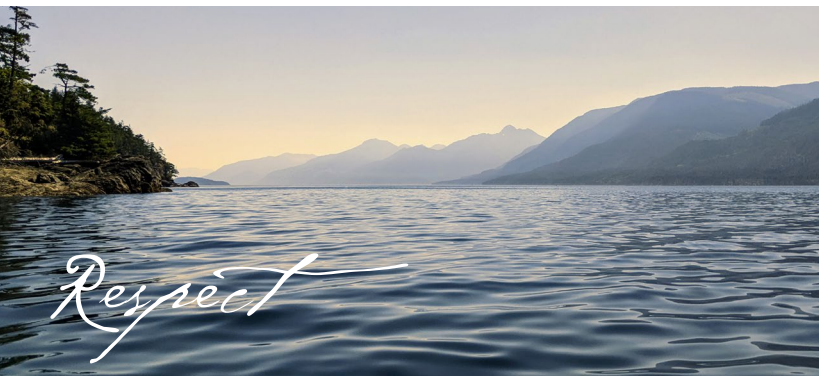


# CORPORATE SOCIAL RESPONSIBILITY

## 2022 ANNUAL REPORT



RESPONSIBILITY





## OUR MISSION

To provide innovative, science-based solutions to address the environmental and natural resource management needs of our clients. We work collaboratively and respectfully with clients and partner organizations, and we support the professional goals and development of our employees.

## OUR VISION

To provide high quality environmental services to private and public sector clients throughout the world.

## OUR CORE PURPOSE

To enhance environmental stewardship and improve people's lives.

## OUR CORE VALUES

- Do our best (technical excellence, creativity).
- Do the right thing (honesty, integrity, positive influence).
- Help out (supportive, collaborative).
- Be a "Goob" (caring, good humour).
- No egos (share in successes and challenges).



# Letter from the President

Welcome to Hatfield’s sixth annual Corporate Social Responsibility report where we summarize and present some key highlights and metrics to illustrate how we operate as a company beyond the more traditional measures of profit and loss, or chargeability and expenses. In 2022, we breathed a collective sigh of relief as much of the world returned to a sort of post-COVID normal. In fact, it was, or is, a new normal. Hatfield has settled into a more permanent way of hybrid working. As a company, we took a very gentle approach to let people find their level of comfort and define for themselves the right balance between “work from home” and “work from office”. It was great to see more people grabbing the opportunity for face-to-face interactions and spending more time in the offices as the year progressed.

It is thanks to the professionalism and dedication of our staff that the company has continued to grow and prosper during these unprecedented times. To acknowledge and support such dedication we continued to improve our operations to ensure the safety and well-being of our staff. Overall, despite the challenging circumstances of the past couple of years, we have adapted as a company and continue to provide high-quality environmental services to our clients while also creating a fulfilling and supportive workplace for our employees.

This year has demonstrated that our dedication to our core purpose and values, which are shared by Hatfield staff around the world, is the key to our team’s success. The results presented in this report would not be possible without their commitment. We continue to encourage and empower our employees to incorporate sustainability and social considerations into everything they do for Hatfield and our clients. We are also committed to providing our staff with the necessary tools, skills, and resources to support them in these endeavors.

We take our responsibility seriously in supporting and enabling our clients to effectively address their sustainability challenges. I encourage you to explore this report and find out more information about what sustainability means to Hatfield. You will also find details about the progress we continue to make, as well as the opportunities we see ahead to contribute towards a more sustainable world.

- Garth Taylor, President, Hatfield Consultants LLP

# Hatfield's CSR Vision

## THE CSR COMMITTEE

Hatfield's Corporate Social Responsibility (CSR) committee was established with the aim of promoting policies and practices that align with our CSR vision. The 2022 CSR committee consisted of representatives from various business areas and seniority levels. Monthly coordination meetings were held and the committee collaborated with other staff members to pursue the objectives outlined in Hatfield's CSR Policy and Vision.

