. Information is used to improve performance, reduce risk, and further drive a continuous improvement cycle. We track performance metrics to identify management system successes and improvement areas and regularly communicate measurement and assessment findings and recommendations to senior management.

We also establish and implement practices to identify, prevent, and control potential risks associated with new services and operations or any changes to existing operations, services, or suppliers. This is completed by establishing a process that assesses and manages temporary or permanent changes to prevent the introduction of hazards and adverse impacts into the work environment. We identify and control risks associated with changes and train all affected stakeholders in the use and application of our change practices.



OUR WORK  
IN ACTION

STAKEHOLDER ENGAGEMENT

Our external stakeholders include our clients, regulatory groups, vendors, and communities. Our internal stakeholders include our employees, leadership teams, and global Inogen Alliance members. Through regular communications, trainings, meetings, conferences, and newsletters, we aim to enable success for ourselves and those in our networks.

The Antea Group culture is one in which all stakeholders have ownership in the HSSE Management System. Stakeholder awareness and active dialogue is necessary to maintain confidence and commitment in improving the HSSE program. The performance of the program is continually communicated to all stakeholders by means of newsletters, email communications, web page messages, marketing safety messages, and within industry-specific conferences and trade associations. We have created open communication systems that allow stakeholders to provide both positive and negative feedback. In addition, we perform periodic senior management review of the stakeholder awareness process, and implement continuous improvement actions.

Through our internal and external stakeholder engagements, we have learned which sustainability topics matter most to the business, the environment, and our communities. We will continue to manage and assess our sustainability impacts, risks, and opportunities that are most important to Antea Group. We believe the following sustainability topics are important for our clients and our business: workforce health and safety, data security, workforce diversity and engagement, environmental impacts of projects, and professional integrity.



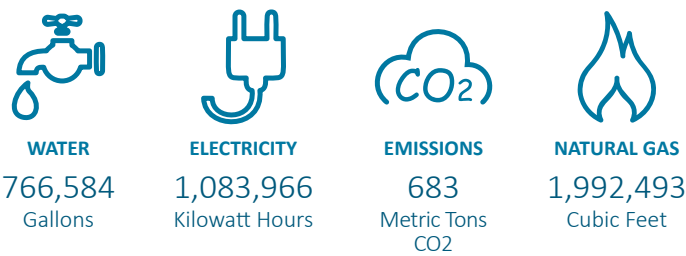
ENVIRONMENTAL IMPACT

Everyone has a part in protecting the environment in which we live and work. As environmental protection is our business, we understand that our services have a potential environmental impact within the locations where we work. We strive to improve our environmental performance by:

- Identifying all applicable environmental regulations that apply to the locations where we work and the services we perform.
- Recognizing environmental impacts or potential impacts associated with the work we perform, and design mitigating measures such as waste prevention, re-use, recycling, energy conservation, and chemical management within our work environments
- Evaluating our environmental impacts periodically and maintaining a continuous improvement plan to enhance our environmental performance.
- Tracking and evaluating our environmental performance across our portfolio of leased offices in the United States

We aim to work in an environmentally responsible manner whenever possible, starting within our own operations. The following sustainability initiatives are just a few ways in which we promote more sustainable business practices within our four walls.

- When evaluating new office locations, our facilities teams consider office efficiency as part of the criteria for selection with attention to locations that have measures to reduce energy consumption and associated utility costs. In addition, we have offices close to public transportation to encourage the use of traveling by train, bus, or bike.
- Our electronic payroll, administrative, and accounting systems encourage paperless formats, enabling us to reduce paper use and printing costs, as well as improve organization-wide document management.



