



HEALTH, SAFETY AND ENVIRONMENTAL POLICY

EASTPOINT ENGINEERING LTD.
EASTPOINT ARCHITECTURE PARTNERSHIP



SUITE 1500, 1801 HOLLIS STREET
HALIFAX NS B3J 3N4

WWW.EASTPOINT.CA

T: 902.422.2000
E: INFO@EASTPOINT.CA

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EastPoint is committed to upholding a work environment that prioritizes the health and safety of our employees, our subcontractors, our clients, and the public, and to the prevention of injury and illness. All employees have the right to a safe and healthy work environment and the responsibility to refuse to perform work that they feel is unsafe.

As an organization, we develop and foster a safety culture built on trust, cooperation, consultation, and mental health, in an emotionally intelligent workplace.

Ownership of our health, safety and environment management systems is required by all EastPoint employees, in accordance with the *Canada Labour Code Part 2*, and the *Occupational Health and Safety Act of Nova Scotia*. We are committed to providing employees with the time and resources needed to be physically and psychologically healthy, safe, and environmentally responsible.

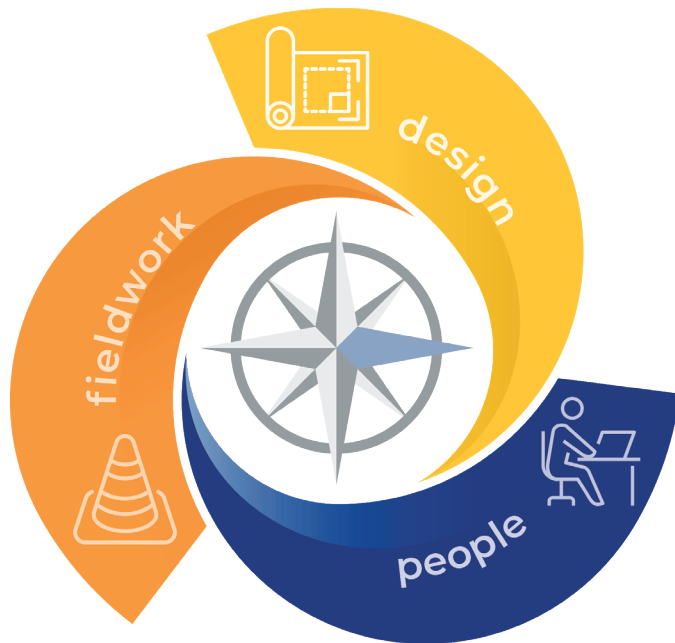
This policy is reviewed annually and updated as appropriate.

Aubrey Palmeter, MBA, P.Eng.
President and CEO



EastPoint

HSE Program Elements



HOW THE POLICY TAKES SHAPE:

The following examples highlight some of EastPoint's actions taken in support of our Health, Safety and Environmental (HSE) Policy. A comprehensive overview of our program is provided in our Health and Safety Manual.

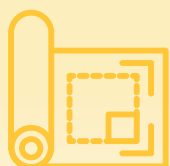


HSE in Supporting Our People

Our commitment to HSE encompasses all aspects of our work, including the office environment, where we prioritize psychological safety and wellbeing along with physical safety and security measures.

- ✓ **Psychological Safety:** A psychologically safe workplace enables employees to feel safe to speak up, ask questions, and express opinions without fear of negative consequences, embarrassment, or punishment.
 - EastPoint promotes a healthy work-life balance, providing access to mental health resources and support services (Employee Assistance Program) and a wellness spending plan.
 - We encourage open communication about mental health. Through our monthly all-staff HSE meetings, we frequently focus topics of discussion on mental health to reduce stigma and equip employees with best practices and strategies.
 - We provide employees with supervisor approved personal leave as a voluntary benefit, with the intent to provide employees with paid time off to use for personal matters that may not meet the intention of vacation or sick time.
 - Our leadership team is committed to modeling supportive behavior and creating an environment where all employees feel valued and respected. We implement appropriate interventions and disciplinary measures, including termination, for disruptive or harassing behaviour.
- ✓ **Emergency Response:** EastPoint maintains an office emergency response plan. Safety equipment (e.g., fire extinguishers, smoke detectors, AED) are maintained and regularly tested in our office. Evacuation drills are periodically conducted, and employees and visitors are notified of a muster location in case of emergency evacuation. All employees are encouraged to take First Aid Training with time and expense covered.

