

The background of the report cover is a photograph of a dense forest. The top half shows a low-angle view looking up at tall evergreen trees against a bright sky. The bottom half shows a person in a yellow jacket standing on a large, fallen log in a forest, looking out at the trees. A semi-transparent red banner is overlaid across the middle of the image, containing the title text.

# **2021 Environmental, Social & Governance (ESG) Report**

**August 8, 2022**



# A message from the CEO

2021 was a significant year for Pinchin. We celebrated 40 years of providing environmental and engineering solutions to our many clients. We achieved this while providing a supportive environment for our employees to grow and flourish within our communities. 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**

**Ensure corporate social responsibility**

We are committed to embracing the UN's Sustainable Development Goals and aligning our business to limit the effects and impacts of climate change. To date, we have been reporting on our Scopes 1 and 2 and associated emissions. In this report we are broadening our report to include Scope 3 emissions. As we continue to grow we expect to refine our reporting metrics while minimising our impacts.

Sincerely,



**Jeff Grossi**  
*Chief Executive Officer*







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# 1.0 Organizational Profile

## 1.1 Activities, Brands, Products, and Services

Pinchin Ltd. is an environmental, health & safety, and engineering consulting firm servicing clients in British Columbia, Alberta, Saskatchewan, Manitoba, Ontario, Newfoundland and Labrador, Nova Scotia, and New Brunswick. We offer services, including training, in:

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

Our corporate headquarters are located at 2360 Meadowpine Boulevard, Mississauga, Ontario. We operate within Canada as an entirely Canadian privately-owned corporation with over 790 full-time employees in 33 offices from British Columbia to Newfoundland and Labrador. In 2021, Pinchin generated over \$149,000,000 in revenue and Pinchin's capitalization was 100% equity for this period.

## 2.0 Markets Served

Pinchin works in many markets of the economy. We work primarily for clients in the provinces from British Columbia to Newfoundland and Labrador. We are able to serve 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 and Transactions
- Property Management
- Finance
- Insurance
- Real Estate and Legal
- Private Equity Investment
- Agriculture
- Crown Corporations and 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







## 3.0 Ethics & Integrity

### 3.1 Codes of Conduct & Ethics

#### 3.1.1 Pinchin's Mission Statement

Pinchin is committed to helping our clients balance business goals with an understanding of their natural and built environments. Together, we will identify and manage each organization's environmental, health and 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 and communities in support of our continual improvement.

Pinchin will provide a safe and open working environment to its employees. We are dedicated to making Pinchin a great place to work through regular communication, training, mentoring, and listening to feedback. 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, 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 considered choices in our technical practice, purchasing practices, and day to day operations.

### 3.2 Pinchin's Vision

We will continue to enhance our reputation as a preferred supplier in all of our practices and establish local presence and capabilities in all viable markets. We will leverage our technical and general leadership infrastructure to underpin our future growth and manage all aspects of our business operations with key considerations of ESG.



## **3.3 Pinchin's Core Values**

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

### **3.3.1 Act with Honesty, Integrity and Accountability**

Every action and decision we make is based on a foundation of honesty, integrity and accountability. We value truth, transparency and accept responsibility for our actions with our clients, partners, communities and each other.

### **3.3.2 Deliver Exemplary Quality and Service**

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

### **3.3.3 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.

### **3.3.4 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.

### **3.3.5 Promote the Health & Safety of All Employees**

We are committed to providing a safe and healthy workplace and to the prevention of occupational illness and injury. We integrate health and safety practices into our business activities and will meet or exceed the requirements of applicable legislation.

