

# CORPORATE SOCIAL RESPONSIBILITY REPORT

2016 - 2017



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## OUR COMMITMENT

Our people, our work, and our communities require us to make healthy, safe, and sustainable choices every day. In doing so, we continue our mission to provide a fulfilling place to work and deliver high-quality services, all while protecting the environment.







Since our founding in 1979, Woodard & Curran has undertaken social and environmental sustainability efforts at our offices, supported our clients with their sustainability initiatives, and thought about our projects and services with a sustainability mindset.

**Over the years, our employees have:**

- ▷ established robust recycling and composting programs,
- ▷ organized activity and volunteer days,
- ▷ created and built a grant-funding 501(c)(3) organization, the Woodard & Curran Foundation, to support environmental nonprofits,
- ▷ formed and embraced a diversity and inclusion strategy,
- ▷ worked to reduce paper and energy use,
- ▷ implemented companywide wellness programs, and
- ▷ deployed sophisticated information technology systems to allow our employees to work remotely with colleagues and clients nationally, reducing our carbon footprint from travel.

With that, I am pleased to provide Woodard & Curran's inaugural Corporate Social Responsibility (CSR) Report. We share this as a statement of our commitment to make continual improvements to our overall social and environmental footprint by setting 2020 and 2025 sustainability objectives. Woodard & Curran has a dedicated team across the company and country who will work diligently to ensure we monitor our performance, identify successes, and reduce potential roadblocks.

Our people are passionate about making a difference in our communities. Our purpose is protecting the environment. We are committed to both.

Doug McKeown  
CEO, Woodard & Curran

Unless noted, this report shares information on our 2017 business, providing our social, economic, and environmental footprint.<sup>1</sup>

We based our reporting framework on indicators of material importance, according to the Global Reporting Initiative (GRI) standards.

<sup>1</sup>Our health & safety trainings, emissions, waste, water, purchasing and charitable giving baseline is based on 2016 data.





# OUR SUSTAINABILITY POLICY



Woodard & Curran is committed to running our business and providing services in a socially, economically, and environmentally-responsible manner, minimizing negative impacts, and working to improve social and environmental conditions in the communities in which we live and work.

Environmental stewardship reflects the values embodied by Woodard & Curran's culture and is a key tenet of our mission statement. We believe a healthy environment is critical to promoting a high quality of life and physical, mental, and emotional wellbeing.

In order to meet employee, client, community, and other stakeholder expectations of our social and environmental performance, Woodard & Curran has established and abides by **the following principles that guide our actions:**

- ▷ Comply with applicable environmental laws, regulations, and standards
- ▷ Seek to improve the sustainability of operations by ensuring employees are aware of company goals and implementation plans through effective communications and internal initiatives
- ▷ Identify ways to reduce water, energy, purchased materials use, and emissions and waste generation
- ▷ Create healthy, safe, and fulfilling workplaces for our employees, with constant attention to inclusiveness, diversity, and ethical business conduct
- ▷ Help clients develop efficient and effective solutions to create and meet their sustainability goals
- ▷ Provide support to charitable causes in the communities where our employees live and work through our time, talent, and financial support
- ▷ Continually monitor progress and seek to improve social and environmental performance according to our established goals



## OUR PEOPLE





**Our mission**, created by our founders Frank Woodard and Al Curran, **begins with a promise to our people.** Woodard & Curran has built a national presence that provides opportunities for our employees to do challenging work and thrive while working together to make a difference in the world.

Hiring exceptional people, supporting them with resources and mentoring, and doing meaningful work; that's what makes Woodard & Curran an employer of choice. Our goal is simple: attract and retain a diverse and engaged workforce, demonstrating a retention rate 20% better than the industry average (9%) by 2020.



Voluntary  
turnover rate:

**8.4%**

### What's in the Plan?

- ▷ Focus our efforts to retain and engage our employees by providing learning and growth opportunities, aligning performance and rewards, clarifying expectations, offering a comprehensive total rewards package, and expanding internal ownership.
- ▷ Continue to make improvements to our Health & Safety program through communications, trainings and processes.
- ▷ Quarterly monitor a series of key performance indicators to ensure we're on track to achieve our objectives.
- ▷ Bi-annually survey the company for perspectives on employee engagement.

### Our 2020 Objective

- ▷ Reduce our voluntary turnover rate to 7%.



"Our number one strategic goal is to be a great place to work. We know that providing our talented professionals with a challenging, fun work environment and opportunity to grow naturally leads to excellence and sustainable outcomes in all areas of our business."

– Kathleen Welter,  
Vice President of Human Resources

## HEALTH & SAFETY

Woodard & Curran holds in highest regard the health and safety of our employees, contractors, clients, and the public, and we are committed to providing a workplace that reflects this value.

Built on a philosophy that **safety is a core value rather than a priority**, Woodard & Curran's safety culture begins at the highest level and strives to engage and empower our employees to work and advocate for their safety and the safety of those around them. Meetings and regular communications from leaders always have a safety component, urging our people to make sure it remains a part of the conversation.



"We believe that it is not just the absence of injuries that indicates a safe and healthy work environment. That could be as much a matter of luck as of prevention efforts. Rather, it's the presence of certain actions, attitudes, and employee engagement levels that are a better reflection of the health of the program."

– Shannon Eyler,  
Director of Health & Safety

### What's in the Plan?

- ▶ We have a comprehensive Health & Safety program, instilled in our company culture, and continue to make improvements to communications, trainings, and processes. We pledge to place the safety and well-being of our employees first and to embody honesty and integrity in the pursuit of our vision.

### Our 2020 Objective

- ▶ Zero incidents. Our goal is to eliminate foreseeable hazards.

.....

**94%**

of employees believe  
health and safety is a  
core value

.....

To instill our motto of '**safety by choice, not by chance**,' our health and safety team conducts hundreds of trainings annually to keep our employees informed and ready to deal with any situation they face.