## HATFIELD'S CSR VISION

At the heart of our CSR vision is the integration of sustainable practices into our business operations to uphold the economic, social, and environmental pillars of sustainability in the communities where we operate. CSR is a guiding tool that helps us incorporate environmental and social concerns into our decision-making process and interactions with our employees, clients, Indigenous Nations, and stakeholders. By adopting this approach, we can better anticipate and manage risk, improve our social license and reputation, attract and retain staff who share our values, and increase our operational efficiency, creativity, and competitiveness.

We operationalize our CSR vision through a series of specific CSR goals and associated actions or commitments which also form the backbone of this report. Our CSR goals are inspired by seven core subjects defined by the International Standards Organization (ISO) 26000 CSR guidance. These core subjects and associated Hatfield commitments are summarized in Table 1:

**Table 1 CSR core subjects and commitments**

ISO 26000 Core Subjects	Commitments
Organization and Governance	We are committed to ensuring the highest ethical standards in decision-making associated with our business activities.
Human Rights	We respect human rights as a fundamental practice, and are guided by the UN Universal Declaration of Human Rights.
Labour Practices	We place the utmost emphasis on the health and safety of our employees and visitors. We support staff development and aim to operate as a meritocracy.
Environment	Protection of the environment, biodiversity, and restoration of natural habitats is the cornerstone of our business and corporate culture.
Fair Operating Practices	We adhere to laws and regulations, and maintain a high level of accuracy and confidentiality, respect intellectual property, and refrain from bribery.
Consumer Issues	We constantly pursue the highest level of quality and work to foster long-term alliances and partnerships with our clients. We are an ISO 9001-certified company and strive for continuous improvement.
Community Involvement and Development	We provide in-kind and cash contributions to select causes in our local communities and support volunteer initiatives by our employees both locally and internationally.



# Organizational Governance

Hatfield's governance structures, policies, and protocols ensure that business activities meet the highest level of ethics, accountability, and transparency. Key examples of these measures include:

- A broad spectrum of committees (e.g., management, quality, human resources, health and safety, social, and mentorship) foster diverse points of view and greater transparency in corporate management, planning, and decision-making.
- Hatfield's Code of Ethics to which all employees are required to abide.
- Hatfield does not provide financial support to political parties.
- Hatfield staff are empowered to report any potential conflict of interest to their supervisor, one of the partners, or to protect confidentiality, anonymously through our Anonymous Feedback mechanism available on the Hatfield intranet.
- We are committed to the highest standards of professional conduct and integrity in all our business dealings and relationships. Staff are encouraged and empowered to promptly report any suspected illegal or unethical conduct in the workplace. Hatfield's Anti-Bribery and Anti-Corruption Policy provides guidelines on how to report unethical conduct.

# Human Rights

At Hatfield, we believe in and uphold basic human rights as defined in the United Nations (UN) Universal Declaration of Human Rights. We are committed to promoting diversity and inclusivity, commitments supported by company policies including, our Equal Employment Opportunity Policy and our Anti-bullying and Anti-harassment Policy. Our Indigenous People's Policy, founded on the principles defined in the UN Declaration on the Rights of Indigenous Peoples (UNDRIP), is a further reflection of our commitment to human rights.

We enforce these policies in our hiring and career advancement practices to ensure everyone at Hatfield has an equal opportunity to succeed. Discrimination based on gender, age, race, sexual orientation, religion, disability, culture, language, social or economic status is not tolerated at Hatfield.