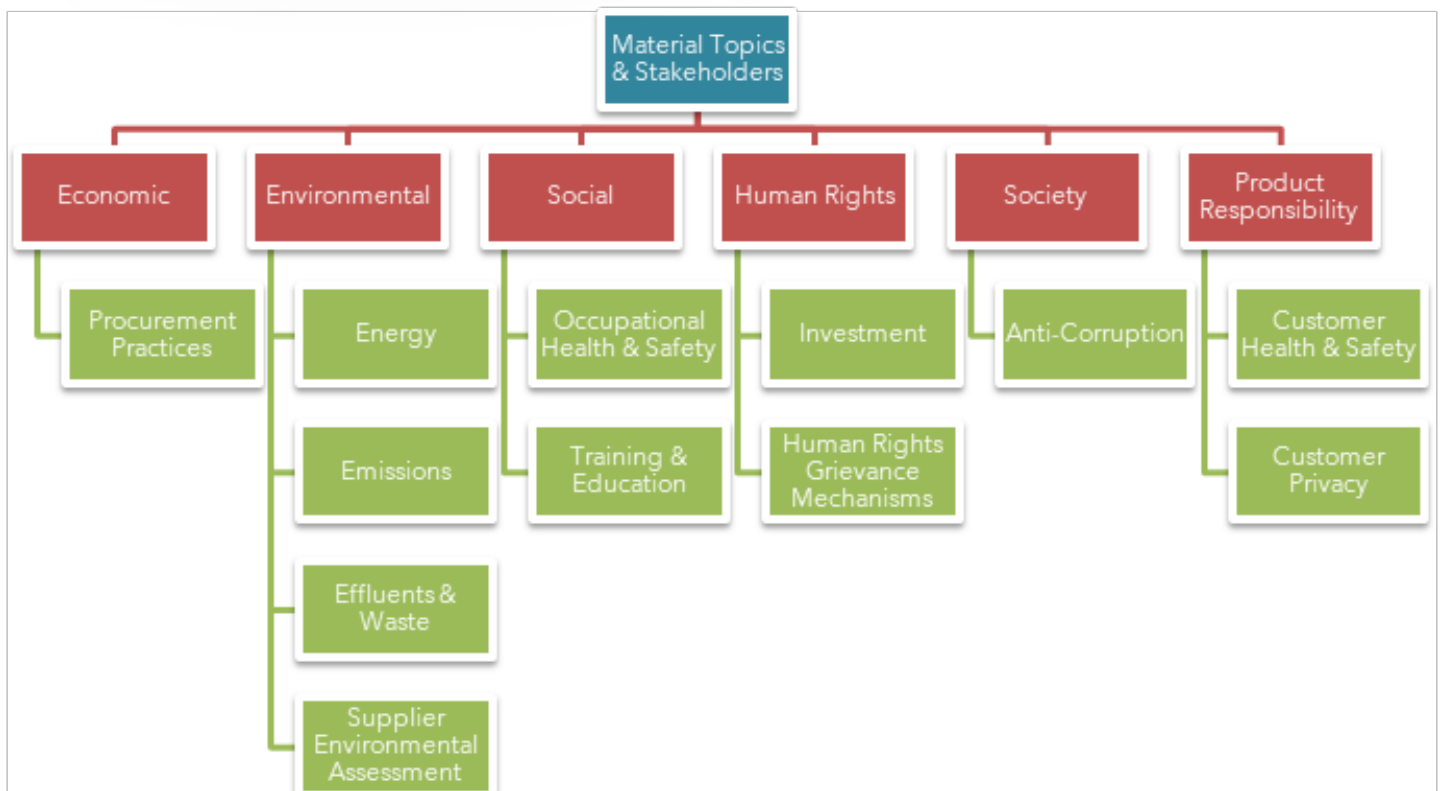
### **3.3.6 Ensure Corporate Social Responsibility**

We are committed to protect and maintain the overall quality of our environment. We apply the principles of sustainability to our work and through outreach in our communities we will maximize our contribution to the environment.

## 4.0 About this Report

This report represents Pinchin's eighth report with the first seven titled Corporate Social Responsibility (CSR) and the latest iteration changing the title to Environmental Social Governance (ESG) to reflect the changing social and business landscape in regards to sustainability reporting. It has been prepared in accordance with the *Global Reporting Initiative's GRI Standards* ('Core' option) and has not been subject to external assurance. Pinchin does not fall under any GRI Sector Disclosures.

This report pertains to the 2021 calendar year, and we aim to provide updated reports annually going forward (our most recent report is available on the *Pinchin Website*). In addition to the GRI 102 'General Disclosures 2016', 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. The resulting matrix of relevant Impacts is presented below.





## 4.1 Information on Employees & Other Workers

Employee Type	Employee Count
Full-Time	791
Part-Time	19
Contract - 1 year or more	14
Contract - less than 1 year	4
Casual	19
Male	487
Female	360
Non-Binary	0
<b>Total</b>	<b>847</b>

*\*Senior Leadership Team members are not captured in this data.*

Substantially all work is completed by Pinchin employees, and not by self-employed individuals or contractor employees. Pinchin's workforce is fairly stable, showing continued growth over time and with no significant variations related to seasonality or other external factors.



## 5.0 Collective Bargaining Agreements

At this time, Pinchin employees are not covered by collective bargaining agreements.

## 6.0 Supply Chain

Pinchin's supply chain includes our contract laboratories, office supply and equipment suppliers, technical equipment suppliers and rental companies, and technical subcontractors.

## 7.0 Organizational Changes in 2021

There were no significant organizational changes in 2021.





## 8.0 Commitments to External Initiatives

### 8.1 Precautionary Approach

Pinchin operates in accordance with the *Precautionary Principle* when addressing environmental impacts.

### 8.2 Externally Developed Charters

Pinchin subscribes to the various economic, environmental and social charters and principles.