## Hours of Health & Safety Training, by Business Area\*

### Operations & Mgmt. (O&M)



Total Hours:

1,695

### Consulting



Total Hours:

3,490

### Corporate Services



Total Hours:

129



## Awards

### 2016 Burke Safety Award



FROM  
NEWEA

### Operator Ingenuity Award



FROM  
WEF

### Achievement & Prevention Awards



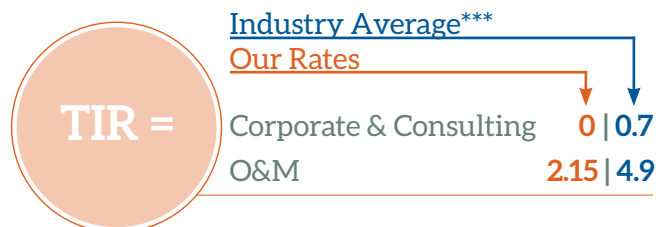
FROM UNITED  
SAFETY  
COUNCIL

### Bronze HSSE Supplier Award



PRESENTED BY  
BP

## Incident Rates\*\*



\* 2016 data; does not include quarterly mini-sessions for O&M and Construction.

\*\* TIR (Total Incident Rate) is the number of recordable incidents per 200,000 hours worked. The DART rate is based on the number of hours, per 200,000 requiring "days away, restrictions and transfers."

\*\*\* Industry average for O&M is the average of private and municipal water, sewerage industries (NAICS 221300).

## OWNERSHIP

A sustainable ownership program is important to our people and essential to the continuation of Woodard & Curran as a private, employee-owned company. There are three objectives for our employee stock program:

- ▷ maintain private ownership;
- ▷ attract, engage and retain our key employees; and
- ▷ provide appropriate return on investment.

Woodard & Curran is committed to using a portion of its annual profits to help fund stock purchases, in turn supporting a continuous and sustainable annual transfer of ownership benefiting both our people and our long-term business model.

During our annual performance review process, potential employee owner candidates are evaluated using a Core Competency Matrix and other relevant information. New employees are made aware of this unique business structure as part of an employee's career planning and annual goal setting.



### W&C Employee Ownership





### What's in the Plan?

- ▷ Expand communications to employees about this sustainable business structure, including the process of becoming an employee owner.

### Our 2020 Objective

- ▷ Expand internal ownership to 1/3 of all employees.



## DIVERSITY & INCLUSION

We view diversity and inclusion as core values that are part of every aspect of our work. We are committed to both living those values and promoting diversity as a critical business strategy. We do so understanding that by many measures our industry and our workforce are not as diverse as they could be. To change this, **we are embracing diversity and inclusivity in our hiring, our culture, and the way we deliver our work.** Our employee-driven action teams, alongside our Diversity & Inclusion Chair and Advisory Committee, have developed business plans for improving the diversity and inclusivity of our talent pipeline, project teams, and office environments, including metrics that will track and measure progress. **In 2018 we'll define our key metrics and identify goals for 2020 and beyond.**



Our Andover, MA Women's Leadership Network participants gathered to celebrate the end of the year.

71%

of employees believe that  
Woodard & Curran is dedicated  
to diversity and inclusiveness

### What's in the Plan?

- ▷ Launch an #inclusivity campaign on our intranet to promote inclusive and diverse project teams.
- ▷ Document current processes to assess potential biases.
- ▷ Develop guidance for employee and project managers on diverse team selection and equitable work distribution.
- ▷ Roll out unconscious bias training to all managers.
- ▷ Track the diversity of our applicant, interviewee, and hired talent pool.





- ▷ Bi-annually survey the company for perspectives on employee engagement, using 2017 survey results as a benchmark.
- ▷ Expand our college and university recruiting relationships and networks to include more diverse student bodies.

### Woodard & Curran Employees

#### GENDER\*



69%



31%

#### AGE

UNDER 35

35%

36 TO 54

42%

OVER 55

23%

#### RACE/ETHNICITY

WHITE/CAUCASIAN

89%

NON-WHITE, CAUCASIAN

9.5%

UNDEFINED

1.5%



### Woodard & Curran Board of Directors

#### GENDER



78%



22%

#### RACE/ETHNICITY

WHITE/CAUCASIAN

89%

NON-WHITE, CAUCASIAN

11%

\* Based on a binary gender selection. We're taking efforts to offer our employees more ways to accurately identify themselves.

## TRAINING, EDUCATION, AND ADVANCEMENT

We **strive to create a place where employees are respected, rewarded, and given every opportunity to grow** personally and professionally. We focus on connecting people with mentors, providing opportunities for continuous learning, identifying opportunities to develop future leaders of our firm, and expanding the diversity of work we do and the geographies we serve.

Employee managers have the most direct impact on an employee's development, performance, and overall experience with Woodard & Curran. In 2016, we launched the EDD (Engage, Develop, Deliver) manager training program, based on employee input, to provide more resources and guidance for managers.



"My internship at Woodard & Curran has given me countless opportunities to broaden my knowledge in the engineering field. This internship has allowed me to use the skills I learned in school and apply them to real life situations which I will continue to use as my career progresses."

– Emily Dunn, 2016 University of Maine Intern  
Hired full-time in 2018

The goals of Woodard & Curran's internship program go back to Frank and Al's **vision for mentorship**. We work with students to help them understand the consulting world and apply their schooling to real-life projects. The program has also been a strong retention tool; since 2007 we have hired 37 interns as full-time employees, 8 of those in the last two years.





Three interns working at the Hull, MA Wastewater Treatment Plant built these portable manhole guardrails.

### What's in the Plan?

- ▷ Formalize a mentoring program throughout the company, learning from the office-level pilots in development.
- ▷ Survey employees to get more insight into training and education opportunities.
- ▷ Roll out a formal leadership development program, beginning with an evaluation of the past program.
- ▷ Continue implementing the EDD program to support our managers.
- ▷ Define expected outcomes for all positions throughout the company, allowing for clear advancement paths.

### Our 2020 Objective

- ▷ 100% participation in the annual review process.

Our commitment to career development includes tuition and training assistance, support, and recognition for professional certifications, technical and project management career paths, and mentoring to assist employees with their career aspirations.

