



INTERNAL SUSTAINABILITY PLAN

GOALS AND POLICIES



OUR COMMITMENT

For many years the companies who joined to form IMEG conducted business and engineered sustainable buildings as a core corporate principle, and we have elevated this principle as an integral part of our business agenda. We are reaffirming IMEG's commitment to integrate environmentally-friendly policies and practices into our organization by operating in a manner that promotes energy, water, and carbon emissions conservation, as well as waste reduction. We also are committed to assisting our clients in analyzing, reducing, and managing their own environmental impact and risks.

Experts in the field of sustainability, IMEG holds itself responsible for sustainable design solutions that provide healthy buildings that are aesthetically pleasing, use less energy, deplete fewer natural resources, generate less waste, provide flexible environments for their occupants, and are within the client's budget. IMEG has embraced the U.S. Green Building Council's LEED Green Building Rating System as a useful framework for measuring sustainability. We have more than 100 LEED Accredited Professionals and many experienced energy modelers. Sustainability has always been an important aspect of our design philosophy, and moving forward our internal operations will emphasize the importance of inclusion, openness, and science, as our commitment to the environment grows stronger.

This policy serves as the foundation for each of our offices to identify and implement actions that can be taken to help enrich the workspace and help protect the environment. Each office utilizes a varying amount of initiatives that this policy recognizes.





1 PLACE

Office Operations

Waste

- Provide clearly labeled recycle bins for paper, plastic, and aluminum at each employee's desk, breakroom, conference room, and workroom.
- Provide a refrigerator and microwave to promote bringing meals from home.
- Provide an adequate number of place settings and silverware. Re-usable place settings will be more accessible than disposable settings.
- Provide at least one full-height cabinet for employee food storage.

Energy Use

- Purchases of all new technology, e.g. computers, printers, etc., will be ENERGY STAR rated.
- Electricity should be purchased from companies committed to renewable energy when possible.
- Energy usage of each office will be tracked to create an IMEG office average energy use. Each year the two poorest-performing offices will be audited and investments will be made to improve the efficiency of the office.

Transportation

- Avoid traveling to meetings when a web or phone conference is appropriate. When not appropriate, carpool with others to the meeting when possible.
- Install bicycle racks or designate closets for storage.
- Offer incentives to encourage the use of public transportation, electric/hybrid rated vehicles, walking, and cycling to work.
- Organize carpool pickup locations, and make carpool information available to the entire team.

Purchasing

- Offices will no longer stock Styrofoam or paper cups, or bottled water. IMEG pitchers and glasses shall be used.
- Family-style portions should be selected, to eliminate box lunches for any office luncheon, lunch and learn, etc.
- Pens should be made of recyclable materials, e.g. cardboard pens.
- Only environmentally friendly cleaning products should be purchased for housekeeping.

Water

- Water usage of each office will be tracked to create an IMEG office average water use. Each year the two poorest-performing offices will be audited and investments will be made to improve the efficiency of the office.
- Groundskeepers should use native plants to eliminate the amount of water used for landscaping.

Office Build Out

- See additional document for IMEG build out standards.
- Charging stations should be provided for employees and clients with electric or hybrid cars.
- Kitchens should be equipped with a dishwasher for employee use.

Paper

- Identify one new paperless process each year.
- All printers will default to double-sided printing.
- Paper supply will be a minimum of 50% recycled content.
- Annual REVU Bluebeam training will be offered to further promote going paperless.



2 PEOPLE

Engagement & Inclusion

Internal Education

- Provide information to all employees, keeping them aware of IMEG's continuous commitment to sustainability.
- Train 10% of people in each office to use Sefaira and other simple and effective energy modeling programs.
- Encourage employee membership in national organizations such as USGBC or local organizations promoting sustainability.
- Hold Lunch and learns five times a year to bring in companies to discuss new energy-efficient systems.
- Establish a minimum of one sustainability champion per office helps implement new sustainable practices and shares new information with their team. Four times per year IMEG will recognize the leaders who are going above and beyond in their efforts.

Health & Wellness

- Stock break rooms with local, organic, and sustainable food and drink.
- If vending machines are located in the suite, offer a minimum of 10 healthy food options.
- Offer healthcare that promotes healthy living and incentivizes gym memberships, etc.
- Integrate standing workstations into each office to improve employee comfort, productivity and promote a positive workplace experience.
- Offer benefits that include flexible spending and health savings accounts.