Key commitments include:

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



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

In addition to numerous local associations, Pinchin sits on the following boards & 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



## **Ontario:**

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

## **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

## **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



# 10.0 Identified Material Topics & Boundaries

## 10.1 Entities in Financial Statements

Pinchin's financial statements are solely of the operations of Pinchin Ltd.

## 10.2 Materials Topics

Pinchin's topics and boundaries were developed following guidance from GRI Standards 2016 online documents.

In reviewing potential topics for inclusion in this report, Pinchin considered the priority and potential impacts of each topic both to Pinchin and to our stakeholders. Each topic deemed to be high priority or high impact to Pinchin, or at least of medium priority/impact in the view of our stakeholders was deemed to be a material topic.



## 10.3 Topic Boundaries Within the Organization

Topics	Boundary
Economic - Procurement Practices	Procurement at the corporate level and from regional offices
Environmental - Energy	Energy consumption (absolute and as an intensity value) for Pinchin's offices
Environmental - Emissions	Greenhouse gas emissions related to operations at Pinchin's offices
Environmental - Effluents and waste	Waste generated from Pinchin's offices
Social - Occupational Health and Safety	All staff
Social - Training and Education	All staff
Human Rights - Investment	All staff
Human Rights - Human Rights Grievance Mechanisms	All staff
Society - Anti-corruption	All staff
Product Responsibility	All client work

## 10.4 Topic Boundaries Outside the Organization

Topics	Boundary
Environmental - Supplier Environmental Assessment	All suppliers for Pinchin offices.

## 10.5 Significant Changes

The topic boundaries covered in the 2021 report represented no significant changes relative to 2020.

# 11.0 Stakeholder Engagement

## 11.1 Stakeholder Groups

Stakeholders engaged include:

- Shareholders;
- Employees;
- Clients; and
- Suppliers.

## 11.2 Identification of Stakeholders

Stakeholders were identified in consultation with representatives within Pinchin's Senior Leadership Team and client service representatives.

## 11.3 Approach to Stakeholder Engagement

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

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

- **Employee Development Program**  
Staff meet with their managers at semi-annually 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.

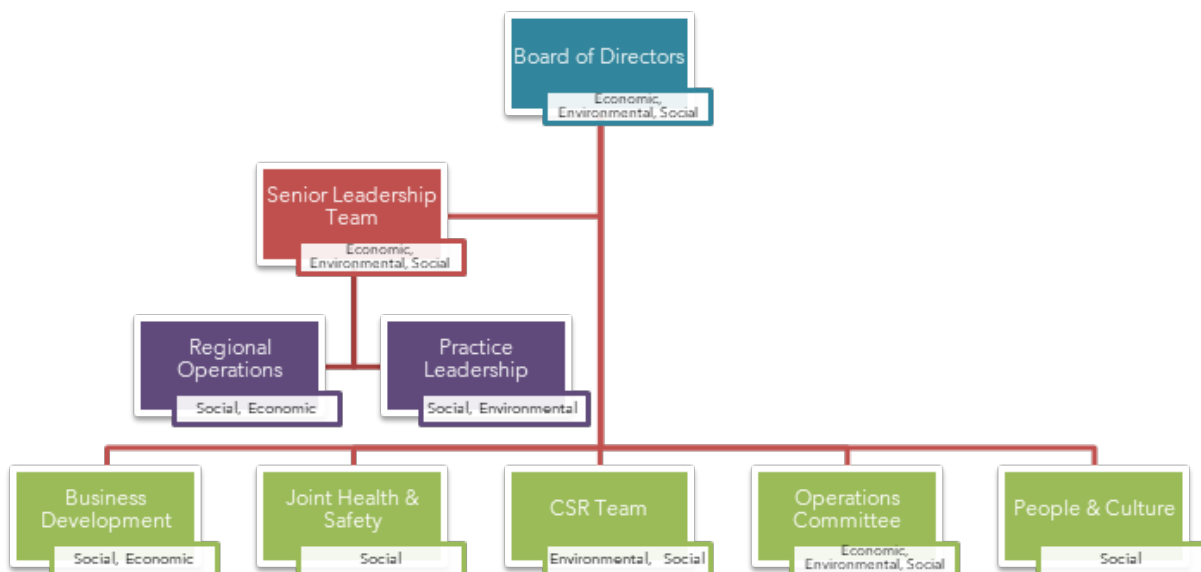


## 11.4 Key Stakeholder Topics & Concerns

Pinchin has received feedback from our clients that they have and continue to develop goals related to forming ongoing business relationships with socially and environmentally sustainable Canadian companies. The names of the companies raising these concerns are excluded for reasons of client confidentiality. In general, and increasingly over the last number of years, consideration to Pinchin's environmental, energy, and procurement practices is given weight in conjunction with the more commonly reviewed information including technical capability and costs. Pinchin has responded to these requests and concerns through a variety of initiatives, including the adoption of a ESG reporting process, as well as through the formalization of a number of pre-existing policies related to procurement, human resources, and sustainability.