Over  
**\$27k**  
of tuition assistance  
provided to 11 employees

**93%**  
of employees completed  
performance reviews

**26**  
interns in 2017

**62%**  
of employees feel they  
have sponsors or mentors  
in the company





## BENEFITS AND WELLNESS

Woodard & Curran is committed to supporting the people who make our company successful. **We believe that traditional benefits, while essential, aren't enough.** That's why we offer comprehensive benefits - from local resources through our employee assistance program to pet insurance - and a wellness program to engage people to work together and support their own and each other's health and well-being. From fitness competitions to sports teams and activities, we work to promote a culture of wellness throughout the company. **Our internal wellness program is focused on keeping our people active, healthy, and engaged.**



Our Walnut Creek, CA wellness committee got our employees outside to get in a quick game of circle ball.

### What's in the Plan?

- ▷ Roll out a total rewards strategy, communicating the total compensation offered to employees.
- ▷ Increase engagement in the wellness tracking and rewards program.
- ▷ Improve communications to employees about recommended retirement savings.

### Our 2020 Objective

- ▷ Improve our employee engagement scores on awareness and engagement of our benefits and wellness programs.

2

socially responsible investment funds are offered to employees as part of the 401k plan, in addition to a company match

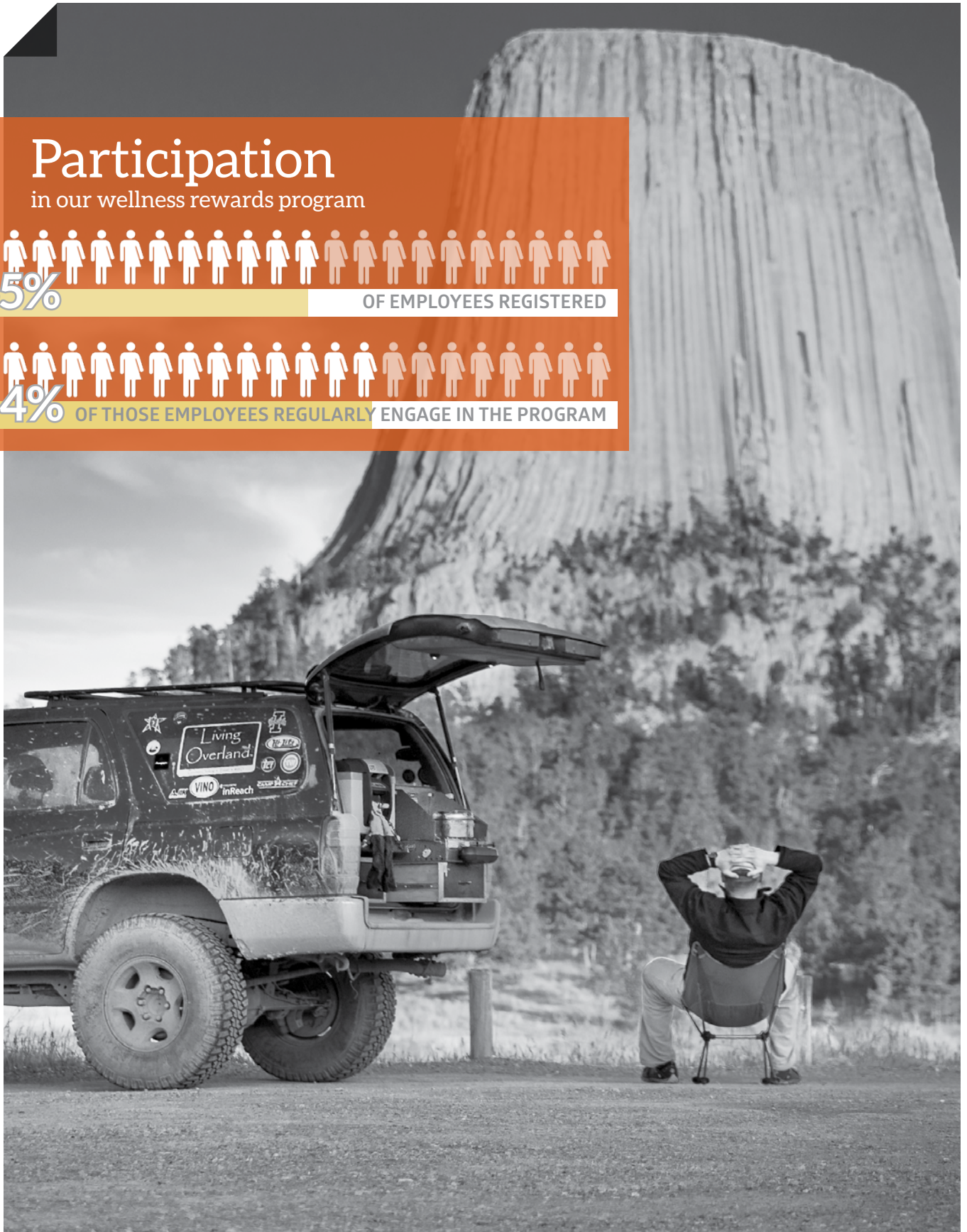
Over 50

office-led wellness initiatives organized with company support



# Participation

in our wellness rewards program





## OUR WORK





Our people solve complex infrastructure, environmental, and water resource challenges with creativity and tenacity. At the same time, in our changing climate and economies, we understand the value and importance of **providing integrated, sustainable solutions** to our clients that benefit our communities and the natural environment. **That's how we make a difference to our clients, people, and planet.**

Our company was born in the early days of the Clean Water Act, and our founders believed strongly that protecting the environment would be a fundamental value of the firm. We live this value through our work to protect and reclaim water resources, conserve energy resources, clean up contaminated properties, and reduce our collective footprint.



5

Envision Sustainability  
Professionals (ENV SPs)



ENVISION™

Envision Qualified Company

### What's in the Plan?

- ▷ Increase resources for and encourage employees to undertake Envision training.
- ▷ Implement sustainability training and education throughout our practice areas, starting with our national wastewater practice.

### Our 2020 Objectives

- ▷ Have 10 ENV SPs.
- ▷ Develop a framework to collect environmental sustainability indicators for our projects.

In 2016, Woodard & Curran became a member of the Institute for Sustainable Infrastructure (ISI), the hub of a community of organizations and individuals involved in creating and maintaining sustainable infrastructure.