- Where possible, we use multi-use equipment, such as a combined copy, print and scanning system, to reduce equipment needs.
- Integrated video and audio communication systems installation on all laptops has reduced the needs for phone and conferencing services.
- When possible, we purchase recycled or eco-friendly office supplies such as paper products and breakroom supplies. In addition, when upgrading office appliances, we take into account those that may reduce energy or water consumption, such as a high-efficiency dishwashing machine at our headquarter location in Minnesota.
- Our offices participate in a coffee-pod recycling program, which consists of saving used coffee-pods to ship as part of the Grounds to Grow program.
- Our field-based projects require frequent shipments of sampling materials and monitoring equipment. We try to combine shipments and trips whenever possible to reduce emissions associated with shipping and save resources used for packaging.

<sup>1</sup> Environmental data estimated using leased office square footage and employee headcount. Energy use calculated average factors from the U.S. Energy Information Administration survey of commercial buildings. Emissions calculated using U.S. Environmental Protection Agency eGRID Tenth Edition.



# COMMUNITY ENGAGEMENT

Through our social sustainability program, we aim to create a positive impact at global, national, and local levels through engagements in charitable giving, pro-bono services, and volunteerism.

## Charitable Giving

We aspire to make the world a better place by supporting global, national, and local non-profit organizations dedicated to improving social welfare and environmental sustainability. We fund organizations aligned with our corporate and personal values through our Charitable Giving Policy, helping further their efforts to positively impact individuals and society. We support charitable organizations that promote societal benefits in the areas of social responsibility and environmental sustainability, with special consideration to organizations that align with our values and mission.

Our annual charitable giving budget is up to 1% of the current year’s EBIT. Additionally, Antea Group matches up to \$50 per employee for personal contributions made to qualified 501(c)3 organizations, allowing our employees to give extra support to the organizations in communities that matter to them. In 2019 and 2020, we donated \$56,160 at the corporate level, and we awarded \$1,820 in matching gifts for non-profits of our employees’ choice, totaling \$57,980 donated to charitable causes. In 2020, Antea Group also donated to a design project at Colorado State University to help build an accessible playground for a local family whose daughter has a disability, and to the National Action Council for Minorities in Engineering, the largest provider of college scholarships for people of color pursuing degrees in STEM disciplines and engineering.

## Pro Bono Opportunity

In 2020, Antea Group employees completed a pro-bono project for the Red Wing Environmental Learning Center in Minnesota. Through the ‘get back into the woods’ project, our health and safety experts gave the Learning Center tools and programmatic support to get their programming back safely for the summer.

## Numbers at a Glance

	2018	2019	2020
Volunteer Hours	909	1,119	244
Monetary Donations At Corporate Level	\$16,970	\$43,940	\$12,220
Matching Gifts For Non-Profits Of Employee’s Choice	\$1,680	\$570	\$1,250

## Volunteer Events

Antea Group strives to be a good neighbor within the communities where we live and work. All employees are given eight hours of paid time annually to volunteer for an organization of their choice, either individually or as a team. Despite being limited by the global pandemic, Antea Group employees still found ways to give back to their communities:



Our Hartford, Connecticut office volunteered at the Noah Webster House and West Hartford Historical Society giving patio grounds a makeover. They weeded and pruned, cleared brush, laid topsoil and mulch, and planted shrubs and perennials. The team also sanded and repainted railings and made props for the West Hartford Hauntings theatrical program.



Our Long Beach, California office had the opportunity to spend the day volunteering with the Catalina Conservancy, the non-profit group responsible for the ongoing conservation of Catalina Island. The group worked in the plant nursery re-potting native plants, sanding and painting a bench, weeding and mixing soil, and fixing a watering system.



Our Austin, Texas office volunteered with Habitat for Humanity’s ReStore program and the Central Texas Food Bank. The team helped provide 6,640 meals to central Texans in need while working as a product recovery volunteers to inspect, clean, sort, box and prepare food donations for distribution.



Our Greater New York office volunteered at the Wolf Conservation Center, a not-for-profit environmental education organization working to protect and preserve wolves in North America, helping with spring cleanup.



Individuals from our St. Paul office volunteered at emergency food shelf and relief locations after the riots and civil unrest in Minneapolis.