## 11.5 Governance

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).



# 12.0 Specific Standard Disclosures

## 12.1 Disclosure on Management Approach to Material Topics

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, Topics and Indicators based on their relevance to Pinchin and Pinchin's stakeholders.

Currently, the management process around our material topics (in addition to the additional details provided for each topic below) involves the identification process described above, reporting on related relevant indicators, and establishing targets for improvement where appropriate. We will aim to collect several years of data and eventually be in a position to establish preliminary targets and impact mitigation plans for selected indicators, where feasible. In this way, our management approach to material topics will continue to evolve and serve to reduce the impacts of our operations. Pinchin will disclose all relevant topics in relation to their economic, environmental, and social impact







# 13.0 Economic

## 13.1 Procurement Practices

Economic - Procurement Practices	Proportion of Spending on Local Suppliers at Significant Locations of Operations
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Pinchin is a private corporation and is 100% employee-owned, serving Canadian government agencies at all levels and Canadian industry. We understand the role we play in the Canadian supply chain, and the importance our stakeholders place on working with Canadian companies and suppliers. Due to the nature of our business, our procurement activity is virtually 100% with companies that have permanent establishments in North America.

Proportion of Spending on Local Suppliers at Significant Locations of Operations:

- Report the percentage of the procurement budget used for significant locations of operation spent on suppliers local to that operation
  - Ontario, Canada 69%
  - Manitoba, Canada 1.6%
  - Saskatchewan, Canada 0.73%
  - Alberta, Canada 6.5%
  - British Columbia, Canada 11%
  - Other regions in Canada (includes Atlantic) 6.1%
  - US / International 5.1%
- Report the organization's geographical definition of local
  - Areas local to Pinchin include British Columbia, Alberta, Saskatchewan, Manitoba, Ontario, Newfoundland & Labrador, Nova Scotia, and New Brunswick.
- Report the definition used for significant locations of operation
  - Significant locations of operation for Pinchin include British Columbia, Alberta, Saskatchewan, Manitoba, Ontario, Newfoundland & Labrador, Nova Scotia, and New Brunswick.



# 14.0 Environmental

## 14.1 Energy

Energy consumption and related GHG emissions are important aspects of doing business for Pinchin and our stakeholders. We offer consulting services related to energy conservation, emissions management, and building performance enhancement, which allow our clients to simultaneously reduce costs and their impacts on the environment.

All of the offices under Pinchin's operational control were included in the assessment. Therefore, we are reporting on 33 offices in total. Utility data were available for 80% of Pinchin's operating space (22 out of 33 offices). Where utility data was not available, Pinchin estimated natural gas and electricity usage based on square footage and Natural Resources Canada's Comprehensive Energy Use Database (published by the Office of Energy Efficiency) figures for the 'Offices' category.

### 14.1.1 Energy Consumption within Pinchin

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 taken 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).

Pinchin's total fuel consumption from non-renewable sources is provided below (there was no renewable fuel consumption in the reporting year). Pinchin did not sell any electricity, natural gas, cooling or steam during the reporting period.

Source	Gigajoules	MWh
Electricity Consumption	9,058	2,516
Natural Gas Consumption	10,467	2,908
<b>Total Energy Consumption</b>	<b>19,526</b>	<b>5,424</b>



## 14.1.2 Energy Intensity

The energy intensity ratio for the Pinchin locations assessed in 2021 is 0.093 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.

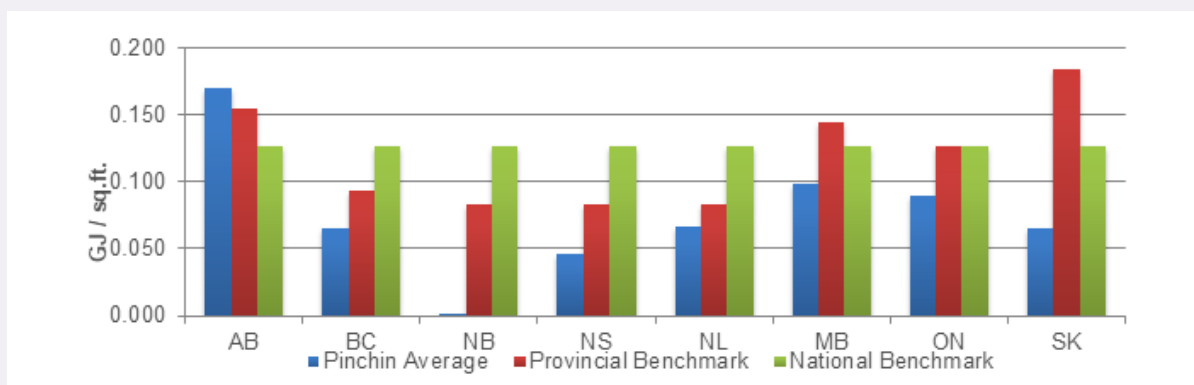
The chart below compares Pinchin's performance on Energy Intensity metrics for the last three years. Overall, emission intensities are above 2020 values. Intensities decreased for electricity consumption but above 2020 values for natural gas.