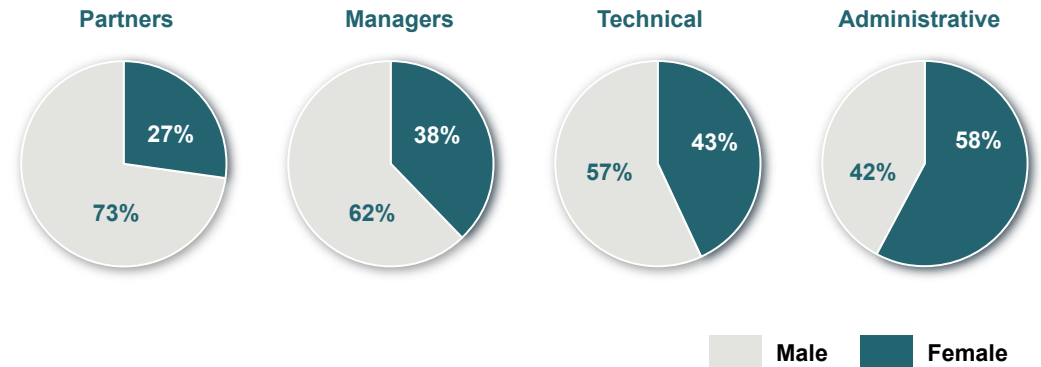
We are committed to improving gender balance in all staff categories (Figure 1). In 2022, 43% of our total staff were female. Our technical and administrative roles were 43% and 58% female, respectively (Figure 2), while management and partners were predominantly male (Figure 2). We had a wide range of ages across the company, although most of our staff fell within the 31-45 range. As we continue to grow we anticipate an increasing proportion of our staff to come from a younger cohort in the 18-30 year age range (Figure 3).

We continuously review our hiring practices and provide opportunities for advancement fostered in a fair and unbiased manner. In 2022, we completed an external audit of our Human Resources operations. Based on findings from the audit we updated and improved our policies and practices, and we provided equity, diversity, and inclusion (EDI) training to all our staff and enhanced EDI training for partners and people managers.

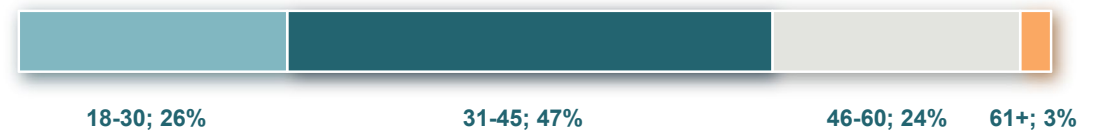
**Figure 1**  
Total workforce by gender



**Figure 2** Staff levels gender distribution



**Figure 3** Total workforce by age



# Human Rights

Hatfield also takes an active approach to protecting and promoting human rights in the work we do with our clients. We carefully consider the human rights performance of our potential and existing clients, partners, and subcontractors. We avoid signing on to projects that may involve conflict minerals or projects that pose a risk of using child labor, forced labor, or forced resettlement. We actively seek out projects that are proactive about addressing human rights issues.



# Labour Practices

## Health and Safety

Hatfield places a high priority on ensuring a safe and healthy work environment for all personnel, including employees, outside contractors, and visitors both on our premises and at client sites. Our objective is to achieve zero reportable health or safety incidents. We comply with all relevant legislation and regulations and closely adhere to best practice guidelines recommended by regulatory authorities such as WorkSafe BC, the Workers' Compensation Board of Alberta. Our staff receive annual training and additional training, as necessary, to meet the requirements of other regulating bodies.

Hatfield is a Certificate of Recognition (COR) certified company. We carefully monitor health and safety statistics for continuous improvement, in keeping with COR values. Health and safety updates are a standing agenda item at monthly staff meetings to reinforce our policies and practices and deepen our commitment to maintaining a healthy, safe, and enjoyable work environment. We support

the personal mental and physical health of our employees by offering an extended health benefits plan, paid sick days, mental health supports, and provisions for fatigue management.

We observed a slight increase in total recordable injury frequency, from zero (0) in 2021 to 0.57 in 2022. These incidents are reflected in Table 2 which provides a summary of the health and safety recordable incidents between 2017 and 2022.