Certifications

- Each office will have 10-26% of their team members certified in sustainable certification programs.
- Two to three people will become certified in the upcoming standards (WELL, BEAP, BEMP).
- Promote study groups for employees seeking to obtain their certification.
- Reimburse the cost of the certification test once the employee has passed.

Community Involvement

- Each office CIC committee will plan a volunteer nature cleanup one time per year.
- CIC committees will have a strong focus on supporting local organizations with strong sustainable commitments.
- Celebrate Earth Day each year by setting goals such as going completely paperless for the day, or a zero-waste day, etc.



3 PROJECTS

Committing to Our Clients

Reporting

- Provide information to clients about past projects that implemented high efficiency systems to encourage a high-performance building project, or to strive for a certification.
- Show new clients reports detailing first cost, operating cost and ROI of baseline versus high performance buildings.

Incentive Programs

- Projects with appropriate qualifications should be registered with sustainable solutions incentive programs.

Standards

- IMEG standard specifications and details provide high-efficiency systems as a baseline. Changes can be made per client request.

Energy Modeling

- Provide energy modeling services to any client that requests it.
- Engineers and designers use energy modeling to show impact of efficient systems to clients for all projects. This includes first and operating costs, return on investment, etc.
- Equip every engineer and designer with tools to run quick and easy energy analysis to display for clients.

Benchmarking

- Offer to provide benchmarks for clients seeking to implement sustainable strategies to help ensure the client has an understanding of opportunities to improve.

Post Occupancy

- Engineer or designer verify buildings that obtained a certification are performing as required.
- Keep records of performance data for high-performance building projects.
- Engineers conduct post-occupancy walk-through with minimum of one owner per year.



4 PROFITS

Understanding the Benefits

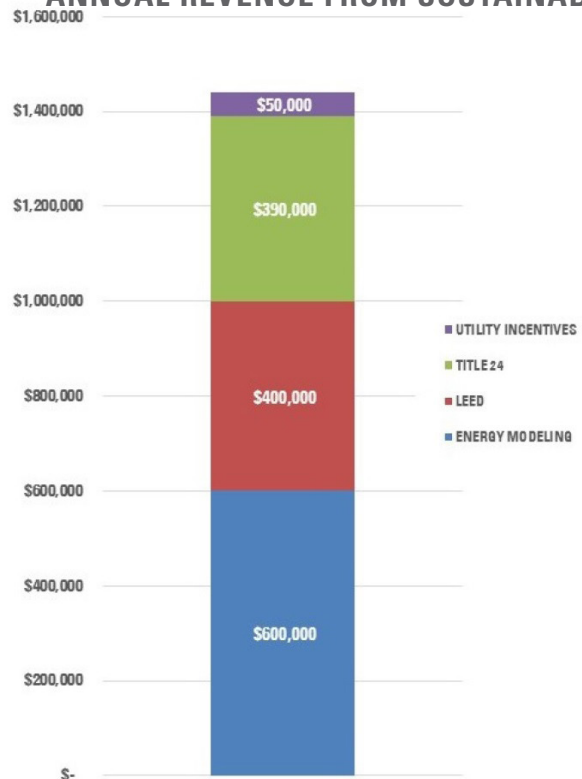
Developing a Client Base

- Owners with sustainability goals want to go with a firm that shares sustainability as a core value.
- Projects seeking certifications and high-efficiency systems have the potential to be higher budget projects.
- Each team should identify its top sustainable client and top sustainable project each year, and provide a brief write-up describing the project, sustainable outcomes, and analysis/images.
- Top five projects will be highlighted through IMEG social media, submitted for awards (where applicable), and internally recognized.

Giving Back to the Industry

- Present successful design at conferences recognizing leaders in sustainability. Each team should present at a minimum of one conference per year.
- Submit an article to IMEG website or published journal. Each team to submit at least one per year.
- Participate in external committees to grow career and recognize IMEG as a leader. Each team shall have a minimum of one team member on an external committee.

ANNUAL REVENUE FROM SUSTAINABLE DESIGN



4 PROFITS

Sustainable Design Impact on Revenue

Implementing sustainable design and operations practices to improve by just **25%** can yield **\$500K**

