



Environmental, Social & Governance Policy

Introduction

Summit Property Group operates as a contractor and Franchisor primary offering Facility and Property Management maintenance services. Summit is dedicated to introducing the framework maintaining our duty to conduct operational activities in an environmentally aware manner and to build a framework for certification of a working environmental management system in accordance with the requirements of ISO 14001: 2015. Our goal is to be fully compliant and certified by 2022.

The key benefits of a working EMS include:

- Ability to meet customer requirements.
- Competitive advantage.
- Enhanced associate involvement.
- Enhanced customer trust.
- Improved compliance.
- Improved environmental performance.
- Improved public image.
- Reduced costs.
- Reduced liability.

Our business success is attributed to our commitment to the protection of human health and the environment. We strive to be leaders in Health and Safety and minimize environmental local and global impacts concerning our activities, products, and services in our workplace and community by adhering to the following principles:

- **COMPLIANCE:** We will comply with all applicable safety, health and environmental laws and regulations, as well as other pertinent requirements, and will implement programs and procedures to assure compliance.
- **PREVENTION:** We will employ management systems and procedures to achieve the broader goals of eliminating preventable injuries, preventing adverse environmental and health impacts; reducing wastes and emissions; and promoting pollution prevention through resource conservation, recycling, and reuse.
- **ACCOUNTABILITY:** Management and all levels of staff are collectively and individually responsible and accountable for compliance with safety, health and

environmental regulations, policies, and procedures. Every employee and every contractor working with Summit is expected to follow this policy and to report any environmental, health, or safety concern to Summit senior leaders, who perform responsive investigations and take corrective action.

- **COMMUNICATION:** We will communicate our safety, health and environmental policy, achievements, and challenges openly, honestly, clearly, and professionally with associates, customers, our community, and government agencies.
- **CONTINUAL IMPROVEMENT:** We will continuously seek opportunities to improve our adherence to these principals and will periodically review and report progress to our stakeholders.

Implementation and monitoring

- Promote a safe and healthy workplace and ensure that personnel are properly trained and have appropriate safety and emergency equipment.
- Be an environmentally responsible neighbor in the communities where we operate, and act promptly and responsibly to correct incidents or conditions that endanger health, safety, or the environment. Report risks and hazards to authorities promptly and inform affected parties as appropriate.
- Conserve natural resources by reusing and recycling materials, purchasing recycled materials, and using recyclable packaging and other materials.
- Develop, services and methods that are safe for their intended use, efficient in their use of energy, protective of the environment, and that can be reused, recycled, or disposed of safely.
- Use and develop methods and processes with minimal environmental impacts, including developing and improving operations and technologies to minimize waste, prevent air, water, and other pollution, minimize health and safety risks, and dispose of waste safely and responsibly.
- Ensure the responsible use of energy throughout our business, including conserving energy, improving energy efficiency, and giving preference to renewable over non-renewable energy sources when feasible.
- Participate in environmental protection efforts to improve understanding throughout Canada and share appropriate pollution prevention technology, knowledge, and methods.
- Utilize services, methods and expertise sourced throughout North America to assist in the development of solutions to environmental problems.
- Meet or exceed all applicable government requirements and voluntary requirements to which Summit subscribes.
- Strive to continually improve the corporate Environmental Management System and performance, and periodically issue progress reports to customers and the public.



- Stive to conduct rigorous audits and self-assessments of compliance with this policy, measure progress of the corporate environmental (EMS) performance.

Our employee educational and training commitment

Summit pursues the highest standards of corporate responsibility in all that we do; our operational initiatives and business strategies to ensure protection of the environment in both company and employee culture by empowering employees, working with clients and suppliers, and governing our company.

Our corporate education efforts are focused on education equity and workforce inclusion. Our management is dedicated to educating and motivating employees to carry out tasks in an environmentally responsible manner and provide continuous professional development. We partner with key stakeholders in the public and non-profit sectors, providing Summit expertise, along with a commitment to change at scale, to ensure that all learners can participate in the future of work. Management is committed to leadership in all of it business activities with long-standing corporate policy of providing a safe and healthful workplace, protecting the environment and conserving energy and natural resources.

Supplier code of conduct

Summit supports continuous improvement and cultural improvement in the social, environmental, and ethical responsibility of our supply chains. We require our suppliers and customers to adhere to a code of conduct, which contains environmental requirements as well as provisions on labor, health and safety, ethics, and management systems. We communicate our requirement for compliance at the initial stages of supplier onboarding. Summit's goal is to have Validated Audit Processes to verify their compliance with our code of conduct responsibilities and commitments to achieve the environmental objectives and policy.

Summit Property Group is committed to continual improvements of environmental performance. This Policy will be communicated to all staff, contractors, suppliers, and customers and be available to the public thorough selected media.

Endorsed by

Thomas Sanderson

Thomas Sanderson; Managing Director.

Reviewed: April 01, 2021 – an annual review of the policy statement, confirmed with no changes at this time

SOCIAL AND ETHICAL PROCUREMENT LEADERSHIP

Summit Property Group Canada's Social Procurement Policy



Policy Statement

At Summit Property Group, we have a goal to “improve quality of life”. We provide respectable jobs and offer a living wage with training and career paths for people who may otherwise feel left behind in their community. We implement accessible recruitment practices, provide diverse employment opportunities, and ensure our team feels supported and well trained. We educate our employees and franchisees on our contracting goals and evidence our belief that diversity benefits us in numerous ways – we want to ensure that anyone that joins our broader team have these values embedded into the team culture.

We believe that our supply chain is a means to evidence our commitment to equity, diversity, and inclusion. We also actively seek to bring diverse and small, local business into our community networks of suppliers, with special focus on businesses owned by equity-seeking groups, indigenous, women, people with disabilities, the LGBTQ2S+ community and veterans.

Leading our team members to empower people and manage customized procurement programs make a difference in each business partner's ability to meet their organizations objectives and exceed customer expectations.

Policy Purpose

This policy confirms Summit Property Group's commitment to building an inclusive supply chain throughout Canada.

At Summit Property Group, we actively create entry-level and marginalized employment practices providing employment opportunities and recruit diverse and small owner operator businesses. We educate employees on our contracting goals, and believe that diversity benefits us in numerous ways, from ensuring greater equity and better ideas, to opening new markets and contacts.

Policy Scope

This policy applies to the procurement of goods and services by all members of the Summit Property Group team and any organization's Summit Property Group contracts to purchase on our behalf.

Policy Application

At Summit Property Group, we implement social procurement through purchasing our goods and services from social enterprises and other organizations with a social value. This includes looking at the organization's employment practices and their own supply chains.



Summit Property Group is committed to track the metric defined by our steering committee in each region. To support our local communities, we have committed to invest 25% of our purchases with SME businesses with focus on the inclusion of gender balanced teams at all levels of our organization. By creating workspaces that are barrier-free for people with disabilities, people of all faiths, sexual orientations, gender identities and backgrounds.