**Table 2**  
**Summary of health and safety recordable incidents, 2017 to 2022**

Health and Safety Recordable Incidents	2017	2018	2019	2020	2021	2022
Occupational Diseases	0	0	0	0	0	0
Medical Injury	1	0	0	1	0	1
Near-misses	6	11	14	10	9	10
First Aid Incidents	8	5	8	4	3	6
Vehicle Incidents	0	0	0	1	0	1
Total Recordable Incidents	1.02	0	1.64	0.74	0	0.57



# Labour Practices

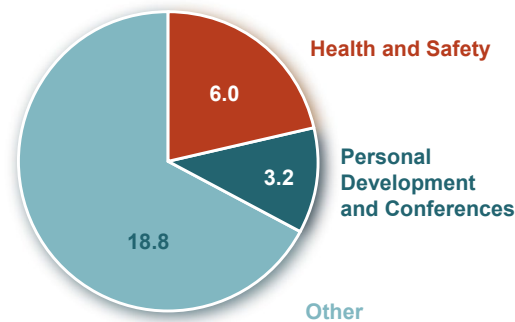
## Training and Professional Development

At Hatfield, we place great emphasis on fostering the growth and development of our staff to help ensure everyone derives as much professional satisfaction from their work as possible. Hatfield partners and managers work closely with their teams to establish personal objectives that align with the company's strategic vision, and to make certain our staff has a clear understanding of the invaluable contributions they make to our business. To facilitate the achievement of these objectives, Hatfield provides a range of personal and professional development programs, training opportunities and succession planning initiatives (Figure 4). Additionally, six-month performance reviews for new hires and annual reviews henceforth provide a structured platform for staff to review their objectives, assess their career progression, and overall satisfaction with their professional growth.

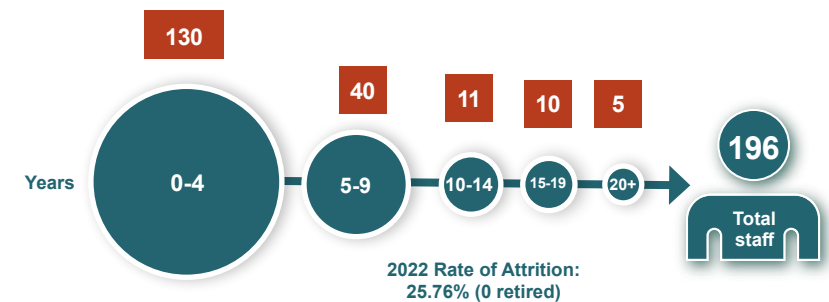
## Attrition

In 2022 Hatfield implemented strategies to sustain our business, keep everyone employed, and evolve with post COVID-19 pandemic remote work trends including implementing a hybrid home/in-office work policy. Most of our staff had a tenure of <1 to 4 years (Figure 5). Our rate of attrition was lower than 2021 (Figure 5). Departing staff generally were in technical positions and with an equivalent attrition rate for female and male employees (Figure 6).

**Figure 4** Average training hours per employee



**Figure 5** Staff tenure



**Figure 6** Staff attrition by gender and position



# The Environment

Protection of the environment is a cornerstone of Hatfield's business and corporate culture. We are committed to minimizing the impact of our activities on the environment as well as supporting our clients' efforts to protect the environment. Most of Hatfield's direct environmental impacts originate from transportation to our offices and work sites, use of resources and electricity, and waste generation. The following are initiatives and metrics we implemented and tracked in these areas in 2022. Many of these annual metrics continued to be affected by our ongoing response to, or compliance with, COVID-19 restrictions.

## *General*

Given the nature of our business and the backgrounds and experiences of our staff, it is unsurprising our collective level of environmental awareness and commitment to sustainability is high. Nevertheless, through the practices and measures described below under transportation, resource use, and waste generation, we continue to promote environmental awareness, responsibility, and best practices throughout Hatfield.