**Supported**  
water management planning  
for systems impacting 85%  
of California's population



**Advanced**  
the cleanup of more than 25  
Superfund sites, in addition  
to hundreds of other  
contaminated sites



**Secured**  
\$221 million in funding for  
our clients, totaling \$1 billion  
in infrastructure investment



**In 2016,**  
our Operations & Management  
team worked with communities  
and businesses to:

- ▷ **Distribute** 6.2 billion gallons of water
- ▷ **Recycle** 11.6 billion gallons of wastewater
- ▷ **Clean** 15.7 billion gallons of wastewater



**Solved**  
water and environmental challenges  
for companies in over 15 industrial  
sectors, including mining, oil & gas, bio-  
pharmaceuticals, and food & beverage







### Improving water quality while protecting and restoring natural resources

We worked with the City of Malibu, CA on an integrated series of projects, including designing a recycled water plant to replace septic systems, which produces water for landscape irrigation and aquifer recharge, while also planning and designing improvements to the Malibu Legacy Park, improving stormwater management, intermittent wetlands, and protections to endangered species' habitat.

Woodard & Curran understands the value of having open, green, and shared community spaces, since these resources contribute to overall community health and wellbeing. Our planners and engineers help our clients create appealing, accessible, environmentally sound, and cost-effective parks, trails, and recreational facilities.

### Designing, implementing, and maintaining stormwater management systems

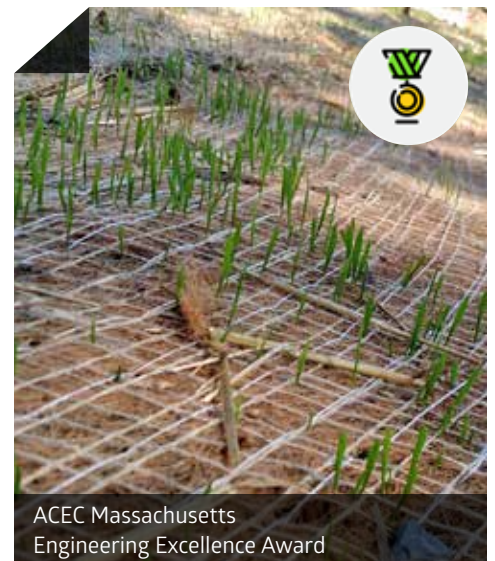
In Lexington, MA, we restored a stream to a more natural state through natural channel design, reconnecting the streams to their floodplains for enhanced ecological function. The project included daylighting of over 250 feet of stream channels.



ACEC New York Engineering Excellence Award

### Improving community space, reducing environmental impact

In Larchmont, New York, Woodard & Curran redeveloped a community park, making the area more resistant to flooding and protecting the Long Island Sound, while providing significantly improved infrastructure for local recreational programs.



ACEC Massachusetts Engineering Excellence Award



### Cost-effective, sustainable remediation outcomes

We developed a closed-loop water conservation program for a thermal groundwater treatment system, saving over 6.6 million gallons of water and, along with other efforts, saved the client over \$2.2 million. A portion of the site was recently certified by the Wildlife Habitat Council in recognition of the restoration achieved.



Our focus on the environment permeates not only what we do, but how we do it. If we can design a simpler process that achieves the same results as a more complex, expensive, or energy-intensive one, we do. If we can help our clients more easily meet their environmental obligations and protect their people, the communities they work in, and the environment, we do.

### Designing more sustainable, energy-efficient solutions

We designed and built a new aeration tank and secondary clarifier for Delta Air Lines at the Hartsfield-Jackson airport in Atlanta, GA, providing redundancy for biological treatment and a more energy-efficient aeration process.



### Emphasizing ecological restoration at contaminated sites

While working to address land and water quality issues associated with historic mining operations in Montana, our team restored over a mile of stream channel.



With significant water supply issues facing many communities in the United States, Woodard & Curran is addressing a critical need for creative water reuse solutions to meet demand and sustainability objectives. Additionally, knowing that every infrastructure project is now also a resiliency project, our planners, engineers, and operators have implemented projects that are fundamental to protecting our clients' infrastructure and the environment that surrounds it.

### Reducing costs while enhancing and promoting sustainability

As operators of the University of Connecticut's closed-loop water recycling facility, we work to reduce chemical use, manage power resources, and optimize performance while creating a useful learning environment at the facility.



### Wolfeboro, NH's Wastewater Treatment Facility named plant of the year

by NH Water Pollution  
Control Association



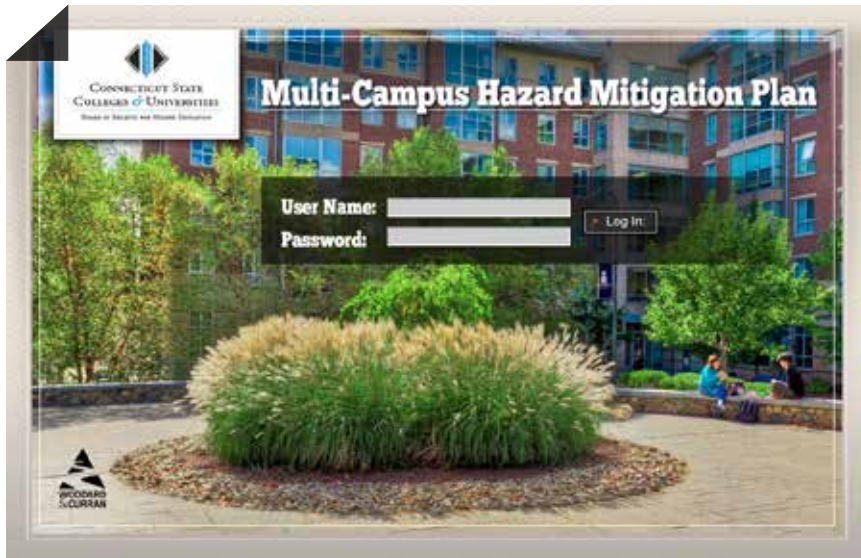
### Assessing for resilience and identifying adaptive strategies

We evaluated Rhode Island's 19 public wastewater treatment plants and over 160 pump stations for resilience to climate change, identifying strategies to adapt the most vulnerable systems to future climate change scenarios.