OUR PEOPLE

Prioritizing Employee Wellbeing

Antea Group aims to be a leading partner in the development and application of sustainable and integral solutions relating to our environment. When our employees are healthy, our business is healthy. We have various programs, policies, and benefits to attract top talent, promote a healthy and safe work environment, and to support our employees’ well-being in their personal lives, including:

- HSSE Management System
- Equal employment opportunity
- Overtime pay for non-exempt employees
- Paid time off, including sick time and holidays
- Leaves of absence, including paid parental leave and jury duty
- Alcohol and drug-free workplace
- Development and training opportunities
- Comprehensive benefits including medical, dental, and vision
- Employee discounts and programs
- Employee service awards

HEALTH AND SAFETY

Successful HSSE performance requires the development and implementation of well-defined, written HSSE plans. We have established written practices that define the implementation of the overall HSSE Management System and identified the necessary HSSE plans to manage business risks recognized in our risk assessment. We develop and implement written HSSE plans that identify roles and responsibilities, proper work procedures, necessary equipment, employee training, and other measures which allow employees to complete work safely and protect the environment.

Given the nature of our work, especially in the field, it is crucial that we maintain up to date HSSE plans and make them available to all necessary stakeholders. These are evaluated, updated, and approved on a routine basis to ensure they are effective and representative of current operations.



Incident Management

The reporting of incidents and near misses, identification of root causes, and implementation of corrective actions are key factors in preventing the recurrence of incidents. Incidents include injuries, illnesses, and environmental or security concerns. To help prevent incidents, as part of our HSSE Management System, we:

- Establish a process that defines and continually recognizes the applicable regulations, client requests, and internal standards for reporting and tracking of incidents
- Ensure that all incidents are appropriately reported and documented
- Identify the root causes of all incidents
- Implement appropriate corrective actions to address the root causes and prevent a similar recurrence

- Review root causes and incident trends periodically by senior management and establish initiatives for continuous improvement

It’s important that each employee feels safe in the space they work, whether it is in the field or in an office. Our goal of zero work-related injuries and illnesses while protecting the environment requires a consistent company-wide culture. Meeting or exceeding our client’s targets is achieved by clearly established guidelines, tools, and expectations in our day-to-day work activities. Health and safety training is provided to employees based on job function. Performing our work safely while proactively managing risk and protecting the environment is a fundamental accountability that requires diligence, rigor, and a conscientious process.

	2019	2020
OSHA Recordable Incident Rate	0.74	0.75
First Aid Cases	15	11
Near Misses	110	82
Unsafe Acts or Conditions	68	39
Management of Change Events	52	83
Motor Vehicle Accidents	13 out of 1,282,206 miles driven	12 out of 923,325 miles driven
Experience Modification Rate	0.92	1.09



# WELLNESS

To foster a culture of wellness at Antea Group, we look at very practical ways to help our employees prioritize their well-being. To help employees thrive professionally and personally, we offer a holistic, mind-body-life approach to employee wellbeing that encompasses three wellness pillars: emotional wellness, physical wellness, and financial wellness. Our pillars of wellness offer the tools, programs, and encouragement to help employees be their best selves not only at work, but also with their families and friends, and in their daily activities.

Our wellness program has been embraced at the highest level of the organization, with leadership that is committed to leading by example and actively involved in wellness activities. At the office level, we have assigned wellness champs who promote and organize wellness efforts locally (healthy potlucks, fitness challenges, etc.) Wellness champs from each office meet virtually every month to discuss ideas, achievements, and provide input for wellness initiatives within Antea Group.



## Wellness Programs and Partnerships



**Vitality** is a comprehensive, interactive, and personalized program that helps employees improve or maintain health by providing knowledge and tools to establish and meet health goals. When employees participate in healthy activities, they can earn Vitality Points which are redeemable for merchandise and other great rewards.



