PBS Sustainability Program
Annual Report – 2018

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From your PBS Sustainability Advisory Team

This marks the fourth year we have published our annual Sustainability Report. This report summarizes our collective accomplishments for the previous year and sets a direction for the next. We encourage you to read the report and provide us with any feedback you may have.

In addition to your individual contributions, PBS continues its commitment to elevating sustainability in the course of our business—reducing the impact of our operations, helping our clients operate in more sustainable ways, providing meaningful work and living wages to our employees, and actively participating in our communities.

In 2018, we saw expansion of some existing programs and introduction of new programs, all of which focus on our local communities:

- **Expansion and rebranding of what is now called the PBS Community Investment Initiative.** This program leverages our expertise and design capabilities on projects with a community focus. This fund's $20,000 allocation was distributed over a number of projects in our local communities.

- **Roll-out of our Community Service Program.** This program allows every employee to donate 4 hours of paid time to either a personal cause or a PBS sponsored event.

Our Sustainability Program involves all parts of the company—administrative, safety, marketing, operations, accounting, and technical staff across all our regions. A huge “thank you” for your individual and collective efforts. Thanks also to our Green Team members who implement sustainable practices in each of our offices, and to PBS’ Board of Directors, who continue to support all aspects of the Sustainability Program.

We look forward to continuing to work with you to improve our sustainability-related efforts, our company, and our communities.

Respectfully,

The Sustainability Advisory Team

*Tom Archer*
*Amelia Wasserman*
*Tri’ah Derderian*
*Matt Jones*

**PBS Sustainability Program**

PBS proudly maintains an active Sustainability Program to ensure we continue to provide quality services in an economic and environmentally conscious way. PBS’ Sustainability Program provides a framework to evaluate our current operations and impacts and to guide us in our future endeavors. The company-wide implementation of sustainability principles is considered fundamental and critical—in both our client services and our internal operations. We believe this is good for our business, our clients, our employees, and our communities. Most important, this is good for the earth on which we depend for survival.

This annual Sustainability Report summarizes our efforts over the previous year and lays out future goals. The report highlights business practices and operations that promote sustainability; are intended to lower PBS’ environmental impacts; and elevate our community, social, and economic contributions. Every year, this report provides an update on our efforts to reduce our operational footprint, improve the health and well-being of
our employees, improve services to our clients, engage our communities, and ensure the continued viability of the company into the future.

**PBS Governance for Sustainability**

A number of sustainability reporting programs and guidance documents form the foundation of PBS’ Sustainability Program. These include the Global Reporting Initiative (GRI), the Ceres Roadmap for Sustainability, the state of Oregon’s Benefit Company and Certified B Corps criteria, and others. Our Sustainability Program does not strictly adhere to any one standard, and we will continue to consult multiple programs for improvements. Registration with one or more of these programs may occur in the future.

The Sustainability Program’s internal structure consists of several elements that work in concert to set and implement policy and procedures and track and report progress over time. This is not intended to be a top-down approach; everyone in the company is encouraged to participate at some level, and input from employees and stakeholders is encouraged.

While accountability for this program rests with company management, our employees play a critical role in its implementation and ultimate success. We encourage our employees to bring ideas, participate in everyday sustainable practices, and help integrate sustainability paradigms into the company ethos. With that in mind, if you want to be more involved, or have a specific idea that you believe can help PBS become more sustainable, send an email to: sustainability@pbsusa.com.
2018 Program Goals

The following goals were developed by the Sustainability Advisory Team for 2018. The following report is a summary of our actions and initiatives over the past year.

2018 Sustainability Goals

ENERGY AND WATER

- Continue participating in carbon offset and alternative energy purchasing programs offered by regional utilities. Increase participation in satellite offices where possible.
- Retrofit PBS Portland’s existing HVAC units with more energy efficient units over time.
- Develop a “Green Office Checklist” for all offices. Identify areas for continuous improvement with annual Office Practices Surveys.
- Work with our landlords at leased facilities to ensure building materials, lighting, and appliances are low-VOC, energy efficient, and address other environmentally relevant concerns.
- Develop a checklist for any new leases or lease renewals.
- Continue training of all discipline groups to incorporate sustainable design elements into projects.