Our operations team has invested in continuous, incremental upgrades over the last several years to improve equipment efficiency and optimize processes.





### Mitigating the hazards of natural disasters

We obtained funding for and developed a multi-campus hazard mitigation plan to reduce the impact of future severe weather for Connecticut State Colleges and Universities.

Woodard & Curran leads resiliency and hazard mitigation efforts, from planning and funding, through stakeholder engagement and project implementation, to engineer safe and reliable solutions.



### Working to revitalize neighborhoods with resiliency in mind

In Portland, ME, we are collaborating with the City to engage the community, clean up brownfield sites for redevelopment, and adapt the low-lying Bayside neighborhood to the changing climate.



Based on our work in climate change adaptation & resilience, we were awarded a 2016 Business Achievement Award From Environmental Business International.







# OUR BUSINESS OPERATIONS





Since our people are our company's greatest resource, **we understand the importance of providing productive and healthy spaces allowing for creative and functional work.** At the same time, since we serve our clients from 28 office spaces throughout the U.S., **we aim to minimize our environmental impact from these facilities.** Woodard & Curran has a long history of sustainability efforts at our offices, from grassroots recycling efforts and materials reductions to the deployment of sophisticated technology to allow our employees to work remotely with colleagues and clients nationally, reducing our carbon footprint from travel.

At the beginning of 2017, we began developing our 2016 environmental footprint and have been engaging employees throughout the company to establish goals and a working plan to reduce our impact and offer employees the best spaces to work.\*

### What's in the Plan?

- ▷ Develop an office-wide rating system to determine a baseline and implementation plan for environmental performance, from emissions, water, and waste to purchasing.
- ▷ Conduct an office environment survey to gather insight into air quality, lighting, thermal comfort, noise, and general employee workstation needs.
- ▷ Update our Green Team organizational structure and employee engagement plan to formalize Green Team Champion, Regional Green Team Leader and Green Team Chair(s) roles.
- ▷ Formalize our sustainable office siting criteria and decision-making process.

### Our 2020 Objective

- ▷ Have a Green Team member in every office.

99

employees participated in our second annual, office-wide Earth Week Challenge, which encouraged more sustainable actions at their workstations, in the kitchens, and on their commutes.

80

employees in LEED-certified office space



29

Green Team members in 19 offices

\*The emissions, water, waste, and purchasing data shared in this section does not include the footprint of our California offices and other offices that came under our business operations in 2017 due to data availability. The data has been normalized by employee to allow for measurements of progress moving forward.

## CARBON AND WATER FOOTPRINT

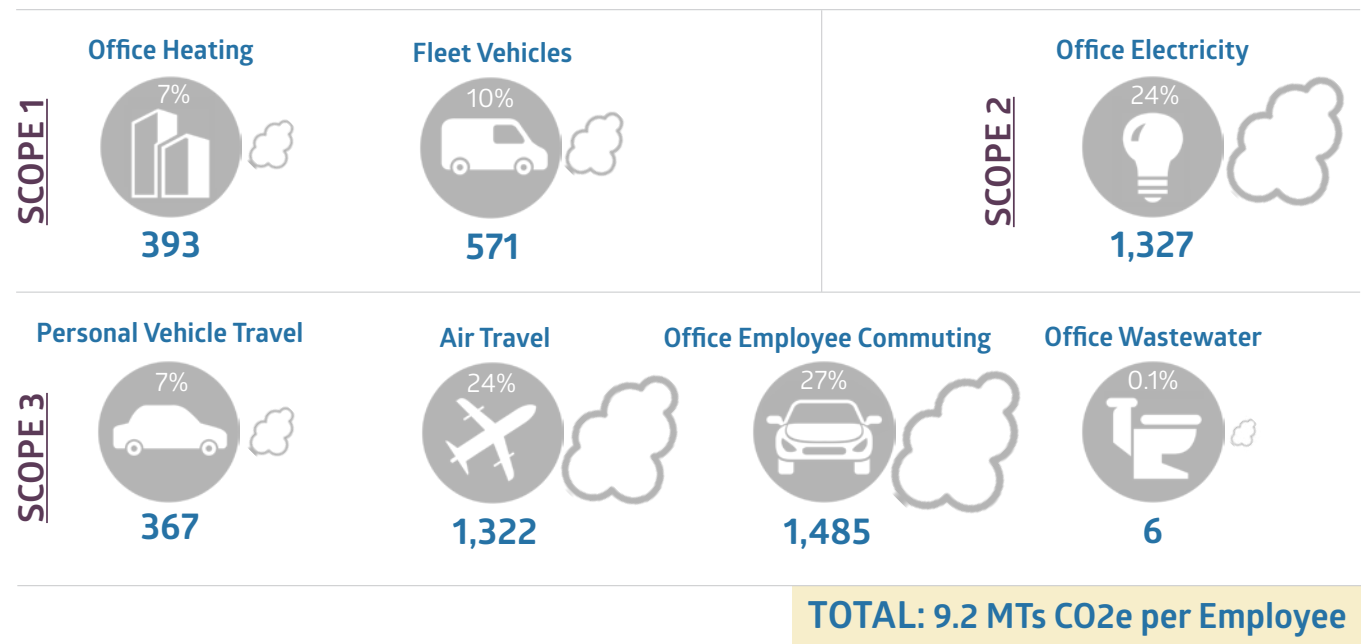
In 2017, we worked with our landlords, our internal staff, and our employees to assess our 2016 company-wide footprint for Scope 1, 2, and 3 emissions.\* Understanding that we do not own any of our buildings and that some of our travel and commuting data were outside of our reporting capabilities, appropriate assumptions were made to conservatively estimate data gaps.\*\*

Developing this baseline has allowed for discussions to emerge as to how to reduce our footprint by scope and indicator. **We've developed a working plan to reduce our footprint using as many direct methods as possible**, before purchasing carbon offsets or renewable energy credits, to meet our ultimate goal of 20% greenhouse gas (GHG) emissions reduction per employee by 2025. Nonetheless, understanding that we will always have to travel to meet the needs of our clients, we are researching carbon offset purchases for our budget, based on our current and projected air travel needs, with a plan to offset 50% of our air travel footprint by 2025.