**Am I Hungry?** is an online mindful eating program that offers training, coaching, and other resources to help people recognize and take charge of the eating decisions they make every day.

As a company, we need to understand what is important to our employees and what wellness means to them in order to help them improve upon it. We’ve created an open communication platform where all employees can share ideas, concerns, successes, and challenges around wellness. It’s our hope that maintaining an open dialogue on wellness throughout the company will help keep wellness top of mind, further embedding it into our culture.



**Wellbeats** is a digital physical activity platform that provides online classes to work out from anywhere.



**Learn to Live** offers employees and family members four different programs to help overcome excessive anxiety, worry, depression, social anxiety and insomnia. Employees and family members (age 13 and over) can enroll and learn, practice and apply tools in a completely secure, private, and confidential environment.



**SmartDollar** provides self-paced lessons offering financial wellness education on savings, budgeting, getting out of debt, and investing in the future.



OUR PEOPLE

EMPLOYEE ENGAGEMENT

We are committed to helping our employees grow in technical and business skills. Antea Group offers many professional development opportunities that can be tailored to specific roles and career paths, giving our people the tools they need to deliver the high-quality and innovative solutions expected by our clients. We support employees with technical and professional mentoring, performance assessments, success and career planning, continuous education, job-level specific training, industry development and networking opportunities.

	2019		2020	
	MALE	FEMALE	MALE	FEMALE
Total Number of New Hires	51	56	27	24
Casual and Part-time	18	17	6	6
Boomerang (re-hired after leaving)	3	3	2	2
Employee Referral	12	10	5	8

Training

By enhancing employee capabilities through training and development programs, our employees are empowered to advance their careers and support in Antea Group’s success. Successful performance depends on effective communication and knowledgeable people with the skills, competencies, awareness, and behavior necessary to complete their work. We have defined the following process for identifying, delivering, assessing, and reinforcing training and communication within the organization:

- Establish a process to evaluate and define training and communication requirements necessary to fulfill roles, ensure compliance, and perform work
- Ensure appropriate resources are allocated to implement training and communication for all employees
- Establish means and methodologies that will be used to complete required training and provide appropriate communications
- Conduct periodic evaluations that validate training requirements, resource allocation, and training and communication implementation
- Continuously seek more efficient or effective methods to implement training and communication

In 2019, we rolled out a new Learning Management System that provided easier access to online training and enabled better tracking of training completion. In 2020, we offered over 150 courses to employees, with 110 focused on HSSE and nearly 40 focused on personal development.



Development

We recognize the importance of keeping employees engaged and interested in the work they are doing while still enhancing their professional growth. We have developed several programs to ensure our employees feel knowledgeable on all technical and professional aspects of their job that will help advance their career to the next level. While each individual member of our organization provides unique expertise and skillsets, we believe the collaboration of ideas is what generates our most worthy outcomes. Ensuring an internal collaborative workforce allows new hires the chance to learn key processes, whilst allowing current employees the opportunity to constantly learn and grow from each other as well.

We empower our employees to grow on their own paths and to understand how their work is meaningful and brings value to our organization. By prioritizing employee success, we strive to improve satisfaction, enhance productivity, and bolster retention. We encourage cross-functional development of employees by offering opportunities to work on different project types than span our segments and practices. We challenge employees to learn and apply new skills and expertise, finding the best resources to suit the project solutions. Often, our teams are comprised of practitioners across various time zones and experience levels, which promotes a culture of diversity and inclusion, as well as requiring refined communication skills to ensure we meet project expectations.