WASTE

- Continue to look for and evaluate further waste stream reduction methods from all PBS offices and operations.
- Continue to collaborate with vendors who incorporate sustainable practices into their operations.
- Continue employee awareness through “PBS You” (monthly presentations to all staff), intranet, PBS Pulse (in-house newsletter), and other inter-office communication.

TRANSPORTATION

- Continue efforts to reduce automobile commuter trips to and from our various offices. Efforts will include developing rewards and incentives to encourage staff who might use a Portland car-sharing program. Monitor progress through the annual Metro commuter survey and other methods.
- Provide additional fleet vehicles for business trips with an internal reservation system.
- Always consider alternative fuel vehicles when purchasing or leasing fleet vehicles.
- Increase participation in the Bike More Challenge.

COMMUNITY

- Increase volunteer time through the Community Service Initiative. Track this time over the year.
- Match employee community donations of up to $20,000.
- Allocate $20,000 to PBS’ Community Investment Initiative.
- Continue wellness activities and incentives covering a wide range of activities to gain full participation.
- Increase incentives for Green Team members.
ECONOMIC

- Evaluate moving one level of our data backup to PBS Bend to be outside of subduction-zone earthquake hazard area.
- Complete the Continuity of Operations Plan.
- Conduct emergency exercises in each office. Biannual training in accordance with the Health and Safety Plan is provided (started January 2014) and is audited annually for compliance.
- Evaluate safety records of subcontractors.
- Continue to increase visibility of corporate sustainability efforts and achievements on our website and in marketing materials.
- Develop and implement a customer retention program for the dual purposes of improving customer service and gathering potential content for marketing materials.
- Continue to evaluate our employee hiring, compensation, and retention programs, with the goal of hiring the best talent and continuing to provide one of the region’s best places to work.
- Continue to integrate safety into everything we do at PBS and develop a safety culture at all levels of the company, focusing on proactive safety solutions, and manage the elements of the safety program with a strong focus on loss control and risk management.

Sustainability Program Actions

For the purpose of this report, PBS Sustainability Program efforts are generally categorized under the action’s primary area of environmental impact (energy and water, waste reduction, and transportation), community and social responsibility actions, and economic aspects.

Note that some actions have positive impacts in more than one category and so may appear more than once. For example, encouraging alternative forms of transportation (bicycling, walking) has positive impacts in both environmental (reducing carbon footprint) and community and social responsibility categories (promoting health and wellness).

Energy and Water

Energy and Water Aspects – 2018 Actions

- PBS continues to purchase carbon offsets through NW Natural’s Smart Energy program for Portland, Vancouver, and Eugene offices. Offsets are intended to compensate for the environmental impact of natural gas usage. Utilities use the funds to build renewable energy projects such as biomass plants.
- Portland General Electric (PGE) provides power to PBS’ Portland offices. Since 2015, PBS has participated in two of PGE’s renewable power options, the Clean Wind and Green Source programs. Under Green Source, all energy we pay for is from 100% renewable sources. Under the Clean Wind program, we purchase set increments of wind power.
- PBS participates in the Eugene Water & Electric Board (EWEB) Greenpower program. Greenpower business partners help to fund research, education, and projects that advance renewable energy.
- PBS You’s “Sustainability Slice” regularly presents topics relating to sustainability for office and home life.
• Employees are asked to turn off office lights and computers at the end of the day. Some PBS buildings have lights on timers and motion sensor activated lights for built-in efficiency.

• Printers and copiers automatically go into Energy-Saver mode when idle.

• Most of our facilities utilize energy efficient lighting and appliances. Many office lights are motion detecting.

Energy and Water Aspects – Future Goals
• Convert to LED light fixtures where practicable.

• Evaluate additional energy and water conservation strategies and technologies where practicable.