We also support sustainability initiatives and practices through the work we do with our clients, which includes the following objectives:

- Minimizing environmental risk while providing our services, for example through implementing controls to avoid spills of harmful chemicals while sampling and opting for non-lethal sampling of organisms wherever possible.
- Ensuring environmental assessments, studies, and recommendations by Hatfield to our clients are made in an unbiased and scientifically supported manner, in line with upholding the principles of environmental stewardship and social responsibility.
- Supporting the environmental initiatives of our clients and encouraging the implementation of environmentally sustainable practices.

We are driven to find sustainable, resilient solutions for our clients and our daily practices. Many, if not all the projects Hatfield worked on in 2022 had a direct focus on supporting sustainability.



# The Environment

## Transportation

The majority of Hatfield staff worked hybrid in 2022, which greatly reduced commute times in comparison with the pre-pandemic conditions. Prior to March 2020, most staff were driving alone or using transit to commute into their offices. The majority of staff reported being satisfied or very satisfied with their daily commute.

Hatfield offices provide bicycle storage and shower facilities to support cycling as a healthy, emission-free option for commuting. Before 2020, North Vancouver staff were active participants in Bike to Work Week and a small, committed, group cycled to work regularly. Hatfield's North Vancouver Office also offers electric vehicle charging stations.

## Resource Use

Hatfield's procurement practices and office operations are consistent with our environmental responsibility policies. We vet our suppliers to ensure we are purchasing products and services from companies with high environmental standards such as supplying FSC-certified paper or Fair-trade coffee.

Hatfield offices have aimed to reduce paper use through investment in accounting and administrative software tools. A transition to additional digital processes over the past several years, including more frequent digital submission of reports to clients and accounting forms also had a positive impact on reducing consumption of printing supplies.

## Waste Generation

We have systems in place to decrease waste generation which include recycling paper products, as well as electronics, batteries, plastic and glass containers, and organics. We support the reduction—and eventual elimination—of single-use plastic waste by providing staff with reusable cups, plates, utensils, and water bottles.

Figure 7 Paper Use (per year)