*In 2019, the Antea Group Board launched the Innovation Award campaign to celebrate and promote the role that innovation plays in the success of our company. The goals of the Innovation Award process include demonstrating a*

*commitment to innovation and continuous improvement, sharing and scaling innovations across the Group, and recognizing the employees that have made significant contributions to innovations, whether new products or services or improved methods or processes.*

Mentoring Program

One of Antea Group’s most valuable employee development opportunities is our Mentoring Program. Our goal is to support learning as a journey, and the Mentoring Program was introduced in 2014 as part of our experiential learning environment for self-directed learners. Initial mentor assignments are made by Human Resources approximately three to six months after an employee is hired. The program is mentee-driven, meaning that once an assignment is made, it is up to the mentee to decide how they will cultivate a relationship with their mentor and leverage it to help develop their career. A good mentoring relationship can provide valuable insights and opportunities. Mentors are people who have already achieved a certain level of success in their careers, and can inspire, teach, and encourage their mentees. They can be excellent role models because they understand what it takes to be successful. A mentor isn’t intended to be a skills trainer, but to provide guidance in meeting career goals. By recognizing that they can benefit from a variety of sources, perspectives, and styles – even those quite different from their own – mentees open themselves up to new ideas, valuable information, and a wide range of viewpoints. Finally, the Mentor Program is not intended to be static. As an employee grows in their career, it may be appropriate to seek out a different mentor who can better support their career goals.



## OUR PEOPLE

# EMPLOYEE ENGAGEMENT

## Client Account Leader Apprentice Program

The Client Account Leader (CAL) Apprenticeship Program is an important developmental opportunity for Antea Group employees. Aspiring CALs (Project Managers and Senior Project Managers) can be nominated to participate in the program by their manager, office leader or a current CAL who sees their potential. Each apprentice is assigned a sponsor who will use their experience and network to guide them through the program. Together, they create an Apprentice Development Plan that focuses on five key success categories: Service Experience/Exposure, Interpersonal Skills Development, Sales, Account Leadership and Operational Leadership. Apprentices can expect to be in the program for one to two and a half years, depending on their level of experience. Once they successfully complete their development plan, their sponsor, manager, and office leader decide whether the apprentice is ready to graduate from the program. If so, they are promoted into the consultant role. There are currently nine active apprentices.

We encourage practitioners to ask questions and take advantage of our internal peer network. No question is too hard, and someone will always work to get the right answer. On our monthly company-wide calls, every employee has the opportunity to ask Antea Group's leadership team questions and are encouraged to engage regularly with this team throughout the year. This open-door practice demonstrates Antea Group's investment in employee growth and learning.

## Cultural Immersion

Each year, we invite all new employees to participate in a multi-day cultural immersion program. During this time, employees learn how Antea Group interfaces with target markets, defines and creates value for customers, develops talent needed to deliver value, and uses core platforms to support our operations. It provides a forum for employees to ask questions to leadership, learn about our practices and processes, and get to know their colleagues through fun exercises and trainings. We also include a crucial conversations and deliberate practice component of the program, which gives employees the tools and resources they need to effectively communicate across the practice and with customers. In 2019, the program had 36 participants and in 2020, 34 participants.

	2019	2020
Multi-day Cultural Immersion Program Participants	36	34



## Employee Feedback

We pride ourselves on as a company is the collaborative nature in which all our employees operate. All Antea Group employees receive feedback throughout the year through our agile performance management review processes. This management is based on goal setting and a regular cadence of resource/manager engagement to grow and develop skills and competencies needed to succeed through our consulting continuum. In addition to regular one-on-one meetings with resources, we use several tools that help track and manage short and longer-term expectations and goals. Investing in our people is vital to our success. In 2019, we also rolled out a feedback tool that is intended to help employees improve performance as we work more collaboratively across the organization. We had 1,518 instances of feedback given in 2019, and 1,147 in 2020.