Employees that regularly bike to work receive monthly reimbursements to encourage bicycle commuting by defraying the cost of expenses.

### Our 2016 GHG emissions, in total Metric Tons (MTs) CO<sub>2</sub>e



\*The 2016 baseline of 9.2 MT of CO<sub>2</sub>e per employee was determined by summing the source-specific MT CO<sub>2</sub>e/employee figures, instead of dividing the total MT CO<sub>2</sub>e by the 2016 employee count. This is a more conservative approach since our O&M employees are not included in the office commuting, heating, electricity, and wastewater carbon footprint calculations.

\*\*Fleet vehicle emissions do not account for gasoline purchased with employee personal credit cards. Although most employees use a company credit card for fleet vehicle gasoline purchases, there are some emissions unaccounted for due to this data gap.



### What's in the Plan?

- ▷ Include language in lease agreements to improve landlord engagement regarding our energy, water, and waste usage and conservation efforts.
- ▷ Institute guidelines to purchase office vehicles with a minimum fuel economy standard.
- ▷ Research carbon offsets purchases, based on our air travel.
- ▷ Communicate business travel guidelines to our employees, offering tangible ideas and methods for reducing our impact from travel.
- ▷ Evaluate our 2016 employee commuting survey at the office level to identify opportunities to reduce our emissions impact.
- ▷ Establish a communication plan to increase awareness of energy and water conservation actions our employees can implement.
- ▷ Implement a tracking method for rental car business travel.

### Our 2025 Objectives

- ▷ Reduce our GHG emissions per employee by 20%, from 9.2. to 7.3 MT CO<sub>2</sub>e.
- ▷ Locate 15% of office employees in green buildings.

### How Technology has Reduced our Carbon Footprint:

235 MT of CO<sub>2</sub>e were saved by telecommuting and virtual employees

### Within a year

of our electric vehicle charger installation at our Portland, ME office, 4 employees switched to electric cars



### Every September,

we challenge employees to commute via alternative methods. In 2017, 110 employees took part in this challenge, saving over 5,550 vehicle miles and 3 tons of CO<sub>2</sub> by carpooling, telecommuting, biking, walking, or using public transit.



As a water and environment firm, we understand the importance of water conservation and maintaining and improving the health of our watersheds. Similar to our office greenhouse gas footprint, we have limited options to calculate our office water and wastewater usage. Understanding that limitation, we collected data from many landlords and from those offices where we are responsible for utility bills. After estimating amounts for offices where we lacked data, we calculated a total, office-wide baseline of 1.8 million gallons of water use in 2016.

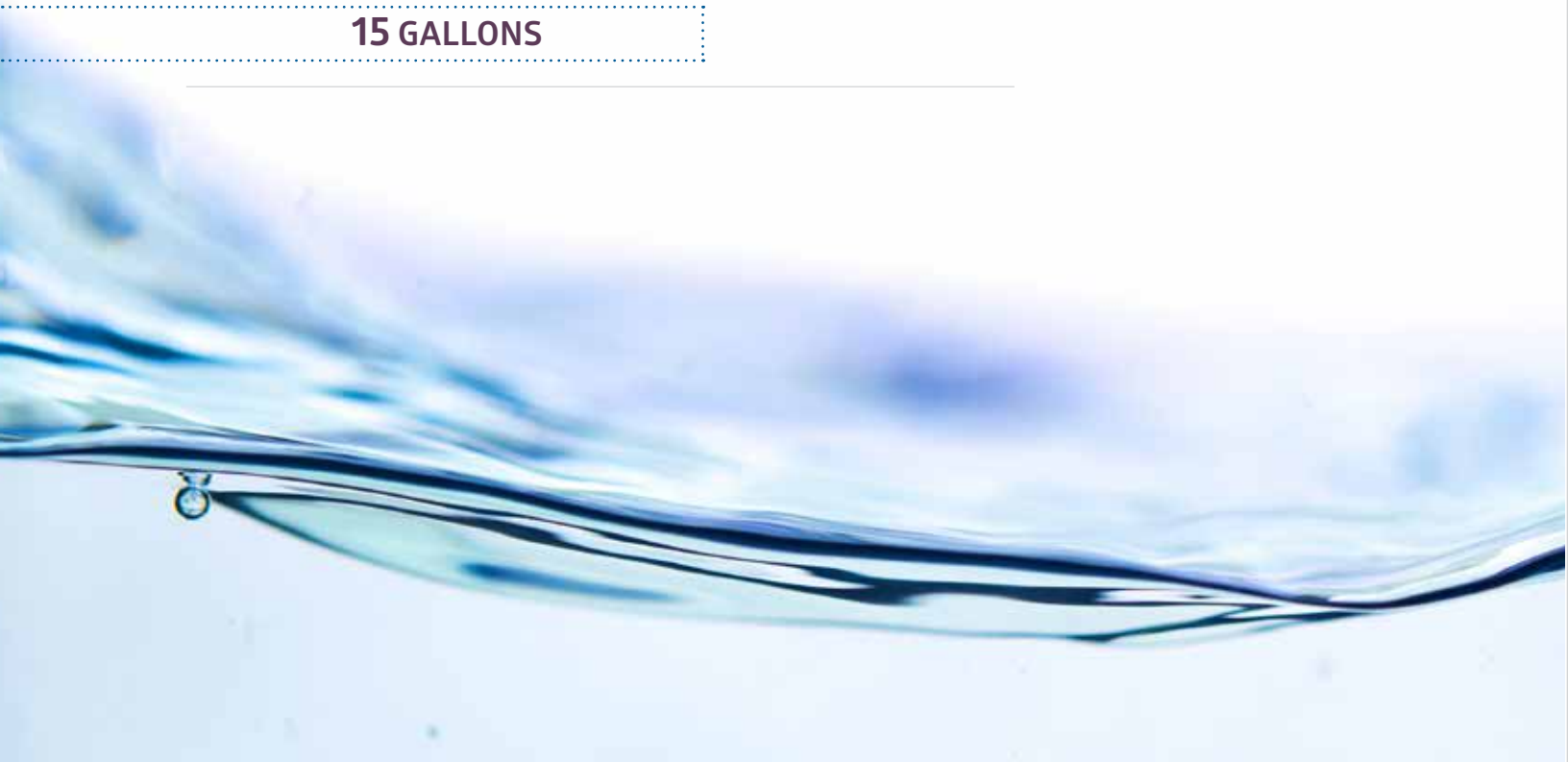
Moving forward, we plan to evaluate opportunities for water saving measures throughout our office buildings.