Waste Minimization and Reduction
Waste Aspects – 2018 Actions
• PBS became a Gold-Certified business by the City of Portland’s Sustainability at Work program in 2017. Sustainability at Work organizations “walk the talk” of green business, from recycling and reducing energy to bike commuting and community giving. The program provides a portal for residents to connect with businesses making positive impacts on our economy, community, and environment.

• All offices recycle paper, glass, and cardboard; many recycle plastics and metal.

• In all offices, boxes and packaging are reused or recycled.

• Most of our used electronics and computer equipment are recycled or donated for reuse.

• PBS continues to encourage staff to conduct paperless projects. Email is used for both communications and document delivery. We also use our secure FTP site for document delivery.

• It has been our policy to set double-sided printing as the default setting for all printers/copiers since 2016.

• Document-retention policy promotes electronic document storage and reduction in size of hardcopy files. Certain departments use a file purging system for any closed project files to minimize the need for off-site file storage.

• PBS offers our clients long-term data storage and management through our subsidiary Verdant Web Technologies, helping our clients minimize their own paper use and hardcopy storage.

• Office janitorial service providers use green chemical cleaners.

Waste Aspects – Future Goals
• Continue to evaluate waste streams, particularly in light of the recent shifts in the global recycling markets, which are having the effect of reducing recycling rates in our operating region.

• Evaluate alternatives for purchasing aluminum beverage cans in all offices. Implement a pilot program for reusable CO₂ cartridges or similar.
Transportation

Transportation Aspects – 2018 Actions

• PBS Portland earned a 2018 “Bike Friendly Business” Silver medal from the national League of Bicycle Friendly America (bikeleague.org). This designation went to 82 businesses in 30 states. The award recognizes companies for their efforts to promote and support active, healthy transportation options for their employees, customers, and guests.

• PBS’ vehicle fleet was moved to a managed system through Enterprise. We project an estimated CO₂ reduction of 23,331 pounds per year due to increased mileage efficiency. This will increase over time as newer technologies become available. This also enables PBS to adopt new technologies (e.g., electric vehicles) as they become available or more cost competitive.

• Overall fleet size has stayed consistent—increasing only by 3 vehicles in 2018 for a total of 35 in fleet.

• TriMet passes continue to be provided for Portland staff; this has been cited in the employee commute options survey as a top reason for staff choosing mass transit. The use of transit passes in other offices was reviewed and deemed impractical.

• Shower and bicycle storage facilities are provided at our Portland and Vancouver offices. Portland offices have a towel service in all locker rooms.

• Electric vehicle plug-in is provided in Portland and Seattle offices.

• Company-wide wellness incentives encourage increased use of bicycling and walking to minimize environmental impact of employee travel.

• Transportation to and from project sites is minimized thanks to the distribution of PBS’ offices; staff from the closest office conduct site visits.

• To minimize business travel, we encourage the use of WebEx, Skype, Mitel, and other virtual meeting platforms for meetings and for training when appropriate.

• Bicycle tune-up days were held in Bend, Portland, Seattle, and Vancouver.

• Washington and Oregon offices participated in the 2018 Bike Challenge, with a total of 2,736 miles biked during the month of May, preventing approximately 2,500 pounds of CO₂ emissions.

• PBS started a corporate annual membership with Biketown, Portland’s new bike share system. As a Biketown Group Member, PBS employees are eligible for discounted annual memberships.

Transportation Aspects – Future Goals

• Continue to explore energy efficient technologies in our vehicle purchases.

• Add alternative mode options (car sharing, transit) in offices where they are available.
Community and Social Responsibility Actions

Community Aspects – 2018 Actions
At PBS, supporting our communities is a core value. That's why in 2018, we renewed our commitment to local charities and matched the contributions made by our staff.

