

Stantec COVID-19 Corporate Response & Business Continuity Capabilities

Stantec Pandemic Leadership and Response Plan

Corporate Pandemic Response Leadership

Stantec's Pandemic Committee (a working group established years ago by the executive leadership of the organization) has been actively monitoring the spread of COVID-19, securing guidance from global and local health authorities, and providing regular updates to employees through a situation news hub on Stantec's internal communications platform (The Lens).

The Committee is a diverse group of experts ranging from operational and safety leaders to a public health toxicologist who works in Stantec's environmental services practice. Members of Stantec's executive leadership team hold designate positions on the committee while utilizing its recommendations to implement initiatives within the organization. The Committee's objective is to execute the Company's standing Pandemic Response Plan on both a companywide and localized basis to:

- Protect the health of our employees
- Provide for the continuity of activities essential to the business
- Minimize the disruption to clients, customers, employees, and services.

Stantec's Pandemic Response Plan

By following the plan, Stantec's Pandemic Committee is providing support to employees and business operations to service clients through several precautionary efforts including:

- Business continuity and remote working resources
- Daily employee communications
- Travel restriction and sanctions, domestically and abroad
- Precautionary quarantine requirements
- Office safety and sanitation protocols
- Potential exposure restrictions (event/conference cancellations)
- Safety medical/testing guidance where relevant

Business Continuity and Client Support

To continue supporting our clients' needs throughout this event, Stantec's Pandemic Response Plan utilizes several key approaches and strategies:

Technology – Remote Working

Stantec employees have several options for working remotely from home:

Corporate Laptop Users: Seventy-five percent of Stantec employees have a corporately managed laptop with Global Protect VPN installed and can simply take their laptop home and connect securely to our corporate network through their home internet connection.

Desktop PC Users: Employees who have a desktop PC in the office and a personal Windows PC or Mac at home, have the option to connect from their personal device at home directly to their office desktop PC and remotely control it.



There are a small percentage of employees that do not have a PC or MAC at home available to them to use for RDS; these team members can in many cases transport their office PC desktop home securely in the trunk of their car.

In addition to these remote connectivity options, employees also have access to O365 One Drive for Business and Groups for document sharing both internally with colleagues and externally with clients and partners.

Expertise – Globally Distributed

In the event of a reduced workforce or an extended office closure in a location currently supporting your project, Stantec can provide team members with relevant experience from alternative locations to support ongoing project activity to meet deadlines.

Client Worksite Considerations

Client Notification – In the event that a member of Stantec employee community has contracted COVID-19 and we have reason to believe they may have interacted with a client (either in office settings or on project sites), we hold the responsibility to immediately notify the client upon our notification from our personnel and discuss opportunities to assess potential impacts and discuss appropriate reactive measures.

Worksite Considerations – For team members working on project sites or in client settings, Stantec team members will work to uphold both our company standards relative to this response while working transparently with the client to merge approaches. Relevant topics include, but are not limited to:

- a) Utilizing appropriate social distancing as a guideline for safety
- b) Open communication on changes to client site safety protocols
- c) Prohibition of staff with symptoms consistent with COVID-19
- d) Minimizing face to face client or contractor meetings where possible
- e) Adjusting our project Safety Plan's to communicate all project protocol adjustments
- f) Indicating/clarifying emergency response if symptoms are developed while working on site

Safety, Care, and Containment Measures

Our people are at the heart of everything we do; they give our work purpose and deliver the critical support our clients require. Supporting our people's health and the health of those around them is entrenched in our corporate values. Stantec's Pandemic Committee has instituted a number of precautionary measures to promote continued health and mitigate the chance of virus spread.

Remote Working – Stantec has approved remote working for its entire workforce. Employees in major urban areas or who are reliant on public transit are coached to avoid potentially high-exposure environments. This supports community health and response to government agency guidance, school district closures, or other factors.

Quarantines and Social Distancing – Any employees returning from areas of significant outbreak (identified by global health organizations) have been required to observe 14-day quarantines before returning to work. Within office environments, specific guidance has been given to employees around



social distancing, utilizing virtual meeting platforms, and returning home if displaying any respiratory illness symptoms. Additionally, employees are currently not permitted to attend industry conferences or sizeable gatherings as a precautionary measure.

Local Teams – To effectively monitor conditions, communicate, and provision appropriate measures, the Pandemic Response Plan also provisions Local Crisis Management Teams (with regional leadership and support teams in communication; human resources; IT; and health, safety, security, and environment) to address the needs of specific regions and markets where Stantec employees work. This provides real-time support and communication.

Continued Safety and Precautionary Guidance – Stantec's Pandemic Committee utilizes a variety of media to connect with employees and answer emerging questions. The Company has a fully functional internal digital hub which provides employees with document resources, FAQs, and recent updates from leaders.

These measures will remain in place and expand as the Pandemic Committee continues to meet and to collect additional information. All employees are urged to follow guidelines and utilize resources to protect themselves, their colleagues, and their communities while providing continued service to clients. Stantec has also reminded employees that there are Employee and Family Assistance Programs available in many countries in which we operate. Local HR representatives are also available to help, while our Health, Safety, Security, & Environment team is providing continued guidance to all of offices relative to preventative practices and emergency response measures.