KPI	2019 Result	2020 Result	2021 Result	Differential (2018-2019)
Emissions per site (tCO <sub>2</sub> e)	22.63	25.68	29.65	15.5%
Emissions per square foot (kgCO <sub>2</sub> e/ft <sup>2</sup> )	4.45	4.34	4.66	7.3%
Emissions per employee (tCO <sub>2</sub> e / FTE)	0.87	1.03	1.16	12.3%
Electricity per square foot (GJ / ft <sup>2</sup> )	0.039	0.050	0.043	-13.8%
Natural Gas per square foot (GJ / ft <sup>2</sup> )	0.058	0.034	0.050	46.5%
Energy per square foot (GJ / ft <sup>2</sup> )	0.096	0.084	0.093	10.6%
Electricity per employee (GJ / FTE)	7.6	11.9	10.7	-10.0%
Natural Gas per employee (GJ / FTE)	11.3	8.0	12.4	54.7%
Energy per employee (GJ / FTE)	18.9	19.9	23.1	16.0%

It should be noted that by increasing our office space and staff count after the merger with Pinchin LeBlanc Ltd., there was an obvious effect on our emissions. Many of our Atlantic offices rely solely on electricity and are not supplied with nor consume natural gas.

Pinchin has also benchmarked its energy performance against publicly available data from Natural Resources Canada's Office of Energy (Comprehensive Energy Use Database). The figure below compares each office's energy intensity ratio against the appropriate provincial benchmark and national benchmark, in Natural Resources Canada's "Offices" category.

## 14.2 Pinchin Energy Intensity Compared to Provincial Benchmarks



## 14.3 Emissions

Pinchin's GHG emissions are summarized by source in the table below.

Source	Activity Data	Units	tCO <sub>2</sub> e
<b>Scope 1 - Direct Sources</b>			
<i>Natural Gas</i>	280,627	m <sup>3</sup>	543
<b>Scope 2 - Energy Indirect Sources</b>			
<i>Electricity - Market Based</i>	2,516,200	kWh	435
<b>Scope 3 - Indirect Sources</b>			1,792
Project-Related Travel			731
Overhead Travel			68
Business Travel through Travel Management Company			120
Shipping			33
Employee Commuting			830
<b>Scope 3 Subtotal</b>			<b>1,792</b>
<b>Grand Total</b>			<b>2,770</b>

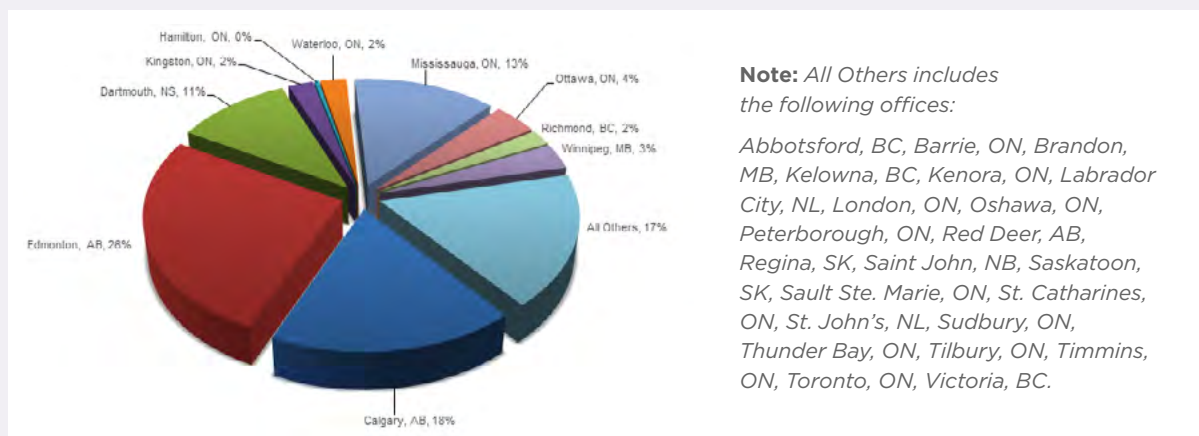
Pinchin has used the Greenhouse Gas Protocol: A Corporate Accounting and Reporting Standard (Revised Edition) as the basis for the greenhouse gas accounting methodologies used. The gases included in the calculation are CO<sub>2</sub>, CH<sub>4</sub> & N<sub>2</sub>O. Pinchin had no known releases of other GHGs (e.g. HFCs, PFCs, SF<sub>6</sub>, NF<sub>3</sub>) 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 534 tonnes CO<sub>2</sub>e). Pinchin is required by the