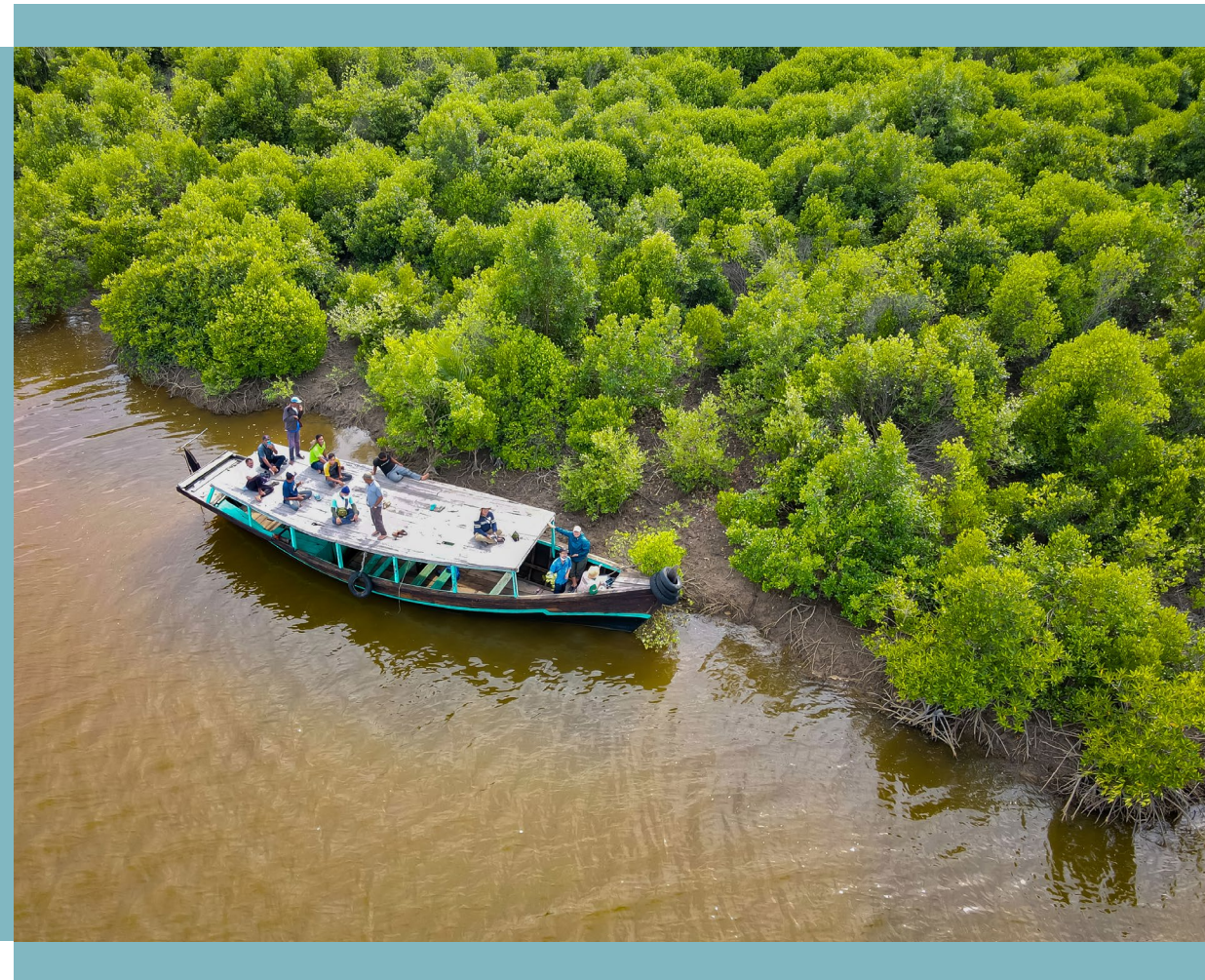


# Fair Operating Practices

We place great emphasis on ethical and fair business practices, which are integral to our operations. We remain resolute in our commitment to uphold these principles, including a thorough understanding of and adherence to all applicable laws and regulations in the countries where we conduct business.

Our fair operating practices include:

- Bribery is not to be tolerated. For greater clarity, bribery includes offering any form of money, entertainment, or gifts to officials, whether within Hatfield, other organizations, or government that may result in personal or corporate gain.
- Hatfield will not use or infringe on third party intellectual or real property rights without documented permission, nor abuse Hatfield's property.
- Hatfield will not share personal, confidential, or sensitive data and information without the owner's free, prior, and informed consent.
- Hatfield is committed to fair and transparent bidding practices and prohibits collusion.
- Information released to the public or to potential or existing clients will be accurate, fact-based, and in accordance with applicable laws and regulations.



# Consumer Issues

At Hatfield, we believe in establishing strong and long-lasting relationships and partnerships with our clients. Our approach is based on building mutual trust by adhering to and practicing our core values (Section 4.0). We are committed to consistently delivering high-quality and professional services that meet or exceed the expectations of our clients worldwide. As a certified ISO 9001 company, we have a corporate quality management program that promotes continuous improvement in all areas of our business operations.

Regardless of position, we encourage collaboration across the company to improve the quality of our services and enhance customer satisfaction and trust. We understand the importance of investing in our staff's professional development, as it ensures that our services remain relevant while fostering innovation and collaboration.

We place great value on the feedback we receive from our clients. This feedback helps us to continually improve our services and ensure their quality. In 2022, we received 28 responses from clients, which we carefully recorded and reviewed. The feedback we received was primarily focused on the timeliness and quality of our deliverables, as well as the expertise of our staff.