Just under half of our Portland, ME office space is LEED certified, incorporating low-flow, highly efficient water fixtures.

### 2016 all office water use



### 2016 all office water use, per employee per day





## WASTE

From donating and recycling our e-waste to everyday composting in some offices, **our Green Team volunteers have been working alongside our facilities and IT teams to ensure we're eliminating and diverting waste** as much as possible. All of our offices have formal recycling programs in place. Over the past few years, we have started to dig deeper into our office waste reduction. In 2015, we implemented an office-wide battery recycling and e-waste program and in 2016, we upgraded our Portland composting program to accept all compostable non-food waste.

### 2016 average office waste, per employee per day



### 2016 office waste



### What's in the Plan?

- ▷ Conduct an office-level inventory of waste programs and available options, to increase our waste diversion.
- ▷ Formalize 'green meeting' guidelines across offices to reduce waste and the consumption of disposable materials.
- ▷ Develop a communications plan to increase waste reduction and diversion education to employees.

### Our 2025 Objectives

- ▷ Increase our diversion rate to 80%.
- ▷ Lower the daily, per person rate of trashed waste from .2 to .15 lbs.



Out of a 2016 company-wide waste assessment campaign and contest came a new slogan



# 74%

of office waste diverted by recycling or composting, compared to the national average\* of

# 35%

\*From EPA's 2014 Fact Sheet: <https://www.epa.gov/smm/advancing-sustainable-materials-management-facts-and-figures>

## PURCHASING

Within our operations, we aim to **minimize the environmental and health impacts associated with our purchases** and use of paper, office supplies, furnishings, and equipment while also having a positive impact on our local economies, attempting to work with local vendors whenever possible.

When remodeling or considering new office space, we engage our suppliers to consider sustainable building principles. For example, we prioritize furniture suppliers that use healthier and less resource intensive materials and low-VOC finishes.

At this stage, we've determined a 2016 baseline for our paper usage and recycled content and now understand what percentage of our 2016 office supply purchases are environmentally friendly.

### What's in the Plan?

- ▷ Communicate our environmentally preferable purchasing guidelines for ongoing office supply purchases.
- ▷ Develop formal guidelines and a plan for purchasing and tracking our office furnishing purchases.
- ▷ Conduct an office-level inventory of ongoing marketing and office supply purchases, through our national and local vendors.
- ▷ Initiate a more thorough audit of our supply chain to understand the role of diversity and inclusion and environmental initiatives with our vendors.

### Our 2025 Objectives

- ▷ Increase our recycled paper content to 30%.
- ▷ Reduce our per-employee paper consumption by 10%.
- ▷ Increase the amount of sustainable office supply purchases to 50%. \*



"We are committed to healthy and sustainable workplaces by bringing in high quality and environmentally friendly furniture in our offices."

– Andy Walker,  
Facilities Manager

Across the company we operate with a mindset of continuous improvement, part of which has allowed us to reduce our paper consumption practices while improving our processes.

### Highlights of our paper conservation journey

- All new machines and printers are defaulted to double-sided printing
- Began sending holiday ecards in 2011
- Expense reporting became paperless in 2016
- Timesheet submittals and invoicing to become paperless in 2018

# 32%

of office supplies purchased through our national vendor were labeled 'green'



# 92

Total lbs. of paper used, per employee



# 5%

Percent of recycled content from all paper used









# OUR COMMUNITIES



Our communities entrust us to build the infrastructure they rely on, to clean up the environment that surrounds them, and to create the spaces where they live, work, and play. **Our company and our people cannot be separated from their communities. That is why we are committed to giving back.**

Our employees engage with the community in a variety of ways, from volunteering their time for trail and wetland clean ups, organizing food and toy drives during the holiday season, and putting together teams for fundraising walks, to partnering with local farms to bring fresh, seasonal produce directly to our offices for participating employees.

Not only are our employees committed to working hard and giving back to their communities, they know how to play hard too. Whether they're fishing, biking, skiing, or organizing our annual crawfish boil, our employees genuinely enjoy spending time together. We are proud of our unique culture and do all we can to keep it strong and thriving.



Woodard & Curran was a sponsor of the annual Charles River Clean Up near our Dedham, MA office. Employees donated their time to help clean the local wetlands.



Our Annual Ski Trip attendees at Sunday River, in Bethel, ME, including our founders, Frank Woodard and Al Curran.



## CHARITABLE GIVING AND VOLUNTEERING

The mission of the firm's charitable giving program is to strengthen the communities of which we are a part and where we do business by **generously donating our time, resources, and financial assistance to support our employees, clients, and our professional community** in programs dedicated to the **environment, civic causes, education, and health.**

In 2016, we donated over \$46,500 to various organizations within these four causes. Additionally, as part of the firm's dedication to the impact and success of the Woodard & Curran Foundation, the firm matched 25% of employee donations.

Our people's generosity goes well beyond the financial, with many hours dedicated to support both local and national organizations. Volunteering is something that Woodard & Curran employees do naturally.



Our Casper, WY employees tackled river cleanup and restoration projects along the North Platte River.



As part of World Water Monitoring Day, for nearly 10 years we've partnered with our client, the Town of Billerica, MA, to educate third-grade students about the need to protect our environment by testing the quality of their local waterbody, Nuttings Lake.



San Francisco office employees purchased toys for the San Francisco Firefighters Toy Program.

Whether it's a blood drive in the office, volunteering with local schools, holding Earth Day clean ups, giving to local charities during the holidays, or volunteering at a local soup kitchen, our people are out in their communities making a difference.

### What's in the Plan?

- ▷ Formalize an office-wide volunteer program.
- ▷ Implement a volunteer tracking tool.

### Our 2020 Objective

- ▷ Increase the firm's charitable contributions by 20%.