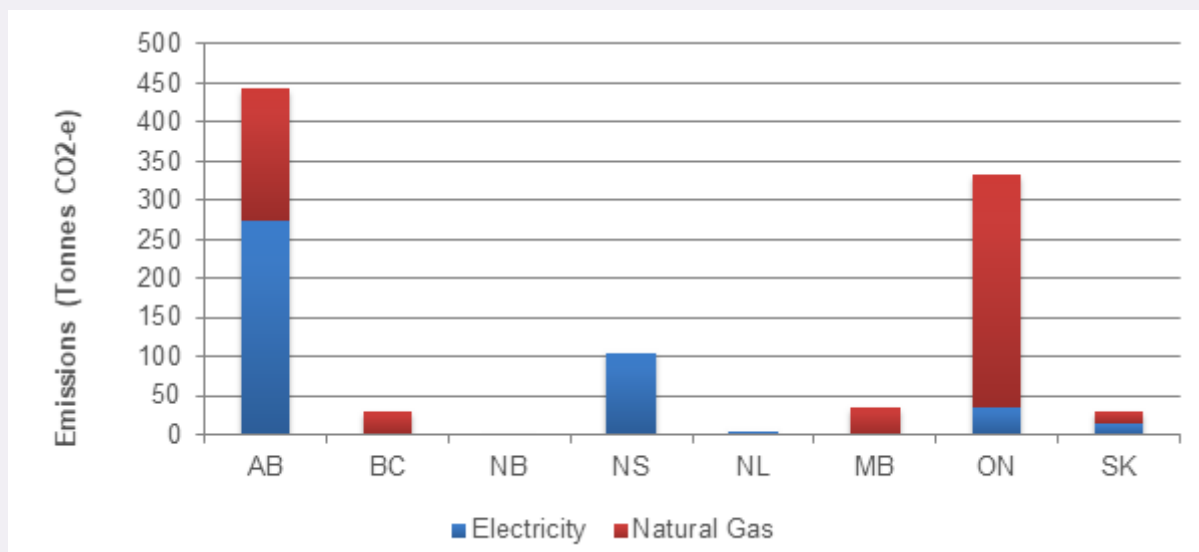
updated guidance to report a market-based total since Pinchin operates in jurisdictions where contractual instruments are available, and Pinchin's purchase of a Bullfrog Power instrument at the London location offsets those electricity emissions. Since residual grid emission factors are not currently 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.

The proportion of Pinchin's GHG emissions from each facility are broken down in the figure below, where all facilities under 5,000 square feet (22 of 32 total facilities) are included in the "All Others" category



Pinchin's provincial emissions totals (broken down by activity type) are provided in the figure below.



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.

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). Global warming potential (GWP) rates were taken from the IPCC's Fourth Assessment Report.



### 14.3.1 GHG Emissions Intensity

Pinchin's GHG emissions intensity ratio (based on Scope 1 and 2 sources) is 4.66 kg CO<sub>2</sub>-equivalent per square feet of operating space, or 50.1 kg CO<sub>2</sub>-equivalent per square metre of operating space. This is 7.34% lower than the Office of Energy Efficiency benchmark figure for Canadian office facilities of 5.02 kg CO<sub>2</sub>-equivalent per square feet of operating space, or 54.1 kg CO<sub>2</sub>-equivalent per square metre of operating space.