# Community Involvement

## Community Involvement

Hatfield supports the development of more collaborative approaches with communities, recognizing the value of supporting the communities in which we work. We are committed to the following community involvement and development initiatives:

- We offer paid time off for staff to volunteer with causes they feel passionate about. The amount of volunteering engagement we could do has increased since the pandemic. In 2022, staff volunteered a total of 212 hours of their time to help local initiatives. They have participated in projects such as shoreline clean up and invasive plant removal from streams in North Vancouver and helping pack food bank deliveries with the Calgary Food Bank by our Calgary office. The Calgary office also collected over 60 lbs in invasive weeds with the Weaselhead/Glenmore Park Preservation Society.
- We provide both in-kind and cash contributions for select causes in local communities. In 2022, staff and the company nearly matched donations to local charities made in previous years as we led a fundraising campaign during the holiday season to support local Food Banks in BC and Alberta, that directly helped many people during this challenging year as grocery prices rose.
- Each year we offer co-op internships for students from local education institutions. In 2022, Hatfield hired ten co-op / technical practicum students, five of whom were subsequently hired as full-time employees.
- We engage with local industry associations and organizations, supporting our staff to be part of their membership and engage in their operations and award nominations.
- Hatfield seeks to develop partnerships with Indigenous communities and companies both as consultants and business partners.

Figure 8 Total volunteer hours

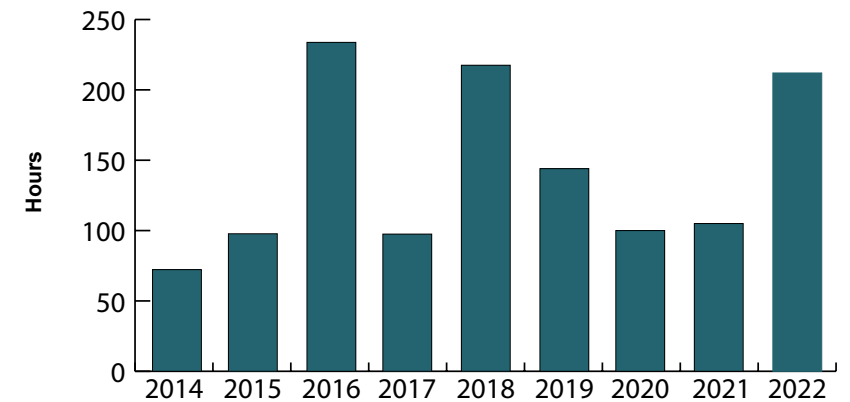
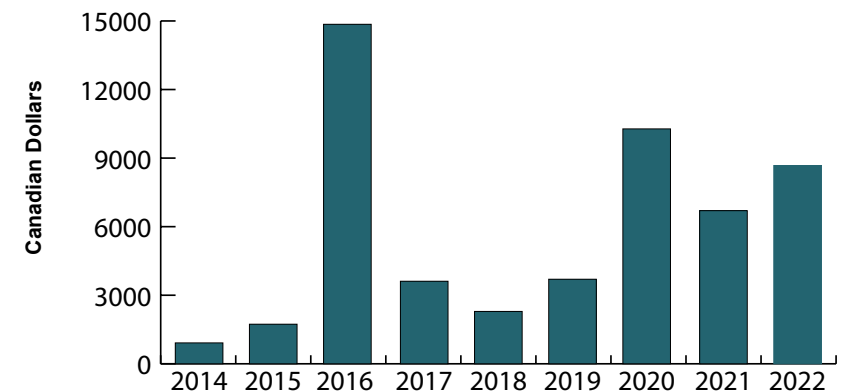


Figure 9 Charitable donations





## CLOSURE

We hope this report provides useful insight into how we at Hatfield strive to be a good corporate citizen by treating our staff, the environment, and the communities and constituencies in which we work with the respect they deserve. We welcome any comments or feedback from anyone who has read this report. You may email our President, Garth Taylor, directly at [gtaylor@hatfieldgroup.com](mailto:gtaylor@hatfieldgroup.com) or, if you are a Hatfield employee, you may also respond through our anonymous feedback portal on the intranet.