Pro Bono Design Services Initiative
PBS formalized and expand our company pro bono services program, whereby services are provided to specific community-oriented projects. Pro bono projects since the inception of this program include:

- Hazel Dell Little League fields; Clark County, Washington – Sewer lateral design
- World War II Memorial; Walla Walla, Washington – Civil engineering services
- OSU Timbers Soccer Field Improvements at Pine Nursery Park; Bend, Oregon – Geotechnical engineering services
- Little Theatre of Walla Walla; Walla Walla, Washington – Survey services
- Coos County Fairgrounds (90389.000) had $9,500 spent in calendar year 2018
- Gateway Green Park (71358.000) had $2,500 spent in calendar year 2018

Community Event Sponsorships

- PBS was a proud sponsor of the November 3 Día de los Muertos Run in Pasco, Washington, supporting educational scholarships for local students
- Hood-to-Coast 2018
- Oregon Brownfields Conference
- 2018 Women of Vision
- Clark County Food Bank – Taste & See 2018
- NW Remediation Conference
Community Service Incentives for PBS Employees

- In 2018, PBS Store Points awarded for participating in the Green Team were increased from 2 points per month to 3 points per month, as incentive for those who have been committing their time and energy to this effort.
- PBS continues to encourage volunteerism, provides volunteer opportunities (e.g., SOLVE), and regularly spotlights staff volunteers.
- We introduced our Community Service Initiative which encourages employees to contribute up to 4 hours per year of paid time to a PBS sponsored event or their favorite community project.
- PBS provides matching funds for charitable giving. In 2018, PBS provided employee matching contributions of $4,028, sponsorships of over $20,220, and other charitable donations of $16,404.
- Volunteer stories are regular highlights in our social media posts and in our internal newsletter PBS Pulse.

PBS’ In-House Community Efforts

- Safety continues to be promoted as a culture at work, on our projects, and at home.
- Wellness programs include competitions with prizes.
- PBS provides employees with a comprehensive health benefits package.
- PBS reimburses staff for continuing education costs.
- PBS funds a scholarship at the OSU School of Engineering.
- Offices use locally sourced goods and services when possible.
- PBS promotes equity in staff career development, promotion, and pay, and promotes diversity in hiring.
- The rate of staff retention at PBS is very high—25% of staff have been with PBS for over 10 years.
- As of December 31, 2018, we had 230 active employees—29% female, 71% male, and 12% self-identity as an ethnicity other than white.

2018 Week of Service – November 26–30

GIVING TUESDAY
PBS kicked off our annual Week of Service by recognizing our Tri-Cities team, who worked with Second Harvest Food Bank to donate 9,460 pounds of food to support local families in need.
HYGIENE AND SUPPLY PACKS

Our Seattle office staff assembled “buddy packs” of snacks and essential for kids donated to Mary’s Place. Hygiene and supply packs for Bethlehem Inn and Shepard House were assembled and delivered by our Bend office. Our Vancouver and Portland teams also got together to assemble hygiene and supply packs for community members in need.

Community Aspects – Future Goals

- Increase allocations for each of our giving programs over 2018 levels
- Increase participation in each of the categories

Economic Aspects

Economic Aspects – 2018 Actions

Safety

Safety is a priority at PBS; a safe workplace is an efficient workplace. PBS promotes a safety culture at work, on our projects, and at home via monthly presentations and intranet reminders.

- Annual all-staff safety refresher training was provided in February 2018.
- Staff training is continual, with priority placed on risk management and safety. This is accomplished through preparation of job hazard analyses and site-specific health and safety plans, along with a focus on safety at the beginning of all company meetings.

Growth & Planning

- PBS continues to grow and employs over 230 people.
- Our business services and clientele are diversified.
- We continually monitor the industry to ensure that we are competitive.

Disaster Preparedness

- We continue efforts to secure our IT systems from external forces. We have considered and made plans for disasters and terrorism events to ensure our internal operations remain functional and that we can support our clients’ data access. A Continuity of Operations Plan is nearly complete for IT as well as employee response.
- Because our office locations are geographically diverse, a disaster or terrorist attack is less likely to cripple the firm.

Marketing & Website

- We actively worked to incorporate PBS’ sustainability efforts and achievements in media releases, in our marketing materials, and on our website.