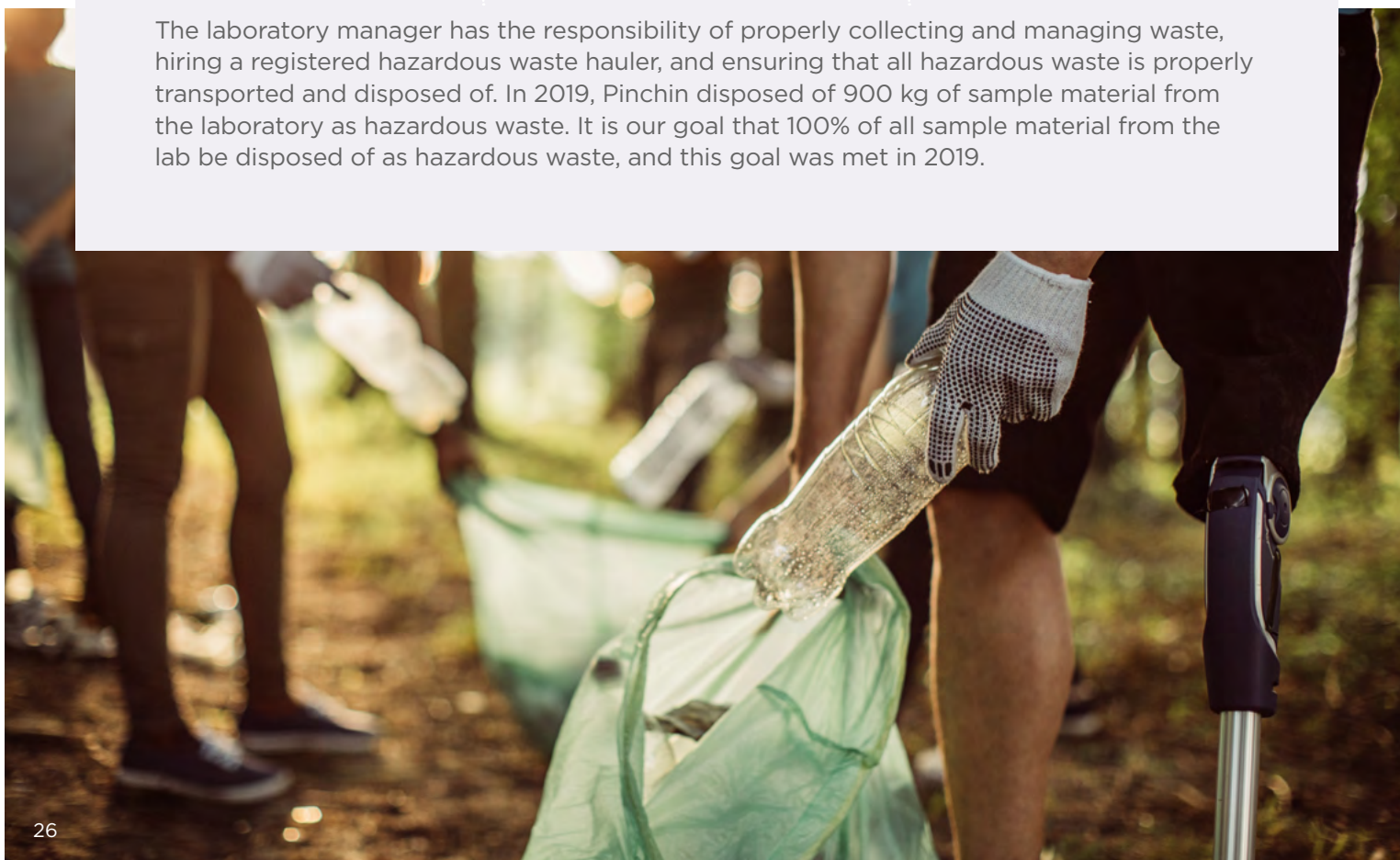
The GHGs included in this calculation are CO<sub>2</sub>, CH<sub>4</sub>, and N<sub>2</sub>O. Pinchin had no known releases of other GHGs (e.g. HFCs, PFCs, SF<sub>6</sub>, NF<sub>3</sub>).

## 14.4 Effluents and Waste

Environmental - Effluents & waste	Total weight of waste by type and disposal method
	Weight of transported, imported, exported, or treated waste deemed hazardous under the terms of the Basel Convention Annex I, II, III, and VIII and percentage of transported waste shipped internationally

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 2019, Pinchin disposed of 900 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 2019.



## 14.4.1 Total Weight of Waste by Type & Disposal Method

Based on internal waste audit data, Pinchin's total waste in 2021 by type and disposal method are provided below:

Waste Type	2020		2021	
	Hazardous (kg)	Non- Hazardous (kg)	Hazardous (kg)	Non- Hazardous (kg)
Recycling	0	5,479	0	11,128
Composting	0	1,359	0	903
Electronic Recycling	0	830	0	4,274
Landfill	887	3,730	1,560	6,089
<b>Total</b>	<b>12,298</b>		<b>23,954</b>	
<b>Diversion Rate</b>	<b>62%</b>		<b>68%</b>	

Pinchin's waste disposal profile in the reporting period is summarized below.

- Hazardous waste transported = 1,560 kg
- Hazardous waste export = 0 kg
- Hazardous waste imported = 0 kg
- Hazardous waste treated = 0 kg

No hazardous waste was shipped internationally during the reporting period.

Compared to 2020, waste generated increased from 12.2 tonnes to 23.9 tonnes. Total waste sent to landfill was 7.6 tonnes. Total waste recycled was 16.3 tonnes. Pinchin's waste diversion in 2021 was 68%.

The overall increase in estimated waste generation in 2021 compared to 2020 is consistent with increased office occupancy following office shutdowns due to the COVID-19 pandemic. 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.