- ✓ **Personal Health:** EastPoint does not limit employee sick time. Instead, staff are encouraged to use sick time when appropriate and to notify their supervisor. This policy aims to prevent the spread of contagious illnesses by allowing employees to heal at home. Employees also have the flexibility to work remotely.
- ✓ **Workplace Ergonomics:** To promote employee comfort and reduce the risk of musculoskeletal injuries, EastPoint provides adjustable furniture and detail workstation setup guidelines as a safe work practice.
- ✓ **Physical Security:** EastPoint safeguards our office premises via access control for all employees, along with surveillance systems and protocols for visitors. Our protocols align with requirements to work at Secret and Reliability level for clients who require a certified level of document security in our offices. EastPoint employees are required to meet federally-established security clearance requirements as a condition of employment.
- ✓ **Chemical and Hazardous Materials Safety:** EastPoint maintains clear protocols for the safe handling, storage, and disposal of any cleaning supplies or other potentially hazardous substances, in accordance with WHMIS guidelines, along with providing basic training on emergency response procedures and the use of personal protective equipment.
- ✓ **Information Security:** EastPoint recognizes the importance of protecting sensitive and confidential client, employee, and company information. We utilize multi-factor authentication across our systems and platforms. Our servers and data storage systems utilize encryption to secure data both in transit and at rest. We partner with a reputable cyber monitoring company to continuously monitor our systems, networks, and online activities for signs of potential cyber threats or security breaches. To prevent unauthorized access, we have implemented geolocation lockdown measures for mobile devices. We educate employees about information security best practices, policies, and procedures on an ongoing basis on topics such as phishing awareness and password hygiene.



HSE in our Design Approach

Incorporating health, safety, and environmental considerations into our projects, we prioritize design integrity, constructability, and occupant well-being, upholding rigorous safety standards from conception to completion.

- ✓ **Managing Risks:** EastPoint's design process incorporates comprehensive risk assessments and quality management system checkpoints to identify potential hazards and mitigate risks throughout the project lifecycle. We utilize tools such as hazard analysis, safety reviews, and simulation software to evaluate design alternatives and optimize safety performance. Our approach emphasizes proactive risk management, collaboration with stakeholders, and adherence to applicable codes and regulations to ensure the safety and integrity of our designs.
- ✓ **Materials Specification:** In our architectural and engineering projects, we carefully select materials that meet safety standards, durability requirements, and environmental considerations. We prioritize materials with low toxicity, minimal environmental impact, and long-term durability to ensure the safety and well-being of occupants and the surrounding environment. Our specifications include detailed information on material properties, performance characteristics, and installation requirements to ensure compliance with safety regulations and industry standards.
- ✓ **Universal Design Principles:** Applying universal design principles aligns with our commitment to inclusivity and safety. By creating environments that are accessible to all individuals, regardless of age or ability, EastPoint prioritizes the well-being and dignity of every occupant while mitigating the risk of accidents or barriers to participation.



HSE in our Field Operations

Incorporating health, safety, and environmental considerations into our projects, we prioritize design integrity, constructability, and occupant well-being, upholding rigorous safety standards from conception to completion.

- ☑ **Right to Refuse Unsafe Work:** EastPoint upholds the right of employees to refuse work they believe to be unsafe or hazardous without fear of reprisal. We have established HSE forms and procedures for employees to report safety concerns and promptly request assistance in addressing unsafe conditions. Our leadership is committed to investigating reported concerns, implementing corrective actions, and empowering all employees to prioritize their safety and well-being.
- ☑ **Right to Participate:** EastPoint facilitates open communication channels, safety committees, and feedback mechanisms to engage employees in safety initiatives and empower everyone to contribute to a safer work environment.
 - We actively encourage participation in all-staff monthly health and safety meetings (attendance is tracked), hazard identification, and incident reporting to promote a culture of safety and continuous improvement.
 - We provide ongoing training and development opportunities to enhance employees' safety knowledge and skills; some key training certifications include First Aid, Fall Arrest, and Confined Space.
 - For projects involving travel to construction sites or client meetings, we prioritize employee safety by providing resources and guidelines for safe travel. This includes vehicle maintenance checks and travel safety protocols to minimize risks associated with commuting and business travel. We also encourage alternative transportation options such as public transit (SmartTrip Program employer subsidy), carpooling, or telecommuting to reduce environmental impact and enhance employee safety.
- ☑ **Right to Know:** Applying universal design principles aligns with our commitment to inclusivity and safety. By creating a transparent environment that is accessible to all individuals, regardless of age or ability, EastPoint prioritizes the well-being and dignity of every occupant while mitigating the risk of accidents or barriers to participation.
- ☑ **Right to Grieve or File a Complaint:** Creating an emotionally intelligent atmosphere helps in fostering a culture of psychological safety, which promotes employees to feel comfortable to express their opinions, in order to solve problems.