### 2016 Charitable Giving



25% CORPORATE MATCH  
FOR THE W&C FOUNDATION

**\$22K**



CHARITABLE GIVING  
TO OTHER ORGANIZATIONS

**\$47K**



Some of our Portland, ME office employees volunteer time monthly to help at the Preble Street Soup Kitchen.

## PARTNERSHIP WITH THE WOODARD & CURRAN FOUNDATION

In 2010, the employees of Woodard & Curran acted upon the desire to contribute to a sustainable future by forming a volunteer-led, independent grant funding 501(c)3 public nonprofit organization, the Woodard & Curran Foundation. The Foundation was established to take the firm's vision of exemplary corporate citizenship further by **building resources to make substantial contributions to causes that match our values**, focusing on environmental stewardship and education.

The Foundation has been focused on making a larger impact and, in 2016, great progress was achieved toward that goal. In addition to issuing three grants totaling \$16,500 to non profit-led water projects, we issued the first 3-year, \$100K Impact Grant. This inaugural Impact Grant was awarded to the University of Rhode Island's Department of Civil Engineering's Community Climate Change Strategy (CCCS) project.

In 2017, the Foundation hired its first employee and continued its Impact Grant program, awarding a 3-year, \$100K grant to San Francisco's Literacy for Environmental Justice to complete a sustainable water system at California's first urban state park, Candlestick Point Park.



Two young girls on site at URI's Department of Civil Engineering project in Cumaysa, Dominican Republic; a climate-ready drinking water system was designed and implemented for a newly constructed school.

### What's in the Plan?

- ▷ In 2018, the Foundation will continue with an employee/donor-driven micro-grant program as part of the employee outreach campaign, granting up to \$25,000 to employee selected, regional environmental nonprofit organizations.

### Our 2020 Objective

- ▷ Increase employee giving participation while increasing the annual corporate match to 100% of employee donations.



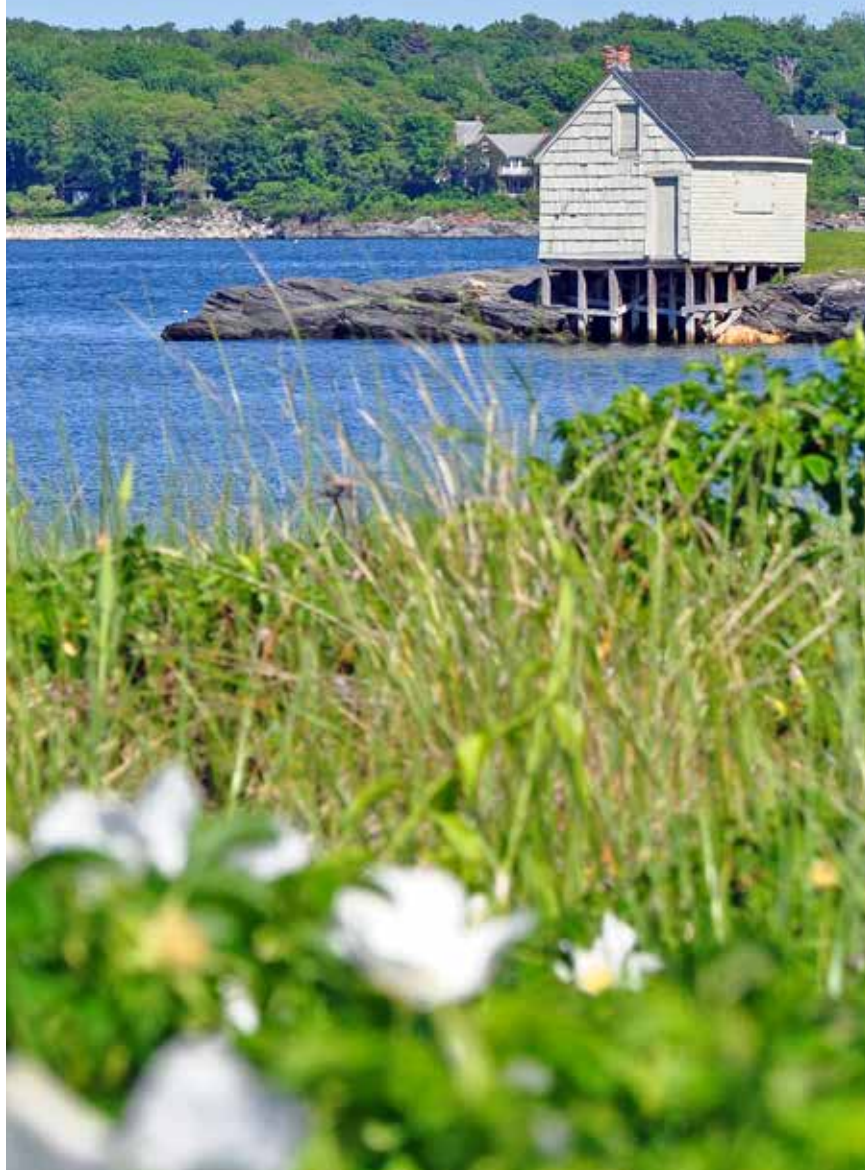
With a grant of \$15,000 in 2015, Mt Washington Observatory in North Conway, NH was able to upgrade and expand a network of remote weather stations.



“

Since inception, the Foundation has awarded more than \$300K in grant dollars to 21 environmental organizations in 11 states, including work being performed outside of the U.S.

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In close partnership with Woodard & Curran, Inc. and its staff, the Foundation is turning passion into progress through grant making and collaboration with nonprofit organizations committed to environmental education and results-driven problem solving related to water, food, climate, and energy.



In 2014, \$10,000 was granted to support Emory University's Super Giant Community Garden, used to educate and empower low-income and underserved community members living in an area of Northwest Atlanta.

# OUR MISSION

To develop and perpetuate a safe, enjoyable, gratifying, and **fulfilling place to work** with the important objectives of growth, freedom, challenge, recognition, and reward.

To deliver to **our clients and the community** a continually expanding range of high-quality consulting engineering, science, and operations services, and...

In all endeavors of the company to act in a character of good faith and fairness, and at all times, hold **protection of the environment** in a regard superior to that of all other interests.



[woodardcurran.com](http://woodardcurran.com)

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