

16 March 2020

Stantec UK Pandemic Response Plan COVID-19

Stantec's standing Pandemic Committee has been actively monitoring the spread of the COVID-19, securing guidance from global health authorities and providing regular updates to employees through a situation news hub on Stantec's internal communications platform. The Committee is a diverse group of experts ranging from operational and safety leaders to a public health toxicologist. Based on the information the Pandemic Committee has reviewed, we have implemented precautionary measures including significant international travel restrictions and office and event work restrictions.

Stantec UK has implemented its Pandemic Response Plan for COVID-19. The actions we are taking ensure we deliver on our core values as a business and maintain our commitment to the health and safety of our people whilst managing the activities that are critical to maintaining Stantec's services.

The objectives of the Plan are to:

- Protect the Health of our employees
- Provide for the continuity of activities essential to the business
- Minimise the disruption of clients, customers, employees, and services

Our Pandemic Response Plan COVID-19 is in line with the UK Government's guidance and has adopted the Pandemic Incident Checklist under the following headings:

Respond to the impact of COVID-19 on our business activities

This section of our plan outlines the roles and responsibilities of The Company Pandemic Response Teams: The Corporate Pandemic Committee and the Regional Crisis Management Teams. In the UK the Regional Crisis Management Teams are two-tiered and are locally named the UK Gold Team and UK Silver Team.

The UK Gold Team meets regularly and manages the situation as it develops. It is recognised that Government may introduce specific measures and advice for direct action by businesses which may not have been contemplated, and the UK Gold Team is responsible to be sufficiently organised, informed, and prepared to react quickly as a situation develops.

The UK Gold Team Leader ensures the team takes into account the following factors when considering a potential escalation of procedures:

- Government guidelines relating to containment or alternative strategies
- Corporate Pandemic Committee guidance and communications
- The degree of severity of the strain of Pandemic virus
- The speed/degree to which the strain of Pandemic virus is spreading

The UK Gold Team's responsibility is to determine when and how the Pandemic Response Plan is implemented, what the working locations and arrangements are for our employees and to determine the communications strategy.

The UK Gold Team is supported by the UK Silver Team. The UK Silver Team meets regularly and members of the UK Gold Team join the calls to ensure that the latest information is consistently cascaded to the UK Silver team, so they can also be sufficiently organised, informed and prepared to react quickly as the situation develops.

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The primary responsibility of the UK Silver Team is to manage the longer-term recovery of the business by:

- Coordinating the activities across all office locations
- Working with the UK Gold Team to develop an implementation plan
- Working with the Communications Manager to determine communications content and strategy for the plan.
- Ensure communications are consistently cascaded, received, understood and any actions required implemented.
- Answer frequently asked questions from their teams and feedback additional questions that require further information from the UK Gold Team so consistent responses can be drafted, approved and shared.
- Working with supervisors to assess business interruptions
- The UK Silver Team is fully empowered to make local based decisions as necessary as set out by the UK Gold Team and the Stantec global guidance.

The Pandemic Response Plan identifies our critical business activities which include:

- International Travel
- UK Travel
- UK Conferences / Meetings
- Client Meetings
- Potential Office Closures
- Resource Availability
- Business Continuity

Plan for the impact of COVID-19 on our employees, clients and customers

To reduce the spread of the infection across our UK offices, we are continually assessing client and business needs and we are implementing, modifying and reducing the requirement and frequency of face-to-face contact through use of video, tele-conferencing and skype. We are following government guidelines with respect to the restriction of domestic travel. Stantec UK has a system in place that tracks and records all COVID-19 occurrences under the following categories:

- Precautionary Working from Home
- Home Isolation
- At Home & Tested Positive
- In Hospital & Tested Positive
- Recovered & Returned to Work

The master tracker is maintained and provided to the UK Gold Team by the Human Resources team.

Establishment of policies and processes to be implemented

Our response to the Pandemic COVID-19 virus follows Stantec, UK Government, Health Protection Agency, WHO, and NHS guidelines and recommendations at each stage, as these are evolving as the pandemic virus develops. We have developed a scenario plan which is based on the UK Government's guidance of the various scenarios that will occur as the virus develops. The scenario plan is linked to corporate and government guidance and FAQs.

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Allocation of appropriate resources to protect employees and client service

Through our planning and protection measures we have:

- Resource resilience across numerous offices should any region be impacted more significantly than others and are comfortable with cross office working.
- Weekly resource assessments and calls between offices covering technical disciplines and management roles that will be used to identify short- and medium-term requirements so we can provide a dynamic response.
- Agile working (working from home). All staff have access to laptops and are enabled to work remotely.
- An IT infrastructure that enables us to work remotely and connect to clients and teams from remote locations (Skype).
- Stress tested our working practices through scenario planning and are ready to implement mitigation where required.

Communication and raising awareness with our employees

All Stantec UK Communications are distributed through Communications.UK@stantec.com central mailbox. This is managed by the UK Employee Communications Manager. The UK Gold team members have access to a shared team site where all communications information will be stored for reference and consistency of messages.

Stantec will continue to use and implement our Pandemic Response Plan COVID-19 and manage the issues in order to keep our people safe whilst maintaining our services for our clients.