We continuously recognize and celebrate employees in several ways:

- Posting on Chatter, a forum for employees to share successes, promote new ideas, highlight fun projects or news, and ask questions
- Antea Group bucks, which are rewarded to employees who have gone above and beyond a project responsibility or role
- Promotions, which occur throughout the year when an employee has demonstrated readiness





OUR PEOPLE

DIVERSITY AND INCLUSION

At Antea Group, we aim to create real and sustainable change in our communities and have taken focused actions to incorporate additional diversity and inclusion initiatives into our daily work. We are in the process of expanding our recruiting programs and career development opportunities to better promote and foster a spirit of belonging at Antea Group. In 2020, our CEO and Chief People Officer (CPO) outlined a specific set of actions Antea Group undertook to create a more inclusive culture, sharing strategies with our leadership team and employees. They listened to concerns and explored various options to enhance existing practices and build a stronger community through initiatives such as the launch of mandatory unconscious bias and diversity and inclusion training company-wide, promoting retention of diverse candidates through more formalized succession planning, and building our recruiting process to ensure we are incorporating a more diverse candidate pool.

	2019	2020
Percent women	48.4%	49.7%
Percent men	51.6%	50.3%
Number of women in leadership roles:	14	19
Number of employees by ethnicity:		
Hispanic	15	14
American Indian or Alaska Native	4	4
Black or African American	8	11
Native Hawaiian or Other Pacific Islander	2	2
Two or more races (Not Hispanic or Latino)	4	4
White	342	319
Unknown	6	10



Women in Leadership

“I recently completed my 16th year with Antea Group! I started my career sampling wells at a hazardous waste landfill and am now leading our EHS Auditing and Compliance practice area. Having three children throughout my time with Antea Group, the work life balance culture has time and again proven itself to be strong. Goals I’ve set throughout my career were always supported by my manager(s), mentor(s) and leadership team, all whom were more than willing to provide support and advice to help me meet those goals. I took on the EHS Auditing and Compliance Practice Leader assignment almost three years ago and have never looked back. I am proud and happy to part of our Leadership Collegium where we truly collaborate, and all voices are heard. I hope my road to leadership inspires others!”

**LAUREN CORBETT-NOON**, SENIOR CONSULTANT  
EHS AUDITING & COMPLIANCE PRACTICE LEAD



“Antea Group has done a great job valuing the uniqueness each person brings to the company, embracing different backgrounds and cultures to find the right fit for each employee. My personal background is not very technical – though I’ve been successful at solving business problems for clients based on my unique perspectives learned from my time in Peace Corp, my education, and previous experience. In addition, Antea Group makes sure work-life balance is not just a concept – they work hard to cultivate trust and balance workloads so individuals can prioritize what’s important to them in and outside the office.”

**ANGELIQUE DICKSON**, VICE PRESIDENT  
RETAIL INDUSTRY LEADER; PRESIDENT, INOGEN ALLIANCE





# CONDUCTING SOUND BUSINESS

## Ethical Business Practices

Our Code of Conduct and company policies provide employees with detailed guidance for business conduct and compliance. We require all employees to comply with all applicable laws, regulations, and Antea Group USA policies. Our Code of Conduct, reviewed annually, covers expectations around conflicts of interest, client and supplier business relationships, recordkeeping and communication, and privacy and confidentiality. In addition, we have detailed guidance for anti-corruption and bribery practices, which is communicated to all employees and reviewed annually.

Antea Group’s Risk Management Policies are made available to all employees through Antea Group’s Risk Management Intranet site. All employees are expected to become familiar with each of our Risk Management Policies.

- Bribery and Corruption
  - Code of Conduct
  - Contract Management Policy
  - Document Retention
  - Insurance Management
- Professional Registrations
  - Authorization Matrix
  - Information Security
  - Electronic Communication

We believe it is important to maintain stringent professional standards, deliver high quality work, and do so while complying with all applicable laws and regulations. Doing business the right way is the only way.

## Risk Assessment and Management

Risk assessment and management is a continuous process that includes the identification, evaluation, and control of HSSE business risks, including business liabilities, regulatory compliance, and client requirements. We have an established process to identify, evaluate, and prioritize HSSE business risks. We implement appropriate recommendations to eliminate, control, and/or mitigate HSSE risks and utilize a risk management tracking system to monitor the management of HSSE risk and status of HSSE related recommendations.