## 14.5 Supplier Environmental Assessment

Environmental - Supplier Environmental Assessment	Significant Actual and Potential Negative Environmental Impacts in the Supply Chain and Actions Taken
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Pinchin's risk of engaging with sub-contractors and sub-consultants with significant environmental exposures is low to moderate due to the nature of our business as an environmental consultant.

The remainder of the supply chain consists of purchases of office supplies and operations consumables. There are no known significant or potential negative environmental impacts identified within the supply chain.



# 15.0 Social

## 15.1 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 Technical Officer, delegated to a 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 WSIB and WCB, as appropriate. Pinchin's ongoing goals are zero lost-time injuries and zero fatalities each year.

Current workplace injury statistics over recent years are as follows:

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



## 15.2 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 once a year. People and Culture staff track completion of this program. In 2021, approximately 100% of Pinchin's employee development plans (which include performance reviews) were completed and returned to People and Culture team.

Internal training is administered 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 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 receives just over 64 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 2021, 55% of the budgeted amount was spent.

## 16.0 Human Rights

### 16.1 Investment

It is a legal requirement that staff complete training related to their rights in the workplace, including health and safety training. This training is administered by People and Culture. Health and safety training has been discussed above.

### 16.2 Human Rights Grievance Mechanisms

To date, no formal human rights grievances have been made at Pinchin. All staff are provided information and orientation regarding Pinchin's harassment policy and procedures for reporting harassment or suspected harassment. Pinchin's human rights grievance response procedures indicate that any formal complaint will result in initiation of investigations by People and Culture.



## 17.0 Society

### 17.1 Anti-Corruption/Ethics

In 2019, Pinchin established mandatory training on ethical business practices. 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. 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. There is a growing expectation on companies to educate and practice the highest ethical standards. 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 & receiving gifts and entertainment
- Public statements

# 18.0 Product Responsibility

## 18.1 Customer Health & Safety

Occupational Health & Safety consulting is one of Pinchin's legacy practices, making up approximately 5% of our annual revenue. 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.

## 18.2 Customer Privacy

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 2021.

# 19.0 Closure

Corporate social responsibility is an ongoing process of improvement. We value your feedback in continuing to refine and improve our ESG performance and disclosures.

Please provide your comments or questions at the following address:

[jholland@pinchin.com](mailto:jholland@pinchin.com)





## 20.0 GRI Content Index

This report has been prepared in accordance with the GRI Standards 2016, 'Core' option. This report has not been externally assured. Pinchin does not fall under any GRI Standard Sector Disclosures.

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### Specific Standard Disclosures

Material Topics	DMA and Indicators	Page	Omissions
Economic - Procurement Practices	Proportion of Spending on Local Suppliers at Significant Locations of Operations	21	None
Environmental - Energy	Energy consumption within the organization	22	None
	Energy intensity	23	None
Environmental - Emissions	Direct GHG emissions (Scope 1)	24	None
	Energy indirect GHG Emissions (Scope 2)	24	None
	GHG emissions intensity	26	None
Environmental - Effluents and waste	Total weight of waste by type and disposal method	27	None
	Weight of transported, imported, exported, or treated waste deemed hazardous under the terms of the Basel Convention Annex I, II, III, and VIII and percentage of transported waste shipped internationally	27	None
Environmental - Supplier Environmental Assessment	Significant Actual and Potential Negative Environmental Impacts in the Supply Chain and Actions Taken	27	None
Social - Occupational Health & Safety	Percentage of total workforce represented in formal joint management-worker health and safety committees that help monitor and advise on occupational health and safety programs	28	None
	Type of injury and rates of injury, occupational diseases, lost days, and absenteeism, and total number of work-related fatalities, by region and by gender	28	None



*Specific Standard Disclosures*

Material Topics	DMA and Indicators	Page	Omissions
Social - Training & Education	Average hours of training per year per employee by gender and by employee category	29	None
	Programs for skills management and lifelong learning that support the continued employability of employees and assist them in managing career endings	29	None
	Percentage of employees receiving regular performance and career development reviews, by gender and by employee category	29	None
Human Rights - Investment	Total hours of employee training on human rights policies or procedures concerning aspects of human rights that are relevant to operations including the percentage of employees trained	29	None
Human Rights - Human Rights Grievance Mechanisms	Number of grievances about human rights impacts field, addressed and resolved through formal grievance mechanisms	29	None
Society - Anti-corruption	Communication and training on anti-corruption policies and procedures	30	None
Product Responsibility - Customer Health & Safety	Percentage of significant product and service categories for which health and safety impacts are assessed for improvement	31	None
Product Responsibility - Customer Privacy	Total Number of Substantiated Complaints Regarding Breaches of Customer Privacy and Losses of Customer Data	31	None





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