## Security

We are committed to a secure working environment for our employees, clients, and third-party stakeholders. To meet this commitment, we have established a security management program that provides a process to continually recognize security risks and provide systems to eliminate or control such risks.

- Recognize business-specific security risks that can negatively impact our working environments, such as office locations, client work sites, and business-related travel
- Implement a risk-based security management program to address security threats
- Ensure that employees and affected stakeholders are actively involved in security awareness and understand their roles and responsibilities within the security management program
- Conduct an annual security management program review to ensure continuous improvement and evaluation of current risks

As a professional services firm that manages client data as well as our own, the safeguarding of that data is a high priority. Earning and maintaining the trust of our clients and employees is a key factor to our success and a data breach is certainly a potential risk to the company. To mitigate these risks, our IT team manages data security on two fronts: data privacy and information security. We have safeguards in place for both the protection of client information and personal information. We comply with all applicable data privacy laws and aim to meet the most stringent standards for protection of data. We monitor and assess our information security and data management procedures to ensure effectiveness over

time, making changes when needed. Our policies and training shared with all employees reinforce the importance of data protection as a top priority for the company. We have internal policies and procedures in place related to client confidentiality, proper handling of data and acceptable use of Antea Group devices which must be adhered to by all Antea Group employees. We use recognized security standards and regulations to address any risk to information confidentiality, integrity and availability throughout our business practices and IT infrastructure.

We only collect and use personal data for legitimate business purposes, consistent with the intent for which it was collected. We maintain appropriate access and organizational controls around data usage, and regularly assess the effectiveness of these controls.

## Contractor Management

We are committed to a comprehensive contractor management program. Our industry leading program ensures a safe work environment, client satisfaction, and the control of business risk. We have a process to approve and qualify contractors who meet the appropriate business requirements prior to executing written contracts. Our contracts define terms and conditions that control business risk for the performance of work as well as communicate HSSE expectations with contractors and the accountability of those expectations. We continually monitor contractor performance to ensure adherence to the established contractual requirements and defined HSSE expectations and promptly address contractor non-conformance with contractual requirements and expectations.



## CONDUCTING SOUND BUSINESS

# QUALITY AND CONTINUOUS IMPROVEMENT

We strive to cultivate and maintain a culture where quality is ingrained into every aspect of our work, resulting in consistent high performance across the organization. In our pursuit, we are committed to technical, administrative, and operational quality. To promote continuous improvement in the organization, each business function completes a quality self-assessment and corresponding quality improvement plan to examine challenges related to core accountabilities, processes and documentation, communication and training, and monitoring. The Quality Improvement Plans are reviewed by Executive Leadership and built into strategy and planning programs.

We have recently implemented a Quality Steering Committee (QSC) tasked with leading the firm's quality agenda, facilitating implementation of quality-related initiatives and monitoring quality performance. Membership within the QSC includes managed turn-over on a two to three-year basis to allow for new ownership and fresh ideas on a continuous basis. Primary elements of the QSC include:

- Prioritizing and leading continuous improvement initiatives and make recommendations to executive leadership
- Reviewing quality performance metrics, feedback, incidents and other lagging indicators
- Provide updates to the Executive Leadership Team regarding the health of the quality program and the status of initiatives and/or gap filling activities
- Prepare and execute an annual communication plan to engage the workforce
- Execute and improve quality assurance program

We understand that all management systems must include a process that fosters the continuous improvement of the system. We have defined continuous improvement processes integrated within our organization to ensure correction of program deficiencies and the ongoing improvement of performance. As part of this, we utilize information gathered from Performance Measures and Assessments, Incident Management, and other elements in strategic planning and decision making. We review the program periodically and develop annual goals to ensure the continuous improvement of the management systems.







Thank you for being part of our success. For more information about Antea Group's Social Sustainability Program, contact:

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